

# **Kennedy Jr. High School**

## **Policy Manual**

### **Mission Statement**

***The Kennedy Community promotes positive learning in a safe, respectful, and diverse environment to achieve our maximum potential.***

### **Belief Statements rentals**

#### **We Believe:**

- ***Student learning is the guiding principle of the school.***
- ***Students need to demonstrate their understanding of essential knowledge and skills, be actively involved in solving problems, and produce quality work.***
- ***Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.***
- ***Students, parents, teachers, administrators, and the community share the responsibility for advancing the school's mission.***
- ***A safe and physically comfortable environment facilitates student learning.***
- ***Exceptional students, (e.g. special education, limited English proficiency, gifted and talented, etc.) should have access to special services and resources.***
- ***Each student is a valued individual with unique physical, social, emotional, and intellectual needs.***

- ***Positive relationships and mutual respect throughout the school community fosters student self-esteem.***
- ***Students learn to make appropriate decisions when given a supportive and challenging learning environment.***

## ***Desired Results for Student Learning (DSRL'S)***

### **COMPLEX THINKER**

***Students should be held responsible for their own learning by being prepared to learn. Students will learn problem-solving skills and become critical thinkers by developing the ability to access and evaluate information***

#### **Indicators:**

- ***Demonstrate and employs a variety of thinking strategies***
- ***Integrates new information with existing knowledge and experience***
- ***Employs an interdisciplinary approach to broaden insight and increase understanding.***
- ***Maintains an objective ability to evaluate information and form opinions.***

## **COLLABORATE WORKER**

***Students will respect themselves and other by adhering to social rules and norms; and by cooperating with peers, parents, and staff to achieve specified results.***

### ***Indicators:***

- ***Values, differences and similarities among group members***
- ***Listens to others, respects opinions, and responds appropriately***
- ***Identifies needed resources which are necessary for problem solving. Participates in group brainstorming, prioritizing, analyzing, and planning.***
- ***Values the need to contribute to the group effort and realizes one's own place and role. Obeys rules, follows established procedures, and actively participates.***
- ***Develops skills which foster fair evaluation of individual and group efforts.***

## **LIFE-LONG LEARNER**

***A life-long learner has achieved basic knowledge and developed learning skills that support continuous education, encourage effective participation in society, and maximize employment opportunities;***

### **Indicators:**

- ***Initiates one's own learning and manages time well.***
- ***Demonstrates foundation skills and meets essential subject area standards.***
- ***Is a self starter who organizes resources and information, and allows oneself to set, maintain, and evaluate goals.***
- ***Applies knowledge and information in different situations***
- ***Uses appropriate information-seeking strategies.***
- ***Is comfortable researching and presenting information in written and oral form.***
- ***Seeks continued opportunities to develop abilities and knowledge.***

### **Accident Reports**

***All student accident reports or injuries must be reported to the attendance office immediately. A "Report of Accident" form must be completed and given to the counseling secretary immediately after the accident. The staff member responsible for supervision of the student or the staff member first on the scene of an accident has the responsibility to fill out the form. Any injury occurring during any school-sponsored activity, in or out of school, must be reported.***

### **Activity Request Form**

***Any activity that will disrupt the regular school schedule or require assistance from school employees other than the teacher or a location other than the teacher's classroom should fill out an activity request form and put the completed form in the assistant principal's box. Prior to the form being returned to the assistant principal, all necessary signatures should be complete.***

### **Advisory Grade**

***All students in advisory class will receive a "P" for pass or an "F" for fail. There should not be lettered grades entered for advisory.***

### **After School Detention**

***After school detention will be assigned by an administrator or counselor. After school detention will be held Tuesday & Thursday and will start at 2:45 p.m. and end at 3:30 p.m.***

### **Announcements**

***Announcements are made in the morning only. To have an announcement made, fill out an announcement form stating the date(s) you would like the announcement made along with the specific wording for the announcement. The announcement form is available***

***in the main office next to the intercom system. Announcements should be submitted by 7:30 a.m. and be written legibly.***

### **Assemblies**

***Most assemblies will be held in the morning during advisory. Occasionally an assembly will be held in the afternoon. Either way, students will attend the assembly with their advisory class. Teachers will be given an assembly seating schedule at the start of the year. Classes will be called down based on that seating schedule. Have your students walk quietly to the auditorium and sit in their assigned location. Teachers should walk with their students to the auditorium and stay with their students during the entire assembly. During the assembly, students should be respectful and polite to those performing. No yelling or whistling is allowed. Students who are not polite should be removed from the assembly and placed in in-school suspension. At the end of the assembly, students will be released in sections. After all students have been released, a bell will ring for all students to be in their next class.***

### **Attendance**

***All teachers are required to take attendance every period, every day. Teachers can enter codes (A) for absence or (T) for tardy. The attendance office can enter the following codes:***

- E – Parent excused absence***
- R – School release***
- D – Detention***
- S – Suspended***
- U – Unexcused absence (sluffing)***
- M – Medical absence***

- **V – Vacation**
- **F – Funeral**
- **L – Lock up facility or Treatment Center**
- **C - Court**

### **Auditorium Use**

***All requests to use the auditorium must use an activity request form and be submitted in writing to the assistant principal two weeks prior to the scheduled activity. The person requesting the auditorium is responsible for all signatures on the activity request form.***

### **Audio-Visual Equipment**

***Teachers are encouraged to use audio-visual materials available from the media center. Requests should be made to the media center specialist one week prior to its use. All audio visual equipment must be returned by the end of the checkout period. If you must keep audio visual equipment overnight, it must be kept in a safe place.***

### **Building Use**

***Student sponsored groups must have a faculty sponsor in attendance who is responsible for the group and its activities. Student groups cannot schedule activities when custodians are not on duty.***

### **Calendar**

***There is one calendar for scheduling school events and the assistant principal is responsible for this calendar. All school sponsored activities must be on the school calendar. If you need to schedule an activity, please contact the assistant principal prior to scheduling the activity. After the activity has been approved it will be placed on the school calendar along with the hall calendar.***



### **Call Button**

***There is a red call button mounted in the wall of each classroom to be used for an emergency. When this button is pushed, a secretary in the front office will answer your call for help. Please use this button wisely. In addition, please keep your students away from this push button.***

### **Check Cashing/Change**

***Personal checks are not cashed at the school. We have a limited amount of funds available. Change will be given on a limited basis but there will be no change given to students.***

### **Citizenship**

#### ***Sluffing:***

- ***One unexcused absence (sluff) = 1***
- ***More than one unexcused absence (sluff) = 0***

#### ***Tardies:***

- ***1 tardy = 4***
- ***2 tardies = no higher than a 3***
- ***3 tardies = no higher than a 2***
- ***4 tardies = no higher than a 1***
- ***5+ tardies = no higher than a 0***

#### ***Excused absences:***

- ***10+ excused absence may lower the citizenship grade***

#### ***Behavior:***

- ***Students who display behavior problems will also receive a lowered citizenship grade.***

### **Class Dismissal**

***It is each teacher's responsibility to dismiss class at the end of each period. As a courtesy to the next period teacher, do not keep students after the dismissal bell. Please provide the teacher with a late admit***

***when students are unavoidable detained. Do not dismiss class early!  
Do not hold students more than 3 minutes at the end of the day.***

### **Computer Lab**

- ***Teachers should be with their classes at all times. Students are not allowed in the computer lab unattended.***
- ***Students must have a specific assignment to complete during the class period***
- ***No food, drinks, candy or gum allowed in the lab***
- ***Clean up the lab before you leave***
- ***Students may not use another student's account login***
- ***Arrange use of the lab with the media clerk***
- ***Report any damage to the media specialist and submit a work order for equipment that is not working properly.***

### **Consultation**

***Every teacher has at least one consultation period. This time has been set aside for classroom preparation, grading of papers, parent contact and other necessary classroom duties. Please be in the building and available during your consult period.***

### **Contract Time**

***As per the teacher/district agreement, all teachers should arrive at school 20 minutes prior to the start of the first class and stay 30 minutes after the conclusion of the last period.***

### **Advisory**

***Following the morning announcements and Channel One all students, staff and faculty members should be silently. The reading should continue until the bell rings for dismissal to first period.***

***Administrators, counselors, secretaries and other staff should be visiting classes throughout the building and model reading procedures***

***to students. Any other activity should be limited except when necessary.***

### **Department Meetings**

***Department meetings should be centered on student achievement. Teachers need to focus on collaboration, student assessments, re-teaching strategies, student data, and the development of engaging lesson plans. An agenda for the department meeting should be generated by the department chair. At the conclusion of the meeting, the meeting notes should be provided to the principal.***

### **Disclosure Statements**

***A disclosure statement is required for all classes. Included in the disclosure statement are objectives of the class, general classroom rules and procedures, academic grading standards and requirements, citizenship grading standards and requirements, make up policy and anything else the teacher feels is important. A copy of the statement should be given to the assistant principal within the first two weeks of school.***

### **District Mail**

***Teachers may use inter-office envelopes to send materials to other schools or to the district office. This mail is delivered and picked up daily when regular school is in session.***

### **Dress Code**

***Kennedy Jr. High School has a strict dress code policy which has been approved by staff and with parents. Please be familiar with the dress code and make sure all students in your class are following dress code. If a student comes to class and is not in dress code, send the***

**student to the office and the office will assure they comply with dress code standards.**

### **Early Release Day**

**Each Friday of the school year, students will be released at 12:30 pm. Teacher contract time on Friday is 7:30 a.m. to 2:45 p.m. The time without students is a valuable opportunity to collaborate with other teachers and school staff. It gives us the opportunity to meet in groups or as an entire faculty. This is vital for planning and collaboration. Teachers should not be planning or participating in any activities besides those scheduled by the administration.**

### **Eligibility Code**

**Students must follow strict codes in order to participate in outside school activities. If there are concerns, the eligibility committee will review the situation and determine if the student should continue participating in the school activity.**

### **Emergency Preparedness**

**All teachers and staff have been provided a clip board which has all the emergency preparedness information. Please read the information on the clip board and keep the clip board handy. Also keep a copy of your roll attendance sheets printed and attach these copies to your clipboard. If an emergency should arise, bring the clip board with you so you can quickly refer to emergency procedures.**

### **Emergency Leaves**

**On rare occasions a teacher may need to leave the building when they have a class. The teacher should get approval from administration and provide a list of teachers who have agree to cover the classes. If the teacher needs to leave immediately, the teacher should notify administration, who will arrange to have the classes covered. In all**

***instances, the teacher should let the secretary know they are leaving the building.***

### **Employee Sexual Harassment**

***Sexual harassment is not tolerated among any staff or students in Granite School District. In accordance with district policy any harassment or complaint should be immediately reported to the principal. The principal in turn will notify the Granite School District Equity Committee which will assist in determining the appropriate action. If there are any questions concerning this policy, please see the principal.***

### **Excused List**

***All lists of students to be excused for an activity must be in alphabetical order with student number. The list should then be e-mailed or put in the assistant principal's box. The assistant principal will approve the list then e-mail the approved list to the faculty or put the approved list in the teacher's box. Please provide the list to the assistant principal at least two days prior to the activity.***

### **Faculty Meeting**

***Most faculty information will be distributed electronically, and all faculty and staff are responsible for all information disseminated. Faculty meetings will be held only when necessary and will be announced one school day prior, if possible. Attendance is required of all faculty meetings. Exceptions must be cleared with the principal ahead of time and will be approved only for unusual circumstances.***

### **Fax Machine**

***The fax machine is located in the main office. If you are unfamiliar with the use of the fax machine, a secretary should be available to help you.***

## **Fire Safety**

***The fire marshal comes out and inspects each classroom and area of the building once a year. The following are precautions everyone can take to reduce the chance of fire and comply with state fire codes:***

- ***Don't prop doors open using wedge blocks or furniture***
- ***Don't obstruct doors***
- ***Don't use extension cords in electrical outlets***
- ***Don't cover more than 25% of your class room wall space with posters or other hanging items.***
- ***Make sure all flammables are properly capped and stored***
- ***Keep all storage and work areas clean and orderly***
- ***Discard all old unused books and paper that are combustible***
- ***Know where the nearest fire extinguisher is***

## **Fundraising**

***Fundraising must be approved through administration. Fund raising activities must occur at a time and place that does not interfere with class activities. Teachers are not allowed to collect any fundraising money. All money must go through the main office.***

## **Grades**

***Grades are given to students four times during the year. A grade is given for each subject. Grades are recorded a A, A-, B+, B, B- C+, C, C-, D+, D, D-, F. (There are no A+ grades given) All but an "F" grade will receive credit. An "I" or incomplete grade may be entered on the report card when a student has been absent or is missing work that you have agreed to accept. An "I" that is not changed will turn into an "F" at the end of the next term. In addition, a student may receive a***

***“P” or pass. When a “P” is given they will receive credit. Grades must be posted by 3:00 p.m. on the day following the end of the term.***

### **Grade Changes**

***If a grade needs to be changed, only the teacher has the authority to make that change. The teacher can make a grade change request with the attendance secretary. During the summer, if the teacher is not available, the administrator will look at the teacher's records and if the records show the grade is not correct, the grade will be changed. If the grade in question is the grade showing on the records, the teacher will be contacted and will give (or not give) the authorization to make a grade change.***

### **Guest Speaker for Classes**

***Guest speakers for teachers' classes should be cleared with the administration.***

### **Hall Duty**

***All faculty and staff are requested to be in the hall during class changes. Administrators and counselors will also be in the hall at the start of school and at the conclusion of school.***

### **Hall Pass**

***When a hall pass request is made, teachers should evaluate the student's needs and be sensitive to special circumstances. Each teacher will be given a hall pass for their room. The hall pass is an orange vest. Only one student is permitted to use this vest at a time. When a student is given the hall pass, they have five minutes in which to return to class. Any student who is in the hall without a hall pass will be escorted back to their room.***

### **Homework Request**

**Students who have missed three or more days may request homework. When the request is made, office aides will deliver homework requests to teachers. When a teacher receives a request for homework, they should return the homework to the attendance office as soon as possible. Parents will be asked to pick the homework up after 3:00 p.m. Students who miss one or two days of school may pick their homework up on the first day back to school.**

### **Intercom**

**The use of the intercom system during the school day will be kept to a minimum. Please use the morning announcement time for any school announcements and/or reminders for students to be excused.**

### **Keys**

**Keys will be issued to teachers for the rooms in which they teach. District policy forbids the issuance of outside door keys to unauthorized persons. DO NOT LEAVE KEYS WHERE THEY MAY BE PICKED UP BY OTHERS. DO NOT LET STUDENTS USE YOUR KEYS UNDER ANY CIRCUMSTANCES. Report the loss of a key to the front office immediately. At the end of the year all keys must be turned in to the front office.**

### **Leaving the Building**

**On a very rare occasion, it may be necessary for you to leave the building during your prep period or at the close of the day. Please clear this with an administrator and sign out with the secretary prior to leaving the building.**

### **Lunch Detention**

**Administrators will assign students lunch detention. During lunch detention they will sit at a specific table in the lunch room and**



***following lunch they will clean tables. If a student serves lunch detention, they will be arriving to their next class approximately 5 minutes late.***

### **Mailbox**

***Each teacher is provided a mailbox in the faculty work room. Teachers should check their mail box each morning and periodically throughout the day for announcements, notices, assignments and telephone messages. There is a basket for outgoing U.S. mail in the front office.***

### **Mid Term Progress Report**

***The mid-term progress report should reflect the student's progress for the first four weeks and should not necessarily indicate a final grade. Mid-term reports will be given to students each term. The mid-term report will be given out during the advisory period. Teachers will be required to have their mid-term grades posted on the computer by the midterm deadline.***

### **Money Collections**

***Teachers must not charge students for materials used in class, even when students volunteer to pay. This includes movies, field trips etc. Fund-raising for clubs and organizations must have the principal's approval and must be coordinated with the administration. All money is collected by the front office. NO teacher is to accept money from a student. Teachers may be liable for money lost through violation of school and/or district policy. Only the principal is authorized to approve purchases from school funds. All funds raised, including fund raisers and department funds, are school funds. Expenditure of funds raised by or allocated to the department must have approval of the department chairperson.***

### **National Anthem**

***The National Anthem will be played on the first morning of each week during advisory. In addition, a student will lead the class in reciting the Pledge of Allegiance Monday through Thursday at the beginning of advisory, and during 1<sup>st</sup> period on Fridays.***

### **New Students**

***Throughout the year, teachers will receive new students into their classrooms. Students are to be welcomed and accepted into the class. Teachers who may question the placement of the student in their class are to sign them in and then discuss their concern with the counselor or principal at a later time.***

### **Occupational Injury Report**

***Claims for an occupational injury should be reported to the office immediately. It is essential for one's own protection that a report of injury or suspected injury be submitted. Please report any injuries as soon as possible even if immediate medical attention is not requested.***

### **Parent/Teacher Conference**

***Parent/Teacher conferences are held in the fall and in the spring. Parent/teacher conferences begin at 4:00 p.m. and end at 7:00 p.m. Custodial staff will make sure all teachers have access to a "lunch" table to sit at. Teachers are welcome to bring their personal chairs and/or table to teacher conference. Secretarial staff will hang a sign with the teachers name so parents are quickly able to identify teachers. Administrators will be in the gym for parent/teacher conference and if a teacher needs help communicating with a parent, administration is there to assist. All teachers are required to attend parent/teacher conferences.***

### **Parent /Teacher Meetings**

***Please schedule parent/teacher meetings during your prep period or before or after school. If a parent requests a meeting with you, feel free to invite the student's counselor or an administrator. The office conference room is usually available for parent/teacher meetings and the signup sheet for that room is located on the door.***

### **Parking**

***Staff parking is on the north side of the building. All staff members are asked to help with the security of cars parked in the parking lot. Staff members are advised not to use parking at the east end of the parking lot where students go to and from the relocatables.***

### **Photocopy Machines**

***There is a photocopy machine in the copy workroom. Your personal password is the last four digits of your social security number. If you are unfamiliar with the operation of the photocopy machine, please ask one of the secretaries for a quick training of the machine. If you are willing to train your TA, then your TA may come to the office to make copies for you. Remember to plan ahead. The machine breaks often and it can take a couple of days for the repair man to come to the school to repair the machine. If the machine should jam while you are using the machine, please let the office know so it can be un-jammed and ready for the next teacher to use. There is also a photocopy machine in the main office for small jobs. Your personal password for this machine is the last four digits of your social security number plus a one.***

### **Purchase Orders or Purchases**

***All purchases made at school with school money needs to be approved prior to ordering. Speak with the financial secretary and she will give you the appropriate paper work.***

### **Room/Furniture Changes**

***Teachers should maintain the room to which they are assigned and the furniture assigned to that room. Any transfer of furniture from one room to another must have custodial approval.***

### **Schedule Changes**

***Most schedule changes should occur the first two weeks of a term. After two weeks there should be limited schedule changes. If a student is having a problem with a teacher and requests a schedule change, the student, parent and teacher must meet prior to the schedule change. Student's changing from a class should receive a signature of approval from the class they are leaving to assure all books and materials have been returned to that teacher. When a student's schedule is changed the counselor should first print out a copy of their grades and provide these past grades to the new teacher.***

### **Student Behavior Issues**

***All behavior referrals should go through the computer program "Educators Handbook". You can also use Educators Handbook for documentation of parent contact or behavior issues. Before you send a referral on a student, make sure you have had at least one parent contact. Document the parent contact on Educators Handbook so administration is aware that parents have been contacted. A call and/or e-mail to parent works well.***

### **Student Withdrawals**

***Before a student transfers to another school, a withdrawal form must be completed by all his/her teachers, the library and the office. This form should be signed only after the student has turned in all books***

**and materials. When a student transfers from one class to another, the teacher will be given an “add” or “drop” slip. It is the teacher’s responsibility to recover all textbooks before signing the transfer form.**

### **Student Use of Cell phones**

**Students may have cell phones in school but they may not use them. If a student has a cell phone out in class or in the hallways, please take the phone away from the student and immediately give the cell phone to the main office. The office will in turn put the cell phone in the safe for safe keeping. DO NOT LEAVE STUDENT CELL PHONES IN OR ON YOUR DESK – BRING THEM TO THE MAIN OFFICE IMMEDIATELY.**

### **Substitutes**

**Sub finder should be called prior to 6:00 a.m. Login to sub finder is your social security number. Teachers are responsible to call sub finder. If your lesson plans are not readily available, please e-mail your lesson plans to the principal’s secretary prior to 7:00 a.m. If the teacher next to you has a substitute, please give them assistance if necessary.**

### **Supplies**

**Basic school supplies are available in the front office. Please fill out a supply order form and leave the form with the financial secretary. Your order will be filled and placed in your box within 24 hours.**

### **Tardy Policy**

**Being prompt and on time is a lifelong skill. We want students to learn this skill. There will be a hall sweep every day/every period. Please do not allow students into your room after the bell has rung. Send them to the hall sweep room for an admit note. Students who are unexcused will receive a “salmon” colored admit. They will also receive a consequence after their 1<sup>st</sup> tardy. Students who receive a**

***“white” colored admit are excused. Please remember to mark students tardy on the computer attendance program.***

### **Teachers in their Classrooms**

***Teachers should not leave their classroom during class time unless arrangements have been made for another staff member to supervise the class. Please plan ahead to avoid any need to be absent from the classroom during class time.***

### **Telephone Use**

***The telephone in the faculty room is for teacher use only. There is a phone in the attendance office that is for student use. If a students needs to use the telephone they must first receive approval from their teacher prior to using the phone. Please write the student a note so we know they have your approval for phone use.***

### **Testing Week**

***The last week of each term is designated as testing week. No activities, field trips, assemblies, in-class assemblies should be scheduled. This will allow teacher adequate time to give tests and make up work in order to enable students to earn the highest grade possible. Please honor testing week by not planning activities during this time.***

### **Use of School Equipment**

***Teachers should not take any Granite School District equipment home unless it is for the purpose of developing curriculum, programs, or school-related activities. Any equipment that is taken home should be taken with the understanding that the teacher is liable for damage, loss, or misuse. Teachers must fill out a form that can be obtained from the front office.***

### **Video Good Practice**

***Each teacher must read and sign the Video Guidelines Agreement each year. All PG and PG-13 movies must have prior administration approval and parental permission. Approval forms and permission forms are available from the media specialist or administration. No R or X-rated materials can be shown.***

### **Visitors in Building**

***There are no student visitors allowed in the building during the regular school day. Please do not allow former students to visit you during the regular school day. Visits should be scheduled after school hours. Approved visitors will be issued a visitor pass which they can receive from the main office. Anyone found in the building that does not have a visitor pass should be referred to the office. Individuals whose presence is suspicious should be reported to the office.***

### **Weekly Schedule**

***A weekly schedule will be e-mailed to you Friday afternoon. Please be familiar with upcoming events.***

### **Workmen's Compensation Claims**

***Any teacher or staff member who receives any type of injury while working at Kennedy Jr. High should report the injury to administration immediately. Paperwork needs to be completed the day the accident occurs. If medical care is needed, injured employees must go the Work Care Clinic in order for it to be covered under workers compensation unless the injury is life or limb threatening, in which place the initial treatment should take place at an emergency room.***