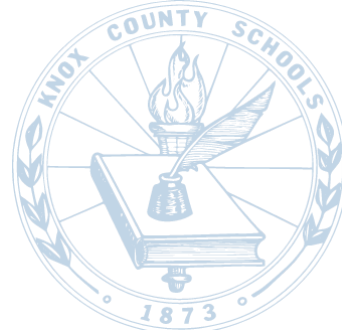




# Farragut High School Staff Handbook 2019-2020



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## Staff Directory

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## Calendars & Schedules

- [Knox County Testing Calendar](#)
- [FHS 2019-2020 Bell Schedule and Lunch Schedule](#) (Including 1 and 2 hour delays)
- [Bus Duty](#)

## Staff Professional Expectations:

- REGULAR CONTRACT HOURS
  - The required school day for staff members is 8 a.m. until 3:45 p.m. The class day for 7:00 a.m. teachers is from 6:25 a.m. until 2:10 p.m. 7 am classes are in session from 7:00-8:21 am. Teachers of 7 am classes may not cancel class or dismiss students early from class at their own discretion.
- BUS DUTY
  - All teachers are required to do bus duty. If unable to complete assigned bus duty, please notify Brad Smith or another grade level principal in advance. Click [here](#) for a full explanation of [Bus Duty](#).
- RESTROOM MONITORING
  - Departments have been assigned specific restrooms and will handle individual monitoring responsibilities as a department. Department individuals will be responsible for checks during class changes of assigned bathrooms to make sure they are free of graffiti. Administration will provide alternate bathrooms for transgender students per Knox County policy.
- HALLWAY MONITORING
  - During class change, teachers should be present in the halls to monitor, greet students as much as possible.
- PROFESSIONALISM
  - Teachers are expected to have an awareness of school, county, and state policies. All Knox County School Board policies can be found [here](#) as well as Knox County School Board [procedures](#).
  - Punctuality – Teachers must notify department chairs when they will be tardy for the start of their contract time.
  - School email and school mailboxes should be checked each day.
    - Per Board policy, school email should be used for school use only. Teachers should remember to be professional and courteous in their communications
  - Staff Dress Code – Staff is expected to dress professionally at all times. Professional attire may include dress denim as well as sleeveless tops for women. On Friday, staff is allowed to wear blue jeans and Farragut High School apparel.

- Teachers are required to attend Graduation. Prom is strongly encouraged. Parent contact hours will be given for graduation (These will count for the following school year).
- FACULTY MEETINGS
  - Attendance at faculty meetings is required unless you are on bus duty or any other conflict with prior approval. An administrator will follow-up concerning repeated absences to these meetings.
- S-TEAMS & PARENT CONFERENCES
  - Attendance to S-Team meetings and Parent Conferences are mandatory. In non-emergency situations, conflicts need to be resolved with department, admin or guidance within 24 hours.

### Guidelines for Sick and Personal Days

- SCHEDULING SICK/PERSONAL DAYS
  - Personal days must be approved by the principal and therefore require a 2 day notice at minimum.
  - Personal and sick days may not be taken adjacent to a Knox County break (i.e. the Friday before Fall Break, the Monday after Spring Break.)
  - If a teacher is going to miss more than 1.5 hours (on a plan period), then he or she must use a sick or personal day for such appointments.
  - Teachers may leave on plan periods, after signing out and notifying admin, twice a month. Should a teacher need to leave during a class, such instances must happen on a very limited circumstances.
  - Expectations for rare circumstances of missing class
    - Teachers should not miss more than 15 minutes of one class.
    - Teachers must make arrangements with your department head for class coverage.
    - Teachers must have Administrative Approval
    - Teachers should not leave for appointments that are not medical appointments or emergencies.

- Teachers should not utilize this privilege more than once a semester.
  - Any time missed beyond this once per semester circumstance must be covered by utilizing a sick day or half sick day.
- AESOP PROCEDURES –
  - Click [here](#) for instructions on how to use AESOP.
- SUBSTITUTE TEACHER MATERIALS –
  - Detailed lesson plans & copied materials, up-to-date rosters, and bell schedule including duties such as bathroom coverage. Teachers should indicate in lesson plans where IEPs and Emergency folders are located on your desk or in the workroom.
  - Please make sure Emergency folders are in a visible or easy to locate place and contain class rosters and the blank Evacuation class sheets.
  - At the beginning of the school year, teachers will turn in emergency lesson plans to department chair (including a copy of class rosters).
  - Turn in a copy of class rosters to the wing captains in case of an absence during an emergency.
  - Please be sure to include blank 1<sup>st</sup> block attendance sheet for sub to fill out. You might consider leaving two of these.

### Instructional Practices:

- INSTRUCTIONAL EXPECTATIONS
  - Bell-to-Bell teaching is a professional expectation. Click [here](#) to see a [sample lesson plan template](#) for the TEAM rubric.
  - Video usage
    - Clips should be approximately 20 min in length and in general should not occupy more than half the class period.
    - Clips will be accompanied by discussion and classroom activities.
    - On sub days, full-length movies should not be shown as a lesson plan.
    - Click [here](#) for the I-211 [Selection of Instructional Materials Other than Textbooks](#) on video approval. Click [here](#) for

the [Instructional Materials Assessment form](#).

- SYLLABUS Teachers should prepare a comprehensive syllabus for each course they are teaching.
  - [2019-2020 Syllabus Guidelines](#)
  - New teachers (incl. to the building) need to submit a lesson plan to the curriculum office before the end of the 2nd week of school.
  - The curriculum office will provide feedback and follow-up.
  
- EXTRA CREDIT POLICY
  - Extra Credit should only be given for academic assignments and should not be punitive in any way.
  
- ELECTRONIC MEDIA
  - Teachers will follow Board policy with regards to the use of electronic media in the classroom.
  - Click [here](#) for the link to Board policy Guidelines for Acceptable Use of [Electronic Media](#)
  - [Refusal of Access to Electronic Media Form](#)
  
- GRADEBOOKS REQUIREMENTS –
  - Click [here](#) for instructions on how to set up gradebook on Aspen.
  - Teachers are expected to update grades on Aspen approximately once a week.
  - Teachers are also expected to have up to date grades for students when entering a scheduled parent teacher conference
  - Teachers are recommended to use the “notes” section on an assignment when a student has a missing or failing assignment. This helps clear up confusion for parents and counselors when discussing why a student is struggling in a class. It is also recommended that teachers use “notes” for due dates on make up assignments or assignments not turned in.
  - Extra Credit:
    - Extra credit should not be awarded for non-academic

assignments.

- Participation Grades/Completion Grades:
  - Teachers should not award points to students, especially heavily weighted assignments, merely for passive participation or “completing” an assignment.
  
  - Assignments should reflect a specific skill, require thought & application, or have a rubric attached to them. Please refrain from referring to the assignments as Participation in order to give not only the student but also the parent more clarity in the gradebook as to the course requirements.
  - Completion grades should be limited to homework assignments where effort is required and awarded.
  
- FINAL EXAM POLICY –
  - State exams can only be taken on the set date or the make-up date as set by the testing team.
  - County-level and building level finals can only be taken on the final day, the make-up day, or a time after that day arranged by classroom teacher and administration. Finals will not be given prior to the final date.
  
- GUEST SPEAKER POLICIES
  - All outside speakers (this includes classroom speakers and club speakers) must be approved ahead of time. This also applies to guest speakers who are appearing via Skype.
  - Guest speakers must be supervised by a staff member at all times.
  - Click [here](#) for the [Outside Speaker permission form](#).
  
- FIELD TRIP POLICIES
  - Teachers should counsel at-risk students regarding whether participation in the field trip is in the best interest.
  - Follow county policies for submitting field trip requests – both out of school and in house field trips.
    - Click [here](#) for the link to SchoolStream.
  - Field trip lists should be submitted electronically to Susan Pratt

for attendance records 3 days in advance. Susan Pratt will email field trip notices to staff in advance.

- Click [here](#) to access the [FHS Field Trip Form](#).
- Use professional consideration when scheduling field trips-particularly near or on testing windows

- TARDY & ATTENDANCE POLICY

Click [here](#) to access [Student Affairs Attendance Information](#)

- Teachers are expected to keep accurate and up-to-date attendance records of all students.
- A student is absent if they have missed 15 minutes or more of your class. Field trips do not count against a student's attendance incentive.
- A student is tardy if they are not physically in the classroom with the bell rings. Teachers may not hold students after class to complete assignments or tests.
- 1<sup>st</sup> block teachers MUST submit attendance electronically before 10:15 each morning. If Aspen is not functioning properly, please email Susan Pratt or send a student to Student Affairs with the names and grade levels of absent students before the end of 1<sup>st</sup> block.
- Click [here](#) to access the [2019-2020 Tardy Policy](#) to display in your classroom.
- With the exception of Driver's Ed students, only students on your roster should be in your classroom. Whenever a teacher is absent or must leave in the middle of the day and no substitute is available, students in that teacher's class may be divided among department teachers. However, teachers need to have a list of the students that are assigned to them – this will be the responsibility of the department chair. This list should be shared with the front office so that we know where students are at all times.
- Unresolved Absences – By 2:45 each day, if a teacher has a student on his or her roll whose attendance does not match reality (student is marked absent in Aspen but is present in class or vice versa), teachers must submit this through ASPEN as a conduct referral.

- [2019-2020 Guidelines for Unscheduled Inservice Hours](#)
  - Click [here](#) for link.
  - Hours are due by the end of April. Failure to complete the hours required will result in 1 or 2 days of lost pay.

## Communication:

- PARENT COMMUNICATION
  - Teachers are expected to reply to parent emails and phone calls in 48 hours on business days.
  - Reasons/requirements for contacting parents –
    - Teachers must contact the parent regarding students making below a C by the end of the 4 week mark.
    - If a student is consistently failing the class, then teachers should initiate a parent conference through School Counseling.
    - Parents should also be contacted if the student is a continual disturbance in class or is having behavioral issues.
  - Teachers may use email or phone calls to contact parents. However, if the email does not get a response from the parent, then teachers MUST call parents.
  - If you have a student that has reached the age of 18, check with the senior counselor before calling parents.
  - Documentation – Teachers should maintain a contact log of all verbal communication with parents.
  - If at any point a teacher senses a “red flag” concerning a student’s behavior, then that teacher should contact the grade level counselor and administrator. “Red flags” would involve a sudden drastic change in appearance, behavior, drop in grade performance, or rumors about the student’s home life that are concerning. In any of these situations, teachers should seek out the counselor or administrator associated with this student.
  - Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children’s Services or to local law enforcement. The reporter can remain anonymous. For suspected



abuse, call 877-237-0004. If you are uncertain how to proceed, contact an administrator. After reporting to DCS, please retain the case number and share with administration immediately.

- CELL PHONE POLICY FOR TEACHERS
  - Teachers are expected to periodically check their cell phones throughout the day since this will be the main form of communication from administration. It's advised to have your phone with you in the classroom.
  
- CANVAS EXPECTATIONS
  - Syllabus posting is required on Canvas
  - Teachers are encouraged to post materials for their course on Canvas.
  - Snow Day Expectations - Teachers are not required to post assignments for classes during snow days. Students cannot be penalized for assignments teachers provide on snow days unless the assignments were pre-existing.

## Interactions with students

- BASIC EXPECTATIONS
  - Teachers are expected to know the Board Policy on Staff-Student Relations. Click [here](#) for link to policy.
  - Employees who have reason to believe that another employee is inappropriately involved with a student are obligated to report this information to a principal or supervisor.
  - Teachers should never be alone in a classroom with a student. If a situation occurs in which a teacher is alone doing a makeup or tutoring, teacher and student should relocate to a common area.
  
- SOCIAL MEDIA
  - All staff are expected to follow the BOE's [policy](#) on social media.
  - It is recommended that teachers use Remind.com or Groupme rather than personal texting when communicating with students.

## General Housekeeping Procedures:

- ANNOUNCEMENTS
  - Announcements for events or club meetings can be emailed to Michele Armstrong in the 1<sup>st</sup> floor office.
  - Flyers for club meetings or fundraisers should be posted only on the metal strips in the wings.
- CONTRACTS
  - All contracts and agreements with outside entities must receive board approval.
- BOOKKEEPING
  - Procedures & fundraising procedures. Click [here](#) to view [Myrtle's instructions](#).
- STUDENT VISITORS
  - All class visitors must be signed in at the office. Outside visitors discouraged in order to protect instructional time and need to make prior arrangements with the teacher they intend to visit.
- MEDIA CENTER –
  - To sign up to use the library:
    - Please see one of the librarians in-person or email one of them to schedule time in the library. We can be flexible concerning available dates and times. We do schedule time on a first-come, first-served basis, but teachers are welcome to discuss available dates and times with us.
  - For Research Instruction:
    - The librarians are available to lead research instruction. We ask teachers to submit an assignment sheet with expectations and/or topics as soon as possible. Submitting an assignment sheet allows us to plan our instruction to better meet specific learning needs and objectives.
- CLUB & TEAM SPONSORS
  - Clubs and Club Sports will have prior approval from administration. See Board policy for Clubs [here](#).
  - Sponsors will be present at all club meetings and events. If hosting an event, arrangements for custodian and security are the

responsibility of the event sponsor. The sponsor must communicate these arrangements to Dottie Bauguess or an administrator in the case of her absence.

- o If you would like to start a new club, please fill out this [form](#).

## Student Discipline

- o CHEATING
  - o Cheating, Plagiarism Guidelines, Punishment according to FHS & Knox County – Click [here](#) to view the FHS [Academic Integrity Policy](#)
  - o Click [here](#) for a link to Board Policy [J-191 Misbehaviors and Disciplinary Options](#)
- o Click [here](#) for a link to [Classroom Management Expectations](#)
- o DRESS CODE
  - o Dress code for students will be enforced. If you see a student violation of the dress code, send that student to see his or her grade level principal at the beginning of class. Male teachers who identify female dress code violations should allow a female teacher to contact an admin. Click [here](#) for a link to the [Student Dress Code](#).

## Emergency Procedures & Crisis

### RED EMERGENCY FOLDER

- Teachers are responsible for keeping up with their red emergency folders. These folders contain important instructions for any number of situations at FHS. It is recommended that teachers keep up to date class rosters inside their folder in order to take attendance during Evacuations. Teachers are expected to be aware of procedures listed in the folder. Click [here](#) for copies of the [Emergency Folder Instructions](#). If you have any questions, see Brad Smith.
- Crisis Management Communication will be relayed thru Remind.
- Accident reporting: Click [here](#) for link to School Stream.