

**LAKEWOOD HIGH SCHOOL  
STAFF HANDBOOK  
2009 - 2010**

**MISSION STATEMENT**

**LAKEWOOD HIGH SCHOOL IS DEDICATED  
TO EDUCATING STUDENTS TO BECOME  
RESPECTFUL, RESPONSIBLE, AND LITERATE  
CITIZENS WITH THE SKILLS TO CONTRIBUTE TO A  
GLOBAL COMMUNITY**

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## **ADMINISTRATIVE RESPONSIBILITIES**

As administrators, we are here to facilitate the learning process and to support you as staff members. It will be helpful for you to know the administrator that has primary responsibility for each task.

### **PRINCIPAL: DALE LEACH**

- Staffing - hiring and placement of teachers and other personnel; supervision and evaluation of classified and certificated staff.
- Budgeting - accounting and supervision of building expenditures.
- Public Relations - community relations including working with businesses, parent organizations and committees.
- Curriculum
- Professional Development
- Building Leadership and Management Teams
- Facilitate the School Improvement Process
- Staff Meetings
- Master Schedule
- Committees
- Drills – Earthquake, fire, intruder
- Special Education
- Testing
- Senior Discipline & Appeals

### **ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR: MATT BLAIR**

- Supervision and evaluation of classified and certificated staff.
- Student Discipline (9-11) & general student supervision
- Athletic Department & Athletic Budgets
- ASB Budgeting - Accounting & Supervising Activity
- ASB Fundraisers
- ASB Executive Council & Representative Council
- Attendance Issues
- Activity Coordinator
- Facilities Use
- Master Calendar
- Keys/Security
- Locker Issues
- Parking lot issues
- Field Trips

**OFFICE STAFF RESPONSIBILITIES**

<p><b><u>ANN BAIRD</u></b>          Administrator Schedule          Confidential Correspondence          Supplies Forms          General Fund Monies          General Fund Purchase Orders          Newsletter          Staff Supplemental Contract          Summer School Forms          Supplies/Instructional Materials          Budget/Principal and Dept. Chairs          Staff Meeting Minutes          Daily Bulletin          Copy Room</p>	<p><b><u>NANCY CONNOR</u></b>          Receptionist          Distribute mail          Attendance          Athletics          Activities          Train student aides          Detention/Wednesday School          Discipline Records          Parking Permit Handout (Staff)          Open Campus forms          Change of Status          Leave Forms          Substitutes: Class/Certified          Building Time Sheets          NTI Phone System</p>
<p><b><u>STEPHANIE HOIDAL</u></b>          Student Records          Grade Reports/Progress Reports          Counseling Secretary          New Student Registration          Registrar          Lockers          Graduation</p>	<p><b><u>SANDY GOGERT</u></b>          ASB Moneys          ASB Purchase Orders/Budgets          Parking Permits (Students)          Receipting of Fines and Fees          Athletic Eligibility/Clearance          Athletic Rosters/Counts          WIAA info/membership</p>
<p><b><u>ANDREA SATHER</u></b>          Career Counseling, EA          Develop Internships, Apprenticeships and          Work Experience opportunities for students          Provide support to teachers in Career and          Technical Education</p>	<p><b><u>JULIE EKHOLM</u></b>          Health Room, EA          Attend to ill and injured students &amp; staff          Health screening          NTI Phone System          Field trip health forms</p>
<p><b><u>HEIDI HESSELMAN</u></b>          Cougar Path          Athletics          Coaching Compliance/First Aid/CPR          Athletic Rosters (Programs)          Room Time (Athletics)          Weekly Sports Bulletin</p>	

## **STAFF EXPECTATIONS**

As a staff we have agreed that the following rules should be enforced throughout the building. Please do your part to ensure that we are **ALL** consistent with these rules.

- Keep students inside the classroom even on warm, sunny days unless there is a sound educational reason for them to be outside.
- Notify the office if you change classroom locations.
- Classroom celebrations should be scheduled through the office and related to curriculum.
- Be visible right outside your classroom during passing periods.
- Teacher Assistants should be supervised at all times. If they are running an errand, they need a Hall Pass.
- Students are expected to be on time for every class. Teachers are to record all tardies and assign consequences in accordance with the policy.
- Keep students in classrooms until the bell rings. Do not dismiss your students early.
- Any student who leaves your class should take a pass, which includes their name, the date, the time, and your signature.
- Any time you hear swearing or other inappropriate language, you need to stop and tell the student that it is unacceptable. If it is particularly out of line or it is a repeat occurrence, please refer the student to the office.
- Enforce the Student Code of Conduct.
- Please be visible and aware! Your presence makes all the difference!

**THIS IS A TEAM EFFORT! Please do your part to be consistent in enforcing these school - wide expectations and the expectations listed in the student handbook**





## **CURRICULUM NOTEBOOK**

We need updated versions of the following information to be placed in this year's curriculum notebook:

1. Course description (To include statement of purpose/relevancy)
2. Unit/topic sequence & anticipated time
3. Attendance requirements/consequences
4. Grading standards
5. Classroom management policies & procedures
6. Make-up work requirements
7. Homework policy (see Board Policy in Addendum)

Please submit your syllabus to Mr. Leach or Mr. Blair prior to distribution to students the **first week of school**.

## **COMMUNICATION**

### **PARENTS**

You are expected to communicate with parents. It is our expectation that parents are notified as soon as possible regarding academic or behavioral concerns. A student who is failing should have several documented parent contacts! If each teacher were to contact one parent per week just to tell them that their student did something good at school, consider the impact and how many parents would feel good about their student's education. Please let us know when students' are doing well so that we can also send a note home.

***We cannot over-communicate with our parents!*** The more they know about what we are doing, the more supportive they are. Almost without exception, when we encounter difficulties with parents, it is based on a lack of information.

### **WESPAC**

All staff are expected to use the WESPAC/Skyward grade book system. This is a vital link between parents and the classroom. It provides parents with up to date factual information about their student's progress. Training will occur each fall. Staff who are experiencing difficulty with the system should contact Brent Ashley or Elizabeth Davis.

### **MASTER CALENDAR**

A Master Calendar will be published each month and will include a draft for the following month. It is important that if you have an event that the staff needs to know about or utilizes a space that will impact other staff you must schedule it with the assistant principal during the month prior to the event. If you question if your event should be on the Master Calendar see the assistant principal.

### **READER BOARD**

If you want an event on the reader board please contact the assistant principal two weeks prior to your event.

### **NEWSLETTER**

We will be sending a newsletter home approximately once a month. This is an extremely important and valuable communication tool. We want to highlight the positive things we are

doing! If you have items you would like to see included in the newsletter, please see Mr. Leach or Ms. Baird. The deadline for articles to be published will be the 10th of each month.

### **SCHOOL BOARD MEETINGS**

These meetings are held on the first and third Wednesday of each month. If you have any items at any time you would like shared with the board, please let Mr. Leach know! Items for board approval need to be submitted to a building administrator at least two weeks prior to the board meeting.

### **BUILDING ISSUES**

The principal and assistant principal are both committed to an **open door policy** and encourage you to drop by when you have questions, comments, concerns, humorous stories, etc. You should also take advantage of the following building teams in place to address issues:

LEADERSHIP COUNCIL is the building leadership and management team that deals with curriculum, staff, building budget, and general operations issues. Leadership Council will meet the **second** and **fourth Monday** of each month or as noted on the Master Calendar.

CARE TEAM addresses at risk students, special needs students, student placement, etc.

SUNSHINE COMMITTEE addresses personal staff needs.

Again, please see an administrator or members of these teams with questions, comments, concerns, or suggestions.

### **LEARNING RESOURCE CENTER**

The LRC is available throughout the day for student research, reading and quiet studying. If you wish to take your entire class to the LRC, you need to schedule that with the librarian ahead of time. Up to four students from any individual class may be sent to the LRC during a single class period. **Make sure the students have a dated and signed pass with the time they left your room.** The students will be signed in and out of the LRC. You will be able to check a master CHECK IN/OUT sheet in the LRC to verify attendance. The LRC is not to be used to house students who have failed your class due to attendance. These students are to remain in your class. Students will be required to follow all LRC rules.

### **GENERAL LIBRARY RULES**

- Students are expected to treat library staff, other students, and library property with respect.
- Students are expected to use 12” voices (only students sitting next to the speaking student should be able to hear them) to promote a learning environment in the library.
- Students visiting the library are expected to have an intended purpose for being in the library, i.e. to study, to find a book, use the computer for school-related assignments and research, etc. Unless a student is visiting with a class, he/she must have a signed pass for the library and must sign in on the clipboard upon arrival and sign out whenever leaving the library.
- Students may check out books and past issues of magazines for two weeks. (New magazines and reference materials may be used within the library, but not checked out).
- Students are expected to return borrowed materials on time. Overdue notices are delivered to classes and should be taken seriously. Fine lists are issued every three months from the library; all materials which are overdue at the time of the issuance of

this list will appear on this list which is sent to the office and can be paid either in the office or to the library.

- Students are expected to keep all food and drink out of the library to ensure proper care of library materials. Students bringing in food/drink to the library will be asked to leave until the food/drink is finished or to leave the unfinished beverage at the entrance counter to be returned to the student upon leaving.
- Students are expected to comply with the Lakewood School Board Policy (4610) regarding the acceptable use of electronic information systems. The library's computer systems are intended for research purposes and are not for the use of visiting chat rooms, downloading ANYTHING, or for working on student e-mail.
- Students initially disobeying the general computer rules will be asked to leave computer stations for the day. In the case of more extreme misconduct in this area, students may be prohibited from using the library computers for the semester or for the year. Students caught disobeying library computer rules a second time will be prohibited from using library computers for the year.
- Students are expected to comply with the Lakewood School District's Code of Conduct and general rules.
- Disobedience of general library rules will result in one of the following steps depending on the severity of the infraction. Library fines may be necessary for some violations such as acts of vandalism. The library reserves the right to keep a log of disciplinary actions.
  - Warning (first step for minor violations only).
  - Removal from the library for the school day.
  - Removal from visiting group to a "time out" area. (For when a student is visiting with a class and cannot return to the classroom).
  - Detention time.
  - Direct Referral.
  - Removal from library for the school year.

### EMERGENCY DRILLS

We will be conducting several "planned" drills throughout the school year. Washington State Law requires us to conduct monthly fire drills. Please prepare your students the first day of school as to the seriousness of these drills and the following appropriate procedures:

#### **FIRE**

1. Students need to exit the building according to the **emergency exit chart** posted in each classroom. They should do so in a quiet/orderly manner.
2. Teachers close the windows (if applicable) and exit the classroom closing the door. Do NOT lock the door.
3. Teachers accompany students to designated areas where roll is taken to account for all students in class.
4. Students and staff may return to the building when they are informed that it is safe to do so by an administrator.

Representatives have been chosen from each area of the building as area leaders. Their duty is to ascertain the existence and location of a fire in their area. Specifically, these representatives' duties will be to:

1. Know the location of all pull stations in their area.
2. Check each pull station in your area.
3. When found, quickly determine the status of a fire near the area.

4. Find the teacher/student who pulled the alarm and question if possible.
5. Call office immediately on the phone, intercom, or send a runner.
6. Listen for the return to class bell and monitor students returning to class.

**These representatives are:**

FULL BUILDING CHECK	Leach/Anderson	
AREA 1	West wing/Commons/Kitchen/Bathroom	Carlson
AREA 2	North wing/Theater/Stage	Davis
AREA 3	Main Hall/East Wing/Library/Bathroom	Wyatt
AREA 4	Gym/Locker rooms/Foyer	Barker
AREA 5	Shop Building	O'Hara
AREA 6	Science/Art/Spec. Ed.	Fellows
AREA 7	Portables	Rooney
ASSEMBLY AREA		Blair

### EARTHQUAKE

1. When an earthquake drill is announced or there is an apparent earthquake, all students should be instructed to get down on the ground or under a desk if possible.
2. If there are windows in the room, students should go to the other side of the room.
3. Staff members should then take cover.
4. Hold positions for at least 60 seconds or until the earthquake appears to be over.
5. If directed evacuate the building. You may receive specific direction for evacuation.
6. Report to the assembly area.
7. Account for all students.
8. Remain until directed to return.

### INTRUDER PLAN

The following procedures are to be utilized when a “visitor” is seen on campus:

1. If you feel safe in doing so, make the decision to confront:
  - “May I help you?”
  - “Visitor’s” need to check in at the office.
2. If you are concerned, contact office:
  - Inform us about visitor: description, name, intent & current location
3. Administrator will contact and confront the “visitor”.
4. Snohomish County Sheriff called if necessary.

If we have an **Emergency / Intruder** (a potential threat to students, staff):

1. Same procedures as above.
2. Decision by administrator to “lock-down”.
3. The following P.A. announcement will be given.  
**“THERE IS AN INTRUDER, PLEASE LOCK-DOWN”**
4. Teachers are to check the hallway around their classroom immediately and take in any students who are in the hall.
5. Lock the doors.
6. Have all students remain in the classroom and move to an area low and out of the line of sight.
7. Students are to remain quiet.
8. Close and cover windows.
9. Do not open the classroom unless approached by a uniformed officer or an all-call that states the situation is clear.
10. Implement “call in” procedures.

11. Snohomish County Sheriff will be contacted by the main office staff.

12. Refrain from confrontation.

If intruders come on campus during break/lunch/after school:

1. Same procedures.
2. Students must clear area and move to a classroom or out of danger zone.
3. Allow administrator and law enforcement to handle situation.

The following procedures are important:

1. Doors are to remain closed and locked.
2. Teachers are to remain in their classroom until notified.
3. No student is to exit the building during the lock-down.
4. No student/individual is to enter the building unless cleared by an administrator.
5. A P.A. announcement will be given to signal that the situation is clear.

### **INTRUDER CALL IN PROCEDURE**

After you have taken attendance please phone your department chair right away and report either all students “accounted for”, the following students are “out of class” (bathroom, library, another classroom), or the following students are “extra” and they are from “location or teacher”. If a student is out of their assigned class we need to know where the student is located and the students name, that includes any students who come into your class during the intruder drill.

**PLEASE DO NOT LEAVE A MESSAGE. CONTINUE CALLING UNTIL YOU REACH SOMEONE IN THE OFFICE.**

When calling in please identify yourself, ie...”This is Mr./Ms....we are all clear”) Those classrooms without phones will be contacted by the office via the intercom and will confirm with you on your status. (Art, Rooms 103 & Library/A).

#### **Dept. Head Phone Numbers:**

##### **Walker 2054**

Bolser  
O’Hara  
Schmakeit  
Steiner  
Trapp

##### **Walster 2304**

Barker  
Jensen  
LeGore  
Lentz  
Grazzini  
Hendry

##### **Carlson 2052**

Delaney  
Simonseth  
Keffer  
Sharples

##### **Wohlgemuth 2406**

Buchanan  
Knight  
Rooney  
Sowards

##### **Wyatt 2044**

Davis  
Forsell  
Rooney  
Thorvilson  
Winsor

##### **Fellows 2046**

Gale  
Leach  
Nauert  
Sharples

##### **Bebee 2016**

Klem  
McIntyre  
Reid

**Then each Dept. Head will *email* into the office as follows:**

Julie Ekholm – jekholm@lwsd.wednet.edu

## BOMB THREAT PROCEDURES

**CAUTION: Use of radio frequency transmitting devices, including cell phones and walkie-talkies can detonate certain types of bombs. Use adult messengers.**

**Person receiving the call uses the checklist (located in the Appendix), notes all vital information, and reports to Operations Chief (principal/supervisor) immediately. While talking to the caller, wave the Bomb Threat Check list to gain the attention of others nearby.**

**Operations Chief sends messenger to use a cell phone to call 911 (must be 100 feet away from buildings) and to report incident to the District Office. It may be necessary for the District Office to call 911. Due to our inability to trace calls from the district, it is important to ask the 911 operator to have a Law Enforcement trace put on the call. Operations Chief (Principal/Supervisor) evaluates the bomb threat using the completed checklist.**

If the bomb may be inside of the building, follow these steps:

- Check evacuation routes and evacuation area for unusual objects, which may be a bomb. Do not touch anything, which may be a bomb.
- Order evacuation. Announce by adult runner. Do not use cell phones, hand-held radios, pagers, or any other radio frequency transmitting device. Coded messages given over the intercom may be used.
- When evacuating, all adult staff check visually for unusual objects which may be a bomb or anything not recognized as belonging in the classroom or school. Report anything unusual to the Operations Chief (Principal/Supervisor). Non-classroom staff should check the “public” areas while evacuating.
- Teachers should instruct students to bring their coats, backpacks, bags or other personal belongings.
- Do not turn lights off. Open a window if possible. Leave doors unlocked, but not propped open.
- Evacuate to the High School Stadium.
- Teachers should not ask questions of the runner.

Because school district personnel are most familiar with the schools, the School District’s Emergency Management Coordinator, School Resource Officer, and other personnel appointed by the Superintendent, will conduct the search. If anything suspicious is found, the Police Bomb Technicians will be called.

After the search has been completed and the search team has been debriefed, the Superintendent or designee will call an “all clear” and school will resume.

Police reports are to be made on all bomb threats.

Send parent notification home with students on the day of the threat if possible.

### **STAFF IDENTIFICATION BADGES**

The Lakewood School District requires all staff to wear a district ID badge. This is an effort to increase safety on all of our campuses. Please see the assistant principal if you forget your badge and he/she will give you a replacement.

### **COPY MACHINES**

Copiers are located in the Staff Workroom off of the Faculty room and in the library. Any teacher who wishes to copy their own school material may use the copiers whenever they wish.

**Students are not allowed in the copy rooms. Please do everything you can to conserve paper!!**

Ms. Baird will be the contact person responsible for the machines. Please see her if there is a problem or there are supplies that are needed. If you need to run a significant number of pages, please do so after school. **Students are not allowed to use these machines.**

### **SICK/PERSONAL LEAVE**

**Lesson Plans**-Unit lesson plans and detailed lesson plans for use by the substitute are essential for effective teaching. It is the classroom teacher's responsibility to have lesson plans prepared in advance.

A reminder to teachers that there is a Financial Incentive for each day of personal leave that is not used. In June you can request payment for each unused day per negotiated agreement.

### **LOCKER ROOM USE**

Many of our staff use the P.E. facilities, both officially and unofficially. We encourage the use of those facilities, however, we need to make sure that we protect the security of that area as well. Make sure that you follow these procedures if you use the gym and locker rooms:

1. No student should be left in locker room unsupervised at anytime.
2. Teacher/coach must lock both doors on their way out of the locker room.
3. **No student should be given the keys and sent into the locker room unsupervised.**
4. Locker combinations should be locked in a drawer at all times. No student should have access to them.
5. Keep athletic and P.E. storage areas free from clutter.
6. Return items that you use to their appropriate spot.

### **DAILY BULLETIN**

Morning announcements are an important part of the student life at Lakewood High School. **PLEASE CONVEY TO THE STUDENTS THE IMPORTANCE OF LISTENING TO THE ANNOUNCEMENTS EACH MORNING.** To place something in the daily bulletin, please e-mail Ms. Baird the information. Any information to be placed in the next day's bulletin **MUST BE IN TO HER BY 1:00 p.m.** Every attempt will be made to have the bulletin emailed by 7:15 a.m. the following morning.

### **BUILDING SECURITY**

We need everyone's assistance in maintaining building security. Each staff member has open access to the building but needs to be cautious when using the facilities after hours and weekends.

**Regular hours (when the building is coded in) are:**

**Monday – Friday. 5:30 a.m. - 10:00 p.m.**

**SONITROL PROCEDURES  
FOR ANYTIME OTHER THAN A REGULAR SCHOOL DAY BETWEEN  
5:30 A.M. – 10:00 P.M.**

Entering the Main Building

- Walk in through the Sonitrol door nearest the counselor's office.
- Go immediately to the key pad located just outside of the counseling center.
- If it is not coded in, it will be beeping. Immediately punch your number in and press #. Wait until the keypad light turns green and says "In."
- Sign in with date, time and name.
- If it is coded in, it will not be beeping and will show a green light next to "In".
- Sign in with date, name and time.

If you unlock a door it is your responsibility to lock it.

If there are any problems coding in call Sonitrol immediately so that the police are not dispatched. The phone number is located on the sign in sheet

### Leaving the Building

- When you are ready to leave lock all doors, sign out with the time next to your name.
- If someone is still in the building you may leave.
- If you are the last one in the building:
- Sign out.
- Code out – punch your number followed by #.
- Wait until the keypad begins to beep and then leave through the Sonitrol door only.
- If the keypad does not beep and code out – a door has been propped open. You must find the door and secure it. Repeat the code out procedure. If you have any problems call Sonitrol. The number is located on the sign in sheet.

Building B/Outback – use the same procedures. The keypad is located inside the woodshop to the right.

Stadium – The stadium procedure is different from the other building. Before using this system, you will need to be trained by the athletic director or the assistant principal.

Please see an administrator if you need a refresher course on Sonitrol!

For every false alarm, we are charged a minimum 2 hour call out at overtime pay for the maintenance employee who responds. In addition, the Snohomish County Sheriff's office.

1<sup>st</sup> - \$250.00      2<sup>nd</sup> - \$500.00      3<sup>rd</sup> - \$1,000.00, plus call outs

### KEYS

Keys will be issued to each staff member to enable you to have access to all parts of the building that you need. Please see the assistant principal for any key requests, concerns, etc. Once the key has been checked out to you, you must be responsible for security in those locations! Avoid letting keys out of your possession. See an administrator immediately if you think you have lost any keys.

### PARKING

There is ample parking available for our staff. Please use the area that best meets your needs. However, to enable us to determine our staff vehicles vs. student vehicles and hopefully to avoid any wrongful towing, please use the vinyl STAFF PARKING placard that will be provided. It is to be placed on your rearview mirror. They are easily transferable for those of you using more than one vehicle. If you need a placard, please see Mrs. Connor.

### **VAN TRANSPORTATION**

If you wish to use the van you will need to contact the assistant principal. When you use the van, pick up the keys, credit card for gasoline and a mileage form from Cindy Steigerwald. It is imperative that adequate records be kept and all slips and credit card receipts are turned into Ms. Baird as soon as possible. Reserve the van with Cindy Steigerwald well in advance of any travel plans.

### **DISCIPLINE/ATTENDANCE FORMS**

All discipline and attendance forms are available in the staff workroom. Ms. Baird & Mrs. Connor are responsible for keeping up with the forms and for knowing when to order more. Please let her know when a form is running low. Thanks for your assistance in this area.

### **MONEY HANDLING PROCEDURES**

Students should be directed to Mrs. Gogert to pay ASB fees. All other fees should be paid to Ms. Baird or Mrs. Connor before school or during lunch. Students should not be out of class to take care of these. All money collected must be submitted to Mrs. Gogert with a completed count sheet daily. Do not leave money in your room.

### **VIDEO PROJECTORS**

There are several video/digital projectors available for classroom use. Please see Ms. Jensen in the library for checkout. Please secure the projector in a locked cabinet if you are keeping it overnight.

### **VIDEO RESOURCES**

Please remember that all curriculum materials must be approved by the Leadership Council, LIT and Curriculum Council before they are utilized for classroom instruction. Forms are available in the main office. Videos must relate to teaching objectives. Popular videos not related to the curriculum are not to be shown in class. All supplementary materials must be approved by the principal prior to use (Board Policy 4600).

### **CARE TEAM**

The Student Assistance Program of Lakewood High School is an integrated, broad based program to improve the health and well-being of students. The team is striving to serve at-risk students in a variety of ways. Referral forms are available in the counseling office so the team can begin to identify at-risk students. Our goal is to assist students with their personal issues so they may in turn experience some level of success in the classroom. Please contact one of the school counselors if you would like to make a student referral.

### **STUDENT VISITS TO COUNSELING CENTER/OFFICE**

Students are not to be released from class unless they have a pass from you, the counselor, or the office. Please limit students leaving class for restrooms, lockers, etc. It is critical for a minimal number of students to be out in the hall during classes. Students should only be released to a counselor or office if it is an emergency.

Students are not to attend any Group unless they present you a pass first. You may deny a student's request to attend Group, if they need to be in class. Please mark the student absent on your attendance and mark SR for the reason.

If a student fails to obtain their pass from you and they go to Group, it is considered a truancy.

The counselors and office personnel will be sending passes for students or will be using the phone or intercom. If a student is sent for via intercom, please fill out a hall pass and send it with the student. The counselor/office personnel will fill out the time the student left when he/she leaves the office. Please check these passes when they return.

### **ATHLETIC AND FIELD TRIPS**

Staff members wishing to take students on an off-campus trip must obtain permission from the assistant principal (club/activities/academic) or the athletic director (athletics) at least 4 weeks in advance to ensure that the proper permission, transportation and funding arrangements have been made. For athletic or other school related trips please publish a list of students attending either via email in each staff member's box the day **prior to the event**. The list should include all participants who will be leaving class early. This will enable the staff member to easily check a list before letting students out of class. This will also eliminate the intercom interruptions. A **COPY SHOULD BE GIVEN TO the attendance secretary, assistant principal and athletic director**. Students who are leaving school for a school sponsored activity, must have the pre-arranged absence form cleared by each teacher. Advisors/Coaches: It is your responsibility to provide these forms to the students.

**If you are planning on taking students on a field trip please obtain a field trip packet from the assistant principal at least four weeks prior to your trip.**

### **ATTENDANCE PROCEDURE**

1. Daily attendance by period will be taken and recorded online through the district website at <http://www.lwsd.wednet.edu/>. Select WESPAC Educator Access and log on. If you need assistance with this program, please see the building representative.
2. In order to allow the office to make phone calls to parents, first and second period attendance **must** be recorded by the middle of second period.
3. Students are to bring a note or a parent must make a phone call to the attendance secretary within two (2) days after the absence in order to be excused. The absence will then be posted in the computer where the teacher will be able to verify the excused absence. It is critical that you keep accurate attendance and enter the data each period.
4. When a student reaches their 5<sup>th</sup> truancy or 11<sup>th</sup> total absence (including truanancies: excluding School Related or Suspensions), please fill out the Attendance Related Class Credit Form and give copy 1 to student, keep copy 2 for yourself, and turn the remainder of the forms into attendance in the main office. **Staff must communicate with parents prior to issuing the form. There should be several documented parent contacts.**
5. The student has three (3) days to fill out and turn in a Class Credit Appeal Form to the teacher. Please fill out the Class Credit Appeal Form, discuss the action decision, consider excused absences, truanancies, grading standards and attendance requirements/consequences. Students 'right to appeal', include the teacher, assistant principal and principal.
6. If you do not grant the student's appeal, it is your responsibility to notify the counseling center of the "F" grade. The student who loses credit must remain in your class for the remainder of the semester. Do not send them to the library or another teacher's class. Do not send them to the counseling center for a schedule change. A schedule change can only occur by the parents request and only if the schedule can be rearranged for a late start or early release. **PLEASE DO NOT USE THE TERM "DROPPED" FROM CLASS.**
7. **TARDINESS PROCEDURES:** It is expected that each student be to class on time and that all staff hold students accountable. A student who enters the classroom after the tardy bell rings will be considered late. Teachers are to notify students in writing of tardiness expectations and consequences the first week of school. These expectations should be on file with the

administration. Habitual tardiness is treated as serious and should be referred for administrative action.

Please communicate with parents when there are attendance concerns, or behavior problems. Communication up front always gets us ahead with our parents.

### **TARDY POLICY & PROCEDURE**

- a. A tardy in this class is defined as arriving in the room after the bell has rung without a written excuse from a staff member.
- b. When a student has accumulated a total of three (3) tardies per class per semester, one (1) session of detention will be assigned. For all subsequent tardies a student will be referred to administration for further disciplinary action. The steps are listed below:

1<sup>st</sup> tardy – Teacher warning

2<sup>nd</sup> tardy – teacher warning

3<sup>rd</sup> tardy – 30 minute detention

4<sup>th</sup> tardy – Wednesday School

5<sup>th</sup> tardy – Wednesday School / Parent contact

6<sup>th</sup> tardy – Wednesday School

7<sup>th</sup> tardy and up – Progressive discipline / OSS (out-of school suspension)

### **DETENTION**

A detention rotation system will be used as follows:

1. After school detention will be from 2:05 – 2:35
2. Teachers will be placed on a detention rotation system.
3. Detention will be held only on Tuesday, Wednesday, and Thursday.

Detention will begin the 2nd week of school.

Process:

Assign detention to a student ONLY after you have gone through the proper interventions to change the behavior of that student. It is important that a parent contact is made following the second intervention. A teacher can call, e-mail, or send notice to a parent. Please remember to give the student a minimum of one week to complete their detention and have that detention due on a day that detention can be served. Once you have given a student detention and assigned a due date, turn in the paperwork to Mr. Blair. If a student behaves in a manner that warrants immediate discipline then send the student to the office with a referral and NOT an intervention/tardy form.

### **WEDNESDAY SCHOOL**

Wednesday School will continue to be assigned by the assistant principal for disciplinary infractions. If a student does not complete Wednesday School, he/she will be suspended out-of-school for 3 days. **A student/parent can only reschedule a Wednesday School one time during the school year due to extenuating circumstances.** Parent contact will be made prior to the Wednesday School being served.

### **DISCIPLINE**

It is a continuous goal to implement a positive approach to school wide discipline. Ideally, when a healthy climate is fostered for learning, discipline problems are minimized. When students are

actively engaged by meaningful learning activities they do not become discipline problems. Discipline procedures continue to be modified and changed to hold students responsible for their actions. As a staff, we need to continuously evaluate our own classroom expectations, course curriculums, and mode of instruction to ensure that Lakewood students are receiving a quality education.

It is considered a responsibility of all staff members to assure that proper and adequate discipline is maintained, not only in the classroom and halls, but everywhere that school activities are conducted. Each teacher has full authority and is expected to utilize it when necessary to stop any misconduct observed at any time or place during the school day, on school grounds or at school sponsored activities.

### **Suggestions for Positive approaches to discipline**

The majority of classroom discipline problems will be solved by the teacher using positive strategies and classroom interventions.

**A. All teachers are to publish and have on display the classroom expectations for managing his or her classroom.**

The guidelines for establishing classroom expectations include:

1. State them in a positive way.
2. Limit the number of "expectations", 5 or 6 is usually sufficient.
3. State the expectation in very specific language that the student will understand.
4. Determine and let the students know ahead of time the consequences of not living up to your expectations.
5. Design your expectations to enhance and further student learning. Expectations should not create more problems than they are designed to prevent.

**B. Be Consistent**

The importance of students knowing what is expected of them and the consequences of their behavior cannot be over-emphasized.

**C. Be Proactive**

If a student is exhibiting disruptive behavior, arrange a conference time with that student to see if you can get to the root of the problem. Record the date and the time of the conference for future reference as an intervention.

**D. Parent Communication**

Communication with parents can be your most effective tool in dealing with student behavior problems. Then use the following guidelines.

1. Contact parents as soon as you see that there is a potential situation where you will need the parent's cooperation.
2. Know what you want from your conversation with the parents.
3. Plan how you will achieve what you want.
4. Be prepared to explain what you feel if the parents are not cooperative.
5. Have documentation to support your comments.

6. A parent call or conference can be considered an intervention.

#### **E. Develop Behavior Contracts**

A formal written agreement between you and your student is one of the most valuable classroom tools. Many teachers use behavior contracts in one way or another to deal with academic or behavior problems in individuals, a group, or an entire class. The following points will help you develop an effective contract.

1. Ask the students what they think the contract should say.
2. Be specific about the responsibilities of everyone involved, the teacher, the parent, the student.
3. Spell out the consequences for meeting or not meeting the contract's requirements. Positive feedback to students (rewards) should follow successful completion of a contract.
4. Set up and describe a procedure for changing the contract.
5. Stipulate dates for reviewing the contract's results.
6. Have all parties affected sign the contract.
7. Distribute a copy of the contract on the appropriate date and evaluate its effectiveness.
9. Review contract with Assistant Principal prior to administering it to student.
10. Behavior contracts can be an intervention.

### **DISCIPLINE REFERRAL SYSTEM**

- A. Flagrant violations of school rules (fighting, swearing at the teacher, vandalism, etc.) are to be referred to the office immediately.
  1. Escort student(s) to office if possible.
  2. Use the intercom or send a student to the office to inform the secretary that the student is on the way.
  3. Use the intercom to request assistance or send a student to get a neighboring colleague to assist with the matter.
  4. If you are able to intervene in the situation separate the students and notify the office.

It is expected of all staff that when a fight is in progress attempts are made to intervene and stop the aggression. We always need to ask ourselves whether we are acting responsibly to uphold the safety of all students. Utilize the following procedures:

1. Clear other students away from the immediate area for safety reasons.
2. Always use loud verbal language and state who you are.
3. Asking a colleague or student for additional assistance may be necessary.
4. Make a judgment call whether you can successfully intervene and stop the fight.
5. If you can successfully separate the parties, please separate and escort them to the office.

Never put yourself in a dangerous situation; however, we are responsible for all students and must take actions in a reasonable and prudent fashion to protect all students from being harmed.

- B. Chronic discipline problems (repeated failure to follow directions, interruption of other students and/or the teacher, lack of respect for school property, failure to bring materials

to class, etc.) which disrupt the education climate of the classroom are to be documented using the Behavior Intervention System. Intervention strategies include the following:

1. Individual counseling
2. Detention
3. Behavior contract
4. Parent contact (phone and intervention form)
5. Parent conference
6. Referral to the counselor
7. Referral to the CARE/MDT teams

\*\* Remember to follow intervention procedures.  
If the problem persists, refer the student to the office for disciplinary action.

### **DRESS STANDARDS**

Student dress and appearance are primarily a responsibility of the parents. However, dress and appearance must not present health or safety problems or cause disruption at school or school activities. As a matter of health and safety, everyone must be fully clothed, including shoes or sandals and shirts. Shirts and pants must be of the type that would cover the body in an appropriate manner to others. Walking shorts are acceptable. (Tank tops, strapless dresses/shirts, beachwear, and short shorts are not acceptable.) Drug, alcohol, tobacco, sex-related graphics and slogans, or double entendre graphics or slogans on clothing are not considered acceptable. Possible gang-related attire is not allowed on school property. Students will be asked to change clothes if necessary. Teachers may ask students to remove hats. Repeat violation will result in progressive discipline.

One of our ongoing goals is to continue to foster an environment that is free of violence, drugs, alcohol, tobacco, and sex. To assist administration in these areas, constantly be alert to what students are wearing, carrying, drawing, and saying to others. If you see something that does not look acceptable or is questionable, ask the student to remove the item or send the student to the office. Document names of student offenders, (even if 1<sup>st</sup> time and warnings) and forward to the assistant principal as soon as possible. Alert areas include:

- Bandanas
- Drawing on notebooks - be alert for tagging, graffiti, eight-balls, etc.
- T-shirts
  - Big Johnson/Hooters shirts are not acceptable
  - Marlboro or other adventure racing teams/Tobacco oriented shirts are not acceptable
  - Drug/alcohol/sexual related slogans or graphics
- Hats
  - Embroidered gang names (symbolize tagging)
  - Writing on inside bill of hat
- Graffiti
- Pens that are actually knives
- Mercedes Benz or Cadillac hood ornaments
- Pipe connectors (homemade) or marijuana pipes
- Bullets, lighters, or smoke bombs

## **PURCHASING PROCEDURES**

All building teaching staff are assigned a budget through their department. Each departmental budget is overseen by a member of the Leadership Council as noted below.

Jeremiah Wohlgemuth	History
Jane Wyatt	English
Eric Carlson	Math
Mike Fellows	Science
Chris Walster	Foreign Language, PE, Music, Art
Toni Bebee	Special Education
Bob Walker	Vocational
Matt Blair	Student Services/Athletics
Dale Leach	Counseling/Administration

From your budget you may purchase supplies, materials and equipment for your classroom. You may also cover registration and travel fees to attend workshops. It is the responsibility of each department head to approve requisitions before they are approved by the building principal. It is the responsibility of the department head to ensure that the budget is not exceeded.

All purchases must be made using a school district issued purchase order. Unless approved in advance by the building principal, you may not purchase items and then request reimbursement.

The following procedures are to be followed for purchasing:

1. Complete a purchase order requisition. Make sure that the requisition includes all of the necessary information to process the order. This includes: vendor name and address; number of items to be ordered; item number (if applicable); complete description of the item; unit cost; and total cost. Each requisition should be totaled including tax and shipping. In the bottom left hand corner of the requisition please write your name where it is marked for distribution. This will insure that the items will be shipped to the correct person.
2. Once the requisition is complete, it must first be signed by the department head to ensure that the budget has not been exceeded. The department head should also write in the correct account code for the order. Once the department head has signed the purchase order, it should be sent to the building principal to be signed.
3. Once the building principal has signed it, it will be given to Ann Baird.
4. Ann Baird will enter it into the computer. The requisition will then be sent to the district office where it will be signed by the superintendent. This will initiate a purchase order. The administration office will print the purchase order and return it to the building. The original purchase order will be sent to the building principal for a signature and can then be sent or faxed to the vendor by Ann Baird.
5. When your order is received, it is your responsibility to notify the office so that the invoice can be paid. This is done by writing "OK to pay" and initialing the packing slip. If you receive an order without a packing slip, check the items against the

purchase order, make a copy of the purchase order and sign on the purchase order (OK to pay” and initials).

If you receive a partial order, follow the same procedure. We will make a partial payment. Do not hold the packing slip because items have not been shipped.