

2015-2016

Faculty  
Handbook



# Crown Point Central School

*Home of the Panthers*

## **Table of Contents**

3	Administration and Support Staff List
4	Faculty and Support Staff
5	Teachers Daily Schedule/Lesson Plans
6	Substitute Folders/Observation of Classes
7	Financial Information /Daily Arrival and Dismissal
8	Classroom Management
9	Attendance Procedures
10.	Supervision of Students
11.	Fire & Safety Drills
12.	Students Leaving Building/Classroom Behavior/Office Mail
13.	Copying/Field Trips/ Library & Audio Visual
14.	Requisitions and Purchasing/Progress Reports/ Honor Roll
15.	Incompletes/Promotion & Retention/ Professional Development
16.	New Teacher Meetings/ Extra-Curricular Activities/ Calendar of Events/Meetings
17.	Extra-Curricular Meeting Schedule/ Advisor list for 2013-2014.
18/22	General Guidelines for Extra-Curricular

- 22 First Aid/ Publicity/ Classroom Cleanliness
- 23 Custodial Service/Homework/Textbooks/Assemblies/Faculty Smoking/Computer Lab
- 24 Workshops/Conferences/Visitations/ Pupil Services
- 25 IST/ Progress Reports & Report Cards
- 26 Plan Book Review Schedule
- 27 Bus Duty Schedule/Observation Schedule
- 28 Professional Development/Faculty Meetings
- 29 Board of Education Meetings Schedule

<b><u>Administration &amp; Support Staff</u></b>	
<b>Shari L. Brannock</b> Superintendent of School	<b>Tara Spaulding</b> Pre-K-12 Principal
Mary Hope McGinness Athletic Director	Tieah Gunnison CSE/CPSE Chair

<u>District</u>			
Vicki Russell District Treasurer	Brandy Harrington Deputy Treasurer	Kama Ingleston Tax Collector	Cynthia Condit Internal Auditor Attendance Officer

<u>Office</u>			
Jacalyn Popp Administrative Assistant	Vicki Mero Principal's Secretary	Bette Pertak Account Clerk	

<u>Custodial</u>		
John Bezon, Head Custodian Randall "Chip" Parrott	Robert Lacey	Kelly White

<u>Cafeteria</u>		
Debbie Manley, Head Cook	Jennifer Sours	Mindy Ross Bette Pertak, Clerk

<u>Transportation</u>		
Tom Fish, Head Bus Driver/Mechanic		
Lynn Bergeron	Bruce Burns	Jay Munson
Bob Bruce	Ken LaDeau	Sue Strieble
Ron Ryan	Frank Murray	Robert Patnode
Henry DuShane		

## Faculty and Support Staff

Lori Slattery Pre-Kindergarten	Crystal Farrell Special Education/Social Studies	Alana Gaddor Spanish
Tracy Bush Kindergarten	Shannan Allen Special Education/Sixth Grade	Patti Wolf English
Sharon Norton First Grade	Rachel Leclair-Charron English	Jeris French Music
Elizabeth Ross Second Grade	Paula Norton Special Education	Jayna McLoughlin Art
Jaci Pockett Third Grade	Donald Bishop Jr. Special Education	Keryn Rafferty Psychologist
Randy Pertak Fourth grade	Paula LaDeau Speech Therapy/Special Ed.	Cinthia Condit School Nurse
Jarad Andersen Fifth Grade`	Lisa Harrington AIS	Ursula Thompson Teacher Assistant
TBA Technology	Tracey Cross-Baker Guidance Counselor	Jennifer Penny Teacher Assistant
Erica Carey Mathematics	Daniel Sheridan Science	Bonnie Landry Teacher Assistant
Shane Thelen Social Studies	Mary Hope McGinness Physical Education	Peggy Patnode Teacher Assistant
John Swinton Physical Education	TBA Business Math	Erica Peters Teacher Assistant
Christopher Gibson Health/Physical Education/FCS	Connie Perea Mathematics	Staci Slattery Teacher Assistant
Connie Anzovino Aide	Tara Rocque Aide	

## **TEACHER'S DAILY SCHEDULE**

Teachers should be in their rooms by 8:10 a.m. and leave no earlier than 3:05 p.m. each day. If you have business which requires leaving the building during the day, you should take the following steps: 1) Sign-out in the Superintendent's Office if business is to be taken care of during lunch time. 2) Seek permission from the Superintendent or Principal if you need to leave during the activity time period (2:30 p.m. – 3:05 p.m.) for a graduate class or a doctor's appointment. Once permission is granted, you should sign-out. All appointments should be made AFTER 3:05 p.m. whenever possible.

1. Teachers who find it necessary to be absent from school should call Tara Spaulding at 597-3652, cell 586-6624. She is available up to 9:00 pm in the evening or between 6:30a.m.-7:00 a.m. each morning. Only when Tara cannot be reached, please call Shari Brannock at 585-7629. If you are unable to report on succeeding days, please call the office before 3:00 p.m. if possible.
2. Teachers planning absences for professional reasons (conference, field trips, visitations, etc.) must file a request form at least TWO WEEKS in advance. Field trips and visitations require the signature of the Principal and again must be submitted at least two weeks in advance. Conferences require the approval and signature of the superintendent.
3. Teachers requesting personal days should file a request in accordance with contract language. This requires the signature of the Superintendent.
4. Staff members who will be late because of an emergency situation are asked to call the office as soon as possible.
5. School closing because of weather will be announced over the local stations and through the phone tree by 6:00 a.m. whenever possible.
6. Requests for Jury Duty.

The negotiated agreement stipulates the procedure to be followed:

On proof of the necessity of jury service, leave shall be granted to any employee of whom such service is required provided, however, that the employee shall reimburse the District the full amount of any jury duty pay he/she receives, exclusive of meal or travel allowances.

## **LESSON PLANS**

Thorough planning on a long range and daily basis is essential to the teaching process. Each teacher must prepare a written lesson plan for each class, sufficiently clear so that in an emergency another teacher can follow it. Plan books will be reviewed by the Principal on Thursdays on a rotating basis. \* (see schedule at end of section) Plan books must be turned into the office at the end of the school year. Remember, as per contract, Plan books should be prepared for the week in advance.

## **SUBSTITUTE TEACHER FOLDERS**

Though the regular staff member has limited control over how a substitute performs, the teacher can delineate an action pattern that is consistent with what the students have learned to expect. The regular staff member can do this by developing a substitute folder. This folder will be kept on file in the office and should be changed after it is used. The following will be included in the folder.

- a. Instructional methods to use
- b. Seating charts and/or class lists
- c. Names of student leaders
- d. Directions for homework, testing, collection and disposition of collected paper
- e. Class behavioral expectations
- f. Directions for care of room, supplies and equipment
- g. Emergency set of lesson plans, including objectives, activities, practice activities and homework

After the teacher has developed the basic operational plans for the substitute, he/she must then concern themselves with clarifying their expectations to their students. In addition, the classroom teacher must impress upon the students that:

- a. The substitute teacher is carrying out his/her directions
- b. The teacher will follow up any rule infractions
- c. The students have certain responsibilities to help the substitute and maintain a positive student-substitute teacher relationship
- d. Good student response is positive public relations via the substitute teachers.
- e. The regular teacher will hold students responsible for their actions

## **OBSERVATION OF CLASSES**

The Superintendent and Principal will formally observe teachers during the year on an announced basis. Teachers should present a lesson plan (with objectives and activities) to the observer in a pre-conference meeting. Tenured teachers will be observed once a year by either the Superintendent or the Principal. Non-tenured teachers will be observed twice a year.

Following each observation, a conference will be held concerning the written evaluation. The written evaluation will be supplied to the teacher and to the teacher's personnel file.

In addition, the Superintendent or the Principal will conduct one unannounced walkthrough evaluation.

\*Pending NYSED APPR plan requirements.

Supervision of Instruction is an important reason for such visits, but they also serve as a means of ensuring positive communication between the administration and the staff. It is hoped that these visits will result in better teaching, fewer problems, and a feeling of mutual confidence between staff and administration. Please feel free to invite administrators to your classroom.

### **FINANCIAL INFORMATION**

Questions concerning payroll, health benefits, teacher retirement, etc. should be discussed with the district treasurer, Vicki Russell.

### **DAILY ARRIVAL**

1. Procedures for 8:10 duty.
  - A. Walkers and student drivers will be allowed to enter the school at 8:00 a.m. and will report to the auditorium. This is a monitored time for the students to quietly socialize. Students should not be allowed to leave this area.
  - B. Breakfast students may get off the bus at 8:00a.m. All non-breakfast students will be held on the bus until the 8:10 a.m. bell rings.
  - C. All doors will be locked until 8:10 a.m., except the double doors near the cafeteria. **All** students will enter through these doors.
  - D. Students who walk to school will need to report to the large room instruction area.
  - E. At 8:10 a.m., the students should exit the auditorium in an orderly manner, using BOTH exits.

### **DAILY DISMISSAL PROCEDURE**

There will be two to three people on bus duty each day. The list developed for bus duty should in most cases include one elementary, one secondary, and one person who works with Pre-K-12 (i.e., art, PE, etc.) New staff members will be paired with senior staff members.

The 2:25 p.m. dismissal will include two persons in the cafeteria with the sign-out folder. Folders will be regularly updated with lists of approved adults to whom children may be released and another list of any persons not allowed access to a child. Folders will be maintained in a secure, designated location.

One staff person will be stationed in front of the building. This person will make sure walkers are on the sidewalk and are on their way off school grounds. This person will also oversee the front door so that no student uses this unauthorized exit.

Parents shall report to the front foyer if arriving before dismissal and then go to the cafeteria at the 2:25 bell to pick up their children.

All Elementary and High School staff will be in the hallways from 2:20-2:25 p.m. to watch the exits. The only authorized exit will be the double doors near the kitchen/cafeteria.

On the days when there is a late bus run and therefore a 3:05 dismissal, there will be three staff members in the cafeteria. Students **will remain seated** until dismissal by staff members. A staff member will rotate outside when students are boarding the bus to ensure safety.

### **CLASSROOM MANAGEMENT**

1. A certain amount of respect is due to you as a teacher because you are a teacher. Beyond this nebulous point, respect is EARNED by your demonstrated competence in the classroom, your interest in students as people and in their activities beyond the classroom. Your willingness to work harder than you expect your students to work, your demonstrated sense of justice and fairness, your honesty with your pupils and with yourself, your sense of humor, by your respect for rights of students as individuals and by your own confidence that you can handle any situation that may develop.
2. NO teacher is expected to tolerate insolence or personal abuse by any student.
3. Teachers are expected to assist in enforcement of all rules, regulations, or policies of the Board of Education or the Administration.
4. The administration is your last recourse, not your first. Referrals should fall under one of the following categories.
  - a. A pupil who remains difficult in spite of your best efforts.
  - b. A pupil who must be removed from the room in order for the class to continue.
  - c. A pupil who commits a serious act of insubordination, or who endangers the safety, health or morals of others.
  - d. A pupil you detect in violation of a rule not directly related to your particular function (i.e. smoking, vandalism)
  - e. Requests for assistance with a pupil who may become a problem in an effort prevent a more serious situation.
  - f. Chronic tardiness or absentee problems, even when “legal”.

5. Please provide the administration with a deficiency report on each referral.
6. Try to identify problem pupils and discuss them with the administration, guidance counselor in advance of a crisis. Keep a file on such cases, and note in it your own efforts at solution of the difficulty.
7. Make every effort to reduce pupil traffic in the hallways during classes. Students should be expected to arrive at class or study hall with necessary materials for work and not be allowed to return to their lockers. Excuses from class to go to the rest room should be unusual, but be allowed.
8. When the need arises teachers should have pupils report to their own classroom for extra work or help during activity period.
9. If students are kept beyond the bell, please give students a late pass.

**10. Always have students use passes and keep a student sign in and out sheet.**

**ATTENDANCE PROCEDURES**

All first period elementary and secondary teachers will take attendance electronically. In the event that the computers are down Teachers should make a list of absent students and send it to Cindy Condit, in the Nurse's Office, immediately. Students who report after 8:15 a.m. are to be marked as late to class and late to school.

The office will publish a Morning Report. The Report shall contain the names of students' absent or tardy by grade, notes to teachers, morning announcements and students excused. This will be e-mailed to all staff by the main office.

Teachers shall take attendance in all classes electronically. Any student who appears on the Morning Report should give an admittance pass to the teacher of the first class they report to.

Attendance referrals should be made when the following occurs:

- A pattern of poor attendance develops (one day a week, every Friday, gym days, test days etc.)
- The absence appears to be suspicious (truancy, family problems, etc.)
- The absences have exceeded the number allotted in the Attendance Policy

The Attendance Officer will call and attempt to find out why the child is absent, keep a documented record of all attendance calls.

## **SUPERVISION**

**Students are always to be supervised.** Accidents can happen and we are responsible; however, if a teacher is on duty, we may not be considered negligent.

The definition of negligence under Education Law 3023 is:

When a person does something which the average person should know, or would know, might lead to an injury, which is the definition of negligence. The reverse is also true – A Board of Education must save the teacher harmless from a verdict involving alleged negligence. If the teacher is to be “saved harmless” he/she must be acting in the scope of his/her employment and according to whatever directions he/she had. If he/she had certain directions and he/she failed to follow them, coverage fails. Therefore, if a teacher leaves a class without proper supervision, the teacher becomes negligent and outside the “save-harmless” provision.

### **1. SUPERVISION OF STUDENTS IN THE BUILDING**

A teacher must never leave students unsupervised. He/she may be found negligent if an accident should occur.

An advisor or chaperone is responsible for students attending social activities or special meetings from the time they enter the building until they leave.

The gymnasium is to be used only by a physical education instructor or when an approved supervisor is present.

Students are not to be in the building after school or on weekends without proper supervision and permission from the Superintendent.

### **2. SUPERVISION OF STUDENTS IN HALLWAYS**

Hall supervision is the responsibility of the entire staff. Each time the student body is in the hall, either in the morning before school, between periods, or at the end of the day it is imperative that all staff members assist in hall supervision. Each staff member should be at the door to his/her room or a restroom nearby.

Students should be allowed to converse freely with their friends, but their actions should be governed by normal rules of conduct (i.e. no running, pushing, shoving, yelling swearing etc.). When the bell to begin class rings, all staff members should be sure students in their immediate area move to their classes quickly and quietly.

### **3. SCHOOL GROUNDS SUPERVISION**

School play-ground areas are a part of the educational facilities and must be used under careful supervision and for worthwhile purposes. Because of the nature of the activities and the equipment used, the safety of the pupils must be constant of all personnel, Pre-K-12.

General Regulations:

- All playground activities, including free play, must be well defined and controlled.
- The number of people on a piece of equipment will be regulated by teacher in charge of group.
- Ball games and other organized activities will not be conducted in the area of stationary equipment. Hardball will not be used in any area, except as approved by the physical education staff.
- Never walk up or down a slide. Walk up the steps and slide down. Only one person on the slide at a time. Line up at the bottom of the steps.
- Organized games shall be played according to the rules. Lessons for the fair application of rules can be used as practical rules of citizenship.

ALL ACCIDENTS must be reported immediately to the school nurse. An accident report will be filled out and given to the nurse. The teacher in charge will sign the report as supervisor of the activity.

If the accident is serious and the teacher in charge believes that emergency measures should be taken, he/she will authorize calling a physician, ambulance, or other appropriate service.

### **FIRE AND SAFETY DRILLS**

- The staff will practice at least 12 fire drills per school year. An annual go-home drill will also be practiced, usually in December.
- Lockdown Procedures.

Crown Point Central School Building Lock Down and Security Procedures under circumstances when it is found that an intruder is known to be in, or outside of the building whose intent is to cause bodily harm, forcibly remove an occupant without authorization, or is brandishing a weapon or displaying erratic behavior, the following message will be given over the public announcement system:

“IMPEMENT SECURITY PROCEDURES. Any student or staff who are not in a classroom are to report to the nearest one immediately.”

Upon hearing the announcement staff will take the following steps:

1. Check the corridor to see if anyone needs sheltering.
2. Lock the classroom door.
3. Close and lock any open windows.
4. Turn the lights off.
5. Leave the window blinds.
6. Move all room occupants to an area of the room where they cannot be viewed by someone at the door window, or in the case of someone outside of the building the exterior windows, maintain a low profile.
7. Maintain silence and stay calmly in place until an Administrator or a State Policeman releases you.

Please contact administration if you have any questions.

### **STUDENTS LEAVING BUILDING**

Student are not to leave the building during school hours without being excused by the nurse due to illness, being excused by the Administration in some cases, or being legally excused by Parent/Guardian.

### **STUDENTS REQUESTED TO LEAVE CLASS DUE TO BEHAVIOR**

The Teacher should request the student to report immediately to the office after all other routes have been exhausted. **Make sure the office is aware of a student being sent out of your class and referral form is completed** so the Administrator knows what the teacher’s concerns are.

### **OFFICE MAIL/SCHOOL E-MAIL**

It is important to check your mailbox and school e-mail during each day. **All messages will be put in the mailboxes unless there is an EMERGENCY.**

## **USE OF COPYING EQUIPMENT**

The copying machines are located in the room across from the music room and near the faculty room. These are intended for mass copying use. Since all teachers need to use these machines, schedule your time accordingly. If there is a problem with the machines notify Brandy Harrington, so she can call the company for assistance. Each staff member has a copying machine number assigned to them. New staff members should see Brandy at his/her earliest convenience for their I.D. number.

Additional copying machines are located in the main office and superintendent's office. These are light duty machines and are not intended for mass production.

Restrictions are necessary concerning materials to be duplicated. The law does not permit reproducing large volumes of materials. Whole books or major portions of books or workbooks cannot be copied. The intended use of our copying machine is to provide you with supplemental material for classroom use and not to be the printing machine for your regular day to day materials. Students should not be permitted to use the copy machines.

## **FIELD TRIPS**

Field Trips are arranged with the Principal. Do not make any arrangements for field trips until you have first discussed the matter with her.

- a. Two weeks' notice is necessary
- b. Mr. Fish will make all bus arrangements
- c. Fill out a field trip request form and submit to the Principal at least two week before the trip
- d. Parents are to be informed of the date, time and place of the visitation prior to date of trip. Written parental permission is necessary.
- e. Generally, school buses are unavailable for field trips prior to 8:30 a.m. and must return by 2:00 p.m.
- f. If a student is unable to go on the trip, the Principal should be notified prior to the date of the trip.
- g. Teachers and Staff should be notified of the date, time and names of students attending any field trips at least two weeks before the trip.

## **LIBRARY/ AUDIO VISUAL**

Mr. Greg Camelo coordinates the use of Library equipment. See Mr. Camelo for borrowing information.

Repairs and audio-visual equipment is taken care of by BOCES. Rudy Brower sends damaged item to BOCES. Please see him with any problems and/or questions.

## **REQUISITIONS AND PURCHASING**

1. All requests for purchases must be submitted to the Superintendent. This procedure is essential in order to maintain budget control and systematize accounting procedures. The Superintendent, as Purchasing Agent, approved all purchases.
2. Anyone not following the above outlined procedure will be held personally responsible for any purchases. Known suppliers to the district have been notified that no order is to be accepted unless it is on a district purchase order form with proper signatures. "Confirming purchase orders" following telephoned orders are not acceptable procedures.
3. Materials ordered on approval fall into the same purchases procedure category. Such requests for approval of orders carry with them a tacit intention of purchase. All "material ordered on approval" will need to be discussed with the Superintendent. We will not be paying invoices for these items without signed purchase orders.

## **PROGRESS REPORTS**

Interim reports of student progress are sent at the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup> and 35<sup>th</sup> week intervals when comments to parents are needed. These should be sent for all pupils. Careful consideration should be given to the issuance of these reports and the selection of comments. Positive comments are encouraged. The notices create stress in many homes, but they do involve the parent in solving the problem or commending progress. A failing report card grade without a prior warning is always a situation in which the school appears negligent. Letters concerning probable course failure are to be sent during the 35<sup>th</sup> week. These situations must also be discussed with the Administration and the teacher should bring all prior parent/guardian contact to the discussion. Please make sure Parents/Guardians are aware of the parent portal option, for their student's tracking per School Tool. See Vicki Mero with any questions.

Dates Progress Reports will go home: October 9, December 18, March 11, and May 27.

## **HONOR ROLL**

Criteria for honor roll is as follows:

- a. Exceptional Honors – \*Carry a 90 average in **each** subject taken.
- b. High Honors – \*Carry a 90 overall average in all subjects taken.
- c. Honors –\* Carry an 85-89 average in all subjects taken.

\* No failures in any class

NOTE: BOCES Courses count three times

Please refer to student handbook as to calculations for averaging

### **INCOMPLETES**

Any student scoring below a 50 during quarterly marking periods should receive an incomplete. The student will work with their teachers during the two weeks probationary period to improve their grade. This policy will be in effect for the first three quarters of the school year.

During the fourth quarter, teachers will work with students, parents, and/or guardians to remediate failing grades prior to the testing period.

Incompletes may also be used if a student has had a serious illness, some other extenuating circumstances, or teacher discretion. All incompletes should be made up within two (2) weeks.

### **PROMOTION/RETENTION**

A student's promotion from one level to another must depend on the student's current academic progress and his/her academic social, emotional, and behavioral potential to be successful at the next level of instruction.

The decision to promote or retain a student will be made in the best interest of the student. Parents/guardians will be requested to meet with the teacher(s) and Administration if their child is being considered for retention. This should be discussed **prior to March 1** of the school year. The Administration, if necessary, will request a further evaluation and review of the student's progress by additional staff. The decision to promote or retain a student is the responsibility of the Administration.

The educator, per guidance from administration, will attempt to notify the parents/guardians by mail before May 15 of the decision to retain a student. More than one retention during the elementary school years will receive extreme attention and require the approval of the superintendent.

Please note: The teacher(s) are expected to meet/communicate with the parents/guardians on an on-going basis when retention is being considered. This includes sending five week reports home, having teacher-student conferences, teacher-student-parent-conferences, etc. Every possible avenue should be explored prior to retention.

For further information please refer to the Student Handbook.

### **PROFESSIONAL DEVELOPMENT**

Early Dismissals (1:05) will be on October 2, December 4, February 5, March 4 and May 6.

Full Staff Development Days will be September 2<sup>nd</sup> & 3<sup>rd</sup>, January 29<sup>th</sup> and March 25<sup>th</sup>.

Annual Elementary Go Home Drill will be December 23<sup>rd</sup>.

### **NEW TEACHER MEETINGS**

Administration and the Mentoring Committee will develop a schedule for meetings with all new teachers. Input from new teachers in developing this year long schedule will be obtained during the first Meeting.

### **EXTRA CURRICULAR ACTIVITIES**

Teachers are encouraged to participate in extra-curricular activities. Participation in extra-class activities and as a spectator at athletic-events assists the teachers in knowing and understanding our student body. It also increases student awareness of the interest shown by teachers and may improve your relationship with your students.

Requests for new clubs should be made to the Administration and must be approved by the Administration and the Board of Education.

Fund raising activities should be planned to avoid conflicts and must be approved by the Administration.

Dances are to be scheduled from 7:00-10:00 except for the Junior Prom which is from 8:00-12:00, with crowning at 11:30PM. Student chairpersons should discuss plans with the Administration at least TWO WEEKS prior to the event, preferably earlier.

All activities must be adequately chaperoned, usually by at least one man and one woman. Dances should be chaperoned by a minimum of four people with two staff members.

### **APPLICATIONS FOR EXTRA-CURRICULAR CLUBS & ACTIVITIES**

A letter of application should be submitted to the Superintendent's office by the designated date in the spring of each year. Upon appointment by the Board of Education the Advisor should see the District Treasurer for salary information.

### **CALENDAR OF EVENTS**

In May, Advisors meet to set the events calendar for the following year. Any subsequent events should be planned after checking the calendar in the Main Office.

## **MEETINGS:**

All meetings should follow Robert's Rules of Order. Students should show respect for others. Any student not showing respect may be asked to leave the meeting. The first meeting should be used to elect officers for the activity and set guidelines for the year. Subsequent meetings should follow the Extra Curricular meeting schedule on the next page.

### **EXTRA CURRICULAR MEETING SCHEDULE**

<b>WEEK</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>
1	Class Meetings	SADD	Student Council
2	Honor Society	Academic Bowl/Fall Quiz Bowl/Spring	Journalism
3	Class Meetings	CFES Leadership Team	Student Council
4	Yearbook Varsity Club	Academic Bowl/Fall Quiz Bowl/Spring	FCCLA

### **ADVISOR'S LIST FOR 2015-2016**

#### Class Advisors:

Freshman	Mrs. Jaci Pockett
Sophomore	Mrs. Patti Wolf
Junior	Mrs. Paula LaDeau
Senior	Mrs. Sours & Mrs. Gaddor
Academic Bowl	Mr. Shane Thelen
Quiz Bowl	Mr. Shane Thelen
Student Council	Mr. Shane Thelen
Drama	Mrs. Crystal Farrell
Journalism	Mrs. Crystal Farrell
FCCLA	Mrs. Rachel Charron
News Coordinator	Mrs. Rachel Charron
National Honor Society	Mrs. Patti Wolf
SADD	Mrs. Jaci Pockett
Yearbook	Mrs. Tieah Gunnison
Band / Chorus Advisor	Mrs. Jeris French
Varsity Club	Mrs. Mary McGinness
Athletic Director	Mrs. Mary McGinness

**\* For athletics, please refer to the Athletic Handbook information.**

## **GENERAL GUIDELINES**

All Extra-Curricular activity members must complete the Extra-Curricular Activities Rules Acknowledgement and Consent Form  
Be cognizant of member's status with the Academic Eligibility Report  
Assist officers in creating agendas  
Any Dances should be approved by Administration two weeks prior to the dance and should follow school dance rules. \* see Student Handbook  
Take attendance at each activity meeting  
Follow procedures for Student Activity Accounts

## **ACADEMIC BOWL**

Become familiar with rules and regulations  
Recruit members for Team  
Organize practice sessions  
Do paperwork for transportation to and from  
Chaperone and coach at matches  
Keep school community informed of team's progress

## **BAND/CHORUS**

Schedule practice sessions  
Organize concerts for the community  
Participate in Memorial Day Observation  
Participate in Graduation Ceremonies  
Participate in All-County and All-State

## **CLASSES**

FRESHMAN CLASS ADVISORS:  
Organize 1 Dance (see Dance Rules)  
Organize 1 major Fundraiser  
Keep accurate class accounts  
Keep accurate Student Accounts (point system used for class activities)  
Be cognizant of Academic Eligibility of Class Members.  
Organize any additional fundraisers

SOPHOMORE CLASS ADVISORS:  
Organize 2 Dances (See Dance Rules)  
Organize 1 Major Fundraiser  
Keep accurate Class Accounts  
Keep accurate Student Accounts (point system used for class activities)

Be cognizant of Academic Eligibility of Class Members  
Organize any additional fundraiser

#### JUNIOR CLASS ADVISORS:

Organize 3 Dances (See Dance Rules)  
Organize 1 Major Fundraiser  
Organize, order, oversee refreshment sales at Boys Soccer and Girls Basketball home games  
Keep accurate class accounts  
Keep accurate student accounts (point system used for class activities)  
Organize any additional fundraisers  
Be cognizant of Academic Eligibility of Class Members  
Plan Junior Prom (Typical planning for a Prom included: decide on theme and colors, booking music, organizing committees, ordering materials, once a theme is developed, planning decorating schedule, organize the vote for Court, and cleaning up Prom area the following day of the Prom.

#### SENIOR CLASS ADVISORS:

Organize 4 Dances, which may include Semi-Formal (See Dance Rules)  
Organize 1 Major Fundraiser  
Organize, order, oversee for refreshment sales at Girls Soccer and Boys Basketball home games  
Keep accurate class accounts  
Keep accurate student accounts (point system used for class activities)  
Organize any additional fundraisers  
Be cognizant of Academic Eligibility of Class Members  
Plan Senior Trip (typical planning for a Senior trip includes: deciding on location and itinerary, contacting travel agents for cost and feasibility, calculate cost to individual students, approval, organize chaperones, obtain Board of Education approval and handout and collect all pertinent paperwork for trip. \* See Student Handbook

- Graduation (typical planning for graduation includes: doing an inventory of graduation caps & gowns, measuring each student for fit, ordering new caps and gowns if needed and tassels for each graduate, setting up a meeting with Herff Jones's representative for graduation announcements when delivered, organizing program with Mrs. Mero organizing music with Mrs. French, ordering flowers for flower ceremony, taking deposits for caps and gown, setting a time and organizing graduation practice, overseeing the Graduation evening, collecting caps and gowns, returning deposits, and organizing caps and gown for storage.

#### **DRAMA**

Choose a play for the production  
Audition students for roles

Organize Practices  
Locate costumes and props  
Develop a program for printing  
Arrange ticket sellers etc.  
Oversee Production  
Organize Clean-up for storage area

### **FCCLA**

Organize fall fundraiser  
Develop with Group the Annual Community Service Project  
Work with Activity Treasurer  
Have group determine the annual charity donation  
Organize the annual Field Trips  
Chaperone the annual Field Trips

### **JOURNALISM**

Recruit Journalism club members  
Determine Club Member's roles  
Organize and edit submitted articles  
Oversee the setup of the Newspapers  
Submit sample to administration  
Arrange printing and distribution of school papers

### **NATIONAL HONOR SOCIETY**

Be aware of national and local standards  
Choose faculty members for the council  
Check active member's schedules for 4 appropriate class selection  
Calculate Honor Roll for active members each quarter  
If there are deficiencies in student's grade inform student in writing according to standards  
Convene the council to deal with any violation of national or local standards  
Following the third quarter marking period averages for all potential inductees should be calculated  
Any student who is academically eligible should be evaluated according to the other National Society criteria by school staff  
Each candidate should supply the advisor with a written summary of their history of leadership and service  
Organize all collected data  
Convene the council to determine eligibility of candidates  
Notify candidates of council determination  
Organize Induction ceremony (Date, time, speakers, invitations, and refreshments)  
Annually requisition supplies needed

Organize distribution of tassels and materials for graduation  
Fundraiser for and plan annual trip

### **QUIZ BOWL**

Oversee election of Quiz Bowl members to represent grades 7-12  
Compile questions to be used in matches  
Organize matches: obtain materials needed and recruit volunteers to keep score  
Determine and announce schedule of matches  
Hold matches and announce results  
Notify Student Council for disbursement of monetary winnings

### **SADD**

Oversee agendas with offices  
Organize school events to recognize SADD and its principles  
Organize fundraiser if needed  
Organize with Junior Class, Youth Bureau and Stop DWI, for a potential After-Prom Party  
Chaperone the After Prom Party, if organized  
Organize annual Lock-In and Chaperone

### **STUDENT COUNCIL**

Be a liaison between Student Council and Administration  
Organize and assist in a fundraiser  
Implement the annual scholarship program  
Assist other activities as needed  
Interact with other area school Student Councils

### **VARSITY CLUB**

Organize ways to encourage school spirit  
Organize a fundraiser  
Work with activity treasurer (Senior Volunteer)  
Work with athletic teams and advisors

### **YEARBOOK**

Arrange meeting with yearbook representative to choose book cover, type set, name of book, etc.  
Arrange for photographer and write letter to Board of Education for approval  
Set up dates for Photographer to take Senior Portraits and color group shot (Done early September)  
Choose editors

Work with Editor-In-Chief  
Set deadlines for work to be done  
Oversee all editors  
Organize layout meetings  
Organize selling ads for yearbook and selling of yearbooks  
Organize fundraiser for prom insert  
Arrange for photography of sports and other events  
Arrange for student name imprints and icons  
Advertise for selling of yearbooks  
Advertise for selling of yearbook ads  
Organize the distribution of yearbooks upon arrival

### **FIRST AID**

No medication of any kind may be administered to pupils. All first aid should be done by the nurse unless extenuating circumstances require the teacher to do so. ALL accidents should be reported immediately to the nurse and a written report made on the proper form.

### **PUBLICITY**

We are always anxious to share our noteworthy educational projects and activities with the general public. If you have any activity you would like given press coverage, please contact the news coordinator or the journalism advisor. The news coordinator will receive approval by the Superintendent for all articles before they are released to the press.

### **CLASSROOM CLEANLINESS**

Each teacher is responsible for the care and cleanliness of the room as it pertains to book storage, shelves, filing cabinets desk, etc.

You are asked to make provision or provide procedures to take care of the following: Students should pick up paper, pencil etc. from the floor, check on keeping shelves, tables, desks, etc. in an orderly manner Things should be tidied up before leaving at the end of the day. Close and lock windows when leaving the room at the end of the day.

Please use discretion on taping things to the walls or chalkboards in the classrooms. Items taped to walls or windows with masking tape should not be left too long as the glue will separate from the tape and deface the wall, board, etc. after a period of time.

Students should be encouraged to respect the building as part of the civic responsibility and respect for public property. Please note the following:

There is no need for writing or defacing any part of the building, equipment or grounds. Violations will be dealt with through the superintendent's or Principal's office  
No writing or marking on desks or walls.  
Be sure that your classroom door locks behind you before you leave the building.

### **CUSTODIAL SERVICES**

Teachers in need of custodial services should fill out the required form and place it in Custodial mailbox for approval.

### **HOMEWORK**

Students should expect to be assigned homework, however, they have obligations to their families, churches, and community which they also need time to meet. They need time for recreation, personal development, and adequate rest. Students also need time to study. It is our responsibility to recognize these obligations. Assignments should have genuine value. Make the student aware of the relation of the assignment to his/her course work. Keep assignments reasonable in length and coordinate long range assignments so that they do not all come due at once.

### **TEXTBOOKS**

Textbook record sheets should be filled in at the secondary level and turned in to the main office. New books should be numbered before being distributed. All books should be covered with a book cover.

### **ASSEMBLIES**

All teachers with a class are expected to attend assemblies and chaperone their class. Assemblies will be planned to limit class interruptions as much as possible. Guest Speakers – names, topics, and dates of all guest speakers should be approved by the Administration.

### **FACULTY SMOKING**

No smoking is allowed in the building or grounds at Crown Point Central School.

### **COMPUTER LAB**

The Elementary Computer Lab is available for use when classes are not scheduled for the lab. Please sign up for lab use in the Computer Labs and plan to accompany your class.

The Secondary/Computer Lab can be used whenever a secondary class is not scheduled for use. Please complete a Computer Lab Schedule form with Mrs. Johnson prior to bringing a class or small group in to use the equipment.

### **WORKSHOPS / CONFERENCES AND VISITATIONS**

One day workshop, conference and visitation requests are to be submitted to the office at least two weeks before the date of the event.

Multi-day workshop, conference and visitation requests are to be submitted at least two weeks before the next regular monthly Board of Education meeting. Registration and lodging needs will be processed by the Business Office. In most cases, the teacher is responsible for meals and tolls until his/her return. Please submit all receipts with your claim form on your return.

Reimbursement will be given for lodging, meals and tolls. Staff may use the suburban when available. If the suburban is unavailable, reimbursement for mileage is given both ways. The appropriate area of the Conference Request form must be completed to receive reimbursement. Reimbursement is dependent on Superintendent Approval.

### **PUPIL SERVICES REFERRAL**

Any teacher desiring to refer a student to the Committee on Special Education should speak with Keryn Rafferty, Head of the RTI committee and complete a referral form. Any questions regarding special education students and/or the process for making a referral should be directed to the Chairperson of the Committee on Special Education

## Interim Guide for 2015-2016 School Year

Interim #	Uploaded into Personal Interim folder: Item Map Questions & Correlating Standards	Dates Interim should be given	Upload Result, Completed Item Map With % Success For each # & Action Plan Due	Data will be Analyzed By School Based Inquiry Team (SBIT)
Interim # 1	10/16/15	10/19-10/23	10/30	11/06 1:05 Dis
Interim # 2	1/08/16	1/11-1/15	1/22	1/29 Staff Dev
Interim # 3	3/04/16	3/07-3/11	3/18	3/25 Staff Dev
Interim #4	Finals/NYS Tests/Regents	TBD	TBD	TBD

\*Pre-K -12 ELA and Math must be given.

\*All other educators must give at least 2 interim where their population of classes is more than 50%.

### DATES FOR STUDENT PROGRESS AND REPORTCARDS

<u>Marking Periods</u>	<u>5 weeks</u>	<u>End of Marking Period</u>	<u>Report Cards Distributed</u>
#1	10/09/15	11/06/15	11/13/15
#2	12/18/15	01/28/16	02/05/16
#3	03/11/16	04/15/16	04/22/16
#4	05/27/16	06/23/16	06/23/16

## PLAN BOOK REVIEW SCHEDULE

Plan books should be given to the Principal, by 3:05 on the Thursday scheduled for review.

\* Indicates the Thursday falls on a holiday and the book should be turned in by the day before when the holiday begins on or includes a Thursday.

GROUP A	GROUP B	GROUP C	GROUP D
S. Norton	Allen	Wolf	Gibson
Slattery	Thelen	Swinton	Ross
Bush	P. Norton	Sheridan	McGinness
Andersen	Pockett	McLoughlin	Pertak
Charron	Rose	Technology	Business Math
Farrell	French	Andersen	Bishop
LaDeau	Harrington	Carey	Pereau

\* Indicates plan book due before a vacation

Dates:

A	B	C	D
10/02	10/09	10/16	10/23
10/30	11/06	11/13	11/20
12/04	12/11	12/18	01/08
01/15	01/22	01/29	02/05
02/12	02/26	03/04	03/11
03/18	03/25	04/01	04/08
04/15	04/22	05/06	05/13
05/20	05/27	06/03	06/10

**Bus Duty Schedule**

FROM	TO	CAFETERIA	FRONT OF SCHOOL
09/08	09/25	Mrs. Thompson & Mrs. S. Norton	Mrs. Wolf
09/28	10/16	Mrs. Ross & Business Math	Mr. Thelen
10/19	11/06	Mrs. Gaddor	Mr. Sheridan
11/09	12/04	Mr. Bishop & Mrs. Pockett	Mr. Pertak
12/07	01/08	Mrs. Patnode & Mrs. McLoughlin	Mrs. Carey
01/11	01/29	Ms. Allen & Mrs. P. Norton	Mrs. McGinness
02/01	2/26	Mrs. Cross-Baker & Ms. Penny	Technology
02/29	03/18	Mrs. L. Slattery & Mrs. DuShane	Mr. Swinton
03/21	04/08	Mrs. Harrington & Mrs. S. Slattery	Mrs. LaDeau
04/11	05/13	Mrs. Charron	Mrs. French
05/16	06/03	Mrs. Bush & Mrs. E. Peters	Mrs. Farrell
06/06	06/23	Mr. Andersen & Mrs. Landry	Mr. Gibson

\*If you need someone to fill in for a day please see Ms. Spaulding

**TEACHER /TEACHING ASSISTANT OBSERVATION SCHEDULE**

DURING WEEK OF	<u>Brannock</u>	<u>Spaulding</u>	<u>Brannock</u>	<u>Spaulding</u>
October 14	Gaddor	Gibson	Thompson	DuShane
October 20	Sheridan	Allen	Cross-Baker	Landry
October 27	McLoughlin	Technology	Business Math	Charron
November 03	P. Norton	Ross	Swinton	S. Norton
November 10	Farrell	Pockett	S. Slattery	Penny
November 17	Bush	Andersen	Carey	
December 1	L. Slattery	Thelen	Peters	
January 5	Pertak	LaDeau	French	
January 12	Harrington	Bishop	Wolf	
January 20	McGinness	Business Math	S. Norton	
January 26	Gibson	Patnode	Technology	

## PROFESSIONAL DEVELOPMENT /FACULTY MEETING SCHEDULE

Month	Pre K-12	Personal Data Review Prek-6 / 7-12	Team Level Data Meeting Prof D	2 Cross Curr. units per year Prek-12
September	02 & 03	14	21	28
October	05	-	19	26
November	-	09	16	23
December	30 (Nov.)	07	14	21
January	04	11	-	25
February	01	08	-	22
March	29 (Feb)	07	14	21
April	28 (March)	04	11	18
May	02	09	16	23

**2015-2016 BOE Meetings Schedule**

Tuesdays, 7:00-School Library

July 14 (Reorganizational & Regular)

August 18

September 15

October 20

November 17

December 15

January 19

February TBD

March 15

April 19

May 17

June 21

Annual Budget Hearing –May 10, Library