

Midland CUSD #7

District Employee Handbook



"It's a great day to be a Timberwolf- #twolves7pride"

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GENERAL INFORMATION

WORKING HOURS

All teachers are to report to work no later 7:45 AM and to remain at work until 3:45 PM. No teacher should leave his or her workstation without notifying the administration and explaining the reason except during the 30 minute duty free lunch hour. Teachers should be in their classrooms at least five minutes before starting time.

ABSENCES

If a staff member is anticipating an absence, due to illness, the principal should be notified no later than 6 a.m. on the day of the aforementioned illness. However, if possible, in order to schedule an appropriate substitute teacher, staff should make an effort to contact the principal the night prior to an anticipated illness. If school is in session, inclement weather is not a viable reason for missing work. Absences will be recorded in no less than 1/2 day increments.

SUBSTITUTE LESSON PLANS

All teachers should file a substitute folder with the principal's office no later than the first week of school. The substitute folder should include: seating chart, behavior management plans, attendance sheets, special concerns, and emergency procedures. In order to provide a safe environment that is conducive to learning all teachers should report any concerns regarding the quality of teaching conducted by an assigned substitute teacher.

LESSON PLANS

All teachers are expected to prepare weekly lesson plans and are required to submit plans to the principal, per principal's expectations.

SECURITY – CLASSROOM AND OFFICE

Building security is an area that needs constant attention by every staff member. In order to provide a safe, healthy, and secure environment for students and staff at Midland Schools the following dictates **will be followed by all staff**:

All individuals **must enter and leave the building through the designated entrances at all times**.

Doors to the building must be kept closed and locked. For evening or weekend activities doors should not be blocked open.

Classroom doors must be locked. They may remain open or closed per preference, but must lock upon being fully shut.

All activities are to be listed on the school calendar.

Every activity including practices must be reported in advance to the athletic director.

TEACHER INJURIES

The Illinois State Workman's Compensation Act legally covers all staff members of Midland CUSD #7 for accidents sustained while on the job. All injuries must be reported to the principal's office immediately on forms provided. Failure to report any such cases may result in the employee becoming liable for all medical bills incurred during an injury.

TEACHER CHECKOUT

Teachers are required to checkout with the building principal when leaving the building for any reason except for lunch. No one is to leave school for personal business or any other reason without contacting the building principal. All staff is encouraged to schedule medical appointments at times other than scheduled school days. No employee is authorized to check out staff members other than the building principal.

STAFF PARKING

There are no reserved or designated parking spaces and each teacher parks on a first come-first serve basis. Any student vehicles parked in faculty parking will be moved and or towed.

MAILBOXES AND EMAIL

Faculty boxes are located in the main office or teacher work room. Incoming mail and other communiqués will be placed in your box throughout each day. You are asked to check your box each morning upon arrival, during your planning period, and before leaving each day. All mailboxes should be emptied on a daily basis. Equally important, for convenience, parents are encouraged to contact teachers via email. As a result, all teachers are expected to check email on a daily basis.

BUILDING MAINTENANCE

To maintain the functional quality of our campus, it is requested that all comply with the following rules:

- A service request form must accompany all requests for repair.
- The use of thumb tacks, nails, screws or other puncturing devices on permanent wood, masonry or metal walls or trim without consulting with the maintenance supervisor is prohibited.
- The use of chemicals on any surfaces should first be cleared with the maintenance supervisor.
- At the conclusion of the last period of room use each day, the windows should be closed, the lights turned off and the rooms locked.
- Spillage of staining liquids or materials on floors, furniture or other surfaces should be immediately reported to the custodial department.
- Reports of any vandalism or writing on walls in rest rooms or outside of building on walks, or brickwork, any broken or cracked windows should be reported. "Instant remedial action lessens further cause."
- When exiting the building in the evening all doors should be kept locked.
- Tape or adhesives, other than 3M adhesives or poster putty, are not to be used on the walls.

PURCHASING

All purchases to be paid for with school funds require approval in advance from the building principal and district superintendent. Athletic purchases must be approved by the Athletic Director, building principal, and district superintendent prior to purchasing. **Unless this approval is obtained, payment and/or reimbursement cannot be assured.** To order an item, **teachers and staff members must complete an electronic purchase order, including shipping/handling charges**, and submit it to the building principal.

PARENT-TEACHER CONFERENCES

Teachers are expected to regularly contact and communicate with parents. To be most effective, this contact should occur in person or via telephone. The parent/guardian of any student earning a D or F needs to be contacted.

Teachers may request parents to come to school at any time for a conference. In addition, the school provides one formal occasion for parent conferences. On occasion, one or two days may be set aside for communication with parents.

To schedule conferences during these conference days, parents call the school during the established parent/teacher conferences call-in times to schedule an appointment.

BELL SCHEDULE

High School

REGULAR TIME SCHEDULE

1st Hour	8:20-9:07	
2nd Hour	9:10-9:57	
3rd Hour	10:00-10:47	
4th Hour	10:50-11:37	
5th Hour	11:40-12:10	(A Lunch)
	12:10-12:27	
	12:27-12:57	(B Lunch)
6th Hour	1:00-1:47	
7th Hour	1:50-2:37	
Advisory	2:40-3:10	

2:25 DISMISSAL

1 st Hour	8:20-9:07
2 nd Hour	9:10-9:57
3 rd Hour	10:00-10:47
4 th Hour	10:50-11:37
5 th Hour	11:40-12:10 (A Lunch)
	12:10-12:27
	12:27-12:57 (B Lunch)
6 th Hour	1:00-1:31
7 th Hour	1:34-2:05

Middle School

3:30 DISMISSAL

5th / 6th Grade Schedule

1 st Hour (Dens)	8:23-8:48
2 nd Hour	8:51-9:30
3 rd Hour	9:33-10:12
4 th Hour	10:15-10:54
5 th Hour	10:57-11:36
5 th Gr LUNCH	11:39-12:09
5 th Gr Recess	12:12-12:30
6 th Gr LUNCH	12:12-12:51
6 th Gr Recess	12:54-1:12
7 th Hour	1:15-1:54
8 th Hour	1:57-2:36
9 th Hour	2:39-3:15

7th, 8th Grades Schedule

1 st Hour (Dens)	8:23-8:48
2 nd Hour	8:51-9:39
3 rd Hour	9:42-10:30
4 th Hour	10:33-11:21
5 th Hour	11:24-12:12
LUNCH	12:15-12:45
6 th Hour	12:48-1:36
7 th Hour	1:39-2:27
8 th Hour	2:30-3:15

2:25 DISMISSAL

5TH / 6TH Grades Schedule

1 st Hour (Dens)	8:23-8:44
2 nd Hour	8:47-9:22
3 rd Hour	9:25-10:00
4 th Hour	10:03-10:38
5 th Hour	10:41-11:16
LUNCH	11:19-11:49
6 th Hour	11:52-12:27
7 th Hour	12:30-1:05
8 th Hour	1:08-1:43
9 th Hour	1:46-2:25

7th / 8th Grades Schedule

1 st Hour (Dens)	8:23-8:44
2 nd Hour	8:47-9:30
3 rd Hour	9:33-10:17
4 th Hour	10:20-11:04
5 th Hour	11:07-11:51
LUNCH	11:54-12:24
6 th Hour	12:27-1:11
7 th Hour	1:14-1:58
8 th Hour	2:01-2:25

Elementary School**3:10 Schedule**

8:20	Student Day Begins
10:30	K/1 Recess
11:00	K/1 Lunch
	2/3 Grade Recess
11:30	2/3 Lunch
	4 Recess
12:00	4 Lunch
3:10	Dismissal

ELECTRONIC COMMUNICATION DEVICES

Possession and/or use of cell phones by a student on school property is prohibited unless authorized by local school officials. Cellular phones may be in the student's possession or within lockers, however they must be kept off and out of sight during the regular school day unless:

- (a) The supervising teacher grants permission,
 - (b) use of the device is provided in a student's IEP, or
 - (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Cell phones shall not be used for or associated with unlawful activities. All liabilities for loss or theft of cell phones rests with the student.

STUDENT PUBLICATIONS AND POSTERS

School sponsored publications and posters are the property of Midland District 7. As a result, it is the responsibility of the staff and administration to ensure that all of the aforementioned publications are tastefully and responsibly written and displayed. Consequently, all publications are to be pre-approved by the building principal **PRIOR** to display or publication.

MEDIA COMMUNICATION

In order to provide consistency, all media communication from the Midland School District must be processed through the principal's or Superintendent's office.

CHILD ABUSE REPORTING

All staff are required by law to report suspected cases of child abuse or neglect to the Department of Children and Family Services (1-800-252-2873). As a practice, discuss students who you believe may have been abused with the building principal. Law also mandates teachers mandated to report to DCFS cases of student abuse by other staff members.

DISTRICT VEHICLES

Occasionally, staff may find it necessary to use a district van or vehicle. Teachers attending professional conferences are to use district vehicles. In order to reserve a vehicle, all staff must first check the availability of the vehicle on the calendar maintained by the transportation director. Staff members should contact transportation director to determine the availability of district vehicles. All vehicles are reserved according to a first come first serve basis.

EMERGENCY REGULATIONS

In the event of an emergency, the reactions of staff can affect the lives of students and adults as well. During the first week of school staff members should familiarize themselves with emergency instructions, exit locations, and emergency positions. Regular drills will be conducted during the school year. If at any time a problem is noted or an improvement can be suggested, the building principal should be informed.

Tornado Watch

ESDA authorities and the police will notify CUSD #7 in the event of a tornado watch. All personnel will be notified of the tornado watch.

Tornado Warning

An announcement will be made at the proper time in the event of imminent danger from a severe storm or tornado. The following procedures will be followed:

One of the basic principles to be followed in seeking shelter from tornadoes and high windstorms is to get as low as possible, since roofs are likely to be severely damaged. As a result, staff or students should not be in the gym or cafeteria area during a severe storm or tornado warning.

All classroom doors and windows should be closed.

Students will go to designated areas, and sit with their arms over their heads, and if possible, their backs against a wall. No student or staff should be positioned close to windows.

This position will be maintained until the all-clear signal is given by the building principal.

Students outside of the building should immediately take cover within the building at the nearest hallway.

Staff is to remain with their classes in order to give directions. Those who do not have a class at the time should report to the principal's office for an assignment.

A runner will warn physical education classes that are outside. Staff should then escort their students to the building.

In the event that an actual emergency involving a fire, tornado, or some other natural disaster which actually does major damage to the building, all students are to remain on site so an attendance check may be initiated.

Athletic Practices and Events

Athletic events scheduled for after school must include the assignment of a monitor by the head coach. In case of weather alert during an interscholastic event:

Fire Drill Procedures

During the first week of school, each teacher must review fire drill procedures with each class. Main exit routes are posted in classrooms. Alternate routes should be discussed since smoke or flames may block primary exits. The alarm will be sounded. Reaction to the alarm should always be as follows:

All students should wait for the announcement before leaving their seats and move quickly toward the exits following the route posted in that room.

The teacher is responsible for seeing all windows and doors are closed and lights are turned off. Classroom doors should not be locked.

As students exit the building, they should move at least 100 feet away from the disaster site. Students and staff should remain outside until the all-clear signal is given. The signal will be an announcement on the intercom system.

State statute requires all students and staff are to participate in fire drills. Teachers should move and stay with their classes during the duration of the drill. Any students found to violating school policy during the fire drill should be reported to the Dean of Students upon completion of the fire drill. **Teachers should take their attendance list/grade book with them in order to be able to account for all students.**

EMERGENCY SNOW DAYS

When school is cancelled, the Midland School District will notify all parents and staff through the use of an automated message. On such days when school is canceled, individual decisions will be made concerning co-curricular activities or practices - including athletics. Coaches and advisors are to call the athletic director for a decision as to whether or not practices or games will be conducted.

FIELD TRIPS

A reasonable number of field trips to various learning facilities may be permitted. Aforementioned field trips are a privilege and not a right. The trip should be well planned, organized, and of educational value. Teachers should consult with the administration prior to the proposed date of the trip to guarantee bus transportation. Equally important, in order to attend any field trip, all students are required to submit signed parental permission forms. **Any out-of-state or overnight trips require school board approval.**

Middle & High School teachers who schedule field trips are to supply each teacher and the office with an alphabetical list of students at least three days in advance. One trip chaperone must accompany every 35 students. More than one field trip on any given school day may not be approved.

CONTROVERSIAL ISSUES – R RATED MOVIES

As a rule R rated movies should never be used in the classroom. Any exemptions to this should have prior review with the building principal.

HOMEWORK

Homework may be used to help individual students with extra practice and to make-up missed lessons due to illness or other excusable reasons. In addition, homework may be beneficial as a review of materials studied, advance preparation for material to be studied in class, and practice of a mastered concept. Homework may be assigned as part of the regular instructional program when work on a given skill has begun in class under teacher supervision, but needs completion at home to ensure adequate practice. **Homework should never be assigned as a disciplinary action.**

Homework Guidelines

Be sure the objective of the assignment is clear.

Provide guided and independent practice, with teacher feedback, prior to any homework assignment.

Check for understanding of the directions and content.

State the format of final product.

Define when it is appropriate for students to work alone/together

SEXUAL HARASSMENT

The school district shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Aggrieved person, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

A violation of this policy will result in discipline or discharge.

PUBLIC RELATIONS

In order to maintain the integrity of the Midland School District each teacher has a definite and major responsibility for maintaining positive public relations. **Derogatory remarks about Midland School District, its students, its employees, or officials shall not be made outside our professional team.** Teacher grievances shall follow the procedure related in the master contract.

Parents and patrons will be extended every reasonable courtesy and made welcome at all times within the district. Teachers shall initiate parent conferences when it is in the best interest of the child concerned. Such conferences shall be conducted on school premises.

FACULTY MEETINGS AND COMMITTEE WORK

All teachers are required to attend faculty meetings. Building principals are expected to schedule monthly faculty meetings. Coaches/sponsors are expected to cancel or reschedule athletic practices so that they may attend all faculty meetings. The building principal must approve absences from faculty meetings.

Staff meeting may be district wide, by building, grade, department, subject area, or specific personnel. Notification of such meeting will be made as early as possible. Staff meetings are scheduled only by the building principal or superintendent. Finally, in order to improve school curriculum all teachers are encouraged to participate in committee work.

TEACHER WORKSHOPS AND INSTITUTES

Teacher workshops and institutes are held on days designated on the school calendar. Therefore, all teachers are required to attend. Salary reductions will be made for failure to attend.

TEACHER EVALUATION

Each teacher will be evaluated in accordance with state law and school district policy. The purpose of teacher evaluation in the Midland School District is for the improvement of teaching and will concentrate on significant facets of the work with the cooperative efforts of teachers and administration. Evaluation is more than mere inspection and rating. It is a continuous constructive experience between affected individuals for the purpose of improving instruction and administration/staff relations. Teachers will be informed annually about the evaluation cycle, its components, and the time frames for the evaluations prior to any formal evaluations being conducted. Each building principal is in charge of annually informing the staff of the evaluation cycle process.

There are generally accepted types of personnel evaluation:

- **Summative** – this is the final formal evaluation of each teacher. The summative evaluation incorporates evidence from all formative evaluations and the formal evaluation process. The summative evaluation includes a final rating of either excellent, proficient, needs improvement, or unsatisfactory. The summative evaluation is utilized for the purpose of hiring advancement to tenure status, and dismissal.
- **Formative** – this aspect is directed toward growth and improvement in the teaching process. Its approach emphasizes assistance versus inspection, a focused view of teaching behaviors versus a broad view, and an objective versus a biased approach. The formative evaluations are as significant as the summative evaluation. All formative evaluations may be used to develop an overall summative rating, provided administrative feedback accompanies the formative observation.

DUTIES OF MIDLAND TEACHERS

LEGAL DEFINITION

The Illinois School code outlines the duties of teachers. In addition, a board of Education may formulate policy, rules, and regulations as it deems necessary. Complete coverage of all duties would not be possible due to space and the varying nature of schoolwork. However, the more commonly encountered areas are included below.

ASSIGNMENT RESPONSIBILITIES

Teachers are expected to maintain the highest integrity when executing their instructional assignment. All teachers are assigned students, a classroom, equipment, books, and materials. The course of study is contained in assigned textbooks, teacher's manuals, and school district curriculum guides. All teachers are expected to use these materials as guides during instruction - since the Midland School board approves all the aforementioned materials. However, creativity and resourcefulness is always encouraged and considered an important aspect of all educational endeavors.

Below are responsibilities of successful Midland teachers:

- Good teachers will recognize each pupil as a person of inestimable value but not necessarily equal in achievement or ability to any other pupil.
- The teacher will advance the child's achievement to the best of the teacher and the child's abilities.
- The teacher will judge and record the pupil's progress.
- Teachers will make prudent use of equipment and materials at their disposal.
- Teachers are expected to keep their classrooms tastefully decorated.

STUDENT SUPERVISION

The Illinois School Code specifically designates pupil supervision and accounting as a duty of teachers. Students are the responsibility of the teacher during the entire time they are assigned. For the protection of the teacher, the following guidelines should be closely observed:

- Classes and students must never be left unattended at any time
- Arrive to your classroom BEFORE students.
- Do not allow students to leave the class without permission and then only for necessary reasons.
- Do not dismiss class early since the students are your responsibility until the class ends.
- Do not allow your students to visit the office during the class period except for specific purposes
- Teachers must take accurate daily attendance in each class and must keep daily attendance records on all students assigned to them.
- Teachers must be appropriate role models for students:
- Avoid the use of profanity in the presence of students.
- Do not smoke on school district property.
- Teachers must be considerate of all faculty members by not detaining students between periods. If it is absolutely necessary to detain a student, the student should be issued a signed pass to his/her next class.
- Teachers are to be seated with and supervise their class/group during assemblies when directed.

- Remember that the students assigned to you are your responsibility. In the event of any liability suit, the most important factor may be whether or not you were negligent in the performance of duty.
- Teachers must have prior administrative approval if there is a desire to conduct a lesson outside of the school building. Teachers must post a note on their door listing exact location their class will be meeting. Teachers must also have a purpose for conducting class outdoors, and consider security issues when planning outdoor activities.
- Each teacher will be assigned supervisory duties on a rotating basis or as specified by the collective bargaining agreement.

TEACHER AVAILABILITY – STUDENT ASSISTANCE

Preparation periods are to be used to assist students available at that time, prepare for classroom duties, and student evaluation. This is not a “free” or “open” hour. You should also make yourself available for student assistance, meetings, or parent conferences after school until the designated leaving time.

GRADES AND GRADING

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

- Grades will never be used as punishment.
- Grades should always reflect a student's progress.
- Sufficient data to support grades will be kept including copies of tests – any grade given must be justifiable.
- Grading procedures will be uniform and the same for all students. (exceptions will be made in cases of IEP'S or 504 plans)
- Incomplete grades will be used only in special situations and the make-up work quickly accomplished.

STUDENT BEHAVIOR

DISCIPLINE

Society itself lives according to accepted rules, and since one of our main objectives in education is to prepare young people to live in our society, they must be trained to live according to established rules. Obviously, the manner in which “rules” are instituted and enforced is of paramount importance in the success or the failure of our efforts. We expect students to participate attentively in classroom activities with no attempts to disrupt or disturb procedures.

Good discipline calls for a cooperative working agreement between the classroom teacher, student, parents, counselor, and the principal. A realistic understanding of problems by pupils and their parents is also essential. It is learned through persistent and conscientious teaching.

Teachers must put **TIME** and **EFFORT** into developing a philosophy of wanting to help students with personal problems and understanding and recognizing that their responsibility extends beyond the walls of their classroom.

For desirable school behavior, it is important that faculty and students follow the Student Handbook.

- Respect the cultural diversity of others.
- Keep the school clean.
- Be courteous and cooperative.
- Encourage everyone to do his/her best.
- Promote Midland Pride.
- Model yourself for your students. **IN SHORT - RULES ARE FOR EVERYBODY – NOT JUST STUDENTS.**

Morale and discipline in our school is dependent on **CONSISTENT ENFORCEMENT** of the rules by **ALL TEACHERS**. Below are listed some of the areas where students need to be constantly checked, reminded and taught:

- tardiness to class
- running in the corridors
- creating disturbances in the corridors
- loitering in the corridors
- smoking or chewing on school property
- destruction of school property
- disturbances in assemblies

In order to maintain the integrity of Midland School District we must all assume responsibility for a well-disciplined student body.

Cooperation is a two-way street – all people, young and old, like praise: there is nothing more effective than appealing to a person's ego. Helping to train the students for good citizenship is everyone's job. Some practices that have been found effective for preventive discipline are:

- Teacher-pupil relationship based on a sincere interest in student success.
- Lesson planning that presents material in as interesting a way as possible.
- Starting the class on time and making effective use of the entire period.
- Engaging all students in active classroom participation.

Dismissing a pupil from a room may sometimes be necessary to preserve a good learning situation but such action does not solve the behavior problem of the student.

When a teacher is unable to handle their own discipline problems and must admit it in front of their class, they lose respect and weaken their position of authority. Many times the dean or principal is a more valuable member of the team when he is allowed to play the role of consultant to the teacher rather than to the adjusted student.

PRINCIPLES TO REMEMBER

- Teachers should strive to maintain a good learning atmosphere.
- Teachers must attempt to handle discipline cases arising under their jurisdiction.
- Each case will be judged individually.
- Parents must be kept informed – written reports, phone calls, and progress reports, etc.
- When a student is referred to the office, the dean or principal will make the decision as to the disposition of the case and notify the teacher. Only the facts that describe behavior and action should be stated.
- Teachers should avoid statements or actions they cannot defend.
- Never touch a student unless it prevents imminent harm to student(s) or staff.
- Consultation with the student's counselor will bring to the surface background information that will enable the teacher to better handle the student.
- Understand the Social Media Policy-[See Link](#)

SUGGESTED PROCEDURES FOR STUDENT CLASSROOM MISBEHAVIOR

Student disturbs class – talk with student after class followed by a phone call to parent.

Repeat offenses – require student to come in after school and report the repeated offense to parents.

Student fails to come in or offenses continue – refer student to Principal

BEHAVIOR THREATENS SAFETY OF OTHER STUDENTS OR TEACHER

If any behavior creates an emergency which threatens the safety of the student(s) in the room or any behavior that requires more of the teacher's attention than should be removed from the classroom.

IMPORTANCE OF PARENTAL NOTIFICATION

Notification of parents by phone call, email, or mail is part of the disciplinary process. A teacher is expected to contact parents regarding student misbehavior. When calling parents, describe the situation that is creating the problem and please ask for parent support. When the teacher feels that help is needed by auxiliary support personnel, he or she should consult the guidance counselor or initiate a disciplinary referral. Unfortunately, a teacher may encounter a parent that is hostile or uncooperative. When confronted with a hostile situation a teacher should never argue or raise his/her voice. I guarantee that this is an argument that you will not win. Please refer the aforementioned parent to the building principal.

BEHAVIORS THAT SHOULD BE REFERRED TO THE GUIDANCE DEPARTMENT

The following is a list of behaviors that should be referred to Guidance.

- Habitually unprepared for class
- Negative attitude toward class or school
- Poor peer relations
- Poor Hygiene
- Low or failing grades
- Psychological problems
- chronic fatigue

CORPORAL PUNISHMENT

Board policy 7.190 prohibits corporal punishment in Midland District 7. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

PERSONAL APPEARANCE

Professional people have an obligation to be appropriately dressed and groomed. Teachers who do not set a proper example may negatively influence students. Therefore, you are expected to be neatly groomed and appropriately dressed for your particular assignment.

Teachers, Administrators, Clerical Staff, Other Professional and Technical Staff, Assistants, and Attendants should wear the following attire:

- Dresses
- Jumpers
- Skirts
- Blouses
- Shirts (woven, knit, polo, turtleneck)
- Slacks other than blue jeans

- Skorts / Walking shorts
- Tee Shirts/Sweatshirts that have seasonal, curricular, or school logos or designs
- Suits
- Shirts and ties
- Blazers/sports coats

Blue jeans may only be worn with administrative pre-approval and on Fridays. When outside speakers or consultants are brought in, normal school attire is expected.

REQUESTS FOR STUDENTS FROM THE OFFICE

The office may issue request slips or call for a student. The student is not to be released without the request. The time will be noted on the slip and properly initialed to eliminate any question of where the student was.

STUDENT PASSES (Middle & High School)

It may be necessary for a student to go see a teacher or staff member during free time. This requires a pass from the staff member asking for the student. **NO STUDENT** should be left unsupervised at any time.

ATTENDANCE

Since attendance and participation directly affect learning, a student's regular attendance is critical to the learning process. Regular attendance at school is mandatory to maintain a good scholastic record and to develop the personal traits that are expected of adults. Students are required to attend class regularly and on time. Parents are urged to have their students in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. Equally important, one of the specific duties of a teacher under law is pupil accounting. As a result the following guidelines should be followed during the execution of your attendance procedures:

- Since we are preparing students for jobs in business, professions, and industry we should stress regular attendance.
- The teacher should first set the example by being in the classroom before the students arrive ready to begin work.
- Students should be required to be in the classroom ready to work on time.
- Students who arrive within 10 minutes should be marked tardy. Students arriving after that time should be reported absent.
- Attendance should be checked each hour on the software to provide an accurate record for state reimbursement.

FUND RAISING ACTIVITIES

As outlined in Midland District 7 policy the building principal and district superintendent must approve all fund raising activities. Students will not be used to promote fund raising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.

Stringent accounting procedures have been instituted which require strict care in the handling of moneys generated by student activities. Those procedures are as follows:

- Students and sponsors will verify receipts together.
- All monies will be counted and turned into the principal's office within 48 hrs of collection.
- All monies will be stored in the school safe until a daily bank deposit is initiated.

- No funds shall be deposited in a personal account outside of district.
- All district procedures for payment and purchasing shall be followed.

Any money not turned into the school office within 48 of collection will not be covered for a loss by the district insurance carrier.

ACADEMIC DISHONESTY AND GRADING

Academic dishonesty may be defined as cheating on a test, copying others work, allowing others to copy work, or the use of unauthorized material while performing class work. When a student is found to be guilty of cheating, that grade for that activity may be recorded as zero. This should not affect past grades earned or future possible grades earned during that grading period.

Grades, once earned, become property interest and may not be denied. This should in no way preclude other possible disciplinary actions as outlined in the officially enacted Discipline Policy.

STUDENT INJURIES

Completion of an accident report form, for a student injury, is the responsibility of the teacher under whose supervision the injury occurs and must be filed in the office by the end of the day. These reports are for the protection of both the teachers and the school.

When an accident occurs involving a student, the following procedures should be closely followed:

- The adult employee contacted by an injured student should be held responsible to report the injury to the building office.
- All accidents involving injuries to the eyes, head or spine will be reported regardless of seriousness, and all other injuries for which there exists a reasonable possibility of need for first aid or professional medical attention should be reported in the same manner.
- There is hardly any way one can be too cautious in the reporting of accidents involving a student.

FIRST AID

First aid may be administered by a school employee for minor injuries. The office should be consulted for serious injuries or if medical treatment might be indicated. In the absence of the office staff, and when in the teacher's judgment medical care might be needed, the teacher should apply first aid and then contact the parents or responsible person for the injured student.

Students should be taken to the emergency room at the hospital only after every attempt is made to notify the parents and to secure their direction or the directions of the physician of choice according to the child's emergency card.

Seriously injured students should not be moved without qualified medical advice. Try to make the pupil comfortable without unduly moving him when seriously injured.

Pupil injuries entail many possible legal and medical questions. School employees should neither do too much to an injured child because of the legal and medical possibilities, but neither can they do anything when a child is seriously injured. The child's life or permanent impairment could be in the hands of the employee between the time of the accident and the arrival of qualified medical help. Prudent action by an employee in giving first aid to a seriously injured child will carry the total support of the administration and the school board.

NON-DISCRIMINATION AND EQUAL OPPORTUNITIES

Midland District will comply with all federal and state non-discrimination and equal opportunity laws, orders and regulations, and will not discriminate against any person because of race, color, sex, religion, or national origin in any of its educational programs and activities. Title IX of the Education Amendments of 1972 and regulations issued there under require Midland School District not to discriminate on the basis of sex in its educational programs and activities, including the area of employment.