

RSU5

DURHAM \* FREEPORT \* POWNAL

FREEPORT  
HIGH SCHOOL



*Engage. Aspire. Achieve.*

Staff Handbook

**2016-2017**

# Introduction

Welcome to RSU5 Freeport High School! We look forward to assisting you in fulfilling your personal and academic goals. This handbook has been prepared to explain and clarify procedures, policies, and regulations at Freeport High School. Please note, if there is a conflict between policy and handbook, policy will govern. In addition, expectations are subject to change. Any new expectations will be posted in the handbook and you will be notified. Should you have any questions, please stop by the main office.

<b>School Vision for 2020</b>	
<b>ENGAGE all learners in order to ASPIRE and ACHIEVE</b>	
Engaging Instruction	By 2020, all students will participate in engaging learning experiences that incorporate differentiation and reteaching methods. Instructional planning will include research-based practices that engage students in higher-order thinking and prepare them for relevant application of knowledge.
Rigorous Assessments	By 2020, all students will demonstrate learning through rigorous assessments including both performance tasks and traditional assessments. Teachers will use formative assessment and data analysis practices to measure student growth and to reteach.
Support for Learning and Growth	By 2020, FHS will have a comprehensive system of support for students and staff that creates a culture of academic and professional growth, addresses social/emotional needs, and promotes ownership of learning. We will foster a school culture that values and seeks out opportunities for continual growth.
Community Connections	By 2020, FHS will foster mutually beneficial community-school partnerships to support and enhance the engagement, achievement, and aspirations of our tri-town students.
Flexible Learning Opportunities	By 2020, all students will have access to flexible learning opportunities that meet their academic interests, needs and post-secondary goals in order to empower and support all students in achieving their highest educational and personal potential.

## **Purpose of this Handbook**

The purpose of this handbook is to help orient new faculty members and to serve as a reference point for returning staff. Each year we recommit to creating an engaging and effective learning environment for our students.

# **Daily Professional Responsibilities**

## **Arrival / Departure Time to School**

Teachers should be on duty or in their classrooms ready to greet students ten minutes before the start of the instructional day. The instructional day begins at 7:50am. Teachers will remain in the building ten minutes after the end of their instructional day (2:30pm) except on the last workday of the week. Please note that this holds for instructional days and that Professional Learning Days run from 8am-3pm.

Upon arrival, teachers should be visible either in the hallways or at the very least outside their doors in order to deter any inappropriate behavior, as well as, set the tone of a welcoming, positive school community.

## **School E-Mail Messages**

Staff and faculty members are expected to check their RSU5 e-mail account at least twice daily (in the morning before period one and before leaving school in the afternoon) to keep current with any school messages.

## **Advisory Periods**

Each teacher meets with the same group of students for the entirety of the student's high school career. The advisory program exists to enable advisors and students to get to know each other on a personal level, to develop a stronger sense of school community both small and wide, and to foster student to advisor relationships where the student sees his/her advisor as an integral piece in his/her successful navigation through school.

The specific purposes of advisory focus on two important goals: personalizing life at Freeport for our students and supporting our student's academic and social growth through planning and support. During advisory periods, there may be more directed obligations such as testing, surveys, or portfolio work. Part-time staff may share this duty with a full time staff person. Advisory period is also a time when students meet with other students to work in groups and/or make appointments to meet with teachers.

The advisory period is scheduled on Wednesdays, Thursdays and Fridays for 40 minutes after period 4. In addition, school-wide assemblies and student recognitions will take place during an advisory period.

## **Attendance Procedure**

Teachers must complete attendance by 7:55am each morning. Teachers should also complete attendance at the beginning of each period, including advisory. If there is a question, call the main office at extension 0 to talk with the attendance secretary.

## **Absences from School**

If you are going to be absent from school, use AESOP ([www.aesoponline.com/login](http://www.aesoponline.com/login)) or email the principal and the designated main office person prior to 6:00am to request a substitute. A user ID and password will be provided to you by the Human Resource person at the superintendent's office. A substitute will be contacted via AESOP to fill in for you for the day. The AESOP program allows you to leave notes for the sub when registering an absence. You may also chose to email your sub plans to the principal and main office contact.

Please be sure that all information pertinent to the substitute can be easily found. The substitute folder should include information regarding attendance lists, seating plans, the school bell schedules, teacher schedule with room numbers, emergency procedure in case of fire or code drill, duty information if applicable, where materials can be located, and a plan for each period that engages both the student and the substitute teacher.

As your classes are updated and students move in or out of your class, you are responsible to update your class lists and seating charts. You will need a current printout of the students in each class for emergency purposes.

Ed Techs will need to use the AESOP system to document absences as well, however substitutes are not regularly requested for Ed Techs. The Main Office Secretary will need to be called directly at 865-4706 x 227 and a sub will be arranged if necessary.

### **Planned Absences from School**

Using AESOP, log your request for a planned absence, conference or personal day with a least one week notice prior to the date requested. To see if the request has been approved log into AESOP and view the request or enter an email address in General Information in Aesop to be able to get approval/denial emails. Planned absences must be requested and approved through AESOP before payment can be made for a conference.

### **Classroom/Hallway Responsibility**

Teachers are responsible for their classroom area. Make sure that your class is covered at all times. **Teachers are not to leave students unattended for any reason.** If a teacher must leave his/her room, he/she is to contact the main office and coverage will be provided.

Lights are used only when the room is in use, and classroom doors are to be locked at all times.

During student passing between classes, stand in the hallway near your door. Remember we have a responsibility for all students; therefore, if you see a student disrupting the school environment or an unsafe situation occurring, it is your professional responsibility to address the situation.

We are all responsible for the culture and safety of the school. Consistent enforcement of expectations helps to maintain a positive and safe learning environment.

### **Duties**

Teachers teaching fewer than 6 classes are assigned a duty. Possible duties include a guided study hall duty and/or writing center and/or math lab.

All full time teachers will monitor 2 days of after school detention while half time teacher will monitor one day of after school detention.

### **Lunch Guidelines**

Students are allowed to eat lunch in the cafeteria, FPAC lobby, and in classrooms with prior permission **and** if supervised by a teacher. All 9th graders who are not attending a club meeting will eat lunch in the cafeteria. The library and gym are open at lunch, but there is no eating in these locations. The Peace Garden is open when weather permits and staff is available for supervision.

The entire faculty and student body eat lunch during the same half hour block in the schedule. In addition to bringing food from home, lunch may be purchased in the cafeteria. Teachers may eat in the teachers' room or their own classroom spaces.

At times, 504 and/or IEP meetings are scheduled during lunchtime and teacher presence is requested at the meetings.

## **Teacher Resources**

### **Telephone Use**

You will receive information on how to set up, access and use your voicemail through the FHS phone system. You will need to create a password so that you can have access from any phone in the building. For an outside line, dial 9 before dialing the number. To call a FHS classroom, dial the room number. Teachers are not to accept or make outside phone calls during instructional periods.

### **Cell Phone Use**

Teachers are expected to follow the same cell phone policy as students with the exception of use in the teacher's room. Please ensure cell phones are turned off during classes and professional meetings. If you need to be contacted in an emergency, the office will notify you.

### **Printers/Photocopying**

Freeport High School has made a conscious effort to reduce the amount of printing in the building by "printing to the copier". There are a number of printers and copiers throughout the building, but please be mindful of what you are printing and use technology in lieu of paper when possible. There are photocopiers for teacher use in the following locations: Teacher's room, Library and in the FPAC Room 601. Color paper can be requested from the main office as a supply request.

### **Accessing the Print Shop**

The Print Shop, staffed by a RSU5 employee, is located in a space off of the main hallway. The staff member has her available hours posted on the door. You can have classroom materials copied for you ahead of time by filling out the appropriate form (see the main office for a copy of the form) and leaving it for the Print Shop staff member. Work that can be completed in the Print Shop is: copying, binding, cutting, three-hole punch, laminating, collating and folding.

### **Leaving the Building**

If you need to leave the building during a non-instructional or supervisory period of the day, please sign out in the main office. Please sign back in upon your return. This helps the main office staff know who is or is not in the building in case of emergencies.

### **Teacher's Room**

Faculty restrooms are located in the entrance to the teachers' room. In the teachers' room, a microwave and a refrigerator are available for faculty use. There are also beverage machines. The faculty mailboxes, which must be checked every morning, are located in the faculty room and are organized alphabetically. Anything that is too large to fit in mailboxes will be put on the table underneath the mailboxes with the faculty member's name on it.

### **School Nurse**

The school nurse is available in her office (located just before the teachers' room) from 7:50am to 2:30pm every day.

### **Parking**

The teacher's parking is located across from the FPAC main entrance. With construction during this school year, all students park off site.

### **Accessing the Building Outside of School Hours**

**Keys:** Requests for keys to other parts of the building besides your classroom (e.g., the outside door of the building) may be requested from the secretary in the main office and will be provided on an availability and need basis.

## **Other Resources**

Freeport High School is a member of Ruth's Reusable Resources. Ruth's is a non-profit establishment that provides donated materials to schools. Any teacher in the high school is eligible to go to Ruth's and get as many supplies as are allowed per teacher. This is a great way to get "free" classroom materials such as writing utensils, paper manipulatives, lab supplies, and even office chairs. All that is required is that you sign in when you are at Ruth's.

## **School-Wide Resources**

### **Teacher Office Hours**

Each FHS teacher will have weekly office hours. The days and times should be posted in the teacher's classroom, websites and/or the main office.

### **Writing Center**

The writing center is located in the library. Teachers staff the writing center to provide help to students in any phase of their writing. Teachers are encouraged to use this resource for their class (as a requirement for a writing project) or to encourage students to use the writing center to better their final product. Students may also access the center's support for general writing questions. Students may be assigned to the writing center or sign up on their own by going directly to the library.

### **Math Lab**

The math lab is located in the library. Teachers staff the math lab to provide help to students with their math curriculum. Students are encouraged to use the math lab to better their math skills and/or enrich their math interest. Students may be assigned to the math lab or sign up to by going directly to the library.

### **Guided Study Halls**

Students will be placed in Guided Study Hall based on academic progress. The study hall is located in a small setting and a teacher is present for targeted support.

### **Building Use**

Any requests for use of the building outside of the regular school day activities (e.g. club meetings, competitions etc.) must go through Community Education (865-6171). A building use form must be filled out and sent to the Community Rec and Education office through interoffice mail. Requests for use of the Performing Arts Center require the same building use process.

## **Meetings and Teams**

### **Faculty Meetings and Department Meetings**

Typically, there are monthly faculty meetings the first Wednesday of each month. Please be on time for all meetings. Ed Techs are not required to attend faculty meetings. The agenda will be developed in advance with time for teacher topics, announcements, and focused conversation/work. The second monthly meeting is for department members to work together with a focused agenda developed by administration. The second monthly meeting may be used for a full faculty meeting as determined by the administration.

### **Leadership Teams**

Three Leadership Teams exist within the high school.

-Academic Leadership Team supports curriculum, instruction and the Strategic Plan of FHS.

-Operations Team supports logistics and safety of FHS.

-Department Head Team supports each content area/department team of teachers.

All three groups make decisions driven by the mission and vision of the district and school to guide and facilitate school improvement. Members of these groups work as leaders/facilitators with colleagues to advance initiatives.

### **Professional Meeting Norms**

While it is important to recognize our individual differences in communication and learning styles, it is imperative to maximize our time spent in planning meetings and to continue our efforts toward implementing best practices in education. In order to facilitate the productive discussions that need to take place during staff meetings, PLC meetings, department meetings and other professional meetings, norms will be established. Staff will have feedback in both creating and upholding meeting norms in order to best support collaboration.

### **Professional Learning Communities (PLC)**

Every FHS teacher is a member of a PLC team. PLCs will be used to support the vision of the school and the Strategic Plan for FHS. The primary focus of PLC time is to work to develop and enhance instructional practices. Time may also be spent discussing academic concerns of students. These teams meet during regularly scheduled times two or three times per week.

### **Individual Education Program Meetings**

Attendance at Individual Education Program (IEP) meetings is a professional responsibility. It is expected that teachers attend these meetings and stay for the duration of the meeting. If you are unable to attend an IEP meeting, you must notify the Director of Instructional Support and/or his/her designee in advance and provide a written summation about the student's progress in your class to the Director of Instructional Support and/or his/her designee. Attendance in the meetings and following documentation processes are required by law.

### **Individual Education Programs (IEP's) and 504 Plans**

It is the classroom teacher's responsibility to have knowledge of a student's IEP or 504 plans and to implement the requirements of such a plan. Each teacher must familiarize him/herself with the IEP's and 504's of any students in their classroom before the first day of school. The guidance counselors are responsible for all 504 plans and scheduling of 504 meetings. Adhering to students' IEP and 504 plans is required by law.

## **Communication**

### **Parent Communications**

Establishing and maintaining regular communication with parents results in improved student achievement. If a student is at risk for academic failure, it is imperative that the parents are notified early. Teachers are expected to provide all students with opportunities for relearning/reassessment. Notices of athletic ineligibility cannot be the first notice given to a parent that their child is in danger of failing at least one class. Although parents have access to the PowerSchool it is the teacher's responsibility to keep parents and students informed of poor academic progress. In addition, communication to parents about student's successes in individual classes is an important element of student motivation and parent involvement. Teachers should maintain a communication log that notes the date and time of each parent contact and should strive to contact parents both for positive recognition and to warn parents of academic struggles.

Teachers are expected to inform parents of the method of communication that is most efficient for the parents to reach him/her. Parents have access to their son/daughter's grades through the Powerschool portal and can request that daily announcements be e-mailed to them as well.

### **Communication with Colleagues**

It is important to communicate with each other in a professional and courteous manner. If you feel that you are being treated unprofessionally, feel intimidated and/or you are unable to address the situation directly, please seek the assistance of your colleagues and/or an administrator.

### **Communication with Students**

Materials and information can be extended to all students through two reliable methods: advisories and student email accounts. Students' advisories are listed in Powerschool Teacher. Students have passwords to their email account and the students are knowledgeable about how to access their account. Students are expected to check their RSU5 email daily.

### **Written Announcements**

Written daily announcements for the whole student body, or just a portion, can be emailed to the secretary in the main office. These announcements will be posted on the website and will be sent out on the parent email list.

Verbal announcements will be read by students at the beginning of period 3 and can be placed by filling out the verbal announcement form on the secretary's desk in the main office. If the announcement is to be read for more than one day, indicate the desired dates on the form.

### **PowerSchool/Website**

Teachers are expected to provide students with accurate and timely feedback on class assignments. Assignments must be entered into Powerschool. Teacher websites must be kept "current" with timely homework, class work and project assignments, class guidelines and grading rubrics/expectations.

## **Field Trips, Transportation and Maintenance Requests**

### **Field Trips**

A form titled "On Site, Off Site Field Trips" (found on-line) must be filled out and turned in to the principal's secretary in the main office (for administrative signature) at least two weeks in advance of the trip. All requests will be tracked through the main office and teachers will be notified whether or not the request is approved.

A more extensive field trip form must be completed and sent to the Director of Transportation if a bus is needed for the field trip. The field trip form is found online located on the RSU5 website. A list of participating students should be given to the main office and e-mailed to the staff with the date and times of the trip.

### **Buses**

A transportation request form must be filled out and given to the principal's secretary in the main office (for the principal's signature) at least two weeks prior to your date of need. She will pass the request on to the Director of Transportation. The pink copy of the form will be returned to the teacher after the Transportation Director signs off.

### **Maintenance Requests**

All requests for maintenance must be submitted using a "maintenance request" form that can be found online under: Schools - District Office - Departments - Operations- or follow the link - <http://support.rsu5.org/maintenance>.

## **Budget**

### **Purchase Orders**

When ordering materials/supplies from your budget, you will need to use a purchase order. PO's are done electronically. The template can be requested from the principal's secretary. Once complete, forward to your Department Head for approval. They will record it in their records and email it along to the principal's secretary who will obtain approval and order the materials. **DO NOT** order anything on the purchase order until you have received approval from the principal's secretary.

### **Requesting a Check from the District**

If you are requesting a check from the district budget to take with you on a field trip, to pay for a conference, or for a guest speaker, you will need to plan ahead. In order to request the check in plenty of time for it to be processed and forwarded to you, you will need to submit a PO (with the paperwork/invoice) **at least three weeks** in advance to the principal's secretary. The timing is critical because the PO has to be approved, returned back to the high school, then given to you. Checks are only issued every two (2) weeks. Checks will not be written if there is no invoice or receipt attached.

### **High School Checking Accounts**

A "Request for check" form can be filled out when you have a checking account (i.e. club organizations) and you need to pay for something. The principal's secretary will write a check from your student activity account. Checks will not be written if there is no invoice or receipt attached.

### **Reimbursements**

For mileage reimbursement or repayment of materials purchased for school with your own money (the materials must come out of your department budget). An Expenditure & Mileage Reimbursement Form (found on the RSU5 website under staff) must be completed with the original receipt attached. Keep in mind that the district budget does not reimburse for taxes paid (this is why a purchase order is more desirable if possible).

## **Professional Concerns**

### **Recertification**

Each teacher and Ed tech is responsible for maintaining his or her professional certificate/ authorizations for teaching. Teachers should contact a member of the Professional Certification Committee to get the necessary paperwork for the start of the year. A goals sheet must be filled out and accepted by the committee before any activities completed by the teacher can be accepted. Amendments can be made and submitted to the committee throughout the time period as long as the paperwork is approved before the activity it applies to occurs. The Professional Certification Committee will send reminders and support information throughout the year.

### **Professional Development**

All requests for professional development opportunities unrelated to grant money must be submitted to the building principal. The building principal must receive any related paperwork/descriptions to the activity along with an estimate of the cost of the event. Faculty should not register for an event until their AESOP absence has been approved.

### **Referrals of Students for Assistance**

If you are concerned about a student in any regard, refer the student to the respective grade level team so that the group can begin RTI process and provide the necessary supports and/or interventions. The Student Assistance Team (SAT) will also support struggling students. Details about the RTI and SAT teams will be shared in PLC meetings.

### **Sunshine Fund**

Each member of the staff is asked (but not required) to contribute to the "sunshine fund" each year. The fund provides staff members with cards, flowers, or gifts for special occasions (birth, marriage etc.) or under special circumstances (health concerns, loss of a family member etc.). Ask the main office secretary who is coordinating the Sunshine fund.

## **General Procedures**

### **Child Abuse**

Child abuse or neglect is defined by Maine law as "a threat to a child's health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these." Any employee of the RSU5 who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify a member of the administration team or the guidance counselor.

### **Staff Conduct with Students:** cross reference: NEPN/NSBA code: GBEBB

The Board Of Directors of RSU5 expects all staff members, including teachers, coaches, counselors, administrators, and others (i.e. volunteers), to maintain the highest professional, moral, and ethical standards in their conduct with students. The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of appropriate boundaries between adults and students in an educational setting, and consistency with the educational mission of the schools.

### **Confidentiality:** cross reference: NEPN/NSBA code: FERPA Policy code: JRA

The Board of Directors of RSU5 expects all staff members, including teachers, coaches, counselors, administrators, and others (i.e.volunteers), to maintain the highest professional, moral, and ethical standards in their conduct with students. The interactions and relationships between staff members and students should be based upon mutual respect and trust, and understanding of appropriate boundaries between adults and students in an educational setting, and consistency with the educational mission of the school. Maine law and the Federal Family Educational Rights and Privacy Act (FERPA) require us to maintain the confidentiality of all student education records. This is a very important issue and must be adhered to. There should be no discussing students or learning documents and paperwork that contain student information in public places around the school or around visitors to the school.

### **Fire Drills**

We are required to hold six fire drills throughout the year. For safety reasons we will have several very early in the year. Please be sure you are aware of the escape route from wherever you are stationed in the building. When the alarm bell rings, every adult in the building is on duty with the goal of a safe evacuation. Doorways that are used as escape routes must be kept clear at all times.

Important reminders:

- \*Post the escape/evacuation route from your room to the closest exit.
- \*Explain the escape/evacuation procedure to your class.
- \*Bring your CLASS list during an evacuation to check student attendance.
- \*After accurately confirming your class attendance, bring your class list to the attendance secretary located by the tennis courts.

### **Code RED Announcements**

We are required to hold two Code Red lockdown drills throughout the year. This is a complete building lockdown. When this occurs a "Code RED" announcement will be made over the intercom. Follow the directions on the "Code RED" incident response packet.

### **Extreme Weather**

When school is closed for the day or dismissed early, all PK-8 after-school and evening school sponsored activities and community uses of school facilities will be cancelled or postponed. Cancellation of high school after-school and evening school-sponsored activities will be decided by the building administrator/designee. The Superintendent or designee will provide notification of school closings, delays and early dismissal by contacting local radio and television.

**Tobacco Use and Possession:** cross reference NEPN/NSBA code: ADC

RSU5 prohibits smoking and the use of all other tobacco products in school buildings, facilities, on school buses and on school grounds by all persons, including students and employees.

**Parent Teacher Student Association**

Freeport High School is fortunate to have an active PTSO. The PTSO sponsors educational forums and meets as a committee once a month-all are welcome. Contact the main office for the FHS parent president.

**Copyright Compliance:** cross reference NESP/NSBA code: EGAD - Copyright Compliance

EGAD-R- Copyright Compliance Administrative Procedure

All employees and students of Freeport High School are expected to adhere to the provisions of federal copyright law. Employees and students who willfully disregard the law and the school unit's copyright policy and administrative procedure(s) do so at their own risk.

**Employee Computer and Internet Use:** cross reference: NESP/NSBA code: GCSA - Employee Computer and Internet Use

GCSA-R Employee Computer and Internet Use Rules

GCSA-E Employee Computer/Internet Use acknowledgement form

Freeport High School provides computers, networks, and internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. Incidental personal use of school computers is permitted so long as such use does not interfere with the employee's job duties and performance, with system operations or other system users.

All Freeport High School's computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and internet activity by employees. Employees have no expectation of privacy in their use of school computers or the school network.

Employees are expected to comply with all applicable copyright laws related to software as well as content used from the internet. (FYI: statutory damages for software copyright infringement can cost from \$30,000 (non-willful) per incident to \$150,000 per incident (willful infringement). (School Technology and the Law: Life in the Fast Lane, Drummond, Woodson, & MacMahon, page 1, 2005).

## School Climate

**For full explanation of disciplinary procedures, please refer to the FHS Student Handbook 2016/2017.**

**Frequently Used Phone Numbers:**

High School Number:	865-4706
High School Fax Number:	865-2900
Central Office:	865-0928
Central Office Fax Number:	865-2855
Non-Emergency Police:	725-5521
Reg. 10 Technical High School:	729-6622
Durham Community School:	353-9333
Freeport Middle School:	865-6051
Morse Street School:	865-6361
Mast Landing School:	865-4561
Pownal Elementary School:	688-4832
Freeport Community Services:	865-3985
Freeport Rec and Education:	865-6171
Freeport YMCA:	865-9600