

FACULTY GUIDE
NORTH HURON SCHOOLS
KINDE, MICHIGAN

The mission of the North Huron School District is to help all students become responsible learners in a safe and caring environment.

The mission of North Huron Secondary School is to provide opportunities for growth with appropriate assessment and to prepare each student for post high school education/training/work in a caring, safe environment.

In the North Huron Elementary School, we all work together to assure that every child feels important and successful and that every child learns and is encouraged to achieve his/her highest potential.

FEDERAL/STATE REGULATIONS

Policy of compliance with Federal Law

1. It shall continue to be the policy of North Huron Schools to not discriminate on the basis of religion, race, national origin, sex, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education.
2. The North Huron District, in compliance with the requirements of section 504 of the Rehabilitation Act of 1973, reaffirms its policy of nondiscrimination on the basis of handicap in its educational programs and activities, including employment t therein, except as may be necessary to meet a bona fide occupational qualification.

Inquiries concerning the application of Section 504 at North Huron Schools may be referred to the Superintendent of Schools or to the Director or the Office for Civil Rights of the U.S. Department of Education.

Drug free work place

State and Federal law prohibits the use, distribution, dispensation or manufacture of controlled substances on district grounds. Any district employee who violates the above law is subject to disciplinary action up to and including termination of employment.

Harassment

It shall be a violation of policy for any member of the North Huron staff to harass another staff member or student through conduct or communication of an unwelcome verbal or physical nature on account of their sex, race, national origin, religion, age, height, weight, marital status or handicap. Any staff member alleging harassment shall contact the building principal immediately. The district shall investigate all allegations and take appropriate action. Disciplinary action, which may include discharge, will be consistent with collective agreements or district procedures.

Copyrighted materials

The Board of Education encourages teachers to make judicious use of appropriate printed materials, sound recordings, and televised programs in the curriculum but recognizes that federal law, applicable to public school districts, protects authors and composers from the unauthorized use of their copyrighted work.

In order to define the fair and reasonable use that teachers may make of copyrighted works for educational purpose without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board directs the Superintendent to promulgate regulations regarding the copying and distribution of copyrighted materials for instructional purposes. A copy of the district-copyrighted regulations is available in each building office.

Dangerous Weapons Policy

Students in possession of a dangerous weapon/firearm or who commit arson or rape on district grounds, in district buildings or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian, and/or student shall also be notified of the referral.

The Board authorizes the superintendent or building principal(s) to expel students.

Each student subject to expulsion shall have his or her situation reviewed by the superintendent on a case-by-case basis.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal, or if immediate action is necessary to prevent probable injury to any person.

A staff member or student who has reason to believe that a person on school property or at a school-related activity possess or will possess a weapon shall immediately report the possession to the school principal or the supervisor of the activity. The report should include as much detail as possible concerning the person possessing the weapon, the type of weapon, location of the person, and the evidence the belief is based upon.

The principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon or contacting the local law enforcement to do so. In any event, if this policy is violated, the administration shall immediately report the violation to the appropriate law enforcement agency and to the parent or guardian if a student is involved.

Bullying

The State of Michigan requires strict bullying policies. Bullying is defined as the repeated abuse of one person over time by another person(s), which takes many forms including physical, emotional and verbal. Bullying is handled as a severe misbehavior and can lead to expulsion for students. All bullying must be reported immediately to the building principal.

General Administrative Practices & Policies

There are no departmental heads at North Huron. All teachers are directly responsible to their principal. Teachers who are new to the system will be assigned a mentor. They may find it helpful to take problems of the subject matter or techniques to other teachers. Principals are glad to aid with any problems. The superintendent may be consulted. Changes in current programs, policies or procedures are to be approved by the building principal or superintendent in advance of implementation.

In the absence of the superintendent, the interim elementary principal will be in charge of the school system. In the event both the superintendent and interim elementary principal are absent, the secondary principal will be in charge.

General Responsibilities, and Procedures

Teachers shall report to their rooms at 7:55 a.m. Departure time is 3:15 p.m.

Teachers who come into the building at night, Saturday, or Sunday should lock the doors behind them when they come in and when they leave.

If leaving the building at noon, staff will notify the principal.

When teachers become aware that they cannot be in school because of illness they should report it to AESOP. It is the teacher's responsibility to keep records for requests for substitutes in AESOP up-to date.

Students are not to be given building keys or use the building unless the teacher in charge is present.

Teachers will be notified of school closing by Skylert School Messenger; please make sure to keep your phone number up-to-date. Closings may also be posted on WLEW radio, WNEM TV channel 5, WJRT TV channel 12, WHNN TV and channel 25.

Classroom Procedure

All teachers should be in the halls when classes are passing, at dismissal time, and noontime, to help maintain order.

A TEACHER SHOULD NOT LEAVE HIS/HER CLASSROOM UNLESS AN EMERGENCY OCCURS. In this event, another teacher should be asked to cover the classroom. Teachers should not report late to their classrooms for their classes. Teachers are responsible for everyone and everything in their rooms.

Classroom doors should be locked when not in use.

It is the duty of each teacher to see that his/her class proceeds to lunch in an orderly fashion.

Near the end of a class period students should remain in their seats and not be in hallways or doorways.

Strive to develop pride and respect on the part of the students towards the building and equipment. Help develop habits of good housekeeping on the part of the students.

Adjust the window shades evenly and close the windows at night.

Turn out the lights at noon and at night or whenever a classroom will be vacant for even a short time.

Report broken or defective equipment by filling out a maintenance ticket through the school ticketing system.

If a teacher feels he/she is receiving substandard custodial services, consult with your principal and/or maintenance supervisor.

Be alert for markings on furniture or walls. Report students who damage school property to the principal immediately.

If more than one teacher uses a room the boards should be cleaned for the following teacher.

Staff members are to attend all assemblies.

Teachers are responsible to keep rooms neat and orderly at all times. Students should be encouraged to help to do this.

Public Relations – Professionalism

It is not good professional ethics to criticize students or fellow staff members. If there are concerns, they should be discussed with the building principal.

Teachers should treat parents and/or community members with courtesy. Most parents are sincere in their desire to cooperate with us. We must do everything we can to retain their willingness to cooperate. For those few who do come in very angry, it is usually

best to let them talk. After they get things “off their chest”, one can usually talk sensibly with them. “The consumer is always right” is a good rule to follow.

Remember, when teachers are negative in thought and action about the school and its employees, other people may become negative in their attitude toward the school. If teachers have concerns, talk with your building principal or superintendent.

Accidents and Illness

Students who become ill in school are to be sent to the principal’s office. The office will have the student taken home or provide care in the office.

If you notice student health problems that you think should be referred to a doctor, please discuss these with the principal.

For any type of accident that occurs in your classroom or an activity under your supervision, fill out and return to the principal’s office a student accident report. This is needed for insurance and for supplying information to parents.

It is against state law for school personnel to dispense medicine to students. This includes aspirin and cold pills. **All** medicine must be handled through the office.

Medication – School Code Section 380.1178

- Administered by designated employee in presence of 2nd adult
- Written permission from parent/guardian
- Follow instructions of physician

Announcements

Daily announcements, depending on the building, will be made over the PA system or TV or distributed via e-mail/web page. PA announcements will be kept at a standard time and to a minimum so as not to disrupt classes. To place an announcement, please turn it in to the office on a form by 2:00 p.m. the day before it is to be announced.

Appearance and Dress

It is assumed that teachers will dress in such a way so as to promote their professional image and be an example to the students. When students are allowed to “dress” a certain way on special days, teachers are encouraged to participate.

Attendance

The Michigan compulsory attendance law recognizes an educational value in regular attendance at school. Regular attendance contributes to the school’s instructional goal of developing traits of punctuality, self-discipline and responsibility in students.

Individual building attendance and tardy policies are on pages 8 and 32 of the student handbook. All absences and tardies need to be marked. Also mark the date of entry or exit of a student. Teachers of grades 6th – 12th take attendance every period; in grades K-5, attendance is taken A.M. and P.M.

State law requires that each teacher keep an accurate record of attendance and tardiness. Attendance should be taken during the first 10 minutes of each period. Students who miss class because of field trips or other school business and are on a list provided by the advisor are not considered absent. The symbols used are:

A – Absent; Web*	O – Out of School Suspension
E – Excused	S – School Related
I – In School Suspension	T – Tardy
L – Tardy; Web*	U – Unexcused

Web refers to the fact that it was input by teachers. It is confirmed in the office later.

All teachers are to maintain attendance records. Secondary teachers record attendance each class period. Elementary teachers record attendance once in the AM and once in the PM. Attendance is recorded on the computer provided in their rooms and maintained through the student data program. For secondary teachers with high school students during 4th hour, attendance should be taken immediately following the return of HATC students.

Cafeteria

North Huron offers a breakfast and lunch program. Students deposit money in their mealtime accounts at the building office. Money is to be deposited by 9:30 a.m. North Huron is a closed campus. ALL lunch balances MUST be paid by the last day of school each year. No carryover of a negative balance is permitted.

Class Record Books

1. The class record book is a public and permanent record.
2. All grades, tests, quizzes, homework, card marking, final exams, and semester averages must be clearly recorded.
3. The grade book provided by the computerized data system will be utilized for all record keeping.
4. A printed copy of the electronic gradebook must be provided to the building principal at year-end checkout.

Conference Request Procedure

The Board of Education of North Huron Schools encourages the staff to attend approved conferences in an effort to keep up to date in their areas of responsibility. The following guidelines will help you receive approval to attend a conference.

- I. **The superintendent must approve all conferences.** This requires that the completed application be sent to the superintendent a minimum of ten (10) business days prior to the conference.
- II. **Application forms** must include the following items:
 - a. A complete description of the conference.
 - b. Dates of conference.
 - c. Official agenda of conference.
 - d. Official registration forms completely filled out.
- III. **Housing** arrangements will be made by the building principal in consultation with the individual or individuals attending the conference. If possible a letter will be sent requesting direct billing for the room and room tax.
 - a. Individuals will share rooms when possible with others attending from our district.
 - b. The district will pay for room cost and tax only. Other costs incurred such as movies and room service will not be covered.
- IV. **Meals** Each individual will be required to turn in receipts for his/her meals.
 - a. Meals are not reimbursable unless it is an overnight stay.
 - b. Alcohol is not reimbursable.
 - c. If meals are included in the registration, substitution is not allowed.

Copying

All classroom copying is to be done by the classroom teacher. Large quantities of copies should be made in the media center copy room.

Depositing Money

Money turned in to offices for deposit in internal accounts must have a completed deposit ticket. A receipt should be given for all deposits. ***Do not*** leave money in classrooms.

Discipline

Teachers should do all in their power as professionals to handle their own discipline problems. This includes parent telephone calls and sending discipline reports home. However, if a teacher feels that he/she has not succeeded, he/she should send the student to the principal's office; if possible accompany the student. Teachers are to enter their discipline referral in Skyward. The principal will confer with the teacher concerning the report.

Corporal punishment may not be used.

Running or playing in the halls by the students should be discouraged by **all** teachers noticing such conduct. Continuous violation requires that disciplinary measures be taken.

Young people need and expect discipline. They are happier and more efficient learners if they know and understand the limits within which they are to work. These limits

obviously **must be as consistent** as humanly possible. The development of a positive, constructive, pleasant relationship with students in which there is understanding and respect for each other is absolutely essential to good teaching.

Recommended procedures:

- Recognition by a teacher of unacceptable behavior and reminder to a student to behave in an acceptable manner.
- Private conference with student. Confer with principal or counselor for input.
- Parent contact required; recommend phone call or personal visit with follow up referral/discipline report.
- Conference with parent, student, administrator, counselor, referral to counselor.
- Referral to principal.

See student handbook for specific procedures.

Suggestions for classroom discipline

1. See the positive things in students.
2. Expect students to carry out assignments to the best of their ability. Set standards early in the year that are constructive and consistent with the school program.
3. Use a seating chart.
4. Be fair. Students expect and respect fairness at all times.
5. Have a sense of humor; but do not use sarcasm. It is a poor technique.
6. Have well-planned lessons. Students need structure and meaningful lessons.
7. Be a good housekeeper.
8. Change the bulletin boards to keep them up to date.
9. Be tactful and use good judgment. Never make threats or statements on which you can't follow through. It is wise never to let yourself get into a predicament in which you can't back out gracefully. Ultimatums usually "backfire". Be objective, not personal, when it is necessary to correct, criticize, or discipline.
10. Insist on punctuality.
11. Be on time – start class promptly. Dismiss promptly, so students will not be late for other classes.
12. At all times keep your relationship with your students in a high moral plane. It is not permissible to indulge in profanity or questionable stories in the presence of students or to approve the use of the same among students.
13. Give students responsibilities. Help to develop student leadership in your classes.
14. Keep a record of incidents that occur in your classroom.
15. The bell is a signal for you, not the students. They should stay until you dismiss them.
16. Set high reasonable goals. Students will try and live up to your expectations and opinions of them.

Secondary Student Eligibility

It is the responsibility of every secondary teacher to post their Academic Eligibility every Monday morning by 9 o'clock a.m. Recent missing assignments from student absences

should be excluded from the student's grade until sufficient time has been given for assignments to be made up. At any time the high school principal has the right to override a teacher's decision of student eligibility. This is especially true when a teacher has been delinquent in meeting their responsibility to post grades.

Teacher Responsibility

- Teachers should be on-time in grading of homework
- Assessment's should be returned in a timely manner
- Teachers should form good educational practices – minimum # of formative assessments
- Eligibility should be posted by 9 a.m. Monday morning
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E-Mail

It is expected that staff will check their North Huron School email on a daily basis (Monday – Friday) as all communication is done this way from the office and Central Office. Failure to access an email that includes directives does not excuse you from following that directive.

Emergency Procedures

All staff are required to bring their class list with them on all drills. Attendance must be taken during each drill. Students should be taught what to do if a drill is held while they are away from their classroom, at the rest room, out of class, computer lab, attending an assembly, in another class or the lunchroom.

End of Year Checkout

All staff are required to “check out” with their building principal at the end of the school year. A packet of required materials will be provided to staff one week before the last day of school. ALL documents requested must be presented during checkout. Staff may check out NO LATER than three school days after the last student day.

Ethics

All staff will follow the Michigan Professional Educator's Code of Ethics. Attachment A.

Examinations

Teachers may give as many tests or examinations during the **semester** as they wish. The complete grading system is explained in the student handbook on page 12.

All tests should be based upon the objectives of the class. One copy of each examination is to be filed in the principal's office, prior to the administration of that test. An answer key is also to be provided (list items for subjective evaluation).

Excusing Students from Class or School

1. Students are not to be excused during the class period to go to lockers or lavatories unless it is an emergency. They **must** have a pass in their possession when they do leave.
2. Students should not be excused from class to work on co-curricular activities. Teachers should not request other teachers to excuse pupils for such activities. If it becomes necessary to have a pupil excused from class, the consent of the principal should be obtained first, so that orderly arrangements may be made. Every effort should be made to keep students in their classes.
3. Students are not to be excused from classes to do make-up work or study work for other classes.
4. Students are never to be sent on errands taking them off school property.
5. Teachers must have the consent of the principal and the parent before they ask for an excuse for a student to leave the school grounds during the school day. Students may expect to receive passes only in an emergency or to execute school business that cannot be done at any other time.
6. Release of students legally can only be to parents or guardians during school hours, unless written authorization is received from parent/guardian.

Field Trips, Programs, Assemblies

All school activities, parties, plays, contests, etc. must have an Activity Request filled out and approved by the principal prior to the field trip taking place. The activity must be approved even if it is not to be held at school.

If facilities are to be used for activities a Building Use Request form must be completed and approval needs to be obtained from the principal prior to the event. The facilities are to be restored to their original state after the activity is over.

If students must be excused from class for an activity, a list of those students must be provided and circulated to the staff. This list should be provided to the staff and office no less than 24 hours before the event. This is the responsibility of the advisor/sponsor.

For field trips or activities requiring students to leave school property, parent/guardian permission slips must be turned into the principal for each participant prior to departure.

Each building schedules assemblies throughout the year. The advisor will notify staff of time, place, date, and names of students attending.

Transportation Requests: If a bus or school van is needed for a trip or activity, a Request for Vehicle must be filed with the transportation director through the bus ticketing system.

Field trip Guidelines for Teachers, Chaperones and Students:

- Students are to proceed from activity to activity in an orderly matter. (School to bus, bus to activity, activity to bus, etc.)
- Adults should remain near to their assigned group of students.
- Whenever students move from one activity to another a head count should be made to account for all students.
- Whenever the activity tends to spread students over a large area or tends to mix students with large numbers of people, each adult should be assigned a specific number of students, not to exceed twelve.
- For overnight trips chaperones of the same gender as the students **MUST** attend the overnight trip.
- Each adult should have a list of names of students in his/her group.
- Group bathroom breaks should be planned during the activity. Under no circumstances should an individual student be allowed to go to the bathroom alone. If a bathroom visit is necessary, an adult should accompany the student.
- Students are never allowed to leave the main group, on their own, for any reason.
- Fighting, pushing, shouting, swearing, etc., are not acceptable behaviors and need to be corrected.

Bus Conduct Activities/Trip:

- Students are to keep hands and head inside the bus at all times.
- Students are to remain seated while the bus is in motion.
- Students are to help keep the bus clean by putting all papers and debris in the proper place. (If necessary, the teacher/chaperone should take along a plastic garbage bag for this purpose.)
- Teachers/chaperones are responsible for discipline. All incidents should be reported to the building principal upon returning from the trip.

Ways to reduce bus problems on trips:

- Put noisy students in the front of the bus under close supervision.
- Spread adults out among the students.
- Have a pre-planned seating chart for the students if it becomes necessary.
- On long trips take frequent breaks.

The ultimate liability and responsibility for all phases of the field trip rests with the teacher(s). Adult chaperones should consult the teachers whenever they have a question on matters of procedures.

North Huron Schools Overnight Field Trips Procedures

The total number of school days missed must be included in the written proposal. Schoolwork will be required when the trip exceeds one (1) school day.

Following an extended out of state or overnight trip the instructor and students may be requested to make a presentation at a School Board meeting upon their return from the field trip.

Student Responsibilities

Students are expected to be knowledgeable about the rules governing student conduct. Out of state or overnight trips are considered an extension of the classroom and all rules pertaining to a school sponsored activity must be followed.

Proposals will include support of all District policy and rules contained in the respective school handbook.

Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.

At the discretion of the Advisor/Teacher the student's parent/guardian may be required complete and return to the staff member overseeing the trip, a Medical Consent Form.

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Chaperones

The proposal/request must include the names and numbers of chaperones, (strongly encouraged) including both male and female chaperone, if the proposal is for a mixed group of students staying overnight. If the chaperones are of the same gender, then the proposal/request must include in the plan the method for supervising students of the opposite gender (I.E. utilizing chaperones from other School Districts that are attending the event).

District employees and volunteers serving as chaperones and developing the proposal for the overnight trips will perform the following duties:

Hold a pre-trip meeting with students.

Provide detailed written information about the activities of the trip.

Provide information on the responsibility and rules to the students.

Discuss District policy regarding student conduct while on a school-sponsored activity.

Establish a reasonable curfew and enforce strict compliance to this curfew.

Grading

The student will receive a letter grade for each subject. The letter grade will indicate how well the student is doing in comparison with other students.

Electronic gradebooks must be up-to-date each Monday morning. Grading and returning assignments in a timely manner is an expectation for all teachers. Teachers should follow good educational practices and give an appropriate number of formative assessments per marking period. Ample opportunities must be given for a student to continue to earn course points.

Report Cards

Report cards will be available through our family access data system. Due dates of reports are included with teacher packets at the beginning of the school year. Each principal will share with staff the due dates of grades which are normally due the Tuesday following the end of the semester.

Letter Grades

A Exceptional work and progress

B Above average

C Average work and progress

D Below average, but passing

E Failure, no credit

I Incomplete

CR Credit

NCR No credit

There is no single system which fits each /or all classes. Teachers are required to use their own judgment in compiling grades. However, a substantial number of objective grades should be compiled to reflect the student work in class; these would include papers, quizzes, tests, homework, speeches, oral reports, etc. See pages 12 and 13 in student handbook for more information.

Homework

Homework is an extension of the classroom and can be an integral part of a student's intellectual development. Homework is schoolwork assigned by the teacher to be accomplished independently by the student. Homework guides and promotes independent learning and reinforces classroom instruction. Homework affords parents/guardians the opportunity to support the educational experience of their children.

Homework can vary according to the type of class and the speed at which a student works and learns.

- On average it is expected a teacher would assign no more than 2½ hours of work per week per academic subject at the secondary level. This recommended time decreases for younger students.
- Studying for tests and quizzes and copying notes are considered homework.
- Students are held accountable for their homework and completing it on time. Homework will be returned fully corrected in a timely manner.
- Multiple homework or multiple tests will require time management on the part of students.

Internet

North Huron policy requires all students using the Internet to sign an Internet Use Agreement. Terms and condition of Internet use and the Use Agreement are available at the principal's office. Teachers are required to have appropriate signatures before allowing student use.

Lesson Plans

A substitute folder will be provided to each teacher or paraprofessional at the opening of the school year. This should be completed and returned to the office by the end of the second week of school or Semester at the Secondary School. This folder will contain emergency sub plans and be provided to the substitute when no other plans are available. In addition, daily lesson plans should be available upon request.

Library Time

The teacher will consult the "sign-up" sheet in the media center to schedule times for either the media center or the computer lab. The teacher will accompany the class, take attendance, and supervise their work in the library for the time they are in the library.

Lost Articles

All lost articles should be turned in to the principal's office. Have students report stolen articles to the principal immediately.

Mailboxes

Mailboxes are used for messages as well as for mail distribution and memos. They should be checked regularly each day in the morning and toward the end of the day. Please clear mailbox daily. If addition, you are asked to check your phone voice messages daily and then clear the mailbox by deleting the messages.

Media Releases

Press and radio releases must be cleared through the principal's office or superintendent's office.

Movies

Any movie shown in the classroom must have a clear tie to curricular objectives.

PG-13 and R-rated movies must be approved by the building principal. Request must be submitted in a timely manner to give administration time to preview the movie.

Prior to showing a movie, teachers must send home a notice to parents informing the parents of the following:

- Specifics on how the movie ties in with the learning objectives
- They have the option of having their student opt out of the movie

Parent Conference

One essential requirement for an effective parent-teacher conference is a positive attitude on the part of the teacher. Some tips for conducting an effective conference are listed below.

Beginning the conference

- Introduce yourself and try to make the parent feel at ease.
- Begin (and end) the conference with some positive comments.
- Remind the parent how much you need his/her help.

During the conference

- Try to put yourself in the parent's position and imagine the affects your remarks may have.
- Be honest but tactful.
- Be a good listener. Try to learn how the parent feels about his/her child.
- Avoid arguments.
- Watch closely for signs of emotional changes in the parent – expressions, gestures, voice, etc.
- Do not permit comments about another student or parent or school employee to enter the conference.

Ending the conference

- Limit the number of suggestions offered by the parent.
- Summarize the major areas discussed.
- Invite the parent to visit the school at any time.
- Suggest another conference at a later date.

- Make and file notes summarizing the conference for future reference.
- At a later date make follow-up contact with the parent.

It is often helpful for the teacher to confer with the student following the conference, covering what was discussed, with attention to strong points as well as suggestions for improvement.

Pay

Salaries will come in 21 or 26 electronic payments. Pay will be made through the electronic transfer process. Payday is every other Friday. This is an efficient and cost saving alternative to the use of the traditional payroll checks as a means of meeting payroll obligations.

PBS

The elementary school has established the following expectations for students: Be Responsible, Be Respectful, Be Ready

The secondary school has established P.R.I.D.E. for their student expectations:

Preparedness
Responsibility
Integrity
Dignity
Effort

Posters

The building principal needs to approve posters that are placed in the halls or rooms prior to posting. Sponsors are responsible for the removal of posters after the event.

Professional Development

All staff will maintain a professional development log of how many hours he/she participated in professional development. The log will be filed with the superintendent's office on an annual basis. Teachers must comply with the NCLB Act.

Progress Reports

Reports will be available through parent access at the mid-point of each semester. Progress reports are required for students receiving an incomplete, D, or an E grade or if a student drops two full grades. Progress reports, telephone contacts or Happy Gram type reports are recommended at anytime. Staff is encouraged to contact parents both for positive and negative reasons. Personal contact via telephone or e-mail is most effective.

Requisition/Supplies

All orders for supplies, books, workbooks, and paperbacks must be ordered through Skyward. Orders for the next school year must be in Skyward by the time the teacher checks out for the school year.

Retention Policy

See pages 18 and 19 of the student handbook.

Safety Apparel

All students are required to wear safety eye protection, gloves, or safety apparel anytime an activity exists where a student may possibly receive injury. Examples – industrial arts, art, science, physical education.

Student Misconduct

See pages 29-38 in the student handbook for a complete listing of categories of misconduct and discipline levels.

School Paper and Pencil

Students do not have free access to paper and pencils. Each building has a system of distributing paper and pencils to students at the beginning of the school year.

Smoking

Smoking is not allowed on school property by anyone at any time.

Staff Meetings

No more than two (2) building meetings with the building principal will be scheduled per month before or after the student day for staff meetings. No more than one (1) district-wide meeting with the Superintendent will be scheduled per semester. Staff meetings and district-wide meetings will be limited to 60 minutes per meeting. This does not include “EMERGENCY” 10 minute meetings i.e.: teacher or student death; student accident, etc. or IEPC meetings.

Student Driving

Students are normally not allowed to drive for field trips, athletic events, etc. The superintendent must approve exceptions.

Textbooks

Teachers will distribute textbooks, record textbook number and condition. Collection at the end of the semester/year will include recording and sending to the principal a list of any damage, fines, or missing books.

Semester Averages

The semester grade must be a mathematical average of the eighteen weeks' grades.

Visitors

Parents are welcome to visit at any time; but, no other visitors will be allowed unless written permission is received from the principal. Parents are to notify the principal in advance of the time and date they plan to visit. All visitors should wear a visitor badge at all times while in the building.

EMERGENCY RESPONSE / PROCEDURES SCHOOL SAFETY STATEMENT

North Huron Schools is committed to providing a safe environment in which all students can learn. With the prevalence of violence in schools across the nation over the last few years, our district has taken steps to address this important issue.

North Huron has in place positive action plans and will continue to develop and improve positive responsibility. The district has improved building communication and visitor requirements, and adopted violence guidelines. The school is complying with state school safety guidelines and continues to emphasize parent and community involvement.

An emergency response manual is held in each of the District offices. In the event of a safety concern all students will follow the directions of staff. In responding an emergency staff is to follow the emergency response manual; including fire (pages 2005 & 2006), tornado (pages 7005 to 7008), violence (pages 6000 to 6015), bus incident or threats; the practiced procedures will be followed.

ATTACHMENT A

Michigan Professional Educator's Code of Ethics

Preamble: Society has charged public education with trust and responsibility that requires of professional educators the highest ideals and quality service.

The Michigan State Board of Education adopts this Code of Ethics to articulate the ethical standards to which professional educators are expected to adhere in their job performance.

Ethical Standards: The following ethical standards address the professional educator's commitment to the student and the profession.

1. ***Service toward common good***

Ethical Principle: The professional educator's primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.

2. ***Mutual respect***

Ethical principle: Professional educators respect the inherent dignity and worth of each individual.

3. ***Equity***

Ethical principle: Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.

4. ***Diversity***

Ethical principle: Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.

5. ***Truth and honesty***

Ethical principle: Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law, and state and national student assessment guidelines, and exercise sound professional judgment.