

Camas High School Faculty Handbook

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**Rigor,
Relevance,
Relationships...
The Pride's Inside**



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Preamble

All those involved in education in the Camas School District, from the members of the School Board to the students, must work cooperatively to promote the physical and emotional health, social maturity, individual abilities, interests, and moral sensitivity of all our students. We all have the same goal, to educate kids, thus we are all vital parts of the Camas School District's educational team.

The purpose of this document is to provide a place for staff members to look for easy answers to common questions regarding their procedural rights and responsibilities at Camas High School. This document is in no way intended to circumvent the contract as bargained by the Camas Educational Association. Some of the content of this handbook is drawn from the CEA contract, some from state/federal laws, some from CSD policies - some of the content is not rules, per se, but guidelines. Because policies and laws change, the content in this handbook may not always be current. The CHS Building-Union management group will meet periodically to update this document.

Staff members can be assured that all rules and expectations, as established through bargaining and/or C.S.D. School Board policy, will be applied evenly.

Resources

School Board Policies

In addition to the Faculty Responsibilities listed in this document, the Board of Directors for the Camas School District has created policies related to instruction. These policies can be found here:

<http://www.camas.wednet.edu/about-csd/policies-procedures/instruction-series-2000/> .

RCW and WAC

For reference, here the links to the RCWs and WACs related to education. RCWs are statutes and WACs are the rules adopted by state agencies relating to the statutes.

RCW: <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A>

WAC: <http://apps.leg.wa.gov/WAC/default.aspx?cite=392>

Collective Bargaining

Specific contractual information can be found in you Collective Bargaining Agreement. This can be found here:

<http://www.camas.wednet.edu/Camas2016/wp-content/uploads/2016/10/Camas-Education-Association.pdf> .

Faculty Responsibilities

Accidents

All accidents involving students, whether on campus or off, must be reported to the office. You are required to complete an ESD 112 accident report which can be found in the main office. If a staff member is involved in an accident, on or off campus during a school related event, he/she must fill out an Employee Incident Report. This record helps to protect both the district and you the employee. To file an Employee Incident Report, contact the main office secretary.

Activity Advisors

Advisors of any student organization are directly responsible for all activities of that organization. The advisor, or another district approved adult, should be present at all meetings and activities. Advisors and/or other district approved adult, shall accept building and supervisory responsibility for all activity-related events. Advisors are expected to respond to requests made by the ASB Office and supervisors in a timely manner. Advisors must attend ASB training at the start of the year.

Advisory Period

Advisory period will be held on an as needed basis. During this time, it is the advisory teacher's responsibility to carry out the assigned activities.

After School Detention

Students will be required to serve detention after school in room the detention room. Teachers may request that a student serve detention with them in order to work on school related materials. Students wishing to spend detentions with a teacher should get a note from the teacher and bring it directly to the detention room when the school day ends.

ASB Purchases

All student organizations are to be self-supporting. Expenditures shall comply with State ASB laws and District guidelines. Expenditures are to be made by a purchase order which is initiated by a requisition slip, signed by the advisor, ASB treasurer and principal. Requisitions should be completed and given to the bookkeeper. All student organizations should keep an individual financial account. Teachers should never retain money for any reason from any source of activity. All money must be turned directly into the bookkeeper's office and should not be held in the desk overnight. Cash purchases are in violation of financial regulations. Billing should be addressed to the Associated Student Body in care of whichever organization is making the purchase. Entries should be made at the time the bills are paid. Organization books should balance with the office books at the end of each month.

Assemblies

All staff are expected to assist in the supervision of assemblies. Attendance for students is mandatory since they are part of the regular school program and day. Refer to the student handbook for assembly rules. Supervision assignments may be made prior to the assembly. As the students are moving to the assembly, selected staff members will be asked to help with supervision in various locations within the building.

Attendance

An accurate and timely record of student attendance is essential and required by state law. It is imperative that teachers take attendance within the first ten minutes of class and submit it electronically. State law not only requires students to be in school, it also requires the school to take action with students and parents when students do not attend. Typical actions which are taken include the following: Conferences among students, parents, teachers, counselors, and/or school administration; rearrangement of students' schedules; attendance contracts, and filing of truancy petitions with the juvenile court.

Students may lose credit in classes after 12 documented absences, whether excused or unexcused. Students will be referred to administrators when they have reached five unexcused absences in a semester, and the attendance office will send a notification letter to students and parents at ten absences and again at 8 absences, notifying them that credit has been lost. Students may appeal the loss of credit if 90% of their absences are excused by obtaining an appeals packet from the attendance office. The Appeal Board, comprised of staff members, will hear appeals at the end of the semester. Students are required to attend class for the remainder of the semester. If their appeal is granted, they will receive the letter grade earned. If the appeal is denied and the student was passing at the end of the semester, they will be given a "NC," which does not affect their GPA. If the student was not passing, they will be given an "F."

Availability of Students for Extra-Curricular Activities

Student-athletes must be in attendance the full day in order to practice or play that day. The only exceptions are absences

for doctor appointments, dentist appointments, and emergencies that are cleared through the principal, assistant principal and/or athletic director. Coaches will be responsible for checking attendance each day through the athletic office.

Students missing class because of approved school activities are not to be penalized academically. Teachers are to allow students a reasonable amount of time, no less than one school day, to complete any missed work. Students are also to receive full participation points whether in class or not.

Building Intervention Team (BIT) Referrals

Teachers have many resources to support students. Such as, classroom interventions, conference period, family contact, and working with counselors. If you have exhausted these resources, the next step would be a BIT referral. To refer a student to the BIT team, contact that student's counselor.

Building Security

Camas High School is unlocked from 6:30 am to 3:30 pm on student attendance days. For all other hours, staff member will need to use their building entry device. Staff members must swipe their device upon entering the building. You may not swipe other individuals into the building. They must use their own swipe cards. To avoid reactivating the alarm while others may be in the building, staff are asked to not swipe their device while leaving the building. Exterior doors will remain locked and the alarm system will reset at midnight. If a staff member opens a door, they are required to secure the door prior to leaving the building and ensuring all parties under the staff members supervision, as well as all other people that have entered the area, have left. Staff members are responsible for the costs to the district as a result of not securing the building properly. Staff members shall not prop open any exterior doors.

Bulletin Announcements

Announcements for the bulletin should be turned into the office by 2:30 pm the previous school day. A form is available in the main office. Announcements will be read daily at the start of 2nd period unless there are special schedules. Staff are expected to manage the classroom so each student has an opportunity to hear the bulletin. A hard copy of the bulletin will be available in the main office.

Career Center

The Career Center is designed to serve as a resource for all kids at Camas High School. Its purpose is to give students a place to access information on careers, colleges, scholarships and the tools that will help them plan for the post high school future. Staff will be expected to participate in an array of events and accommodate visits and activities coordinated through the Career Center.

Car Registration and Parking

All staff member are assigned a parking spot once they have registered their vehicle using the google form sent out each August. You are to park only in your assigned spot with your parking permit displayed. Contact ann.marie@camas.wednet.edu if someone else has parked in your spot.

Child Abuse Reporting

Any staff member who becomes aware of child abuse or neglect is a mandatory reporter and is personally responsible by state law to inform Child Protective Services at the first opportunity (within 48 hours). Staff members will contact the alpha administrator immediately upon becoming aware of the abuse allegation. A district Child Abuse or Neglect Report must be completed (forms in the main office) and the appropriate counselor also notified.

Class Change Procedures

Throughout the registration process, students are informed to select their courses wisely as they will be held to the classes they registered for during spring forecasting. Any request for a schedule change must be submitted before the tenth day of the beginning of the semester by initiating and securing an appointment with the grade-level counselor.

Strong consideration will be given to requests which involve schedule corrections to include but not limited to inaccurate level placement, readjustments needed due to summer school completion, etc. It is anticipated these changes would be very limited and only for significant extenuating circumstances. Late changes can result in grade penalties and/or credit loss.

No grade penalty is applied given any of the following, though credit may be adjusted:

1. Administrative recommendation.
2. When there is some physical reason why the student cannot continue in the class.

Any other reason for change carries a grade penalty. The penalty is an "F" or failing grade for the entire semester.

Please refer to the student handbook for more detailed information.

Classes Out-of-Doors

Because of the nature of our campus, it is difficult to hold class outside without causing distraction to others. Consequently, teachers are asked to keep all students in their classroom unless there is a particular lesson-related reason for convening class out-of-doors. Contact an administrator, preferably a day in advance, if you are considering meeting your class outside.

Classroom Maintenance

Teachers are responsible for the general upkeep and cleanliness of their classrooms. Any classroom repair shall be communicated through the [CSD Web Help Desk](#). Typical situations in which you should request maintenance assistance include: broken window, chair or desk repair, or locks in need of repair. Heating/cooling problems should be sent by email to maintenance, Scott Jefferson. Either use the online help desk or contact a janitor directly for other issues requiring clean up.

It is the teacher's responsibility to have students pick up the room after each class. Check the floor and desktops to make sure they are clean before you dismissing your class. Don't allow students to have food or drinks in the classroom (water is allowed). If you do, you are responsible to clean up any mess including stains on carpet or fabric. In general, food and drink are not allowed on any carpeted areas of our campus. Given that most of our classrooms are shared, responsible classroom maintenance is an important courtesy to your colleagues.

Classroom Parties

Parties taking place during class time may have an educational purpose. However, they may be disruptive to your area of the building and may place other teachers in a difficult position. Please see your evaluator for permission to have an educational celebration. Please refer to Appendix D, Nutrition Guidelines, in the student handbook.

Classroom Rules

Classroom rules shall align with school, district, state, and federal rules and regulations. Teachers should adhere to the student handbook in the development of classroom rules. Once developed, they need to be provided in print to parents and students. Guiding philosophies about discipline include the following:

1. Discipline is not something we do to you. It is something we do for you.
2. Discipline is part of the educational process.

Components in your rules should include general rule statements and progressive consequences for violations. Go through them with your students at the beginning of the semester. Classroom rules should be part of you syllabus, or classroom blog, so that they are easily accessible by students and parents. Review them on occasion. Administer them in a businesslike manner, not when emotional. It is recommended that infractions are documented and that parents are informed.

Closed Campus

Students are not allowed to leave campus during the school day without authorization from the attendance office or an administrator. Teachers are not authorized to release students from school grounds.

Community Schools and Facilities Rentals

Camas High School is public property and as such is often scheduled for community use during times when regularly scheduled school activities are not being held. Staff members are expected to cooperate with community school and facilities managers/ supervisors and users of the building. Staff are not expected to break down or set back up their room before/after an outside group uses it. In the event of misuse of the facility, an administrator should be informed. Staff should remove personal property prior to their room being used. In the event of a scheduling conflict, staff members should defer to the community user until an administrator (building or central office), reviews the situation. Being a staff member does not give you access to the building without prior approval.

Complaints & Investigations

All complaints against staff will be handled in an honest and forthright manner, with as little impact on the classroom as possible. Anonymous complaints cannot solely be used in the disciplinary or evaluation processes. Prior to any investigation, teachers have the right to be informed of the complaint or concern and request union representation per Weingarten Rights.

Conference Period

Conference period is part of the contracted work day. Teachers shall be available in their classrooms to provide academic support from 2:10-2:55 p.m. on Monday-Thursday and 2:30-2:55 on Friday. Conference period should remain conflict-free from athletics, rehearsals, and other club activities. The exceptions are staff meetings and other building directed meetings. When absent for these reasons, teachers are expected to notify students in advance. Athletic practices should not begin prior to 3:00 p.m. When a teacher asks a student to see him or her during the conference period, the student is obligated to make that contact. Teachers are responsible for posting their conference period location if they share a classroom.

Keeping a student for conference period: Students can stay that day or the next school day. The student is responsible for notifying his/her parents, advisor, coach, etc. The student is also responsible for making transportation arrangements, if necessary.

Keeping a student on the day of the request: If the reason for holding the student is severe enough to warrant the student stay that day, follow these procedures:

1. Walker: Give the student an opportunity to notify parents.
2. Involved in after school activity: Give the student an opportunity to contact advisor or coach.
3. Bus Rider: If the academic support goes beyond bus departure time, the teacher will contact parents and notify them the student is remaining at school.

Copying and Printing

TBD

Department Leader Responsibilities

Department are recommended by their department to serve a one year term. Some of the responsibilities are listed below.

- Attend Department Leader Meetings as required
- Approve Department purchases and oversee department budget
- Facilitate department meetings
- Manage department resources (i.e. inventorying durable materials like textbooks)
- Assist with staffing process
- Assist with interviews for new hires
- Liaison between department and administration
- Other duties as requested
- Attend or help with lining up a department representative at semester awards nights

- Include members of your department in the decision making process
- Department leaders, along with other teacher leadership positions, participate in the Building Leadership Team

Emergency Care Plans, 504 Plans and IEP's

TBD

Exclusion of Student by Teachers

According to **RCW 28A.600.020** any student who creates a disruption of the educational process in violation of the building disciplinary standards while under a teacher's immediate supervision may be excluded by the teacher from his or her individual classroom and instructional or activity area **for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first:** PROVIDED that except in emergency circumstances, the teacher shall have first attempted one or more alternative forms of corrective action; PROVIDED FURTHER that in no event without the consent of the teacher shall an excluded student be returned during the balance of that class or activity period. The school is required to involve parents early in attempts to improve the student's behavior. **When a student is excluded from class the teacher is required to call home within 24 hours.** If unavailable by phone, make sure to send a note through email or mail. Be sure to document efforts to reach parents.

Facilities and Auditorium Usage

Use of any part of the building/grounds other than for assigned athletic activities is to be coordinated with the Athletic's secretary who is in charge of scheduling the building. Please use the Calendar Event Approval Request form for requesting use and reserving any room or area on the campus. This form should be turned into the Athletics Secretary.

Field Trips and Activities

Clear your plans with the Activities Director well in advance. All activities and field trips must be recorded on the master calendar with the Activities Director. Remember, you are responsible for the following:

1. Obtain permission for the field trip from Activities Director.
2. Obtain field trip student permission forms from the CHS sharing folder.
3. Complete Bus Trip Request Form at least two weeks prior to any one-day field trip. Additional advanced notice is necessary for overnight trips. All students involved in school sponsored activities must ride school transportation.
4. Verify your budget capacity to cover all trip expenses. If you are collecting money from students to pay for the field trip, you must submit a revenue collection form to the Activities Director. These forms are located in the ASB office.
5. School board approval is required for overnight trips and trips that are further than 25 mile radius from Camas. This may require complete paperwork a month in advance. Plan to attend the school board meeting to answer any questions.
6. Submit all paperwork to Activities Director.
7. Students are required to pick up pre-arranged absence request forms at the attendance office. They must be signed in advance by the student, parent, and teachers or the teacher may submit a group pre-arranged list. School sponsored pre-arranged absence forms must be turned in to the attendance office three days prior to the trip. Refer to the Student Handbook for further details regarding pre-arranged absences.
8. Prepare an alphabetical list of students and distribute to the school nurse, all staff and the attendance office at least three full days prior to the activity.
9. Notify students they may not participate when such participation would cause an undue hardship in regular school classes.
10. Distribute and collect parent signed student permission forms. These forms should be taken with you on the field trip as they contain emergency contact information.
11. Pre-arrange coverage for students who do not attend and provide complete academic activities for students who do not attend the field trip.

Fines

Students have not completed their course requirements until all class items are returned. Students will be assessed a fine for any loss or damage to school property for which the student is responsible. Official records/grades will not be released or mailed to another district if a student has an outstanding fine. The following procedures are to be followed when handling fines:

1. *Assessing the amount of the Fine* - Determine the cost to repair or the replacement of item(s). "Replacement cost" for books will be the assessed fine.
2. *Fine or Fee slip* - The staff member will complete the slip and turn into the ASB office.
3. *ASB Secretary* – Processes the fines and maintains a file, which will be used by the registrar to determine if records/grades are available to be given to the student parents.
4. *Payment* - Students will present their fine slips and pay for items at the ASB Office.
5. *Return* - If the item(s) is returned to the teacher through means other than the student returning it, -or- if the student him- or herself returns an item(s), the teacher must "clear" the fine.
6. *Withdrawals* –When a student withdraws and doesn't return items, notify the registrar and include the cost for replacement of item(s).
7. If we expect to hold students accountable, it is essential that all staff members:
 - mark items (e.g., Numbering system for books, etc.)
 - establish a sign out system
 - assess fines when appropriate
 - notify the ASB secretary if an item is returned

Flag Salute

In accordance with state law, the flag salute will occur each morning. Students are asked to rise and recite along with the PA announcer. A student may object to reciting the pledge that is based on religious or personal beliefs. Nonetheless, they are expected to remain respectfully silent.

Fundraising Guidelines

Contact the ASB Office for fund raising manuals and guidelines.

Furniture

Each classroom has an assigned classroom inventory. Staff is expected to check with an administrator before permanently adding or removing furniture from their classroom. When furniture is temporarily removed from a classroom for an activity, even if the intent is to return it before the next class day, the teacher affected should be informed ahead of time, in writing, informing them who is the borrower/supervisor of the activity; location of where the furniture will be; and, the length of time it will be in use. Teachers may not add personal furniture to their classroom without obtaining permission from their evaluating administrator. Furniture that carry an allergy risk, such as rugs and upholstered furniture, are not allowed. You may not dispose of personal furniture in the school's garbage.

Grade Scale

Camas High School staff has agreed to follow the following grade scale for all classes. Letter grades are assigned based on the percentage grade earned in a course. Percentages are rounded to the nearest whole percentage point (e.g. 90.1 - 90.4 would round to 90% and 90.5 to 90.9 would round to 91%):

93-100	A	77-79	C+
90-92	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	65-69	D+
80-82	B-	60-64	D

Grading/Student Progress

Each teacher must maintain their Skyward grade book. The book should contain the following information:

1. Letter grades for each 6 weeks; each semester, and the final grade for the year are to be represented by either A,B,C,D,F, NC, I, or P for passing, that correspond to the school approved grading scale. Make sure your gradebook explains how your grades are determined. NC should be used only to indicate loss of credit due to failure to meet attendance requirements even though a passing percentage may have been earned. In the case of I grades, explain what needs to be completed in order for the student to receive a passing grade.
2. All students must be notified in advance, in writing, of the grading policy and classroom rules. (Please email a copy of these policies to your evaluating principal.)
3. Progress grades are required every six weeks. Teachers are expected to submit these grades according to the submission calendar. Besides the academic grade, provide comment input as it applies.
4. Teachers are expected to make weekly additions to their grade book.
5. In the situation in which a student is earning a C- grade or below, every effort should be made to inform parents such that they have the opportunity to assist their child to improve the grade. Some sort of parent information should be provided no less than every three weeks and certainly well before a final term grade.

Guidelines for Final Exams

At the end of each semester grading period, CHS holds a final exam period. During this time, teachers are expected complete their final test assessments or culminating activity.

Please adhere to the test schedule. This allows students to focus on limited amount of material and not be so overwhelmed.

Hall passes

Students should use a hall each time they leave your classroom. Please note that some places, such as the Library, Administrative Offices, and Health Room require a written pass. In order to reduce loss of class time and maintain the attention of all students, having students come and go during class is not desirable.

Handbooks, Students and Faculty

Teachers are expected to be familiar with the contents of both the student and faculty handbooks.

Health Room

Students being sent to the health room need to have a Health Room Pass. The teacher of the class that the student is currently in needs to fill in the student's name, the date, teacher's name, the time the student is sent from the classroom, and the reason the student is coming to the health room. The student should then be instructed to report directly to the health room.

If the student has an apparent serious illness or injury call the school nurse or health assistant to come to the area the student is located to assess the situation and determine the action that is to be taken.

Identification Cards

Teachers are issued an identification card at the start of each year. These should be retained and used when visiting other CSD campuses and for entry into school related athletics and activities.

In-School Suspension

We value having students in the classroom and understand the disruption that removing kids from class can cause. Occasionally, students will need to serve a suspension in the in-school suspension room. Please attempt to provide work for that student once you get notified.

Keys

Keys and fobs are to be checked out through head secretary or athletic secretary and will be assigned on an as needed basis. The keys are your responsibility and should not be loaned to students. If a teacher does give keys to a student, the teacher is responsible for the actions of the student. Lost keys must be reported immediately.

Late Enrollment/Early Withdrawal or Early Out from Semester

In order to earn a full credit in any subject, state law requires that students must be enrolled in classes that total 180 hours of teacher directed coursework in addition to homework and other teacher directed activities; 90 hours for one-half credit. Students enrolled for shorter periods of time will either receive no credit or partial credit. Counselors have more information on this topic. Administrators may grant exceptions at a teacher's request, particularly if the teacher verifies that the student has completed an equivalent amount of coursework as other regularly enrolled students. The policy and procedure for early withdrawal or leaving school prior to finals is as follows:

If the request for early release from school is approved by the grade-level administrator then the following will apply:

1. Request for more than 5 calendar days early release from school: Student would receive an incomplete in currently scheduled classes. Student would be required to attend summer school to complete classes and take final exams.
2. Request for 5 or less calendar days early release from school: Student would be required to complete any assignments required by the teacher and student would make arrangements to take the final exams after-school on his/her last two days of attendance.

Procedure:

1. Apply for approval of early release from school by completing and submitting the Early Release from Semester/School Year Request form NO LATER THAN JUNE 1ST to the applicable grade-level administrator.
2. The applicable grade-level administrator will review the request and approve or deny it within 5 days of receipt of the request.

Late Starts

Throughout the year there will be several "Late Start" days. These are used to provide in-service training intended to help teachers improve their craft and to allow teachers to attend various department and team meetings. Every effort will be made to end late start meetings 15 minutes before the start of the student day. Part time teachers should meet with their administrators at the beginning of the year to determine their degree of participation in late start meetings.

Mailboxes

The district provides each teacher a mailbox to help facilitate official communications. Please check your box daily. Staff members wishing to distribute information to a large number or all staff are asked to check with an administrator. Such handouts are expected to contain subject matter that is school related and has clear identification of the sender. If a student is sent to pick up the contents of the mailbox, he/she must check in with the main office and an office assistant will get it. CEA members may use district mail services for union business. Examples of this could include: flyers for Union related events, membership sign-up form, t-shirt distribution and other CEA communications. They should not be used for partisan political purposes (i.e. federal election flyers).

Make-up Work

The student is expected to make up the work missed due to an excused absence. Students have the number of days equal to the absence to turn in make-up work unless the assignment was given a week or more before the absence or

other arrangements have been made with the teacher. Students absent from classes because of school sponsored activities will not lose participation points in those classes. Students cannot make up work if their absence is unexcused. Teachers are responsible for explaining and providing students with a copy of grading procedures and classroom rules. This could be done in a number of ways, such as posting on a blog or having the information in the class syllabus.

Meetings (Staff, Department, PLC)

Staff meetings may be held monthly. The date will be communicated in advance. Teacher-coaches will be allowed to leave early if there is a conflict with a game. These meetings will begin promptly 10 minutes after the school day ends and will run until the end of the contracted work day. If the agenda runs over, staff are not required to stay. Those that do not stay are requested to read the minutes or speak to another staff member about what was missed. All teachers are expected to attend.

Curriculum departments exist for a variety of reasons. Among the primary reasons are promoting curriculum development and standards as well as purchasing necessary instructional materials. Department members are expected to assist with these goals as part of the regular teaching assignment. Participating in department and curriculum team meetings, scheduled for Tuesdays as needed, are two ways that teachers can assist in this process. Each department and curriculum team is encouraged to hold regular meetings. The department leader is in charge of facilitating such meetings, generating department communications with the school administration, and guiding department activities. The leader is also responsible for the department budget, curriculum, and other material expenses.

Professional Learning Community (PLC) meetings have been scheduled each Friday at 7:25 a.m. All teachers are expected to attend.

Movie Policies

It is expected that teachers use films for instructional purposes that are approved by the CSD Instructional Council or are part of an approved collection. The approved films for use by classroom teachers are those found in the ESD 112 collection. Motion pictures may be used for instructional purposes when they support the adopted curriculum goals. The following administrative procedures must be given to teachers and followed by them when they choose to use non-approved motion pictures in class:

1. The motion picture must not be for entertainment or reward purposes.
2. Motion pictures, in video or film format, will be used in accordance with all copyright restrictions for such formats.
3. Regardless of the format, the following film-rating criteria and procedures for use shall apply when selecting the motion picture:
 - Students in grades K-7 may view films that support the curriculum and are rated “G”
 - In addition to “G” rated films, students in grades 8-9 may also view films with a “PG or PG 13” rating when written parent consent to participate in the viewing is secured. Alternative learning experiences will be provided for students who do not have parent consent.
 - When in the professional judgment of the teacher a motion picture with a “PG or PG 13” rating would provide students with an enhanced learning experience, students in grades 10-12 may view the film. If an objection is raised by a student or parent, an alternative learning experience will be provided.
 - When in the professional judgment of a sixth or seventh grade teacher a motion picture with a “PG or PG 13” rating would provide students with an enhanced learning experience, the teacher must present the film for review and approval by Instructional Council. Teachers must contact the office of the Assistant Superintendent of Curriculum and Instruction to get on the agenda of Instructional Council. Approval of Instructional Council and written parent permission must be secured before students view the film. Alternative learning experiences will be provided for students who do not have parent consent.
 - Teachers are not allowed to use films with an “R” rating. If a high school teacher believes an “R” rated film will enhance the approved curriculum, he or she will secure the permission of the principal to use the film and then present it to Instructional Council for review and approval before students view such a film. Teachers must contact the office of the Assistant Superintendent for Curriculum and Instruction to get on the agenda of Instructional Council. Approval of Instructional Council and written parent permission must be secured before

students view the film. Alternative learning experiences will be provided for students who do not have parent consent.

4. Teachers, whenever possible, are encouraged to show relevant clips from the film rather than showing the film in its entirety.

5. It is expected that students will interact with the film with extension activities or writing assignments. The film should not be a stand-alone assignment.

Nondiscrimination

The Camas School District #117 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance, grievance, or appeal procedures may be directed to the district's Title IX officer and Section 504 ADA officer. Contact the district office for contact information.

Parents

We recognize the importance of parents in the educational process of students at Camas High School. C.H.S. will strive to meet the needs of all students and give every parent a voice in the appropriate forum. If a parent (or student) contacts an administrator with a concern regarding a staff member, then the parent/ student should be redirected to the staff member with instructions to contact the administrator if the concern cannot be worked out.

Pass/Fail Policy

A student may opt to take a class on a Pass/Fail basis (core classes required for graduation cannot be taken pass/fail). The student must request this option in writing, using the Pass/Fail request form, from a counselor no later than the last day of the first six weeks of the semester. The student must obtain at least a 60% in the course in order to pass. Pass grades are not computed in the student's grade point average. If the student fails the class, the failing grade will be computed into the student's grade point average. A maximum of two elective class credits may be taken on a Pass/Fail basis during high school (9th - 12th grades). Within the first six weeks of the semester (before the first grading period), a teacher, with consent of the parent, may initiate a request to give the student a Pass/Fail grade. A student may sign-up for one or two semesters initially and may the drop the second semester Pass/Fail request if they do so before the second semester deadline. Note: Teacher aide classes are graded Pass/Fail.

Passing Time

To ensure the safety of students, teachers should try to be visible in the halls, as much as possible, during passing time to help in supervision.

Payday Vocabulary

There are two basic rates of pay in the Camas School District:

1. Curriculum Rate: Every certificated staff member gets the same rate in this category. This rate would be used if authorized to work on curriculum by an administrator or central office personnel. The curriculum rate amount can be found in the CEA contract (or CBA, Collective Bargaining Agreement).

2. Per Diem: This is your personal hourly rate, based on your education and experience.

There are Voluntary In-service Days, usually at the start of the school year, which are not required. If you choose to work, you must be sure to sign in on the sign in sheet in order to be compensated.

Personal Property

The use of personal property for school purposes is discouraged. If you would like to use personal property that has a high dollar value, please check with the principal and complete the Personal Inventory Form.

Plagiarism Policy

Plagiarizing in any form should not be tolerated in the school environment. If this happens the teacher should confiscate all evidence, document the situation with a referral, and report it to an administrator. See the Student Handbook for further details.

Planning Period

Plan periods are provided to teachers to use on site in preparation for classes. Typical activities include lesson preparation, grading activities, and completing parent contacts (mail and phone). If for some reason you need to leave campus during this time, check with your administrator, sign out in the main office and verbally inform at least one secretary.

Prescribed and over-the-counter medication

Prescribed or over-the-counter medication is not to be taken by a student or administered to a student without a physician's authorization on file in the health room. Only authorized staff may administer oral medication. A student may self-carry and self-administer an inhaler and a one day supply of over-the-counter medication. Please see School Board Policy for further details on oral medication administration at school.

Probationary Teachers

In order to ensure recruitment and retention of high quality early-career educators, and to maximize the educator's likelihood of success, the following protections shall exist for teachers within the first year of their career:

1. Secondary Teachers: Secondary classroom teachers in the first year of their career shall not be assigned more than two teaching locations (classrooms) per day and not more than two teaching preparations (classes) per day.
2. When such an assignment is not possible, the District and association shall collaborate to devise supports for the employee.
3. In order to avoid the potential for overwork and burnout, early career teachers are encouraged to consult with the Association or Instructional Mentor before accepting supplemental contracts.

Purchase Orders

Staff members are encouraged to use purchase orders for all school related purchases. Purchase orders typically have a 2 day turnaround time for processing. Please note that it could take 3-4 days to process. Purchase request forms are found in the ASB office.

Room Assignments

A variety of circumstances impact individual teacher room assignments, but the administration at Camas High School recognizes the additional burden moving classrooms presents and will attempt to balance the overall teacher workload when developing the Master Room Schedule.

The C.H.S. administration shall be responsible for ensuring that the weight of the mobile classroom has as little impact on the teachers as possible by dividing the following burdens evenly: teachers moving classrooms at the end of the year, teachers teaching in multiple classrooms during the day and teachers being forced out of their classrooms during their Prep periods. You should not be assigned a roving schedule for a second time until members of your department, with similar responsibilities, have also had a roving schedule.

Room Change

A variety of circumstances impact individual teacher room assignments, but the administration at Camas High School recognizes the additional burden moving classrooms presents and will attempt to balance the overall teacher workload when developing the Master Room Schedule. From time to time, teacher will be directed to move their classroom at the end of the school year. When this happens, they will be compensated per the CEA contract.

Scheduling

It is the belief of the administration at Camas High School that best practice in developing a master schedule is for teachers to sit down as a department and determine each individual teaching schedule. Departments will always be given time prior to the end of the school year to exercise this option. If conflict cannot be resolved, then the administration will mediate the dispute(s). In the rare occurrence where the administration does not approve of the schedule submitted by the department, each the impacted staff members will receive a detailed written explanation soon no later than three days after the original department submission. No teaching assignments will be determined prior to the department having the opportunity to submit a proposal. Teacher prep periods will be assigned on a rotational basis.

Software

If staff members have a need for software that is not currently loaded on their computer, they should submit a Help Desk Ticket. Once completed, a member of the technology department will assist you in the process.

Staff Athletic/Activity Passes

Staff members are encourage to attend sporting events, plays and musical performances. Staff identification cards will admit a staff member to a game and some events. By using your identification card, the teacher is agreeing to be an event supervisor. Staff members may also purchase spouse and family passes. See the ASB office for further details about passes.

Student Aides

1. Carefully weigh the need you have for a classroom aide and the workload the aide can assist with prior to agreeing to sign the aide into your class.
2. Use no more than one or two aides in your full schedule each semester unless you have an overwhelming need for more assistance, definitely no more than one aide per period.
3. Check the attendance and discipline histories of your aides. Non-attending aides won't help you. Students with recurrent discipline or attendance problems should not be allowed in aide positions.
4. Aides are to have no more than one aide position per semester and no more than four full semesters of aide time during grades 9-12. Student aide positions are graded on a pass/fail basis. Students must be in good credit standing and have their PE requirement met.
5. Consider these questions as the academic leader: Is being an aide in the student's best educational interests? What is the student aide's schedule? While all our classes are worthwhile, consider the class mix. Are you getting a quality aide or enabling a lackadaisical educational schedule?
6. As you interview students interested in being an aide, make sure they have a clear understanding of your expectations. Written expectations need to be provided. Problems are reduced with clear expectations up front.
7. Explain your concerns when an aide is not being successful. Concerns to think about are: errands that take too long, being late, lack of confidentiality, attendance, lack of quality work and lack of parental support for the aide to be responsible. Contact the counselor(s) and parent(s) when the arrangement is not working out. If that still doesn't work, consider another placement.

Student Dress Code

The dress code for students can be found in the Student Handbook. It is the responsibility of every staff member to assist in the enforcement of this code. Please report all dress code violations to the appropriate alpha administrator.

Student Permanent Record Folders

Certain information and records are accumulated and maintained in a permanent folder. Teachers are encouraged to use these folders in order to become better acquainted with each student's background. These records are filed in the registrars' offices. Registrars' offices are located in the 700 and 800 Administrative Offices. To view these records you must go to the registrars' office and fill out your information on the clipboard. The files must stay in the registrars' office. Other key information regarding students can be found in Skyward.

Student Substance Abuse

If you have reasonable evidence to believe a student is in possession or under the influence of drugs/alcohol, immediately send an email using the "CHS-Emergency" email address. This will notify security, administrators and secretaries. If you are not near a computer, contact the main office ASAP. Do not ignore this situation! Administration and security will immediately address the situation.

Student Supervision

It is the responsibility of all staff to share in the supervision of all students and visitors in the school building and on school properties. Besides being directly responsible for students in your classroom, you share the responsibility for supervising students in common areas such as hallways, cafeteria, library, auditorium, and the gyms. Other school areas commonly in need of supervision include the outside walkways, parking lots, and the stadium.

During class time, your primary concern needs to be your classroom and the areas immediately adjacent. During class time and passing periods you are directly responsible for students in these two areas. The standard for supervision is that students are in a teacher's line of sight at all times. If you must leave class while students are present, make sure to ask a peer, a classroom para, or one of the administrators to cover your classroom until your return. If you see, or suspect, a problem in the halls, try to handle it yourself or with the assistance of another staff member in your immediate area. Be sure to report serious or continuing issues to a building administrator.

During times that you leave your room, such as lunch or during your prep period, you need to lock your door. Not only do you have valuable assets, such as computers, in your room, you also have official school records, such as grades, that are to remain confidential.

Substitute Arrangements and Use

Certificated and Classified staff members must report all absences using the AESOP system.

The Camas School District will provide training for new employees.

1. When you call or enter info into the computer, leave the following information:
 - A. Name
 - B. School
 - C. Teaching Assignment
 - D. Date of Absence
 - E. Reason for absence
 - F. Designate whole day, half day, or number of periods
 - G. Parking spot number
 - H. Location of lesson plans
2. If your circumstances change and a substitute is no longer necessary, you may edit or delete the absence in AESOP. If you are unable to make changes, contact the main office secretary.
3. Provide a lesson plan and materials for your substitute. A substitute file needs to be prepared as soon as your class rolls are finalized. This file should include the following:
 - A. Seating chart and grade book location
 - B. Written lesson plans should be done prior to your absence. These can be left on your desk, given to/emailed to the main office secretary.
 - C. Other necessary information, such as copies and materials, should be made in advance.
 - D. Names of student aides and other helpful students
 - E. Names of students who are scheduled for other services that might require leaving class early or entering late

of which you are aware.

Maximize the use of your substitute teachers.

1. Consider the day as a teaching day, not a study time or make up day unless such a day was already in your long-range plans.
2. Prepare for the substitute with specific goals, expected outcomes, and specific assignments.
3. Clarify if you want the substitute to grade papers and/or tests. Be sure to leave a key for tests. Leave instructions for completing other chores.
4. Treat the substitute's evaluations of students as you would your own.
5. If videos or films are used they should be relevant and have instructional purposes.

It is not the responsibility of the office secretaries to track down your plans, instructional materials or make copies for you. Our substitutes are valuable resources. This means we need to support them by following up on any student behavior issues or concerns that happen during your absence.

Supervisory Requirements

All Camas High School staff members will have additional supervisory responsibilities within the confines of the school day during certain times of the year, such as, forecasting, advisory, Senior Boards and state testing.

Supplemental Instruction Material

If you are unsure about the appropriateness of printed materials you want to use, check with your department head and/or evaluating administrator. For films or movies, please see the Film/Video Tape/Movie Policies.

Tardy Policy

Students arriving late to class must present a note for a staff member if they have been held late and don't want to be considered tardy. Arriving to class ten or more minutes late without a valid excuse will constitute an "unexcused absence" and students will need to obtain a pass from an administrator or the attendance office to be admitted to class. Additionally, three tardies is equivalent to one absence and counts against the 12-day maximum.

Teachers are responsible for monitoring unexcused tardies to class and assigning the following consequences:

First Violation: Verbal Warning

Second Violation: Detention with teacher

Third Violation: Detention with teacher

Fourth Violation: Parent contact between student, teacher, and parent to develop a plan to eliminate tardies

Fifth Violation: Administrative referral and one hour of detention after school. (The referral needs to include documentation of the above four steps.)

Repeat Violations: Administrative referral resulting in exponentially increasing after-school detention.

Teacher Assigned Discipline

Teachers have the initial responsibility for disciplining students in the classroom. This system is initiated when the staff member fills out a discipline referral. The physical layout of a referral is restrictive, so feel free to attach more details or to speak directly with an administrator regarding the issue. The following procedures for handling discipline will be used by teachers to assign consequences for student failure to obey classroom rules:

1. The teacher conferences with the student. The teacher will explain to the student what the inappropriate behavior is and what the student needs to do to correct the misbehavior.
2. The teacher will contact parent/guardian.

3. The teacher may take disciplinary action, e.g. detention, room cleaning, or short term suspension from the class for the balance of that period (provided the teacher shall have first attempted one or more alternative forms of corrective action; State law and school policy require that the teacher contact the parent and the school administration in such a case; contact should be attempted that day and occur in no more than 24 hours.)
4. The teacher may consult with and/or refer the student to a counselor.
5. The teacher may refer the student to an administrator with a recommendation for discipline

Note: In cases of severe misbehavior the student will be immediately referred to the administration.

Textbooks and Equipment

Teachers are responsible for the proper care of textbooks, equipment and supplies. At the beginning of the school year, the teacher will assist in the textbook checkout process. For other printed materials (novels, workbooks, etc.), the teacher will complete a textbook record sheet giving the title, name of student, book number and date of issue.

If a student loses a book, the following steps should be taken:

1. Student should be sent to the library for reissue.
2. Complete a fine slip and turn it into the bookkeeper.
3. Textbook contract forms are available in the office. These are optional for your use with students.

Theft/Vandalism

All school related acts of theft or vandalism should promptly be reported to the main office. Under no conditions should cash or valuables be left overnight in a teacher's desk or file. Cash from school related activities, (fundraisers, store receipts, etc.), must be turned into the ASB Office at the end of the day.

Transportation to School Activities

Members of school teams, committees, clubs, etc., who attend events at locations other than the building are required to go and return in transportation arranged for by the school or approved by the school. Coaches and staff sponsors are charged with the responsibility of seeing to it that students conform to this policy.

Type II Driver's Certificate

For staff to transport students to school events, field trips, contests, etc., a Type II Driver's Certificate is required by the district. You are not allowed to transport students in school vans, for example, if you do not have this certificate. A Type II Drivers' Certificate does not allow a staff member to transport students in their private vehicle. To be certified, you must complete a classroom-training course and behind the wheel instruction, have a current first aid card, present a driving abstract and fill out and sign a physical certification form every two years.

Visitors or Guest Speakers on Campus

In an effort to assist staff members in ensuring an efficient and successful use of guest speakers or visitors in our classrooms, a procedure has been established for our guests. The purpose of this form is to provide you a means of gaining administrative approval for all guests. Once approved, your guest will be placed on our registration list so that all concerned will be aware of their expected arrival. Teachers who allow guests into their classroom without permission create liability issues for themselves and the district, as well as potential distractions and safety issues for students.

Whenever you consider inviting a guest speaker please keep in mind our district's regulations regarding controversial issues. [Board Policies #2321 and #2331](#) address this issue and it is suggested that you review them in their entirety whenever applicable. If the teacher or the principal believes that the guest speaker's topic is controversial, they will develop a plan whereby the issue(s) can be presented in an objective manner. In the event the speaker's topic is determined to be controversial, the teacher will notify students beforehand that any student who does not wish to attend the presentation will have an alternative assignment. Unless that principal approves otherwise, the teacher will not allow non-class members to hear the speaker. If the principal has reason to believe that the appearance of the guest speaker

would not contribute to the curriculum or would be harmful to the students, he/she may deny the appearance of the guest speaker. If the teacher disagrees with the denial, he/she may appeal to the superintendent to determine whether the speaker should be allowed.

This applies to guest speakers, adult visitors and/or former students.

Voicemail

Each teacher is assigned an extension number and a voice mailbox number is associated with it. Please notify parents of your extension when they need to leave a message on the automated phone system. It is expected that teachers check their voicemail at least one time each day and respond within 24 hours. Each phone should have a pink instruction card in its base. If your card is missing or you have other questions, put in a [Help Desk](#) ticket.

Weapons on Campus

It is against the law to have weapons on campus. The law defines what types of weapons will result in arrest and/or expulsion. If you have reasonable evidence to believe a student being in possession of a weapon, immediately send an email using the "CHS-Emergency" email address. This will notify security, administrators and secretaries. If you are not near a computer, contact the main office ASAP. Do not ignore this situation! Administration and security will immediately address the situation.

Work Hours

The standard teacher work day begins by 7:25 a.m. and ends at 2:55 p.m. Teachers are expected to be on campus during work hours. Time after school until 2:55 p.m. is set aside primarily for teachers to work with students who need additional course assistance and for planned teacher meetings. Teachers on partial day schedules need to work out their exact work day responsibilities with the school principal (refer to part time formulas in CEA contract).