

**Wood Memorial High School
Wood Memorial Junior High School**



Home of the Trojans

Teacher Handbook

2022-2023

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Mission and Vision Statement

Vision Statement: Wood Memorial Jr/Sr. High is dedicated to providing a safe and supportive environment, conducive to facilitating a relevant, high-quality education, and to prepare our student body for future endeavors. We honor achievement and promote pride in ourselves, in our school, and in our community.

Mission Statement: Wood Memorial Jr/Sr. High strives to prepare all students to become lifelong learners and responsible citizens that are ready to meet the challenges of the future. In partnership with families and community, our goal is to create relevant learning opportunities for students – both inside and outside the classroom – that help them develop the knowledge, critical thinking skills, and character necessary to succeed.

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2022/2023 Calendar

| | |
|------------------------------|--------------------------------|
| Thursday, August 11 | Opening Day of School |
| Monday, September 5 | Labor Day – No School |
| Tuesday, September 13 | Midterm – Quarter 1 |
| Thursday, October 13 | End of 1st Quarter |
| Friday, October 14 | Fall Break – No School |
| Monday, October 17 | Fall Break - No School |
| Wednesday, November 16 | Midterm – Quarter 2 |
| Wednesday, November 23 | Thanksgiving Break – No School |
| Thursday, November 24 | Thanksgiving Break – No School |
| Friday, November 25 | Thanksgiving Break - No School |
| Wednesday, December 21 | End of 2nd Quarter/Semester 1 |
| Wednesday, January 4 | Beginning of Second Semester |
| Monday, January 16 | MLK Day - No School |
| Friday, February 3 | Midterm – Quarter 3 |
| Friday, February 17 | Snow Day #1 |
| Monday, February 20 | Presidents' Day – No School |
| Friday, March 10 | End of 3rd Quarter |
| Monday – Friday, March 27-31 | Spring Vacation – No School |
| Friday, April 7 | Snow Day #2 |
| Monday, April 10 | Snow Day #3 |
| Friday, April 21 | Mid-Term Fourth Quarter |
| Wednesday, May 24 | End of Fourth Quarter |
| | End of Second Semester |
| Saturday, May 27 | Graduation |

Additional make-up days will be made up via the EGSC e-learning plan (elearning days are dependent on State approval)

Wood Memorial High School/Junior High School Time Schedules

| | |
|--|--|
| <p>Regular (Green Schedule)</p> <p>Period 1 8:00-8:45 AM Period 2 8:50-9:35 AM Period 3 9:40-10:25 AM Period 4 10:30-11:15 AM TP (7-8-9) 11:18-11:46 PM TP (10-11-12) 11:18-12:14 PM</p> <p>Lunch</p> <p>A (7-8-9) 11:46-12:14 PM B (10-11-12) 12:14-12:42 PM</p> <p>TP (7-8-9) 12:14-12:42 PM Period 5 12:45-1:30 PM Period 1:35-2:20 PM Period 7 2:25-3:10 PM</p> | <p>PLC (Gold Schedule)</p> <p>PLC/SSR 8:00-8:30 Period 1 8:35-9:22 AM Period 2 9:27-10:14 AM Period 3 10:19-11:06 AM Period 4 11:11-11:58 AM Period 5</p> <p>A 12:03-12:50 PM B 12:33-1:20 PM</p> <p>Lunch</p> <p>A 11:58-12:28 PM B 12:50-1:20 PM</p> <p>Period 6 1:25-2:12 PM Period 7 2:17-3:10 PM</p> |
| <p>PD Early Release Schedule</p> <p>Period 1 8:00-8:34 AM Period 2 8:39-9:14 AM Period 3 9:19-9:54 AM Period 4 9:59-10:33 AM Period 5 10:38-11:12 AM Period 6 11:17-11:51 AM HSP7/JH Lunch 11:56-12:26 PM JhsP7/HS Lunch 12:30-1:00 PM</p> | <p>2-Hour Delay</p> <p>Period 1 10:00-10:37 AM Period 2 10:42-11:18 AM Period 3 11:23-11:59 AM Period 4</p> <p>A 12:04-12:39 PM B 12:34-1:09 PM</p> <p>Lunch</p> <p>A 11:59-12:29 PM B 12:39-1:09 PM</p> <p>Period 5 1:14-1:49 PM Period 6 1:54-2:29 PM Period 7 2:34-3:10 PM</p> |

Wood Memorial Junior High School/High School Faculty and Staff

Principal: Amanda Crews

Administrative Assistant: Bart Bigham

Athletic Director: Steve Kilian

Secretary: Toni Pflug

Athletic Secretary: Cindy Walker

Curriculum Director:

Counselor/Testing Coordinator: Lori Reinhart

Youth First Social Worker: Katie Patterson (EGSC)

Librarian: Linda Miller

School Psychologist:

Speech Pathologist:

School Resource Officer: Eric Walker (EGSC)

College Connection Coach: (Ivy Tech)

Technology Instructional Coordinator: Johnnie Bartley

Language Arts

Beverly Bouchie

Nicole Caniff

David Johnston

Katy Whitehouse

Foreign Language/ESL

Teresa Hendey

Social Studies

David George

Aaron Heichelbech

Cassie Scaper

Mathematics

Joshua Bunch

Gary Horrall

Kenneth Fenneman

Orion Meier

Devon Schlotman

Nicole Seitz

Dana Senninger

Science

Paige Broshears

Orion Meier

Devon Schlottman

Jasmine Spore

Lori Stolz

Health/Physical Ed.

Chrissy Ash

John Howell

Family and Consumer Science

Katlynn LaRue

Business

Rocky Bates

Lori Nossett

Fine Arts

Michael White

Pat Douglas

PLTW – Engineering

Tom Bouchie

Trojan Academy

Tom Morton

Dave Hendey

Technology

Gary Horrall

Johnnie Bartley

School Nurse

Mendy Wright

Special Needs

Nick Berry

Stacey Strickland

IA

Sandra Benefiel

Virginia Byrns

Cara Lee

Suzan White

Maintenance/Custodial

David Edwards
 Ralph Ewin
 Debbie Hyneman
 Clint McGillem
 Debbie Williams

Food Management - Aramark

Allison Brewster - Director
 Rachel Skidmore - Manager
 Lisa Stevens - Assistant Manager
 Stephanie Hughes
 Amanda Nelson
 Eric Kilian
 Amber Coleman

Wood Memorial High School Clubs and Organizations

Class Sponsors:

Freshman: TBD
 Sophomore: Devon Schlottman, Orion Meier
 Junior:
 Senior: Cassie Scraper, Aaron Heichelbech

Academic Team Cord:

Social Studies:

A. Heichelbech

Math:

D. Schlottman

Fine Arts:

TBD

English:

TBD

Science:

TBD

Cheerleaders:

Conservation Club:

Concession Director

Allison Lee

Dance Coach

Detention Coordinator

Tom Morton

FCA (Non-School):

Spell Bee:

Nicole Caniff

JH /HS Drama Play Director:

Michael White

National Honor Society:

Chrissy Ash

National Junior Honor Society:

TBD

Newspaper:

Lori Nossett

Pep Club:

Project 7:

Stacey Strickland

Prom:

Cassie Scraper/Paige Broshears

Spell Bowl Jr. High

N. Caniff

Spell Bowl Sr. High

N. Caniff

STEM Club:

TBD

Student Council:

Devon Schlottman

JH Student Council:

Trojan Allies:

TBD

Wellness Coordinator:

Katlynn LaRue

Yearbook (HS/JHS):

David Johnston

Athletic Teams and Varsity Coaches

| | |
|---------------------|-------------------|
| Athletic Director: | Steve Kilian |
| Athletic Secretary: | Cindy Walker |
| Baseball: | Steve Kilian |
| Basketball (Boys): | Brian Schoonover |
| Basketball (Girls): | Johnny Bartley |
| Golf (Boys): | Jeff Tooley |
| Soccer (Boys): | Josh Stolz |
| Softball: | Tom Morton |
| Tennis (Boys): | Bart Bigham |
| Tennis (Girls): | Dan Bolin |
| Track (Boys): | Dustin Meuser |
| Track (Girls): | Cara Lee |
| Volleyball: | Sydney Nurrenbern |

"Every Kid Needs a Champion"

-Rita Pierson

Grading Scale

**The following Takes effect beginning with the 2016 - 2017 School Year:*

GPAScale

***The following takes effect beginning with the freshman class of 2016– 2017 (Graduating class of 2020).*

| A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
|-----------|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|----------|
| 4.1 | 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.3 | 2.0 | 1.7 | 1.3 | 1.0 | .7 | 0 |
| 5.1* | 5.0* | 4.7* | 4.3* | 4.0* | 3.7* | 3.3* | 3.0* | 2.7* | 2.3* | 2.0* | 1.7* | 0 |

**Weighted*

Academic Requirements

Each coach and extra-curricular sponsor will work with the athletic director and principal to help ensure each student is meeting the identified requirements for participation eligibility in ECA activities at Wood Memorial High School and Wood Memorial Junior High School. It should be noted that the ultimate focus is to work on behalf of all students, ensuring their academic development is meeting and/or exceeding expectations.

With this in mind, an “At - Risk” process will be utilized to ensure we identify information from “Early Warning Indicators” when students are not meeting expectations around their academic development. This process will include a weekly review of student status, with go - forward actions identified. The guidance director will lead this process.

Curriculum

It is absolutely necessary that we constantly re – evaluate our curriculum. Course guidelines are provided for each course taught. Teachers are expected to teach the Indiana State Standards, including the College and Career Readiness Standards. These standards should be noted in lesson plans, including on the student information system.

If you are planning on teaching content that could be “controversial,” please see the principal before doing so.

Design lessons through Dr. Stephen Covey’s philosophy of “Begin with the End in Mind.” The end is the Indiana State Standards, the school objectives, and the supplemental information.

Wood Memorial High School and Wood Memorial Junior High School have adopted the philosophy and process for the establishment of Curriculum Maps identified by Larry Ainsworth’s “Rigorous Curriculum Design”. As such each instructor is expected to create the necessary curriculum maps, and supporting documentation, as identified within the Wood Memorial project plan. This plan may be different than previously identified, but it should be understood that

Ainsworth's philosophy will be followed as per the identified strategy by SIEC (Southern Indiana Education Center).

Regarding the establishment of curriculum maps, the building principal, in conjunction with the **corporation curriculum director**, will identify project deliverables for each instructor during the first quarter of the school year. The deliverables will include project milestone points, which will serve as key dates for the completion of the respective project tasks.

We will utilize the fundamentals of Project Management to ensure the successful and timely completion of the Wood Memorial High School and Wood Memorial Junior High School Curriculum Map project.

Further, curriculum map reviews will occur on an annual basis, during the respective school year.

ADM

For the first five (5) days of school we will conduct a physical count of students in each first period class. This may be done at various points of the school year and relates to the need to have an accurate understanding of our student headcount for state reporting purposes.

The process for this will be as follows:

- Instructor will print off their first period roster.
- Instructor will check off all students who are present during their first period class.
- Instructor will place an 'X' by the student (s) who are absent during their first period class.
- Instructor will place ADM attendance sheet in their door for pick up, by the office staff. his should be completed by 8:20am.

Building Access

Access Guidelines

Wood Memorial High School and Junior High School deploys an electronic security system, which must be active at those points and time the respective building is unmanned. For example, this would include on Saturday and Sundays, as well as during the window there is no maintenance staff member in the facility.

With the above in mind, the following building access guidelines have been established:

1. Each individual will be provided a key card that will turn the alarm off when entering and exiting the respective building during those times mentioned above.
2. At no time should the individual share, or provide their security key card with anyone. This is intended for Wood Memorial High School and Junior High School team members only and must be maintained in this manner.
3. When entering the high school the individual must enter through Entrance B. The key card will turn off the alarm and the alarm will reset itself at 10:00 p.m.

4. When entering the junior high school the individual must enter through Entrance 2.
5. When exiting one of our facilities the individual should do so through the same entrance ways as mentioned in numbers 3 and 4 above.
6. The following access times to our facilities have been identified:
 1. Classroom Instructors/Educational Support Staff -
 1. Monday - Friday - 6am - 10pm
 2. Saturday - Sunday - 8am - 6pm
 2. Athletic Coaches
 1. Will be provided an extended window to ensure access during late evening road trips.
7. Note that the times listed in number 6 above relate to the period of which the respective access card will allow the individual into the high school and / or the junior high school. If access is required around these designated timeframes the individual must make prior arrangements with the building principal.

An important responsibility for all of us is the safety and security of our children, staff, team members, and facility. As such all of us are entrusted, as a member of the Trojan Family, to adhere to the above building access guidelines.

Failure to follow the approved building access guidelines may result in the removal of facility access as determined by building administration.

Building Hours

The building is open at 7:20 a.m. and will close at 4:00 pm. An adult employee of East Gibson School Corporation must supervise any student or group of students in the building after the school day ends. Students who arrive at school early may sit in the gymnasium. Students are not allowed in the academic wing of the building until 7:35a.m. Upon arrival at school, (by bus or car) students must enter the building; there is to be no loitering in the parking lot or at the entrance of the school building. Students should leave the school premises upon the end of the school day at 3:10 p.m. unless they are waiting for their bus; or have an extra-curricular activity beginning upon the completion of the school day. An exception would be a staff member providing academic assistance or the student serving a supervised detention.

Once arriving on school grounds, students are not permitted to leave the building and/or the grounds during the day unless they have signed out in the high school, or junior high school office or have administrative approval.

Note: A parent must sign a student out, or provide written approval for their departure. No student may leave school grounds without the approval of the building principal.

Building Usage

Club meetings, class meetings, and other groups using the building for student activities after regular school hours should reserve facilities through the principal's office.

Cell Phone/Electronic Device Usage

Cell phone use is prohibited during class instruction (bell to bell). Immediately upon entering the classroom, students are instructed to keep all phones turned off and out of sight, unless specifically directed by the classroom instructor to turn on and utilize. Students who do not comply will be subject to the following discipline:

1. 1st Offense – Student is issued a classroom warning by the instructor.
2. 2nd Offense (1st Office Referral) - Phone taken from the student and a detention will be assigned. The phone will be returned to the parent/guardian in person.
3. 3rd Offense (2nd Office Referral) – Phone taken from the student and an extended detention will be assigned. The phone will be returned to the parent/guardian in person. with a warning of suspension with the second infraction;
4. 4th Offense (3rd Office Referral) Phone taken from the student and a suspension assigned.
5. Subsequent offenses shall be treated as administrative insubordination and will be dealt with accordingly.

Cell phone use is permitted before the start of school, during lunch, and passing periods. Any inappropriate use of the cell phone, including, but not limited to, inappropriate photographs, inappropriate text messaging and recording/videotaping will result in confiscation of the phone; further consequences include possible police referral. Failure of a student to comply with a faculty/staff request to turn over a cell phone or electronic device may result in suspension. If a student loses cell phone privileges and continues to use the device, he/she will be subject to suspension or expulsion from school. The administration may use its discretion to allow or prohibit the use of any of the devices discussed here as conditions may warrant. A student may lose the right to use the item for up to the remainder of the school year.

Child Services

Per SEA 447, each employee likely to have direct and ongoing contact with children are required to attend or participate in training on child abuse and neglect at least once every two years. Reminder that Indiana is a mandatory reporting state. It is mandatory that you report any suspected neglect or abuse immediately. If you need assistance, please contact building administration or guidance.

Classroom Care and Equipment

Teachers are expected to take the responsibility of seeing that the room and equipment is neat and orderly. Desks should not be marked or carved on. Do not let students markup pencil trays for desks. The floor should not be littered with paper. Make each student responsible for his/her actions. If you take pride in your room the students will follow your example. Adjustments to windows, blinds, etc... should be made by the teacher. When leaving please make sure the blinds are pulled, lights are off, and the door is locked.

Teachers are not permitted to make any structural changes in their classrooms or shops without seeking prior approval of the building principal. Structural changes include such things as painting, drilling, or moving any permanently attached fixtures or furniture.

Do not drag equipment, desks, boxes, etc... in the hallways. Please see maintenance staff to move big items. Scratches and tears ruin the flooring. Our maintenance staff works hard to keep the building looking good. Please help us with this GOAL.

Class Changes

Sufficient opportunity is provided, in the spring, for all students to thoughtfully make course selections. Class changes after the semester begins place the student at an immediate disadvantage. Class sizes and crowded conditions often impose additional restrictions to schedule changes. All such changes must be approved and directed by the counselor, and principal. The administration reserves the right to change student schedules if necessary. All allowable course changes must be made under the following guidelines. No additional changes will be made after this time unless authorized by the principal.

- First Semester

All schedule changes must be made by June 30. No schedule changes will be made from June 30 until the first day of school. Students will have one (1) week from the first day of school to change classes.

- Second Semester

Students will be allowed to change classes within the first five (5) school days from the beginning of the second semester. No changes will be made after the five (5) day deadline.

Note: All class changes done during the beginning of each semester will require a signed class change request form. Any student that drops a class after the specified time frame will receive an 'F' on their transcript and be placed in study hall.

Closed Campus

All students are to move into the building upon arrival on school grounds and are to remain within the school building during the school day, including the lunch period. Permission to leave the building at any time during the school day is granted only through the High School office, with the approval of the principal and with parent permission.

Classroom Information

In order to allow the principal and the administrative assistant to best align support for you to attain your classroom goals we are asking that each instructor provide the following information to us at the beginning of school, semester, or at any time a change occurs:

- Course Syllabus
- Parent Letters/Notes/Communication
- Classroom Guidelines/Rules
- Final Exams

- Finalized copy of grades in Harmony by the designated time each grading period.
- If data or other circumstances indicate changing the above will benefit the students of Wood Memorial Jr/Sr. High administration reserves the right to make changes.

Classroom Resources

Instructors are encouraged to continually identify new resources to utilize within your classroom instruction. Instructors are encouraged, as well as expected, to lead with technology as it relates to the utilization of classroom resources. Leading with technology includes the use of such tools as the iPads, supporting apps, Schoology, classroom SmartBoards, etc... The use of other educationally appropriate resources, in support of student learning and development, may be used at the discretion of the instructor.

Computer Usage and Responsible Use

Note: Instructors should reference Appendix K for the current East Gibson School Corporation and Wood Memorial High School/Wood Memorial Junior High School Responsible Use Policy. Each instructor must have a signed copy of the policy on file with the building principal.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the East Gibson School Corporation and Wood Memorial High School/Wood Memorial Junior High School considers its educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The corporation expects that faculty will blend use of the Internet into the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of the Internet as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media.

Students utilizing corporation-provided Internet access must first have the permission of and must be supervised by the respective and / or school district professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of the corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the East Gibson School District,

Wood Memorial High School, and Wood Memorial Junior High School. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access uploads, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, or sexually explicit language;
3. To violate any local, state, or federal statute;
4. To vandalize, damage, or disable the property of another individual or organization;
5. To access another individual's materials, information, or files without permission;
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission; and,
7. To conduct personal business transactions.

Any violation of corporation policy and rules may result in loss of access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. The East Gibson School Corporation and Wood Memorial High School/Wood Memorial Junior High School makes no warranties of any kind, neither expressed, nor implied, for the Internet access it is providing. The district and the respective school will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The district and the respective school will not be responsible for the accuracy, nature, or quality of information stored on corporation diskettes, hard drives, flash drives, any other device used for storing information, or servers; nor for the accuracy, nature, or quality of information gathered through corporation-provided Internet access. The corporation and the respective school will not be responsible for personal property used to access corporation computers or networks or for corporation-provided Internet access. The corporation and the respective school will not be responsible for the loss or damage to personal cell phones brought into, or on, school owned property. The corporation and the respective school will not be responsible for unauthorized financial obligations resulting from corporation-provided access to the Internet.

Notice: This policy and all its provisions are subordinate to local, state, and federal statutes.

Note: Instructors are not permitted to allow student usage of an instructor computer, nor to allow students access to the student information system, including instructor grade-books.

Concussion Policy/Guidelines

As of July 1, 2012 a new law "Student Athletes: Concussions and Head Injuries" (IC 20-34-7) will take effect.

The East Gibson School Corporation will distribute information sheets to inform and educate East Gibson School Corporation coaches, physical education teachers, students, student athletes, and parents of a student and a student athlete concerning the nature and risk of concussion and head injury including the risks of continuing to play after a concussion or head injury. The East Gibson School Corporation will require that each year, before beginning practice for an interscholastic, intramural sports, or physical education class, a grade 5 -12 student, student athlete and the student's and student athlete's parents must be given an information sheet, and both the student and the parent must sign and return the Concussion Acknowledgement and Signature Form to the student athlete's coach or student's physical education teacher. WMJH/ WMHS student athlete's coach or physical education teacher will give the acknowledgement to the athletic office for filing. Elementary student athlete's coach or physical education teacher will give the acknowledgement to the Principal's Office for filing. A grade 5-12 student or athlete who is suspected of sustaining a concussion or head injury in a practice, a game, or physical education class, shall be removed from play at the time of the injury. The student or student athlete who has been removed from play may not return to play until the student or student athlete has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries; and receives a written clearance to return to play from the health care provider who evaluated the student athlete; and not less than twenty-four (24) hours have passed since the student athlete was removed from play.

Prior to coaching, all football coaches and assistant football coaches shall complete an approved certified coaching education that includes concussion awareness, equipment fitting, proper technique, and heat emergency preparedness. A coach shall complete a course not less than once during a two (2) year period. However, if the coach receives notice from the organizing entity that new information has been added to the course before the end of the two (2) year period, the coach must complete instruction and successfully complete a test concerning the new information. Certificates of completion shall be kept on file in the high school athletic office.

All other East Gibson School Corporation coaches and physical education teachers will be required to participate in the CDC (Centers for Disease Control and Prevention) online concussion training, completing a concussion certification course. Each school year, prior to any practices, games, or physical education classes, every EGSC coach and physical education teacher must turn in the concussion training certificate of completion to the elementary/high school athletic office for filing.

The East Gibson School Corporation will post the “Student Athletes: Concussion and Head Injuries Law” (IC-20-34-7), Senate Enrolled Act (SEA) 234, Student Fact Sheet, Parent Fact Sheet, IDOE’s FAQ, Concussion Acknowledgement and Signature Form, and the Concussion Evaluation and Release to Play Form for Licensed Health Care Providers forms on the Corporation website. All forms will also be available in the school offices.

Culture/Climate

Culture has been defined in many different ways by many different individuals. While Culture may be defined as the school’s personality, the Climate can be seen as its attitude. By changing our school climate we will be working to change the cultural paradigm. How might we do this? There are certainly any number of items which could be documented here, but the bullets below are intended to represent the focused goal for Wood Memorial High School and Wood Memorial Junior High School. Stated in a different manner, here is the climate/culture we want to establish for our students and our school – community:

- We Will do the Right Thing, For the Right Reason, At the Right Time, Which is ALWAYS RIGHT NOW...For the Best Interests of our Children.
- We will be first and foremost “A Trojan Family”.
- We will establish and maintain a Collaborative environment.
- We will be Data Driven in all aspects of our work.
- We will maintain a Continuous Improvement mentality.
- We will Lead through Selfless Humility.
- We will always maintain a Focus on ensuring student success
- We will all Lead Change - Finding new and improved methods, strategies, and processes to Develop our Students.
- We will each Accept Accountability
- We will utilize Benchmarking to drive Best Practice and to guide our goal of being in the category of the “Best of the Best”.
- We will remain Professional at all times.
- We accept that we Sacrifice our right to have a bad day, in order to serve our students and school – community at the highest level of Integrity.
- We will Celebrate successes.
- We will Praise and Support our Team Members.
- We will Encourage and Support Student–Centered Lesson and Learning opportunities.
- We will Encourage and Support the adoption of New Instructional Methods.
- We will commit, promote, and grow skills with a focus on Servant Leadership.

Code of Conduct

Students, staff, and all visitors are to conduct themselves in a manner, which aligns with our school mission, as well as to establish a positive, safe, and conducive learning environment. We will respect the right of all, including personal property, to be entitled to opinions and beliefs as they deem best fits their person. We will all “Walk – the – Talk” in modeling the motto of “Everyone Counts and Everyone Matters”.

Discipline of Students

Most of the major disciplining of students will be done in the office by the building administration. With this said, the intent is to as much as possible, ensure a collaborative environment exists with the classroom instructor. This environment allows for, and encourages, suggestions from the respective instructor regarding potential consequences for student behavior violations. The suggestions will be taken into account when determining the assigned consequence. Any student sent to the office for discipline reasons MUST have a student referral form from the teacher explaining the reasons for being sent to the office.

Never at any time send a student from your class with the demand that he or she not be let to come back. It is well within your right to send a student to the office as a disciplinary measure, but do not make it habitual. The teacher is fully expected to control his/her discipline, using the office only as a final resource after all measures have failed and not as an escape from responsibility. A student should not be out of a teacher's classroom for more than one day for disciplinary purposes.

Discipline reporting will be done through Harmony. This includes launching an initial discipline log. Additional information will be provided, as well as training for the instructors.

Disciplinary Definitions

Detention: Students may be subject to detention before, during, or after school hours, as assigned for correction purposes. After School Detention will extend as follows:

- Before School- 30 Minutes 7:15a.m. to 7:45 a.m.
- After School - 30 Minutes – 3:15 p.m. to 3:45 p.m.

Or, until dismissed by the teacher in charge. Any student who does not attend their assigned school detention will be subject to increased discipline.

- The building principal and/or his/her designee will schedule Detention.
- Students are to report to the Detention site at their designated time.
- Parents should pick up their students at the end of the assigned time.
- Students are to have school work with them in order to utilize the time wisely while serving After School Detention.
- Note: An alternate location may be identified if a need arises by the principal and/or assistant principal.

In School Suspension (ISS): occurs when a student's behavior is determined to warrant such action. A student may be assigned ISS for repeated acts that violate behavioral expectations while at school, attending a school event, or while riding a bus to/from school. A student may be assigned to ISS for a period, a number of periods, or a number of days. During this time a student will be required to work on assignments as identified by the respective classroom teacher, while under supervision.

- The location for the ISS detention will be assigned by the principal and /or his/her designee. ISS may be assigned Monday – Friday of the school week.
- Students must have school work, rigorous and relevant, to keep them busy throughout the scheduled period of time.

Lunch Detention: This type will be used for minor offenses. Students are assigned to a supervised location for lunch.

- Lunch detention may be utilized at any point during the regular school week.
- Students assigned to lunch detention should report directly to the cafeteria.

Out of School Suspension (OSS): The Principal may deny a student the right to attend school and take part in any school function for a period of up to ten (10) school days. Such suspensions may take place after a principal has conducted a thorough investigation and determines that suspension is necessary in order to help the student, further school purposes, or to prevent an interference with school purposes. Suspension may also be imposed for student misconduct, substantial disobedience, violation of the school's rules, or for violation of any of the regulations constituting grounds for expulsion. When a student is suspended for a specified number of days, he/she will miss that exact number of days. If school is canceled for any reason, day(s) will be added to the scheduled suspension.

Students who are assigned Out-of-school Suspension will be allowed to make-up work, and/or tests, assigned and / or missed during the period of OSS, in a timely manner

Period Detention - Period detention occurs anytime a classroom teacher assigns a student due to behavior occurring, which is disrupting educational activities. The student will be referenced to administration and remain in the assigned area working on assignments, as provided by the instructor, until the end of the respective period.

Bullying

Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student, with intent to harass, ridicule, humiliate, or intimidate the other student. Bullying shall be prohibited on school grounds, on a school bus, at a school bus stop, or any school-sponsored activity. All school discipline rules apply in regards to this type of student activity.

A student or parent who is aware of a possible bullying situation should contact the principal and/or assistant principal to provide available information. Building administration will investigate such claim(s) in compliance with their established process. If due diligence identifies a situation in which bullying may well exist the authorities will be notified.

East Gibson School District and Wood Memorial High School/Wood Memorial Junior High School shall not tolerate any bullying on district grounds or at any school activity and/or school function, on or off campus.

Reference Indiana Codes: I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

Hazing

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of the school and the school district and are prohibited at all times.

1. No student, teacher, administrator, or other school/school district employee, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing.
2. No student, teacher, administrator, or other school/school district employee, contractor, or volunteer shall permit, condone, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for the act.
5. This policy applies to hazing behavior that occurs on, or off school property and during and after school hours.
6. The school/school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, or other school district employee, contractor, or volunteer who is found to have violated this policy.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures:

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district and/or building official.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district and/or human rights officer or to the superintendent.

Teachers, administrators, other school district employees, as well as contractors and volunteers, shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint, or report of hazing, will not affect the complainant, or report's future employment, grades, or work assignments.

School Action

Upon receipt of a complaint or report of hazing, the school/school district shall undertake or authorize an investigation by school/school district officials, or a third party designated by the school/school district.

The school/school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing. Upon completion of the investigation, the school/school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School/school district action taken for violation of this policy will be consistent with other school policies and applicable agreements, as well as be in conjunction with the laws of the state of Indiana.

Reprisal

The school/school district will take appropriate action against any student, teacher, administrator, or other employee of the school/school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Dissemination of Policy

This policy shall appear in the school's student handbook and in each school building's staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

IC 35-42-2-2. Criminal recklessness, element of hazing, liability barred for good faith report or judicial participation

1. A person who recklessly, knowingly, or intentionally performs an act that creates a substantial risk of bodily injury to another person commits criminal recklessness. Except as provided in subsection (b), criminal recklessness is a Class B misdemeanor.

2. The offense of criminal recklessness as defined in subsection (a) is:

(1) a Level 6 felony if:

(A) It is committed while armed with a deadly weapon; or

(B) The person committed aggressive driving (as defined in IC 9-21-8-55) that results in serious bodily injury to another person; or

(2) a Level 5 felony if:

(A) It is committed by shooting a firearm into an inhabited dwelling or other building or place where people are likely to gather; or

(B) The person committed aggressive driving (as defined in IC 9-21-8-55) that results in the death of another person. As added by Acts 1976 P.L. 1487, SEC. by Acts 1977, P.L. 340, SEC. 31; Acts 1981, P.L. 300, SEC.1; P.L.323-1987, SEC. 1; P.L. 216-1996, SEC. 17; P.L. 1-2003, SEC. 94; P.L. 75-2006, SEC. 3; P.L. 158-2013, SEC.423.

IC 35-42-2-2.5 Hazing; good faith reporting

1. As used in this section, "hazing" means forcing or requiring another person:

1. With or without the consent of the other person; and

2. As a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.

1. A person who knowingly or intentionally performs hazing commits a Class B misdemeanor. However, the offense is a Level 6 felony if it results in serious bodily injury to another person, and a Level 5 felony if it is committed by means of a deadly weapon.

2. A person, other than a person who has committed an offense under this section or a delinquent act that would be an offense under this section if the violator were an adult, who:

1. Makes a report of hazing in good faith;

2. Participates in good faith in a judicial proceeding resulting from a report of hazing;

3. Employs a reporting or participating person described in subdivision (1) or (2); or

4. Supervises a reporting or participating person described in subdivision (1) or (2);

Is not liable for civil damages or criminal penalties that might otherwise be imposed because of the report or participation.

1. A person described in subsection c (1) or c (2) is presumed to act in good faith.

2. A person described in subsection c (1) or c (2) may not be treated as acting in bad faith solely because the person did not have probable cause to believe that a person committed:

1. An offense under this section; or

2. A delinquent act that would be an offense under this section if the offender were an adult.

Dress

Instructors and staff members are to adhere to a professional dress code while representing Wood Memorial High School and Wood Memorial Junior High School. Professional dress would be school appropriate polo shirts, blouses, slacks, dresses, khakis, dress shirts, shirts and ties, suits, and other similar clothing items. Clothing such as Blue Jeans, Sweat suits, Shorts, Leggings, Yoga Pants, T – Shirts, Etc... are not to be worn. This dress code is to adhere to the same expectations the student is held to:

- All shirts worn should have sleeves (shoulders are not to be exposed). Shorts, tank tops, halter-tops, tops which would reveal the midriff, or any clothing, which is inappropriately revealing are not permitted. Skirts/dresses are to approach knee length. Discretion is at the determination of the administration/designee.
- Shoes are to be worn at all times.
- Reference the student handbook for additional guidelines regarding appropriate dress.

Note: It is understood that at certain times and for certain class activities a specific clothing may be called for due to safety and other reasons. Examples of this would include for Physical Education, Welding, Laboratory Experiments, Outside Activities/Work, and other similar settings.

Criminal Gang Activity

Criminal gang-like behavior and activity will not be tolerated in and at Wood Memorial Junior High School and Wood Memorial High School. Criminal Gangs and Criminal Organization Activity in Schools Policy

The Board of School Trustees of the East Gibson School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Organization means a group with at least three (3) members that specifically:

- (1) either:
 - (A) promotes, sponsors, or assists in; or
 - (B) participates in; or
- (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the

school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors, per the code of conduct.

Any Corporation and school employee who promptly reports an incident of suspected criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Criminal organization awareness education that shows promise of effectiveness

based on research. The organization awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.

2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit a report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation

School officials are encouraged to collaborate with stakeholders to provide criminal organization prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The organization awareness information should be revised and updated regularly to reflect current trends in criminal organization activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe Schools Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support Criminal organization prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18

IC 20-33-9-10.5

IC 35-45-9-1

Adopted/Revised: July 11, 2016 by East Gibson School Corporatio

Duty Assignments

Instructors will be assigned supervision duty throughout the course of the school year. These will include hall supervision, as well as bus verification at the end of the day. With this, instructors are expected to be outside of their classroom door, assisting with the monitoring of student movement and activity, before school (7:45am), between each period, and after school (until 3:15pm).

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can-in and of itself-successfully accomplish this task.

Facility Access

Instructors, as well as other authorized personnel, are provided keys in order to have the necessary access to Wood Memorial High School/Wood Memorial Junior High School for you to perform and execute your responsibilities. At minimum these should include a key to the exterior doors, as well as a key to your respective classroom. Master keys will not be provided for these needs. A mapping of our facility and room access will be maintained by the principal and /or his/her designee. Access requests must be presented to, and approved by the principal.

Facility Cleanliness

In order to ensure a safe and conducive environment for learning, instructors are encouraged to minimize the amount of clutter (non – value items) stored in their classrooms. The use of the “5 S” Housekeeping philosophy, which focuses on everything having a place, with everything being in its place should be utilized.

Faculty Meetings

Faculty meetings will be scheduled as needed (will try to use gold schedule), usually in the morning prior to the start of school at 7:30 a.m.

Field Trips

Field trips will be utilized, as deemed appropriate, in order to supplement the education and development of our students. Requests for field trips are to be reviewed with, and approved by the building principal. In order to facilitate the review, requests should be made 30 days prior to a planned need.

Students involved with a field trip must have a permission form signed and returned to the respective instructor prior to the day of the event. Students not complying with this may be excluded from the field trip.

To ensure the academic development of the student, individuals who are failing their coursework will not be allowed to participate in a field trip event.

Further, a student will not be allowed to take part in a field trip if any of the following situations exist:

- A student has earned an “F” for a grading period or a semester.
- An out-of-school suspension was assigned to a student.
- The level of unexcused, excused, and/or total absences is deemed unacceptable.
- Unacceptable behavior and/or discipline accumulation.

Students are expected to adhere to the same code of conduct as identified through this handbook while representing the school during a field trip.

The respective instructor and principal reserve the right to approve all students attending a field trip. In order to assure students maintain their class standing and credits for graduation, students displaying a persistent record of failure will not be allowed to attend.

If you plan to take your class(es) on a field trip please plan in advance. Plans should be made at least one month prior to the trip. No field trips requiring more than one period are to be planned the first or the last month of the school year.

Procedure for field trip approval is as follows:

- Obtain approval from the principal
- Once approved verify transportation needs with Mr. Edwards
- A parental permission slip must go home to be signed by the parent before the student is permitted to take a field trip.
- If a teacher is taking a small percentage of his/her class a substitute teacher may be called to cover the remaining class (es).

The final day for field trips during the first semester will be December 2, 2022; the final day for field trips during the second semester will be April 28, 2023.

Please reference Appendix B for a copy of the approved field trip form.

Films/Video

There are many different types of strategies to present classroom information. Good videos can be an excellent teaching supplement. Please stay away from showing films for entertainment value. When selecting a film/video as a resource for your lesson you should conduct due diligence around the content. During this due diligence an instructor is encouraged to analyze the film/video for such things as: the intended take-away for the students; offensive language; offensive messaging; etc... In such a situation the instructor must obtain signed parental permission forms prior to allowing the film/video to be viewed by students. A student objecting to participating in the viewing of such a film/video is to be allowed to complete alternative work. A list of films you plan on using for your courses is due into the principal by the end of the first week of the semester. Please do not deviate from that list without checking with the principal.

Final Exam Policy

Wood Memorial High School will administer final exams during the last three regular school days of each semester. All students will take all finals (no exemptions) High school students (grades 9-12) will be required to take a final exam for each class enrolled. Final exams will account for 20% of the respective student's final semester grade in each class. Final exams will not be administered for junior high students (grades 7 and 8).

Note: Courses offered to junior high students, earning high school credit towards graduation, will have final exams administered.

Fundraising and Sales

There will be no fundraisers or sales of any kind without the approval of building administration.

Gradebook Set Up

At the beginning and end of each grading period there are a number of tasks which must be completed accurately in order to ensure the recording of student grades properly. **The school counselor will be responsible for the coordination of these tasks, as well as to provide assistance when needed. The school counselor will also communicate key dates and times around the opening and closing of the grade books.**

*Grades will be added at least weekly to Harmony

Grading Policies

Wood Memorial High School students will be using a "weighted" grading system, which grant extra point value to student grades earned in Advanced Placement, Honors, and Academic Dual Credit courses.

| A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
|-----------|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|----------|
| 4.1 | 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.3 | 2.0 | 1.7 | 1.3 | 1.0 | .7 | 0 |
| 5.1* | 5.0* | 4.7* | 4.3* | 4.0* | 3.7* | 3.3* | 3.0* | 2.7* | 2.3* | 2.0* | 1.7* | 0 |

***Weighted**

Valedictorian:

GPA's will be rounded @ two decimal spots

Health Clinic

1. Students are not to be admitted to the Clinic without a pass from their teacher, and must be signed in by office staff.
2. Student may be allowed to remain in the Clinic for one academic period if they are ill.
3. Students who are sent home due to illness must sign out in the office.
4. If a student is sent home, or to a doctor, due to injury, the involved instructor and any other staff member who may have been involved with the student (incident) should fill out an accident report. The accident form may be requested from the office.

5. A student must have a note from the parent and/or doctor before they will be administered medicine. All medicine must be kept in the Clinic with the student being permitted to come to the Clinic to take the medicine as outlined through parent/doctor instruction.

Homework Policy

In alignment with the East Gibson School District Homework Policy:

Homework at Wood Memorial High School and Wood Memorial Junior High School may be assigned in the format of reading, skill development, vocabulary practice, or as extension assignments for grades and credit. Homework is designed to reinforce and review concepts and content aimed at student development, in support of classroom learning, preparation for assessments, and to introduce upcoming lessons and objectives.

The assigning of homework is a strategy for student development. When assigning homework the instructor is encouraged to utilize the Wood Memorial High School/Wood Memorial Junior High School cornerstones of Rigor and Relevance to ensure the student is working on the proper content and activity.

An instructor identifying the amount and frequency of homework should take into account such aspects as, 1. The age and skill level of the learner; 2. The nature of the subject matter, with some classes requiring more review and reinforcement than others; some classes may lend themselves to applying what is learned in the classroom to practical practice; and 3. Homework should not be excessive as to not allow time for social and physical development but understanding that more involvement in outside activities compresses study time.

Homework must be purposeful, with the objectives clearly communicated. Further, homework:

- Must meet the focus of Rigor and Relevance, as aligned with our educational cornerstones.
- Is used to reinforce the lesson/unit objectives approached in a respective class.
- Is to be utilized to enrich what students are engaged within a respective class.
- Should be utilized to develop critical thinking and problem solving skills in our students as individuals.
- Should be completed independently unless otherwise indicated by the classroom instructor; and students should assume responsibility for homework so that they engage in self-reflection and assess their own needs.
- Assignments should be aligned in order to reflect differentiation.
- Should remain a reasonable percentage of the respective classroom grade.
- Should be reasonable in scale.
- Is not to serve as the sole means by which to enrich, extend, or remediate learning. Instructors may choose to assign or not assign homework based on instructional objectives, focused on the needs of students.
- Should be utilized as a cross-curricular instructional strategy whenever possible.
- Should be aligned to ensure feedback may be provided in a timely manner by the instructor.

- Should be aligned so as to encourage collaboration between the instructors, students, and their families.
- Will not be assigned over extended school breaks – Fall, Christmas, Spring.
- Expectations are to be provided to the students through instructor created syllabi at the beginning of the school year.
- Assignments are to be posted and listed via Harmony for student and parent reference. This should be a component within the instructor's lesson plan.

Students are:

- Expected to thoughtfully approach and complete homework with the same focused diligence they bring to class work each day.
- Be sure the assignment is understood
- Know what is expected and when it is due
- Take home any necessary materials and books
- Budget adequate time and devote full attention to the assignment
- Show parents what you are doing
- Check all work
- Take care of all completed homework
- Turn in homework on time
- DO NOT EXPECT CREDIT TO BE GIVEN IF HOMEWORK IS TURNED IN LATE
- Provided assistance opportunities at school through the following:
 - Additional tutoring during the daily “Trojan Pride” period.
 - Classroom Study Time, as identified by the instructor.
 - Peer and Faculty Tutoring.

Teacher’s Role:

- To determine what, when, and how much homework is assigned, using the following as suggestions and guidelines:
 1. Homework assignments should be specific as to what is expected and when it is due;
 2. Homework should be a continuation or extension of the classroom work;
 3. Consideration by the teacher should be given that the student should be able to complete most of the assignment without a great deal of outside help or required supplies;
 4. Homework assignments should be reasonable, with understanding of additional assignments made by other teachers;
 5. Homework should be evaluated and returned to students;
 6. Make-up homework for absentee students will be allowed for excused absences
 7. Determines the effect of homework on the total course grade. Students should be made aware of expectations in this regard from the beginning of the school year.

Content for make-up work will be determined by the teacher. It does not have to be the same as the regular assignment made for the other students. A reasonable time will be allowed, such as length of absence.

Through cross-curricular collaboration our departmental instructors will work together in order to minimize lesson overlap with a focus on limiting an excessive homework workload.

Parents and guardians may support their students at home by striving to consistently provide a supportive and distraction-free environment for students to work independently. Parents are also encouraged to check homework for completion and quality. A parent with questions concerning student homework should feel free to contact the instructor and/or administration for assistance.

Honor Rolls

In order to recognize outstanding academic achievement, Wood Memorial High School and Wood Memorial Junior High School will publish two honor rolls at the conclusion of each semester. They are:

1. High Honor Roll - To make this Honor Roll, a student must receive straight "A's in all solid subjects.
2. Honor Roll - To make this Honor Roll, a student must receive all "A's and B's (with no grade lower than a B) in all solid subjects.

Lesson Planning

Lesson planning is an important step towards ensuring effective classroom instruction.

Plan-book is the selected tool for lesson planning documentation. A minimum of three(3) days of lesson planning activity should be maintained and accessible to administration. Lesson plans are to be posted by the end of school each Monday for reference. Lesson plans will be reviewed on a regular basis. Instructors are encouraged, and expected, to look beyond the textbook when identifying and executing lesson planning, including the supporting activities aimed at attaining the identified objectives. The Wood Memorial family of instructors offer a vast and diverse set of talents, which must be utilized to ensure the rigorous and relevant instruction we are committed to.

The following are identified expectations for instructor lesson planning:

- Be Aligned with established and approved Curriculum Map
- Be Linked to Indiana Academic Standards
- Contain Timing Estimates
- Contain Identified Objectives (I Can Statement or SWBAT)
 - Objectives should be posted/explained to students at the beginning of each lesson/transition...etc...as identified by the instructor.
- Contain Assessments: Pre-assessment, Formative, Summative depending on what is relevant.

- Lesson
 - Introduction/Hook
 - Mini Lesson/ Think Aloud (I do)
 - Guided Practice (we do)
 - Independent Practice (you do)
 - Checks for Understanding
 - Closure (Think back to assessment)
- Be Aligned with a Taxonomy; think of getting out of the lower levels and to analyzing and above as that is where new generation assessments expect students to be. More importantly it is where they need to be to be successful in whatever path they chose.

Breakdown of Bloom's Taxonomy – Revised, with Verbs

- Remembering
 - Key Words
 - Defines
 - Describes
 - Identifies
 - Knows
 - Labels
 - Lists
 - Matches
 - Names
 - Outlines
 - Recalls
 - Recognizes
 - Reproduces
 - Selects
 - States
 - Examples:
 - Recite policy
 - Describe the authors key points
- Understanding
 - Key Words
 - Comprehends
 - Converts
 - Defends
 - Distinguishes
 - Estimates
 - Explains
 - Extends
 - Generalizes
 - Gives an Example
 - Infers
 - Interprets

- Paraphrases
 - Predicts
 - Rewrites
 - Summarizes
 - Translates
 - Examples:
 - Explain in one's own words the steps around completing a task
 - Translate an equation
- Applying
 - Key Words
 - Applies
 - Changes
 - Computes
 - Constructs
 - Demonstrates
 - Discovers
 - Manipulates
 - Modifies
 - Operates
 - Predicts
 - Prepares
 - Produces
 - Relates
 - Shows
 - Solves
 - Uses
 - Examples:
 - Apply laws of statistics to evaluate the reliability of an assessment
- Analyzing
 - Key Words
 - Analyzes
 - Breaks Down
 - Compares
 - Contrasts
 - Diagrams
 - Deconstructs
 - Differentiates
 - Discriminates
 - Distinguishes
 - Identifies
 - Illustrates
 - Infers
 - Outlines
 - Relates

- Selects
 - Separates
 - Examples:
 - Troubleshoot a machine problem through logical deduction
 - Identify inaccuracies in reasoning
- Evaluating
 - Key Words
 - Appraises
 - Compares
 - Concludes
 - Contrasts
 - Criticizes
 - Critiques
 - Defends
 - Describes
 - Discriminates
 - Evaluates
 - Explains
 - Interprets
 - Justifies
 - Relates
 - Summarizes
 - Supports
 - Examples:
 - Select the most effective solution
 - Explain / Justify a budget
- Creating
 - Key Words
 - Categorizes
 - Combines
 - Compiles
 - Composes
 - Creates
 - Devises
 - Designs
 - Explains
 - Generates
 - Modifies
 - Organizes
 - Plans
 - Rearranges
 - Reconstructs
 - Relates
 - Reorganizes

- Revises
- Rewrites
- Summarizes
- Tells
- Writes
- Examples:
 - Write an operational manual
 - Design a product

Loaning School Property

School property of any kind is not to be taken from the building. A need for use may be forwarded to the principal for consideration.

Lockers

All lockers are school property and administration may search if there is reasonable suspicion that a crime has been committed or a school rule has been broken.

Maintenance

School cleanliness is a direct result of school pride taken by the maintenance staff, staff, and students. If you model taking pride in your room and in your school, the students will generally follow. You should maintain high expectations in this regard.

Requests for maintenance needs should be made to the principal for review and consideration. Once approved your need will be scheduled. Please report damage to school property to the principal.

Make-Up Opportunities

A student may make-up assignments with a properly certificated teacher, if the principal has granted prior approval. Students will be given the opportunity for make-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

Master Schedule

Each year input will be requested from our students as well as Wood Memorial High School/Wood Memorial Junior High School instructors in order to ensure curriculum goals are considered and met for our students. The process to create our annual master schedule will launch February 1, with the goal of completion by May 15. Modifications will be made as dictated by staff and student changes throughout the course of each school year and summer.

Passes

Expectations are that students will be in the classroom for instruction. Any need for a student to be outside the classroom must be represented with a hall pass. Instructors are encouraged to check students in the hallway for passes/student handbook. Students found out of their classroom without a pass/student handbook are to be referred to the office immediately.

Parking

Students may park in the East lot. Students must have a parking permit visible in the vehicle when parked on school property. Staff members may park in either the East or North parking lots. Staff members must have a parking permit visible in the vehicle when parked on school property. Staff parking permits will be provided at no charge and may be picked up at the front office.

Posters/Signs

There are to be no posters/signs placed in the building without approval of the principal.

Professional Development

Professional Development opportunities are offered throughout the school year. Development and training may be provided in such areas as curriculum mapping and technology based instruction. Additional opportunities may be addressed throughout the year. Respective needs of an instructor may be addressed and requested through the building principal.

Professional Learning Community (PLC)

Through the PLC concept our Wood Memorial team will work to enhance student learning and personal development. Professional Learning Communities will allow for our Trojan Team to work and learn in a collaborative manner. A schedule of PLC sessions may be found within this handbook. (This schedule has not been created as of August 2022 in order for the new administration to determine differentiated needs for staff PD). Anticipate further direction in September 2022.

Benefits of using the PLC concept:

- Reduces isolation of staff
- Provides an opportunity for consistent sharing of information, data, and best practices
- Academic gains for the students
- Provides an opportunity for shared leadership through staff input and output

Purchasing

Materials purchased without office approval will not be covered from school funds.

Requesting a Substitute Teacher

All requests (Full Day and Half Day) for a substitute teacher must be made to the building principal with as much notification as possible. Whenever possible, a minimum of 72 hours of notification is requested.

When a need arises to be away from school on the same day please notify the building principal as soon as possible.

The building principal may be contacted at 812.749.4757 (extension 120), by cell at 812.653.3337, or at home at 812.936.4936. An email (a.crews@teachers.egsc.k12.in.us) or text may be utilized as well.

For needs other than a Full/Half day, **instructors will be responsible to locate their substitute.**

School Board Policy/Student Handbook Policy

Each student should have a student handbook which provides information around our building operations and the behavior expected of our students. The student handbook provides a summary of the key points of East Gibson School District Policy that applies to students while attending school, being transported to school, and attending or being involved with school-sponsored events. The board policy information should be consulted for the full text. If the provisions of the handbook contradict board policy, the board policy prevails.

Any mention of policy numbers refers to established East Gibson School District Policy.

By allowing a student to attend Wood Memorial High School/Wood Memorial Junior High School, the parent consents to all school policies contained in the Student Handbook.

Instructors should become knowledgeable of the information contained within the student handbook.

School Closings and Delays

In case of inclement weather, such as snow, low temperatures, ice, etc, the Superintendent of Schools will make the official announcement for school closings through the School Messenger Telephone System. It is vital to the success of this program that your student information be current and correct. Announcements may also be made via Twitter (@WMTrojans1), as well as other mediums as identified by the Superintendent of Schools. Please do not call the school for this information, as the main desk will not be open. The information may also be located at www.egsc.k12.in.us.

School Communication Modes

There are a number of communication opportunities available to us. Each instructor is encouraged to take advantage of the multiple mediums identified for use. During the upcoming school year we will utilize such methods as:

1. Twitter (@WMTrojans1)
 1. Teachers may request information be placed on twitter by emailing the principal, providing the detail.
2. School Messenger
 1. Recorded messages containing important data are sent as a need is identified.

3. Web Site
 1. Instructors are encouraged to reference the East Gibson School District, Wood Memorial High School, and Wood Memorial Junior High School website for relevant information.
4. Video/Audio Information
 1. Utilized as a need is identified.
 2. Formatted via the iPhone and/or iPad.
5. Bulletin Boards/Display Cases
 1. Our classrooms are equipped with bulletin board space for your use in posting relevant material for student reference.
 2. Please utilize the space to post items provided by the office.
 3. Display cases are located throughout the facility. These are excellent areas to promote student work, as well as our "Trojan Pride".
 4. The high school office is responsible to monitor our displays to ensure timely updates of information are occurring. **Assignments will be issued for each display case. Displays are to be updated by the first Friday of each month.**
6. Announcements
 1. **A daily bulletin is published** at the close of each school day and is posted through the student information system and high school website. Announcements may be read in the morning at the beginning of period one (1) and in the afternoon at the end of the day. Announcements must be turned in to the office by 12pm (noon) for publication to occur the next day. Announcements are also included in the weekly **WM Trojan Principal's Bulletin.**
 2. The administration will utilize the public address system as necessary to share relevant information to students and staff. We understand the importance of minimizing the disruption of instruction time and will work to ensure this is taken into account prior to approving an announcement be made in this manner.
7. Remind Tool
 1. Allows for 1 and/or 2 way communication.
8. Other
 1. During the coming school year additional modes of communication and collaboration may be introduced. These may include such technology based tools as podcasting, video posting, and audio posting.

School Day Launch

Daily, at the beginning of First period, we will recognize our great country with the reciting of the pledge of allegiance, to be followed by a moment of silence. Instructors should ensure students are quiet, respectful, and focused during this time.

School Visitors

Visitor Policy

Purpose

The purpose of this document is to identify the policy utilized for visitors to Wood Memorial High School/Wood Memorial Junior High School

Policy

1. Visitors will not be allowed into the school operational areas (High School/Junior High School Buildings) without the approval of the Principal, or his/her designee.
 1. Requests for approval to enter the facility must be received one to two weeks prior to the date of visit.
 2. Consideration will be given to requests which are related to such needs as serving as a guest speaker in conjunction with a teacher identified lesson plan; and/or other curriculum focused opportunities.
 3. All other requests may not be considered, nor granted.
2. Visitors granted permission into the facility must be escorted at all times, beginning with their arrival at the high school and /or the junior high school through the point and time they depart the facility.
3. Visitors granted permission must sign in at the front desk in order to receive a visitor's pass. The pass signifies the approval for the individual to be in the building for the identified time – frame.
4. Visitors who are unannounced will not be allowed to leave the office area.
 1. Individuals wishing to meet with an instructor will be advised to return after 3:10pm.
 2. Note: The intent here is to not allow a disruption to occur during instructional time.
5. For the purpose of this policy outside vendors who serve a role for our staff and students, such as the Pepsi Route Person, Case Counselors, Etc...will be allowed to perform their duties per a predetermined, and approved schedule. Such individuals are allowed access only to their respective items/areas (ie...equipment...machines...conference room...etc...) and are not allowed to deviate without first obtaining permission from the building Principal, or his/her designee. These individuals must sign in and obtain a visitor vending pass upon arrival.
6. Anyone violating the above policy may be expelled and / or restricted from having future access to the Wood Memorial High School/Wood Memorial Junior High School campus.

“Seek First to Understand, Then to Be Understood”

Through the utilization of empathic listening an individual has an opportunity to not only develop positive relationships, but to expand their personal circle – of – influence. Dr. Stephen Covey's Fifth (5th) Habits of Highly Effective People can be the most important of all. According to Dr. Covey, “Becoming a more effective, empathic listener requires developing both desire and skill. To do so, we need to live key principles of communication more fully. Effective listening requires a knowledge of how meaning is conveyed from speaker to listener.”

Instructor Communication

Each instructor should develop a communication and collaboration plan for the beginning of the school year. The key question to answer with this plan is how do you plan on getting to your students?

Instructors should plan to contact parents on a weekly basis, with a goal of five (5) per week.

While face - to - face, or telephone conversations are recommended, the instructor should use convenient means available to them for the communication, including email, letters home, class newsletters, etc...This can be a valuable asset for your development of positive relationships, as well as for the establishment of rigorous and relevant lesson plans.

Speakers

Requests for guest speakers must be presented to the principal for consideration a minimum of 30 days prior to the identified date of need. The use of additional resources is a good practice and should always align towards the attainment of lesson/curriculum objectives.

Student Classroom Materials

Students in grades 7 through 12 have been issued their 1:1 device (iPad) for use in the classroom. They are responsible to ensure the device is brought to class in order to allow you, the instructor, the opportunity to execute a successful lesson plan.

Course textbooks should be available, via the device for the junior high and high school students, as well as in the classrooms, for student and instructor reference.

A number of hard copy textbooks should also be available in your classroom.

If you are in need of a textbook, or a student needs assistance to obtain a digital textbook, for your classroom (course) please email the principal with the necessary information:

- Class Name
- Period
- Quantity
- Textbook/Resource Title
- Date Required

Please keep a record of the classroom materials...ie...textbooks, workbooks, guides, etc... you issue to the students.

Students Leaving School During School Day

1. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal, and with the knowledge and approval of the student's parents/guardians.

2. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Substitute Teacher Handbook

A “handbook” of relevant information has been created for the use by our substitute teachers. The handbook contains the following:

- Welcome and Thank you Letter
- Substitute Teacher Discipline Form
- Emergency Lesson Plans
 - **Note: Each instructor should create a minimum of two (2) for possible use throughout the school year.**
- Class Rosters
 - **Note: Each instructor should provide copies of their class rosters for use by our substitute teachers.**
- Seating Charts
 - **Note: Each instructor should provide copies of their seating charts for use by our substitute teachers.**
- Attendance Forms
- Bell Schedule
- Master Schedule
- School Calendar
- School Map
- Duty Schedule
- Lunch Schedule
- Student Handbook Details
- Emergency Procedures

Suicide Awareness and Prevention

Per Indiana HEA 1430...Beginning after June 30, 2018, each school corporation shall require all teachers that provide instruction to students in any combination of grade 5-12 to attend or participate in at least 2 hours of youth suicide and awareness training every three (3) years. IC 20-26-5-34.4; IC 20-28-3-6.

In order to take a proactive stance with the continued development and training of our staff members, each member of the Wood Memorial High School and Junior High School Instructional and Support Staff is requested to complete Suicide and Prevention Awareness Training during the 2022-2023 school year. Once training is completed a copy of the provided certification and / or document indicating completion of the training is to be provided to the building principal.

Instructor Goal Setting

Each instructor is to schedule a meeting with the building principal in order to establish their annual professional classroom goal. **The referenced goal relates to a professional development item for the respective instructor. Annual goal should be established by September 13, 2022.**

Note: Goals must be measurable through the utilization of relevant data.

System Postings

Following are expectations for our instructors, as related to posting and providing information within the Harmony student resource system:

1. Instructors are required to post assignments, with student grades, to their gradebooks on a weekly basis. These should be posted by 3:30pm each Friday.
 1. This is to ensure students and parents have the information necessary to understand the progress of their child weekly.
2. Regarding our lesson planning philosophy...
 1. Instructors are to post lesson activities, weekly, to the Harmony Information System for viewing by our students and parents.
 2. Lesson activities are those items which an instructor intends to utilize in order to meet and exceed lesson and unit objectives.
 1. Examples are:
 1. Homework assignments
 2. Scheduled assessments
 3. Bell Ringer
 4. Reading Time
 5. Items that will be evaluated
 3. Lesson activities are to be posted by the end of school each Monday, and should cover a five (5) day, weekly, window.
 3. Classroom attendance should be reported within the first five (5) minutes of the respective class period.

Tardiness

The term “tardy” means being late to school, class, or an activity, with or without permission of parents/guardians, or school personnel. All teachers will inform their respective classes of the building’s definition of being late to school, class, or an activity. The teacher will counsel those students who are developing a pattern of being tardy.

The teacher will refer to a school administrator those students who in the teacher’s judgment are not making progress towards correcting the problem. An office referral is automatically generated by Harmony after a student’s 4th tardy.

Definitions of Being Late:

1. To school:
 1. A student who arrives to their first period class, after it has started, during the first ten (10) minutes will be counted as tardy.
 2. A student arriving after the first ten (10) minutes will be counted as absent.
2. Students late to class must have a pass to enter.
 1. Students in the classroom or at the door at the time the respective bell sounds shall not be counted as tardy to class.

2. Students more than 10 minutes late to class will be marked with an unexcused absence.
3. Students held over in a preceding class for any reason, with a staff member must have a pass from the respective staff member to enter the succeeding class.

Tardy Policy

Note: For the first 5 days of the school year instructors will work with those students who are showing indications of having problems in getting to class on time. This will include counseling and mentoring the student(s) on how to ensure they utilize their time more effectively in order to allow them to arrive for the start of the respective class as expected. During this time no tardies are to be recorded against a student.

Consequences:

- 1st Tardy - Teacher warning
- 2nd Tardy - Teacher warning
- 3rd Tardy - Teacher warning
- 4th Tardy - Office referral is made and an official warning is given
- 5th Tardy - Student assigned to lunch detention/parent contact
- 6th Tardy* - Student assigned before/after school detention
- 7th Tardy *- Parent contact is made to ensure awareness of potential consequences
- 8th Tardy* - Student assigned to 2nd before/after school detention
- 10th Tardy*- Student assigned to 1 day of ISS

Note: Students earning 10 or more tardies will face additional disciplinary measures as determined by building administration. Additional measures may include, but are not limited to the following:

- In-school Suspension (ISS);
- Out-of-school Suspension (OSS);
- Assignment to Alternative School;
- Expulsion;
- Extended suspension of driving privileges, including permanent removal of the privileges;
- Letters of probation on work permit, if applicable;
- Other discipline measures, within District guidelines, as identified by building administration.

Teacher Evaluation

The adopted teacher evaluation program will be followed. For instructor awareness the following plan will be followed, generally:

- Each teacher will have two long observations with the exception of those ranked effective and highly effective the previous year as they will have one long and one short observation.

Telephones

Telephones are available for school business use only. Please do not allow a student out of class to use a telephone. When a request is received a student should be guided to utilize the phone between classes, or at lunch. A student must receive permission from the principal or assistant principal before being allowed to utilize a school telephone.

Trojan Assistance Program/Team

The Trojan Assistance Team will consist of the principal, assistant principal, school counselor, school social worker, school nurse, and attendance clerk.

Responsibilities of the team shall include:

1. To attend the monthly team meetings, held on the last Friday of each month of the school year.
2. Review and follow through with At – Risk student situations.

Home Room/Trojan Pride

Home Room, called Trojan Pride, will be designed to provide time in our daily operations which would allow students and staff to focus on a number of educational, personal development, and support activities. The top priority is to ensure the needs of our students are met. During the course of the school year, Trojan Pride will be utilized to provide interventions for students that need additional support. In the junior high, students will meet with the teacher assigned to provide their interventions on Monday, Wednesday, and Friday. Tuesday and Thursday are for students to work on their Edmentum Pathway, or get help on work from their teachers. In the high school, interventions are provided on Tuesday and Thursday. Monday, Wednesday, and Friday students may use the time to make up tests, get help from teachers, or work on the Edmentum Pathway.

The Focus of Trojan Pride

1. Faculty/Staff Mentoring (of Students)
2. Peer Mentoring
3. Career/4 – Year Planning
4. Conflict Mediation
5. Extended Tutoring
6. Interventions
7. Computer Lab/Library Research
8. At – Risk Meetings/Conferences
9. Individual Academic Opportunity
10. Make – up Test/Assignment Opportunity
11. Meeting Times as Approved by the Building Principal
 1. Athletic Call–Out Meetings (one per varsity sport)
 2. ECA Club Meetings
 3. Class Meetings
 4. Other

Home Room Guidelines and Procedures

1. Trojan Pride will be held daily, following fourth (4th) period.
2. Students are to check in with their Trojan Pride mentor (instructor) daily.
3. A student must sign-out of the respective Trojan Pride class, if necessary, and report to the approved destination no later than 5 minutes into the respective period. There should be no students in the halls following this time. Faculty / Staff mentors should maintain a file of their respective student sign out sheets for future reference.
4. A student may go to one destination during a respective Trojan Pride class.
5. No videos are to be shown during the Trojan Pride period, unless approval is obtained from the building principal.
6. Students are not to be issued passes for the purpose of running errands.
7. Common lessons and mentoring sessions will be scheduled and coordinated by the building principal.
8. Students should not be out of the classroom during this time without a pass.

Student of the Quarter

- Each Quarter students will be nominated and voted on by teachers who teach in the student's grade level.
- Two Student winners will be recognized via multiple modes and eat lunch with the principal at the end of the school year
- The groups will also make up a student cabinet that will give input for needed school changes for the approaching year.
- Each student can win once in Jr. high and once in Sr. High.

Staff Lunch Schedule

| Name | Lunch Period |
|----------------|--------------|
| Ash, C. | A |
| Bartley, J. | B |
| Bates, R. | |
| Benefiel, S. | |
| Berry, N. | |
| Bouchie, B. | A |
| Bouchie, T. | B |
| Broshears, P. | A |
| Bunch, J. | A |
| Byrns, V. | A |
| Caniff, N. | B |
| Douglas, P. | N/A |
| Fenneman, K. | A |
| George, D. | |
| Heichelbech, A | A |
| Hendey, D. | |
| Hendey, T. | B |

| | |
|----------------|-----|
| Horrall, G. | |
| Howell, J. | A |
| Johnston, D. | B |
| LaRue, K. | B |
| Lee, C. | |
| Meier, O. | B |
| Morton, T. | |
| Nossett, L. | B |
| Patterson, K. | |
| Reinhart, L. | |
| Schlottman, D. | B |
| Scraper, C. | A |
| Seitz, N. | A |
| Senninger, D. | B |
| Spore, J. | A |
| Stolz, L. | N/A |
| Strickland, S. | A |
| White, M. | OCE |
| Whitehouse, K. | B |

Wood Memorial High School/Wood Memorial Junior High School STAFF INTERNET POLICY

2017-2018 School Year

Introduction

Wood Memorial High School, Wood Memorial Junior High School, and East Gibson School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

*The East Gibson School District network is intended for educational purposes.

*All activity over the network or using district technologies may be monitored and retained.

*Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

*Students are expected to follow the same rules for good behavior and respectful conduct online as well as offline.

*Misuse of school resources can result in disciplinary action.

*EGSC District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.

*Users of the district network and other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Wood Memorial High School, Wood Memorial Junior High School, and East Gibson School District may provide internet access, desktop computers, mobile computers or tablet devices, video-conferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Wood Memorial and East Gibson School District will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, be appropriate, be careful, and be kind. Don't try to get around technological protection measures; use good common sense, and ask if you don't know.

Web Access

Wood Memorial High School, Wood Memorial Junior High School, and East Gibson School District provides its users with access to the internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit a site for district review.

Email

Wood Memorial High School, Wood Memorial Junior High School, and East Gibson School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with great care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. School-issued email is monitored and archived.

Social/Web/Collaborative Content

Recognizing the benefits collaboration brings to education, Wood Memorial High School, Wood Memorial Junior High School, and East Gibson School District may provide users with access

to web sites or tools that allow communication, collaboration, sharing, and messaging among other users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Wood Memorial High School, Wood Memorial Junior High School, and East Gibson School District may provide users with mobile computers or other devices to promote learning outside the classroom. Users should abide by the same Responsible Use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for education purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT staff. DO NOT attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express written permission of IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

Users should always use the internet, internet resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the internet without proper adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental/guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you are using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean or malicious. Don't send emails or post comments with the intent of scaring, hurting, intimidating, or threatening someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action up to possible expulsion, loss of privilege, and possible prosecution by authorities. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Limitation of Liability

Wood Memorial High School, Wood Memorial Junior High School, and East Gibson School District will not be responsible for damage or harm to persons, files, data, or hardware. While Wood Memorial High School, Wood Memorial Junior High School, and East Gibson School District Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function; it makes no guarantees as to their effectiveness.

Wood Memorial High School, Wood Memorial Junior High School, and East Gibson Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of the Responsible Use Policy:

Violations of this policy may have disciplinary repercussions, including:

- *Suspension of network, technology, or computer privileges
- *Notification to parents/guardians/appropriate authority agencies
- *Detention, Suspension, or Expulsion from school and school-related activities
- *Legal action and/or prosecution.

Expectations for a Classroom Teacher

1. Assessment
 1. EVERYBODY IS A LITERACY TEACHER
 2. Diverse Methods and Strategies
 3. Data Driven
2. Characteristics
 1. Maintains positive expectations for student success
 2. Manages the classroom environment in a positive aspect
 3. Designs Rigorous and Relevant lesson plans
 4. Expects Excellence of all Students
 5. Invests in their own personal development and well-being
 6. Models Expectations
3. Check For Understanding
 1. Utilize Diverse Methods and Strategies
 2. Avoid Trade and Grade
 3. Depth of Coverage – Wide
 4. Exit Tickets
 5. Higher Level Questioning (Bloom's) (Depth of Knowledge – DoK)
 6. Think Outside the Box
4. Classroom Management
 1. Guidelines are to be Precise and Concise
 2. Well Ordered Procedures
 1. How do we start the day?
 2. How do we end the day?
 3. How do we inquire?
 4. How do we transition from one activity to the next?
 5. Where do we look for homework?
 3. Be Consistent
 4. Students should be in the classroom for instruction
 5. Hold students Accountable
 6. Greet students at the door
 7. Utilize Bell Ringers
 8. Bell – to – Bell teaching
 9. Post Objectives
1. Cross - Curricular Strategies

1. The instructor is encouraged to work closely with their peers in order to identify opportunities for cross-curricular lesson administration.
2. The instructor should work to identify one opportunity per semester, at a minimum, for a cross-curricular lesson to be administered.
 1. Evidence is to be provided to the building principal for use with the instructor's annual evaluation.
2. Dress
 1. Professional
 2. Fridays will be used as Spirit Day or Blue Jeans
 3. Staff are expected to adhere to similar dress code as students with the exception of the above.
3. Engagement
 1. Hook (Get attention)
 2. Delivery Method
 3. Learning Strategies
 4. Lead with Technology
 5. Diverse Methods and Tools
 6. Relevant
4. Organized Lessons
 1. Individualized
 2. Rigorous
 3. Relevant
 4. Student – Centered/Led
 5. Aligned with established and approved Curriculum Map
 6. Linked to Standards
 7. Identified Objectives
 1. Objectives should be posted/explained to students at the beginning of each lesson/transition...etc...as identified by the instructor.
 8. Identified Content
 9. Identified Activities/Procedures
 10. Identified Checks for Understanding
 11. Planned Re – Teach/Remediation
 1. Identification of Mastery
 12. Aligned with Bloom's Taxonomy
 13. Planned Differentiation Approach
 14. Student-Centered Philosophies...le...Jigsaw..Problem Based Learning
 15. Reflection
5. Personal Development
 1. Collaborate and Share Best Practices
 2. Benchmark
 3. Owns personal development plan
 4. Utilizes video for reference, review, and learning
 5. Open to take risks
6. Reflection

1. 5 Minutes Daily (use the method that works best for your style)
2. What Worked?/ What Didn't?
3. Use Pertinent Data
7. Remediation
 1. Group Remediation
 1. Bell Ringers
 2. Journal Writing
 3. Re – work of Assessments
 4. Oral Review
 5. Games
 1. \$25K Pyramid
 2. Jeopardy
8. Principal Walkthroughs
 1. Informal
 1. Typically 5 – 10 minutes
 2. Observing...
 1. Engagement
 2. Lesson Flow
 3. Relevance
 4. Check For Understanding
 5. Positive Relationship Building
 2. Keep Teaching
 3. Observations will follow the approved evaluation handbook
 4. Educated Collaboration
 1. Teacher/Principal
 2. Request areas/items for observation and discussion
9. Wrap Up
 1. Keep It Precise and Concise
 2. Be Organized and Prepared
 1. BEGIN WITH THE END IN MIND ☺
 3. Seek First To Understand, Then To Be Understood ☺ ☺ ☺
 4. What do you want students to know?
 1. Teach It
 2. Assess It
 3. Evaluate It
 4. Re – Teach It
 5. Enrich
 5. Collaborate
 6. Lead with the Technology
 1. With Students
 2. With Peers

I _____ have read and understand all material found in the 2022-2023 Teacher Handbook.

Teacher Signature _____

Printed Name _____

Date _____

*Please turn into the principal's office