

Fort Payne High School

Faculty Handbook

The mission of the Fort Payne High School Community is to prepare and empower students for both college and career in a 21st century learning environment and to ensure students will become responsible and successful citizens, workers, and leaders in our community, city, state, and nation.

Fort Payne High School

201 45th Street
Fort Payne, Alabama 35967
(256) 845-0535

<http://www.ftpayk12.org>

ADMINISTRATION

Mr. Brian L. Jett, Superintendent
Mr. Patrick Barnes, Principal
Assistant Principal
Mr. Steve Sparks, Assistant Principal
Ms. Jackie Jennings, Assistant Principal

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FORT PAYNE CITY BOARD OF EDUCATION

2021-2022

Mr. Jimmy Durham, President	Term Expires June 2022
Mrs. Carolyn Martin Vice President	Term Expires June 2023
Mr. Neal Baine	Term Expires June 2024
Mrs. Sharon Jones	Term Expires June 2025
Mr. Randy Bynum	Term Expires June 2026
Mr. Brian L. Jett	Superintendent
Mr. Rocky Watson	School Attorney

FORT PAYNE HIGH SCHOOL FACULTY

Michael Banks	Physical Education
Valorie Barnes	Education and Training
Didi Barron	English
Gary Bell	Agriscience
Lori Bible	Curriculum Coach/Resource
Steve Black	Intro to TV Productions
Chris Boggs	History
Paige Boyer	Science
Terry Boyer	Science/Other
Jennifer Byrd	English
Jessie Caminiti	Speech
Richard Camp	Horticulture & Science
Vanessa Chappell	Science
Steven Chesnut	Mathematics
Sumer Chesnut	ELL/Intervention
Mary Crane	Mathematics
Paul Crawford	History/Drama
Terrell Davis	Law, Public Safety, Corrections, and Security
Chris Elmore	ISS/Football
Angela Evans	Mathematics
Lauren Everett	Art
Amy Fischer	Library Media Specialist
Jamie Fleming	History
Lee Freeman	Commerce & Information Technology
Jesse Gamez	Spanish
Jacen Garrett	History
Steven Goff	History
Jennifer Goggans	Mathematics
Shannon Goshorn	English/Science
Jessica Hayes	English
Brian Hechler	Mathematics
Laura Hill	English
Ashley Jackson	Dance
Kristy Jones	Special Education
Kala Kirby	Guidance Counselor
SFC Joseph Maks	JROTC
Dianne Matthews	English
Angie Maxwell	English
Joy McClain	Commerce & Information Technology
Jamie McClung	Robotics
Tammy Newman	Guidance Counselor
Brittany Owens	English
Nick Owens	Special Education

Shannon Pair	Commerce & Information Technology/Cooperative Education
Austin Panell	Driver Education
Ian Pask	Band/Music
Cole Peters	History
Selena Penton	Science
Carolyn Rowland	Mathematics
Mark Scott	Special Education
Anna Shugart	English/ACT Prep
Steve Sparks	Access/Resource/Assistant Principal
Stormy Stevens	Science
Rhonda Tate	Special Education
Selena Tarvin Penton	Science
Kim Traylor	Mathematics/ACT Prep
Brent Tinker	Physical Education/Weight Training
Amanda Varnadore	Guidance Counselor
Eric Varnadore	Health
LTC Walker	JROTC
Gary Wallace	Science/PLTW
Amanda Wells	Science
Cheri Williams	Hospitality & Tourism
Pam Wilson	Healthcare
Kenny Zarembo	Science/Sports Medicine

SUPPORT PERSONNEL

Erin Cagle	System Wide Social Worker
Vicki Chambers	Special Education Aide
Kelly Ellis	Library Aide
Kim Hardinger	Special Education Aide
Carol Hazell	Secretary/Bookkeeper
Kelly Horton	Special Education Aide
Kayla Magbie	Mental Health Coordinator
Genesis Salinas	EL Aide
Janet Thomas	Special Education Aide
Kelly Vezertzis	Secretary
Jeri Weatherly	Secretary
Karen Wright	School Nurse

SCHOOL MAINTENANCE/CUSTODIAL

Jerome Carter	Clemente Alonzo Juan	Jose Torres Reyes
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LUNCHROOM STAFF

Mary Darwin	Child Nutrition Worker
Joy Farmer	Child Nutrition Worker
Teresa Hicks	Child Nutrition Worker
Susana Orozco	Child Nutrition Assistant Manager
Marsha Phillips	Child Nutrition Manager
Raymond Stevens	Child Nutrition Custodian
Jessica Weisner	Child Nutrition Worker
Vicky Wolford	Child Nutrition Worker

School Colors

Black and Gold

SCHOOL MASCOT

Wildcat

ALMA MATER

On the city's northern border
Reared against the sky
Proudly stands our Alma Mater
As the years go by
Forward, ever, be our watchword
Conquer and Prevail
Hail to thee, our Alma Mater,
Fort Payne High, All Hail!

Fight Song

Hail to the Wildcats
Cheer them along their way,
Onward to victory
May they win again today.
We'll give a cheer for the Wildcats
Long may they reign supreme.
Shout till the echoes ring

For the glory of Fort Payne!

Fort Payne High School

Faculty Handbook

Foreward

The Faculty Handbook is designed to be used with the Board Policy Handbook and the Student Handbook. The administration stands ready to help you be as effective and efficient as possible in carrying out your professional duties. Please keep this handbook and the student handbook in a convenient place and refer to them for guidance.

Mission Statement

The mission of the Fort Payne High School Community is to prepare and empower students for both college and career in a 21st century learning environment and to ensure students will become responsible and successful citizens, workers, and leaders in our community, city, state, and nation.

Vision Statement

Because today's schools shape tomorrow's workforce, our vision is to create a community of life-long learners focused on continuous improvement.

Belief Statements

We believe students, parents, faculty, staff, and community members are accountable and responsible for advancing the school's mission.

We believe it is important for students to develop positive character traits which promote personal responsibility and accountability.

We believe all students can learn and must take an active and responsible role in the learning process.

We believe it is essential for students to attend school every day in a safe, secure, and supportive learning environment.

We believe it is essential for students to attend school every day in a safe, secure, and supportive learning environment where teachers have high expectations for all students and where students have an active role in their education through both extra-curricular and academic activities.

PHILOSOPHY

Quality education must develop a sense of social consciousness and civic responsibility in each individual, as well as a commitment from the community to the interest and needs of the individual, so that each person is equipped to live meaningfully, showing the development of a healthy work ethic, positive self-esteem, social and environmental consciousness, as well as adaptability to technological and artistic advancement through creative reasoning and expression.

Quality education must be provided by a faculty and staff that maintain a professional attitude by being loyal to the teaching profession, by practicing ethical standards, and by continuing professional development.

To achieve the purposes outlined in the philosophy, the Fort Payne High School Faculty and Staff should:

1. help students assume responsibility for effective participation in and perpetuation of our democratic society.
2. encourage students to develop emotionally, socially, physically, and mentally through participation in curricular and extracurricular activities.
3. help students develop creativity and competencies in learning skills and information gathering.
4. encourage students to use leisure time wisely.
5. encourage students to develop a respect for and an appreciation of the worth and dignity of each individual.
6. work to develop and maintain a positive school climate.
7. provide a curriculum which will emphasize basic and fundamental knowledge as an essential tool for living in a technological society.
8. instill in each student the desire to complete the requirements of the high school graduation program best suited to his or her needs by encouraging the view that education is a process that continues throughout life.
9. provide opportunities for students to serve the community and use community resources to enrich the overall program.

10. provide vocational and guidance programs which will meet the needs of students who end their formal education in high school.

DRUG-FREE WORKPLACE

The Drug-Free To Act of 1988, 34CFR Part 85, Subpart F requires that all school systems receiving direct grants from the federal government will maintain a drug-free workplace. It is unlawful for any employee of the Fort Payne City Board of Education to manufacture, distribute, dispense, and/or possess any controlled substance in any workplace owned by the Fort Payne City Board of Education. The range of discipline and procedure therefore will be in accordance with existing Alabama state statutes governing employees of school boards. Each employee is required to sign a "Drug-Free" statement as part of being employed in the district. Please return your signed "Drug-Free" statement to Coach Sparks.

POLICIES AND PROCEDURES

ARRIVAL AND DEPARTURE

School is in session from 7:45 a.m. to 3:12 p.m. All teachers are to be signed in and in their classroom by 7:30 a.m. Teachers are to sign and sign out daily using the Frontline Time Clock platform.

The normal school day ends for teachers at 3:30 p.m. except for the teacher assigned to Bus Duty. Teachers are not to leave campus for any kind of appointment unless cleared by the Principal or the Assistant Principal. If you have to leave for emergency reasons, please contact the administration so arrangements can be made to find a substitute.

ASSEMBLIES

Teachers and students are required to attend all assemblies for which there is no charge. For assemblies with an admission charge, students have a choice between going to the assembly or remaining with a teacher. Teachers may combine students for supervisory purposes in order to allow other teachers to attend an assembly. Under no circumstances are students to be left unsupervised.

LUNCH

All teachers are required to go to the lunchroom during the lunch period with your students if you have students in class.

ATTENDANCE

Each teacher is required to mark attendance using PowerSchool. Attendance should be taken during the first 15 minutes of each class period. Only teachers are to mark attendance. Teachers are accountable for keeping correct attendance. Correct attendance establishes the basis for our average daily attendance on which state monies are allocated. Failure to properly record attendance costs us state money. If a student is present in your class and is marked absent please notify the office. If a student is not present in your class and is not marked absent notify the office.

AUDIO VISUAL MATERIALS

Teachers are responsible for previewing the content of all audio visual material BEFORE being viewed by students. Under no circumstances are students to be shown inappropriate audio visual materials. If there is any question as to the appropriateness of material, please ask for the advice of the Principal.

BOOK ASSIGNMENT SHEETS

Each subject matter teacher is to keep a list of all books assigned to students. The list is to contain the name of the class, name of teacher, name of the student the book is issued to, condition of book, and the date. Book assignment sheets are to be turned in to the office at the end of the school year.

BOOKKEEPER

All school funds are to be deposited with the school bookkeeper the day they are collected. Under no circumstances are teachers to hold money! A deposit slip, a money envelope, and the student receipt book (MONEY FOLDER) should be turned in to the bookkeeper each time money is brought to the office. Students should not bring money folders to the office.

BUDGETS

The sponsor(s) of all classes, clubs, and organizations (including athletics) are required to submit a budget to the Principal no later than May 30th of each school year. The budget should contain sources and amounts of expected income as well as projected expenditures. The financial record and budget from the previous year will provide a basis for preparation of the budget. Ask the Principal for assistance. The InterClub Council will assist clubs and organizations in adhering to the Board Policy on Student Clubs, Organizations and Activities. (p. 61, Board Policy Book). All budgets are to be reconciled each May before school dismisses for the summer.

DISCIPLINE

Teachers are expected to set reasonable standards of behavior for students in their classroom. In order to have consistency, all classrooms will have a copy of Classroom Courtesies and Consequences as well as Guidelines for Success posted in each room in a prominent place. These simple rules provide us with a uniform procedure for dealing with some of the more minor, but highly irritating disciplinary infractions. The administration will support the faculty as far as possible in teacher-student conflicts. However, be cognizant of Board Policies and do not back yourself into a corner. Remember that students react to situations, not necessarily persons. When a disciplinary situation develops, teachers need to react to the student's problem, not the student. Do not let students transfer their problem(s) to you.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action (Consequences), by making a personal call to the student's parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or the assistant principal. Failure to bring notebook, pencil, books or required materials and equipment to class, failure to do homework, or failure to do work in class are not cause for disciplinary referrals (unless it is excessive); however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits. Teachers are encouraged to react early and not wait until they are completely frustrated by a student's constant negative attitude.

Use the Discipline Notice to communicate with the administration concerning discipline problems. Be sure that the situation is accurately coded, described (exact words used by student), and grammatically correct. If you need additional space other

than what is provided on the Discipline Notice, please attach a sheet of paper. You will receive the pink copy of the Discipline Notice form with an explanation describing the action taken by the administration. In all discipline situations, it is vital that you maintain consistency as to what you expect from your students.

The best way to prevent discipline problems is to be prepared each day to teach a worthwhile lesson! Each faculty member is encouraged to review the Board Policy concerning corporal punishment. Please refer to File: JDA in your Board Policy Book. Do not use corporal punishment as the first disciplinary action, but as a last resort. Always give a student a choice. When administering corporal punishment be aware of your strength and NEVER, NEVER paddle in anger. Corporal punishment is never to be more than 3 licks, and must be administered by a certified teacher of the same sex as the student being punished.

BULLETINS

The "Fort Payne High School Bulletin for Students" will be published daily. All information is to be sent to Mrs. Vezertzis by 7:30 a.m. for inclusion on the daily announcement and on the school website.

DUPLICATOR AND COPIER

A duplicator is available for staff in the faculty workroom. Staff members are encouraged to plan ahead for machine use.

EMPLOYEE APPAREL GUIDELINES

The expectation of all Fort Payne City School employees requires good grooming and personal appearance. Employees are expected to dress in such a manner to ensure their health and safety. Grooming and dress must not constitute a distraction or interfere with the educational opportunity of students. Unless otherwise specifically stated or addressed, rules and regulations contained in the Employee Apparel Guidelines apply to normal school hours; however, such guidelines may be enforced at any school function or activity where the wearing of such dress is not appropriate for the type activity or is determined to be potentially disruptive or dangerous.

Employees are expected to comply with the following guidelines:

1. Employees must be neatly dressed, clean, and well groomed.
2. Foot apparel must be worn.
3. Hair must be worn in such a way that it does not impair vision and is not considered unsafe or hazardous. Hair coloring should not be distracting to the educational environment.
4. Clothing must not include pictures, writings, symbols, etc. promoting, acknowledging, or suggesting drugs, tobacco products, alcohol, sexual activities, gangs, groups, individuals, or activities that would be considered dangerous, disruptive, or hazardous to others, or to the school environment.

5. Athletic shorts may be worn that are consistent with the intent of these guidelines by physical education teachers in physical education classes, but are not to be worn to other academic classes. If shorts are worn as professional attire they should meet the knee length requirement that is placed on student attire.
6. Mini-skirts, short shorts, athletic shorts, and sweat pants are not acceptable as regular classroom attire.
7. Appropriate dress for employees must be worn that does not reveal the body in an inappropriate manner, e.g., clothing must not be too tight, too short, too low cut, bare at the midriff or sides. Sundresses, off-the-shoulder tops, spaghetti strap tops, halter tops, sheer or see through clothing, and clothing with holes may not be worn.
8. Hats, caps, bandannas, and other head coverings are not to be worn in school. Sunglasses are not to be worn in the school. Physical Education Teachers, Coaches, Maintenance Department Personnel, and Bus Drivers are excluded.
9. With the approval of the Principal, employees in school-sponsored activities may dress in a manner that does not conform to the dress guidelines only for the purpose of the activity.
10. As employees of the Fort Payne City School System we are all publicly funded support and certified employees and we should dress accordingly, which means appropriate for our profession.
11. All FPCS faculty and staff will be required to wear a face covering when they cannot maintain a social distance of six feet.

This apparel guideline applies to all employees, unless exceptions are granted due to an employee's disability, medical condition, or other exceptions approved by the Principal or immediate supervisor. The Principal or immediate supervisor or his/her designee has the authority to determine inappropriate dress and violations of the guidelines. Any employee violating the apparel guideline may be asked to return home for appropriate dress. If the problem persists the Superintendent will be notified by the Building Principal.

EVALUATION

Teacher evaluation for the school year will be based on classroom observations by the principal and the assistant principal, adherence to school board policies and adherence to faculty handbook policies. Teachers may expect formal as well as informal visits from the administration.

FACULTY MEETINGS

If you cannot attend a faculty meeting for any reason, you must notify the Principal in person on the day of the meeting. Please do not schedule conflicts unless there is an emergency. It is your responsibility to collect and complete any forms/tasks given out or discussed at the faculty meeting. Make-up faculty meetings are held at 7:15 a.m. on the morning following a regular faculty meeting. You must attend the make-up meeting if you missed the regular meeting.

FACULTY AND STAFF ATTENDANCE

Regular attendance by the faculty and staff is important to the instructional progress of the school. Even though good plans are left by you, and a good substitute is employed, the quality of instruction is not as high as when the regular teacher is present. You are encouraged not to abuse your sick days. If you are absent three (3) or more consecutive days, you must have communication with Mr. Barnes or an assistant principal explaining your situation.

When it is necessary to be absent, you must log into the Frontline Education Absence Management System prior to the date of your absence, in the event of an emergency, please access Frontline no later than 6:00 a.m. on the day of the absence. Please contact Mr. Barnes or a school administrator to advise them of the situation at hand. The earlier you call the Frontline Education Absence Management System, the better the possibility of obtaining a substitute. Just because you receive a job number does not mean you have a substitute. Make sure that your sub folder is updated and left in your classroom easily accessible to your substitute. Please note, if you show up for work without cancelling your substitute and he/she is present, the substitute will remain in your position for the day.

Faculty members are required to use the Frontline Time Clock Platform on a daily basis. This is a requirement mandated by the Fort Payne City School Board of Education. If the system does not acknowledge your log-in, please notify Mrs. Hazell. Time sheets should be posted weekly. Be sure to punch the clock once in the morning and once in the afternoon. Information submitted on the Monthly Service Report will be gathered from the Frontline Time Clock platform.

FIREARMS

The United States Congress recently passed the Gun-Free School Zones Act of 1990. This law prohibits the possession of a gun in a school zone or the discharge of a gun in a school zone. A violation of this new federal law could result in a federal felony conviction with the possibility of a \$5,000.00 fine and/or five (5) years in a federal penitentiary.

The law contains certain exemptions that do not totally prohibit the possession of guns in a school zone but, clearly, this law may help us maintain discipline and prevent tragedies.

FUND RAISING

It is sometimes necessary for clubs, classes and organizations to conduct fund raising activities. However, these activities need to be limited as there is only so much the community can tolerate. Any club, class or organization must secure fund raising approval from the Principal BEFORE undertaking a fund raising campaign (do not give verbal or written consent before Principal's approval).

Students are not to be forced to participate and in the case of scheduled classes, teachers should get permission from parents for their student to participate. Fund raisers are to be carefully monitored and students are to be receipted for money turned in to the teacher in the teacher's receipt book issued from the office. It is also advisable to have a detailed list as to what each student is given to sell.

GRADING AND TESTING

Teachers are to follow the procedures for grading and testing as outlined in the Board Policy Handbook, File: IHA. Mid-session reports will be sent home by students on the dates listed on the official school calendar. Mid-session reports will be printed in the office and returned to the homeroom teachers for distribution.

Grades for each nine week period (session) shall be computed by evaluating the scores on nine or more learning activities (the majority of which will be written examinations), which will include an end-of-session examination (this examination may be exempted by eligible students).

It is highly recommended that teachers be prepared to show completed assignments and test results to parents when requested. Always keep the previous term of each student's work on file. This is an excellent way to communicate with parents as to how they can help their student at home. Teachers should keep a current copy of their grade- book and keep in a safe location.

Grade book categories and weights should be standard across each core subject area. However, it is recognized that differences exist among teachers regarding expectations of what each student should demonstrate for content mastery. The following are considered minimum guidelines for teacher grade books:

- Major assessments: exams, tests, projects, long-term assignments
- Minor assessments: class activities, quizzes, short-term assignments

	Major Grade %	Minor Grade %
English	60%	40%
Honors English	70%	30%
History	60%	40%
Honors History	70%	30%
Math	60%	40%
Honors Math	70%	30%
Science	60%	40%
Honors Science	70%	30%

- Each teacher should document in PowerSchool a minimum of 5 major assessments including the 9 weeks exam per 9 weeks grading period.
- Each teacher should document in PowerSchool a minimum of 9 minor assessments per 9 weeks grading period.

Teachers are reminded of these points in the area of student evaluation:

1. Grades can be used to motivate.
2. Individual differences among students are basic to any evaluation.
3. Grades are "measures of learning" and not "hurdles."
4. Discipline is not a part of grading.
5. Grades indicate classroom participation, tests, reports, examinations, notebooks, outside reading, projects, etc.
6. A valid question in grading is--has the pupil grown (matured)?
7. The purpose of the subject taught should be an important part of the grade.
8. Grades are part of a learning process that includes review, testing, remediation, and a variety of procedures, methods, and processes.
9. Teachers should evaluate each major grading period by making a grade distribution chart and make plans to reduce any failure rate over 7%.

All mid-session, grading period, and term grades will be recorded numerically. These numerical averages will correspond to the following scale:

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

GRADE BOOK

- Each teacher is required to keep class grades up to date in PowerSchool
- Grades should be up to date on Monday for the previous week.
- Each teacher should keep a hard copy of their grade book.

- A hard/digital copy of your teacher grade book will be required to turn in to the administration on the last day of school.

SEMESTER EXAMINATION POLICY

Please see Board Policy, File: IHAA Students in grades nine through twelve will be required to take semester exams in all English, Math, Science, History, and Foreign language courses. An exception to this rule will be for seniors during the second term. During the second term, seniors who have a “B” average or higher may elect to exempt all semester exams in the courses listed above.

Semester exams will not be given in any course not listed above. An exception to this rule may occur in college/high school dual enrollment courses. College course requirements may require semester exams.

Semester exams will count as 15% of the total grade in the courses in which a semester exam is required.

EXEMPTION OF END-OF-SESSION EXAMS

The additional points given for Honors and Advanced Placement courses will not be used in calculating the session average prior to taking the End-of-Session Exam.

Seniors with no more than two absences or two tardies to school, at the time of the request, will be given one Field Trip Exemption per term in order to visit a college. Proper documentation must be obtained from the college as proof of the visit (i.e. a note from the college business office or registrar). The principal has the authority to grant additional visits to colleges on an as needed basis. These additional visits shall include special situations concerning requests from colleges (academic and/or athletic scholarships where students are required to visit the campus).

Students who exempt exams are not to be on campus during the administration of the exam which they have elected to exempt. The principal has the right to grant a waiver to this clause on a per need basis.

TERM EXAMS

If possible, athletic events or extracurricular activities should not be scheduled on any night preceding term tests. Please plan in advance so as to avoid placing undue hardships on students preparing for term tests. The term test schedule will be prepared by the Principal and will include the last four days of school each term.

DAILY LESSON PLANS

Daily lesson plans are a guide to your instruction, as well as a record of content taught. A model lesson plan format is available on the public network in the “2021-2022 Daily Lesson Plan Template Folder”. Daily lesson plans will be completed and submitted on Monday morning before the start of school for the upcoming week to Mrs. Bible. Daily lesson plans can either be turned in electronically or a hard copy and will be stored for documentation replacing the plans turned in at the end of school.

Teachers should continue to place daily objectives in the current Learning Management System. Plans will be reviewed weekly and during observations and drop-in visits.

EMERGENCY LESSON PLANS

During the first week of the school year, all teachers must prepare a set of emergency lesson plans that provide sufficient work for three days of classes for each of the courses taught by the teacher. These plans are submitted directly to the teacher’s department head. These plans will not be used in place of current substitute lesson plans, but will be reserved for use in an emergency. However, all teachers must be sure to update or replace these plans as needed to accommodate changes in semester courses and relevance of materials.

Some suggestions for emergency lesson plans include articles with pre-reading and/or post reading activities, or an educational video with follow-up questions. The emergency lesson plan should indicate where to find all needed materials. If monitors and videos cannot be accessed in your absence, select another kind of activity. It is important that these lesson plans allow students to work independently, with a minimum of instruction from the substitute teacher.

PACING MAPS AND CURRICULUM GUIDES

Instructional pacing maps and curriculum guides are documents for teachers to show the flow of instruction for each course. The pacing maps should provide what specific ALCOS Standards/Objectives will be taught and what the corresponding time required to teach the material. It is crucial that department members discuss and revise pacing guides so that every teacher who is teaching the same class knows where his/her class needs to be before 9 weeks exams are given.

Department teams should meet periodically throughout the year to review pacing maps and curriculum guides for each subject area. Guides should include the ALCOS

Standards/Objectives to be covered during each grading period for the subject areas you teach. The ALCOS Standards/Objectives covered during the grading period should be noted on each daily lesson plan.

PARENT-TEACHER CONFERENCES

The administration encourages Parent-Teacher Conferences as a means of helping students academically and with disciplinary problems. A member of the administration (Principal, Assistant Principal, or Guidance Counselor) is always ready to be part of any scheduled meeting with a teacher(s) and parent(s). Teachers will need to make a minimum of 1 parent contact per 9 weeks for each student who is failing your class. Each contact should be document on the communication log provided.

PROFESSIONALISM

As teachers and administrators we have certain areas in which we need to exhibit professional behavior; the classroom, execution of teaching duties, relationships with colleagues and relationships with the community. We need to treat our students with respect, positive comments and not cynicism. Required reports and records should be accurate and completed on time. We need to be acutely aware of the harmful effect we could have on students and/or colleagues by careless remarks made in public. As public employees, people do listen to what we say.

Teachers' lounges are wonderful for relaxing for a few minutes, but become areas of destruction when used to criticize, downgrade, or verbally assassinate students or colleagues. By being positive, cheerful and supportive, we can all work together to successfully complete an extremely complicated, difficult, and sometimes frustrating job. We need to listen, listen, and learn, learn, learn.

Professional Ethics

1. Never allow a student to criticize another teacher or student in your presence.
2. Any teacher has the authority and the duty to correct any student at any time in school.
3. Be thoughtful and helpful with new or substitute teachers.
4. Insist on a respectful manner in speaking to, or of teachers, principals, and other adults.

5. Loyalty to your profession and colleagues is highly desirable but loyalty to the school is a "must."

PROCEDURE FOR PURCHASING

Purchasing will be done by purchase order or purchase card only. Purchase orders must be completely filled out, assigned a P.O. number by the bookkeeper and signed by the Principal before being mailed, phoned in or faxed. Be sure to include your name in the shipping and billing instructions. We will not be responsible for paying for purchases made without a purchase order. Under no circumstances are students to charge anything with local vendors without working through a sponsor.

RtI MEETINGS

The Problem Solving Team (PST) will meet regularly as needed to monitor progress. Those meetings will be scheduled according to planning periods and after school. Teachers are responsible for maintaining their students' progress monitoring data, documenting parent notification, and completing required forms.

RESPONSIBILITIES OF SUBJECT MATTER TEACHERS

1. Stand at the door of the classroom between class changes to help monitor behavior.
2. Check the period attendance and mark on PowerSchool at the beginning of each period.
3. Keep a current copy of your classroom gradebook in a safe place.
4. Prepare delinquent fee list (where applicable) and turn in to the school bookkeeper at the end of each term.

PREPARATION FOR SUBSTITUTE TEACHERS

The following items must be available to your substitute.

1. A concise lesson plan
2. A class roll
3. Seating chart if applicable
4. Substitute teachers are not responsible for conducting any duty before or after school. Teachers should plan to make arrangements to cover any duty they have on days they are absent.
5. Other considerations that may aid your substitute

- a. Make it clear to your students what you expect of them in your absence
- b. Include in your lesson plans any special instructions concerning care or equipment, supplies, and any student who may need special attention due to an illness.

Parent/Student Communication/Webpage

Schoology

Schoology is the official Learning Management System (LMS) used at FPHS. Daily objectives and assignments are to be posted within courses inside this Learning Management System.

Website Pages

Teachers will not be utilizing classroom website pages. Coaches and club sponsors will maintain a website page.

Remind

Coaches and club sponsors will use Remind to communicate with athletes, club members and parents rather than using a personal phone number when texting.

School Email

The school email should be used any time school-related communication is necessary with students or parents.

TOBACCO See Board Policy File: JCD

Thank you for not smoking, dipping or chewing when students are under your supervision. As the state requires teachers to teach students about the harmful effects of tobacco use, it is appropriate that faculty members do not use tobacco products while supervising students during or after school hours.

TELEPHONE

If any long distance telephone calls made for classes, clubs, or organizations must be properly logged in order to charge the appropriate account.

PROPER PROCEDURE FOR TRANSPORTING STUDENTS

*** All out of state travel requests must be to Mr. Jett in writing 6 weeks before the date of the trip. All out of state requests must be approved by the principal and the Fort Payne City Board of Education.

Fort Payne City Schools

Travel Guidelines for Student Athletic, Academic Teams, or any other activity that involves student transportation

1. It is the position of the Fort Payne City School System that students be transported to and from school and school related events in the safest manner possible. Situations where students will not be transported in school buses will be strictly limited and must be approved by the Superintendent of Education.
2. Transportation regulations for Fort Payne City Schools require that student-athletes or academic team members travel to and from contests/competitions with their team when transportation is provided or arranged by the school. Exception: Parents may only transport their own student athlete or academic team member to an athletic contest/academic competition or practice when they have permission of the Coach/Sponsor and Principal/Athletic Director. Parents cannot transport student athletes or academic team members of which they are not the custodial parents.
3. All members of athletic or academic teams are expected to travel to out of town games on school provided transportation (Fort Payne City School buses or approved Charter Bus Agencies). This includes games or competitions involving other area schools on days when school is in session, regardless of the time of departure.
4. A student-athlete will not be permitted to drive his/her own vehicle or to transport other students to and from his/her athletic contest.
5. Outside the school day, when playing a local school, the coach may elect for the team to meet at a designated time at the away school. It is the individual parents' responsibility to ensure safe transportation to and from the site for their child when school arranged transportation is not provided. Parents may only transport

their own children to such events. *If this method of transportation is used, permission of the Superintendent and Building Principal must be requested in writing and have their signed approval. This method of transportation should always be viewed as the exception and never the rule!*

6. Sponsors and/or Coaches that are certified employees of the Fort Payne Board of Education can transport students if the following criteria is met:
 - a. Hold a valid Alabama Teaching Certificate and are employed by the Board of Education as a Teacher and Coach/Sponsor of the specific team
 - b. Have a valid Alabama Driver's License (Copy must accompany the trip application)
 - c. Provide a copy of their comprehensive and liability automobile insurance to the Principal/Athletic Director to be kept on file
 - d. The Driver's name, vehicle identification information, and insurance cards must all match
 - e. There must be a seat belt for every passenger
 - f. Have signed consent forms from the parents of the involved students
 - g. Have signed permission to travel in a Sponsor/Coach's vehicle by the Building Principal and the Superintendent

Fort Payne City Schools
Student Travel Request

Sponsor's Name _____
Affiliation _____

Full description of the request and rationale for using a personal vehicle for student transportation:

Vehicle Model and

Make _____

Vehicle registration # _____

Does the vehicle have seat belts for all passengers? Yes or No

Insurance Company _____ Limits of

Liability _____

Medical Limits _____ Uninsured motorist

coverage _____

Approved _____ Disapproved _____

Principal _____

Date _____

Approved _____ Disapproved _____

Superintendent _____ Date _____

Transfinder Le (Field Trip Software)

The Transfinder LE software will allow you to complete a field trip application online. After the field trip application information is entered online, you will press the submit button at the bottom of the page. As soon as the submit button is pressed, an email will be automatically generated and sent to your principal. Your principal will then be able to view your field trip application online and either approve or disapprove the field trip.

If your field trip is approved by your principal, then an email will be generated and sent to Mr. Cunningham. Mr. Cunningham will then either approve or disapprove the field trip. After Mr. Cunningham has either approved or disapproved your field trip, you will receive an email to let you know the status of the field trip. You can also log on to the Transfinder LE website and view the status of your field trip at any time.

All field trips need to be entered into Transfinder at least (5) days prior to the scheduled trip. Do not wait until the last minute or you may not get a bus for your trip.

To get to the Transfinder LE website follow these steps.

1. Click on my computer on your desktop.
2. Go to the public folder on the server.
3. Scroll down toward the bottom of the list and click on the Transfinder folder.
4. You can access Transfinder by clicking on this link. You can also make a shortcut for your desktop.
5. The shortcut on your desktop needs to be updated at the beginning of each school year.
6. You cannot access Transfinder from your home. You must be on a school computer, to access the server Transfinder is located on

After you type in the website, you will see a log in box. You will type your user name (your first initial + your last name) ex. cbible.

You will then type your password (your first initial + your last name) ex. cbible. Then click on login.

After you get used to the Transfinder LE program, Dr. Crowe can change your password to something easy for you to remember. Just email the password you would like to use for your login to Dr. Crowe. She will change it for you.

After you log in be patient- it may take several seconds for Transfinder LE to become active. You will then get a message that welcomes you to Transfinder LE. You may then begin using the program. There are two options on the right hand side of the screen. You have the option to request a field trip or view a field trip on the right hand side of the screen. Click on “request a field trip” and the field trip application window will open. You may now begin filling in the required information on the field trip application. The following information will be required on the application before the field trip can be submitted.

Name= name of trip

School= school students attend

Department= name of bus driver (if you do not have a bus driver choose NONE)

Activity=sport or group requesting the field trip

Account/Billing/Budget Code= do not put anything here-leave blank

Depart Date= date you are leaving

Return Date= date you will return

Destination= name of town (and state if applicable)

Contact= list name of person in charge of trip

Phone= list cell phone of person in charge & other numbers if available

Notes= list information regarding if the team/group will be staying overnight, you can also request underneath storage (if needed) in this notes section

Street= list destination street address

City= list destination city

Zip= list destination zip

Depart from school= name of school departing from

Notes/Directions= list the time you plan to pick up the bus at the transportation office

Equipment= choose one of the following options (chartered bus, school bus)

Classification= choose school bus if you are requesting a school bus. If you are using a chartered bus for this trip, you will need to go to the website listed below and see what the safety rating is for the chartered bus company you are planning to use. The website is www.safer.fmcsa.dot.gov. After you go to the website, click on the company snapshot (under FMCSA searches). You must then enter the name of the bus company in order to get their safety rating. After you have determined the bus company’s safety rating, you will enter this information in the blank beside “classification”- there are four options under the classification drop down box. If you are not using a chartered bus you will choose school bus. If you are using a chartered bus then this is where you will indicate the safety rating for the bus company you plan to use. You will choose one of the following options for a chartered bus- chartered bus w/no safety rating, chartered bus w/satisfactory safety rating or chartered bus w/unsatisfactory safety rating.

If you plan to use employee vehicles, you must first submit paperwork to your principal & Mr. Cunningham for approval. You must have their written approval, on the new forms that were approved July 2013.

Number of students= list number of students that will ride the bus

Number of wheelchairs= list # of wheelchairs needed

Number of Adults= list # of adults that will ride the bus

Number of vehicles= list the # of buses you are requesting

Estimated Miles, Estimated Hours & Estimated Cost= are not required fields (you can leave these blank)

When all blanks on the online application are complete, you can then click the submit button at the bottom of the page.

If you click on “view field trip”- you will see all previous field trips you have submitted. You can verify whether or not your field trip application has been approved and what stage of the approval process it is in. The approval process includes the principal, superintendent and transportation supervisor.

In order for the field trip application process to be complete- you must still either fax or bring a copy of the student roster, adult roster and your driving directions to the transportation office before you will be issued a bus. This can be done when you submit your application or no later than the day of the field trip.

If you have any problems using the Transfinder LE software, please email Dr. Crowe.

**The map-it button at the bottom of the page does not work due to our software firewalls.

Revised 07/25/18



Fort Payne High School Faculty Handbook Acknowledgement and Receipt 2021-2022

My signature below indicates that I have received the Fort Payne High School Faculty Handbook, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date