

Breckenridge Schools

Instructor Guidelines

2022-2023



Tradition    Pride    Excellence

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Superintendent of Schools  
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### Discipline Suggestions

1. Be familiar with the Student Handbook and its guidelines.
2. Do not smile the first two weeks or the last two weeks of school.
3. The old adage that you can always get easier but can never get harder is true and should be applied.
4. Make reasonable classroom rules, post them, and then follow them to the letter in a consistent and fair manner that is in line with the Student Handbook. **Review your rules with the administration prior to the first day of school. A copy of class rules and procedures needs to be on file in the office prior to the first day of classes.**
5. Respect is something that you have due to your position. It is something that you retain through your actions. Students do not respect an instructor that cannot control a classroom. If students are sent out for actions that are best disciplined in the classroom, respect is lost and will never be regained. The administration will not be the disciplinarian of your classroom.
6. The Student Handbook will govern all discipline. Therefore, classroom rules shall not deviate from the Student Handbook its guidelines or definitions. Individuality amongst instructors in administration of discipline, as outlined in the Student Handbook, is strongly discouraged. Consistency as a faculty in disciplinary matters is essential for equitable administration to each and every student.

### Disciplinary Procedures

1. When a student is uncooperative to the point that your class is being disrupted or when a student committed a minor offense habitually, you need to fill out a Student Disciplinary Referral.
2. On the Referral state what the student did. Do not be general, be specific. Be wise in your choice of words. A copy of your Referral will be sent home. *Do not put your recommendations for punishment on the Referral.*
3. Call the office to let the administrator know that a student is being sent.
4. Follow up with the administrator at the earliest possible time.

## Public Relations

Instructors are instructed to report all honors, awards, or recognition they, their class, or student(s) receive to the principal. LET PEOPLE KNOW THE GOOD JOB YOU ARE DOING. Class updates may be placed in the Bulldog Bark monthly.

## Building and Maintenance

Notify the principal of any facility problems that need repair, removal, or attending to for the safety and welfare of staff and students.

## Discrimination Prohibited

No person in the district shall, on grounds of sex, race, color, religion, handicap, or natural origin, be denied benefits or in any way be discriminated against by the Breckenridge School District or its employees in the performance of their duties. The district shall be an equal opportunity employer.

## Child Abuse Reporting

State law requires certified school employees to report any and all instances of child abuse (suspected or real). Child abuse is defined as any non-accidental physical injury to a person 18 years of age or under resulting from acts of omission by parents, guardians, or persons legally responsible for the child.

Staff members reporting abuse may do so at the Hotline 1-800-392-3738. You may also notify the Superintendent to place the call. Any staff member who reports abuse is required to notify the administration. This will prevent unpleasant surprises.

## Mail

Each instructor has a mailbox located in the office. Please check your mail daily.

## Packages

When you receive packages you need to mark your invoice as received by dating and signing. A copy needs to be made. You will keep one for your records and the principal will receive one, which will be forwarded to Central Office for disbursement of funds.

## Call List

You will receive a copy of the school call list shortly after school begins. This list will act as a communication chain in case of cancellation of school. It will also be used in case of emergencies when instructors need to be notified.

Cancellation or early dismissal of school due to inclement weather or other emergencies will be decided as soon as practical by the superintendent. A call tree will be used to

## Confidentiality

It is the duty of every staff member to maintain and protect confidentiality. Do not talk to people who do not have a “need to know” about items that need to be confidential. Items such as grades, student problems, and student placements should not be discussed.

## Preparation for Substitute Instructors

Each instructor will prepare a folder in the event of a sudden illness. The folder should be permanently placed in the desk where it is easily accessible if needed. The folder should contain:

1. A class schedule including the bell schedule
2. An explanation of lunch time and procedure and any supervision duty
3. An explanation of disaster drills
4. A seating chart for each class
5. An explanation of the daily classroom procedures and location of the grade book, attendance book, and lesson plan book
6. A list of items that could cause a problem.
7. An explanation of the Discipline Referral

**DO NOT LEAVE A SUBSTITUTE UNPREPARED. LEAVE WORK FOR TWO DAYS FOR EACH DAY OF ABSENCE.**

|                           |
|---------------------------|
| <b><u>SUPERVISION</u></b> |
|---------------------------|

## Classroom

Instructors are legally responsible for all students in the classroom and those outside the room that are assigned to that instructor. This is one of the greatest areas of school liability. An unsupervised incident in a classroom is not defensible in court. **DO NOT LEAVE STUDENTS UNATTENDED.** If you need to step out of the room for an emergency contact the office or a neighboring instructor so that your students remain supervised. Do not leave class to get a drink or snack. This needs to be done during class changes and on conference period. Be in the room at the BEGINNING of the period.

**Students are to remain SEATED until released by the instructor. This includes dismissal last period. It will be considered a lack of supervision or class control if students are allowed to be out of the doorway prior to dismissal in any period.**

Instructors **do not** have the authority to release a student from the building. Only the administration may release students and will have parental permission before doing so.

Instructors are responsible for the cleanliness of their rooms. It is your responsibility to make sure that the students clean up after themselves. Rooms will be swept each day and

## Activities outside the Supervisory Area

No classes shall be held outside of the immediate supervisory area without approval from the administration. This is to insure that the office can account for all students in case of emergency. Field trips need to be approved at least one week prior to the trip. Distance to travel will be a consideration of approval. Instructors shall leave a list of students attending field trips with the office and also place a copy in each instructor's mailbox.

|                          |
|--------------------------|
| <b><u>PROCEDURES</u></b> |
|--------------------------|

### Daily Announcements

Each instructor will receive a sheet of daily announcements via e-mail. These are to be read to your first hour class each day. The administration will also communicate via e-mail; therefore instructors should check e-mail several times during the day. A hard copy of the daily announcements will be posted in the office.

### Grades

Instructors are required to present quarter/ semester grades to the office within 48 hours of the end of the term (excluding weekends). Deficiencies notices will be mailed at mid-quarter each quarter. Deficiencies should be sent for student work in the deficient or failing ranges. Deficiencies should also be sent for any area of the students' performance that is under below standards that the instructor has set. Deficiencies may be sent at any time that the instructor feels it necessary to contact parents/ guardians. Quarterly grade sheets will be placed in each instructor's mailbox. Deficiency notices will also be placed in the mailboxes, or can be acquired through the office. Computerized grade checks will be sent out every two weeks with all students.

### Keys

Each instructor will be issued keys as needed. These keys are checked out to each instructor. In the event that keys are lost, the principal should be told immediately. Keys are a responsibility to be taken seriously. Costs associated with correcting security issues due to loss may be charged to instructors. Keys must be checked in at the end of the school year. If necessary, they can be reissued for summer programs.

### Locking Doors

**Classroom doors are to remain locked at all times.** This is to insure that students may be protected immediately in case of a lock down for any occasion which necessitates it. Doors should remain closed and locked if the instructor is not in the room. Students should not be allowed into a room without an instructor present.

## Student Tardiness

Any student who enters the room after the tardy bell has stopped ringing, or any student who loiters in the room after the tardy bell has stopped ringing shall be issued a tardy by the instructor. Tardies should also be issued to students who have to return to their lockers to retrieve items that are necessary for class. **Students should not be held in one class by an instructor without providing written notice to the next hour's instructor.** Instructors will make a note in their attendance book for each tardy. A "T" should be placed on the appropriate date in the attendance book to denote a tardy. If a student receives a **second** tardy in a quarter, he/she should be sent to the office with a Discipline Referral stating this. This procedure will be followed for each subsequent tardy for the remainder of that quarter. Tardies are accumulated on a quarterly basis.

## Hall Passes

Releasing students from direct supervision into the hall does not preclude an instructor from liability for that student. Any student in the hall will have a hall pass issued by the instructor or will carry an instructor signed planner. Students must check out of classes through the instructor. It is recommended that instructors use great scrutiny when allowing students out of class. Students will become habitual if allowed to do so. Students will sign, date, and time a sign out sheet each time they leave a room. In the event of vandalism, theft, etc. sign out sheets will be scrutinized by the administration so possible perpetrators can be identified.

## Electronic Devices

Students are not allowed to use cell phones or other electronic devices during the school day. Electronics should be confiscated immediately and turned into the office. The discipline code covers this area in detail. Many students will keep electronics in the front pocket of "hoodies", so this should be watched carefully.

## Lunch

Instructors are to stay on-campus for lunch. It is recommended that you escort your class to lunch the first week of school (HS). Instructors may eat in the lounge or the cafeteria. School lunch will cost \$1.85. Teachers will have one week of lunch supervision on a rotational basis.

## Master Schedule

A master schedule will be kept in the office for all activities scheduled in the high school, both on campus and off. Dates must be approved by the principal and, in some cases, the athletic director. Instructors are asked to fill out a request form in order to get activities placed onto the school calendar. These are available in the office. All fund raisers must be pre-approved through the principal.

## Food, Drink, and Gum

Food and drink are restricted to the cafeteria. Any OPEN container of food or drink outside of the cafeteria should be confiscated, with the exception of clear water bottles. There is absolutely no food or drink allowed in the classrooms. **ANY food or drink must be pre-approved by the principal.** Absolutely no students are to be allowed to go to the food/ drink machines during class time. Students who bring food or drink, excluding clear water bottles, to class shall be directed to the office for disciplinary action. Gum is a matter of personal preference for each instructor as long as it is not being reported as being a problem by the custodial staff.

## Discipline Code

The B.H.S./B.E.S. Discipline code is based on “levels” of offenses. Minor infractions are placed on lower levels while major infractions are on the upper levels. All infractions are additive throughout the year, as the punishment for each incident increases with each subsequent occurrence. Instructors should be aware of the Code and use it, not abuse it. Instructors are expected to be the disciplinarian in the classroom and handle as much discipline as possible in the room.

## Textbooks

Each student issued a book shall be responsible for the care and return of that book. Instructors will document the identification number of the book in their grade books or on a separate sheet that will be filed for each student at the time a book is checked out. Instructors should insure that the student returns that book. Extra textbooks should be kept in an area that students do not have easy access to in order to prevent students who have lost books from acquiring extra copies. Covers are recommended for new books.

|                                       |
|---------------------------------------|
| <b><u>YEARLY RESPONSIBILITIES</u></b> |
|---------------------------------------|

## Course Outlines

The Missouri School Improvement Program (MSIP) requires that each course offered at the school have an outline that is kept on file. Each instructor should have an outline for each course that he/she teaches in the classroom. A copy of all classes is kept in the Library Media Center. Any changes in offerings or the areas covered in a particular class need to be changed and kept up to date.

## Evaluations

Non-tenured instructors will be evaluated on a yearly basis. Tenured instructors will be formally evaluated as needed and not less than every other year. Formal evaluations will consist of at least one formative evaluation that will consist of the instructor and principal



## Purchasing Items

Any item purchased by the school must have an accompanying Purchase Order that is signed by the principal and superintendent **prior to** the item being ordered or acquired. Vendors cannot be paid without documentation. This included any charges with businesses with which the school has a charge account and any purchases made by use of a school credit card. Instructor will follow the following procedure:

1. Acquire a Purchase Order from the principal/secretary
2. Fill in the appropriate sections of the Order
  - a. The "Ship To" section will be filled in with your name and the street address of the school (400 W. Colfax)
  - b. The "Supplier" section will contain the name and address of the company you order from. This must be completed fully as it will be used to send payment.
  - c. The "date" will be filled in.
  - d. The "person ordering" if different from the "ship to" section.
  - e. The "quantity", "description", "price" (per item), and "amount".
  - f. Shipping charges must be included. If not known, then use 10% as an estimate.
  - g. The "total"
3. Return the PO to the principal.
4. You will receive a copy back in your mailbox when both signatures are affixed and a PO number assigned and affixed. You may then order.
5. Your expenditure will be documented by the principal
6. You, not the secretaries, are responsible for ordering your material or acquiring it.
7. If material is acquired by charge or credit card, return your copy to the office with a receipt attached. Your expenditure will be marked as Paid and noted by the principal.
8. If materials are ordered, the invoice needs to be checked as soon as the materials arrive. If everything is accounted for, sign and date the invoice and make a copy. Turn the original into the principal and keep one for your records. Payment will now be made by the school.

Note\*\* Plan ahead, as it takes time to acquire signatures from the principal and superintendent

**Note\*\* DO NOT ORDER MATERIAL WITHOUT FOLLOWING PROCEDURE. INSTRUCTORS WILL BE HELD PERSONALLY RESPONSIBLE FOR PAYMENT IF PROCEDURE IS NOT FOLLOWED.**

## Reimbursements

Instructors will receive a Reimbursement form in your packet at the workshop prior to the beginning of school. This form will be used, on a monthly basis, to reimburse instructors for incidental costs such as mileage, hotel rooms, and meals while on school business. Receipts for meals, supplies, etc. must be attached to the form in order to be reimbursed.

## Students at School Activities

Students absent from class due to participation in a school activity outside the building will be excused. Sponsor of such trips should make instructors aware of those students who are participating with as much advance notice as possible. It is the student's responsibility to contact instructors prior to the absence to make arrangements. Assignments should be taken care of prior to the absence and students are responsible for turning assignments in on time unless otherwise arranged through the instructor.

## Accidents

All accidents should be reported to the office immediately.

# GRADING

## Homework and Tests

All homework and tests should be graded in a timely manner. Careful consideration should be given to keep individual grades of students secure. A grade should never be used to embarrass a student. All grades should be justifiable. Instructors are encouraged to construct scoring guides for essay questions that are subjective in nature. All students will be granted the same opportunity to make grades on all tasks.

## Semester Final Exams (HS only)

Each instructor will give a semester final in all classes each semester. The final will not be tabulated in the grade for either quarter but will account for 15% of the semester grade. Copies of finals are to be filed with the principal. A rotating schedule for administering finals will be used and disseminated by the principal each semester.

## Grading System

The following percentage scale will be used in all classes by all instructors to determine a letter grade: (grade points)

|                 |                 |                 |                    |
|-----------------|-----------------|-----------------|--------------------|
| A (4.00) 100-94 | B (3.00) 83-86  | C (2.00) 73-76  | D (1.00) 63-66     |
| A-(3.67) 90-93  | B- (2.67) 80-82 | C- (1.67) 70-72 | D-(0.67) 60-62     |
| B+(3.33) 87-89  | C+(2.33) 77-79  | D+(1.33) 67-69  | F (0) 59 and Below |

Students with Individual Educational Plans (IEPs) will be graded as per those plans. Instructors must consider each student's ability level and keep in close contact with the student's special services case manager. As a general rule the following guidelines should be used to evaluate special education students when assigning a letter grade:

- A Outstanding progress or effort with respect to the student's ability
- B Above average progress or effort with respect to the student's ability

**principal. Responsible use of materials and equipment are encouraged. Rules are discussed with the students and consistently enforced.**

#### STUDENT LOAN

|                          |                    |
|--------------------------|--------------------|
| Fiction/Nonfiction Books | Two weeks          |
| Magazines, Newspapers    | Use in the library |
| Reference Books          | Use in the library |

Students may check out up to two books. With permission from the librarian they may have more if there is truly a special need.

Students will bring the book to the librarian's desk where it will be checked out by computer and a date due stamped in the book.

#### Overdue materials

At present fines are being charged on overdue materials. Students with overdue books are required to return them before additional materials may be checked out. Overdue notices are printed and given to students periodically. The library staff attempts to retrieve materials so other students may use them. Material not returned each quarter could result in the student's report card being held.

#### Reserve materials

When there is a specific need, reserve materials may be placed in a special section of the library.

#### Lost or damaged materials

A library patron (student or adult) assumes responsibility for library materials at the time of borrowing them. Patrons are expected to pay replacement cost for lost or damaged materials.

#### Internet computers

To use the Internet in the library a student must have a District Computer and Internet Usage Agreement form signed and on file in the office. Students must sign in at the clipboard with their name, date, time and the specific subject they are to be researching. Absolutely NO chats, games, E-mail, or browsing is allowed. Internet is for doing research.

|                           |
|---------------------------|
| <b><u>CONFERENCES</u></b> |
|---------------------------|

**\*\* In any type of conference instructors are urged to remain calm and remember that they are the professionals and should act accordingly. Always maintain presence of mind and act as a representative of the school and the Board of Education should.**

#### Instructor-Student

The counselor will assist the faculty in interpreting test results, provide background information on the child, and provide any other information pertaining to the student.

## TEST PROGRAMS

|         |  |
|---------|--|
| 9-12    | Individual Test as Needed<br>WISC-IV<br>WAIS-R<br>PIAT<br>WIDE RANGE ACHIEVEMENT TEST<br>SLOSSON   |
| 11      | Preliminary Scholastic Aptitude Test (Optional)<br>Armed Services Vocational Aptitude Test Battery |
| 11 & 12 | American College Test (Optional)<br>Scholastic Aptitude Test (Optional)                            |

## **DISCIPLINE OF INSTRUCTORS**

**Instructors will be issued a Job Target for deficiencies in any area of evaluation (see Summative Evaluation) or for failure to follow and/or administer policy, procedure, regulations, or valid requests made by the administration.** An Instructor-Principal conference will be held in private to complete the Job Target form and/or Professional Improvement Plan (PIP). The specific deficiency will be noted and a plan (PIP) and time line to remediate the deficiency will be discussed. Both the principal and instructor will sign the form or denote that the information has been discussed. Both parties will keep a copy of the Job Target/PIP. Follow up conferences may be required. The Job Target/PIP is designed to remediate areas of deficiency. Failure to comply with the expectations of the Job Target may result in more severe action to include termination.

A teacher may also be placed on an EIP (Educational Improvement plan) if need be.

## **EQUAL EDUCATIONAL – EMPLOYMENT OPPORTUNITY POLICY**

It is the policy of Breckenridge R-I School District to recognize the essential rights of all students without regard to race, color, religion, sex or national origin. This school does not discriminate in educational programs or activities which it operated. It is also the policy of this school to dedicate itself to the principle of equal occupational opportunity in recognition of the essential rights of all employees and applicants as individuals: to recruit, hire, and promote all job classifications without regard to race, color, religion, sex, age, or national origin. This school operates under the requirements of Title IX, a regulation implementing educational amendments of 1972, which states that educational institutions shall not discriminate in their programs and activities on the basis of sex. Title IX applies to all students and employees of the district.

K-6                      11:20-11:40                      \*\*Assigned instructor/ Administrator  
 7-12                      12:12-12:38                      \*\*Assigned instructor/ Administrator  
 Students are to eat and remain in the cafeteria during their lunch period. They may use the bathroom but must remain downstairs in the cafeteria area.

### **Gate and Concession Duty**

All certified staff will be expected to assist in Gate duty at school activities. The only exception to this is those who are coaching or have class sponsorships that interfere with the duty. Teachers will be paid \$10.00 per game. Teachers will sign up at the beginning of the school year for their choice of dates. At times certified staff may also be asked to assist with supervision during games. If you are selected to do this, you will be given a stipend set by the Board of Education.

### **APPENDIX CHART OF REPORTS**

| REPORT                                  | TO/FOR    | DUE  | METHOD/FORM                               |
|---|-----------|--|---|
| Accident Report                         | Office    | Immediately                                    | Accident Report Form                      |
| Activities, Meetings                    | Office    | Week Before Meeting                            | Notify Principal's Secretary              |
| Activities, for School Calendar         | Principal | As Soon As Possible                            | Request for a Date on Calendar            |
| Building, Need for Maintenance          | Principal | As Soon As Possible                            | Work Order Form                           |
| Course outline Updates Curriculum Guide | Principal | Last School Day in Sept.                       | Review Curriculum in Guide Kept in Office |
| Inventories                             | Principal | Last School Day                                | Office Supplies Form                      |
| Misconduct                              | Principal | As Soon As Possible                            | Instructor Misconduct Report Form         |
| Pupil Deficiency Report                 | Office    | Announced by Office                            | Office Supplies Form                      |
| Quarter Grades                          | Office    | 48 Hours After Quarter Ends Excluding Weekends | Office Supplies Form                      |
| Student Absence                         | Office    | 1 <sup>st</sup> Hour/4 <sup>th</sup> Hour/     | Daily Student                             |

|       |                                 |
|-------|---------------------------------|
| 10:34 | release to 4 <sup>th</sup> hour |
| 10:37 | 4 <sup>th</sup> hour tardy      |
| 11:23 | release to 5 <sup>th</sup> hour |
| 11:26 | 5 <sup>th</sup> hour tardy      |
| 12:12 | Lunch                           |
| 12:38 | Go to 6 <sup>th</sup> hour      |
| 12:41 | 6 <sup>th</sup> hour tardy      |
| 1:27  | release to 7 <sup>th</sup> hour |
| 1:30  | 7 <sup>th</sup> hour tardy      |
| 2:16  | release to 8 <sup>th</sup> hour |
| 2:19  | 8 <sup>th</sup> hour tardy      |
| 3:05  | end of day release              |

### ACTIVITY SPONSORS

There will be a variety of extra curricular activities during the year. All instructors will be expected to help sponsor these activities. For some of these sponsorships, a provision has been made in the salary schedule.

Attendance at extra curricula activities is recommended for all instructors, but required only of the sponsor of the particular activity. Students appreciate the interest of the instructors in their activity program.

#### 7<sup>th</sup> Grade Sponsor

This sponsor should act as a helper in getting 7<sup>th</sup> graders acclimated to junior high. Meetings may be held in accordance with the guidelines above. Two fundraisers may be held per year.

#### 8<sup>th</sup> Grade Sponsor

Two fundraisers may be held each year. The sponsor is responsible for 8<sup>th</sup> grade graduation including ordering of flowers, choosing the class colors, choosing the class motto, choosing the class song, choosing the class flower, responsible for the ribbon for the class spoon in the trophy case, and graduation rehearsal and program.

#### 9<sup>th</sup> Grade Sponsor

The class may hold two fundraisers per year. The sponsor needs to start discussing eligibility for the senior trip with the class.

#### 10<sup>th</sup> Grade Sponsor

Two fundraisers may be held per year. Discussion of eligibility for senior trip needs to be held with this class.

Daily Specials (9:48-10:34)

**ELEMENTARY DAILY SCHEDULE  
2022-2023**

7:45 – Students may enter building

7:50 – 8:07 – Breakfast

9:48 – 10:34 – Art, Music, PE or Library

10:45 – 11:05 – Elementary lunch for grades PK; K; 1st and 2nd

11:20 – 11:40 – Elementary lunch for grades 3rd, 4th, 5th, and 6th

1:30 – 2:16 – Elementary Computers

**ELEMENTARY TEACHERS ARE RESPONSIBLE FOR SCHEDULING THEIR OWN RECESS TIMES. ELEMENTARY TEACHERS ALSO NEED TO GET TOGETHER AND SET WHO WILL HAVE RECESS DUTY ON WHICH DAYS.**

Daily Special Schedule

|         | Monday  | Tuesday | Wednesday | Thursday |
|---------|---------|---------|-----------|----------|
| PE      | 1/2     | 5/6     | Pre-k/K   | 3/4      |
| Music   | Pre-k/K | 1/2     | 3/4       | 5/6      |
| Art     | 3/4     | Pre-k/K | 5/6       | 1/2      |
| Library | 5/6     | 3/4     | 1/2       | Pre-k/K  |

Every Friday in:

|       | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May  |
|-------|------|-------|------|------|------|------|------|------|------|------|
| PE    | 5/6  | Pk/K  | 3/4  | 1/2  | 5/6  | Pk/K | 3/4  | 1/2  | 5/6  | Pk/K |
| Music | 3/4  | 1/2   | 5/6  | Pk/K | 3/4  | 1/2  | 5/6  | Pk/K | 3/4  | 1/2  |
| Art   | 1/2  | 3/4   | Pk/K | 5/6  | 1/2  | 3/4  | Pk/K | 5/6  | 1/2  | 3/4  |
| Lib.  | Pk/K | 5/6   | 1/2  | 3/4  | Pk/K | 5/6  | 1/2  | 3/4  | Pk/K | 5/6  |

Computers Schedule

|           | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------|---------|-----------|----------|--------|
| Computers | 1/2    | K       | 3/4       | 5/6      |        |
|           |        |         | 28        |          |        |

### **Obligation to Officials, Parents, and Fans**

- The coach will demonstrate proper sportsmanship when in contact with all officials, parents, and fans. The coach will be humble in victory and gracious in defeat.
- The coach will proactively seek the cooperation of parents and fans in maintaining the appropriate emphasis on sportsmanship.
- The coach will treat others equitably and require all student-athletes to do the same.

Maturity is an area that needs to improve among the students in all grades. Many of our students have been together for many years. Unfortunately, that familiarity has stunted the social and mental maturation process in some students, as exhibited in behavior and language that is not equal to the age of the students. Make it a point to point out immature behavior when faced with the opportunity.

Respect will be a priority in our building. It starts with me and trickles through you to the students. I do not want to hear students using the last name, and last name only, when talking to or referring to adults that work in our building. I deem that as disrespectful and will be working to correct it starting with myself. As adults we have some latitude with our peers in what we refer to them by. The problem in a school setting is that students hear adults do that and believe, for whatever reason, that they can also take that approach. What is worse is when some of the adults are letting it happen right in front of them during conversations with students. Please use Mr., Mrs., Miss, Coach, or some other term when referring to other adults during school hours. And, under any circumstances, do not allow students to refer to other adults simply by last name or pet name in front of you or in your classroom. We will see the respect factor increase dramatically as a result.

Grade books must be kept in working order. It's a morbid thought, but imagine any instructor was incapacitated and had to be gone for an extended period, if not longer. You need to leave a record that is easily discernable to anyone that might need to figure grades. Sometimes students/parents do not agree with a grade and come in after school is out to check them. It is extremely difficult in some instance to make heads or tails of grade books. You should put the points possible for each score as well as any totals and calculations made to achieve the end grade. If you use weighted (homework vs. tests) scales they should be noted. Each teacher will use Lumen. Each teacher also needs to keep a hard copy of their grade book.

Discipline within each classroom should be as uniform as possible. The definition of a tardy is uniform. I have defined it in both the Student Handbook and Instructor Handbook. If students are tardy, then issue a tardy. Students that need to go to the restroom need to check in, get your approval, then go on to avoid a tardy. Our job is to teach responsibility. Letting students slide does not teach responsibility and it breeds a sense of differentiation among the staff and students. If a student's behavior is bad enough to warrant special attention in your classroom then it warrants a referral to the office. The office needs to be aware of those actions. Do not get into a situation where you have cut a student some slack, assigned your own form of discipline, then the student does not hold up his/her end of the bargain and is sent to the office anyway. This only delays the inevitable and serves to weaken your position with any student.

Student traffic in the halls generally shows a gradual, but notable, increase over the school year. It is much easier to set the tone for your room early by not allowing students to leave for phone calls, trips here, or trips there. If a student has permission to be in another instructor's room after 'they get their work done' then they should have a note from that instructor stating such. Communication is essential to keeping hall traffic down.

The last issue regards communications. Let's just use the old "do unto others" rule. If you wouldn't want anyone talking about you or your business, then don't do that to others. If you wouldn't want instructors discussing your own child in a negative way, then don't do that to other people's children. If you would want someone to discuss an issue between just the two of you, then do business that way. Each of you has a gift for educating children. Rely on your instincts. You do not need the qualification of another instructor for things that you should be in control of in your own classroom. Mr. Skinner and I are always available if you want to run ideas by someone.

Kids are our first priority. **Treat each one like you want your own to be treated.** You have the opportunity each day to make or break a kid's day. Those days and opportunities add up over the years here at Breckenridge Schools. We have to exercise our ability to improve our community and society by empowering kids to change themselves and their situations. Let's have a tremendous year!!!



# Criteria

**Criterion 1:** The teacher causes students to acquire the knowledge and skills to gather, analyze and apply information and ideas.

|                             |                           |  |                                   |
|-----------------------------|---------------------------|--|-----------------------------------|
| <b>Exceeds Expectations</b> | <b>Meets Expectations</b> | <b>Occasionally Meets Expectations</b> | <b>Does Not Meet Expectations</b> |
| <b>Comment</b>              |                           |  |                                   |

**Criterion 2:** The teacher causes students to acquire the knowledge and skills to communicate effectively within and beyond the classroom.

|                             |                           |  |                                   |
|-----------------------------|---------------------------|--|-----------------------------------|
| <b>Exceeds Expectations</b> | <b>Meets Expectations</b> | <b>Occasionally Meets Expectations</b> | <b>Does Not Meet Expectations</b> |
| <b>Comment</b>              |                           |  |                                   |

**Criterion 3:** The teacher causes students to acquire the knowledge and skills to recognize and solve problems.

|                             |                           |  |                                   |
|-----------------------------|---------------------------|--|-----------------------------------|
| <b>Exceeds Expectations</b> | <b>Meets Expectations</b> | <b>Occasionally Meets Expectations</b> | <b>Does Not Meet Expectations</b> |
| <b>Comment</b>              |                           |  |                                   |

**Criterion 4:** The teacher causes the students to acquire the knowledge and skills to make decisions and act as responsible members of society.

|                             |                           |  |                                   |
|-----------------------------|---------------------------|--|-----------------------------------|
| <b>Exceeds Expectations</b> | <b>Meets Expectations</b> | <b>Occasionally Meets Expectations</b> | <b>Does Not Meet Expectations</b> |
| <b>Comment</b>              |                           |  |                                   |

**Criterion 5:** The teacher uses various ongoing assessments to monitor the effectiveness of instruction.

|                             |                           |  |                                   |
|-----------------------------|---------------------------|--|-----------------------------------|
| <b>Exceeds Expectations</b> | <b>Meets Expectations</b> | <b>Occasionally Meets Expectations</b> | <b>Does Not Meet Expectations</b> |
| <b>Comment</b>              |                           |  |                                   |

**Criterion 6:** The teacher provides continuous feedback to students and family.

|                             |                           |  |                                   |
|-----------------------------|---------------------------|--|-----------------------------------|
| <b>Exceeds Expectations</b> | <b>Meets Expectations</b> | <b>Occasionally Meets Expectations</b> | <b>Does Not Meet Expectations</b> |
| <b>Comment</b>              |                           |  |                                   |

**Criterion 7:** The teacher assists students in the development of self-assessment skills.

|                             |                           |  |                                   |
|-----------------------------|---------------------------|--|-----------------------------------|
| <b>Exceeds Expectations</b> | <b>Meets Expectations</b> | <b>Occasionally Meets Expectations</b> | <b>Does Not Meet Expectations</b> |
| <b>Comment</b>              |                           |  |                                   |

**Criterion 8:** The teacher aligns the assessments with the goals, objectives, and instructional strategies of the district curriculum guides.

|                             |                           |  |                                   |
|-----------------------------|---------------------------|--|-----------------------------------|
| <b>Exceeds Expectations</b> | <b>Meets Expectations</b> | <b>Occasionally Meets Expectations</b> | <b>Does Not Meet Expectations</b> |
| <b>Comment</b>              |                           |  |                                   |

| Exceeds Expectations | Meets Expectations | Occasionally Meets Expectations | Does Not Meet Expectations | Comment |
|----------------------|--------------------|---------------------------------|----------------------------|---------|
|                      |                    |                                 |                            |         |

| Exceeds Expectations | Meets Expectations | Occasionally Meets Expectations | Does Not Meet Expectations | Comment |
|----------------------|--------------------|---------------------------------|----------------------------|---------|
|                      |                    |                                 |                            |         |

| Exceeds Expectations | Meets Expectations | Occasionally Meets Expectations | Does Not Meet Expectations | Comment |
|----------------------|--------------------|---------------------------------|----------------------------|---------|
|                      |                    |                                 |                            |         |

Teacher Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ To enhance currently acceptable performance.

X To improve below-expected performance.

Teacher: Teacher X

Date: 12/21/04

| Date           | Miles              | Food   | Hotel  | Fees   | Supplies | Other  | Activity | Fund Charged |
|----------------|--------------------|--------|--------|--------|----------|--------|----------|--------------|
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                | 0                  |        |        |        |          |        |          |              |
|                | \$0.00             | \$0.00 | \$0.00 | \$0.00 | \$0.00   | \$0.00 | TOTAL    | \$0.00       |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
| Name:          |                    |        |        |        |          |        | Date:    |              |
|                |                    |        |        |        |          |        |          |              |
| Fund Charged:  |                    |        |        |        |          |        |          |              |
| Fund Charged:  |                    |        |        |        |          |        |          |              |
| Fund Charged:  |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
| Authorization: |                    |        |        |        |          |        |          |              |
|                | Building Principal |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |
|                |                    |        |        |        |          |        |          |              |

Please staple receipts or photocopies to this document. The form must be submitted to the accounting office by no later than the 1st of each month to receive a reimbursal check.

**Breckenridge R-1  
2022-2023 CALENDAR**

**6.53 Full day-161      3.27 Half day-7**

8-3 Class Registration  
8-10 New Teacher Orientation  
8-22 Teacher work day (Open House)  
8-23 Teacher work day  
8-24 First day of school

Days 6

| AUGUST 2022 |    |    |    |    |    |    | FEBRUARY 2023 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  | S             | M  | T  | W  | Th | F  | S  |
|             | 1  | 2  | 3  | 4  | 5  | 6  |               |    | 1  | 2  | 3  | 4  |    |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 | 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 | 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 | 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 28          | 29 | 30 | 31 |    |    |    | 26            | 27 | 28 |    |    |    |    |

2-3 Inservices  
2-13 ½ day Band Clinic  
2-20 No School

Days 17

Days ½

9-5 No School  
9-12 Inservice @TA

Days 20

| SEPTEMBER 2022 |    |    |    |    |    |    | MARCH 2023 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  | S          | M  | T  | W  | Th | F  | S  |
|                |    |    |    | 1  | 2  | 3  |            |    | 1  | 2  | 3  | 4  |    |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 | 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 | 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 | 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 25             | 26 | 27 | 28 | 29 | 30 |    | 26         | 27 | 28 | 29 | 30 | 31 |    |

3-3 Inservice  
3-23 ½ day 12:38 Release PTC  
3-24 No School

Days 20

Days ½

10-7 Inservice  
10-20 12:38 Release PTC  
10-21 No School

Days 18

Day ½

| OCTOBER 2022 |    |    |    |    |    |    | APRIL 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  | S          | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    | 1  |            |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  | 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 | 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 | 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 | 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    | 30         |    |    |    |    |    |    |

4-6 ½ day 12:38 Release  
4-7 No School  
4-10 No School

Days 17

Days ½

11-4 Inservice  
11-14 ½ day 12:38 Choral Clinic  
11-23/25 Thanksgiving Break

Days 17

Day ½

| NOVEMBER 2022 |    |    |    |    |    |    | MAY 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  | S        | M  | T  | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |          | 1  | 2  | 3  | 4  | 5  | 6  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 | 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 | 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 | 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 27            | 28 | 29 | 30 |    |    |    | 28       | 29 | 30 | 31 |    |    |    |

5-19 ½ day 12:38 Release

Days 14

Days ½

12-2 Inservice  
12-22 ½ day 12:38 Release

| DECEMBER 2022 |   |   |   |    |   |   | JUNE 2023 |   |   |   |    |   |   |
|---------------|---|---|---|----|---|---|-----------|---|---|---|----|---|---|
| S             | M | T | W | Th | F | S | S         | M | T | W | Th | F | S |