Montgomery County Public Schools does not discriminate in its programs or activities for reason of race, color, religion, gender, national origin, disability and/or age or other basis prohibited by law.

The following persons have been designated to handle inquiries regarding non-discrimination policies.

Director of Human Resources and Director of Secondary Education
750 Imperial Street SE ∞ Christiansburg, VA 24073
(540) 382-5100

Mission Statement and List of Beliefs

Mission Statement:
Inspiring students to achieve success as they are preparing for a life as productive and responsible citizens.

Our Beliefs:
Students and staff at Montgomery Central believe the following to be true:

- We believe that everyone deserves and should show respect.
- We believe that everyone deserves dignity and opportunity.
- We believe that a safe and positive environment is essential.
- We believe that success requires a community of enthusiastic stakeholders.
- We believe that a challenging and dynamic world demands real-world skills and experiences.
- We believe that students should be afforded the opportunity to achieve in academics, service and leadership.

Expectations for Participation in MC Activities

The purpose of this section of the handbook is to articulate a sense of expectation for teachers/staff members at Montgomery Central, particularly in regard to committee assignments and participation in MC activities. For the purpose of this communication, the term "committee assignment" includes, but is not limited to, club sponsorship, class sponsorship, departmental membership, and faculty committee membership.

Major "committee assignments" are outlined in the Teacher Handbook which is distributed and covered in detail with staff at the opening of school. Faculty and staff members must read the handbook carefully so that they will be knowledgeable of assigned responsibilities. As a committee member, one is expected to attend all meetings called by the committee chair. If there is an unavoidable conflict with a scheduled meeting, one must contact the committee chair prior to the meeting, either to reschedule or to make arrangements to get information missed. It is expected that one would perform tasks and share in the responsibility of the committee under the leadership of the committee chair. Those functions may be either performed independently or along with other committee members, depending upon the nature of the task. Some functions may be completed within the parameters of the regular school day; others may necessitate participation in and/or involvement with activities beyond the regular school day. These may be afternoon, evening, or weekend functions as related to the committee mission.

Committee chairs will be expected to have at least quarterly communication with committee members. This may be done by a combination of committee meetings, memos, etc. The first meeting of each year should include a review of the committee purpose.
At the end of each quarter [no later than the last working day of September (initial meeting), December, March, and June], the committee chair will report to the principal, in writing, an update of committee activity to that point, as well as plans for upcoming activities. The June report should also include any suggestions or recommendations for change in the committee status, configuration, or mission.

The committee chair should lead and guide the operation of the committee but should not perform the responsibilities of the committee alone. The responsibility for the committee's success is a shared one, including the efforts and participation by all committee members. Committee members are expected to show initiative in identifying and completing tasks needed to further the function of the committee.

While much of the direct contact between teachers and students comes during classroom instruction and from particular teaching assignments, a teacher's involvement with the total school program cannot be confined to three (3) or four (4) teaching blocks if the school is to offer a comprehensive school program including extracurricular and co-curricular activities with an aim of developing and teaching the whole child, with a myriad of interests, talents, and needs.

Teachers/Staff members are encouraged and expected to support such activities and to encourage participating students through their own involvement as sponsors, committee members, and/or spectators. Through such involvement, the students, staff members, and school programs should be stronger.

If teachers have questions regarding expectations for participation at Christiansburg High School, specifically in regard to committee participation and involvement beyond specific teaching assignments, they should feel free to contact a member of the school administration for further clarification.

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**Early Release Dates for 2017-2018 (2 ½ hour early release)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Early Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 19, 2017</td>
<td>Early Dismissal – students only</td>
</tr>
<tr>
<td>October 11, 2017</td>
<td>Early Dismissal – students only</td>
</tr>
<tr>
<td>December 20, 2017</td>
<td>Early Dismissal – students/staff</td>
</tr>
<tr>
<td>February 7, 2018</td>
<td>Early Dismissal – students only</td>
</tr>
<tr>
<td>March 6, 2018</td>
<td>Early Dismissal – students only</td>
</tr>
<tr>
<td>March 22, 2018</td>
<td>Early Dismissal – students only</td>
</tr>
<tr>
<td>March 29, 2018</td>
<td>Early Dismissal – students/staff</td>
</tr>
<tr>
<td>May 25, 2018</td>
<td>Early Dismissal – students only</td>
</tr>
</tbody>
</table>
Work/Staff Development Days for 2017-2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 3-8, 2017</td>
<td>Work/Staff Development Day (non-school days for students)</td>
</tr>
<tr>
<td>November 7, 2017</td>
<td>Work/Staff Development Day (non-school day for students)</td>
</tr>
<tr>
<td>January 4-5, 2018</td>
<td>Work/Staff Development Day (non-school day for students)</td>
</tr>
<tr>
<td>May 29-30, 2018</td>
<td>Teacher End of School Work Days</td>
</tr>
</tbody>
</table>

Parent/Teacher Conference Dates for 2016-2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 26, 2017</td>
<td>Parent/Teacher Conference Day (District Wide)</td>
</tr>
<tr>
<td>March 22, 2018</td>
<td>Parent/Teacher Conference Day (District Wide) ½ day only</td>
</tr>
</tbody>
</table>

FEES--MONTGOMERY COUNTY PUBLIC SCHOOLS

The following financial information is provided by Montgomery County Public Schools for this school year:

**School Food Service**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Reduced Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary/Secundaria</td>
<td>$1.75</td>
<td>$2.75</td>
</tr>
<tr>
<td>Reduced Price/Precio Reducido</td>
<td>$ .30</td>
<td>$ .40</td>
</tr>
<tr>
<td>Adult/Adulto</td>
<td>A La Carte</td>
<td>$3.75</td>
</tr>
<tr>
<td>Milk*/Leche*</td>
<td>$.50</td>
<td>$.50</td>
</tr>
</tbody>
</table>

**TEACHERS MUST PAY THEIR BALANCES AT THE END OF EACH MONTH.**

**BELL SCHEDULES**

In your packet received on the first day of school, you will find a copy of the 2016-2017 bell schedule.

Unless otherwise announced, students who have early release for any reason will be allowed to leave at their regular early release time on altered bell schedule days.

<table>
<thead>
<tr>
<th>Period/Block</th>
<th>Beginning Time</th>
<th>Ending Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:05</td>
<td>8:50</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:55</td>
<td>10:25</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:30</td>
<td>12:30</td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:00</td>
<td>11:25</td>
</tr>
<tr>
<td>B Lunch</td>
<td>11:30</td>
<td>11:55</td>
</tr>
<tr>
<td>4th Period</td>
<td>12:35</td>
<td>2:05</td>
</tr>
<tr>
<td>5th Period</td>
<td>2:10</td>
<td>2:50</td>
</tr>
</tbody>
</table>
### FACULTY AND STAFF

Jennifer Weaver  
Larry Lowe  
Tina Morrell  
Anne Lawson  
Amy Wilkerson  
Peter Walker  
Jodi Bailey  
Amanda Owens  
Rory Willis  
Regina Smith  
Becky Yearout  
Forrest Curtis  
Amanda Nunley  
Janet Longerbeam  
Kelly Hager  
Elizabeth Kennedy  
Malinda Walters  
Jeremy Jackson  
Jordan Wheatley  
Austin Alderman--CSB  
Jamey Christian--CSB  
Josue Rodriguez--CSB  
Carl Wilensky  
Minnie Thompson  
Cassie Fitzgerald  
Mona Chandler  
Daniel Hall  
Kelly King

### COMMITTEE ASSIGNMENTS

The following individuals have been appointed to serve on standing committees for the 2017-2018 school year:

**Committee Assignments and Meeting Calendars for 2017 - 2018**

<table>
<thead>
<tr>
<th>Safety &amp; Crisis Planning Committee</th>
<th>Bully Prevention Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Lowe</td>
<td>Larry Lowe</td>
</tr>
<tr>
<td>Elizabeth Kennedy</td>
<td>Elizabeth Kennedy</td>
</tr>
<tr>
<td>Anne Lawson</td>
<td>Anne Lawson</td>
</tr>
<tr>
<td>Tina Morrell</td>
<td>Peter Walker</td>
</tr>
<tr>
<td>Jeremy Jackson</td>
<td>Amanda Owens</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Climate Committee</th>
<th>PBIS/SAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Lowe</td>
<td>Jodi Bailey</td>
</tr>
<tr>
<td>Elizabeth Kennedy</td>
<td>Anne Lawson</td>
</tr>
<tr>
<td>Anne Lawson</td>
<td>Larry Lowe</td>
</tr>
<tr>
<td>Jodi Bailey</td>
<td>Jennifer Weaver</td>
</tr>
<tr>
<td>Rory Willis</td>
<td>Heather Vaught</td>
</tr>
<tr>
<td></td>
<td>Elizabeth Kennedy</td>
</tr>
<tr>
<td></td>
<td>SAP Strand Representative</td>
</tr>
<tr>
<td></td>
<td>CSB Representative</td>
</tr>
</tbody>
</table>
MC DISTRICT WIDE COMMITTEE REPRESENTATION

Calendar Committee.................................................................
Superintendent’s Advisory Council.................................Elizabeth Kennedy
United Way...............................................................Amy Wilkerson
MCEA Committee.........................................................Jodi Bailey

HALL DUTY

All teachers are assigned hall duty between classes, in the sense that teachers are expected to be in the doorways of their classrooms to assist with safe and timely traffic flow. Teachers who are assigned specific periods for hall duty are expected to carry out the responsibilities listed below.

1. Teachers must monitor hall traffic.
2. Teachers should police restrooms occasionally in addition to monitoring the hallway areas.
3. Visitors/Unfamiliar individuals should be asked to present a Visitor’s Pass obtained in the main office. If the visit is not legitimate or authorized, the individuals should be directed to the office or out of the building. The principal or an assistant principal should also be notified in these cases.
4. Teachers may be asked to log and make calls to parents regarding attendance.

In addition, teachers have been assigned to monitor certain areas of the building during the class change that is prior to their planning block.

BUS DUTY

Student Parking Lot Duty

1. Students are not permitted to loiter in the parking lot. Students should exit their vehicles and enter the building upon arrival each morning. Students are not to return to their cars without the permission of a staff member. Students must obtain a pass from the main office to return to their vehicles.
2. Students are not allowed to park in areas other than their own assigned lots. Faculty parking spaces, in particular, are off limits to students.
3. Duty teachers will be expected to assist with safe traffic flow in student parking areas.
4. Speeding of more than 10 miles per hour or any form of reckless driving will not be tolerated on school grounds.

Bus Zone Duty – Teachers should be on duty promptly at 7:45 a.m.
1. Teachers must monitor student behavior in the assigned area.
2. Teachers must supervise the loading and unloading of all buses.
3. Teachers must watch to see that students exit or board their buses in an orderly fashion. Pushing, running, or other potentially dangerous activities must not be permitted.
4. When a bus arrives, teachers must not allow students to leave the curb until the bus comes to a complete stop. Students must then line up without pushing or jumping in front of others, allowing those exiting to get off first before proceeding to board themselves.
5. For the safety of all students, automobiles or other non-bus vehicles are not to use the bus boarding/exiting area between 7:50 AM and 8:35 AM, or between 2:15 PM and 2:45 PM. All students riding to and from school in cars are asked to use the student parking lot. Teachers are asked to remind parents and students of this policy in a polite but firm manner and to report infractions of this nature to the office, if necessary.

### DETENTION HALL SUPERVISION

1. Detention Hall will operate concurrently Monday through Friday (silent lunch), except on early release days.
2. Detention Hall hours are 11:00-11:25 AM.
3. Duty Assignment Sheets will be distributed to all staff at the beginning of the school year.
4. Teachers will channel silent lunch assignment slips to the office administrator. Discipline referrals will be given to the teacher before the start of silent lunch.
5. The teacher who supervises Detention Hall should indicate on the referral form whether or not a particular student is present, absent, or tardy. The supervising teacher should return the referral form to the administrator at the end of each Detention Hall.
6. Tardiness should be handled on a case-by-case basis. Every effort should be made to enable students to complete assigned Detention Halls.
7. Students who fail to demonstrate good behavior will not receive credit for their Detention Hall assignment and may receive additional disciplinary consequences.

### LUNCH DUTY

1. Teachers must monitor student behavior/misbehavior. In order to do this effectively, teachers must continue to move around the designated area.
2. After students have eaten, they must remain in the cafeteria area.
3. Teachers must prohibit students from sitting or lying on the floor in the cafeteria.
4. Teachers must not permit students to take food or drink from the cafeteria into the adjoining hallway.

### FACULTY MEETINGS

Faculty meetings will be held the 2nd and 4th Wednesday of each month.

Teachers’ contractual hours are from 7:45 a.m. – 3:20 p.m. If you are on morning duty, you should be in the building and on your respective duties by 7:45 a.m. **IT IS EVERYONE’S RESPONSIBILITY TO SUPERVISE THE STUDENTS.**

### KEEPING RECORDS DURING THE FIRST WEEKS OF EACH TERM

1. Attendance will be taken electronically, beginning the first day of school. **It is extremely important that teachers check their class lists each day to determine changes in class rosters.**
2. Accurate attendance figures must be reported on request to the office during the initial days of each term.
3. Accurate lists of students scheduled for classes, but who do not report for classes, must be sent to the office during the initial days of each term when requested.

4. **Teachers will issue a textbook to each student by the second day of each term.** The issued books should be recorded in duplicate on a "Teacher’s Textbook Item Clearance Form." Copies of the form should be retained, and the originals should be given to the appropriate program manager no later than the end of the tenth day of each term.

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### PROFESSIONAL ETHICS OF TEACHERS

Teachers shall maintain positions of dignity and respect both with fellow teachers and with students. They shall set a good example by their conduct, appearance, and habits.

In order to foster respect and professionalism, each staff member should dress appropriately for his/her position at all times. Attire should reflect community standards and should differentiate staff members from students.

Teachers shall be careful about what they say in the presence of students, other teachers, or in the community, however casual the situation may be, especially if they are commenting about other teachers, students, or school matters.

Familiarity with students that is or becomes inappropriate could be damaging to the teacher, to the students, and to this institution.

The following guidelines are provided by the Virginia Education Association/National Education Association:

1. Teachers should set classroom behavior standards and enforce them fairly and consistently. Especially at the beginning of the year, teachers should post standards where they can be referred to as needed. Teachers should not tolerate behaviors that pose safety risks to students or to themselves.

2. Teachers should keep their "personal space." They should not permit students to hang on to them, to stroke their hair, to touch them to gain attention, etc. This sets the tone that teachers will respect the students' "personal space," also.

3. Teachers should develop a repertoire of methods for reinforcing student behavior, giving praise, honoring achievement, etc. which do not require them to touch students.

4. Teachers should avoid comments with double entendre or cute or suggestive overtones. Students may report teachers’ remarks in ways that distort the meaning. Teachers should avoid comments about students' appearance that could be unwelcome.

5. Teachers should not be drawn into discussions of sexually explicit topics relating to song lyrics, tasteless jokes, or other comments. Teachers should discourage such conversations in their presence.

6. Teachers should avoid being alone with one (1) student in an enclosed space where they cannot be observed by another adult. After-school detention, keeping a student after class, make-up tests, tutoring, etc. all pose risks. Teachers should arrange to conduct the activity in the line of sight of another adult. Teachers should ask the other adult to be observant of their work with the student.
In addition to the above guidelines, students/parents expect the following actions from teachers:

1. Teachers should demonstrate a personal enthusiasm for teaching and learning and a genuine concern for the individual student.

2. Teachers should guide learning activities so students learn to think and reason, to assume responsibility for their actions, and to respect the rights of others.

3. Teachers should plan each day so that it is interesting, challenging, and rewarding.

4. Teachers should recognize and accept responsibility for student discipline.

5. Teachers should command respect and insist on courteous and prompt responses to directions.

6. Teachers should demonstrate, by word and personal example, respect for law and order and self-discipline.

7. Teachers should refer to a counselor or administrator any student whose behavior requires special attention. They should follow up on the referral.

8. Teachers should inform parents regarding student achievement, behavior, and attendance. They should consult with parents regarding such matters affecting the student's behavior and performance at school.

9. Teachers should attempt to anticipate behavior problems so as to prevent their occurrence.

**TEACHER EVALUATION PROCESS**

All teachers in Montgomery County Public Schools are evaluated each year under one of the following categories:

1. Beginning Teachers
2. Experienced Teachers new to MCPS who are eligible for a continuing contract after three continuous years of service
3. Experienced Teachers new to MCPS who are eligible for a continuing contract after one year of service
4. Teachers who are on continuing contract
5. Teachers who are placed on an assistance plan

Teachers who fall in any of the first three categories must follow a formal evaluation process. Those teachers in category four will have the option of following a formal process or a self-directed process. Teachers in the fifth category will be evaluated through a combination of a formal process and a collaboratively developed assistance plan.

**NOTES:**

School administrators and supervisory personnel from Montgomery County Public Schools may observe teachers in the classrooms or may informally observe activities from the hallways as a part of the evaluation process. Teachers are asked to remove coverings from doors and glass partitions if the coverings substantially restrict the observer's view of the classroom.

The administration will ask to see pacing guides/lesson plans during the observation or in observation conferences and will check to see how the plans align with the Standards of Learning and the division's Curriculum Guide. Daily lesson plans should be consistent with pacing guides previously developed by each teacher in his/her subject area.
QUESTIONS TO HELP ANALYZE A LESSON

General Observations

1. Did the students seem to know what was expected of them in terms of behavior?
2. Did the teacher have difficulty getting students into a learning atmosphere?
3. Were all materials and equipment necessary for the class session in place and ready for use?
4. Was time wasted while taking attendance and/or keeping records?

Focal Activity and Objective

1. Were students shown how the learning related to previous learning they had experienced or to needs in their lives?
2. Was the objective for that lesson clearly stated to students and provided to them in writing in terms of student performance?

Explanation

1. Did the teacher give an adequate explanation of the learning before students were expected to put it into practice?
2. Did the teacher use a multi-modal approach in presenting the lesson that included all of the following:
   a. Visual aids (overhead projector, role playing, slides, photographs, etc.)
   b. Tactile or hands-on activities (manipulative tasks)
   c. Verbal presentation (lecture, discussion, inquiry, etc.)?
3. Did the teacher model or demonstrate the learning and its application for the students?
4. Did the teacher regularly check for understanding to make sure that all students were learning?
5. Were the students allowed the opportunity for guided practice through some form of overt behavior?
6. Was the teacher-monitored practice directly related to the learning?
7. Did the teacher re-teach the learning when necessary?

Student Summarization of the Learning

1. Did the teacher close the class with a student summary of the learning identifying what the learning was during that session?
2. Did the students leave the class knowing and understanding whether they had accomplished the objective for the lesson?

Independent Practice

1. Were students given the opportunity for independent practice based on the subject matter taught?
2. Did the teacher assign homework or other outside-of-class projects based on the day's learning?

Motivation

During the class session, did the teacher use any forms of motivation such as increasing or decreasing anxiety, allowing moments of success, maintaining a friendly atmosphere, granting rewards, giving students knowledge of their results, or adding notes of interest?

Questioning Techniques

1. Were questions asked in such a way as to promote active learning so that all students had to be involved in the lesson?
2. Was proper "think time" given where appropriate, and was teacher re-enforcement of answers done so as to encourage further class involvement?
USE OF CLASS TIME

Learning activities should be well planned so that maximum use is made of class time. Immediately after the tardy bell rings, teachers should begin their activities for that block. Students must be engaged in learning the entire class time. They should develop an efficient system of record-keeping which utilizes time other than the beginning of class. Note: Parties, cookouts, etc. must have administrative approval and must have an instructional purpose aligned with the course curriculum.

HOMEWORK

Homework can be a valuable part of a student's education; however, teachers must make certain that the homework they assign meets at least the following criteria:

1. It is of reasonable length.
2. It has a level of difficulty determined by the capabilities of students for whom it is intended.
3. It contributes to the overall growth of the student.
4. It serves as enrichment to classroom activities.
5. It is evaluated in some manner.

USE OF EDUCATIONALLY VALID ASSIGNMENTS

Teachers should evaluate assignments they are making relative to both class work and homework. They should be able to answer the following questions in the affirmative:

Is the assignment in direct support of the SOL for the class?
Is the assignment in direct support of the curriculum?
Will the assignment strengthen the students' understanding of classroom material?
Will students benefit from exposure to the assignment?
Is the assignment more than just "busy work"?

Word searches, end-of-chapter exercises, crossword puzzles, and other similar assignments will come under more scrutiny by parents and students because of their abuse as "busy work" over the years. Teachers should use sound judgment when assigning classwork and homework and be wary of using "busy work" for substitute teacher days. Teachers should be prepared for those days with quality, substantive work for students and substitutes.

USE OF SUPPLEMENTAL RESOURCES IN THE CLASSROOM

The use of supplemental resources not approved by Montgomery County Public Schools to support either curriculum or non-curriculum related activities is prohibited. This includes, but is not limited to, popular film videos, audio tapes, CD's, novels, slides, photographs, etc.

Often, these resources may contain controversial subject matter that could offend students and/or parents. Also, they are generally not directly linked to the curriculum and do not take full advantage of the limited contact time teachers have with students. Exceptions to this policy may occur only with the approval of the principal.

PUPIL EVALUATION

By using cumulative records, teachers will be able to determine the ability, achievement, health, and home conditions of each student. The classroom program then can reflect the needs of that person.

Teachers should evaluate students according to their efforts and progress. Teachers are encouraged to inform parents if students perform below the expectations set for them. Teachers must contact parents either by telephone or by sending "Notification of Possible Failure" reports if a student is doing poorly at the end of the second week of each term. If the contact is made by telephone, teachers should keep a written record of the contact. If these reports are mailed, they will be mailed by the individual teachers. At any time a student is in danger of failing a course, the teacher must notify the parents either by telephone or in writing.
Each teacher is also required to distribute an interim report in class to each student at the end of four and one-half (4 1/2) weeks of each grading period. Teachers are encouraged to require a parental signature on the returned interim report signifying that parents have seen the information.

Each nine-weeks' grade will be based on as many measures as possible, such as written evaluations, homework, class participation, teacher observation, and other appropriate criteria. Teachers shall, after consultation with the principal, advise students, in writing, at the beginning of each course, of the relative contribution of each measure towards calculation of the nine-weeks' grade, the mid-term examination grade, the final examination grade, and the final course grade. Teachers are responsible for maintaining proper documentation regarding the assignment of grades.

Student progress as indicated on the report card and permanent record shall be based on the following:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical</th>
<th>Performance Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 but less than 90</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70 but less than 80</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60 but less than 70</td>
<td>Below average</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Report cards are scheduled to go home on designated days of the year. These dates are established on the Montgomery County Public Schools calendar and are followed unless changed by the superintendent.

If for some reason a grade-recording deadline cannot be met, the teacher involved must contact a member of the school administration for assistance so that each report card can be distributed at the scheduled time. Guidance staff members will assist in the endeavor to ensure that report cards are available to students according to the school calendar.

STUDENT FAILURE CONFERENCES

According to File: 6-4.2 of the Montgomery County Public Schools Board Policy Manual: "A student who fails English or two or more classes in a six weeks period must: 1. have an individual or group meeting with the counselor at least once every three weeks and 2. have an individual conference with teacher(s) of courses failed at least once every three weeks."

Teachers should log the date and time of each conference for their records.

HOMEBOUND INSTRUCTION

Classroom teachers are responsible for providing the principal or his/her designee with information on the subject matter, skills, and units to be covered during the time in which a student is to receive homebound instruction. Teachers are encouraged to be as helpful as possible and to share resource materials, worksheets, and handouts with homebound teachers. Teachers should attend the initial meeting to develop the written agreement outlining responsibilities. They should get materials and assignments together and return graded work within 48 hours. They should accept the homebound teacher's grades which will be submitted at the end of each marking period. Should a student receive homebound services for part of a marking period, the home school teacher will average the grades received from the homebound teacher with the grades received in the home school to derive a final grade.

More detailed information concerning the responsibilities of the principal, the guidance counselor, the homebound teacher, the student, and the parent can be found in the guidance office or with any building administrator.
INCOMPLETE GRADES

Teachers are required to change incomplete grades (I’s) to specific letter grades within two (2) weeks following the end of a nine weeks by using a “MC Student Grade Change” form. Exceptions to this policy must be approved by the principal.

EXAMS

Mid-course examinations are mandatory in all high school courses. Final examinations are mandatory in all high school courses except as provided below for certain students:

1. A student in grades 9 - 11 with an "A" or "B" average for the two (2) nine-weeks' grading periods and mid-course exam through the week preceding the examination and with no more than three (3) total absences may request an exemption from the final exam for each term.
   (For year-long courses, a student must have no more than six (6) total absences.)
2. Seniors qualifying as graduates in either term who have maintained an "A" or "B" average in a course through the week preceding the final examination and who have no more than nine (9) absences may request an exam exemption.  (For year-long courses, a student must have no more than eighteen (18) absences.)
3. Out-of-School Suspension (OSS) and/or two (2) or more cumulative days of In-School Supervision (ISS) served during that term will eliminate a student from consideration for exam exemption regardless of his/her academic standing and/or grade level.  (For year-long courses, a student must not have four (4) or more cumulative days of ISS.)
4. Students enrolled in a Math, Science, English, or Social Studies class that requires a SOL end-of-course test may receive a final exam waiver if they meet the following criteria for the term.  Students must complete the Virginia Department of Education SOL end-of-course examination and maintain a PASSING GRADE in the course and have good attendance.
5. Exams will be available to any student who may qualify for an exemption if the student or the parent desires that the student have the experience of taking the comprehensive exams.  If the exemption is not exercised and the exam is taken, the exam will only count if it raises the grade.

Exams should reflect material taught during the term.  They should be designed for the average student to complete them in approximately ninety (90) minutes.

Teachers are encouraged to prepare their exams well in advance of scheduled exam dates to alleviate the strain on resources and copiers.  Each teacher must give a copy of his/her exams to the principal before administering them. Mid-course exam results must be distributed and reviewed with students as soon as possible after the exams have been graded and recorded.  The relative contribution of the exam toward the computation of the final grade is at the discretion of the classroom teacher.

ACADEMIC RECOGNITION

Teachers should make an effort to encourage and reward academic excellence on the part of students. The Academic Recognition Committee developed a program of academic recognition that has been expanded each year.  The following are components of this Awards/Recognition Program:

1. Honor roll lists are posted in the guidance display cases.
2. Students are recognized for Honor Roll status in their classes.
3. Academic performance is stressed in grade-level assemblies at the beginning of the school year.
4. Senior graduation awards, based on excellence in various subject areas, are provided.
TEACHER CLASSROOM SUPERVISION

Each teacher is ultimately responsible for maintaining a classroom atmosphere conducive to learning. This can be accomplished by clearly articulating expectations pertaining to classroom activities, participation, and behavior. Even though a variety of activities may be occurring at the same time, teacher awareness of all circumstances in the classroom is imperative.

Each teacher must remain in the classroom during the entire block unless he/she has a student teacher. If an emergency arises, the teacher may leave the class under the supervision of another staff member.

TEACHER ABSENCES

If a teacher will be absent from any assigned responsibility, he/she must contact the principal either by telephone or in person to arrange for coverage by a substitute teacher, if necessary.

**By 7:30 AM** on the morning the teacher is absent, a legible listing of students in each class, daily schedule (including any extra duties assigned to the teacher), and lesson plans should be in the teachers' mailbox in the substitute teacher folder. **If materials are not in the mailbox, explicit instructions must be placed there for the substitute.**

At the first of the year, each teacher must compile a substitute teacher folder administration that includes all teaching information which remains relatively unchanged throughout the year. This information will include class rolls, an explanation of attendance procedures, pertinent student information, hall pass procedures, extra duty assignments, etc.

A maximum of two (2) teachers may be absent from school on the same day for personal/wellness leave, conference leave, field trips, and/or other extracurricular activities. **Exceptions to this policy must be approved by the principal.**

TEACHER ABSENCES DUE TO SICKNESS

If a teacher is sick and unable to come to school, or if he/she becomes ill during the day, he/she should contact the principal as soon as possible. Arrangements will be made for a substitute teacher to handle classes that day.

If, during the school day, a teacher knows that he/she will need a substitute for a future date, he/she should see the principal in charge of substitutes. If notifying him/her at home, the teacher should call/text before 9:00 PM the night before or 6:00 AM on the same day via the school cell phone.

No less than one-half day of sick leave may be taken at one (1) time, and unused sick leave days may accumulate indefinitely. Any teacher who does not use sick leave in a semester/term earns a stipend or an additional personal/wellness leave day to be used the next school year.

TEACHER ABSENCES DUE TO PERSONAL/WELLNESS LEAVE

Personal leave is granted at the rate of two (2) days per year. The Montgomery County School Board intends that these days be available for emergency use. Wellness leave is earned by semester/term for the following contract year if a staff member does not use any sick leave.

A maximum of five (5) personal days can be carried over. Unused wellness days cannot be carried over/ transferred to any other leave balances.

If a teacher wishes to take a personal/wellness leave day, he/she must complete a “MCPS Request for Personal Leave and/or Wellness Leave Day(s)” form. These requests should be made prior to the
absence. **This leave is always subject to the approval of the principal. Personal/Wellness leave will not be approved on Fridays in April and May. Extenuating circumstances will be considered.**

### TEACHER ABSENCES DUE TO FIELD TRIPS

Near the end of the school year, each teacher will be asked to submit an "Annual Field Trip Summary Request" form listing the approximate date, destination, and transportation requirements for each field trip he/she plans to take in the following year. Once these trips have been approved, the teacher should try to follow the schedule he/she has submitted as closely as possible. If he/she finds that an unplanned field trip is needed, he/she must obtain permission from an administrator before making arrangements. All trips must be approved by the principal. Friday field trips are discouraged.

### TEACHER ABSENCES DUE TO EXTRACURRICULAR ACTIVITIES

Extracurricular activities sometimes require a teacher to be absent from one (1) or more of his/her classes. Should an absence of this type be necessary, the teacher should try first to find someone in his/her area of the building who is willing to substitute for him/her during the block of time he/she will be gone. An administrative staff member, preferably one of the principal, must be told of the teacher's plans. If he/she cannot find another teacher to take his/her place, the teacher must see the principal as soon as possible. Someone will be asked to cover the class for him/her.

### FACULTY CHECK-OUT SHEETS

From time to time, it may be necessary for a teacher to leave the school building for an emergency. If such a situation arises, the teacher must check with an administrator and sign out on the faculty check-out sheets prior to leaving. The faculty check-out sheets are in the main office.

### LATE ARRIVALS BY TEACHERS

Each teacher is expected to be at school by **7:45 AM** every day and to remain until **3:20 PM** unless requested by a member of the administrative staff to extend those hours. The teacher must notify an administrator if he/she will be late. County policy requires that a written statement be submitted to the principal.

### INCLEMENT WEATHER SCHEDULES

On days when schools open on a one-hour or two-hour delay due to inclement weather, teachers are to report as soon as road conditions will allow for safe travel. Teachers must be at school at least thirty (30) minutes prior to school opening. Teachers who are on bus duty should make provisions to be at school at the regular time. The county policy on inclement weather schedules was revised in October 2000, to include various codes and descriptions as follows:

- **Code 1** - One-hour delay, instructional staff should report on time.
- **Code 2** - Two-hour delay, instructional staff should report one hour late.
- **Code 3** - Schools closed, 12-month and 11-month non-instructional personnel will report on regular schedule.
- **Code 4** – System shut down, only essential personnel will need to report to work.

#### Delayed Opening

**Code 1 – One-hour delay, instructional staff should report on time.** If a decision is made to open schools late, the announcement will be made by 6:00 AM. Staff members should tune to their local radio and television stations or call the information line. On rare occasions, it may become necessary to make announcements after 6:00 AM. Staff members should continue to listen to media announcements after 6:00 AM in case changing weather conditions makes it necessary to change the announcement.
**Code 2 – Two-hour delay, instructional staff should report one (1) hour late.**

**School Closing**

If schools are closed for the day because of inclement weather, the announcement will be made by 6:00 AM. Staff members should tune to their local radio and television stations for closing announcements. The announcements also will be posted on the school closing information line at 382-5102.

All 12-month employees (Central Office and schools) and 11-month non-instructional personnel are required to report for work on inclement weather closing days unless a Code 4 announcement is made. Twelve-month and eleven-month non-instructional personnel must report to work on time. Twelve-month employees who desire to be off on inclement weather days when the Central Office is open will be required to take a vacation day.

**Code 3 – Schools will be closed, and 12-month and 11-month non-instructional personnel will report on time. Personnel will work until their regular ending time unless an announcement comes from the Central Office. If an employee reports late, he/she will work with his/her immediate supervisor to schedule time to make up or leave to be taken.**

**Code 4 – System shut down. Only essential personnel will need to report to work. Each department will identify individuals who are needed to report to work to deal with severe emergency conditions. Principals are responsible for making sure their buildings are checked as soon as possible. Essential personnel will be designated by the administration. A Code 4 will only be sent out if a state of emergency exists and orders are given to stay off roads, i.e. ice storms, heavy snow.**

**Early Closing**

If a decision is made to close schools early because of inclement weather, all teachers and instructional aides may leave thirty (30) minutes after students depart unless the building administrator requests the staff to stay longer due to the need for added support to help with students. Essential personnel should remain at school or building locations at least two (2) hours after students have been dismissed from schools or until all students have arrived safely at home. Announcement of early closings will be made by telephone to schools and offices by designated Central Office staff. Non-school based personnel should remain at their work site for the normal working day unless specific instructions are provided from the Superintendent’s office concerning early dismissal time.

**SUBSTITUTE TEACHERS**

Substitute teachers check in with the office staff by 7:45 a.m.. They may leave at any time after 2:50 p.m. unless requested by the principal to stay longer or unless they must assume any duties of the teacher for whom they are substituting.

**STUDENT TEACHERS**

Student teachers are assigned the same duties as their supervising teachers; however, for legal reasons, those duties cannot be turned over exclusively to the student teacher. As an employee of the school system, the teacher is still responsible for what occurs in his/her classroom. He/She must use good professional judgment in guiding his/her student teacher toward the use of proper, educationally-sound methods of teaching and classroom management. The teacher should allow the student teacher to observe his/her teaching style, to work with small groups, and gradually to increase his/her responsibilities before turning over the actual teaching of his/her classes.
PURCHASE POLICY FOR MEDIA MATERIALS

Requests from individuals for media materials (books, audio-visual materials, etc.) should be directed through the principal.

GUIDANCE PROGRAMS

The Guidance Department is staffed with one (1). The focus of her work with students is contained in the following objectives:

Vocational/Career Development

1. to share with students information as it becomes available about job openings in the community;
2. to make available to students current information about careers;
3. to assist students in making the transition from high school to gainful employment;
4. to assist students in understanding the relationship of their requirements for specific careers.

Academic/Educational

1. to inform students about the guidance and counseling services and the procedures for securing these services;
2. to promote opportunities through which students may acquire knowledge of effective study skills;
3. to provide assistance for students having academic difficulties;
4. to assist students in the selection of courses of study which will prepare them for employment and/or post-secondary education;
5. to provide information for students regarding post-secondary educational opportunities, including related financial assistance.

Self-Understanding/Relationships with Others

1. to assist students in understanding the decision-making and goal-setting processes;
2. to provide activities which help the students gain knowledge and skills applicable to personal growth and development;
3. to provide activities which help the students gain knowledge and skills needed for effective relationships with others.

VOLUNTEERS

Using volunteers effectively in education requires the commitment of additional time and effort by both teachers and volunteers; however, well-trained volunteers can provide MC with the human resources needed to complete literally hundreds of tasks. Non-professional help can provide teachers with more time for teaching. As speakers and resource persons in classrooms, they extend the curriculum. Many do excellent work as tutors or by serving in areas outside the classroom such as the media center and Guidance Department.

The administration believes in developing a comprehensive, effective program to use volunteers at MC. The obvious benefits to the school itself are even more enhanced by the fact that volunteers are often an extremely valuable vehicle for promoting positive public relations among the home, school, and community.

STUDENT CODE OF CONDUCT

Each year, all teachers will receive the Student Code of Conduct. It is imperative that teachers read the Code of Conduct carefully in order to understand the rules and regulations that govern student life at MC. The Student Code of Conduct, as well as additional rules and regulations, will be discussed during school orientation sessions.
All staff members have the responsibility of correcting misconduct and handling problem situations observed before, during, and after school. The fact that the teacher is not on duty does not relieve him/her of these obligations.

**Each teacher is expected to be in the doorway of his/her classroom to assist with safe and timely traffic flow during class changes.** She/he should notice non-student visitors and direct them to an administrative staff member or instruct them to leave the school premises immediately. She/he should make checks of restrooms frequently. She/he should give particular attention at lunch times to students disturbing classes which are still in session.

Each teacher is responsible for an orderly, systematic, and efficient program of instruction. Good instruction leads to better behavior in the classroom and in other parts of the school. A classroom discipline plan must be filed with the principal at the beginning of each year. On the first day of school, teachers are required to define and discuss his/her tardy policy with students.

When the teacher does encounter discipline problems, he/she should act quickly, firmly, and consistently. If his/her efforts do not succeed, he/she should feel free to refer the case to a member of the administrative staff. The principal works with discipline for the student body.

Discipline should be handled with the following policies in mind:

1. A staff member must never use undue physical force in dealing with students.
2. A staff member must use appropriate language at all times.
3. A staff member must not ridicule or use sarcasm toward pupils.
4. A teacher must be consistent in applying the rules he/she has established.
5. A teacher must make sure that his/her students know and understand both his/her and the school's rules.
6. A teacher must not use group punishment.
7. A teacher should handle his/her own discipline problems whenever possible. Doing so strengthens his/her control in the classroom.

Besides the usual methods of handling problem students (reassigning seats, stern reminders of expectations, etc.), the teacher may need to take action that extends beyond the classroom. The following violations will require the teacher to fill in a "Discipline Referral" form and submit it to the principal:

1. **Excessive tardies**—As soon as a student has accumulated four (4) tardies to any class in a single nine-week period the teacher must contact the parents and send in a "Discipline Referral" form with the "action taken" section completed according to the following:

<table>
<thead>
<tr>
<th>Number</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four (4)</td>
<td>Parent contact and one (1) detention hall</td>
</tr>
<tr>
<td>Six (6)</td>
<td>Referral to the principal</td>
</tr>
</tbody>
</table>

**NOTE:** Parental contact may be a parental signature on the yellow discipline form.

If students fail to serve their assigned Detention Halls, further disciplinary action may occur. Students occasionally may change the dates of their Detention Halls if they can show good cause.

2. **Chronic violations of a minor nature**—After a teacher has utilized other interventions (such as conference, Detention Hall), he/she should refer the student to the principal or counselor for action.
3. **Major infractions of rules**--Particular student behavior, such as extreme disrespect toward a teacher, physical or verbal abuse toward others, skipping classes, and/or use of tobacco on campus will not be tolerated at MC and will be handled firmly and quickly with more severe forms of punishment. This punishment may include, but is not limited to, In-School Supervision, Out-of-School Suspension, and expulsion.

If the student is so disruptive that the teacher cannot conduct his/her class effectively, he/she may send the student to the office. The teacher should contact the office to explain the situation, noting whether or not the student should be returned to class during that block. **At the earliest convenience, the teacher should complete a discipline form and send it to the office.** Teachers should follow up the case to determine whether the student requiring discipline has arrived in the office on time and as directed. **In case of an emergency, teachers may dial extension 110 for immediate assistance.**

Should a student continuously cause problems in the classroom, it may be necessary to have the student's parents or guardians come to the school for a conference. This meeting likely would involve the student, his/her parents or guardians, the principal, the guidance counselor, and his/her teacher(s). Teachers must remember that no student can be expelled from the class permanently without permission from the principal.

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**DETENTION HALL (DH)**

Detention Hall will meet Monday through Friday from 11:15-11:40 AM, except on early release days. Detention Hall can be used to address minor disciplinary infractions. Assignment to Detention Hall can be made by classroom teachers using a “Discipline Referral” form or by an administrator.

Copies of the “Discipline Referral” form will be distributed as follows: yellow copy to student, pink copy to Detention Hall supervisor, and white copy to In-School Supervision Coordinator.

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**OUT-OF-SCHOOL SUSPENSION (OSS)**

**Short-Term Suspension**

Any administrator can suspend a student for a period of five (5) days or less when a student fails to fulfill responsibilities to the school or to classmates. Under normal circumstances, the administrator will inform the student of the reasons for the suspension and permit the student to present arguments on his/her behalf. A student or parent may appeal a suspension to the principal and may appeal the ruling of the principal to the superintendent. An administrator may remove students from school immediately when their safety, the safety of others, or the orderly operation of the school is in jeopardy.

The orderly operation of a school requires that students and teachers know one another and that students respond appropriately to inquiries, requests, and directions of school personnel.

**Long-Term Suspension**

Serious infractions of the Student Code of Conduct may result in recommendation for suspension for a period longer than five (5) days or for permanent expulsion from school. The recommendation is made by the principal and must be acted upon by the School Board.

Suspension for the remainder of the term or expulsion will mean that no credit can be earned for that semester unless otherwise directed by School Board.
The Phoenix Classroom provides an alternative to Out-of-School Suspension for high school students in Montgomery County. Students who have been suspended for three (3) or more days may be referred to the Phoenix Classroom by building administrators or by the Montgomery County School Board. Students attending the Phoenix Classroom will be counted present for attendance purposes for the duration of their stay at the Center. At the Phoenix Classroom, students will receive assistance with academic course work, study skills, social skills, and skills related to behavior management.

Whenever an administrator, student, and parent agree that a Phoenix Classroom placement is appropriate, the guidance office will request assignments from teachers. Teachers should return assignments to the main office within twenty-four (24) hours.

**HIERARCHY OF DISCIPLINE ACTIONS**

The following outline shows the normal progression of disciplinary actions that will be followed for repetitive incidents of misbehavior and for failure to serve an assigned discipline. Every effort will be made to follow this progression as a minimum action for student misbehavior. Severe or multiple offenses may result in OSS. In addition, students involved in multiple incidents of disruption, fighting, and/or other repeated violations of the Student Code of Conduct will be considered for recommendation to the School Board for long-term suspension or expulsion. This does not preclude a recommendation by the school administration for long-term suspension or expulsion in the case of a single serious incident.

**DETENTION HALL** -- Minor discipline infractions
(Ex: disruptions in classroom or elsewhere, indirect improper language, misbehavior, fourth tardy, failure to work, talking, minor disruptions)

**IN SCHOOL SUSPENSION**
-- Major disruption
-- Repeated disruption
-- Major discipline infractions

**OUT-OF-SCHOOL SUSPENSION**
-- Failure to serve Detention Hall/LOP Day
-- Major discipline infractions
-- Recommendation for Long Term Suspension or Expulsion

**MONTGOMERY CENTRAL DISCIPLINARY PLAN**

A disciplinary plan (matrix) has been developed that contains guidelines designed to assist the school administration in making disciplinary decisions. The guidelines, as they relate to infractions of the Student Code of Conduct, are at the discretion of the school administration. The administration reserves the right to lessen or increase disciplinary action as circumstances dictate. All disciplinary actions may be appealed to the principal.

**SEARCH AND SEIZURE**

To maintain order and protect students and school personnel, school authorities may, with reasonable suspicion, search a student or student automobiles on school premises. Student lockers are school property and remain at all times under the control of the school. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.
CORPORAL PUNISHMENT NOTICE

Corporal punishment is prohibited in Virginia. However, this prohibition does not prevent a teacher or school employee from:
1. Using incidental, minor, or reasonable physical contact designed to maintain order and control;
2. Using reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
3. Using reasonable and necessary force to prevent a student from inflicting physical harm on himself/herself;
4. Using reasonable and necessary force for self-defense or the defense of others;
5. Using reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his/her control.

SEXUAL HARASSMENT

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical contact of a sexual nature when (1) submission to or rejection of the conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile, or offensive learning environment; or (3) submission to the conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs. Teachers are reminded that they are to address sexual harassment occurrences in their classrooms. The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located at File: JFH of the School Board Policy Manual located in the media center and in the county libraries. Teachers should deal with the specific incident, document any action taken, and notify the appropriate assistant principal.

HALL PASSES

Teachers should restrict the number of people who are allowed to leave the classroom during a single block. Every effort should be made to keep all students in class at all times.

If the teacher does release a student, only one (1) should be released at a time. The student is required to use a hall pass when he/she needs to leave the classroom. The student is responsible for writing the time and destination on the sign out sheet in each classroom.

When a student is sent from the room and is not expected to return by the end of the block, the teacher should check with an adult at the destination point to assure him or herself of the student's arrival.

NOTE: Teachers must not release students from class during the first or last ten (10) minutes of any block except in an emergency situation.

STUDENT PARKING

Students must register all vehicles in the main office. Student parking is located in the parking lot beside the football/soccer field. All other parking areas are off limits to students. Upon arrival at school, a student should lock his/her vehicle. He/She must not loiter in the vehicle or parking lot at any time.

The speed limit on campus is 10 miles per hour. Reckless operation of a motor vehicle on campus at any time is prohibited. Failure to observe the parking rules and regulations may result in, but is not limited to, the revoking of the student's parking/driving privilege so that he/she shall no longer be allowed to bring
his/her vehicle on campus. Additionally, towing of the student's vehicle, at the student's expense, may occur if it is improperly parked. Vehicles parked illegally will be ticketed by the town police.

**APPROPRIATE DISPLAYS OF AFFECTION**

In an effort to promote appropriate public behavior, and recognizing that community standards vary, student-to-student bodily contact is limited to hand holding only.

**DRESS CODE**

Students are expected to be well-groomed and neatly dressed at all times. Any form of dress, undress, or hairstyle considered contrary to good hygiene or disruptive to instruction will not be permitted. Bandanas, sunglasses, or other objectionable apparel will not be worn in the building by either sex. Other examples of objectionable apparel include, but are not limited to, tops with “spaghetti straps”; clothing that exposes midriffs, waists, or undergarments; pajamas, slippers and short shorts or skirts.

Articles of dress that can reasonably be assumed to cause a distraction or a disruption of normal school activity will result in a request to the student(s) involved to discontinue wearing the particular item(s) and may result in disciplinary action if the request is ignored.

The following are considered inappropriate dress and/or violations of the Student Code of Conduct: wearing of clothes, jewelry, or other apparel or personal belongings that advocate violence, alcohol, and other drug use and/or distribution; or that represent gang activity and/or membership; or that advertise obscenities; or that reflect adversely on persons due to race (such as clothing with confederate flag symbols), gender, creed, national origin, physical abilities, emotional abilities, or intellectual abilities; or that are considered to be distracting or inappropriate attire.

**FOOD AND BEVERAGE POLICY**

Beverages with tops are permitted in the hallways and classrooms. Beverages and small food/snack items may be allowed in the classroom at the teacher’s discretion.

**CLASSROOM DEMEANOR**

Students are not allowed to place feet on desk tops or to lie on the classroom floor. The administration expects teachers to enforce each of the above rules with their students.

**ATTENDANCE PROCEDURES**

**Taking Daily Attendance**

Teachers must make sure that the following guidelines are observed daily:

1. **ATTENDANCE MUST BE TAKEN AND SENT TO THE OFFICE BY 9:00 AM.** If a teacher realizes that he/she has made a mistake, such as marking a student absent who was really present, he/she must notify the administrative assistant in the main office IMMEDIATELY.

2. **Attendance for all other period must be completed within the first 5 minutes of each block.**

3. Substitutes will not be able to access the attendance application and will need to take attendance on the class sheets which teachers will need to copy and place in their substitute folders. Substitutes will need to send the sheets to the main office by 9:00 AM.
**Field Trips**

Each teacher, administrator, and the attendance secretary must be provided with an alphabetized list of students attending a field trip **at least five (5) days prior to the field trip**. The student will be marked ACT by the attendance secretary, provided that she has been given a field trip list. If there are students on the original list who do not attend the field trip, their names must be given to the attendance secretary before leaving for the trip. The ACT code will be removed for those students.

**Documented Absence**

In order to receive a document absence when returning from an absence, each student shall bring a written note from a parent/guardian on the day he/she returns to school. The note must state the reason for and the date of the absence and be signed by a parent/guardian. The student shall present the note to a staff member in the main office upon arrival.

If a student does not bring a note from a parent/guardian when returning from an absence, he/she must still report to a staff member in the main office upon arrival. If the student brings a valid note to the main office the second day following an absence, the note will be honored, and the absence will be changed to documented.

**Checking In**

If the student arrives after 8:05 AM, he/she shall report immediately to the main office. If the student has a written note, it should contain the reason for the tardy, the date, and the signature of a parent/guardian.

**Tardies**

Promptness to class is very important. A student who is tardy to school after 8:05 AM must have checked in at the office. The teacher will assign the penalty according to the number of tardies the student has accumulated during the current semester.

**NOTE:** Unreasonably late tardies should be referred to an administrator for disciplinary action.

**Checking Out**

When it is necessary for a student to leave school early, the student shall present a written note to a staff person in the main office. The note must include the reason for the early dismissal, the date, and the signature of the parent/guardian. The parent/guardian may be called to verify the written note.

If a student becomes ill during the school day and needs to check out, he/she must report to the main office. The school nurse or principal will contact the student’s parent/guardian to make arrangements for the student to leave school.

A student checking out during lunch period will be required to have a parent/guardian come into the main office to personally check him/her out. Exceptions to this policy must be approved by an administrator.

**Make-up Work**

Homework, tests, and quizzes missed because of absences, tardies, or early dismissals may be made up. Other important instructional activities may be difficult or impossible for the teacher to recreate for the returning student. In that case, the student should not be penalized for missing those instructional activities because of absences, tardies, or early dismissals.

It is the responsibility of the student to request make-up work for absences and to satisfactorily complete
all assigned make-up work. Students are given one day for each day's absence to make up their work. This period of time may be extended at the discretion of the teacher. Teachers are to be flexible with students who need time extensions because of health or other legitimate reasons.

If a student, prior to his/her absence, is informed of an upcoming test or assignment, he/she is responsible for taking the test or turning in the assignment on the day scheduled. If his/her return to class follows that date, he/she must take the test or turn in the assignment on his/her first day back in school or at the teacher's discretion.

When a student is out of school for a period of time, requests to the school by the student or his/her family for homework must be made at least 24 hours in advance of the time the work is to be picked up. Each teacher must return the "Homework Request" form to the guidance secretary by 12 Noon on the day following the request.

**Attendance Notification**

Parents will be notified by letter when the student has accumulated five (5) and/or ten (10) absences in a semester block. Teachers must keep an accurate record of student absences, tardies, and early dismissals in a hard copy form to back up the electronic record.

**NOTE:** Teachers of full year courses are responsible for letting the administrative assistant know when a student reaches ten (10) and nineteen (19) absences their course.

Problems with a student's attendance may require additional contacts and counseling with parents/guardians. Teachers are responsible for initiating the necessary communications with the home at any time absences, tardies, and/or early dismissals are jeopardizing a student's progress in class.

**Absences Recorded on Report Cards**

Absences from class for each grading period will be reported to the parent/guardian on the report card. Tardies and/or early dismissals will not appear on the report card.

**Exceptions to the Attendance Policy**

Any exceptions to the provisions of the attendance policy as stated above must be approved by an Attendance Appeals Committee composed of the principal and teachers. Decisions rendered by this panel may be appealed to the principal, the Director of Student Services, the superintendent, and, ultimately, the Montgomery County School Board.

**NOTE:** Absences due to court, death in family, religious holidays, tardies, and early dismissals caused by state-mandated testing, field trips, school-sponsored activities, VHSL activities, late bus, and conferences with school staff members will not contribute to the maximum number of absences.

**Student Withdrawals and Drops**

Teachers must not drop a student from any class or homeroom until they are notified officially by the Guidance Department. The Guidance Department will circulate a "Notification of Possible Student Withdrawal" form for each teacher to complete and sign. **This is not the official drop notice.** Teachers must continue to take attendance for the student until they receive an "Official Drop Notice" or an "Official Homebound Notice."

**ACCESS TO STUDENT INFORMATION**

Teachers who need to know personal background information about a student must seek the assistance of that student's guidance counselor or administrator. Teachers are encouraged to view permanent records and to consult with guidance counselor regarding their students. Information in student files varies from intelligence and achievement scores to grades, health, and home conditions, all of which can add immeasurably to the understanding of an individual's behavior in school.
Teachers must be professional in their use of these files. The details of a student’s personal life should never be discussed with other students and must not be a topic of random conversation among teachers.

Access to student records is limited to full-time professional staff members with the permission of the appropriate guidance counselor. Student teachers, student office assistants, and school volunteers are not permitted direct access to these records.

Student teachers needing to consult student records should inform their supervising teachers as well as the guidance staff. They may see the contents of student files only while under the immediate supervision of a guidance counselor.

At no time may student records be examined outside the main office and guidance office complex. It is suggested that teachers look at these records in a counselor's office or in the guidance conference room.

Throughout the school year, counselors will request teachers to provide information, complete forms to gather data for student records, or complete a "Student Progress Report" form. Teachers must be prompt and accurate in submitting information about students. Information must be submitted to the guidance secretary within 24 hours, unless otherwise requested.

**CHILD ABUSE/NEGLECT**

The Virginia local code mandates that all school personnel report any suspected child abuse/neglect cases to the local Department of Social Services through the specific reporting procedures of their own school system.

School personnel in Montgomery County are to report suspected cases to the Montgomery County Department of Social Services at 382-6990. Personnel may also use a 24-hour hotline in Virginia by calling 1-800-552-7096.

A teacher should observe such evidence as physical abuse, a student's general appearance, his/her classroom behavior, and/or parental attitudes. Virginia child abuse laws protect the complainant's identity whenever possible.

More detailed information can be obtained from the Department of Social Services, from the Guidance Department, or from an administrator.

**CLASSROOM INVENTORIES**

Each teacher is expected to take an inventory at the end of the school year. Inventory sheets will be provided by the main office and should be submitted to the appropriate staff member as part of the official check out process.

**FACULTY MEETINGS**

Regular faculty meetings are scheduled for the 2nd and 4th Wednesday of each month after school unless otherwise announced. Teachers are expected to be present and on time unless excused by the principal. Teachers should not schedule personal appointments or other meetings on Wednesday afternoons.

Special meetings will also be called for staff development, curriculum planning and discussion, professional study and direction, committee action on extracurricular activities, evaluations, guidance, and other important topics not demanding full faculty participation. Like faculty meetings, these sessions are also mandatory.
GENERAL SUPERVISION BY TEACHERS AND STAFF

It is the responsibility of all staff members to correct misconduct and handle problem situations observed before and after school, between classes, in the cafeteria, or at any school function. Because teachers are "always on duty," they are never relieved of any of these obligations!!!

Teachers should observe student traffic in hallways. They should check for passes when they feel it is necessary. They are expected to be in the doorways of their classrooms to assist with safe and timely traffic flow during class changes; to prevent running, pushing, or other dangerous activities; to be aware of potential trouble such as a student argument which could lead to a fight; and to greet students as they enter their classrooms.

Teachers should give particular attention at lunch times to students disturbing classes which are still in session.

Teachers should approach and question any individual they feel is not a student at MC and does not belong on school property. Visitors with legitimate school business to conduct may need to be sent or escorted to the office to check in with administrative personnel. When necessary, teachers should ask a person who should not be here to leave the premises immediately. The incident should be reported to an administrator. Outsiders who repeatedly visit the campus without approval will be referred to the local police department and may be charged with trespassing.

ACTIVITY FUND

For each activity account, there will be an assigned teacher/sponsor. At the beginning of each school year, the teacher/sponsor must meet with the bookkeeper to receive the ledger sheet and receipt book for his/her activity account. At this time the bookkeeper will go over any changes in procedures.

PURCHASING PROCEDURES FOR ACTIVITY FUNDS

Before a teacher/sponsor spends money from the activity fund account, he/she must check to be certain that his/her balance is sufficient to cover the expenditure. The bookkeeper will give him/her that information.

To make a purchase, a teacher/sponsor must follow these steps:

1. Request a MC Activity Account PO form from the bookkeeper when you need to make a purchase.

2. Please complete the form with the date, name of the vendor, vendor’s address, name of the school account and account code, name of the person making the requisition, and amount of the order. It is the responsibility of the teacher/sponsor to provide the amount of the purchase along with any applicable shipping or other charges. The amount of the invoice MUST NOT exceed the amount of the “Purchase Order.”

3. The teacher/sponsor must fill out the “Description of Articles or Services” section of “Purchase Order” as completely as possible. Incomplete forms will not be processed. If you complete the quantity and the unit price, the form will calculate the amount and the total as well as adding 10% for shipping & handling. If you know that the shipping will be more than the 20%, please include that amount as a line item. It is better to have the PO for too much than not enough.

4. New vendors must complete a W-9 which he has submitted to the SBO for set up.

5. After completing the form, please return it to the bookkeeper. A PO number will be assigned and a principal’s signature of approval obtained. Upon approval, a copy of the PO will be returned to you. Please make a copy for your own records and mail, fax or take a copy of the PO with you.
when the purchase is made.

6. **Please note:** All purchase orders over $1,000 must be sent to the School Board Office for approval and require additional time for approval.

7. The teacher/sponsor must get an invoice from the vendor. No monies can be spent from school accounts without this invoice. If you lose the invoice or fail to obtain an invoice, it is your responsibility to obtain the necessary proof of purchase.

8. The invoice should contain both the matching “Purchase Order” number and the name of the account from which payment is to be made.

9. Obtain a "Request for Payment" form and completely fill out this form, including the “Purchase Order” number and the invoice number. If there is no invoice number, insert “none” in the space provided.

10. **If a teacher/sponsor needs a check written, he/she must give the "Request for Payment" and supporting documentation to the bookkeeper at least 48 hours prior to the date the check is needed.**

The following guidelines for making purchases **MUST** be observed:

1. If a teacher/sponsor spends money without first obtaining a "Purchase Order," he/she will be responsible personally for that purchase.

2. A teacher/sponsor must not make purchases with a credit card or with a personal check. The auditors will not allow the school to reimburse a teacher for money spent in this manner.

3. Once a teacher/sponsor has received an invoice, he/she must not wait more than two (2) working days to return the invoice, purchase order copies, and "Request for Payment" form to the bookkeeper.

**ACCOUNTING FOR ACTIVITY FUNDS**

As an organization collects money from sources such as dues, school dances, and sales of products, the teacher must submit his/her receipt book and deposit the money (with a “Deposit Slip”) daily **before 12:30 PM** with the bookkeeper. Any monies turned in after 12:30 p.m. are the responsibility of the teacher/sponsor and **NOT** the bookkeeper. If possible, the teacher should remain with the bookkeeper while receipt totals are confirmed. Neither the teacher nor the office is to keep school money overnight.

Each student who turns in money must be receipted. Receipt books are distributed by the bookkeeper early in the year. If a teacher needs to void a receipt, he/she must **not** tear it out of the book; instead, he/she must write the word "VOID" across the receipt and continue with the next receipt.

All monies raised through fund raising activities by groups at MC are the property of MC and Montgomery County Public Schools. These monies are to be returned to the appropriate club/class teacher/sponsor according to the teacher/sponsor’s directions. Failure to comply with this policy and/or the teacher/sponsor's directions may result in legal action.

Obviously, the teacher/sponsor should be careful to prevent the theft or misuse of organization monies. It is required that the teacher/sponsor, rather than a student, brings the money to the office. The teacher must not leave money in the bookkeeper's mailbox. She/he must give it to the bookkeeper personally, along with supporting documents.
Lost or stolen money is the responsibility of the sponsor if that money has not yet been received by the bookkeeper.

**NOTE:** MCPS has contracted with an outside firm for returned checks. Returned check fee $39.00

**REFUNDS:** In order for a student and/or parent to receive a refund, the teacher/sponsor must make a copy of the appropriate receipt and attach this copy to a “Request for Payment.” No refunds will be issued without a copy of the appropriate receipt.

**TRANSFERS:** In order to transfer money from one activity account to another account, the teacher/sponsor must complete a “Transfer of Funds” form and a “Request for Payment” form. Any departure from these outlined purchasing/activity fund procedures will require that the teacher/staff member explain in writing why the discrepancy occurred. A copy of the letter will be kept on file in the office to satisfy any questions the auditors may have. Explanations of discrepancies may be filed in the permanent school file of the teacher/sponsor if repeated discrepancies occur. The principal or his/her appointed designee will make this determination after consultation with the teacher/sponsor.

**INSTRUCTIONAL FUND PURCHASING PROCEDURES**

A teacher must see the designated administrative assistant for purchase orders and requisitions when spending Instructional Fund money. She/he must observe the following procedures:

1. Purchases under $1,000 are placed on a “Purchase Order.” Purchases over $1,000 and **blanket purchase orders** are placed on a “Requisition for Purchase.”

2. A teacher must request the “Purchase Order” or “Requisition for Purchase” form from the administrative assistant. After completing the correct form as accurately as possible with all the necessary information (including the Instructional Fund Account number), he/she should return the form to the administrative assistant for processing.

3. The administrative assistant will have the form signed by an administrator prior to sending it to the Central Office Purchasing Department where the actual purchase order number is issued and additional signatures are obtained.

4. At this point, the Purchasing Department will mail the “Purchase Order” or the “Requisition for Purchase” from the Central Office or return it to the school to be hand carried or faxed by appropriate school personnel.

5. Teachers should be aware that this procedure takes some turn-around time.

6. An invoice will be sent after the teacher receives his/her supplies/equipment. She/he should check the invoice against the purchase order for accuracy, sign it, and return it to the administrative assistant for payment processing. **Invoices must not be held unless there is a problem. They must be turned in for payment as soon as possible.**

7. Teachers will be given a fund ledger. The designated individual will be responsible for maintaining the ledger. It is imperative that teachers keep accurate records and do not overspend their allocation.

**BUILDING EVACUATION**

From time to time during the school year, it will be necessary to evacuate the building either as a drill or in
an emergency situation. In order for these evacuations to occur with the least amount of confusion, teachers are asked to follow the guidelines listed below:

1. Each teacher must post a diagram of the building with his/her particular classroom’s evacuation procedure (fire exit plan outlined in red, tornado exit plan outlined in blue) on the wall next to the classroom door.

2. The teacher should review the evacuation procedure with all of his/her classes during the first week of school.

3. All classroom doors are to be closed as the last person exits the room.

4. Classes should exit the building in an orderly fashion and should remain at least 100 feet from the building.

5. Teachers are expected to check class rolls as soon as possible after exiting the building and to report the names of any missing students to the nearest administrator.

6. Teachers and classes are expected to remain together until the signal is given to re-enter the building.

7. Classes should follow the same procedure for re-entering the building as they did for evacuating.

**TELEPHONES**

**Incoming calls** -- Teachers receiving telephone calls during class will be notified of the call as soon as possible.

Unless there is an emergency, students normally will not be pulled from class for a phone call; instead, the office may choose to send a note to the student or to tell the caller that contact will need to be made outside of school hours.

**Outgoing calls** -- To receive a direct outside line for non-toll calls, the teacher must push nine (9) once and then the telephone number he/she is calling.

Teachers must confine their use of departmental and main office phones to emergency and professional reasons.

Unless a teacher feels that the outgoing call is an emergency, he/she must not leave his/her class unattended to use the telephone. When he/she finds that leaving for this purpose is necessary, he/she must make sure that his/her class is adequately supervised by another staff member during his/her absence.

No student should be denied the use of a school telephone if that call is made because of an emergency or is of verified, exceptional importance; however, teachers must not allow students to use an office or departmental telephone without sufficient reason and without the student’s receiving prior approval of a staff member.

**Cell Phones** – Teachers are not to use their cell phones in public areas, in view of students during school hours.

**In-school calls** -- All in-school phones may be reached with a three-digit number. **In case of an emergency, teachers may dial extension 110 for immediate assistance.**

**Classroom phones (intercom only)** -- When an individual room is called, the teacher can use the handset
Calling within the building -- Teachers dial the three digit extension number.

Calling out of the building -- Within the school system, teachers should dial only the last four digits of the phone extension. Outside the school system, teachers should dial 9 and the seven-digit number. For long distance, teachers should dial 9, 1, area code, and the seven-digit number. Answering calls -- Teachers should either press the “Intercom” button to use the “speaker phone” or lift the handset.

MAILBOXES

Staff members and organizations have mailboxes in the staff workroom. Mailboxes must be checked often, at least before and after school each day. Important messages placed in the box late in the day may require the attention of a staff member before 3:00 P.M.

Students are not to retrieve mail or other items from teacher mailboxes unless approved by the administration.

PUBLIC ADDRESS ANNOUNCEMENTS

Office personnel will do all that is possible to prevent the interruption of classes by the public address system.

Announcements are made at the beginning of each day, as needed.

During the A period announcements, a moment of silence will be observed as per Code of Virginia Section 22.1-203: “...During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.” Following the moment of silence, students will be asked to recite the Pledge of Allegiance as per Code of Virginia Section 22.1-200.1: “Each school board shall require the daily recitation of the Pledge of Allegiance in each classroom of the school division and shall ensure that the flag of the United States is in place in each such classroom.” NOTE: Students electing not to participate in the Pledge of Allegiance can remain quietly standing or sitting and shall make no display that disrupts or distracts others who are reciting the Pledge.

Occasionally, the office staff needs to call only one (1) room as a result of an emergency situation and/or to ask that a particular student be sent to the office.

All announcements, which a teacher initiates, must be in writing and signed by him/her. Unsigned announcements will not be read. Students may not make or submit announcements without teacher and/or office approval.

Every announcement is expected to be brief, to the point, supportive of existing school rules/regulations, and in good taste.

LOCKERS

Lockers are opened by a three-number combination. Teachers should remind students that they should memorize those numbers as quickly as possible and should refrain from giving their combinations to others. Those forgetting combinations may see the administrative assistant in the main office.
The administration reserves the right to move a student to another locker whenever the change seems to be in the best interest of the student or of the school. **The administration also retains the right to inspect student lockers at any time.**

### ACCIDENTS AND ILLNESSES

Accidents causing injuries to students should be reported to the office as soon as a teacher becomes aware of them. By the end of the same day of the accident, the teacher or another witness must describe the causes of the accident on an "Accident Information Sheet" obtained in the office.

The office has limited access to first aid supplies and equipment. Students with serious injuries will either be sent home or taken to the hospital emergency room. The school will make every effort to contact parents/guardians in dealing with these types of cases.

Teachers should use sound, professional judgment in handling student illnesses. If a student becomes ill in a teacher's presence, the teacher may wish to take or send him/her to the office. In the latter case, another responsible student may be chosen to accompany the one who is ill. As in dealing with accident victims, the office staff will consider the severity of the illness in deciding a course of action. A minor illness may require only that the person sit for a time in a quiet area before returning to class. Other cases dictate the calling of parents/guardians or transportation to a hospital.

**Teachers must not at any time administer any type of medication to students!!!**

All accidents which cause injury to a teacher should be reported to the office immediately on an "Employer First Report Data Sheet."

### ADMINISTRATIVE PROCEDURES FOR ADMINISTERING MEDICATIONS TO STUDENTS

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. For the safety of students, Montgomery County Public Schools has determined that the following procedures must be observed:

1. If prescription medications are to be given at school, written orders must be provided and signed by the physician or other licensed prescriber on a Montgomery County Public Schools "Medication Permission Form." These orders must specify the name of the medication, the dosage, and the time it is to be given. The "Medication Permission Form" must also be signed by the parent or guardian of the student.

2. If non-prescription medications are to be given at school, the "Medication Permission Form" must be completed and signed by the parent or guardian indicating the name of the medication, the dosage, the time it is to be given, and the reason for the administration. Non-prescription medication can be administered no longer than three (3) consecutive days, after which time a completed "Medication Permission Form" from a physician or other licensed prescriber must be provided.

3. All medication is to be brought to school by the parent or guardian in the original, properly labeled container. The information on the container must match the information on the "Medication Permission Form." Any change in the prescription requires a new permission form.

4. If a parent or guardian is unable to deliver the medication to the school, he/she must call the school to report that the medication is being delivered by the student. The "Medication Permission Form" must be delivered as well.

5. Students in grades 9-12 may self-administer non-prescription medication only with a completed
“Medication Permission Form” from the parent. This form must be on file with the school. The student may only carry the dosage to be used at school that day.

6. Students with emergency medications, such as inhalers, epi-pens, or insulin, may carry and self-administer these medications only if the written permission from a licensed prescriber and the parent is on file with the school. Parents of children needing such emergency medications are advised to contact the school nurse so a care plan can be developed.

7. Parents must provide refills of medication. Parent requests to withhold or discontinue medication must be reported to the prescribing physician.

8. Medication not picked up by the end of the school year will be discarded.

9. Sharing and distributing prescription medication with others may result in a recommendation of expulsion.

**BUILDING ALARM SYSTEM**

Because of the building’s security system, special care will be necessary in entering/leaving the facility after normal working hours. Teachers must observe the following guidelines:

1. The term "normal working hours" is defined as a period from 6:45 AM until 4:45 PM Monday through Friday when school is in session or when there is a scheduled workday for certified, classified, and/or administrative personnel.

2. Entering the building under normal working hours will not present a problem because the alarm system will be on the day mode. Teachers will find a door locked at this time. The use of swipe cards or use of buzzer will be required.

3. If a member of the staff needs to work in the building during the time it is on night or perimeter mode, special arrangements will be necessary so that the alarm is not activated. Staff members should see an administrator to make those arrangements.

4. Staff personnel must keep information related to the alarm system confidential. Knowledge of unsecured door locations and alarm set times would be extremely valuable to anyone attempting to steal supplies/equipment or to vandalize the building.

**TEACHER CONFERENCE ATTENDANCE**

Teachers wishing to attend a professional conference must submit a “Request for Approval of Conferences or Convention Attendance” form in duplicate to the appropriate assistant principal for approval. The form must be submitted a minimum of two (2) weeks prior to the date of the conference. Conference attendance will be approved based upon appropriateness of the activity and the availability of School Board travel funds. **Conferences may not be approved if two (2) or more teachers are scheduled to be out of the building for other leave purposes.**

Personal automobile travel expenses are not reimbursable unless otherwise approved. Once a conference has been approved, faculty members are to complete a “Request for Use of County Car” form and send it to the Service Department for processing at least five (5) working days prior to the trip. This will allow a staff member to use a county vehicle, provided one is available.

Upon return from a conference, the teacher is responsible for requesting reimbursement of conference expenses (if approved earlier). A “Travel Expense Reimbursement Voucher” should be completed and submitted to the principal for approval. Copies of the conference approval form and original receipts for
expenses claimed should be attached to the voucher. The original copy of the computer voucher and receipts should then be forwarded to the appropriate central office personnel.

**MAINTENANCE STAFF**

Requests for special help from a member of the maintenance staff normally should be made through the main office. Teachers should not ask the custodians, for example, to exchange furniture or equipment or to provide them with new furniture, equipment, or supplies. Records of item use and location must be kept by the main office.

Students are not allowed to enter the custodian's room, a storage room, or the boiler room unless accompanied by a maintenance staff member to carry out school business or unless the student has been given specific permission by an administrator.

**STAFF TOBACCO POLICY**

The use of all tobacco products, including cigarettes, cigars, pipes, chewing tobacco, and snuff, is prohibited on school grounds. Such prohibition shall apply at all times, day or night. This policy shall apply to all students, employees, visitors, volunteers, or other persons conducting business with the school. Staff members must refrain from using tobacco products in the presence of students while on school property or while serving in an official capacity.

**SCHOOL RESOURCE OFFICER**

School administrators and staff members often rely on law enforcement resources and experts to maintain safety, order, and discipline in the school environment. To satisfy this need, a School Resource Officer Program has been established by the Christiansburg Police Department, working in cooperation with Montgomery County Public Schools.

The program involves the assignment of a police officer to schools. His/Her primary duty assignment is the school. He/She is available to teachers for consultation and as a speaker/resource, in addition to those duties normally performed as a police officer.

The School Resource Officer is also available to students for consultation and serves in a supervisory capacity during the normal school day.

**PUBLIC RELATIONS**

The school constantly attempts to create good impressions within the community. It strives for a truthful, positive approach in its publications, correspondence, and personal contacts with the public.

Teachers must clear all news releases with the principal or his/her designee. In addition, any correspondence to individuals or groups outside the school must be approved by the administration. Communication is very important between teachers and parents. Some suggestions for effective public relations include the following:

1. Teachers may write a friendly note to parents of new students who enter class during the school year to invite them to visit the school.
2. Teachers should keep parents aware of what is happening in the classroom, especially with regard to new or different projects such as extra homework or long-term assignments.
3. Teachers should set aside a few moments each week to call one (1) or two (2) parents to share some good news or to discuss possible problems.
4. Teachers should send notes to parents during the year to report on a student's improvement in academics, attitude, or behavior. The student's agenda is a good two-way communication tool for this purpose.
5. **Teachers should not wait until a conference day or until report cards are distributed to let parents know that a student is doing well in school or having difficulty. NOTE: At anytime a student is in danger of failing a course, the teacher must notify the parents either by telephone or in writing.**

6. Teachers should always return calls and respond to notes from parents as soon as possible.

7. Teachers should be proactive in their promotion of parent participation. They should suggest things that parents can do at home to support what happens in the classroom.

8. Above all else, teachers must continue to do a good job of teaching because good teaching will be the best public relations between teachers and parents.

If teachers have a phone conversation with an irate parent, they should remember the following:

1. They should make every effort to satisfy the caller without violating school-prescribed practice/policy. They should remain polite and helpful throughout the call.

2. If the caller remains upset, teachers should suggest that the call be forwarded to a counselor or administrator.

3. If the caller refuses the request to transfer the call, teachers should indicate that they are uncomfortable with the content of the conversation and that they will terminate the call. They should thank the caller and disconnect the line.

4. After terminating the call, teachers should share the contents of the conversation with a counselor/administrator. Teachers should complete a written account of the call as soon as possible (date, time, name of caller, message content, etc.) and give this information to the counselor/administrator with a copy to the principal.

**CIRCULATION OF WRITTEN MATERIALS**

Fliers, pamphlets, or other written materials may not be distributed on school grounds to students and/or staff members unless the materials have prior approval from the school administration and/or the appropriate club or class sponsor. Written materials submitted to the administration for approval must include the name of the sponsoring club, class, or organization. Questions about this policy should be referred to an administrator.

**COMPUTER AND INTERNET USE**

Faculty, staff, and students are provided computers with Internet access throughout the school, including a Computer Lab designated for teacher use only. Care has been taken to select quality software for these computers. A protection program has been installed which limits Internet access to sites that are free of pornography and obscene language.

Students will be required to sign the “Acceptable Use Policy for Internet Access” indicating that they understand and will comply with the county policy for acceptable use of the computers and the Internet. Teachers should refer to it for an explanation of actions which constitute unacceptable use of this technology. Inappropriate use will result in the cancellation of computer or Internet privileges or other disciplinary action.

Each student and teacher should access his/her own account. These individual accounts are password-protected which should provide the necessary security. Teachers should not allow students to use their teacher accounts, as teachers are given more rights than students are given. Each person using the computers should take care to log off when his/her work is completed, so that other users will not have access to his/her account.

Teachers must not send their classes to the computer lab with a substitute teacher. Because of their unfamiliarity with the setting, substitute teachers do not provide the level of supervision needed to prevent vandalism to the computers. As an added precaution, teachers should pay attention to who uses each computer. The computers should be checked for vandalism at the time of arrival and departure.
CAFETERIA

Breakfast is served in the cafeteria from 7:40-8:45 AM. Students who eat breakfast there are expected to be on time for First Period. The office will provide admit slips for cases of unavoidable tardiness.

Students should arrive at lunch on time. Teachers must not allow them to linger in the classroom areas or hallways.

COPY MACHINES

Photocopy machines are located in the workroom for teacher use. Students are not to operate any copy machine.

The Central Office also provides photocopy services and is to be utilized for large volume copying. Forms for "Request for Xerox Copies" are available in the office. Teachers should expect a minimum of five (5) days' delivery for Central Office copy work.

FAX MACHINES

A FAX machine is located in the main office and is available to staff members at no charge for local calls, including Roanoke/Salem exchanges and 800 numbers. You do not need to dial a 9 before entering the number. The FAX number for MC is 381-6185.

KEYS

Distribution of staff keys is initially the responsibility of the principal. Teachers are then responsible for these keys and for the security of the areas they control.

No student is to have access to a teacher's keys. Lost or mishandled keys can result in missing or damaged equipment and supplies or in unauthorized access to personal information.

If a teacher loses, misplaces, or damages a key, he/she must report that fact to the administrator immediately. In certain cases, cores to locks in that area may need to be changed, resulting in numerous key changes. Expenses involved in key replacement may be the responsibility of the staff member who lost the key.

Keys are given to the principal at the end of the school year.

BUSES

As a general rule, 5 or more buses transport students to and from MC each day. During the morning hours, buses are scheduled to arrive at 7:55 AM and 8:40 AM. Should a bus come too late for students to get to class on time, an announcement will be made over the public address system.

Students are made aware of the driver's and the school system's rules of bus conduct. When students are referred to the office for misbehavior on their buses, discipline may include suspension of bus-riding privileges for all or part of the year.

EMERGENCY BUS EXIT DRILLS

One (1) or more times each year, MC is required to carry out exit drills for all students who ride school buses. These drills are held in the front of the school at the end of morning runs and will be conducted by the bus drivers. Duty teachers and school administrators may assist as needed.

TEACHER PARKING

Teachers may park in the upper parking lot. Because buses need clear passage, under no
circumstances is parking allowed in any area other than marked spaces.

If a teacher is sponsoring an activity during the school day that will require outside guests to drive vehicles to MC, the teacher must inform the guests that they must park only in the marked areas so that bus traffic will not be restricted.

TEACHER TRANSFER REQUESTS

Teachers requesting a change in building assignment for the next school year must complete a "Teacher Transfer Request" form and submit it to the Personnel Department by April 15, of the current school year. Only teachers who are on continuing contract status may request a voluntary transfer.

CRISIS PLAN

A Crisis Plan will be used in the event of a serious situation that may develop at MC. Each staff member must familiarize himself/herself with the Crisis Plan so that he/she will know his/her responsibilities during the crisis. The plan should be readily available to each teacher. A copy of the plan should also be placed in his/her substitute folder. Each staff member should immediately dial 110, the office emergency phone number, in the event of a crisis. (See detailed plan to be distributed to each staff member.) During a crisis situation in the building, all personnel will be notified by an announcement over the public address system. Students and staff members should follow the Crisis Plan and specific directions given over the public address system. The end of the crisis situation will also be signaled by an announcement over the public address system. This announcement means that all staff members, students, and other building personnel can return to the normal school schedule.

1. In the event of a crisis, a school administrator will be in charge of notifying the proper authorities. Listed below are the numbers that will need to be called:
   - 911 – Police, Fire Department, Rescue Squad
   - 382-3131 – Police Dispatcher
   - 382-5100 – Superintendent’s Office

2. Any statements that need to be made to newspaper, radio, or TV personnel are to be made by the appropriate administrator. It is important that no other statement pertaining to the crisis be made by anyone other than this individual.

The administrative staff (principal and the three assistant principals) will make all decisions concerning student safety and the movement of students until proper law enforcement and/or fire and rescue squad personnel arrive at the scene. However, this does not prohibit a teacher from making an on-the-spot decision as related to the immediate safety of his/her students (for example, having students lie on the floor if shots are being fired from an adjoining classroom or removing students from that area immediately).

USE OF SCHOOL FACILITY

If an organization sponsored by a staff member plans to use an area of the school facility (for events other than club or class meetings during school hours), the staff member will need to obtain a three-part "Application for the Use of School Facilities" form in the main office, complete it, and submit it to the designated staff person. No event will be placed on the school calendar until the application is completed and approved. If the event is approved, other steps will be taken to have the facility and equipment ready for use.
AFTER-SCHOOL ACTIVITIES

All after-school activities on school property, including rehearsals and practices, must be approved by the principal and must be under the direct supervision of an adult school employee.

Sponsors/Coaches of organizations that need to use the facilities after school hours must see that noise is held to a minimum; that students remain in limited, pre-assigned areas; that no damage to school property occurs; and that the space being used is left as clean as possible. Teachers assume a legal obligation for students who are permitted to be in the building, unsupervised, after school ends each day. If a student is injured under these circumstances, despite the cause, subsequent legal action might be directed toward the member of the faculty/administration responsible for that student.

Another concern is that students left unsupervised in these areas may abuse school facilities, damage equipment, and distract members of the staff. No teacher, therefore, is to allow any student under his/her supervision (in the afternoons or during other periods when classes are not in session) to be in any part of the building unless the teacher is present in that area.

Any sponsor desiring the use of any portion of the building after 3:00 PM must request the usage of those areas through the principal on a daily or "as needed" basis. Special emphasis should be placed on key control and maintaining locked access/entry points to those areas.

FIELD TRIPS

Field trips are considered a valuable part of all students' learning experiences. Teachers are encouraged to schedule field trips for their classes that are both educational and enjoyable. Instructional field trips should also be related to specific Standards of Learning for that particular curriculum area. The guidelines listed below should be followed in planning field trips:

1. a. Teachers should submit an annual "Field Trip Summary Request" form to principal at the end of the school year for the following year. Using these forms, the principal will determine approval of field trips at its regular meeting in August of each year.
   b. All out-of-state field trip requests require school board approval. These requests must be typed and include a description of the pre-trip activities and the planned follow-up activities. The request must be given to the appropriate assistant principal at least two (2) weeks prior to the School Board meeting the first Tuesday of each month.
   c. For these pre-approved trips, teachers or sponsors must complete the "Montgomery County Public Schools Field Trip Request Form" and turn it in to the appropriate assistant principal at least fifteen (15) working days prior to the scheduled trip. (See section on forms.)
   d. Those trips that have not been pre-approved will be considered by the SDC at its regularly-scheduled meeting the third Tuesday of each month.
   e. Sponsors of trips should consider that the scheduling of trips requires fifteen (15) working days following approval to make arrangements for buses, etc. For example:

   - Trip is submitted for approval - September 14
   - SDC approves request - September 20
   - Earliest possible date of trip following approval - October 12

2. Only approved Montgomery County Public Schools vehicles may be used to transport students for field trips. Personal cars may not be used because of the liability issues involved.

3. Only students enrolled in a specific curriculum area in either term may participate in that course's instructional field trip.

4. Local field trips should not include stops at area malls and/or movies. Students are encouraged to return to campus for lunch, if possible.

5. The number of field trips should be held to a minimum during normal school hours to prevent lost class time. If at all possible, field trips should be taken during the block that the class meets. Evening and weekend field trips are encouraged when appropriate and when the needs of students...
are equally served. **Friday field trips should be avoided if at all possible.**

6. No field trips can be scheduled to occur after Dec. 1st, first semester, or after May 1st, second semester. Extenuating circumstances beyond our control will be considered on an individual basis.

7. Upon the teacher's return, all problems encountered during the trip must be reported to the administration.

8. Students who have misbehaved on a previous field trip may be suspended from future field trips.

9. Students with nine (9) or more absences or who are failing a class must have written permission from that teacher to participate in non-athletic field trips. (Virginia High School League governs academic guidelines for athletic participation.) In order for teachers to be in compliance with this portion of the policy, they must complete the "Teacher Permission for Field Trips" form that has been provided by the teacher sponsoring the field trip.

10. Teachers must make certain that, when planning for field trips, they take into consideration the physical limitations of any students going with them on those trips. Teachers may need to ask the Transportation Department for a separate bus, with a lift, when they are taking a wheelchair student. Individuals at the Transportation Department understand the problems of working with disabled students and are willing to help. **Teachers must also notify the school nurse one (1) week prior to the trip to determine if there are any medications that must be administered during the trip.**

11. When a field trip is scheduled during school hours, the trip sponsor will e-mail an alphabetical list of prospective student participants to all staff at least 5 days prior to the trip. Any teacher who does not want a given student to miss their class should respond to the sponsor within two (2) days. Teachers should make their students aware of any assignments that they will miss during the field trip. A final list must be e-mailed to all staff the morning of the scheduled trip. The attendance clerk must be notified of any last minute changes. If possible, departure times for field trips should be scheduled so that students can report to Block I before leaving to board the bus.

12. Teachers are to release students for a scheduled field trip according to the release time approved by the appropriate assistant principal. This release time will be announced on the alphabetized student list placed in each teacher's mailbox five (5) days prior to the field trip. Extenuating circumstances may necessitate an exception to this policy.

13. Overnight field trips requiring that students miss more than one (1) day of classes are discouraged.

14. Itineraries for all field trips must be submitted to the principal in writing at least five (5) days before the trip is taken.

15. Students are required to return a completed “CHS Field Trip Permission Form” to the sponsoring teacher prior to the date of the field trip. (Teachers may consider prior student behavior when determining the eligibility of a student to attend a specific field trip. This standard must be provided in writing to students and parents in a timely fashion. An appeals procedure is available for students who are denied permission to attend a field trip.)

**NOTE:** International trips are no longer sanctioned by Montgomery County Public Schools. Faculty members and/or students involved in international trips do so with the understanding that they are not school/division sponsored. Any absences incurred as a result of the trip will require faculty members to use either personal/wellness leave or leave without pay. Students will be assessed an absence as well. Montgomery County Public Schools assumes no responsibility or liability for faculty members or students involved in international trips.
REGULAR BELL SCHEDULE

7:20          DOORS OPEN EACH MORNING
8:05–8:50     FIRST PERIOD (FYC)
8:55–10:25    SECOND PERIOD
10:30–12:30   THIRD PERIOD (Split Class)
              LUNCH A 11:00 – 11:25
              LUNCH B 11:30 – 11:55
12:35–2:05    FOURTH PERIOD
2:10–2:50     FIFTH PERIOD (FYC)

SCHEDULE FOR ONE-HOUR DELAYED OPENING

8:20          DOORS OPEN          BUS ARRIVALS: CMS & CHS 9:00
9:05–9:50     FIRST PERIOD       AMS & AHS 9:40
9:55–11:05    SECOND PERIOD     BMS & BHS 9:40
11:10–11:45   THIRD PERIOD –PART I  SMS & EMHS 9:40
11:45–12:10   LUNCH
12:15–12:50   THIRD PERIOD–PART II
12:55–2:05    FOURTH PERIOD
2:10–2:50     FIFTH PERIOD
### SCHEDULE FOR TWO DELAYED OPENING

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<td>11:45</td>
<td>LUNCH</td>
<td>BMS &amp; BHS 10:40</td>
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<tr>
<td>12:20</td>
<td>THIRD PERIOD</td>
<td>SMS &amp; EMHS 10:40</td>
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<td>1:15</td>
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### SCHEDULE FOR TWO & ½ HOURS EARLY RELEASE

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<td>11:40</td>
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**Bus Pick Up Times:**
- AMS & AHS 11:35
- BMS & BHS 11:35
- SMS & EMHS 11:35
- CMS & CHS 12:00
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