

SNOW HILL HIGH SCHOOL
Professional Guidelines
Updated 21-22

1. All professional staff members are expected to be on duty from 7:45 AM until 3:15 PM. The time from 2:55 PM to 3:15 PM each day may be used for parent and/or student conferences, PLC's, or teacher planning. A request to leave early or arrive late must be approved by Dr. Purvis. **PLEASE MAKE EVERY ATTEMPT TO ARRIVE TO WORK ON TIME AND REPORT TO YOUR ASSIGNED DUTY AREA.**

Teachers are required to sign in each morning in the office upon arrival to school.

Teachers that are not assigned a specific duty station should stand outside of their classroom at the beginning of the school day, during the change of class, and at the end of the day.

THE MORE VISIBLE WE ARE, THE MORE LIKELY STUDENTS ARE TO BEHAVE APPROPRIATELY!

2. Professional attire is expected for all WCPS employees. The staff's attire establishes a sense of professionalism and pride, identifies staff as key people within the school community, and serves as a model for students. Staff should refrain from wearing jeans, tennis shoes, and T-shirts during the instructional hours of the day. Leggings may not be worn as a bottom with only a shirt or sweater for covering.

Staff members are expected to wear the county issued name badge throughout the school day.

Casual Friday's is a privilege that is granted to staff members at SHHS at the discretion of Dr. Purvis.

Jeans can only be worn on Friday by those staff members who choose to participate in the paid Casual Day. The fee for Casual Day is \$5.00 per month to be paid to Mrs. Purnell on the first Friday of the month. A record will be maintained of those staff members who are participating in Casual Day.

Staff members that do not comply with the requirements of Casual Day will have the privilege revoked.

3. Teachers are expected to maintain attractive and neat classrooms and are expected to enlist the aid of their students in keeping the classrooms and the school building looking the best. **Bulletin boards should remain current and reflect the content that is taught within the classroom. Student work should be displayed in ALL classrooms.**
4. The issuance of grades serves to promote continuous evaluation of student progress toward expected learning outcomes, to inform both the student and parents of such progress, and to provide a basis for bringing about change in student performance. **GRADES SHOULD BE UPDATED IN SCHOLOGY AND POWERSCHOOL EACH WEEK.**

5. Student attendance must be taken at the beginning of each class period. THE ATTENDANCE CLERK SHOULD NOT HAVE TO CALL YOUR CLASSROOM FOR YOU TO COMPLETE STUDENT ATTENDANCE. Any changes to a student's attendance must be communicated in writing to the attendance clerk (srcollins@worcesterk12.org). Sabrina Collins will be in the attendance office during periods 1 & 5.
6. Communication with parents is essential to the learning process. All teachers are expected to communicate with parents on a regular basis regarding your student's behavior and academic progress. **COMMUNICATION LOGS SHOULD BE SUBMITTED TO DR. TINGLE BY THE 5TH OF EACH MONTH. Communication with parents is an essential part of your professional responsibility and will be factored into your final evaluation.**
7. Cell Phone Policy – Teachers should refrain from using their cell phone (texting or calling) during an instructional period. **TEACHERS SHOULD MODEL THE SAME BEHAVIOR THAT WE REQUIRE OF OUR STUDENTS.** If you need to contact the school office, use your classroom phone.
8. Teachers have a duty-free lunch. You may buy lunch in the cafeteria, pack lunch, or go out and get lunch. **TEACHERS SHOULD NOT SEND STUDENTS to local restaurants, etc. for lunch. Teachers leaving the school building at lunch, or any other time, are required to let the front office know prior to leaving.**
9. Teachers are asked to reserve the first Tuesday of each month for scheduled faculty meetings. Faculty meetings are listed in the SHHS Information Outlook Calendar. All teachers are expected to attend the faculty meetings on time and remain for the duration of the meeting. Coaches and assistant coaches that work in the building should have one member of the coaching staff attending the faculty meeting. **PLEASE DO NOT SCHEDULE PERSONAL EVENTS OR DOCTOR APPOINTMENTS ON THE DATES OF FACULTY MEETINGS.** Please speak directly to Dr. Purvis for unforeseen situations.
10. In the event of illness, teachers are asked to create the absence in Aesop. Teachers are required to have thorough plans available for a substitute. Lesson plans can be uploaded in Aesop or physically left in your classroom. Please advise Dr. Tingle to the extent and duration of absence. Emergency substitute plans are to be submitted to Dr. Tingle by September 24th. Please see Dr. Tingle for a detailed list of things to include in your emergency substitute plans.
11. Teachers are asked to consult the negotiated agreement relative to procedures for requesting leave and other matters relative to working conditions.

