

## 2015-2016 Teacher Handbook Revisions List

### General Procedures – Section 1

#### General Procedures and Guidelines TOC

1-1	SHS Goals
1-2/3	SHS Faculty/Staff
1-5/6	General Procedures
1-7	Daily Times/Extended Home Base Times
1-8A	Day After Snow Day Adjusted Day Schedule
1-9	What Meets When
1-9A	What Meets When Extended Home Base
1-10	Marking Periods
1-10A	Stonington Public Schools 2015-2016 School Calendar
1-11	Reporting Academic Progress
1-14	Class Rank
1-15	Guidance
1-16-17	<del>Guidelines for Tutors, Counselors and Teacher</del> <b>REMOVED FROM TEACHERS' HANDBOOK</b>
1-16	Media Center (page renumbered and changes)
1-17	Late Bus Section (page renumbered and changes)
1-18	Maintenance Requests (page renumbered and changes)
1-19	Parking (page renumbered only)
1-20	Field Trip Procedures (page renumbered only)
1-22	Control/Use Textbooks (page renumbered only)
1-23	Monitoring Athletic Eligibility (page renumbered only)
1-24	Video Use Form (page renumbered only)
1-26	School Map (page renumbered only)

### School Climate – Section 2

#### School Climate Procedures and Philosophy TOC (2<sup>nd</sup> page)

2-5	Lunch Period
2-6	Discipline
2-7	Handling Disruptive Student
2-11	Detentions
2-12-13	Rules and Regulations
2-14	Dress Code
2-15	How Secure Is SHS
2-18	Tardiness
2-19	Appeal Process
2-21	<del>RTI Study Hall</del> Section only- <b>REMOVED FROM TEACHERS' HANDBOOK</b>
2-22	Study Periods (Times)
2-23	School Dances Regulations
2-25	Added - SMART Award and Senior Breakfast/Activity Block
2-26	<del>Bear Essentials Production Schedule</del> – <b>REMOVED FROM TEACHERS' HANDBOOK</b>
2-26	Senior Privilege

### **Duty Assignments – Section 3**

Duty Assignments Table of Contents

- 3-1 Supervision Duty
- 3-2 Home Base/Advisory
- 3-3 Advisory Schedule
- 3-4 ~~RtI Calendar~~ – **REMOVED FROM TEACHERS’ HANDBOOK**
- 3-4 NHS Tutor Center Sign-In/Out Sheet

~~A Quick Guide to the Teacher Evaluation/Prof. Growth Process – Section 5~~ - **REMOVED FROM TEACHERS’ HANDBOOK**

### **Prospectus – Section 5 (was Section 6)**

#### **Forms – Section 6 (was Section 7)**

- 1)Forms Table of Contents
- 2)All forms have been renumbered.
- 3)Revised RtI Forms – pgs. 23-25
- 4)The following forms were removed from the Teachers’ Handbook:
  - 1 – All Four to Get Out the Door – pg. 1
  - 2 – Cut Slip – pg. 9
  - 3 – Announcement Request – pg. 10
  - 4 – Reporting Students Leaving School – pg. 26
  - 5 – Staff Referral Form – pg. 27
  - 6 – Removal From Class – pg. 28
  - 7 – SHS Reflection Form for Students Sent to the Office – pg. 29
  - 8 – Paws for Praise – pg. 33
  - 9 – WISE Senior Project Contract – pg. 39
  - 10 – WISE Senior Project Release – pg. 40
  - 11 – Activity for CEUs – pg. 47