

Springfield High School Staff Handbook 2014-2015



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Principal
Jose daSilva

Supervision /Evaluation
Certified:

Math, PE/ Health, ELD,
Foreign Language, CTE,
Nurse, IMC

Classified:

Food Services, Custodians,
ELD, Health Aide, Career
Center, Library

Reports:

- School Improve. Plan
- Accreditation

Responsibilities

- Budget & Finance
- Building/furniture
- Requisitions & PO's
- District work orders
- Press Releases
- Community Relations
- Booster Club
- Instructional Program
- Building Operations
- Drama productions
- Building use after 4:00
- Petitions/Surveys
- Guest Speakers
- Substitute Teachers
- ASB Activities/Fees
- Graduation
- Teacher Evaluations
- Department Lead Mtgs.
- Grounds and Maintenance
- Athletic Eligibility
- Foreign Exchange Program
- District Committee Membership
- General Supervision
- Student Teachers
- Loss of class time
- Academic Field Trips
- After School Grant

Assistant Principal
Curriculum
Marilyn Williams

Supervision / Evaluation
Certified:

Counseling, SpEd, IMC,
Social Studies, English (9)

Classified:

Counseling, SpEd
(Resource/SLC/ALC),

Reports:

- Data Team
- NWASC Report

Responsibilities

- Master Schedule
- Weekly Counselor Mtng
- PBIS
- *Student Discipline (9,11,12)*
- Special Academic schedules
- Transcripts / Records
- Course Catalog
- Graduation Requirements
- TAG coordination
- Site Council
- New Course Development
- Textbook Adoption
- Survey Coordinator
- General Supervision
- Textbooks
- Webpage
- Literacy Team (LitCap)
- Data Team
- 9th Grade Team
- State Assessment/ ACT
- Alternative Education
- Teacher Evaluations
- Academic Activities
- Supervision and Coordination of IEPs
- Near Peer Mentoring

Assistant Principal
Climate
Kevin Rowan

Supervision / Evaluation
Certified:

Science, Fine Arts, Dean of
Students, Athletic Director,
English (above GR. 9)

Classified:

Campus Monitors, Athletic,
Attendance

Reports:

- NCAAS/ NCAA
Clearinghouse

Responsibilities

- Master Schedule
- Attendance
- *Student Discipline (9,10)*
 - Supervision Team
 - Student Consequences
 - Transportation Liaison
 - Expulsions/ Manifestation
- School Operations 8-4
 - Staff Duty Assignments
 - Staff Handbook
 - General Campus Supervision
 - Locker Assignments
 - Campus Security
 - *Crisis Team Leader
 - *Parking Lots
 - *Fire Drills
- Summer/Night School
- Registration
- Graduation
- Head Coach Evaluation
- Community
 - Neighborhood Liaison
 - Student Transfers
- Calendar and Special Activity Schedules
- Hot Team
- Teacher Evaluations

Office Manager
Diana Jordan

- Office Management
- District Purchase Orders
- All Leave Requests
- Time Sheets
- Substitute Teachers
- Keys
- Budget
- Work Orders

Bookkeeper
Kristen Anderson

- ASB Accounts
- ASB PO's / Checks
- District receipting for all athletics and activities
- ASB Fund-raiser receipts

Attendance Secretary
Lisa Knowles

- Attendance Records
- Field Trip excusing

Athletic Director
Audrea Shelley

- Athletic transportation
- Athletic publicity
- Athletic Budgeting & Staffing
- Athletics Van Scheduling
- Extra Duty Assignment
- Supervision & evaluation of coaches

Athletic Events

- Supervision
- Crowd control
- Concessions
- Booster Club
- Transportation

Dean of Students
Bill Wagner

- Student Discipline 9-12
- Student Attendance 9-12
- Police Dept. Liaison
- Substance Abuse
- Supervision and Coordination of IEPs

Counseling Services
Matt Adams - Fr

Carrie Carpenter - Jr
Erik Lansdon - So
SueAnn Shih Rangeloff - Sr

- Evaluation of Transcripts
- Schedule Changes
- File Interpretations
- Advisor/Advisee
- Counseling/Guidance
- Failure Lists
- Open House
- Honor Roll
- Graduation Credits
- Student Services
- Testing
- College Visitations
- Post High School Education
- New Student Tours
- CIM Record Evaluations
- Registration
- 4-Year Plans
- Referrals to Special Agencies
- Mentoring Programs

Administrative Secretaries/Registrars
Patty Ellis
Diane Omlid

- All Records and Transcripts
- Reports
- Sending and receiving records
- Parent/Teacher Conferences
- Receptionist
- Health Room Aide

Athletics/Attendance
Jody Barnhart

- Transportation
 - Field Trips
- School Calendar
- Athletic Clearance assist
- Field Trip Attendance and requests

Webpage Maintenance
Annelise Ostberg

Computer Coordinator

Stacey Whaley

- Software/Hardware
- Computer Inventory
- Technical Assistance

Campus Monitors
Joey Palermo-Silence
Ramone Reed

- Detentions
- General Supervision
- Parking Lot
- Patrolling Campus and Surrounding Areas

School Nurse
Joanne Broh

ELD
Carrie Brown
Bill Odegaard

Multi-Cultural Liaison
Elena Espinoza

School Resource Officer
Eric Todd

- Student Assistance
- Police Liaison
- Teacher resource

Career Center
Rulena Mellor

- Career Dev. / CWE
- College Visitations
- Beyond H.S. Network
- ASPIRE
- Supervise Volunteers
- Student Portfolios
- Scholarship Program
- Senior Breakfast/Awards

Transition Specialists
Gene Chism
Michael Klindt

Testing Coordinator
Joy Cavi

DEPARTMENT LEADS 2014-2015

• Matt Adams	Counseling
• Carrie Brown	ELD
• Stacy Swartout-Mckee	Fine Arts
• Terry Benge	Foreign Language
• Susan Stambaugh	CTE (Career and Technical Education)
• Kathy Harrington	Language Arts
• Dave Schull	Mathematics
• Bill Wagner	Physical Education
• Ron Otterstedt	Science
• Renee Metcalfe	Social Studies / Health
• Stacey Whaley	Special Services

	Career and Technical Education		
	Daren Harmon	Math	Social Studies
	Mark Simmons	Lisa Dillon	James March
Counseling	Susan Stambaugh	Scott Cardwell	Clark Morberg
Matt Adams	Scott Touchette	David Frost	Renee Metcalfe
Carrie Carpenter	Randy Wilson	Art Liddle	Natalie Rytlewski
Erik Lansdon		Ryan McClintick	Paul Stevens
SueAnn Shih-Rangeloff	Language Arts	Eric Orton	Rob Trunnell
Sue Teutschel	Amanda Bottimore	Maria Sayre	
	Alyssa Dodds	Dave Schmidt	
Fine Arts	Steve Fleissner	Dave Schull	
Sarina Dorie	Kathy Harrington	Sean Himmelman	Special Services
Christopher Holt	Ivan Miller		Rene Cobb
Dana Mahoney	Greg Saunders		Lisa Dillon
Annelise Ostberg	Janet Wells	School Nurse	Tamara Hume
Jill Plumb	Jessica Whelan	Joanne Broh	Ian Jungjohann
Stacy Swartout-McKee	Kim Winkelman		Karen Partridge
			Krista Kuykendahl
Foreign Language		School Psychologist	Stacey Whaley
Terry Benge		Leslie Taubenfeld	
Gladys Campbell			
Maria Cortes			
Sara Thornton		Science	
	Life Skills	Steve Ellickson	Student Resource Officer (SRO)
	Gene O'Neil	Amanda Greene-Chacon	Eric Todd
Health/PE		Josh Jordan	
Shannon Clark	ELD	Sonja Ljungdahl	
Terrisa Cook	Carrie Brown	Art Liddle	
Nikki Danner	Bill Odegaard	Alicia McGraw	
Dave Heuberger		Ron Otterstedt	
Brad McKechnie		Jim Tyser	
Audrea Shelley		Leslie Watson	
Bill Wagner			

Classified Staff 2014-2015

Office Manager	Campus Monitor	Vocational Ed	LESD/ Lifeskills
Diana Jordan	Adam Jones	Woods	Marla Wages
	Ramone Reed	Robin Redmond	Patty Weber
Bookkeeper			Tina Norton
Kristen Anderson	Special Services	Auto	Wendy Hayes
	Mary Birckhead	Sam McElwain	Jenne Stephens
Attendance Secretary			LindaJo Fountain
Lisa Knowles	Jennifer Casco	Metals	Kathy Shoemaker
	Ernie Coburn	Tom Lemonds	
Registrars/Counseling	Vicky Trapp		Career Center
Diane Omlid	Sandy McLean	Custodial	Rulena Mellor
Patty Ellis	Caroline McGilvary		
	Shelley Toncray	(Robert) Alan Colley	Multicultural Liaison
Athletics/Attendance	Sherri (Sharon) Townsend	Angie Bellardo	Elena Espinoza
Jody Barnhart	Anthony Scarcello		
	Maria Valdez	Harry Walters	Printing
Library			Candi Harshbarger
Jean Forsman			
	ELD		Athletic Trainer
	Tammy Bocanegra		Dan
	Rosa Castro		
	?	Food Service	Transition Coordinator
Case Manager Assistant	CTP	Diana Abell	Gene Chism
?	Rose Burnette	?	Michael Klindt (LoA)
		?	
	Testing	?	
	Joy Cavin		

ABSENCES

All employees should notify SHS personnel (Diana Jordan and possibly a supervisor) prior to an absence. Teachers or EAs needing a substitute should notify through Subfinder (if submitted prior to 6:30am the date of the absence) and by filling out paperwork with Diana Jordan (sometimes Diana will enter into Subfinder if known in advance). **THE SOONER WE KNOW OF THE ABSENCE THE BETTER THE CHANCE THAT YOU HAVE THE PREFERRED SUB COVERAGE.** Employees arranging a last minute, emergency absence or absence not requiring a substitute (like a collaboration day) should contact Diana Jordan between 7:00am and 7:30am (541-744-4814) so there is building notification. If Diana is unavailable, please contact a department head or administrator. Terry James of the Human Resources department is also a possible contact at 541-744-3272.

SUB PLANS

Substitutes will check into the building with Diana Jordan, the Office Manager. She will give them general instructions regarding areas in which they will be teaching (copy of school map), what classes they will have (copy of your daily schedule), they will receive keys to that area, information on lunch and if you are scheduled for any duty that particular week. Teachers should provide a detailed information sheet as to where their grade book is, along with special instructions, if any, and lesson plans should be clearly visible.

When it is necessary to provide substitutes for teachers who have an activity such as a field trip or a coaching obligation, coverage will be provided as follows:

- If three periods in succession are required, we will hire a 1/2-day substitute.
- Single period absences:
 - Teachers on offset will be asked to cover in emergency situations.
 - A substitute with offset will be assigned whenever possible.

ACCIDENTS - ILLNESS

Students who become ill in class or injured while under your supervision should be sent to the Counseling Center immediately. Teachers must complete an accident report (the form can be found on the intranet under "Risk Management") when injuries happen during class or field trip. *All accident reports are to be filled out by the teacher present at the time of the accident within 24 hours.* Accident reports must be completed if the student receives physical attention or has an injury to head, mouth, or face.

ANNOUNCEMENTS/INTERCOM

Only designated persons will make announcements over the intercom. A supply of daily announcement forms are available in the Main Office for any staff member wishing to have an announcement made or information put into the daily bulletin. The form should be signed by the club advisor or an administrator. The daily announcements will be read at the beginning of 3rd period.

ASB FUNDS

Any club, team or organization that collects money, including fees or fund-raising must have an ASB account through Kristen Anderson in the Main Office.

ATHLETIC CLEARANCE

No coach or student should issue any equipment without prior approval of the Athletic Director, Audrea Shelley, through the clearance process. Any athlete wishing to check out pads, uniforms or other athletic equipment must present an athletic clearance slip to the head coach of their sport. The slip must have the signature of both the School Nurse and the Athletic Director. As much as is possible the athletic clearance slip will be issued to a student once a year by the Athletic Department. **UNDER NO CIRCUMSTANCE SHOULD AN ATHLETE BE PERMITTED TO PARTICIPATE IN ANY SPORT WITHOUT BEING CLEARED.** The Athletic Director and Athletic Secretary will keep an updated master of all cleared athletes and will make it available to all coaches. The Athletic Director will determine grade checks and eligibility issues at the beginning of each season.

BUILDING USE

The Main Office maintains a Facilities-use Calendar with all district-negotiated rentals for each day. Anyone needing use of facilities must check with the Main Office and get signed up on that calendar. Teachers serving as club advisors that desire to use school facilities for meetings, dinners or other activities are requested to fill out a facilities use form available in the Main Office.

To use the Commons contact the Principal. If the kitchen is used, a cook must be on hand and paid for by the organization utilizing the kitchen. Please direct auditorium usage requests to the Principal or Athletic Director.

CLASSROOM INSTRUCTION AND SUPERVISION

Instruction

1. Teachers should review the Springfield School District's Teacher Growth and Evaluation Handbook on a yearly basis to ensure knowledge of district guidelines for planning & preparation, classroom environment, instruction, and professional

responsibilities. The full document is available on the SPS Intranet. Administrators or SEA building representatives can help teachers understand the document.

2. Teachers should plan curriculum that is consistent with national, state, and local standards for the subject matter in which they teach.
3. Each year all teachers must develop a course syllabus with expectation policies for each course taught. This document will be given to each student in the course (encourage students to show the syllabus to their parents). A copy should be made available to the administration.

The course syllabus with expectations policies should include the following information:

1. Name of Course
 2. Name of Teacher
 3. Types of class activities and assignments
 4. Text and other instructional or learning materials students will use
 5. List of required job shadows, internships or school to work activities
 6. Assessment and grading: The role of attendance, participation, punctuality, portfolios, projects and tests in grading.
 7. Any assignments that **MUST** be completed in order to pass the class
 8. Student behavioral expectations and consequences for misbehavior
 9. Personal assistance times and location
 10. Units of study
4. *All* teachers will develop, administer and grade a comprehensive semester exam or culminating activity during the semester exam schedule. Hall pass use should be limited on semester exam days.
 5. Staff members inviting guest speakers or panel moderators are to notify the Principal at least one week in advance with names and subject matter. Guest speaker forms are available in the Main Office.
 6. **Teachers should focus all attention during class time toward the instruction of students.** Personal cell phone interactions (texting, phone calls, etc.) should take place before or after class, lunchtime or prep periods. Setting an example for students is important and the expectations should be consistent in this area. The only appropriate use of a cell phone during class time would be to call emergency services.

Internet and email use should be consistent with SpringNET guidelines. Teachers should be familiar with these guidelines and will sign documents indicating an acceptance of the guidelines. Teachers should only use computers during class time as an aide in instruction or to document student information.

7. Teachers use Jupitergrades to calculate grades and communicate with families and students regarding the progress of students. A general guideline for quality feedback to students and families would be updating grades at least every two weeks.

Supervision

1. Teachers are responsible for supervision of their classroom at all times and should not leave classes unsupervised. Teachers are expected to provide adult leadership for students in classroom, media center, resource centers, halls, commons, assemblies and school activities of all kinds (including Academic Assistants). Students who need to leave your supervision *should be issued a hall pass*.
2. Teachers are expected to handle the more routine matters in accordance with the SHS Student Handbook: lack of supplies, lack of work, minor insubordination, tardies and attendance, and social talking. Before referring any of these problems to the administration please involve and document student, parent, other staff and counselors in solving these classroom management concerns.

The administration will handle SERIOUS INFRACTIONS such as fights, threats, assault, any weapons, alcohol, tobacco, drugs, the destruction of property, obscenities, sexual harassment, theft, extortion, or repeated defiance and disruption.

3. Classroom expectations must be clearly posted in room and sent home (or brought by students home) to parents.
4. Teachers are expected to relate to students in a positive and professional manner. TSPC's Standards for Competent and Ethical Performance of Oregon Educators can provide further guidance.
5. Students are required to respect the authority of all staff members. When infractions occur, a behavioral referral is completed and sent to the administration. Tardies are handled separately with a detention form.
6. School policies are explained in the SHS Student Handbook and the SPS Student's Responsibilities and Rights booklet. Each fall these documents will be discussed with SHS students.
7. It is **not** recommended that a teacher confiscate items of significant value from students. If an item is confiscated, the teacher is responsible for the item until the point it is returned to the student or placed in the possession of an administrator for further action.

If a teacher needs to take an item, it is strongly recommended that the teacher lock it in a secure drawer in the classroom, keep it in their physical possession, or deliver it immediately to an administrator for secure storage.

If you confiscate an electronic device, mark it with the student's first and last name on a note or a detention form. Make sure that it is in a secure place until brought to the office, with a completed detention form.

The school has a building wide cell phone policy; however, teachers should make their own policies known regarding music devices.

CUSTODIAL SERVICES

When you are in need of custodial services, put the request in writing and give to the Principal. If it is an emergency, call the Main Office and give the nature of the problem. If something in your room needs special attention, call Alan Colley during the school day or leave a note on the door for the night custodian.

FINES/FEES

Students needing to pay fees or who owe fines for lost or damaged materials should be sent to the Main Office to pay. Teachers should not collect money from students under any circumstance. Kristen Anderson will collect money and give you a copy of the receipt for your records.

KEYS

Keys to classrooms you will use are issued by the Main Office at the beginning of the school year and returned at the end of the school year. You are responsible for all keys issued to you. Under no circumstances should you give your keys to any student. Lost keys are to be reported IMMEDIATELY to the Principal.

Student AA's have violated the trust of staff in the past and stolen thousands of dollars of personal and school property. It doesn't take long for a computer, coat, keys, etc. to disappear. Know where your keys are at all times.

MAIL

Mail pick up occurs in the Main Office. In-district mail is to be sorted and placed in the basket in the mailroom. Mark all in-district mail clearly with the receivers name and location. In-district mail will only pick up and deliver three times each week. Mail for other schools in Lane County should be marked, "Deliver to Lane Education Service District" - DO NOT PUT IN REGULAR MAIL.

Any mail that needs to be run through the postage machine must have Springfield High School as the return address. Anyone who plans to do bulk mailing or large mailings must first check with Diana in the Main Office for directions and assistance.

PARENT/ TEACHER CONFERENCES

After the first quarter we will hold conferences on Thursday, Nov. 6 from 4pm to 8pm and Friday, Nov. 7 from 8am to 12pm. These conferences are required for all staff. If you have conferences for your own children, please contact Diane Omlid to block out time before conferences are scheduled.

PRESS RELEASES

A goal of Springfield High School is to promote our programs to the community and celebrate the successes of our students. Before contacting the media, all news releases must be cleared by the Principal or building administrator. The news release will be then be forwarded to the District for further approval and distribution to the appropriate media.

PRINTING

WE HAVE A PRINT SHOP LOCATED BEHIND THE LIBRARY AT SHS. Department print budgets will be tracked and stopped when the budget has been depleted. Please utilize the on-site print shop. The cost is a fraction of using the convenience copier.

You are urged to use the print shop for as much of your duplicating as possible. Our printing budget is NEVER enough, and everyone working together will help keep this under control with minimal impact in other areas of the budget.

PURCHASE ORDERS

Purchase order forms (brown) can be picked up in the file cabinet in the staff lounge. Purchase orders should be checked and signed off by a department representative, then delivered to Diana Jordan. Diana will submit purchase orders once each week.

SCHOOL EQUIPMENT USE

Do not remove materials or equipment from shops or art rooms without making arrangements with the respective teachers. Any item not returned must be paid for by the organization using it.

Use of any musical material and/or equipment must make those arrangements through Chris Holt, our Music Department Head.

SONITROL

All employees of the Springfield School District will be issued a Sonitrol card and an individual 'id' number. **DO NOT GIVE THIS CARD OR NUMBER TO ANYONE.** On any non-working day, or before/after regular building hours, it is your responsibility to sign in and sign out and log in to Sonitrol (if you are the first person in) or log out of Sonitrol (if you are the last person out). Check the sign in/out log at each Sonitrol pad.

City Ordinance #4919 provides fines to be assessed for false alarms in excess of one in any 90-day period. Fines range from \$25 to \$100. False alarms shall mean any alarm signal necessitating response by the Springfield Police or Fire Department where an emergency does not exist.

STUDENT TEACHERS/PRACTICUM STUDENTS

Carmen Gelman will be the liaison between college, universities and Springfield High School. If you are interested in having a student teacher, let your department head know. Carmen will make department heads aware when Education Programs are seeking placements in their areas.

All student teachers/practicum students should meet with Carmen prior to beginning their assignment. Supervising teachers are also asked to keep administration informed as to the progress of each student teacher. Any problems or concerns should be referred to Carmen.

The ultimate responsibility for the classroom rests with the teacher. A specific time a student teacher/practicum student will be on campus should be on file with Diana Jordan in the main office.

SUNSHINE FUND

The SHS staff has a special fund that is used to purchase gifts, flowers and refreshments throughout the school year. The SUNSHINE FUND charge is \$20.00 a year. Sunshine is a pay-to-play activity and we encourage all of you to join in on the festivities. Pay Kristen Anderson in the Main Office.

The Sunshine Fund does not provide coffee or water to staff; therefore, individual departments will need to provide their own coffee/water.

SUPPLIES

Normal school supplies are available from the main office. All requests for supplies should be made through your department chair. If supplies must be purchased, the request must go through your department chair. Staff members must submit an SHS building purchasing form. The form is available in the staff lounge. Any staff member who does not use the correct procedure may be held financially responsible for a purchase.

VISITORS

The District Policy requires all visitors to check-in and register in the Main Office. The reasons for this are as follows:

- To know who is visiting and why
- To protect students from unauthorized persons
- To be of assistance to legitimate visitors
- To minimize disruptions to the classroom

Under no circumstances are students allowed to have visitors or siblings attend classes with them. Students may, however, have a visitor attend a dance with them. Guest passes are available in the attendance office, with the guest being of high school age.

VOLUNTEERS

As the school year begins, we are confronted with the issue of volunteers helping in various programs. There are several guidelines which need to be reinforced as teachers recruit or are approached by individuals who wish to help.

1. No volunteer is to be placed in the role of sole supervisor at any time. This includes leaving students with a volunteer and going to another room or another part of the facility where the teacher or coach cannot directly control the situation. This policy is more important since the new law regarding adults who work directly with student MUST be fingerprinted and have a criminal check.
2. Volunteers must be at least 18 years old, if they are working with students. The difficulty which can occur with younger volunteers, especially if they are SHS graduates, is that the student-to-student relationship enjoyed by the volunteer in the past may make it difficult for both the volunteer and the teacher.
3. At no time should volunteers begin working with students prior to the “Volunteer Approval form” being signed by the Principal.

WORK SCHEDULES

The official school day hours are 7:45-3:45. Teachers are expected to be at school on time. Exceptions to these school hours must be cleared with administration in advance.

The Main Office is open from 7:00 am to 4:00 pm. The Attendance Office is open from 7:30 am to 4:00 pm. If you find it necessary to leave during the school day, please come to the Main Office to sign out (“withering”), before leaving.

It is the responsibility of teachers to have standard student contact time outlined in their syllabus. Time should be available before school, one of the two free periods provided in the workday and after school for student contact and parent communication.