

Smithville High School



Teacher Handbook

Professional Dress: As a professional, you are expected to dress in a fashion that would show our students and community you take pride in your profession. On specific occasions, permission will be granted to dress for a given activity.

It has been tradition to dress down on Fridays, or special identified days. Jeans with school colors/spirit wear are appropriate for these days.

Attendance

Teacher reporting time is at 7:00 a.m. and the day will conclude at 2:30. Please try to schedule out of school appointments around the workday.

Lesson Plans

Lessons are designed to provide high quality instruction to the students of SHS. Be prepared on a daily basis. Teachers are not required to turn in lesson plans. However, a written lesson plan can be requested by the administration.

Classroom Instruction

Classroom instruction is meant to challenge our students and be designed based on the needs and ability levels in the classroom. This models good behavioral expectations that show we are focused on growth and engagement. Instruction is meant to be from the beginning to the end of the period. While some lessons differ, students at Smithville High School will be engaged the entire period.

Academic Pathways

As students leave Smithville High School, each individual student should see their time here as being beneficial and preparing them for what they desire to pursue. Working backwards, students must choose a pathway that meets their needs and prepares them.

College Pathway

Junior and Senior students who choose to go to college will be integrated into College Credit Plus (CCP) courses or at the minimum honors level material. In these courses, the approach promotes abstract thinking and investment within the material. Students will have the skills to self advocate, study regularly and complete assignments in a timely manner.

Sophomore and Freshman students are in the beginning stages of learning what it takes to prepare for college level courses. It is the understanding at these grade levels that students are in honors level courses and are seeing that their efforts are preparing them for college readiness. Such skills as note taking, study guides, homework expectations and pacing of material is advanced in comparison to that of their peers in

our district email. Please respond to emails, voicemails and mailbox items in a timely fashion. Please remember that email is considered public record.

We will use Google Staff Sites to help organize information. Please bookmark these sites to access them quickly:

[SHS Staff Site](#)

[Anvil Answers](#) (district site)

Discipline Forms	Email
Student Handbook	Progressbook
OTES 2.0	IPDP
Bell Schedules	School Sites
Announcements	TCCSA Password Reset
	Frontline Leave Request
	District Calendar

Student Supervision

Please maintain visibility in the hallways as students are beginning their day, changing periods, or the end of the day. Greeting your students as they enter the classroom is a great way to begin the period and helps promote interaction with our staff members and students.

Please be in your classroom during the class periods. If you need to leave the classroom, please notify another staff member to cover your class for the short duration you are out. If an incident occurs while you are out of your room, it is difficult to discipline a student or explain the event that took place if the student is injured.

Staff Meetings

Faculty meetings outside the workday are limited to two (2) maximum meetings per month for no longer than one (1) hour each and must be immediately before or after the workday. No more than one (1) meeting may be used for business work and the remaining shall be used growing you as a professional.

~~With the beginning of 2021-2022, we, as a whole, make up the Lighthouse Team.~~ It takes everyone to be a part of the solution and collaboratively develop ideas that impact student achievement. Collaborative, respectful dialogue will draw on the genius of our team to improve and innovate what we do within the building.

Procedural Expectations

teacher must complete an accident report for the child and provide the nurse/main office with the documentation. Accident reports can be found in the main office.

In the event a staff member is injured, please follow the same protocols as a student. If assistance is needed in the room, please contact the main office immediately.

Announcements

SHS announcements take place at the beginning of the school day during first period.

Submitting Announcements:

1. Provide brief but appropriate information in the Google Doc named, "Morning Announcements" found on the Google Staff Sites.
2. Submit your announcement before 7:00 am for that day. Announcements are rotated out regularly by the main office secretary, which is typically every three days.

Absence Reporting

Students must be in their first period by 7:30. Students who are in the building, but not in your class will be marked tardy to your classroom. Students who do not arrive at school by 7:30 will receive a tardy slip from the main office and are documented as tardy to school. Teachers should follow disciplinary guidelines for administering consequences based on the student handbook for tardiness to class in the event a student exceeds the maximum amount of tardies allowed per semester.

- 1-3 Warning
- 4-5 Lunch Detention
- 6-7 After School Detention
- 8+ - Alternative Placement

Attendance is required to be reported home and to our court system within the first hour of the school day. To allow this to take place, the school must report student absences by 8:00. If a student is tardy to your classroom without a note from the office and was marked absent, please notify the attendance office so that the student is accurately reported (ext: 3201). Period attendance must also be diligently monitored to ensure students are where they need to be from class to class.

Faculty Entering a Leave Request

Staff members will use Frontline/Aesop as the platform for entering a leave request. Within this program, you will have the option to select whether or not a substitute is needed. By selecting that a sub is needed, the system will automatically begin to contact available substitutes. If you have a substitute that you would prefer to use for a given day, please communicate to the main office that person's name after you have confirmed their availability. *In the event you have a planned absence, please work with*

- Academic Assist will be incorporated during this time for students needing additional time to focus separate from WIN.
- **ELA is closed during WIN**