



# Heritage High School Staff Handbook Summary

## 2021 – 2022



### 1. Classroom Expectations Regarding COVID-19

- a. All classes must have a seating chart maintained by the teacher for each class period and Patriot Plus. Physical location of students in classrooms must be accounted for with seating chart. Teachers should save daily seating charts. Substitutes will also need ready access to physical seating charts.
- b. All students and staff must wear masks covering their nose and mouth indoors regardless of vaccination status.
- c. Students should not eat or drink in the classroom. If a student needs to eat or drink water (in excess) for medical reasons, please have the student step outside the room to do so.
- d. Teachers will have extra disposable masks, hand sanitizer, disinfectant spray with paper towels in classrooms. Teachers should contact SLC C (Mr. Bursch) for additional PPE supplies.
- e. Please notify your SLC Office and place a work order if you notice any other safety concerns with facilities.

### 2. How to respond if a student does not wear their mask properly, or at all.

- a. Ask the student to put mask on, or make the appropriate adjustments (i.e. Pull mask up over their nose).
- b. Ask the student if they need a quick mask break; student steps outside the classroom for a few minutes.
- c. If student refuses, send the student to their SLC office. Teachers will call/email home by the end of the day to let the parent know why the student was sent out of class and document in Aeries intervention tab; using "B" for behavior drop down code adding objective comments. Admin will do a follow-up call home, discussion with parent, if the student continues to refuse to wear mask properly.

### 3. Bathroom use for students:

- a. No bathroom passes given to students the first 10 minutes or last 10 minutes of class.
- b. Students sign in and out of class on the sign-out sheet and use designated bathroom hall pass.
- c. Staff Assistants and Peer Tutors should not leave class the first 10 minutes and must wear the assigned Staff Assistant or Peer Tutor Badge out on campus.
- d. Keep track of length of student's absence from class. Contact your SLC if needed.

### 4. Town Pass and Call Slip Clips in Classrooms

- a. If a TA comes from the office with a town pass or a call slip for a student, they will attach it to a clip on the inside of the door. The teacher will need to retrieve the slip and give it to the appropriate student.

### 5. Attendance

- a. Take attendance in the first 10 minutes of each period.
- b. **Sign attendance reports weekly;** return to attendance office.

### 6. Cell Phones or other electronic devices

- a. If students are using them in your class without permission, use progressive discipline. If an ongoing problem, the teacher may take the device and bring it to the student's SLC office.
- b. If student refuses to give device to you, call an SLC office and have a campus supervisor come get the student. Follow up with phone call home and referral as necessary.
- c. Cell phone policy and progressive discipline can be found in HHS Student Handbook on the Heritage website (school information tab) or [linked here](#).

### 7. Referrals

- a. Except for something serious (example: fight, substance use) teacher should use the paper referral process for student discipline infractions.
- b. Teacher must contact home and make note on referral of parent contact prior to sending referral to student SLC (exception to this would be serious infractions as stated above in item a.) **Document parent contact in Intervention tab in Aeries.**
- c. Admin will use progressive discipline matrix with students except in severe cases posing an immediate safety concern.

### 8. Student 5150 Protocol (see separate document).

**9. What to do when you suspect a student is under the influence of drugs or alcohol:**

- a. Call the nearest office: SLC A x6010 SCL B x6020; SLC C x6030; SLC D x6040 or mina admin x. 6000
  - i. Tell them you need a campus sup or administrator to come to your classroom for a student safety issue.
  - ii. Do not attempt to confront the student in class, please wait for an administrator or campus sup to be present.

**10. Patriot Plus**

- a. When: Every Wednesday (PDD Days 30 min; regular days 1 hr.)
- b. Students will sign up for Patriot Plus using Canvas.
- c. Students are assigned to one of their teachers for Patriot Plus and **MUST check in** with them at the beginning of the period. The teacher takes attendance in Aeries and then lets students go to their sessions. **Students leaving their assigned Patriot Plus session must sign out with their assigned teacher and sign in with the requesting teacher.**
- d. The goal of Patriot Plus is to provide supports to struggling students or enrichment for those that have already mastered curriculum concepts.

**11. SSTs, 504s and IEPs: (Providing written student feedback in a timely manner is crucial to the preparation and success of these meetings):**

- a. SSTs are scheduled and facilitated by counselors
- b. 504s are scheduled by SLC secretaries and facilitated by assistant principals
- c. IEPs are scheduled and facilitated by the special education case managers
- d. Attendance at these meetings is vital in building school-to-home relationships, identifying strategies and resources for student success, as well as providing background information about a student's struggles.

**12. Staff Absences**

- a. Enter all absences as soon as possible into Frontline Absence Management System. Include your parking space number in notes. In the event you must leave during the day contact the health clerk and principal's secretary.
- b. Sub Plans – Upload them to Frontline and email to health clerk; also may leave hard copy in room. In an emergency you should e-mail sub plans to the health clerk in the main admin building and copy your SLC secretary. Physical seating charts must be left for the substitute.

**13. How to get classroom supplies**

- a. Check with SLC office for basic office supplies.
- b. Work with department chair to get other materials.

**14. Protocol if classrooms are used temporarily by other class**

- a. Admin will check with the classroom teacher when needing to move a class in to make sure they are not setting up for a lab, etc.

**15. Evacuation Plans**

- a. Use the updated evacuation maps in each classroom/office for 2020-2021.
- b. If the fire alarm goes off during class time, please wait to evacuate until notified over the loud speaker. In the event we need to evacuate, take attendance & keep students lined up in designated evacuation location.
- c. Complete emergency roster in evacuation area and send to your SLC office after drill/evacuation.

**16. Access to campus on weekends and holidays**

- a. If you plan to come in, please call Julie McVeigh (SLC C secretary) x. 6030 at least 3 days in advance to get a temporary alarm code. If you do not have one, you cannot come on campus as it sets the alarms off and the police will be dispatched.