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## ADMINISTRATIVE RESPONSIBILITIES

Steve Stewart Principal	Kelli Eisenhart Assistant Principal	Derek Reynolds Assistant Principal
A-G (Tom)	P-Z (Jenn)	H-O (Butch)
<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Discipline</li> </ul>
Budgets	Display cases	Athletics/Intramurals
Faculty meetings	Faculty handbook	Building Rentals
Fee waivers	Faculty recognition	CTE Coordinator
Master schedule	LEA	Keys
PTSA	Media center	504 Accommodations
School Community Council	Public Relations-Social	Skyward
School Safety	Media	Student Success Team (SST)
Student Council	Student handbook	Technology
Student Success Team (SST)	Student recognition	
Student teachers	Student Success Team (SST)	
Teaming	Testing	
Textbooks		
Trustlands		
<b><u>Departments:</u></b>	<b><u>Departments:</u></b>	<b><u>Departments:</u></b>
Fine Arts	Language Arts	CTE
Math	Social Studies	PE/Health
Science	Special Education	World Languages

## ACADEMICS AND ACTIVITIES

### Christmas Trees in Classrooms

From a memo dated December 3, 1986 to all principals-- “we have been reminded of the following, ‘The use of trees in classrooms is definitely unacceptable’ by order of the State Fire Marshall.” Please comply.

### Grades

The teacher retains the right to give grades to students for work done in his/her class. However, each teacher should keep good enough records of each student's performance to objectively show a parent or principal how each grade was determined.

Grades will be due to counselors by announced dates soon after the end of each term. Retain your copy for grade verifications, which will be distributed and collected by counselors. Fourth term the students will pick up grades after school is out or grades will be mailed home. Grades should be calculated through the last day of school.

It is the procedure in Alpine School District that teachers may give either a passing or failing grade to students based upon the students' individual plan or special problems which students may have had during the grading period. This grade is especially appropriate when students have had health problems, deaths or illnesses in the family, or have been at home under doctor's care or hospitalized for several weeks at a time.

Computer grades **must** be up-dated daily. Through the use of the “Skyward” program on the network the attendance office will produce hard copies of mid-term deficiency notices and final report cards to be mailed home. Check the school calendar for mid-term and final grade due dates.

## ALPINE SCHOOL DISTRICT POLICIES

Teachers are encouraged to review the following district policies. They are found at: [www.alpineschools.org](http://www.alpineschools.org), click on district information then on district policy.

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| a. 4056 School Goals              | l. 5405 Student Supervision       |
| b. 4074 Time Schedule             | m. 4097 Sexual Harassment/Staff   |
| c. 4073 Staff Dress Code          | n. 5180 Student Discipline        |
| d. 5152 Student Dress Code        | o. 5182 Safe Schools              |
| e. 4077 Keys – Building Security  | p. 5185 Sexual Harassment/Student |
| f. 4019 Health & Disability Leave | q. 4042 Scope of Employment       |
| g. 4020 Bereavement Leave         | r. 4057 Educator Evaluation       |
| h. 4084 Student Injuries          | s. 4075 Educator Preparation Time |
| i. 5148 Fund Raising              | t. 4100 Acceptable Use Policy     |
| j. 5150 Student Excursions        | u. 4098 Conflict of Interests     |
| k. 4065 Faculty Meeting           | v. 6164 Copyright Laws            |

## ATTENDANCE POLICY

Attendance is one of the most significant factors affecting student achievement in school. In order to assist students in their efforts to be academically successful and responsible citizens, Vista Heights expects students to be in class, prepared and on time each day. The objectives of the Vista Heights Attendance Guidelines are to:

1. Teach responsible behavior by encouraging students to be accountable for their attendance.
2. Support parent and student efforts in promotion of school attendance.
3. Provide a safe, effective, uninterrupted learning environment for every student.
4. Mark attendance on a daily basis and promptly after class begins.

### Absences:

When a student is absent from school parents are requested to excuse the absence with a note or a phone call. Absences should be excused as soon as possible but no later than 5 days after the absence.

Any student who misses (10) consecutive school days will be reported to state and district agencies, except for extenuating circumstances.

It is the responsibility of the student to collect any work missed during the absence. If a student is absent for more than 3 consecutive days arrangements can be made for collection and pick up of homework.

### Checking in late/Checking out early:

Students who arrive after school has begun need to check into the main office with a note from their parent or guardian.

Students may not leave during the school day unless they are checked out through the front office by a parent or guardian. Parents must present photo ID and be listed on the emergency health record before the student maybe released from the school.

### Tardies:

Students are expected to be on time and prepared for class. Unexcused tardies will result in the following consequences:

1	Student is warned, reads and signs the policy showing they understand what is expected of them.
2	Student phone call to parent(s). Parent is notified that on the next tardy they will need to sign an attendance contract.
3	Parent is required to sign a contract. Student serves 30 minute lunch detention if parent does not sign and return contract within 3 days.
4,5	Parent is contacted and student is assigned a 30 minute after school detention or lunch detention.
6,7,8	Parent, Student, Administrator meeting. Student is assigned a 60 minute after school detention or two lunch detentions.

9	Parent contacted and student is assigned to ISS for the day.
10	Out-of-school suspension, referral to Truancy School, reinstatement meeting with Administration.

**Truancy:** Students are considered truant if they are absent from their assigned class without permission. Possible consequences for truancy are: Parent notification, detention during lunch and Flex Time, Suspension, District Attendance School, Juvenile Court.

## CALENDARS

Alpine District Calendar- [alpineschools.org](http://alpineschools.org)  
 School Calendar- [vistaheights.alpineschools.org](http://vistaheights.alpineschools.org)

## CAMPUS STANDARDS

### Cafeteria:

- Students will be expected to:
  - Follow directions of staff
  - Sit orderly refrain from throwing food
  - Put all trash in containers

### Dress and Grooming Standards:

Clothing worn to school must not be unsafe, indecent, or grossly inappropriate. State law also requires that shoes be worn at all times. Those who do not follow the code may be asked to change or may be sent home until they conform to the School Board policy. **Please send or refer students in violation of the dress code to the office.**

### Dress Code: (ASD Policy 5152)

Extremes of dress and appearance attract improper attention to the individual, which interferes with the educational process. The school will make the determination whether clothing or attire is inappropriate. Students may either be sent home to change or asked to wear a school t-shirt. This policy applies to all school related functions and activities. Violations will be referred to administration for consequences. The following are guidelines will be followed at Vista Heights:

- Fads and extremes of dress that attract improper attention should be avoided.
- Hair should be clean and well groomed. Hair styles or colors distracting in appearance or needing constant attention are not acceptable. Also, odd colored or multicolored hair is not acceptable.
- **All students male & female will be required to wear SHIRTS WITH SLEEVE. *Minimum cap sleeve acceptable.***

Tank tops, halters and bare midriffs, muscle shirts, are not acceptable. *Skirt length and shorts need to be closer to the knees than the hips.*

Vulgar words profane or obscene slogans (explicit or implied), or advertisements for alcohol, tobacco, and drugs on clothing will not be tolerated.

- Clothing that is ragged, tattered, or deliberately distracting in appearance must be avoided.

- All students are required to wear appropriate footwear to school. Footwear must not mark or damage floors.

- Headwear should NOT be worn in building. (This includes bandannas)

- Students cannot dye their hair any unnatural color or display any body piercing in an area other than the ear.

**. Exposed underwear is not allowed! No low riding, sagging or baggy clothing.**

**Interpretation of the dress standard is the right and responsibility of the school administration.**

**Hallways:**

Students will be expected to:

- Follow directions of staff

- Keep hallways clean of trash

- Refrain from running, or throwing /bouncing balls

- Refrain from wearing rollerblades, roller shoes, using skateboards or bicycles

- Have a pass when in the hallway during class time

- Refrain from making unnecessary disruptive noise

**Pop and Candy:**

Pop and candy are not allowed in the classroom. Water is always an option.

**Visitor Pass:**

Any non-Vista Heights Middle School student in the building during school hours must have a visitor's pass. Please refer them to the main office to see an administrator.

## **CLASSROOM INSTRUCTION**

**Instruction:**

Instruction shall be given in subjects and areas as provided by the school laws of Utah and/or the Utah State Board of Education. The course of study shall conform to the Utah State Core Curriculum. It shall not be limited but shall be subject to constant revision to meet changing needs.

**Mid-Term Progress Reports:**

We encourage the use of mid-term progress reports as a benefit to students and their parents. Progress reports provide students with a copy of missed assignments. Parents have expressed appreciation as it aids them in helping students make up missed work and avoid failing classes. Many teachers count this as an assignment and award points for this mid-term report when

returned and signed by the parent. This can take the place of a failing letter if it has been returned and has the parent's signature.

**Evaluation:**

The major purpose is to assist teachers in improving their teaching skills and techniques. In order to achieve this goal, the administration desires to frequently visit classrooms. Teachers are encouraged to invite administrators into their rooms on a regular basis. Formal evaluations will take place according to personnel guidelines.

## **DISCIPLINE POLICY**

The administration will support the teachers in the discipline plan at Vista Heights Middle School by:

1. Supporting teachers as they follow their systematic discipline plan.
2. Continuing to provide training/in-service as needed.
3. Providing supervision and evaluation of classroom management and discipline plan.

The administration also has the following expectations of the faculty/staff in using the discipline program:

1. The expectations for students' behavior will be clearly explained and understood by all students – including the positive and negative consequences of inappropriate behavior.
2. The teacher will be consistent and fair in enforcing his/her policies.
3. The teacher will praise the student when appropriate. This could include a postcard, note, verbal praise or a phone call.
4. The teacher will communicate with the home when student is to be detained after school or if a student is suspended from class (sent to the office) - District Policy. Work phone numbers are available in the office for many parents.

**Classroom Management:**

Each teacher will have his/her own class rules posted in the room and will discuss with the students the expectations, and consequences for positive and negative student behavior. Class rules should include a specific tardy policy, which should be consistently enforced.

**ISS: (In-school Suspension)**

As far as possible, teachers should plan to handle discipline problems that arise in their classrooms. Students who need to be temporarily removed from class may be sent first to another teacher with whom prior arrangements have been made.

If it becomes necessary for you to send a student to the office for disciplinary reasons, we suggest the following:

1. Give the student a hall pass.
2. Direct him/her to the office and to report to one of the principals.
3. Call office to make aware of student coming down.

4. The teacher should check with the office at his/her earliest convenience for follow up.
5. When a student is suspended from class, we expect the teacher, to phone the home explaining the problem and to solicit parental help in finding solution.

### **School Discipline:**

The rules and regulations are designed to protect the rights of all members of the educational community and are provided to students with the information necessary to make wise decisions.

As teachers are aware of infractions of school rules (contained in student handbook), they are expected to handle them according to the following guidelines:

1. Minor infractions i.e. gum, candy, hall disruptions, littering and wearing of hats should be handled by the teacher as simply as possible.
2. Students who violate dress regulations should be referred to the administration. Students may be sent directly to the office with a hall pass.
3. Teachers should intervene to prevent harm to students involved in fights and then escort the students involved to the office.
4. Students observed causing vandalism to the school, suspected to be under the influence of alcohol, observed using or possessing tobacco or drugs, or refusing to cooperate with a faculty/staff member in a belligerent manner, should be escorted (if possible) or reported to administration.

Your support is appreciated in helping to create an atmosphere conducive to learning throughout the school. A school-wide climate permeates the classroom and makes the individual teacher's job easier. The reverse is also true in that a faculty of effective teachers with good classroom management help to create a positive atmosphere throughout the school.

## **EMERGENCY PROCEDURES**

### **1. FIRE**

Fire alarms will sound and students will evacuate the building according to the rehearsed evacuation plan in each classroom. Students will remain with the teacher outside until further instructions are given. If an emergency happens during the lunch time hour or at class break students would report to their previous period teacher.

### **2. EARTHQUAKE**

- A. The students will “drop” and assume the “duck and cover” position under a desk or table if possible to enhance protection.
- B. Students should move away from large windows and from under any heavy light fixtures.
- C. Students will evacuate the building with the teacher when the alarm sounds. When everything is safe and the emergency is over the all clear bell will ring for students to reenter the building.

### **3. INTRUDER**

- A. Teacher will lock down their room with students inside and down against the wall out of view of the window.



B. Students in the hall at the time of the intrusion need to go to nearest room. If in the restroom, stay there.

**FACULTY AND STAFF INFORMATION**  
**Vista Heights Middle School 2014-2015**

**Administration**

Steve Stewart, Principal  
Kelli Eisenhart, Assistant Principal  
Derek Reynolds, Assistant Principal

**Secretaries**

Susan Fisher, Attendance  
Laura O'Connor, Registrar  
Suzanne Brown, Financial  
Holly Wade, Administrative  
Trudy Lewis, Counseling  
Kyra Slider, Office Aide  
Audrey Barton, Office Aide

**Counseling/Support**

Tom Wiltbank A-G  
Butch Ringger-H-O  
Jenn Webb-P-Z  
Karen Pauga 9<sup>th</sup> grade & special projects  
Trudy Lewis-Counseling Secretary  
Scott Trinh, Psychologist  
Susan Hunter, School Nurse

**Media Specialist**

Karen Finley  
Anita Turnblom, Assistant

**Custodians**

Roger Morgan, Head Custodian  
Chris Atherton, Day Custodian  
Rick Loveridge, Night Custodian

**Technology**

Camille Gardner

**Faculty**

Adamson, Kathie-CTE  
Amendola, Roland-Art  
Baggs, Susan-Special Ed  
Barfuss, Mandy-Drama  
Bates, Daniel-CTE  
Beadle, Brian-Science  
Beckstead, Brandon-CTE  
Bodell, Steve-CTE

Braithwaite, Ashley-Orchestra  
Bullock, Janelle-ASL  
Bullock, Toby-History  
Burton, Lauren-Math  
Cannon, Sally-Life Skills  
Carter, John-Science  
Christensen, David-English  
Chronister, Jordan-Chinese  
Coates, Skipper-Science  
Donald, Brandy-History  
Esplin, Emily-English  
Fausett, Brad-PE  
Fraser, Tonia-Math  
Gunnell, Jana-SPED  
Hamilton, Rick, Science/CTE  
Hansen, Liz-Spanish Immersion  
Hansen, Matt-Science  
Jenkins, Jennifer-History  
Jessup, Micah-Spanish  
Knudsen, Josh-English  
La Rue, Sarah-SPED  
Laurent, Michaelanne-English  
Lemen, Paul-Band  
Mann, Anthony-Math  
Marcroft, Tammy- CTE  
McBride, Joylyn-Math  
Nelson, Mikella-CTE  
Ochs, David- English  
Petersen, Jaren-CTE  
Peterson, Matt-Math  
Puida, Lauren-Reading Skills  
Ramos, Irmarie- Health/Science  
Roden, Brooke-Health  
Rykert, Drew-Health/Boys PE  
Sackett, Scott-Math  
Shumway, Sydnee-Dance  
Sikander, Kim-PE/Fitness/Aerobics  
Smith, Cory-History  
Smith, Erin-English  
Smithee, Monica-Spanish  
Taylor, Samantha-History  
Thomson, Natalie-English  
Thornton, Dylan-History  
Wakefield, Megan-CTE  
Wettstein, Chris-Art  
Wrigley, Jonathan-History

## FINANCIAL

### Vista Heights Purchasing Guidelines

#### Purchases under \$1,000:

1. Fill out ***Request to Purchase Form***  
Blank forms can be found in the financial office
2. Make sure the form is filled out completely including:
  - a. Vendor name
  - b. Complete mailing address
  - c. Account to be billed
  - d. Shipping costs
3. Request **must** be signed by administration before turning into the financial office.  
This may be done by electronic signature if completing the form electronically.
4. Email (preferable) or give completed ***Request to Purchase Form*** to the financial secretary to process. Make sure you check if you want to **hand carry, mail or fax** the purchase order.

#### Purchases over \$1,000:

*Purchase orders cannot be split to avoid doing bids.* **In other words, you cannot** purchase part of your order on one day and two days later purchase the remainder of our order.

Follow steps 1-4 above to complete the ***Request to Purchase Form***.

Purchases over \$1,000 require (3) separate or different bids. If you choose to do the bids yourself you must fill out a Bid Authorization Form and attach it to the ***Request to Purchase Form***.

Bid Sheet Form: [www.alpine.k12.ut.us](http://www.alpine.k12.ut.us)→ District Forms→Bid Authorization Form

If you **do not** want to obtain the bids yourself, fill out the ***Request to Purchase Form*** in detail. The vendor would be Alpine School District Purchasing. Turn the forms into the financial office and the financial office will send a typed School District Requisition to the district purchasing agent who will obtain the bids and send a large district purchase order to the vendor.

#### Sole Source:

If what you are ordering is considered a **sole source** (cannot be obtained through any other vendor) you must still fill out the top part of the bid sheet and check the box labeled sole source. The financial office will mail the **bid sheet form** to purchasing for approval before ordering.

#### State Contract:

If the vendor you are ordering from is on the State Contract List, you still must fill out the

top of the bid sheet and check the box labeled State Contract. There is a place for you to put the State Contractor number. The list of state contacts and numbers can be located on the Alpine District website under “Departments” and the select “Purchasing.”

**Purchases over \$10,000:**

The school cannot process purchases over \$10,000. They must be sent to the Purchasing Department for them to create a large purchase order.

Fill out the *Request to Purchase Form* steps 1-4 as outlined previously and return to the financial office for processing.

**Equipment items over \$1,500:**

Equipment items over \$1,500, which are purchased from school funds, must have approval of the assistant superintendent before they can be ordered.

Fill out the *Request to Purchase Form* as outlined in steps 1-4.

The financial secretary will send the forms to the district office to obtain the proper or authorized signatures.

**Equipment items over \$3,000:**

Equipment items over \$3,000, which are purchased from school funds, must have approval of the Board of Education before they can be ordered.

Fill out the *Request to Purchase Form* as outlined in steps 1-4.

The financial secretary will send the forms to the district office to be put on the agenda for board meeting. The board meets once a month to act on business items, plan ahead when ordering.

**Purchase Cards:**

Purchase cards can be used for purchasing supplies and other items under \$500. If you have been authorized to use purchase card:

1. Fill out the BLUE Purchase Card Request form located in the financial office.
2. Have the form signed by an administrator and return to the financial office.
3. If using vocational funds you need to have the school vocational director sign the form. If buying any equipment, appropriate personnel must sign the form.
4. If using the card for supplies or equipment over \$500 the above guidelines on dollar amounts for purchasing must be applied.
5. **Make sure that sales tax is not charged. If sales tax is charged on the receipt the cardholder is responsible to reimburse the sales tax to the school.**
6. Bring the receipt to the financial office so it can be attached to the request form.

## TEAL TIME

Teal Time allows students with passing grades to participate in enrichment activities for 30 minutes during the day, while students with failing grades can work to improve their performance. This gives students with little time at home an opportunity to complete missing work.

Teachers will be required to be available during TEAL time for remediation. Teachers will also be given the opportunity to create enrichment activities to help those student who have passing grades enjoy the richer things in life.

## GUIDANCE DEPARTMENT

The purpose of the Guidance Department is to provide assistance and support for students, parents, teachers, and administration at Vista Heights. To accomplish this goal, we try to focus on the needs of individuals and how to help them be successful in school and life.

### Referrals to Counselors:

The counselors welcome teachers to refer students who are in need of support. Some examples may be but are not limited to: suspected abuse, academic, social, emotional and behavioral problems. These referrals will be handled either individually or in a smaller setting with those who are having similar challenges and can provide a support system for each other.

Please make personal contact with the counselors about specific behavior you have observed. If personal contact is not possible, you may e-mail the concern to your student's counselor. The breakdown of our specific assignments is as follows, but we will work with any student as the need arises:

<b>Tom Wiltbank</b>	<b>Butch Ringger</b>	<b>Jennifer Webb</b>	<b>Karen Pauga</b>
A-G	H-O	P-Z	9 <sup>th</sup> grade/special projects

We will try not to interrupt your classes, but unfortunately, students do not always have control over the timing of unexpected events. Please use your judgment in each individual case before referring a student to the counseling office.

If students have been in the counselor's office they will return with a note with the counselor's signature and the returning date and time.

### New Student Procedures and Schedule Change:

All new students will come to your class with a copy of their schedule or with a signed schedule change. If there is a problem with a student coming being added to your class, please welcome them into your classroom for the time being and discuss the problem with a counselor at a later time.

PLEASE...do not promise a student they can be added to your class. There may be other factors that you are not aware of that make it so the change can't happen. Students are charged \$5.00 to make a schedule change.

## LIBRARY AND MEDIA

The mission of Vista Heights Media Center is to develop life-long learners who are effective users of ideas and information in all formats. Use and enjoy the Media Center it is here for you!

### Hours of Operation and Scheduling:

M 7:45am-2:15pm

T - F 7:45am-3:15pm

Open during lunches, except when reserved for a class.

### Library Use:

#### *Student Expectations*

- Students may use the library for their own use before and after school and during lunches, when it is not reserved by another class.
- An authorized media center pass is required of all students who use the library during instructional time. Each student's name must be written on the Media pass with a teacher's signature.
- Students should check in at the desk as they enter so the staff is aware of who is in the center and what they will be doing so the staff is better able to assist.
- Students are responsible to replace media items where they belong as they are used.
- Show respect to others, property and self.
- No Food or Drinks Allowed

#### *Teachers*

- Pre-scheduling for the library must be arranged in advance. Scheduling is on a first come, first serve basis. If teachers wish to rearrange scheduling, they may personally do so with the other teachers involved.
- If teachers are planning on a research assignment, please make arrangements for equipment and presentations with the library well in advance to aid in availability of services.
- Class Groups must be accompanied by the teacher the full class period and pre-scheduling for the Media Center must be arranged.
- Make arrangements with the Librarian for individuals or small groups. Students must be working on a specific task specified on the Media Pass.
- Recommendations for materials to purchase are welcomed.

Teachers may check out books, equipment and audiovisual materials based on curricular needs. Though late fees are not assessed, we ask that materials are brought back in a timely manner. If materials are destroyed or lost in the teacher's care, they may be held financial responsible for that item.

Equipment reserved in advance has priority. Teachers are responsible to check out equipment with the front desk before removing it from the library. They may keep the equipment for as long as they reserved that item up to two weeks, unless pre-arranged and approved with the librarian.

**The Library Media Committee:**

The library media committee exists to promote library media programs, uphold and approve policies, and assist in collection development. One teacher from each grade level and an administrator are asked to serve on this committee.

**Copyright Policies:**

The Federal copyright law governs the duplication, distribution, use and display or performance of all copyrighted materials, including printed matter, audiovisual materials, television programs, computer software and the Internet. Violation of the law can subject the violator to legal action by the copyright holder resulting in the levying of fines and/or compensatory damages. Nonprofit status or public ownership does not provide a haven for the law; and public schools are subject to its provisions just as are other agencies and businesses. However, there are exemptions which provide some latitude for the use of copyrighted materials for instructional purposes under the doctrine known as "fair use." These exemptions, while helpful in facilitating instructions, do not apply for non-instructional purposes such as reward or motivation.

- The school staff shall abide by all provisions of the copyright laws.
  
- Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
  
- The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials or the improper use of commercially duplicated materials.
  
- Copyrighted tests and answers are not to be reproduced or transmitted in any form or by any means, electronic or mechanic, including photocopying, recording, or any information storage and retrieval system.
  
- Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or district office.
  
- Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the school board.

**Computer Use Policy:**

Computers in the School Library Media Center are for teacher directed school related assignments. We follow the schools "Acceptable Use Policy".

## **PLAGIARISM AND CHEATING**

**Student Responsibilities:**

VHMS administration and faculty expect and require each student to maintain academic

integrity, including but not limited to, avoiding cheating, plagiarism, and fabrication as defined hereafter.

- Cheating involves the use or the attempt to use unauthorized information, materials, or other aids in academic work. Cheating also includes providing others with said unauthorized aids, or preparing work for another student. Examples of cheating include, but are not limited to: Passing examination questions or answers to others, copying another's work, providing materials for copying.
- Plagiarism involves the presentation of another person's or group's ideas or work (e.g. written, artistic, graphic) or portions thereof, not generally recognized as common knowledge, and passing them off as the product of one's own work in any academic exercise or activity.
- According to Merriam-Webster Online Dictionary, to "plagiarize" means
  - 1.1\_To steal and pass off (the ideas or words of another) as one's own.
  - 1.2\_To use (another's production) without crediting the source.
  - 1.3\_To commit literary theft.
  - 1.4\_To present as new and original and idea or product derived from an existing source.
- Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.
- Plagiarism may be intentional or unintentional. Fabrication involves the use of invented information, the falsification of research or other findings, or the deliberate misrepresentation of another's work. Examples include, but are not limited to:
  - Outright fabrication of quotations, research or data
  - Concealment or distortion of the true nature, origin, data, function, or conclusions of real or fabricated elements.
  - Citing information not derived from the source indicated.
  - Listing sources in a bibliography not used in the academic exercise.
  - Incorrect documentation (either intentional or unintentional) of primary or secondary sources.

Consequences for proven acts of cheating, plagiarism, or fabrication, whether intentional or otherwise, shall be determined on an individual basis by instructors, counselors, and administrators, depending on the frequency and severity of the transgression(s).

Consequences may include, but are not limit to:

- No credit for the assignment and its associated components
- Having to redo the assignment for no, partial, or full credit as determined by the Instructor
- Transfer out of class or program

Source: Merriam-Webster's Online Dictionary, Turnitin. Com<[plagiarism.org](http://plagiarism.org)> UVSC's Statement of Rights and Responsibilities (Online Catalog 1005-2006)

## PROFESSIONAL RESPONSIBILITIES

### **No Backpack:**

Vista Heights is a No backpack school. Students may carry their backpack to and from school. During the school day backpacks must remain in their locker, with the exception of string backpacks. Simple purses for essential items for girls are allowed.

### **Budget & Supplies:**

The principal controls all educational supply budgets. He will determine departmental budgets at the beginning of each year. All purchases must be made by purchase orders through the financial secretary and must be approved and signed by administration.

*NOTE: Teachers are not to collect money.* Teachers are to discuss any and all money to be collected with the financial secretary and she will set up an account and collect money from students. Money will be deposited in the proper accounts. Purchase orders or credit cards may then be used against these accounts at the request of the teacher with the approval of the principal.

General classroom supplies i.e. paper and pencils will be available in the office. Please notify the secretary when supplies are getting low. There will be a teacher appointed to each house that will keep track of supplies needed and requests.

### **Child Abuse:**

1. Utah law requires any person who knows or reasonably believes that a child has been neglected or physically abused to report that knowledge or belief to the proper authorities.
2. The legal requirement for reporting is "reasonable belief".
3. Teacher referrals of abuse should be made to the school principal.
4. The Utah Child Abuse and Neglect Reporting Act is found in Chapter 3b, Title 78, Utah Code annotated ·1953. Subsections 78-3a-2 (17) and (18), Utah Code annotated 1953, define child neglect and abuse as follows:
  - a. A child whose parent, guardian or custodian has abandoned him/her or has subjected him/her to mistreatment or abuse.
  - b. A child who lacks proper parental care by reason of the fault or habits of the parent, guardian or custodian.
  - c. A child whose parent, guardian or custodian fails or refuses to provide necessary subsistence, education or medical care, including surgery or psychiatric services when required, or any other care necessary for his/her health, morals or well-being.
5. It is not the responsibility of school employees to prove that the child has been abused or neglected, or determine whether the child is in need of protection. Investigations are responsibility of the Division of Family Services. Investigations by staff prior to submitting a report should not go beyond that necessary to support a reasonable belief that a reportable problem exists.
6. Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability.



7. Division of Family Services and law enforcement personnel are required to preserve the anonymity of those making the initial report and any policies shall also ensure that the anonymity of those reporting or investigating child abuse or neglect is preserved.

### **Copier Usage:**

Large volume copiers are located in your grade houses. These copiers will be available for teacher use before and after school as well as during the school day. Teachers are encouraged to plan ahead and prepare their copy needs during preparation hours to avoid long waits before school starts each day. If paper jams or other problems occur with the machines, the office should be notified to resolve the problem. Please do not try to fix it yourself due to the high cost of repairs. If problems occur after hours or on the weekend, please do not try to solve the problem but leave a note for the office explaining the problem.

Departments or teachers are not going to be given paper budgets but we'll have an open budget on paper and copying costs. Please be conservative on paper and copying usage. Use both sides of paper and classroom sets when possible.

**Students are not permitted to use the copy machines**

### **Disclosure Documents:**

Each teacher must make a class outline or disclosure document for each subject taught. A copy should be filed with the administrator over your department and a copy sent home with each student at the beginning of the school year. Each teacher should keep extra copies on hand for new students enrolling in your class and also if parents request a copy.

Class outline or disclosure document should include:

1. **Your** classroom rules and expectations.
2. **Your** grading scale and procedures. Include how CRT scores might impact final grades.
3. What makes **your** class unique?
4. If you are a part of a team include that and team guidelines.

### **Faculty Fund Guidelines:** (Suggested donation \$36.00)

Remembrances:

1. Marriages - of faculty/staff member, son or daughter of staff member
2. Births - to any faculty/staff member or spouse
3. Deaths - of immediate family (spouse, children or parents)
4. Extended Illnesses - of faculty/staff member

Faculty fund donations may be paid in the financial office or paid through payroll deduction. Unused funds will be used for an annual faculty/staff social.

### **Faculty Work Room and Lounge:**

Teachers are not to get soda or candy out of the lounge for students. Students are **not** permitted in the faculty workroom or faculty lounge with the exception of the office aides.

**Fees or Donations:**

Alpine School District Board of Education established guidelines in accordance with the 1986 state legislature's action. Some of the important guidelines, which all staff members need to understand, are the following:

1. No fee may be charged for any class or activity during the regular school day except for those approved by the Board of Education.
2. Donations may be requested from students to help pay for special activities during the school day such as field trips (but students who do not make a donation must be allowed to participate in the same manner).
3. All donations must be approved by the principal before the activity, field trip, etc. is presented to the students.

**Field Trips Guidelines:**

1. Activity cleared Grade Level Administrator.
2. Date cleared with Administration.
3. General guidelines - field trips requiring minimal time and distance preferred.
4. Excuse list must be signed by the teacher and principal and placed in teachers' boxes at least two days in advance of field trip.
5. Buses should be scheduled as far in advance as possible (at least two weeks) with designated secretary in the front office. District buses will carry 60 students. After the original request has been placed, the teacher should confirm the request with the secretary a week after the request has been placed.

**Fund Raisers:**

The Board of Education maintains the position that public education is free and should be supported through revenues derived from statutory school finance programs and not by means of student and school fund raising projects. In its application, this philosophy means that all basic educational programs shall receive the necessary financial support through district allocations. Where necessary, extra-curricular activities, which effect students on an individual basis and are not part of the basic program (such as athletics and clubs), shall be supported through individual student participation.

**Before being instituted, ALL fund raising projects shall have the approval of the principal**

At the middle school level, only one (1) major fundraiser may be held each year. This fundraiser may solicit door to door, but only in the VHMS attendance area. In addition, one department or extra-curricular program may sponsor a fundraiser each year (on an alternating basis). No door-to-door soliciting shall take place for the departmental fundraiser.

**Hall Passes:**

Students should be discouraged from leaving class during class time. In case of an emergency or real need in the judgment of the teacher, students may be excused with their hall pass.

The student should be given a written pass with the date, time, student and teacher name. Remember, if you let one student go to a locker or to get a drink, it is hard to restrict that

privilege from other students. Under **no** circumstances should groups of students be excused on a single hall pass.

Students found without hall passes in the halls will be returned to your classroom to determine if they were out of your classroom without permission.

**Keys:**

"Teachers are entitled to have a key to their room and to one of the exit doors. Under **no** circumstances may teachers have their keys duplicated or permit them to be duplicated."  
(District Policy)

**Keys are not to be loaned to anyone (including students).** If any keys are lost, the principal is to be notified immediately.

**Phones:**

Long distance phone calls for school business:

1. Get an access number from the designated secretary.
2. Try to plan ahead and use the mail if possible to decrease long distance charges.
3. Try calling collect when ordering or inquiring about an order.

Personal long distance phone calls:

1. If a personal call must be made, have it charged to your home number.
2. Be cautious that prep time and/or class time is not abused for personal business.

Student use of phones:

Students may only use the office phone -to check out- after permission has been given by the secretary. Students should use the pay phone at class breaks or lunch time. Students should not be excused from class to call home and have assignments brought to them or to visit with friends or parents. **Student cell phones are not to be used during class time.**

**Private Lessons:**

District policy prohibits the use of school building or materials by school employees for personal gain through the giving of private lessons.

**Professional Role:**

It is a good idea not to deviate from your role as a teacher and become one with the students. Also, require your students to remain in their role as students. This results in a loss of respect. Teachers should insist that students address them as Mr., Mrs., Ms., or Miss - do not encourage names or surnames only.

All faculty/staff members are expected to create a professional image through proper dress and grooming standards. The district policy for dress and grooming should be reviewed. Teachers should **not** send students to the faculty lounge for soft drinks or to pick up mail from faculty mail boxes.

**Report for Duty:**

"Teachers will report for duty at least a half hour before regular school begins in the morning and

remain at least thirty minutes after the close of the regular school day. Teachers will notify the principal before leaving school during regular school hours." - (District Policy)

### **Scope of Employment:**

Faculty and staff are reminded of the following District Policy 4042.1: 1.1.2 Approval of the school principal shall be required whenever it becomes necessary for a district employee to meet with a student(s) outside the regular school day, or outside of the school premises. 1.1.3. District employees shall avoid traveling alone with an individual student.

### **Security:**

As part of our building security effort, be sure to check any doors (that you leave or enter) to make sure they are locked properly. Also, we encourage classroom doors to be locked at lunch. Our building is only secure as long as each individual makes it a priority. Know your work area and report any unusual activity or packages to administrators immediately.

### **Sickroom:**

Students may be sent with a hall pass to the sickroom. They will be allowed to remain 15 minutes and then will return to your class or will be check out to their parents. Visits should be on an emergency basis only and teacher should only send students to the sickroom when they feel there is a real need.

### **Student Aides or Teacher Assistant:**

The objective of having student aides is to give teachers help and to simulate a job experience for students. These students receive grades and credit for being an aide. Please do not ask for an aide if you do not need one. District guidelines suggest no more than one aide per teacher per year.

If you ask for an aide, use the following guidelines:

1. Aides are to remain in the classroom at all times, unless sent on an errand and then he/she should carry a hall pass. (Aides abuse privileges by interfering with other classes if let out of class without a reason.)
2. Aides are to be on time to class just as regular students and are to be marked absent or tardy just as are other students.
3. Aides are **not** allowed to go to the media center to correct papers.
4. Aides are **not** to make the entries for attendance or Grades in the computers, and should never be given access to teachers grading program.
5. Aides are **not** to be in the Faculty Lounge or the Teacher Work Room.
6. Aides are **not** allowed in the front office area without permission.

### **Student Teachers:**

As a cooperating teacher you should:

1. Work with the university supervisor to create the ideal situation and load for the student teacher.

A. Provide observation time for student teachers. This may be in other teacher's

rooms also.

- B. Cooperatively plan and teach with the student teacher for part of the time.
  - C. Do not turn the entire load over to the student teacher too early.
  - D. Be willing to take part of the load if necessary to assist the students or the student teacher.
  - E. Make it a successful experience for the student teacher - even if it is on a restricted degree of involvement.
  - F. Give student teacher a broad range of normal teaching experiences, including supervision, etc.
  - G. Provide daily planning and evaluation help.
2. Provide guidance and assistance, but allow the student teacher freedom to try different teaching strategies and methods.
  3. Be available to solve discipline problems, which may arise for the student teacher. (These should be referred to the cooperating teacher, not the administration for solutions.)
  4. Conduct a formal evaluation halfway through the experience.
  5. Complete the formal evaluation prior to the departure of the student teacher. Provide the student teacher and administration a copy of the evaluation.

**Supervisory Assignments:**

Teachers will be given supervising assignments from time to time by the principal. These will usually be during student activities such as dances and assemblies. We also request teachers to assist in hall supervision at class breaks, lunchtime and before and after school. Teacher visibility will greatly aid in student management. Teacher will be paid for after school supervision at the approved district rate.

**Textbooks:**

Teachers shall keep a record of textbooks assigned to students - noting the condition of the book when assigned and levy fines for lost or damaged books. Students are to write their name and year on the appropriate space provided in front of the book.

The chair of each department shall keep an accurate inventory of all textbooks in the department. He/she shall order all new textbooks for the department, through the assistant principal, and turn in at the office all old books to be discarded and books to be rebound at the end of each year. All textbooks must be selected from the state's approved textbook list. Textbooks must be selected on the basis of correlation with district and state curriculum.

To assist you in being more objective and consistent when determining textbook damage, you may use a form similar to the one below.

Name \_\_\_\_\_ Book # \_\_\_\_\_ Grade \_\_\_\_\_

Please examine your assigned textbook and list any problems you find. Any damage not listed on this sheet will be assessed to you when the book is checked back in. Be specific.

Spine \_\_\_\_\_  
Front Cover \_\_\_\_\_  
Back Cover \_\_\_\_\_

Inside Cover \_\_\_\_\_  
 Top Edge \_\_\_\_\_  
 Bottom Edge \_\_\_\_\_  
 Front Edge \_\_\_\_\_  
 Missing Pages, Tears, etc. \_\_\_\_\_  
 Other \_\_\_\_\_

The assistant principal or financial secretary has book prices if you are unsure of the cost. Teachers should not collect fine money. Submit fine notifications to the financial office where the fines will be withheld from the student's deposit.

To help teachers assess fines fairly and consistently, use the following guidelines:

1. Rebinding (abuse to a book requiring rebinding) \$3.00.
2. Writing in or on book (if writing can be removed, let the student remove it).  
If the writing still shows or is in ink, charge \$2.00.
3. If the damage is such that the book is not usable, assess the fine for a lost book.

Lost books fines will be assessed according to the following guidelines:

1 <sup>st</sup> year (new book)	full cost	\$35.00
2 <sup>nd</sup> year	20% reduction	\$28.00
3 <sup>rd</sup> year	40% reduction	\$21.00
4 <sup>th</sup> year & older	60% reduction	\$14.00

## BELL SCHEDULES

### Monday-Collaboration Day

Warning Bell	8:10 a.m.	
A1/B5	8:15-9:30	75 minutes
A2/B6	9:35-10:45	70 minutes
1 <sup>st</sup> Lunch	10:45-11:15	30 minutes
A3/B7	11:20-12:30	70 minutes
A3/B7	10:50-12:00	70 minutes
2 <sup>nd</sup> Lunch	12:00-12:30	30 minutes
A4/B8	12:35-1:45	70 minutes

### Tuesday-Friday TEAL Time

Warning Bell	8:10 a.m.	
A1/B5	8:15-9:35	80 minutes
A2/B6	9:40-11:00	80 minutes
TEAL Time	11:05-11:35	30 minutes
1 <sup>st</sup> Lunch	11:35-12:05	30 minutes
A3/B7	12:10-1:25	75 minutes
A3/B7	11:40-12:55	75 minutes
2 <sup>nd</sup> Lunch	12:55-1:25	30 minutes
A4/B8	1:30-2:45	75 minutes

### VHMS Bell Schedule NO TEAL Time

Warning Bell	8:10 a.m.	
A1/B5	8:15-9:45	90 minutes
A2/B6	9:50-11:15	85 minutes
1 <sup>st</sup> Lunch	11:15-11:50	30 minutes
A3/B7	11:50-1:15	85 minutes
A3/B7	11:20-12:45	85 minutes
2 <sup>nd</sup> Lunch	12:45-1:15	30 minutes
A4/B8	1:20-2:45	85 minutes

### Extended TEAL Schedule

Warning Bell	8:10 a.m.	
A1/B5	8:15-9:30	75 minutes
A2/B6	9:35-10:50	75 minutes
TEAL Time	10:55-11:45	50 minutes
1 <sup>st</sup> Lunch	11:45-12:15	30 minutes
A3/B7	12:20-1:30	70 minutes
A3/B7	11:50-1:00	70 minutes
2 <sup>nd</sup> Lunch	1:00-1:30	30 minutes
A4/B8	1:35-2:45	70 minutes

## SUBSTITUTE INFORMATION

Kelly Educational Staffing will be taking over all substitutes assignments for the year. You should have received a packet containing all the information you need. For any further questions please call Kelly Services at 866-535-5998, or email [kellyeducationalstaffing.com](mailto:kellyeducationalstaffing.com).

**For payroll purposes, it is your responsibility to report your absence and obtain the proper paperwork from an administrator upon your return.**

*Hourly teachers must call the appropriate administrator rather than the substitute system.*

**Pre-planning for Substitutes:**

In order that your students will continue your students’ academic learning during your absence, you should follow these practices:

- A. Set behavioral expectations for students in the event that a substitute teacher is in the

- classroom.
- B. Have daily assignments in the lesson plans. Have adequate activities to keep students involved in the classroom for the entire 80 minutes. If possible have something that the students need to complete and hand in. Lesson plans of reading the chapter and answering the questions are not adequate. The more specific you are in your lesson plans, the more smoothly the day will go for the substitute teacher.
  - C. Select and assign a student to assist the substitute in routine matters such as seating charts and textbooks.
  - D. Have a current seating chart for all classes readily available.
  - E. Follow-up on reports left for you by the substitute teacher regarding discipline problems that may have occurred during your absence.