

CHANGES TO THE 2015-16 FACULTY HANDBOOK

PAGE 9

Added "Attendance (seniors)" to Mr. Regier's responsibilities.

Added "Attendance (sophomores)" and changed Discipline to "Sophomores" to Mrs. Cowell's responsibilities

Added TBD to Mr. Repp, added "Attendance Freshman" and changed Discipline to "Freshman"

Changed Attendance (freshman) and Discipline (freshman) to "juniors" on Mr. Sailors responsibilities

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Deleted the EXPLORE AND PLAN tests from the Standardized Assessment.

PAGE 15-16

Will make changes to the Semester, Unit Planning Guide to reflect the 2015-16 calendar when it is set.

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Added the statement "*Beginning with the Class of 2017: Senior (20.0), Junior (13.0), Sophomore (6.0), and Freshman.*" to the Credits for Classification paragraph.

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Will change the Progress Report dates to reflect the 2015-16 calendar when it is set.

Administrative Responsibilities

All administrators will share the responsibilities associated with the following areas:

AdvancEd	Crisis Intervention	Cafeteria Supervision
Evaluations		

Myron Regier, Principal

ADA	AdvancEd	Appeals
Attendance (seniors)	Building & Grounds	Climate Surveys
Community Relations	Department Chairs	Discipline (seniors)
Educational Field Trips	Enrollment Coordination	Faculty Handbook
General Budget	General Supervision	Site Council

All Assistant Principals will share the responsibilities associated with the following areas:

Attendance	Contest & Event Supervision	Discipline
Security		

Richard Elliott, Assistant Principal & Athletic Director

Athletics	Athletic Budget	Athletic Handbook
Athletic Officials	Athletic Transportation	Booster Club
Facility Usage	Inservice	Key Inventory
KSHSAA Activities	KSHSAA Reports	Locks & Lockers
Lunch Schedule	Parking	Supervision of Coaches

Glenda Cowell, Assistant Principal & Activities Director

Activities Budget	Activities & Clubs	Activities Trips & Transp.
Assemblies	Attendance (sophomores)	Building Calendar
Discipline (sophomores)	Inservice	Literacy First
Mentor Program	Seminar Schedule	Staff Development
Testing & Assessment Supervision		

Tracey Repp or TBA, Assistant Principal

Attendance (freshman)	AVID	Bus Discipline
Crisis Coordinator	Discipline (sophomores)	Inservice
Student Planner	Technology	

Joe Sailors, Assistant Principal

Attendance (juniors)	Auditorium Seating	Discipline (juniors)
IB Program	Inservice	Link Crew
New Student Orientation	PBIS	Teen Leadership

An end of the semester comprehensive final examination will be given in the final weeks of December and May. The end of the semester exams will be 20% of the semester grade. Tests/quizzes/major projects make up at least 30% and no more than 70% of a class grade.

- **Standardized Assessment:** CHS uses state tests, as well as the Scantron Performance tests, ASVAB, PSAT, SAT, and ACT standardized testing to help students make good academic decisions regarding courses to take and skills to improve.

Items included should cover current semester content. Final examinations shall be given during scheduled times (*see semester calendars, appendix A*) unless teachers receive permission from the principal.

All students must take semester final exams. Teachers may exempt from final exams those students with an accumulative semester average of 93%. Teacher aides and office aides may be exempt from finals. Exempted students are still required to attend the class that day unless otherwise arranged through the principal. Students may process, in advance, a Request to be Absent form, which includes a note of approval from the parent and a signature from the teacher indicating the student's presence is not needed during the hours of final exams. Exempted students should check in and out through the office if attending only part of the exam day.

Teachers shall submit a copy of each final exam to the department chairperson at least one week prior to proctoring the exam and include an explanation of the grade computation procedure regarding the incorporation of the final exam grade into the final course grade. The department chair shall forward all exams to the principal prior to the beginning of examinations.

Incomplete Grades

Incomplete grades will only be given at the end of the semester. All incomplete grades require the principal's approval on an Incomplete Grade Request form (*see appendix A, chapter 9*) available in the counseling office. The request must include justification for allowing an incomplete grade, deadline for makeup work (generally two weeks), the grade that will be granted if the make-up work is not completed, and updated grade information given to the office by the teacher.

Contact parents early for intervention to avoid incompletes. Students with incomplete grades will not be considered for Honor Roll until a grade is given. All reasonable attempts shall be made to avoid issuing incomplete final semester grades.

Deleted: , EXPLORE, PLAN

Chapter 4: Student Progress

In the effective school, pupil progress over the essential objectives are measured frequently, monitored frequently, and the results of those assessments are used to improve the individual student behaviors and performances, as well as to improve the curriculum as a whole.

Assessment

Academic Policies (Chapter 2, pages 6-8)

Curriculum

Document

A copy of the curriculum is available through the department chair. Teachers are expected to teach students in order that they will be able to perform successfully on summative assessments based on the objectives.

Excuses From Physical Education

Physical Education instructors will require a doctor's permit for students to be temporarily excused from participation. In emergency cases, a note from home signed by an administrator will be accepted (maximum of 3 consecutive days) until a doctor's permit may be obtained, as described in Board policy. A doctor's permit may be required with excessive use of emergency procedure. All medical notes will be filed in the general office.

Enrollment Conferences

Course enrollment occurs in the spring for the following school year. The counseling department coordinates this process. Fee payment begins in August prior to the beginning of school. All schedule changes for the upcoming school year must be completed prior to the end of the current school year.

Grade Classification Requirements

Credits for Classification

Students are assigned a class level according to the minimum number of credits earned prior to start of fall semester: Senior (18.0), Junior (11.0), Sophomore (5.0), or Freshman. Beginning with the Class of 2017: Senior (20.0), Junior (13.0), Sophomore (6.0), and Freshman. Transcripts of transfer students will be reviewed with respect to required coursework and credits before the student is classified. All students are required to enroll in 8 hours. Fifth year seniors may enroll in less than 8 hours with Principal's approval.