

HMS Staff Handbook Changes – 2018-19

SCHEDULE FOR 2018-2019 SCHOOL YEAR

Regular Schedule - Contract Day – 7:05 a.m. – 3:05 p.m. - Report/Duty Time – 7:05 – 7:35 a.m. & 2:50 – 3:05 p.m.

	Start	Stop	Minutes
1st Hour	7:35:00 AM	8:20:00 AM	45
Passing	8:20:00 AM	8:23:00 AM	3
2nd Hour	8:23:00 AM	9:06:00 AM	43
Passing	9:06:00 AM	9:09:00 AM	3
3rd Hour	9:09:00 AM	9:52:00 AM	43
Passing	9:52:00 AM	9:55:00 AM	3
4th Hour	9:55:00 AM	10:38:00 AM	43
Passing	10:38:00 AM	10:42:00 AM	4
Advisory for All Students			
5th Hour - Advisory	10:42:00 AM	11:07:00 AM	25
Passing	11:07:00 AM	11:10:00 AM	3
6th Lunch - 7th/8th Enrichment-Intervention			
6th Hour - E/I	11:10:00 AM	11:35:00 AM	25
Passing	11:35:00 AM	11:38:00 AM	3
7th Lunch - 6th/8th Enrichment-Intervention			
7th Hour - E/I	11:38:00 AM	12:03:00 PM	25
Passing	12:03:00 PM	12:06:00 PM	3
8th Lunch - 6th/7th Enrichment-Intervention			
8th Hour - E/I	12:06:00 PM	12:31:00 PM	25
Passing	12:31:00 PM	12:35:00 PM	4
9th Hour	12:35:00 PM	1:18:00 PM	43
Passing	1:18:00 PM	1:21:00 PM	3
10th Hour	1:21:00 PM	2:04:00 PM	43
Passing	2:04:00 PM	2:07:00 PM	3
11th Hour	2:07:00 PM	2:50:00 PM	43

HEALTH AIDE

The health aide does not administer medication of any kind except to children on continued medication who have specified orders from their physician and a prescription bottle with that child's name on it. They must also have a note from the parent(s) and the physician. These medications must be kept in the health room and administered by the health aide or nurse.

For minor injuries, first aid is administered by the health aide, but never by one child to another.

No child will be taken or sent home until a parent or another designated responsible person is contacted at home or at work. At no time will an ill child be permitted to walk home. Parents must leave a telephone number of a neighbor or relative to be contacted when the parents cannot be reached; however, they are to be sure the person whose number is given is aware of this responsibility.

Requirements to take over the counter (OTC) medications in school:

- An OTC medication form is completed and signed by the guardian.
- Medication is provided the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.
- Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

Aspirin and oral homeopathic medications will continue to require a physician order

PROFESSIONAL HOURS

Teachers are assigned one plan Period and six teaching Periods. The plan Period shall be used for school purposes on campus unless otherwise provided for by the principal. This Period should be used to

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plan the instructional program, prepare tests, correct papers or run material off for class. With the implementation of core content teams, and common plan time for those teams, there is an expectation of team planning. Currently this cannot and will not be mandated due to the language in the negotiated agreement. It is simply an expectation. All teachers will be assigned a Guided Study Period. Administrative discretion does allow for a non-assignment of this Period as well. **This period will be a block of 100 minutes built into the schedule in the middle of the day. The 100-minute block of time will be split into four 25 minute periods. Each child will have one period for Advisory, one period for Lunch, and two periods to be used for enrichment and/or intervention activities. The Study Skills curriculum will continue to be implemented during the Advisory period within this format.**

VIDEOTAPE USE IN THE CLASSROOM: BOARD POLICY IF-R

1. In grades Pre-School through grade 5, no videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
2. In grades 6 and 7, no videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
3. In grade 8, no videos other than G, PG, or PG-13 may be shown. PG-13 videos require both administrative approval and prior written custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
4. In grade 9 through 12, no videotapes other than G, PG, or PG-13 may be shown
5. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.
- ~~1. In grades Pre-School through grade 5, no videotapes other than G may be shown.~~
- ~~2. In grades 6 and 7, no videotapes other than G may be shown.~~
- ~~3. PG videos require administrative approval and custodial notification prior to a viewing by students.~~
- ~~4. In grade 8, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to a viewing by students. PG-13 tapes require both administrative approval and prior written lawful custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.~~
- ~~5. In grades 9 through 12, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to viewing by students. PG-13 tapes require administrative approval and custodial notification.~~
- ~~6. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.~~

Items to be changed also listed in the Student Handbook Change Document (marked with *):

Board of Education Member

Flag Salute

Guided Study

Medications at School