

Queen Elizabeth District High School

HANDBOOK

FOR

SUPPLY TEACHERS

QEDHS *Home of the Warriors*

As of SEPTEMBER 2016

CODE OF ETHICS

Queen Elizabeth District High School is guided by a Code of Ethics based on a firm belief in the values of honesty and integrity in speech and in action, and respect for the dignity, rights, property and beliefs of others.

ASSIGNMENTS

If for any reason you are unable to attend, or will be late for your accepted AESOP position, please contact the vice-principal and an office assistant to advise as soon as possible.

Supply teachers may pick up teaching assignments at the supply teacher station in the office.

Supply teachers are to follow the instructions left by the classroom teacher. Please leave information for the classroom teacher if the assignment was too long and could not be completed or too short such that students were left without adequate work.

Please insist that students do some productive work.

Please leave all necessary information for teachers in the teacher's mailbox in the main office.

Supply Teachers assigned to Tech Shop classes (construction tech TCJ, traditional tech PAD, transportation tech TTJ and integrated tech TIJ courses) are not to allow use of machines without a qualified teacher present.

Other Responsibilities:

Perform such duties and responsibilities as assigned by the administration.

Report all safety-related concerns to CAS and the administration of the school.

Report all potential child abuse concerns to the administration.

Report to the regular teacher any significant events/situations that occurred, as well as any changes to the educational program for the day(s) and the degree to which the lesson plans were followed. The reporting can be done verbally or in writing in the teacher's daybook.

Student field trip – occasional teachers should check the school procedures before taking students out of the school area.

SCENT FREE BUILDING

Queen Elizabeth is a scent free building. Please be aware of any lotions, hairsprays, scented products utilized and be respectful of the scent free environment.

TIME SHEETS

Time sheets must be signed by the principal or vice-principal. In their absence, please see an office assistant.

VALUABLES

Do not leave valuables or money unattended.

ATTENDANCE PROCEDURES

This process to take attendance accommodates the Trillium database and must be followed carefully in order to ensure proper attendance data for students.

1. Each teacher will supply occasional teachers with attendance recording sheets. If your lesson package does not have this, please see the attendance secretary in the office to obtain one before classes start.
2. If a student is absent or late, neatly mark an A for absent or an L for late.
3. New students (any that are not on the monthly attendance sheet), who are absent, must be written in at the bottom of attendance sheet.
4. Make sure that the attendance sheets are placed back in the folder and handed in to the office at the end of each period.

LATE PROCEDURES

Students must be in their classroom, on time and prepared to begin work before the bell. Individual classroom teachers will deal with late students. If lateness becomes a pattern or if the student fails to follow through with late consequences from the teacher, the student will be referred to school administration. Office consequences may be initiated, up to and including suspension.

HALLWAY POLICY

Students are not allowed to be in the teaching hallways during classes unless they are in possession of a hall pass. Students found in the hallways without a pass will be given detentions. If you see a student in the hallway without a pass, please send them back to class. If the student refuses or is defiant, please report it to the office.

LUNCH HOUR

Lunch hour is from 11:30 a.m. – 12:30 p.m.

***New* Cell Phone Policy**

All school organizations hold learning as a core value. It is imperative that our school be sensitive to changes in technology and culture which increase the probability of student academic growth. Cell phones can now also be excellent tools for learning. QEDHS believes that this technology must be embraced if our students are to have access to the best resources. However, cell phones possess functions which, if used inappropriately, can disrupt the learning environment and create the possibility for problematic behavior. Ultimately in a changing world we must be willing to respond by embracing innovation but also limiting potential risks. QEDHS will adopt the policy of acceptable cell phone usage at school while creating reasonable expectations for limits of that use.

Students who choose to bring cell phones to school do so at their own risk. The school assumes no liability for lost or stolen cell phones.

Possession and use of a cell phone must fall within these guidelines:

- Teachers have the authority to allow or ban cell phones use during their respective class times
- All teachers will have their cell phone policy clearly posted in the classroom and in their syllabus
- Cell phones must be on silent upon entering the classroom unless directed by the teacher and remain on silent throughout the remainder of the class
- Cell phone cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher

Student use of cellphones at school is a privilege not a right. Failure to adhere to our cell phone guidelines will result in the following consequences:

1. The first time a student disrespects the guidelines: The teacher will ask the student to put the cell phone in the classroom cell phone box and it will stay there until the end of the period. The teacher is to review the cell phone policy with the student and may call home.
2. Second Offense: Student will then be asked to keep their cell phone in the classroom cell phone box for the rest of the semester. The teacher will make contact with parent/guardians (call, email) and explain that the student is having trouble self-regulating the use of their cell phone and share with them our guidelines.
3. If there is a third offense, the student will be asked to go to the office and speak with administration. This will also result in a phone call home.
4. Multiple offenses will result in a case conference with the parents/guardians, teacher, and administration. Students may be asked to not bring their cell phone to school at all for the remainder of the school year.
5. If after the case conference, a student continues to disrespect our repeated requests to follow our guidelines, further more serious consequences may be enforced by administration.

These guidelines can also be used in reference for other personal electronic devices such as: MP3 players, Ipods, Ipads, gaming systems, etc.

OPENING EXERCISES

The national anthem is played at the beginning of the announcements on a daily basis. Staff and students must stand for the playing. Singing of the anthem is encouraged. Please ensure that students are quiet and listening to the announcements.

PROFESSIONAL DEVELOPMENT DAYS

Supply teachers are invited to attend all professional development activities sponsored by the board at their own expense. Generally, there are no costs for these days. However, no pay would be given to those who attend.

SMOKING

Smoking is prohibited at all times by all persons on Keewatin Patricia Board of Education property.

ACCIDENT PROCEDURES

- a) Apply FIRST AID only.
- b) Notify main office.
- c) The office will notify hospital and parents/guardians.
- d) Complete Student Accident Report. (See an office assistant for this form.)
- e) When a serious injury occurs to a student, the student should not be moved unless his life is in imminent danger; help should be called immediately.

ASSEMBLIES

All students and all teachers, who are supervising students at the time or have a class, are expected to attend assemblies. Teachers must sit with their students.

SCHOOL DISCIPLINE

At our school, we believe that students are best served through a Respect, Respond, Report, and Support Model.

It is most advantageous for any teacher to handle any discipline problem he/she may encounter. ALL staff have a responsibility over ALL students. Do not ignore potential problems even though they are not “your” students.

Avoidance of Discipline Problems:

- Have good class control and acceptable standards – right in the beginning
- Be fair and courteous – sarcasm must not be used.
- Be aware of all the students at all times
- Be prepared for lesson presentation. Students must know what you expect from them. Instruction must be clear and understood.
- Treat student with dignity and respect. Do not lose your temper.

- Counsel the student and ask the question “why?”. Determine the source of the problem. Try to solve the conflict.
- Serious discipline problems in the class should be reported to the administration.

Do not use corporal punishment or lay a hand on a student.

Do develop a relationship of trust, respect, and support for students. Insubordination, foul vulgar language or insolence, should not be tolerated. If it becomes necessary to send a student to the office, please notify the office immediately. Send an incident report to the office as soon as possible to explain what happened. Do not guess in advance what the punishment is or should be. Do not leave your class unattended. Please ensure that you have followed up with the office regarding serious incidents before you leave for the day. The office is to be regarded as a source of assistance for staff AND students.

DRESS

All staff is expected to dress professionally. Fridays are considered “dress down” days and staff may wear jeans. However, staff is still expected to look professional.

FIRE DRILLS

All staff and students must participate in every fire and other emergency drill. The signal will be a continuous sounding alarm at which time the participants will evacuate the school building according to the procedure described below.

- a) All work shall stop. Motors and other equipment shall be turned off.
- b) Teachers shall direct the pupils from the rooms in accordance with the instructions indicated on the fire drill poster located in the room. In each classroom, this poster is located in the top right hand corner of the front of the room. Assume that each teacher’s desk is at the front of the room.
- c) Evacuation of the building shall be in a quiet, speedy and orderly fashion. There shall be no running, crowding, pushing as the students are leaving the room and the building.
- d) After the students have left the area, the teacher shall ensure that none of the students remain, close all windows and doors, turn off the lights and rejoin the class outdoors.
- e) Students must stand away from the building while outdoors.
- f) Once the school building has been evacuated, all evacuees must remain outdoors, away from the school building, until the signal for reentry to the

school is heard. **Be sure to take the attendance sheet with you so that you can take attendance once outside.**

EVACUATION PROCEDURES (OTHER THAN FIRE DRILL)

In the case of an emergency evacuation of the school, supply teachers should note the following procedures:

- a) The fire bell will ring to evacuate the building.
- b) The administration will inform staff and students of the subsequent procedures to be followed.
- c) If the students and staff cannot re-enter the building, they will proceed to Sioux Mountain Public School where they remain until they receive further instruction.

PERSONAL INJURY

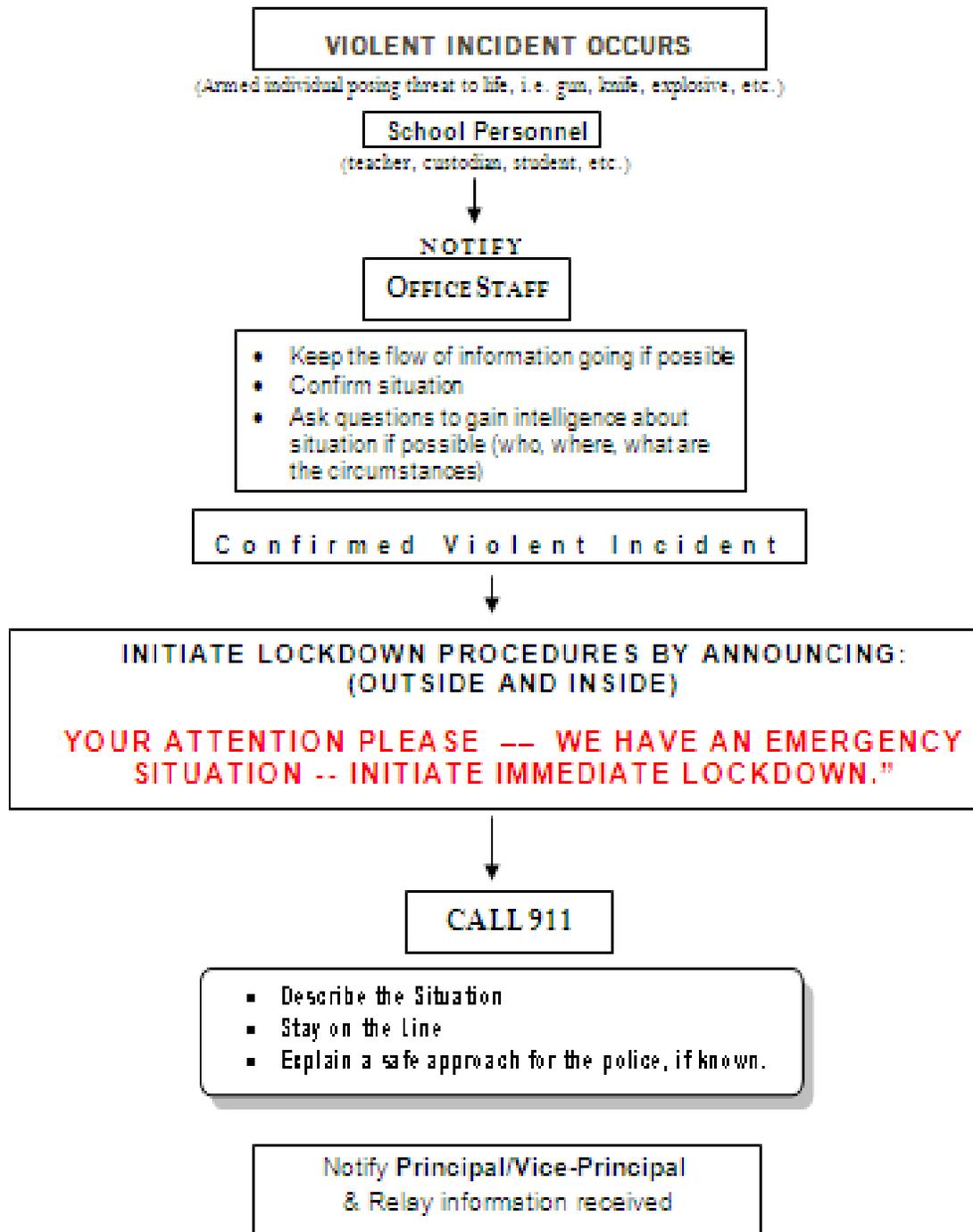
Supply teachers who are injured on the job must complete an injury report with the Principal the day of the injury.

CONFIDENTIALITY

School and student related matters are not to be discussed with the general public.

Violent Incident Emergency Response Plan

Code Red – Lockdown



KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD
CRISIS RESPONSE CATEGORIES

TYPES OF RESPONSES:

A. SHELTER IN PLACE: Environmental threat possible in area of school.

- Lock doors and students to be in class. Prepare for call to evacuate to a safe location. Most activities can continue to occur in classrooms. Take attendance.

B. HOLD AND SECURE: Potential threat of criminal in area of school, or crime in progress.

- Lock doors, pull blinds and secure students into classroom. Most activities can continue to occur in classrooms. Take attendance.

C. LOCKDOWN: Major incident or violent incident with threat to life occurring.

- Doors locked, blinds pulled, turn off lights, close windows, cover windows if possible.
- Students in hallway or washroom report to nearest classroom (if safe to do so). Students to remain quiet; no cell phones.
- Crisis team report to office, unless unsafe then to secondary location (pre-arranged)
- Teachers follow Lockdown Procedures within class.