



Academy for Business
& Technology

Staff Handbook

2025-2026

****This Handbook outlines the expectations, rules, and procedures of The Academy for Business and Technology Middle & High School. Administration reserves the right to amend this document at any time in order to meet the varying needs of the school. This handbook is intended to supplement the Leona Group Employee Handbook and to provide ABT-specific information and guidelines.**

The staff of the Academy for Business and Technology Middle and High School is expected to meet the

necessary basic responsibilities to maintain a successful and organized school.

1. Fulfill classroom responsibilities

- a. Be on time
- b. Start class promptly
- c. Take attendance
- d. Maintain up-to-date
 - 1 attendance
 - 2 seating plans
 - 3 substitute plans (emergency sub plans)
 - 4 class lists
 - 5 lesson plans

2. Prepare for absences

- a. Notify Ms. Gresham and Ms. Willingham via email of any expected absence as soon as possible, but no later than 9:30 p.m. the evening prior to the date you anticipate to be out. In addition, all employees are expected to request time off in advance through the Paylocity website.
- b. Provide lesson plans for emergency use

3. Fulfill other responsibilities

- a. Be on time to all duty assignments including meetings
- b. Always supervise all classes and duty assignments
- c. Complete necessary forms as required by the office

ADMINISTRATIVE PROCEDURES

All requests such as: Requests for time off, leaving the building early or for a length of time, arriving late, personal conferences, and in-service attendances outside of the academy must be addressed with the school leader verbally, prior to the event. The school leader, Ms. Willingham's cell number is **313.400.2559**. Also, please email both Ms. Gresham and Ms. Willingham. After this discussion, written requests for time off via email, appropriate in-service, or conference information must be submitted to the school leader for final approval. In-services must be approved before registration, especially if the in-service is being funded by the academy. Scheduled PTO time off must be submitted in advance via Paylocity. Written confirmation of the time off approval will come via email and/or Paylocity response from the school leader.

In the event that the school leader is out of the building, the following procedures will occur: The instructional and/or data coach will be the person who assumes the role of the school leader to ensure teaching and learning. Parent concerns and school leader management concerns that need immediate action will be performed solely by the behavior Interventionist team and academic concerns by the instructional and/or data coach, when the school leader is out of the building.

Any student disciplinary actions including suspensions will be referred to and handled by the school leader or discipline team. In the school leader's absence, the disciplinary actions will be referred to and handled by the behavior Interventionist team/designee and/or social worker.

AREAS OF EMPHASIS FOR STUDENT AND BUILDING MANAGEMENT

The following will need our consistent attention throughout the school year. Be advised this is not an attempt to impose undue regulations on student conduct. It is, however, an indication that we want our present rules and regulations fairly and consistently enforced. If done correctly, we believe our students will respond in a positive manner to our expectations; in turn, our daily routine will run smoothly. It has been well documented that students do indeed react favorably when they see that reasonable rules are carried out in a **friendly, positive, and consistent manner**. Let's do just that!

These points of emphasis will necessitate that instructional staff:

1. Be at their rooms at the appropriate time and take an active part in supervising behavior in the common areas of the building.
2. Issue passes only in the proper manner. (No passes should be issued the first or last fifteen minutes of class).
3. Take responsibility for checking on any student whose schedule is in doubt.
4. Supervise and assist with proper student use of halls, gymnasium, computer lab, restrooms and library.
5. Emphasize general building cleanliness.
6. Treat students with respect and dignity at all times.
7. Ensure that all students are on time for all classes.
8. Do not allow students to roam the hallways. All students **must have a pass** if they are out of their classes. Remember: if we have too many students in the halls, restrooms, etc., it is because they are out of someone's classroom.
9. Follow "Add/Drop" procedures closely.
10. Hold students accountable for inappropriate behavior and language in the hallways. Refer all written violations to the behavior interventionist team.

*MAINTAINING PROFESSIONAL BOUNDARIES

Staff is expected to maintain a professional relationship with students and other staff members. Personal disclosures, emotional dependence, unsupervised one-on-one time in school, gifts, and physical displays of affection are not the hallmarks of a professional. As an adult in the building, it is unethical to use your position to develop relationships with students or colleagues for personal disclosures, intimacy, and emotional commitment. It is the ethical responsibility of all to be aware of boundary crossings and to report known incidents to administrators.

Faculty Use of Social Media

ABTMHS respects the right of employees to use social media and networking sites, as well as school email, personal websites and blogs, but it is important that employees' use of these sites does not damage the school's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. The school strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site, an employee may not include current students as “friends,” “followers,” or any other similar terminology used by various sites on their personal pages. If an employee maintains or participates in an ABTH-sponsored online community that extends to persons who are parents, alums, or other constituents, s/he must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines, as well as to guidelines published in the Leona Group Employee Handbook, which are consistent with the school’s workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of the school’s policies, including its policies concerning discrimination or harassment;
- The employee must uphold the school’s value of respect for the individual and avoid making defamatory statements about the school, its employees, its students, or their families;
- An employee may not disclose any confidential information of the school or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
- If the school believes that an employee’s activity on a social networking site, blog, or personal website may violate the school’s policies, the school may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

Creating and Maintaining Official ABTMHS Social Networking Sites

All "official" ABTMHS social networking sites must be approved by the school leader and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within ABTMHS guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the ABTMHS network.
- Unauthorized pages that have not been approved by the school leader will be treated as personal pages, and are therefore limited to the standards provided above.

Maintaining a personal internet site, such as “TikTok”, “Instagram” or “Facebook”, etc. can put you in a precarious situation. If you have such a site, the information that you have on that site may be exploited to damage your reputation as an educator.

Do not allow students access to your personal site!

ABSENCES, TARDIES, and REPORT TIMES

Work schedules for employees vary throughout the building. The school leader will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variation in starting and ending times as well as variations in the total hours that may be scheduled each day and week.

Work Day

Teaching Staff (including counselors and social workers)

Teachers will be expected to fulfill professional obligations/responsibilities. Specifically, the work day is defined as a minimum of 8 hours per day for full time teachers. In addition, teachers may need to schedule hours outside the eight-hour work day to meet the job requirements of IEP meetings, staff meetings, conferences, or an unforeseen event/emergency. The individual school hours will be set annually by the school leader.

Staff (Classroom Aides, school support and office staff)

Classroom aides, office and support staff will be expected to work their scheduled hours. This may vary depending on the position and budget.

Report Times

All educational assistants/aides/facilitators are to report at 7:45a.m and leave at 2:45p.m with a 30-minute lunch. Teacher report time is 7:45a.m. Office staff should report at their scheduled times. All staff are required to attend the Tuesday staff meetings. Leave time is 3:00p.m for salary employees and 2:45p.m for support staff except Tuesdays for after school staff meetings. For hourly staff, any overtime/additional hours must be approved by the school leader. Unpaid overtime will not be allowed. **Schedules are subject to change.**

Attendance and Timeliness

To maintain a productive work environment, the administration expects employees to be reliable and on time in reporting for scheduled work. This means being at their assigned room/area, ready to work at their starting time each day. Absenteeism and tardiness place a burden on other employees, students, and administration. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to remain working until the end of their work day.

Emergency conditions may warrant occasional tardiness. If you know that you will be absent or tardy, you must call the office manager as soon as you know. Even though some absences and tardies are not known in advance, the office manager must be called as soon as any of these are known and/or occur.

Emergency Absence Reporting Deadline

- The deadline for reporting an emergency absence is no later than 60 minutes from the start of school for emergency absences.
- You must call and email the office directly to convey your intentions to Ms. Gresham or text her @ **313.208.8320**.
- As it is your responsibility to ensure that your class or post is covered, please call Ms. Gresham at the school to secure a sub and provide substitute information prior to 7:30 a.m.

Non Emergency Absence Reporting

- Staff calling off the night prior to being absent must text Ms. Gresham at 313 .208 .8320, if you can't reach her, you must leave a message followed up by an immediate email to Ms. Gresham so she can secure a substitute.
- Send in all sub materials by email to Ms. Gresham (**francine.gresham@leonagroupmw.com**) and Mr. Booker McCain (**booker.mccain@leonagroupmw.com**) by 7:00am. If you have any questions

regarding lesson plans or sub plans, please contact Mr. McCain via email.

Tardy Reporting Deadline

- The deadline for reporting a tardy is no later than 15 minutes from your start time for emergency tardies. Email Ms. Gresham if possible.
- *Calling the main office and leaving a message on voicemail or talking to another staff member is not acceptable and will not be tolerated.* Failure to give proper notification may result in disciplinary action. Abusive absenteeism and tardiness are a reflection of performance and also grounds for disciplinary action which may lead to termination.

ACCIDENT REPORTS

When a student is injured on school grounds in "your area", your first concern is to immediately administer appropriate first aid to the injured student or seek appropriate help. If you need help, send another person to the office with instructions on what you need. After the student has received the necessary first aid, secure the area and have it properly cleaned if needed. Remember, if bodily fluids are present; be sure that proper safeguards are used. The report forms are in the office.

An accident report must be submitted to the office manager before you leave for the day. If the accident occurred off school property while on a field trip or at an extracurricular event, then you should plan on completing the accident form within 24 hours.

Should a teacher or other staff member be injured on school property or while on a school related trip, several different forms may need to be completed within 24 hours. The report forms are in the office.

ASSEMBLIES

Teachers are expected to attend all school assemblies to help in student supervision. **Please sit dispersed among the audience.**

ATTENDANCE AT SCHOOL RELATED FUNCTIONS

Try to attend as many extracurricular functions as possible to support student endeavors. Students know and appreciate when the staff is involved in their total educational experience.

ATTENDANCE/TARDY REPORTING PROCEDURE FOR STUDENTS

ATTENDANCE PROCEDURES

Attendance is very important in our school. Funds to operate the school, upkeep of the grounds, and staff/contractors' salaries come from the accurate record keeping of student attendance. **The attendance goal for ABTMHS is for all students to be in attendance for 90% of the school year.** It is your responsibility to ensure that this job is done properly. Each teacher will keep a current record in PowerSchool for your attendance record. This will also serve as accountability of your weekly verifications and for audit purposes. Each teacher for each period will enter attendance accordingly through the following method(s).

1. Each teacher will enter attendance daily within the first 10 minutes of each class into PowerSchool for second – seventh hours and the first 25 minutes for the first hour.
2. The office assistant will input all excused tardies and absences. If a student is tardy they must have a pass. Those students without a pass must see the discipline team member or the main office for a

documented tardy.

3. Weekly-,the office assistant will print the teachers' weekly attendance. Each teacher will correct any discrepancies, sign the attendance sheet, and submit the sheet to the office assistant by 9:00 am Monday morning.

TARDY PROCEDURES

We believe that educational time is valuable and that a student arriving late to class unfairly causes the teacher and other students to lose some of this valuable educational time. Attendance and academic success are highly correlated; therefore Academy for Business & Technology MS/HS adheres to strict attendance and tardy policies. As a result, we are committed to encouraging students to arrive to school on time and we have instituted the following tardy policy:

- a. Teachers should input tardies as soon as the student enters the class to avoid accounting errors. Tardies will be monitored by the assistant office manager for accuracy. Students that are tardy during the school day are to receive their tardy pass from the discipline office or main office. Students must have a pass to enter the class after the bell.
- b. **Late Arrivals.** Students who arrive late to school **must** report to the office or discipline office to sign in. Students are tardy if they are not in the classroom when the final bell rings at 8:05 a.m. **Students will be marked absent after the first 20 min. of the class period.** Students will be required to sign in and the sheet will be reported daily to the front office. Parents/Guardians will be contacted after three late arrivals.Excessive late arrivals (tardy) may result in suspension, failure of class, and/or loss of credit. Parental assistance in making sure students arrive on time for school is required and appreciated.

Tips for Attendance Accuracy

Process corrections quickly, notify the office assistant of any entry error (for example: an absence oversight). Always have bell work and attendance procedures in place to allow you time for attendance recording.

AUDIO VISUAL USAGE IN CLASSROOM

Teachers planning to use a Program/Video/DVD in the classroom must include their purpose in the curriculum map and lesson plan. Teachers should include the objectives of the media and what specific purpose the media will serve. The Program/Video/DVD **must pertain** to lesson or school content objectives.

If the TV Program/Video/DVD is rated PG-13, but is significant to a specified objective, the teacher **must** have students fill out permission slips (located in the back of the handbook) in order to view the TV Program/Video/DVD. **If a parent or guardian does not sign the permission slip that student may not watch the film,** and the teacher must provide an alternate lesson for the student. At the beginning of the year the teachers will compile an ABT program form to be given to all students. If the program didn't make the form, you must follow the above procedures.

Video and film can be great enhancers and supplements of curriculum, but cannot serve as curriculum or outweigh reading and writing in class. Please be sure to review the content of the TV Program/Video/DVD prior to the students viewing the item.

Any photos taken of students must be used for school purposes providing they have the media form on file. If the media form is not on file all pictures are to be turned into the administration and not used in any

form of newsletter, flyer, publication without prior authorization from parents and administration.

BRINGING FAMILY MEMBERS OR GUESTS TO WORK

The Academy of Business & Technology is your place of work. Bringing children or relatives to school because a babysitter is not available is not accepted at all from anyone. Having spouses or significant others come to this place of work to hang out or just sit in classrooms during in session days is not acceptable. Family members volunteering in the classroom is totally different and needs to be addressed with the school leader prior to this occurring.

CARE OF CLASSROOMS, BOOKS, EQUIPMENT

The classroom is the responsibility of the teacher using the room. The cleanliness of your classroom is a part of classroom environment observations. The custodial staff should not be responsible for carrying out an excessive amount of debris/garbage. Many housekeeping chores are needed to keep all classrooms as clean, neat and orderly as we want them to be. Help the custodians by keeping the rooms picked up. Students who litter the floors should be encouraged to pick up the debris.

The care and condition of all desks and equipment is the responsibility of the teacher. Students should never be allowed to deface the furniture and equipment in any way. If you see a student damaging property, please take appropriate action.

Books for your particular subject area are your responsibility. Take all precautions necessary to insure the proper care of books. Keep an accurate record of all books issued. This should include an identifying number and condition of the book when issued. Recommend the use of book covers. Report any damaged or missing books and/or equipment to the office.

Any equipment in your classrooms is your responsibility. This includes but is not limited to Smart board, Promethean board, document camera, laptop computer, desktop computer, manipulative, educational games, science equipment, listening centers, video camera, camera, STEM equipment, etc. You should keep a detailed inventory list and report any issues to Mrs. Ambrose.

Computer cart care is up to the teacher in possession of the cart. Expectations of laptop use should be reviewed with your students. You must assess the cart before handing out the laptops and make sure the cart has the same number of computers after use as it did before. If you notice a computer missing you must notify Mr. Parker before dismissing your class. **The cart must be kept neat and organized with all laptops being plugged into charge after use.**

CHILD ABUSE (SUSPECTED)

When any school personnel become aware of suspected child abuse or neglect it must be reported to the school social worker who will follow up and make the call to Michigan Department of Human Services within 48 hours.

CLASSROOM ATMOSPHERE

Classrooms should be conducive to the education process by providing an atmosphere that is inviting and interesting to the student body. Teachers and staff are requested to find appropriate materials to decorate the classroom including items that may also reflect the personality of the teacher(s). Please remember that some teachers and staff may share rooms, so work together to create a cohesive environment.

CLASS COVERAGE FOR STAFF WITH EXTRACURRICULAR ACTIVITIES

Staff members having extracurricular activities and assigned duties will, on occasion, have to leave the building before their teaching assignments are completed. These teachers should contact the office at least **one week** in advance with proper arrangements made to have the classes covered; this includes all sub plans, procedures, etc. to make sure your class runs smoothly.

CLASS MOVEMENT

If your class moves from one area to another, be sure your students do not interrupt the classes that are in session.

COMMITTEE PARTICIPATION

All teachers, support staff, and educational assistants are encouraged to participate on committees, attending on the scheduled dates.

COMMUNICATION LOGS

The communication logs are documented logs of communication between staff and administration. The logs are used when a staff does not meet a requirement or expectations (such as but not limited to, meeting deadlines, attendance/timeliness, attending staff meetings, inappropriate conduct etc.). The communication logs will occur after the staff receives a verbal and written reminder. The logs will state the concern, the expectation to correct the concern, suggestions for correction, a timeframe in which the correction should occur, the next step when not met, and other necessary details to address the concern. After the third communication log for the same expectation within the school year will result in a formal reprimand.

COMMUNICATIONS AND MEDIA

Only the School Leader and corporate management staff are authorized to speak to any governing board on Leona Group's behalf. If any employee is contacted by the news media with questions or concerns about the Leona Group/Academy for Business and Technology MS/HS's operations or management topics, employees should direct that person to the School Leader as first point of contact.

CONFIDENTIALITY

All Academy for Business & Technology employees are expected as a condition of employment to respect and maintain the confidentiality of all academy records, reports and related materials and information. Accessing student's records should only occur for tasks that are pertinent to the staff's job. Matters concerning students and parents are strictly confidential and are for educational purposes only. Appropriate discretion must be followed when communicating student concerns with anyone. We, as a staff, must make every attempt to protect the confidentiality of our students' records. Please do not discuss students in the teachers' lounge or in the halls.

COURSE SYLLABI

A detailed, typed course syllabus is to be handed out to each of your students during your first class meeting with them. Your students should keep a copy of your syllabus in the front of their class notebooks. Each class syllabus should contain the following information (plus whatever else you feel may be relevant):

- Course name and your name

- Class meeting times
- Texts and other required books, etc.
- Type and frequency of assessments
- Format and number of research papers/reports...
- Homework policy
- Coursework makeup policy/retake policy (see ABTMHS retake policy for this)
- Class participation policy/Extra credit Policy
- Professionalism policy (with at most 10% of student grade based on attendance, extra credit, and participation)
- Units of Study
- Detailed accounting of how quarter/semester/yearly grade is to be computed

STUDENT/PARENT SIGNATURE PAGE

A copy of every syllabus will be kept on file in the instructional coach's office for any parent or school board member to refer to or review. You may request that the parents and students sign a signature page to verify they received and read the syllabus.

DISCIPLINE

It is assumed that each teacher will handle his or her own classroom discipline and follow the school's conduct expectations. However, when the teacher has exhausted all immediate means of solving the problem, the student should be sent to the behavior interventionist. It is important that the behavior office be called to notify them that a student is being sent down. A discipline referral form **must** be completed and sent with the student. If you run out of the forms they can be found in the office.

DISCIPLINARY PROCEDURES

Depending upon the severity of the situation, a teacher may wish to use the following procedure beginning at any intervention level. Items 1-15 are alternatives to suspension, please use all options to allow for positive interventions.

1. Classroom warning - firm, but reasonable, states the offensive behavior and that it has no place in the classroom.
2. Speak with the student outside of class.
3. Require students to meet with you after school.
4. Loss of access to item
5. Loss of time on activity
6. Verbal redirection Problem Solving
7. Separation of Students
8. Think-Time in another room
9. Think-Time in room
10. Written explanation/Reflection Paper
11. Discussion and re-teaching behavior(s)
12. Assign teacher detention
13. Contact parents.
14. Intervention Referrals - with written pertinent items
 - a. Behavior Interventionist
 - b. Social Worker
15. Staff meeting with all involved personnel, students and parents.

16. Consequence Referrals - with written pertinent items
 - a. Behavior Interventionist
 - b. Administration

REMEMBER, YOU CANNOT PHYSICALLY MAKE A STUDENT DO ANYTHING THEY DO NOT WANT TO DO! CALL THE DISCIPLINE OFFICE IF ASSISTANCE IS REQUIRED.

DRESS AND DECORUM

The educational environment, by ABTMHS standard, should reflect a more formal setting, and the type of apparel worn by faculty and staff should reflect a **professional, business** image to the public and be the role models for all of our students. Staff are expected to set a good example for their students and should not allow themselves to become careless in their grooming, personal hygiene and attire. Clothing that is obviously inappropriate for school activities must not be worn and the decision of the school leader will determine the appropriateness of dress appearance. **Jean/denim pants, skirts are not acceptable at all on student sessions, non dress down days.** PE teachers must wear clothes to school that are appropriate for teaching physical education. Coaches are to be in professional dress while in the classroom (i.e. no sweat attire during the school day). Muscle shirts, tank tops, or spaghetti straps are not appropriate. Custodians and kitchen staff may wear clothing that fits within the guidelines and appropriate for their job description open

Appropriate dress for female staff:

- Women must wear clothes that are not extremely tight or revealing.
- Dresses and skirts which are no shorter than three inches above the knee. Dresses and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
- Slacks and Capri pants may be worn in an appropriate manner. Capri pants must be below the knee mid-calf area. Physical education teachers may wear shorts. All other female staff will not wear shorts.
- No jeans or jean clothing of any color are acceptable on non dress down days.
- No pants/slacks that resemble yoga pants or fitness pants.
- Low cut blouses, see-through clothing, off the shoulder, spaghetti strap, halter style, tank tops, or clothing which reveals the midriff are not allowed. Sleeveless clothing must cover undergarments.
- Flip-flops are NOT allowed. Women may wear appropriate sandals in warm weather. **Flip flops and/or thong shoes, whether it is flats or heels are not acceptable on any student session, non-dress down days.**
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

Appropriate dress for male staff:

- Men should wear shirts with a collar either dress or polo style.
- Slacks and casual dress pants are acceptable.
- Tank tops are not allowed.
- Flip-flops are NOT allowed.
- Earrings on males are the ONLY visible piercing allowed.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

By enacting this dress code policy, Academy for Business and Technology Middle/ High School recognizes

that there are occasions when individuals may need to wear specific clothing due to medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code policy.

Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire.

On Dress Down and on site Professional Development Days, all staff are expected to wear appropriate, tasteful attire. Shirts with unacceptable writing or sayings and/or clothing with holes revealing skin are **not** acceptable on any day, regular or dress down.

As required by Georgia Rodgers, attire for all Leona professional development and off-site trainings are: suits and/or dress shirts and ties for men, business attire for women and shoes that are not flip flops or thongs. Not abiding by the above dress code can lead to consequences including suspension without pay.

Suggestion: Stay close to the business side of “business casual”. If you can leave work and wear your attire to the beach, to do chores at home, to gardening, or play in a ball game, it should not be worn during the instructional day.

DRUG AND ALCOHOL OFFENSES

ABT MS/HS is committed to providing a drug free environment that is safe and provides motivation to ensure a creative and productive workforce. No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor or unlawfully manufacture distribute, dispense, possess, use or be under the influence do any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance before, during or after school hours in school or in any other school district location.

“School district location” means in any school building or on any school or premises; in any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event or function, such as field trip or athletic event, where students are under jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

Any employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension or termination as deemed appropriate by the School Leader.

EMERGENCY MANAGEMENT PLAN

The emergency management plan is available in the QSIP folder. Critical incident definitions and proper procedures for different emergencies are located in this document and should be studied and reviewed on a regular basis. Please familiarize yourself with these procedures to ensure the safety of everyone.

EMERGENCY EXIT PROCEDURES

- 1) Be sure your classroom exit sign is prominently displayed. If your sign is faded or in need of repair, take the necessary steps to fix it (or replace it) within the first two days of school.

- 2) Go over the escape route with each of your classes. Every student must be told how to exit your room and the school building in case of an emergency. "Go through this door, turn left/right and. . . ."
- 3) Remember that the exit you use for a fire drill and the exit you use for an emergency evacuation may be different.

EMERGENCY LESSON PLANS

Emergency lesson plans should be submitted to the Instructional Coach **no later than the first day of school**. **There should be 3 days' worth of emergency plans that are unrelated to each other**. Technology should **not** be used as a part of your emergency plan. Students will not have access to technology in your absence. All plans can be written in a substitute format and **must have the copies included with it**. This can work on foundational concepts for you class, but should not contain new information

ENGLISH LANGUAGE LEARNERS

Michigan law requires that students with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Based on the results of the assessment, students may be placed in the English Language Development program designed to aid them in acquiring English. All teachers are required to embed lessons with Writing, Listening and Speaking skills

EQUIPMENT AND MATERIAL USE

The school's equipment and materials are for school use only. Postage, fax machines, computers, copiers, telephones, printers, gym equipment, and school facilities are provided to conduct school business. Personal use of these items is inappropriate.

School communication systems (phone, radios, e-mail and Internet) are intended to be used for business purposes only; use for informal or personal purposes is permissible only within narrow, reasonable limits. Inappropriate use of these systems includes, but is not limited to, any one of the following:

- transmitting, storing or receiving information that is discriminatory, harassing, obscene, pornographic or offensive
- transmitting to public bulletin boards, chat rooms, other public forums, and to individuals or other entities, information about the school or Leona Group
- broadcasting or transmitting inappropriate personal views on business or non-business matters, and representing those views as those of the school or the Leona Group
- using the school or Leona Group communications systems for personal gain
- gambling or conducting illegal activities
- interfering with the normal operation of communication systems of the school and the Leona Group
- using school equipment and materials to fulfill personal business matters
- excessive personal use

Use of school communication systems is not confidential. Employees do not have any personal privacy right, or any reasonable expectation of privacy, in any matter or communication created, received, sent, in transit, accessed, or stored by, to or in the school or the Leona Group communication systems. By using the school or Leona Group communication systems, employees waive any claim they may have to any right or expectation of privacy therein.

The school and the Leona Group reserves the right to, and will, monitor the use of its computers and communication systems, including without limitation by intercepting, accessing, viewing, reading, listening to, printing, copying, saving, and/or deleting content created, received, sent, in transit, accessed, or stored by, to or in such computers and communication systems, including without limitation voice and email messages. Computers and the servers will be periodically monitored to ensure appropriate use. Employees expressly consent to such monitoring by using the school and the Leona Group communication systems.

The school and the Leona Group prohibits the use of its own computers in ways that are disruptive, offensive or illegal. The improper use of computers includes, but is not limited to:

- installing software without proper licensing
- copying software, except when creating a backup copy
- unauthorized use of passwords
- unauthorized access to systems or data

Any item purchased with the school or Leona Group funds for use by team members, such as books, office equipment and supplies, computer supplies, phones and laptop computers, is the property of the school and must be returned upon termination of employment. Team members are responsible for all school property provided to them for their care and custody. Any school property that is destroyed or damaged as a result of negligence, carelessness or inattentiveness of the team member shall be the responsibility of the team member, and the school and the Leona Group may, at its discretion, deduct appropriate amounts from the employee's wages to compensate the school or the Leona Group for the cost of said destruction or damage.

EXAMS (Mid-Terms & Finals)

1. Copies of mid-terms and final exams must be left with the Instructional Coach prior to the scheduled test.
2. In cases where no midterm/final exam is required the teacher must mark the student exempt in the online grade book (if a final is not given in the specific course, teachers must create the column under E1 or E2 and exempt all students). If a midterm/final exam is given but individual students are exempt, they must be marked as such under E1 or E2.

EXPENSES

If staff attends any approved conference or meeting, and it is pre approved by the school leader, it is expected that the school department will pay for the meeting and reimburse mileage and other approved expenses. These forms are in the office and should be completed and submitted to the Office Manager within seven (7) days of the approved expense.

FACILITY USE - EXTRACURRICULAR ACTIVITY

Sponsoring group and advisors are responsible for:

1. Building use form must be completed and given to the School Leader for approval. Copies are available in the office.
2. Proper supervision - at least two chaperones at each event.
3. Facilities must be properly cared for and cleaned after use.
4. Sponsoring group will pay for any damage to the building/grounds.

Inherent in this policy is the fact that all procedures apply to all portions of the campus, all school related activities, all procedures governing everyday operations including cafeteria procedures, assembly procedures, corridor procedures and general demeanor.

FIELD TRIPS

Field trips taken **in connection** with class work and activities are encouraged. However, to facilitate the planning of those concerned, these trips must be planned well in advance and approved by the School Leader at least two weeks before the trip is to be taken. Field trips should not be scheduled within two weeks of any school wide testing (Finals, Mid-terms, Benchmarks, or M-Step/MME). If the student is testing during these times they will not be allowed to participate.

For liability reasons, each student is required to turn in written permission from his or her parents for all field trips. Forms are available in the office for parental permission. It is the responsibility of the supervising teacher to see that the students return these forms, properly signed, to the school. These forms should be returned at least a week prior to the activity and turned in to the office by the teacher no later than the Friday before the trip. Teachers are required to keep a copy of these forms on file.

If a trip is likely to involve dangerous equipment or machinery, the responsible teacher should make a personal "pre-visit" in order to be aware of any hazards and take all necessary precautions.

Field trips are an extension of the classroom. Proper preparation should be put into them. This would include pre planning, examining with students the purpose of the trip and what outcomes are expected. Proper follow-ups should take place in class following the trip.

Transportation for all field trips should be by school bus. Properly completed forms must be submitted to the school leader at least two weeks in advance. The School Leader must clear all non school transportation.

The office must have a list of participating students two days in advance so other classroom teachers may be notified. Any other teacher, who has a valid reason for not wanting a particular student to attend the field trip, must make arrangements with the planning teacher.

If the field trip is more than one period in length, **arrange with the office** to have your classes properly covered. Two weeks advance notice is required.

FIRE DRILLS

Fire drills will be held at various times throughout the school year. These drills are extremely important. Students must behave as if the drill were a real emergency.

Exit procedure:

- A. Students are expected to leave quickly, quietly and along the wall where their room is located. Exit directions are to be posted in each room.
- B. Teachers are to check to see that windows are closed, lights are out and doors are closed after the rooms are emptied.
- C. Teachers are to lead students at least 100 feet from the building.
- D. Students are to return to the school in the same orderly manner when the all clear bell is sounded.

FOOD AND DRINKS IN THE CLASSROOM

Food and drinks are allowed in the classrooms with teacher permission. If there is food consumed in your room, it is the responsibility of the classroom teacher and the students to clean the room afterward. Please do not leave that job for the custodians.

FUNDRAISING

All fundraising or soliciting should be for the sole purpose of ABT Middle/High Students. Solicitations for outside fundraisers, personal solicitations, or outside sales are prohibited.

Monies for ABT Middle/High Student Activities

- All monies collected during fundraising (class activities, field trip fundraisers, athletic events, etc.) must be deposited with the Office Manager daily. No teacher or advisor may hold activity funds overnight.
- Throughout the fundraiser's duration the advisor/staff will need to keep a log and submit to the school leader weekly. (Ex. If the fundraiser is four weeks long you must submit a running log four times.)
- When the fundraising activity has concluded, the log must be completed in full, with receipts and should be submitted to the School leader within one week of the fundraiser.
- If this procedure is not followed, the advisor/staff will be removed from fundraising and planning immediately.
- Any monies lost/stolen while in the advisor/staff's possession will be the sole responsibility of that staff to replace.
- Misappropriation of funds will be grounds for termination.
- Services should not be paid for with cash. All vendors must go through our payment process to be paid for their services.

NOTE: Checks are to be requested at least three weeks in advance and purchase orders are to be requested at least two weeks in advance. No purchase orders or checks will be issued manually for emergency situations. **PLANNING IS IMPERATIVE!**

GRADES AND GRADING

1. Meaningful feedback on student achievement to students, parents, teachers, administrators and the school system
2. Accurate reflection of student achievement outlines in the MAISA curriculum
3. Formal reporting, indicated by letter grade
4. Fair representation of a student's performance on a variety of measures over time
5. Clear and timely communication to parents and students as to the grading criteria
6. Accurate and precise records that support reported achievement

Grading Procedures

1. Grading procedures will be applied consistently within ABTMHS.
2. Teachers will assess student learning in a variety of ways over time within a grading period.
3. The leadership will determine and review grading processes, including weights and proportions, and apply them consistently. The processes will be communicated in advance.

4. Teachers may use letters, numbers, or other symbols for individual tasks/assessments to indicate what students know they can do.
5. Teachers will record grades for individual tasks/assessments with the highest degree of precision.
6. When using points or percentages, a teacher assigns a grade no lower than 50% to the task/assessment. If a student does no work on the task/assessment, the teacher may assign a zero.
7. Teachers will establish due dates and deadlines. Teachers are expected to separate the due date from the deadline in order to increase opportunities for students to complete assignments; however, there may be some exceptions when the due date and deadline are the same. It is recognized that for daily homework/Classwork assignments the due date and deadline may be the same to facilitate the teaching and learning process.
8. Work turned in after the due date within one week will receive a 10% deduction, within two weeks 15% deduction and three plus weeks 20% deduction. Work submitted after the deadline (at unit's end or deadline date given by the teacher) will be recorded as a zero.

Examples

1. Assessments varied in format and task type to collect evidence of learning may include, but are not limited to the following:
 - a. Art - painting, photograph, drawing, sculptures
 - b. Multimedia - Websites, videos, CD's, brochures, podcasts
 - c. Presentations - multimedia presentations, panel discussions, skits, speeches
 - d. Compositions - graphic, written, spoken, musical, physical, computer programs
 - e. Displays - graphic organizers, concept maps, graphs, tables, charts, formula
 - f. Records - journal, logs
 - g. Quick write - brief written assignments to assess understanding
 - h. Projects - research, experiments, investigations
 - i. Reports - written, spoken, multimedia presentations that synthesize concepts
 - j. Essays - extended written assignments in which the audience, purpose, topic, and form are selected by the student or teacher to assess writing or understanding or both.
 - k. Quizzes - may include selected response, brief constructed response (short answer) and extended response (essay) items
 - l. Exams - may include selected response, brief constructed response (short answer) and extended response (essay) items
2. A variety of methods to assess learning may include the following
 - a. Homework or Classwork to evaluate learning
 - b. Participation that demonstrates understanding or skill
 - c. Discussions
 - d. Recitation
 - e. Simulation --participation in a mock trial or presenting a physical demonstration of a science concept
 - f. Construction -building a model of a molecule or the communication process, assembling a circuit board
 - g. Application --using skills, knowledge, tools, or technology in a new situation

Guidelines for reporting grades:

1. Be able to substantiate the grade reported.

2. Report card grades should include achievement, participation, and/or attendance.
3. Substantiation of grades should include objective kinds of evaluative criteria such as tests, daily preparation, and attendance.
4. Students should be made fully aware of the standards you will impose upon them and the manner in which their performance is to be judged.
5. All incomplete grades are to be "made up" within 2 weeks from the close of grades for that semester. In cases of extreme absence due to illness or other just cause, exceptions may be made. (Students missing class assignments or tests have two days to make arrangements for make up with the teacher involved. If this is not done, the student will receive no credit).
6. All grades of D or F must have an explanation in the comments field of the report card. This should occur even if verbal notification was given to the parent.

Grades are assigned according to the student's achievement in each subject. Grades are expressed by letter, accompanied by a numerical listing on the Rank Sheets.

Grade	Numerical Range	GPA
A	97-94	4.0
A- -	93-90	3.67
B+	89-87	3.33
B	86-84	3.00
B--	80-83	2.67
C+	79-77	2.33
C	76-74	2.00
C--	72-70	1.67
D+	69-67	1.33
D	66-64	1.00
D--	63-60	0.67
F	59-50	0.00

Teacher completed grades are to be in the computer, through PowerTeacher by 4:00pm on the designated date (see school calendar).

ABTMHS Grading Protocol

Accumulative Grading Per Semester

Our grading system mirrors the grading system in all high schools in the state of Michigan. As the high school system is based on the earning of "credits" toward graduation, grades are accumulated throughout a semester. At the end of the semester, a grade is earned that reflects the academic performance for the entire semester. **The semester grade is the only grade earned for credit and documented on the student transcript.** This is NOT the same as "averaging" grades between quarter marking periods.

- Progress reports are represented by (P1 and P2). A Progress Report is "snapshot" in time of a student's performance in the class. These reports are reported to families and are visible on the student and parent portal. Grades continue to accumulate throughout the semester.
- The Semester Report Card (January & June) represents a student's academic performance for the entire course. (i.e. September to January is Semester 1)
- Every four weeks grades are reported home either as progress reports or report cards.

Standardized School-Wide Grade Weighting System

Weighting:

Summative Assessment (40%) Final Exam E1 & E2 (20%)

Classwork/Homework (40%)

(Ex Cred should not exceed 10%)

Assessment: A reflection of the impact of your teaching on the learner.

Classwork: A reflection of the impact of your leading and guidance. Allow students to practice, experience struggle, experience a positive environment for feedback, a welcoming opportunity to try again, and the final experience of comprehension and mastery.

Homework: A reflection of your belief in the student. "I believe you can do it by yourself."

Participation: Demonstrates the extra effort the student puts forth in doing their best work and contributing in class.

Categories and Weights in the PowerTeacherPro Gradebook

Category	Color	Weight
Classwork/Homework/Participation	Blue	50%
Assessment/Quiz/Project	Orange	50%

INSTRUCTIONAL AIDES/EDUCATIONAL ASSISTANTS/LRE AIDES

All Educational Assistants are here to work cooperatively with teachers and appropriately with all students. Assisting teachers in helping students in the instructional process is the expected main focus for each educational assistant. All Educational Assistants are to remain in the classroom during instruction time, working effectively and following all instructional processes as well as systems for behavior management. Collaboration with the teacher during prep time, attending grade level and department meetings is highly expected of all educational assistants.

Inappropriate talking to students, including fraternizing with students is not acceptable and will lead to strong consequences including immediate suspension without pay or termination.

Educational Assistants will not be sent to the main office by any teacher during instructional time to make copies. Instructional collaboration and cooperation is expected in every classroom from all Educational Assistants.

EVALUATIONS/OBSERVATIONS

All new employees will be evaluated twice a year: December and April. All existing non-Teacher employees will be evaluated once a year in approximately April. Teachers are observed at least twice formally and at least eight times informally each year. The iObservation system will be used for formal and informal observations and for year-end performance evaluations. Observations have multiple purposes; to ensure instruction is productive and effective; to assist teachers in professional growth and development; and for year-end evaluation. Active participation in the observation and feedback process is

encouraged and welcomed to help facilitate growth and improvement for both students and teachers.

HOMELESS LIAISON

The school community/parent liaison will be the liaison for our homeless students. If there are any questions or information regarding a student residential status, please contact the community/parent liaison.

IN HOUSE USE OF CLASSROOM TELEPHONES

In house telephones are for urgent and emergency use only. Calling from room to room to speak to a fellow staff member will not be tolerated. The only staff who will make intercom announcements from these telephones are the School Leader, the Administrative Staff and the Office staff. Intercom announcements will only be made in the morning and the end of the day. Any intercom announcements during the day will be made for emergency purposes only if necessary.

LESSON PLANS AND OBJECTIVES

Lesson plans should be completed prior to class. All lesson plans should be posted in the classroom near the entrance and easily accessible by the administration. The agendas and objectives should be visible by the students. The posted lesson plans should collate with the posted objectives. All objectives should be visible, reviewed with students and written in a language the students can understand. **All lesson plans are due every Monday by 8:00 a.m.**

LEAVING THE CLASSROOM

All teachers must remain in the classroom during instruction time. Leaving the classroom unattended or with an educational assistant to talk on the cell phone, go to the copy machine, get a beverage, etc., is unacceptable and will result in disciplinary actions and will be reflected on performance evaluations.

If an emergency occurs with any staff member while in the classroom, please notify the main office immediately for assistance. Students should never be left alone in any classroom before, during or after school. They should never be left out of line of sight for safety and liability reasons.

LEAVING THE BUILDING

The School Leader must be notified directly, which is verbally, if a staff member has an emergency and needs to leave the building during school hours. Having a discussion with the Office Manager about leaving under these conditions is not acceptable. If the School Leader is not in the building, a call must be made to her cell phone to discuss the situation. If the School Leader is not available, then the Instructional Coach must be notified of any situation that causes a staff member to leave the building due to an emergency situation.

If any staff chooses to leave the building for lunch, the main office/office manager must be notified of leaving and returning. Returning late from lunch and/or leaving classes unattended to leave the building will result in disciplinary actions.

LIBRARY

Teachers wishing to use the library for a specific class period with their students may reserve the room by contacting Mrs. Ambrose about reserving the room. It is the teacher's responsibility to ensure the computers are taken care of while in use by their class. Teachers should do a visual check of the computer stations before and after the students work on the computers. All teachers are responsible for maintaining the neatness of the carts in use or in their possession.

MAILBOXES/Emails

All staff should check their mailboxes/emails before school, at lunchtime and at the end of the day since information pertaining to staff, students and parents may be put into mailboxes throughout the day. Telephone messages that are not emergencies will be placed in mailboxes as well.

MEDICATIONS

Student medications are administered through the office only. Students must check any medications in at the office. Exceptions may be made with permission from the office only. **Do not give any student any medication!**

NO SCHOOL ANNOUNCEMENTS

School closure decisions may take into account reasonable access to the building =, our students' daily need for heat and food in extreme weather conditions, that our school may serve as a warming center for our children and families, public safety conditions, and closure decisions in surrounding communities.

When weather conditions cause school to be canceled for students, staff will be informed whether or not they are expected to report to work. If staff members do **not** report:

- For school year employees (Teachers, full time Aides, etc.), the following may be implemented, subject to discussion between the School Leader and corporate administration.
 - Staff member uses personal time (PTO) or unpaid time if he/she has no PTO available, or
 - Staff members make up the work day at a later date. These ‘make-up” days may be built into the school calendar, or a modification to the school calendar may be needed, which will require ABT Board action, or
 - Staff members may be allowed to work on specific assigned projects at an alternative location(s), with prior approval by the School Leader.
- For full time, year round, non exempt (hourly) employees (custodian, Office Assistant, etc.) the day is taken as a personal (PTO) or vacation day or individuals can choose to be unpaid if they do not have paid time off benefits available.
- For full time, year round, exempt employees (School Leader, Office Manager, etc.) the day is taken as a personal (PTO) or vacation day.
- For part time non exempt employees, the day is unpaid.

When the building is closed due to **building problems** such as a water main break, plumbing and heating issues, a power outage or other emergency situations which would inhibit acceptable workplace conditions, staff will not be required to report.

To learn of a late start, the school being closed due to inclement weather or any other emergency please listen for a radio announcement on tune into CHANNEL 2, 4 OR 7 NEWS.

In some cases, you will receive a Brightarrow message. Please ensure that your phone number is updated regularly with Ms. Gresham.

Note: Academy for Business and Technology HS/MS (ABT) is located in Wayne County
Academy for Business and Technology Elementary will be listed as ABTE

PARENTAL CONTACT

We must increase contact with parents. Please use the phones often, both to alert parents to potential problems and to give them good news about their children. Do make those good news phone calls.

PARKING

Staff parking is in the parking lot behind the school.

PASSES

Issue passes judiciously. Each instructional staff may have their own pass system, such as a clipboard list or planner pass, however except for the drinking fountain all passes must have their names and be time stamped. The school wide uniform pass should be used when sending students to the office and/or other classrooms within reason. Passes should be issued for emergencies only. **Passes should not be given out during the first and last fifteen minutes of a period.** A possible class policy to have is to give only two drink/bathroom passes per student per quarter/semester. This gives the students a chance to make choices for themselves of when to use their pass.

PAYROLL

A timesheet must be filled out in Paylocity. All extra duties, classes, sick time and personal leave must be approved by the school leader and recorded in Paylocity. If you are an employee paid from a specific grant, you must document your daily logs in Paylocity. **If your time is not submitted on time or not completed, there is a possibility you may not receive a paycheck for that pay period.** It is your responsibility to submit your time in a timely manner. It is required that each individual submit their own time worked.

All personnel will receive paychecks on the 15th and last day of each month by direct deposit. In order to enroll please see the Office Manager.

If there is a need to adjust your time (i.e. leaving early, forgetting to submit time, or coming in late), it is your responsibility to meet with or contact the School Leader to make the adjustments. If the school leader must correct your time or request that you correct your time may result in corrective action up to termination. The exact time of hours work must be submitted on your time submission and approved by the school leader. **Falsifying a time reporting form can be grounds for termination of employment.**

PERFORMANCE IMPROVEMENT PLANS (PIP)

The administration and coaches at the Academy for Business and Technology Middle/High School are prepared to act when and if an individual teacher's student data is not showing improvement.

A Performance Improvement Plan will be implemented with appropriate support and success criteria is assigned for overall growth. The plan will identify the following elements as it relates to all areas of instruction (academics, behavior, achievement, etc.):

- Admonishment: *Area of Deficiency* –
- *Description of conduct or performance:*
- Expectations
- Assistance
- Timeline
- Consequences
- Formative Conferences

The improvement plan includes, but is not limited to: more frequent observations, feedback, and modeling from instructional coaches and/or the school leader, teacher observation in other classrooms, more frequent mentor observation with feedback and modeling, professional development opportunities outside of Academy for Business & Technology Middle/High School, the New Teacher Academy, and increased progress monitoring. The frequency of the interventions and the type of modeling, vary depending on the need of the individual teacher. There are three possible outcomes that could occur based on the Performance Improvement Plan: Teachers will be taken off of the plan if successful, the plan will be revised based on need, or disciplinary action up to and including termination if no improvement is demonstrated. Professional development is also targeted based on need. Department lead/mentor teachers and coaches provide support through coaching, collaborating, and modeling, and a mentor teacher plan is put in place.

Once the plan is in place, teachers will receive feedback with strategies within 24--48 hours of informal/formal observation and weekly monitoring (both scheduled and unscheduled) for implementation with a 30-day deadline. The Performance Improvement Plan will be monitored in collaboration with the School Leader, Instructional Coach and the content-area Coaches.

A teacher can and/or will be put on a Performance Improvement Plan if the following occur. This list is not all-inclusive; a PIP may be instituted whenever there is an area of staff performance which requires attention and improvement.

- ❖ Students lack necessary curricular engagement.
- ❖ ABTMHS Learning Management Plan of School Improvement Plan is not being adhered to.
- ❖ ABTMHS curriculum mapping/pacing is not being followed.
- ❖ Severe classroom management issues are apparent.
- ❖ The majority (70%) of students in a given class are not making the necessary growth in achievement (growth standard/1 year's growth in 1 years' time).
- ❖ Teacher's classroom administrative duties are not being completed in a timely and efficient manner
- ❖ Professional conduct is lacking.

PERSONAL CALLS AND CELL PHONE USE

Messages will be taken for any personal and school related telephone calls received in the main office and put in the receiver's mailbox. Instruction time will not be disrupted for personal or parent calls. Emergency calls that come into the office will be handled as necessary.

Personal cell phone use and texting during instructional hours is not acceptable and will not be tolerated. Personal cell phone use and texting during staff meetings, professional development in-services, here at ABT or away, and any parent meetings are not acceptable and will not be tolerated.

Cell phones including earpieces and/or Bluetooth must be put away and not even visible during instruction hours, at all meetings and professional development at or away from the academy.

Walking in the hallways using personal cell phones is not acceptable and will not be tolerated. Wearing cell phones on belts, etc., having bluetooth in your ears and carrying cell phones around in your hand is not acceptable. Strong disciplinary actions will be taken if the above is not followed.

PERSONNEL ACTIVITY REPORT (PAR) AND EMPLOYEE ACTIVITY LOG

The PAR and activity log are documentation completed by an individual that states (1) the amount of time spent on grant funded activities and (2) that duties are performed in accordance with allowable duties. The federal government requires time and effort certifications to be completed when individuals are paid by a federally funded program. The PAR and activity log are completed in Paylocity along with the weekly timesheet by selecting the correct jobs performed from the drop-down menus and by using the Notes feature to describe the work performed for that job. Instructions for completing the PAR and activity log are available in Paylocity.

PERSONAL LEAVE

Leaves for personal and bereavement days must be approved by the administration. Medical appointments, when known in advance, will be counted toward sick leave. This assists the office in arranging for a substitute. The request will be made online using Paylocity.

PHOTOCOPYING

Staff should do their own photocopying. Photocopying should be done in the copier room of the lounge. Each staff member will be given a set number of copies and is expected to stay within those limits.

PLEASE do not use the office copier as your first option as office staff may need to scan paperwork that is time sensitive. Try to do your copying after school for the next day or before school starts that day. Before removing the copies from the copier check, if anyone else's print job is mixed in with yours. If you have someone else's job, please do not throw it away.

PROFESSIONAL LEAVE

For attendance at professional conferences and meetings; any request will be made to the School Leader at least two weeks in advance. The request must be written and include dates involved, name of conference, professional association, a brief course description, and costs that the school district will be asked to cover. As a rule, staff attending professional conferences should be of benefit for the students and remainder of the staff at staff developments. The staff member may be asked to present the conference's information to the staff and/or School Leader upon return. Forms are available in the office.

PUBLIC RELATIONS

Each of us is a PR representative of The Academy for Business & Technology Middle and High School. It is imperative to maintain cordial relations with the public. It is also important not to discuss students outside of the professional community.

PURCHASING AND REQUISITIONS

The school office, when approved by the School Leader, will process all purchases. The P.O. forms are

available in the office. No purchase should be made without the written consent of the school leader. Anyone who does not follow the Purchasing procedures will be responsible for the payment to the vendor and will not be reimbursed.

RELIGIOUS ACTIVITIES

The school shall neither promote nor disparage any religious belief or non-belief, but shall rather encourage all students and employees to have an appreciation for and tolerance of each other's views.

RESPECT

ABT is well known for the respectful culture here. **EVERYONE** knows the expectations in this area. We should always speak to our co-workers, parents, and students in a respectful tone and with professionalism. Never belittle or demean our students, parents or each other. Personal conversation should remain as such. Our home life should never be the topic of discussion in a professional school environment or in the presence of our students or parents.

RETEACHING/REASSESSMENT PROCEDURES

Grading and Reporting, as it pertains to reteaching and reassessment

1. Fair representation of a student's performance on a variety of measures over time
2. Opportunity for students to demonstrate mastery through a variety of methods
3. Meaningful feedback on student's achievement to students and parents

Beliefs

1. Reteaching and reassessment are an integral part of a rigorous instructional cycle that promotes student learning. Teachers communicate achievement standards to students, plan instruction to meet learning goals, provide timely feedback to students on their performance, and offer additional opportunities for students to learn and demonstrate learning.
2. Teachers collect evidence of student learning, using a variety of methods over time.
3. Reassessment procedures are fair, promote effective teaching and learning, and are manageable within the instructional cycle.
4. Teachers exercise professional judgment, within the parameters of required procedures, for reteaching, reassessment, and collecting evidence of student learning to maximize student achievement
5. Procedures for reteaching and reassessment are supported, monitored, and supervised.

Procedures

Reteaching and reassessment procedures will be applied consistently within ABTH. *

1. Teachers will assess student learning in a variety of ways over time within a grading period. Reteaching occurs when teachers or students determine that students are not meeting learning goals. The teacher determines the method and schedule for reteaching. Reteaching occurs when teachers or students determine that students are not meeting learning goals. The teacher determines the method and schedule for reteaching.

2. Reassessment opportunities are identified by the teacher before the original task/assessment and will occur within an instructional unit. Reassessment opportunities will be offered in every course. When these opportunities occur, the teacher will provide one reassessment opportunity per task/assessment.
3. When tasks/assessments are re-assessed, they may be re-assessed partially, entirely, or in a different format, as determined by the teacher.
4. Assessments or tasks that provide measures of student progress within an instructional unit may be reassessed. The following assessment/tasks that indicate a final measurement of learning may not be reassessed**.
 - a. End Of Course or semester exams.
 - b. Assessments that end an instructional unit or period of study
 - c. Final research papers, reports, or essays
 - d. Culminating projects or performances
2. When a teacher offers a reassessment, all students may be reassessed, regardless of a grade on original task/assessment, if they meet the following requirements: complete the original task or assessment, complete required assignments, and complete reteaching/relearning activities as determined by the teacher***.
3. Grading procedures for reassessment must be fair and consistent and must promote achievement of learning goals. The reassessment grade replaces the original grade.
4. School staff will communicate course- specific procedures in writing to students and parents at the beginning of a semester/School year, or when course specific procedures change (syllabus & website).

*Unique situations may arise which will require teacher, instructional coach and/or school leader discretion.

** A poor performance on a final assessment serves as a trigger for action that may include intervention. Opportunity for reteaching and relearning continues.

*** Just as a teacher determines required assignments when a student returns to school after an extended absence or other extenuating circumstance, teachers use professional judgment to determine required assignments for reassessment.

Examples

1. Reteaching/relearning activities may include but are not limited to the following
 - a. Feedback on original task/assessment
 - b. Tasks assigned by teacher
 - c. Study packet
 - d. Review session
 - e. Whole or small group instruction
 - f. Computer tutorial
 - g. Peer tutoring
 - h. Attending school or departmental tutoring
2. Graded formative assessments (under quiz category) varied in format and task type to collect evidence of learning may include but are not limited to the following:
 - a. Art- - painting, photograph, drawing, sculptures
 - b. Multimedia- - Websites, videos, CD's, brochures, podcasts
 - c. Presentations- - multimedia presentations, panel discussions, skits, speeches
 - d. Compositions- - graphic, written, spoken, musical, physical, computer programs

- e. Displays- - graphic organizers, concept maps, graphs, tables, charts, formulae
- f. Records- - journal, logs
- g. Quick- write - brief written assignments to assess understanding reports - written, spoken, multimedia presentations that synthesize concepts.
- h. Essay- extended written assignments in which the audience, purpose, topic, and form are selected by the student or teacher to assess writing or understanding or both.
- i. Quizzes- - may include selected response, brief constructed response (short answer) and extended response (essay) items

SMOKING

Smoking is prohibited on school grounds.

SPECIAL EDUCATION SERVICES (Collaborative Education)

If you believe that a student is in need of special services, then you can make a referral through the Special Education Department. You will receive weekly monitoring sheets (Tier 1 interventions must be administered in the classroom) for the students that receive special services each Thursday or Friday. You are required to complete them and return them to the special education department by the following Monday. Prior to being referred to the Child Study or the Collaborative Education Team, all interventions must occur.

STAFF MEETINGS

Staff meetings will be held on a regular basis throughout the year. Staff meetings are scheduled for every Tuesday from 3:00pm - 4:00pm. Additional dates and times are to be determined during the first September meeting, if necessary. Teacher initiated agenda items are to be submitted to the office, in writing, at least two days prior to the meeting. Attendance at staff meetings are mandatory.

STAFF CONDUCT

The school is committed to an educational environment in which all students are treated with respect and dignity. Employees and volunteers are to maintain a standard of professionalism, act within accepted codes of conduct, and avoid favoritism while providing appropriate guidance, understanding and direction.

We are role models to our students and the community. Therefore, we should use appropriate language at all times. Staff and volunteers are prohibited from using vulgar, profane, and/or racist language or gestures. Students are also prohibited from displaying obscene or inappropriate material. We should always speak to our co workers, parents and students in a respectful tone and with professionalism. Never belittle or demean our students. Personal conversation should remain as such. Our home life should never be the topic of discussion in a professional school environment, especially in the presence of children.

We need to be careful of our remarks toward our fellow workers. While we may not agree in personal philosophy, we cannot lose sight of the purpose of our being here, providing the best education possible for our students. This can only happen if we all work together towards this goal and when we leave our personal prejudices out of school grounds.

STAFF- STUDENT INTERACTIONS

All staff are expected to interact with all students appropriately and above all professionally. Appropriate interactions must occur at all times on or off of ABT premises. Appropriate language, behavior and

behavior interventions must be followed and implemented at all times. Inappropriate actions including use of inappropriate language, inappropriate touching, or handling any student by any staff member will result in severe consequences, including suspension without pay or termination.

STUDENT ABSENCES

When a student has an excused or long term absence they must present an admit slip upon returning to your class.

STUDENT RECORDS

Only those with a legitimate need to know may access student records. Teachers may view only those students' records that they have in class. Check with Administration.

STUDENT TELEPHONE USE

Student telephone usage during class time is not acceptable except in an emergency. Please do not give passes to the office or the lobby for telephone use during class time. Cell phone use for texting and calling others is prohibited during school hours by students. If you see a student with a cell phone, please ask for them to give it to you.

SUBSTITUTES

Substituting

In the event a fellow colleague is unable to attend work for any reason, the Administration may call upon fellow staff members to substitute for a class or classes. If a teacher/instructional staff substitutes for another teacher, they should follow the lesson plans provided by the absent teacher.

Substitute Lesson Plans

It is very important your class does not stop when you are not present. Please follow the time off request procedures. An absent teacher must have a detailed lesson plan for the substitute teacher. All class materials for the day should be ready for the substitute when they walk into the classroom. These materials should include a substitute information sheet (see appendix A), detailed lesson plan, copies, videos, seating charts, paper, pencils, and any other item needed. Teachers who miss because of an emergency must have either an emergency packet of assignments ready or they need to email, fax, or bring in a copy of lesson plans.

Substitute teachers are expected to follow the lesson plans provided by the absent teacher.

SUPPLIES/SCHOOL MATERIALS

The school has a limited budget available to purchase supplies and needs for classrooms. In order to request supplies; please email the Office Manager with your request. **The request should include the page number, item number, item description, quantity, item price, and vendor information (name, address, phone number, and fax number).** Purchase Order Request should be submitted at least two weeks in advance of need. Non-standard items take longer to receive so plan accordingly. All purchases have to be reviewed and approved by the school leader.

If there is a need to purchase items on your own and not through our purchasing system, **all classroom**

purchases must be approved by the School Leader prior to purchase. There is no guarantee that items purchased without School Leader approval will be reimbursed.

PROCEDURE FOR DISCIPLINE REFERRALS

Disciplinary action will be taken against students who violate **ABT's STUDENT CODE OF CONDUCT**. It is the belief of ABT that most disciplinary action(s) can take place in the classroom with the collaboration and cooperation of the classroom teacher, the parents and the students; however, it may become necessary to involve the behavior counselor and school leader in some instances. Disciplinary action(s) that result in suspension and/or expulsions will only be carried out by the School Leader/designee and/or the Board.

Discipline Plan

It is the belief at The Academy for Business & Technology that routine infractions are to be handled by the teacher and to take the opportunity to teach the desired expectations (Refer to PBIS tools). Teachers and Staff members should document all levels of infractions. For class minor infractions refer to the student documentation form. Minor infractions are to be handled in the classroom by the teacher. Repeated offenses (more than 3 times), a formal office discipline (ODR) referral should be issued. *All documentation must be kept in the student classroom file.* There will be an action plan and a behavior plan for identified Tier III students.

Classroom Discipline System

The Academy for Business & Technology believes that attaining and maintaining a positive classroom management system is a crucial component of a student's success. The system chosen at ABT MIDDLE & HIGH SCHOOL is Positive Behavior Intervention Support (PBIS). Students need to be taught the expectations for "appropriate" behavior and they need to have this instruction regularly reinforced. Each teacher is responsible for having classroom expectations (rules) and procedures, as well as consequences (rewards and discipline) clearly posted in the classroom. The standard for a well balanced and managed classroom equals a teacher's practice of being **FIRM, FAIR AND CONSISTENT**.

It is the expectation that the PBIS system is implemented in each classroom school wide. The success of our discipline program depends upon the consistent implementation from all of our staff daily. Each teacher must develop a well defined classroom management system (under the three expectations – respectful, responsible, and safe) and must communicate his/her plan to the parents at the beginning of the school year and every time there is a new enrollee.

PROCEDURES FOR GUIDANCE PLAN

Behavior and Academic Probation

The intent of the probation process is to alert the student and the parent/guardian that satisfactory

expectations are not being met. The student and the parents will be notified in writing regarding the terms of the probationary status. The parent/guardian and student will be requested to attend a conference to discuss the terms of probation and to develop a contract for improvement. After appropriate intervention and probation as described within these guidelines, the student will be removed from ABT if the student does not meet academic and behavioral expectations.

NOTE: New enrolling and/or returning students can be placed on Academic and/or Behavior Plans based on existing or new records from the previous school(s).

Behavioral Probation

It is expected that students in school abide by the guidelines set forth in the *Behavior Expectations* and that students avoid behaviors which result in discipline referrals. Students are expected to cooperate with staff members and to represent the school in a positive manner at all times. A student will be placed on behavioral probation for repeated or serious discipline infractions as defined by the *Behavior Expectations*. Any out of school suspension may be cause to place a student on behavioral probation if deemed appropriate by the School Leader and/or Behavior Team. Parents/guardians will be notified in writing and a conference will be held to formulate a contract plan for the student. Expectations of the Behavioral Probation will be outlined in the contract. The Behavioral Contract details assigned steps until the student is withdrawn from ABT. Each documented disciplinary infraction will result in a step on the behavior contract. Daily Progress Reports Required.

Behavior Plans

Behavior plans (Student Action Plans) are intended to assist the student in changing the negative behavior into one that is positive and conducive to his/her learning. A parent and/or guardian **MUST** be present at the meeting when a student has been identified as a student in need of a behavior plan and when exiting from the plan.

These plans are issued daily and will be available for the students to pick up from the BEHAVIOR office. The students are responsible for presenting the plans/contracts daily to their teachers. To exit from a plan, a meeting will be conducted with the School Leader, Parent, Teacher and student. It is the responsibility of the parent/guardian to be aware the student is expected to deliver the report for parent review and signature. If the student continues to experience disciplinary problems while on behavioral plan, the School Leader will convene an eligibility committee to determine future enrollment status of the student. A disciplinary infraction of a serious nature (assault, drugs or alcohol, weapons, gang related activity, felony arrest, etc.,) may result in immediate withdrawal from the school.

NOTE: Students on behavioral plan may, at the discretion of the School Leader, be prohibited from participating in school functions and extracurricular activities for the duration of the probationary period.

*All Special Education students will be held accountable according to their IEP.

SUSPECTED ABUSE OR SUICIDAL IDEATION

If you suspect abuse of any kind or suicidal ideation immediately contact the social worker's office or

school leader's office. All you have to do is to suspect that something is amiss; you do not need to know for a fact that a young person is in trouble. An administrator will, at some point, ask for the details that roused your suspicion, but those questions will be posed only to gain information. You will never be asked to provide justification for any action that the administration chooses to take with a student.

TEACHER COMPUTERS

There is a level of responsibility for all staff members working at ABT MS/HS in regards to computer usage. Both staff and students can access material, but availability to each is not the same. Teachers and staff have varying levels of access to sensitive **academic** and personal information that must be kept confidential. It is the responsibility of the staff to ensure that information is inaccessible to the students at all times.

Each teacher has either a computer or availability of a computer in the lounge. **Staff will be held strictly accountable to safeguard the information on the computer system.** If working at a computer that is accessible to others, make sure and follow the procedures to access and terminate usage at all times. **Students should never use a teacher's computer.** Each teacher has access to reserve the computer labs or technology carts for students' use.

ABTMHS's computers are controlled and monitored via the Google System from a remote location in Michigan. In order to ensure a safe and secure system, Anti-virus software automatically checks files you access or download.

Teachers will be given an access code and need to create a password. **DO NOT SHARE YOUR PASSWORD** with anyone other than computer personnel and Administration (they should always be present and ask you to enter your password confidentially). If you accidentally forget, you can contact the Office Manager and the situation can be rectified.

*****Vital *** Never allow the computer to remember or store any passwords at any terminal location, including your classroom computer. This will allow anyone to access the computer using your saved information.**

When leaving a work terminal, lock the computer you are working on. In order to re access a locked computer, the person who locked the computer will have to enter their password. Teachers who share terminals should log out at the end of the day. Administrators can log teachers out if a machine is locked, but there is the chance that whatever was being worked on may be lost.

The Google system allows teachers to access documents from any computer in the world. Information on how to access material from a remote location will be provided by the Google Guides. **Please remember that the same rules listed above apply to any terminal you use, especially home machines.**

Internet usage is strictly monitored by the Leona Group and should only be accessed for work related research. Student needs and classroom management should take precedence over any computer related work. **If any staff member were to be found using a computer on the system in an appropriate manner (such as but not limited to: work for your personal company/business, job**

searching, personal social media sites, etc.) it could be grounds for termination. Although most inappropriate material is filtered by the firewall, it's not perfect. Illegal activity will be prosecuted.

Ungraded Formative Assessments

As educators we know the importance of checking for understanding when it comes to teaching our students. It is important that we are doing this numerous times during a class period. Tracking the standards using formative assessment will help to project how a student will do on a summative assessment.

Create an assignment in the PowerTeacherPro Gradebook. Including the Standard being assessed.

Make sure the publish box is unchecked

The assignment should be worth 0 points

Use the comment collected if they mastered the assignment with 80% mastery, leave blank if they did not.

VISITORS

While ABT MS/HS welcomes visits from our various stakeholders, we have an interest in avoiding disruption of the educational process and protecting the safety and welfare of our students and staff.

The School Leader has the discretion to allow or disallow visits, and visitors must be cleared with school administration prior to entry on campus sites. The School Leader shall consider the relationship of the visitor to any student or staff member on campus, while considering the impact of the visitor on campus as well as the timing of the visit. School personnel shall receive visitors in a courteous and professional manner and handle their concerns accordingly or direct their concerns to the appropriate party.

Non Custodial parents have rights to visit ABTMHS under the same conditions as other visitors so long as there is no court order that restricts such contact between non-custodial parent and student. If there are extenuating circumstances that the school should be aware of, it is the custodial parent's responsibility to inform us.

The School Leader has the right to prohibit anyone entering school's grounds that may disrupt the school environment or is intoxicated or under the influence of drugs. Such persons will be asked to leave the school immediately and law enforcement authorities may be called.

Conditions for Visitors

1. Visitors are defined as any individual seeking to enter the school building who is not an employee of ABTMHS or a currently enrolled student of ABTMHS.
2. All visitors must obtain permission from the School Leader to be on campus, register with the front office, sign-in and sign out, and wear the appropriate visitor's badge. The badge must be surrendered upon the end of visit for the day.
3. Visits may be prohibited at certain times. Such times can include, but are not limited to, first and last weeks of school, standardized testing time, classroom or school wide assessment periods, or any other times that would prompt a disruption of the education environment.
4. If conflicts occur due to the number of visitors at a given time, priority of admission will be at the school administration's discretion.
5. All visitors must comply with school rules and procedures and conduct themselves in an appropriate and professional manner.

6. Parents, guardians and current students who have been invited to attend a school sponsored event such as an open house or school performance will be exempt from items 1, 2, and 3 listed above.

Visits to Instructional areas

Visitors to instructional areas of the school such as classrooms, labs, or the multi purpose room will be at the discretion of the School Leader and the teacher supervising the instructional area. Visitors to instructional areas are expected to model appropriate and professional behavior at all times; visitors must respect the learning environment by refraining from any disruptions. The following are some, but not all, conditions that can be imposed on the visitor by the School Leader and/or teacher:

- remaining in a designated area or seat
- refraining from speaking with any student while class is in session
- refraining from entering or exiting the instructional area excessively or while instruction is being conducted
- dress and grooming must be consistent with the dress code of the students and employees of the school
- visitors who need to speak to the teacher may arrange such a meeting outside of instructional hours
- limiting the duration of the visit, movement, and activity to that which is necessary and appropriate to the visit

Student Visitors

It is the sole discretion of the School Leader to allow visits by students to the ABTMH campus. Most student visits are discouraged, and any student visit that is allowed by the School Leader will be accompanied by a visitor's pass. Any school function, trip, or event is only for currently enrolled ABTMH students unless otherwise stated by school administration.

Please do not admit visitors into any of your assigned areas unless they have a visitor's pass signed by the office. Please inform any visitor you see in the school that they must register in the office.

WEBSITE GUIDELINES

Teacher Web Page Standards:

- Teacher Name
- School's Mission and Vision
- Subjects taught (all levels)
- Textbook/important links
- Odysseyware login credentials (if necessary)
- Email address of teacher
- Best time for parent to call teacher during the school day, phone number, extension
- Homework assignments/PowerPoint (abridged version at least)
- PowerSchool Link
- Updates for major class projects/assessments

- Blog (this will be for required blog assignments as a formative assessment & student collaboration opportunity)
- Resources Links
- Link to ABTH home page.

Web Publishing Requirements

- Pages that contain time sensitive information, such as calendars, school events, and staff information must be updated monthly to ensure current and accurate information.
- Web pages must be checked monthly to make sure links are workable.
- The Academy for Business and Technology Middle & High School web servers are for educational use only. Personal information concerning students or staff members (including home addresses and telephone numbers) shall not be published on teacher web pages. Student email addresses, whether a personal or school account, shall not be listed on the teacher's web page.
- Each web page designer is responsible for the links they create on the websites. External links contained on the school's page(s) must be appropriate and relevant to the curriculum and purposes of the school. There should not be any personal solicitation, vendors, or services on the teacher sites.
- Files hosted on the ABTMH web server(s) and hyperlinks from these files should not contain information that is in violation of (or promotes the violation of) any school policy or regulation nor any local, state, or federal regulation or law, including the school.
- Unauthorized use of copyrighted material is prohibited. Copyright and trademark laws apply to electronic publishing as well as to print publishing. Permission to use information, graphics, or photographs must be obtained if the school is not the copyright owner. Acknowledgment of such should be placed on the site.

Items that are prohibited from being published include:

- Personal information about staff and parent volunteers, including social e-mail addresses, nonschool mailing addresses, and nonschool phone numbers except as approved by the building school leader.
- Student personal contact information of any kind (You may use first name and last initial).
- Pictures with names of students may not be displayed on the website. Pictures may only be posted if there is a signed release on file for the student in the picture.
- Student work may be pictured along with their full first name and only their last name initial.
- Links to non-professional, staff, volunteer, or student personal home pages (ex. Yahoo, Comcast, AOL, etc.).
- Links to sites that are in conflict with the goals and objectives of the Academy for Business and Technology Middle & High School

- Links to sites that are not accessible inside the network (through the filter).
- Webpage authors and teachers should use a consistent style on their pages.
- Fonts should be one of the Standards: Verdana, Times Roman, Arial, Tahoma, or Comic Sans MS. (Most websites are set to Verdana by default.)
- Page content should be no bigger than Font Size 4 (14pt), and no smaller than Font Size 2 (10pt).
- **DO NOT USE UNDERLINES!** Use of underlining is restricted. According to ADA regulations, underlining should only be used to denote links.
- Use of scrolling Marquee text is restricted to classroom pages only. Scrolling text can be difficult and time consuming to read and should be avoided when displaying important information
- Avoid color text, schemes or backgrounds that make the information on the page hard to read.
- Avoid using white text or links (white is difficult to print).
- Graphics should be used judiciously.
- Animated GIF files should be used very sparingly and need to be relatively small (under 100k).
- All text should employ correct grammar, mechanics, and usage according to the rules of
- Standard American English.

SUBSTITUTE INFORMATION SHEET

Teacher’s Name:

Teaching Schedule:

PERIOD	COURSE	TEXTS	ROOM	HELPFUL STUDENTS
1				
2				
3				
4				
5				
6				
7				

Activity

Days for Detention Duty

Other Duties

The following are in the listed places:

Attendance Lists and Procedures

Seating Plans

Textbooks

Plan Book

Appropriate Materials

Keys, if necessary, are available from the teacher across the hall; the teacher next door; or others who may be helpful.

Audio Visual Consent Form

Title of Film: _____ Rating: _____ Date being viewed: _____

Teacher's Name: _____ Grade Level: _____

Objectives addressed in film: _____

I give my son or daughter permission to watch the film that has been listed above. I have read the specified objectives my son or daughters should gain from this presentation. If I have had any questions about the film, I have called the teacher at (313) -382-3422. If you chose not to sign this document, your son or daughter will have an alternative assignment worth the same amount of points.

_____	_____	_____
Print Student's Name	Print Parent's/Guardian's Name	Parent/Guardian's Signature

Glossary - Grading, Retake, & Reassessing Procedures

1. Assessment - process of collecting information about individual achievement that relies on a number of instruments and methods, one of which may be a test.
2. Complete original task/assessment - finish a task or assessment to the best of an individual's abilities (may be affected by skill levels of students with limited English proficiency or disabilities;) documented accommodations and modifications for students with English language learner plans, individual education programs (IEP's), or Section 504 plans must be considered.
3. Deadline - the date beyond which work will not receive any credit.
4. Due Date - the date an assignment is due in order to receive full credit.
5. Evidence of learning - any product or performance by a student that demonstrates understanding of skill after instruction, practice and feedback.
6. Grading Period - approximately a nine week period
7. Instructional cycle - recursive process of teaching and learning that begins with identifying learning goals and moves through the following steps: teacher assessment of student readiness, instruction, student practice, teacher feedback to students, ongoing formal and informal teacher and student assessment of student learning, teacher adjustment of instruction, reteaching and relearning as needed, and final formal teacher assessment of student learning.
8. Instructional Unit - period of study organized around related concepts and/or processes as defined by the curriculum; instructional units are sequenced to build upon each other and reinforce previously taught concepts and/or processes and to preview subsequent concepts and/or processes.
9. Learning Goals - outcomes for learning related to content standard and indicators or objectives.
10. Marking Period - approximately a nine week period, or quarter, at the end of which individual students' achievement of the concepts and processes taught during that period are reported.
11. Reassess - informal and formal process of gathering evidence of student learning after reteaching and relearning may involve regarding within specific parameters of the reteaching and reassessment procedures.
12. Relearn - informal and formal process of improving understanding and performance through active participation in the instructional cycle, including seeking and applying teacher feedback, asking questions for clarification, practicing skills, refining content knowledge, and using available resources.
13. Reteach - adjusting a repeated delivery of content by addressing an individual's student's learning style, preference, interest, learning rate, and/or readiness.
14. Required assignments - learning tasks identified by teachers as essentials to learning the concepts and processes addressed in an instructional unit.
15. Semester - approximately an 18-week period comprising two nine week grading periods, or quarters, at the end of which individual students' achievement of the concepts and processes taught during that period are reported. In high school courses, a semester yields a ½ credit toward graduation requirements. A final semester grade in high school courses is determined by averaging the two quarter grades along with the final semester examination (40, 40, 20)
16. Semester Final Examination - final examinations include a relevant written examination that is twenty percent of the total semester grade.

Acronym Notes:

ODR-: Office Discipline Referral
SAC: Student Action Plan
CDD-: Character Development Document
BIST: Behavior Intervention Support Team



Academy for Business & Technology

Staff Procedure Handbook Acknowledgement

This staff handbook has been prepared for your information and understanding of the policies, philosophies, and practices of Academy for Business and Technology MS/HS. Please read it carefully. Upon completion of your review of this handbook, sign the statement below and return it to the Office Manager. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of the ABT Middle & High School Staff Procedure Handbook, which outlines the goals, policies, benefits, and expectations of ABT MIDDLE & HIGH SCHOOL, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By signing below, I acknowledge, understand, accept, and agree to comply with the information contained in the Employee Handbook. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of Academy for Business and Technology MS/HS.

I understand that the ABT Middle & High School Administration possesses sole discretion to make changes to the Staff Procedure Handbook at any time. If changes are made, I may be required to sign an additional acknowledgment to indicate that I have been informed of the changes.

I also understand that the ABTMHS Staff Procedure Handbook is not a contract of employment and should not be deemed as such.

Employee's Signature

Date

Employee's Printed Name

Position or Title