Churchill High School
Staff Group Agreements 2016_17 Draft

I. **Communication Agreements –Purpose: Respectful, professional, timely communication that maintains dignity, clarity and safety and encourages diverse voices to enter our dialogue.**

1) Staff will respond to parent inquiries within two business days.
2) Teachers will provide syllabus to supervising admin before school begins.
3) Teachers will schedule office hours, which will be posted to be accessible to staff, students, and families.
4) Speak directly to the appropriate person first when there is a conflict or issue with staff. If you don't feel comfortable doing this alone, ask EEA, OSEA rep, staff president or vice president, before going to admin for help.
5) When scheduling an event that may disrupt other class periods, staff will process the request through Operations at least two weeks in advance.
6) Staff will read their business email at least once a day and Staff Bulletin within 48 hours of receiving it.
7) During staff discussions all staff will:
   a) Share airtime
   b) Be aware of how body language and tone of voice affects reception of your message.

II. **Lancer Staff Agreements – Purpose: Honor school, district and bargained agreements as well as promote a safe, positive, collaborative, academic environment.**

1) Staff will hold students in class until the bell.
2) Staff will be on time to meetings and will be present in those meetings.
3) Turn off lights when you are the last person to leave the room.
4) Use recycling containers for all recyclable materials.
5) Teachers will take attendance in the first 10 minutes of class. Students who arrive after the bell and within these 10 minutes will be marked tardy. Within these 10 minutes, if a student arrives AFTER the teacher takes attendance, they will be sent to the office for a late slip. After the first 10 minutes of class, the student goes directly to the office for a late slip. In summary, if a student arrives within the first 10 minutes but after the bell rings, staff will:
   a) Change the absence to a tardy themselves, or
   b) Send the student to the office to have the absence changed to a tardy.
6) Field trip Agreements
   a) Requests will be taken to Operations at least 2 weeks before a field trip. The earlier the better.
   b) Organizing staff member will send an email to staff with student list at least two weeks before the field trip with student names.
   c) Students will fill out the field trip form at least 1week before the field trip.
      http://www.chs.lane.edu/staff/staff-resources/
   d) No field trips 5 school days before each trimester's final grading period. Reasonable exceptions made for special events that are not congruent with CHS calendar (i.e. activities governed outside of CHS/athletics, etc.)
7) Add/Drop: At the beginning of each term there will be a grace period where students can come and add/drop without penalty or paperwork. It will be the 1 full week for term 1, 3 days for term 2 and 3.
8) TA Grades will be Pass/No Pass
9) Electronic devices should not be out or on in class unless the teacher has given explicit permission. If the electronic device is out, the teacher will take it until the end of the period.

If the student refuses to hand his/her phone to the teacher, she/he will be sent to the office. Staff will call to the office at this time in order to inform that the student is coming. Before the end of the same day of the incident, the teacher will write a referral for this matter so that the administrator group can follow this up.

If you do not want to be responsible for the electronic device, a lock box of some kind will be provided for your classroom.

Once an electronic device policy has been decided on, we will need to inform students and parents.

10) There will be no leadership/staff-wide meetings (Data Team, Operations, Equity, Curriculum Council, Site Council, 9th Grade Team, PBIS, etc.) during the week of final grades, or the week of Open House, and no Wednesday morning meetings during the week of mid-term grades.

III. Administration/Staff Agreements – Purpose: To Provide consistency in administrative communication with staff, students and families

1) When a student receives a suspension or expulsion, if confidentiality policies allow, admin will contact that student's teachers and case managers via email or copy of referral form to let them know of the outcome.
2) Will communicate promptly and with transparency as confidentiality allows, but administrators/counselors can send a generic heads up notice of concern.
3) Doors will be open to staff, students and parents as much as possible.
4) Provide a weekly staff bulletin.
5) Respect teacher prep periods when scheduling meetings.

9th Grade Agreement Reminders

1. Expect student to use the Churchill planners:
- Time each day to write homework in planner for all 9th grade classes. Discouraged, but acceptable to use alternate paper planner. Use a paper if it gets them to use a planner. Write It, Do It, Check It!
- No electronic planners in 9th grade
- Take time in first two weeks to teach/model (student or teacher)

2. Homework - Post daily HW on the board, or a statement of "No Homework" if there is not homework assigned in your class that day.

3. Learning Target - Post daily LT on the board.
••Optional: Essential question/objective copy off the board into planner.

4. Updating Grades - goal to have grades updated twice a month to help our students and Freshmen Success teachers be successful. For example by the 1st and 15th. This will be discussed as a group.

5. Pre-Failure Notification Protocol - Good teaching practice is to identify struggling students and respond accordingly. Proposed: Freshmen teachers will communicate to students and families in one of the following: A) Email through Synergy, B) Email or C) call home.

6. Reinforce Freshmen Success strategies as applicable.

7. Make positive contact with the family of every 9th grader in their 2nd period class during the first three weeks of school and will mention Open House- phone call/email /postcard home/group email is possible too.