

RIVERDALE

HIGH SCHOOL

2015-2016 Teacher Handbook

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Mission Statement

The mission of Riverdale High School is to maintain a comprehensive educational program in a safe learning environment that will encourage students to exhibit mastery of the academic, social, and technical skills they will need to succeed in their educational or career choices.

Vision

The vision for Riverdale High School is to promote the ideals represented in our motto: *Academic and Personal Achievement – Lifelong Commitment to Excellence*. The students are the priority at Riverdale; the diversity of our student body is our asset. For these students we envision and commit to:

- Teaching them to succeed in a global environment
- Evaluating our curriculum to provide the very best learning opportunities, both academically and technologically, to make our students productive citizens
- Making each student part of the Riverdale community by encouraging socialization and a team spirit
- Encouraging them to strive for lifelong personal excellence by teaching critical thinking skills that are relevant to their success in post-secondary life choices.

Beliefs

- **Learning:** We believe that all students can learn and succeed.
- **Instruction:** We believe that it is our responsibility to provide a safe environment and educational opportunities for all students – opportunities that are adaptable to the students' capabilities and limitations.
- **Assessment:** We believe in assessing students' academic performance with a variety of methods that denote the students' mastery of skills.
- **School decision development:** We believe that school decisions must be equitable and in the best interest of promoting positive interactions between all stakeholders.
- **School policy development:** We believe that school policies should be developed that best meet the needs of the entire community of stakeholders.

Table of Contents

	Page
2015-2016 Rutherford County Schools Calendar	1
Bell Schedule.....	3
Bulletin Boards Schedule.....	5
Class Sponsors.....	6
Class Sponsor Duties.....	8
Clubs (Student Organizations)	10
RTI	11
Supervision Duties	13
Early Supervision	14
Field Trips/Transporting Students	15
Four-week Schedule	16
In-School Suspension/Student Rules	19
Lunch Schedule	20
Parking Spaces	21
Policies/Procedures	
Accounting System for School Monies	24
Attendance: Student.....	24
Attendance: Teacher	24
Cheating	25
Classroom Care.....	25
Department Heads.....	26
Department Head Duties.....	26
Depositing Funds Procedure	27
Discipline in the Classroom/Steps to Improve.....	28
Exam Exemptions	28
Faculty Meetings.....	29
Fundraising (Accounting and Procedures).....	30
Grading Procedure for Absences	30
Guidelines for Teachers	31
Inventory	31
Purchasing Goods and Services Procedure.....	32

School Affairs: Teacher Attendance	33
Session Room and Classroom Responsibilities	33
Special Programs or Assemblies.....	33
Suspensions.....	34
Textbooks.....	34
School Improvement Committee	35
School Leadership Team.....	36
School Vehicles.....	37
Forms.....	38
Weather Information.....	51



2015-2016 Academic Calendar

Monday, August 3: Administrative day (No school for students)

Tuesday, August 4: In-Service day (No school for students)

Wednesday, August 5: In-Service day (No school for students)

Thursday, August 6: Teacher Work day (No school for students)

Friday, August 7: First day for students (abbreviated, 2 hours)

Monday, August 10: First Full Day for students

Thursday, September 3: Early Dismissal (3 hour, 10 minute day for students)

Monday, September 7 – Labor Day – Schools closed

Tuesday, September 8- Thursday, September 10: Progress Reports

Friday, October 2: End of first nine weeks

Monday, October 5– Friday, October 9: Fall Break (Schools closed)

Thursday, October 15: 1st nine weeks report card

Tuesday, October 20: Parent Teacher Conferences (grades PK-8)

Thursday, October 22: Parent Teacher Conferences (grades 9-12)

Thursday, November 5 Early Dismissal day (3 hour, 15 minute day for students)

Tuesday, November 10-Wednesday, November 12: Progress reports

Wednesday, November 25-Friday, November 27: Thanksgiving Break (Schools Closed)

Friday, December 18: Abbreviated Day for students and teachers,(2-hours); end 2nd 9 weeks

Monday, December 21 – Tuesday, January 5: Winter Break (Schools Closed for students)

NOTE: Teachers return Tuesday, Jan 5 for in-service day

Tuesday, January 5: In-service day (No school for students)

Wednesday, January 6: Students return from Winter Break

Thursday, January 7: 2nd nine weeks report card

Monday, January 18: MLK Holiday (Schools Closed)

Thursday, January 28: Early Dismissal – 3 hour, 15-minute day for students

Tuesday, February 2-Thursday, February 4: Progress reports

Monday, February 15: President's Day (Schools Closed)

, March 6: End of 3rd nine weeks

Tuesday, March 1: Presidential primary (No school for students and teachers)

Friday, March 4: End of 3rd nine weeks

Tuesday, March 10: 3rd nine weeks report cards

Tuesday, March 15: Parent/Teacher Conferences (grades PK-8)

Thursday, March 17: Parent Teacher Conferences (grades 9-12)

Friday, March 25: Good Friday (Schools closed)

Monday, March 28 – Friday, April 1: Spring Break (Schools closed)

Thursday, April 7: Early Dismissal (3 hour, 15 minute day for students)

Tuesday, April 12-Thursday, April 14: Progress reports

Thursday, May 26: Teacher Work day

Friday, May 27: End 4th nine weeks report cards, Last day for students (2 hour day)

Bell Schedule 2015-2016

Monday (7 Period Day - No RTI)

Period	Begin	End	Time
Early Bell	7:45	7:51	6 minutes
Session Room	7:51	8:01	10 minutes
1st period	8:01	8:49	48 minutes
Change	8:49	8:55	6 minutes
2nd period	8:55	9:43	48 minutes
Change	9:43	9:49	6 minutes
3rd period	9:49	10:37	48 minutes
Change	10:37	10:43	6 minutes
4th period	10:43	11:31	48 minutes
Change	11:31	11:37	6 minutes
5th period	11:37	1:01	
1st lunch	11:37	12:12	
2nd lunch	12:26	1:01	
Change	1:01	1:07	6 minutes
6th period	1:07	1:54	48 minutes
Change	1:54	2:00	6 minutes
7th period	2:00	2:47	48 minutes

Bell Schedule 2015-2016

Tuesday - Friday (Block Days - With RTI)

Period	Begin	End	Time
Early Bell	7:45	7:51	6 minutes
Session Room	7:51	8:06	15 minutes
1st period	8:06	8:49	43 minutes
RTI Prep	8:49	8:55	6 minutes
Change	8:55	9:01	6 minutes
RTI	9:01	9:46	45 minutes
Change	9:46	9:52	6 minutes
2nd/3rd Period	9:52	11:16	84 minutes
Change	11:16	11:22	6 minutes
4th/5th Period	11:22	1:16	84 minutes
1st lunch	11:16	11:46	11:52 late bell
2nd lunch	12:46	1:16	
Change	1:16	1:22	6 minutes
6th/7th Period	1:22	2:47	85 minutes

Bulletin Boards Schedule

Front Hall

August-----	Cheerleaders
September -----	English Department
October-----	Math Department
November-----	Social Studies Department
December -----	Career & Technical Education Department
January -----	Bontrager/TAPS
February-----	Steve Bingham/Special Ed
March -----	P. E. & Health Department
April -----	Fine Arts (Music, Theatre, Art)
May-----	Librarians

Annex Cafeteria

The teacher who is assigned to the room number is responsible for the bulletin board.

August-----	AN1, AN2 & AN3
September -----	AN4, AN5, & AN8
October-----	AN7, AN9 & AN11
November-----	AN6, BN2 & BN9
December -----	BN4 & BN-7
January -----	BN5, BN11 & BN14
February-----	BN3 & BN12
March -----	CN1, CN2 & CN3
April -----	CN4, CN5 & CN6
May-----	CN7, CN8 & CN10

Class Sponsors 2015-2016

Each class chairperson will assign duties to sponsors.

Freshmen	Sophomores
Wyant, Brooke – Chairperson	Ward, Rhonda – Chairperson
Barnes, Shannon	Aydelott, Ron
Bogan, Brent	Baird, Jason
Bowman, Tyler	Baird, Michelle
Coffman, Randy	Bess, David
Crigger, Ryan	Biggs, Chris
Dobbs, Jason	Brown, Jaimie
Everett, Mark	Burnett, Adrienne
Field, Rickey	Conatser, Jeanne
Fuentes, Olivia	Cron, Kerrick
Gerhart, AnnaGrace	Crossley, Matt
Gilbert, Stephanie	Dozier, Keith
Jones, Breanne	Gainer, Debbie
Haley, Josh	Goodpaster, Liz
Hardison, Josh	Hardy, Alan
Hiett, Kassie	Hargrove, Hilary
Hurt, Kyle	Hensley, Angelina
Jacobs, Lynn	Holman, Lucas
Johnson, Justin	Honea, Amber
Jones, Amanda	Horton, Krystle
Jones, Kevin	Kriesky, Will
Kennedy, Sara	Messer, Angela
Lanier, Cuyler	Nelson, Trish
Lee, Jackie	Oring, Cassie
Newberry, Kelly	Ramey, Elisa
Peck, Caron	Spurlock, John
Pelchat, Josh	Sykes, Destiny
Tomlinson, Jeff	Theiring, Abby
Wells, Bobby	Truax, Jacob
Woods, Suzanne	Tudor, Jamie
	Voss, Michael
	Wrenn, Rachel

Class Sponsors 2015-2016

Each class chairperson will assign duties to sponsors.

Juniors	Seniors
Butler, Marguerite – Chairperson	Vaden, John – Chairperson
Beltran, Marie	Arman, Ali
Bingham, Christy	Aymett, Mike
Bontrager, Brandi	Colbert, Emily
Caudle, Tammy	Crowell, Christie
Clifton, Monica	Davis, Lamar
Coomes, Andrew	Davis, Talithia
Coutre, Ashley	Denton, Krista
Edging, Shiloh	Duncan, Wesley
Feher, Kim	Hanson, Brandon
Lashuay, Joe	Hanna, Kelly
Layne, Tim	Huff, Caroline
McClanahan, Steven	Hunter, Rebecca
McDowell, Kellye	Kell, Penny
Messer, Barry	Limbaugh, David
Miller, Kim	MacLean, Kelly
Nelson, Scott	McGhee, Jennifer
Paris, Nate	Morrison, Bridgett
Perkins, Carrie	Pondillo, Edie
Phillips, Tiffany	Radabaugh, Debbie
Richardson, LeeAnn	Riner, Beth
ROTC	Rivas, Ernest
Smith, Mary Ellen	Rochelle, Tiffany
Smith, Matt	Sargent, Lisa
Sprinkle, Jennifer	Shofner, Bentley
Staats, Bryan	Smith, Becky
Suitt, Tony	Stewart, Nancy
VanArman, Meredith	Welch, Lil
Walker, Mike	Williams, Brenda
Ward, Debra	York, Dalton
Williams, Stephen	
Willmon, Ricki	
Woodson, Kevin	

Freshman Class Sponsor Duties

Pep rallies
Class tee shirts
Class meetings

Sophomore Class Sponsor Duties

Pep rallies
Class tee shirts
Class meetings

Junior Class Sponsor Duties

Class Meetings
Class tee shirts
Supervision: When there are Junior Class functions, please be present for supervision as your class schedule permits, regardless of your specific assignment.
Warrior Week
Girl's State
Boy's State
Prom Fundraiser
Basketball Homecoming
Ring Ceremony
Pep Rallies
Prom Assignments:
 Flowers
 Queen/Court
 Decorations/Theme
 Pictures
 Tickets
 Advertising
 Coat Check
 Security
 Ticket Takers at Prom
 Presentation at Prom

Senior Class Sponsor Duties

Pep Rallies
Class tee shirts
Senior video
Attend ALL Senior meetings (superlative, cap and gown, graduation informational meeting, etc.)
Work ALL events during Senior Week
Senior week:

Administration Day
Senior Night
Talent Show
Picnic
Prom presentation

Graduation Rehearsal - **Be present and fulfill all assigned roles designated by chair**

Graduation Ceremony - **Be present and fulfill all assigned roles designated by chair, including, but not limited to:**

Graduation Newsletter
Finalize graduation list
Proofread program
Seals on diplomas
Diplomas in envelopes
Awards: perfect attendance, Best All Round,
Diplomas
Graduation seating chart
Posters for rehearsal
Valedictorians/speeches
Presidential address
Perfect Attendance
Flowers for senior girls and special guests
Marshals
Ushers/flowers for ushers
Programs
Diploma covers
Distribution of diplomas
Guarding of auxiliary gym during ceremony
Lineup – roll call
Special guests (school board, etc.)
Processional starters
Students in need (collars, tassels, shirts, ties, etc.)
Stage monitor
Ramp guards

Clubs/Student Organizations

9:01 a.m. - 9:46 a.m.

Clubs will meet the 1st Wednesday of the month

Club Name	Sponsor	Meeting Location
Beta Club	Caudle	B-3
FCCLA	Brown/Tudor/Phillips	G Hall
FCA	Field, Davis	Gym
FFA	Holman, Shirley, Theiring	M-2
Mu Sigma Lamda	Aymett, Crossley	Band Room
Mu Alpha Theta	Hanson	B-5
ROTC Drill Team	ROTC Instructors	J-1
Thespian/Drama	Smith & Smith	D-5
Spanish Club	Fuentes	
FBLA	Business Teachers	F-6
Science Club	Vaden	CN-9
Bowling	Coomes	
DECA	Rochelle, Hanna, Colbert	Commons Area
FADE*	Hargrove	CN-4
Riverdale Academy of Philosophy	TBA	
Key Club	Crowell	L-2
SKILLSUSA	Staats, Everett	K-5
Criminal Justice Club	Baird, Dozier	P-8
National Art Honor Soc.	Debbie Radabaugh	G-1
Ping Pong Club	Justin Johnson	G-10
French Club	Jacob Truax	BN-4
NEHS (Eng Hon Soc)	Pondillo	E-8
National Honor Soc	Hensley	

*** Does not meet on Club Day**

ALL students must show their session room teacher a club card to leave and club advisor to enter.

RTI 2015-2016

1. RTI will be held Tuesday through Friday
2. The RTI prep time in the schedule is 6 minutes to allow the first period teacher to inform students where they need to report for remediation.
3. Teachers MUST have students sign out of 1st period and sign into RTI.
4. Students will NOT be allowed to leave RTI without a signed note. THERE WILL BE NO EXCEPTIONS!
Any student out of the classroom without a proper pass will be subject to disciplinary action.
(Professionalism will be docked if you are sent an email or a student is returned to you)
5. RTI is a mandatory class and attendance needs to be taken. If a student is not in the class, then the student needs to be written up for skipping. If a student is tardy, then the tardy should be documented.
6. Individual teachers are in charge of assigning students to their class during RTI.

RTI Schedule

Tuesday

1. Math (takes precedence)
2. Social Studies

Wednesday

1. English (takes precedence)
2. CTE

Thursday

1. Math (takes precedence)
2. Science

Friday

1. English (takes precedence)
2. Foreign Language

Each Subject should send Mr. Wayne ONE email by the end of 3rd lunch on Fridays with the list of students needed for remediation for the following week. (Last Name, First Name, Subject, Remediation Location, 1st Period Teacher). For example, Algebra I teachers will send 1 email for the entire Algebra I department, Geometry teachers will send 1 email for the entire Geometry department and so on. Mr. Wayne will then compile ONE list for the RTI remediation and send ONE email to the faculty. Once a student is requested for remediation that student will be remediated both days. Remember Math and English will take precedence over other subjects.

RTI Sign Out Log Documentation

Date	Student Name	Student Destination	Sign Out Time

RTI Sign In Log Documentation

Date	Student Name	1 st Period Teacher	Sign In Time

Supervision Duties

for

Bus Duty, Hall Duty, and Assemblies

Bus Duty:

Front Hall Duty* – Teachers need to supervise from 7:00-7:45. There should be no students in the front hallway. Students need to be in the cafeteria or outside (not hanging around by the outside doors). If they need to go to the library, they can.

G Hall Duty* – Teachers need to supervise from 7:00-7:45. Teacher needs to direct students to go outside or to the cafeteria. The G-Hall bathroom is off limits until the bell rings. This can be blocked via the hallway sign.

Commons Area Duty* – Teachers need to supervise from 7:00-7:45. Teacher can help cure dress code issues during this time (hats, tank tops, etc.).

Annex Supervision* - Teachers need to supervise the annex area from 7:15-7:45. These are two-week assignments. No students are allowed in the halls during this time.

***Special Note:** Make sure to check when your morning/bus duty needs to be complete. If you are out for the day, you are responsible for getting a replacement. Coach Bowers can help you get coverage if needed.

Assemblies and Hall Duty Supervision:

Departments – Each department needs to create a rotating schedule for school assemblies. If students do not want or cannot attend assemblies/pep rallies, then they need to be in a supervised room. Please create this along with the daily hall supervision between classes for the department.

Early Supervision Schedule 15-16

7:00 am - 7:45 am

2014-2015 Dates	Front B Hall	Front E Hall	Café	G Hall	AN Hall	BN Hall
August 8-August 22	Rochelle	Beltran	Field	Paris	Hensley	Hargrove
August 25-September 5	Smith, M.E.	Bingham	Arman	Messer, B	Wyant	Spurlock
September 8-September 19	Ward, R	Haley	Cron	Sargent	Duncan	Barnes, S.
September 22-October 3	Stewart	Bontrager	Smith, M.	Coffman, R	Butler	Vaden
Fall Break						
October 13-October 24	Crowell	Brown	Bogan	Pondillo	Truax	Bowman
October 27-November 7	Peck	Caudle	Staats	Biggs	Jones, B	Fuentes
November 10-November 21	Tudor	Coutre	Layne, T.	Theiring	Ramey	Woods, S.
November 24-December 5	VanArman	Colbert	Wells	Perkins	Kennedy	Jones, A.
December 8-December 19	Sykes/Oring	Conatser	Williams, S.	Phillips	Nelson, M.	Tomlinson
Christmas Break						
January 5-January 16	Walker	Feher	Hardison	Shirley	Woodson	Lanier
January 19-January 30	Welch	Gainer	Crossley	Radabuagh	Lashway	Crigger
February 2-February 13	Horton	Goodpaster	Coomes	Bess	Miller	Everett
February 16-February 27	Wrenn	Baird, M.	Kriesky	Aydelott	Newberry	Hardy
March 2-March 13	Riner	Burnett	Hanson	Hunter	Jenkins	McClanahan
March 16-March 27	Suitt	Messer, A.	Dobbs	Holman	Davis, T	Hiett
Spring Break						
April 6-April 17	Sprinkle	Morrison	Shofner	Johnson	York	Rivas
April 20-May 1	Willmon	Gerhart	Edging	Williams, B.	Pelchat	Smith, B.
May 4-May 15	Honea	Hanna	Davis, L	Aymett	Gilbert	Ward, D.
May 18-May 22 (1 week)	Pick	Nave	Voss	Schwartz	McDowell	Jones, K

Annex/Courtyard AM Supervision	Limbaugh
Bus Loading Area Outside	ISS
Afternoon Courtyard	Baird, J.

Basketball Work Schedule (in lieu of early supervision)				
Date	Opponent	Time	Money Gate	Ticket Gate
Friday, December 11	Stewarts Creek	5 pm	J Lee	Dozier
Friday, January 8	Siegel	5 pm	Nelson, T	Clifton
Tuesday, January 12	Smyrna	5 pm	Denton	MacLean
Friday, January 22	Blackman	5 pm	Hurt	J Lee
Friday, January 29	Oakland	5 pm	Dozier	Nelson, T
Tuesday, February 9	LaVergne	5 pm	Clifton	Denton
Friday, February 6	Siegel	5 pm	Jacob Truax	Kevin Jones
Monday, February 15	Baylor	5 pm	MacLean	Hurt

Field Trips – Transporting Students

The teacher is responsible for the safety, conduct, and return of students on all school related trips. The student(s) involved are also entirely responsible for obeying ALL school rules.

The person driving the vehicle is legally responsible in case of all traffic accidents. The teacher in charge is responsible for all aspects of the trip.

An alphabetical list of all students (including student ID#) will be sent to all teachers, the administration, Mrs. Jennifer Underland and the attendance office no later than one week prior to the trip. All trips must be approved by administration. Any exceptions to the above procedure must be approved by Mr. Nolan.

* * * * *

PARENT'S PERMISSION

Date _____, 20____

_____ has my permission to _____
(Student' Name)

(whatever case may be)

Parent's Signature

**** New Field Trip forms for 2015-16.
Copies are available in the front office.**

Four-Week Schedule 2015

Friday, July 31st

9:00 a.m. – New Teacher Orientation in the library

Monday, August 3rd

8:00 a.m. Administrative Day – No students (Breakfast – 8:00 am)

Tuesday, August 4th

Inservice Day – no students

Wednesday, August 5th

Inservice Day – no students

Thursday, August 6th

Work Day

Freshman Orientation – 6:30 p.m.

Friday, August 7th

First day for students – abbreviated day (2 hours)

Students should find their name on the posted lists and report to the assigned area to pick up their class schedule, then report immediately to first period class. Students will remain in first period until notified to move to the next class.

We will see all 7 classes.

Agenda for 1st period:

- If INow is not available for attendance, turn in attendance cards for students who are absent from 1st period to the Attendance Office or Annex Office. These cards must have the student's legal name, school identification number, grade level, and 1st period teacher's name. You will be notified when to begin taking attendance on the computer.
- Inform students that the Guidance Office will be closed today. **There will not be any schedule changes made today.** Students who do not have schedules should report to the Commons Area (Cafeteria) of the Main Building to meet with a counselor. All guidance counselors will be in the Commons Area.

- **Do not give out the Student Handbook/Agenda until Monday, August 10th.**
- Teachers must check the attendance each class period today.

Faculty Pictures 7:30 – 12:30 Library

Monday, August 10th

First full day for students (1st-7th periods)

1. All forms should be distributed to students. These forms should be signed and returned the next day.
2. LOCKERS – Lockers will be sold through the Marketing Department this year. Cost is \$5 and the student may choose any locker on campus. It is first come-first served. Students should purchase locker during their lunch time. They will be sold in the Spear Gear room (old DECA Diner).
3. Every student will receive a Student Agenda which the student should have with them at all times. Explain the Student Agenda. Students should copy their class schedule in their Student Agenda. Usage of the agenda for maintaining daily assignments should be emphasized. Please emphasize putting their name in the Agenda.
4. Emphasize the attendance policy and punishment for tardies to school.

Tuesday August 11th - Even Day (1-2-4-6)

9:01 am: Junior class meeting with Jostens – Auditorium (Jostens will meet with Junior class officers after this meeting).

9:01 am: Freshman Girls meet in Annex cafeteria. (Class sponsor chairperson is in charge of public address system, bleachers, lights, etc.).

9:01 am: Sophomore Girls meet in Main cafeteria. (Class sponsor chairperson is in charge of public address system, bleachers, lights, etc.).

Wednesday, August 12^h Odd Block (1-3-5-7)

9:01 am: Freshman boys meet in Annex cafeteria. (Class sponsor chairperson is in charge of public address system, bleachers, lights, etc.).

9:01 am: Sophomore boys meet in Main cafeteria. (Class sponsor chairperson is in charge of public address system, bleachers, lights, etc.).

Thursday, August 13th – Even Block

9:00 am: Junior girls meet in Auditorium. (Class sponsor chairperson is in charge of public address system, bleachers, lights, etc.).

9:00 am: Senior girls meet in Main cafeteria. (Class sponsor chairperson is in charge of public address system, bleachers, lights, etc.).

Friday, August 14th - Odd Block

9:00 am: Junior boys meet in Auditorium. (Class sponsor chairperson is in charge of public address system, bleachers, lights, etc.).

9:00 am: Senior boys meet in Main cafeteria. (Class sponsor chairperson is in charge of public address system, bleachers, lights, etc.).

Monday, August 17th - 1st – 7th periods

Tuesday, August 18th - Even Block

Wednesday, August 19th - Odd Block

Thursday, August 20th - Even Block

Jostens – order Senior rings 8:00 – 3:00 Parent meeting 3:00-6:00 p.m.

Friday, August 21st - Odd Block

Jostens – 8:00 – 3:00 - orders

Monday, August 24th - 1st – 7th

Tuesday, August 25th - Even Block

Wednesday, August 26th - Odd Block

Thursday, August 27th - Even Block

Friday, August 28th - Odd Block

Monday: August 31st – 1st – 7th

Tuesday, September 1st– Even Block

Wednesday, September 2nd – Odd Block

Thursday, September 3rd – Even Block (Early Dismissal) 3 hour day

Friday, Spetember 4th – Odd Block – First Pep Rally – vs. Blackman

Monday, September 7th – NO SCHOOL – Labor Day

In School Suspension (ISS): Student Rules

1. All school rules apply and will be enforced.
2. No student will be allowed to leave the ISS room. (Bathroom privileges will be given to one student at a time.) Lunchtime will be 30 minutes prior to the first lunch of the day. (Students will be escorted to and from lunch.)
3. No talking or communication with other students will be allowed.
4. If a student wishes to communicate with the instructor, he must raise his hand to be recognized.
5. Students must work on assignments at all times. No sleeping allowed.
6. Students must remain seated unless given permission to get out of their seats.
7. Students should bring books, papers, and pencils, to ISS.
8. If a student misbehaves in ISS he will be automatically suspended at home for the remainder of the assigned time.
9. Each student must copy the rules for ISS and the rules for student behavior from the student handbook. Students must sign these rules.
10. Co-Op students and those with senior leave must stay the entire day.

Student Assignments in ISS

The ISS supervisor will be given a student schedule with the dates assigned. Immediately upon receiving this schedule, the supervisor will fill out assignment form and place them in appropriate teacher's mailbox. This must be done by the end of 5th period each day. Teachers should return the completed assignment forms to the ISS supervisor by 1st period the following day. Completed work should be returned to teachers' mailboxes daily by the ISS supervisor.

Lunch Schedule 2015-2016

Monday (7 periods)

1st Lunch: 11:37 – 12:12

2nd Lunch: 12:26 – 1:01

Tuesday – Friday (Block days)

1st lunch: 11:16 am – 11:46 am

2nd lunch: 12:46 pm – 1:16 pm

**1st Lunch: AN Rooms 1-11, BN-14, A, B, C, K,
Band, Portables, Gym, Drivers Ed**

**2nd Lunch: BN Hall, AN-SC, CN Hall, D, E, F, G, L,
M, ROTC, Weight Room**

**Parking Spaces – Main Building
2015-2016**

Space #	Assigned To	Space #	Assigned To
00	C Bingham	35	Sargent
0	Perkins	36	Stewart
1	Bortnick	37	
2	Wayne	38	
3	Mayes	39	Sledge
4	Underland	40	Roussell
5	Nance	41	Gainer
6	Nolan	42	Shofner
7	Handicap	43	Hanson
8	Handicap	44	Welch
9	Spaulding	45	Hardison
10	Higdon	46	Coomes
11	Davenport	47	VanArman
12	Woodruff	48	
13	Reneau, Pat	49	Pondillo
14	Kell	50	Sykes
15	Hanna	51	Oring
16	Denton, Krista	52	Sprinkle
17	MacLean	53	Davis, Talithia
18	Davis, Lamar	54	Peck
19	Meachum	55	DEAF ED
20	Morrison	56	DEAF ED
21	Kriesky	57	DEAF ED
22	Baird, Michelle	58	Arman
23	Caudle	59	Limbaugh
24	Ward, R	60	Huff
25	Paris		
26			
27	Riner		
28	Gerhart		
29	Matikke (STARS))		
30	Colbert		
31	Moore (Speech)		
32	STUDENT TEACHER PARKING		
33	STUDENT TEACHER PARKING		
34	STUDENT TEACHER PARKING		

**Parking Spaces – Out Building
2015-2016**

<i>Parking spaces 61-73 located between the Main Building and the Annex, facing C and D.</i>			
Space #	Assigned To	Space #	Assigned To
61	Wood, M	75	Walker
62	Smith, Matt	76	Pelchat
63	Feher	77	Conatser
64	Willmon	78	Rochelle
65	Burnett	79	Tudor
66	Bogan	80	Crowell
67	Layne, Tim	81	EA
68	Beltran		
69	Haley		
70	Williams, S		
71	Couture		
72	M E Smith		
73	Hardy		
74	Messer, Angie		
<i>Parking spaces located between Main Building and Annex, facing L Building</i>			
82	McElroy	88	Ward, D
83	Woodson	89	Bingham, S
84	Suitt	90	Goodrich
85	Phimmasene	91	G. Smith
86	Bess		
87	Wrenn		
<i>Parking spaces located between K and M Building</i>			
92	Theiring	98	Dobbs
93	Jones, K.	99	Everett
94	Voss	100	L Holman
95	Wells	101	Edging
96	Field	102	Staats
97	Shirley		
<i>Parking spaces located in front of the Gym</i>			
103	Pick	107	Crossley
104	Aymett	108	Horton
105	Schwartz	109	Layne, C
106	Coffman, R	110	Williams, B
<i>Parking spaces located behind the Cafeteria</i>			
111	Phillips	116	Bontrager
112	Johnson, J.	117	Radabaugh
113	Hunter	118	Hale - Band
114	Cron	119	
115	Brown	120	Biggs
	Cafeteria 191-203		

**Parking Spaces – Annex
2015-2016**

Space #	Assigned To	Space #	Assigned To
121	Sides	140	Ramey
122	Reneau	141	Tomlinson
123	Clifton	142	Crigger
124	Truax	143	Adams
125	Newberry	144	Glidden
126	Woods	145	McGhee
127	Spurlock	146	Reed
128	Miller	147	Goodpaster
129	McDowell	148	Richardson
130	Nelson, T	149	Hiett
131	Kennedy	150	Jacobs
132	B. Smith	151	Love
133	Gilbert	152	Fuentes
134	Honea	153	Duncan
135	Jones, B	154	Nave
136	Bowman	155	Hensley
137	Lanier	156	Butler
138	DEAF ED VAN		
139	Sheehan		

Parking spaces facing the end of CN Science Hall (Annex)

157	Rivas	162	Wyant
158	Hall, M	163	Barnes, S
159	Hurt	164	York
160	Jenkins	165	Hargrove
161	Vaden	166	Nelson, M
		167	Lashuay
		168	Jones, A

Parking spaces in front and on the side of Portables 9 and 11 (Baseball Field)

Reserved	Aydelott	Reserved	McClanahan
Reserved	Lee	Reserved	
Reserved	Messer, B	Reserved	
Reserved	Dozier	Reserved	
Reserved	Baird	Reserved	

Policies/Procedures—Riverdale High School

Accounting System for School Monies

School monies are all monies which are collected, received, or disbursed by pupils or teachers for any purpose that is identified in any way with the school. School monies are:

1. Monies received and disbursed for activities of school organizations.
2. Monies received and disbursed in connection with textbooks and property damage.
3. Monies received for locker lease.
4. Monies received and disbursed for materials, activities and programs in conjunction with the instructional program of the school.

Teachers who receive money from pupils for library, locker lease (**unless the amount is \$3 or less**), or lost textbook fees are required to receipt this money. Receipts are furnished by the school. Receipts are kept so that the teacher has a record of who paid the money, the purpose for which it was paid and the date of the payment.

Receipt books will be turned in to the bookkeeper at the end of the year to be balanced, and to verify that monies have been deposited on the same day they were collected.

In the cases of club and class monies, a student treasurer may be appointed to collect and issue receipts, deposits, and withdrawals. This student should be supervised by the sponsor who will have the ultimate responsibility for the funds. An account for depositing and withdrawing money will be established with the school bookkeeper.

Attendance: Student

In an effort to allow all students to succeed and to not lose credit for a class, a method to make up absences is as follows:

Attendance Regulations (9-12): Out-of-school suspension days will be considered unexcused absences. Students in in-school suspension are counted present in the same manner as students who attend regular classes. A student must be present for more than one half of the class to be counted present.

Attendance: Teacher

You are to be at school by **7:30 a.m.** each day. Teachers, be in your classroom by **7:45 a.m.** The first bell rings at **7:45 a.m.** and the first period tardy bell at **7:51 a.m.** Dismissal for teachers is at **3:00 p.m.**

All personal appointments should be scheduled after school hours. When you are not in attendance a substitute should be secured. **Please let Advantage know the kind of day you are taking.**

When it is necessary to have a substitute, the following procedure is followed:

1. Leave on your desk (or make available to the substitute) a roll book, lesson plans, and copy of textbook(s) needed.
2. Upon your return to work, please complete a copy of the Leave of Absence form and return to Mrs. Underland. **Forms to request sick, personal and/or professional leave are the same forms. If you are absent without a sub, you will need to fill out a purple form. They are in the secretary's office.**

Teachers must arrange for their own substitute by accessing advantage.subfinderonline.com

When taking professional leave (P1), prior approval must be obtained from Mr. Nolan. The Leave of Absence form may then be completed with the reason for the professional leave stated on the form under "comments" and given to Mrs. Underland. Professional leave must be taken before April 1, 2014. Notify Mr. Nolan if you are going to be absent – Leave a message at Ext. 23501.

NOTE: Since our full attention must be directed toward teaching and job responsibilities, children should not be brought to work.

Classroom Care

Teachers are expected to keep their classrooms neat and attractive. **Do not allow students to eat or drink in the department, classroom, or hallways, and absolutely NO parties at anytime.** At the end of each day have pupils remove paper from desks and leave the desks and chairs neatly arranged.

Faculty Meetings

Faculty meetings will be scheduled on Mondays at 3:00 p.m. as needed. Make-up faculty meetings will be held the following morning at 7:30 a.m. All teachers are expected to attend the faculty meetings. If it becomes necessary for a teacher to be absent, prior arrangement must be made with the principal. There will be at least one departmental meeting at 7:15 a.m. on the second Monday of each month.

Department Heads

Athletics	Barry Messer
Business/Career & Technical Education.....	Tiffany Phillips
English	Suzanne Woods
Fine Arts.....	Mike Aymett
Foreign Language	Angelina Hensley
Guidance	Debbie Gainer
Mathematics.....	Tammy Caudle
Physical Ed/Driver Ed.....	Rickey Field
ROTC.....	Schwartz
Science	John Vaden
Social Studies.....	Brent Bogan
Special Education.....	Angela Messer

Department Head Duties

1. To assist the principal through advice and counsel in matters that concern your department.
2. To conduct monthly department meetings at 7:15 a.m. on the second Monday of each month.
3. To be an active member of the Curriculum Committee.
4. To evaluate the strengths and weaknesses of your program and make recommendations of ways to improve the department.
5. Responsible for an accurate inventory of textbooks, supplies, and equipment.
6. To insure that a current curriculum guide for each course is available for each teacher in the department and that state guidelines are followed.
7. To update the syllabus each year.
8. Accounting of monies spent by the department.
9. To assist new teachers within the department.
10. Inform Mrs. Pondillo (yearbook) about good things going on in the department.
11. To develop and submit a budget for department expenditures to Mr. Nolan.
12. To notify the administration when a teacher is absent and a substitute has not arrived.

Depositing Funds Procedure

1. **No student is allowed to make a deposit.** Bring the currency, coins, and checks to Mrs. Jaimie Reneau (Annex) in an envelope or bag along with a completed collection log and yellow copy of receipt. Funds should be **deposited on the same day** they are received. For all money deposited, PLEASE be sure the collection log is completely filled out and totaled.
2. Coins should be rolled before making deposits with the cashier when coins equal the following quantities: (*Coin wrappers may be obtained in the cashier's office.*)

\$10.00 – Quarters

\$2.00 – Nickels

\$5.00 – Dimes

\$.50 – Pennies

Rubber band currency as follows:

One dollar bills in groups of \$25.00

Five dollar bills in groups of \$100.00

Ten dollar bills in groups of \$250.00

Twenty dollar bills in groups of \$500.00

- Write teacher's name on all checks. No checks will be accepted for deposit if they are over 90 days old because they are stale dated.
3. Send deposits to Mrs. Jamie Reneau as early in the day as possible. Funds received after Mrs. Reneau has prepared the bank deposit will be locked overnight and processed the next school day.
 4. After the deposit has been counted and verified by Mrs. Reneau, the duplicate copy of the collection log will be initialed, attached to a receipt and returned to you through school mail.
 5. The bookkeeping office cannot accept payments directly from students. Money must be collected and receipted by teachers. Receipt books will be collected at the end of each school year for audit.
 6. A monthly statement of accounts will be prepared for each department by the bookkeeper showing all receipts for the previous month. You may use this statement to verify that all deposits have been properly recorded.
 7. Collection log forms are available in the bookkeeper's office.

Discipline in the Classroom/Steps to Improve

- Examine a school that has good discipline and you will usually find the faculty working as a team in this endeavor. Every teacher must be a strong disciplinarian and be fair, firm, and professional in their relationships with students.
- Teachers are urged to be energetic and forceful in curbing behavior problems. The teacher is responsible for the discipline in his room. Each teacher will establish their own classroom rules and expectations (consistent with school rules). Consequences should be expected within the classroom when violations occur. Students should be made aware of these rules and actions in the beginning of the school year and they must be posted in the classroom as a reminder throughout the year.
- A log of disciplinary action must be kept by the teacher on each violation, and the student should be sent to the assistant principal **ONLY** after repeated infractions of classroom rules. Attach a copy of the disciplinary log to the first pink slip that is sent to an assistant principal for an infraction of classroom rules. A copy of the disciplinary log must be turned in to the assistant principals at the end of the year.
- We do not tolerate disrespect for the school, its faculty, or its property. We expect any violation of this policy to be reported to the office immediately. **Student control is the responsibility of every faculty member. When teachers observe any violation of school policy, they should correct the student immediately.** Incidences that are serious in nature should be referred to the office for appropriate action.
- Any problem that you refer to the administration will be considered of such a nature that immediate action will be taken. In **serious** cases of student misconduct, the teacher should bring the student to the assistant principal immediately. Ask another teacher to watch the class. Never ask a student to leave the room without instructing him to go directly to the office. The teacher should call the office and inform the administration that a student is being sent. In all cases, the teacher must come to the office at the earliest convenient time to confer with the student and the assistant principal.

Steps to Improve Classroom Discipline:

1. Handling discipline takes time, planning, and commitment.
2. Go over the student handbook with all students at the beginning of the school year. Remind students that all of these rules apply in the classrooms as well as anywhere on the school campus or school activities.
3. Develop your own set of classroom rules (no more than 4 or 5). Write, post, teach, and review your rules from the beginning of the year.
4. Be consistent and persistent. Enforce rules at all times.

5. Keep a current disciplinary log of all infractions and action taken (one student per page).
6. Confront problems immediately when they occur. Don't ignore them.
7. Be well prepared.
8. Most discipline issues are handled in the classroom; referrals to administrators are kept to a minimum.
9. Provide positive incentives for students and reinforce positive behavior.
10. Focus on the inappropriate behavior and not on the student's personality.
11. When infractions occur, the following suggestions could be helpful:
 - a) eye contact
 - b) body language/physical proximity to student
 - c) verbal correction
 - d) student conference
 - e) teacher detention (be sure to give written notice)
 - f) contact parents
 - g) develop a contract with the student
 - h) seating arrangements

Exam Exemptions

Guidelines for Final Exam Exemptions			
Full-Year Class		One-Semester Class	
8 – absences	A - average	4 – absences	A - average
6 – absences	B – average	3 – absences	B – average
4 – absences	C – average	2 – absences	C – average
2 – absences	D – average	1 – absence	D – average

Fundraising (Accounting and Procedures)

Teachers must submit a Request for Fundraising Activity form to Ms. Spaulding for approval, (see procedures below), and obtain a signed Purchase Order form **prior** to ordering. Make sure tax is added to cost of item (including candy purchased from Sam's Club for fundraisers).

Numbered tickets must be sold at all events where cash monies are collected as admission no matter how small the event—including all ballgames, chorus programs, out-of-class fundraisers, and school events. Ticket sales should be reconciled at the time of the event and require signature of the ticket sellers, the person in charge of ticket sales, and the principal. Ticket reconciliation forms are available in the bookkeeper's office.

1. The sponsor is responsible for all funds collected.
2. All monies collected must be turned in the day it is collected. (Roll coins as desired on following page.)
3. All products must be logged to the student.
5. Receipts must be written to individual students.
6. Money that is lost or stolen is the responsibility of the student and/or sponsor.
7. The product log and receipt book will be turned in to the bookkeeper.
8. Students must sign for any product that is in their possession.
9. Following the fundraiser, a Fundraising Follow-up form must be submitted to the bookkeeper.

Grading Procedure for Absences

All excused absences must be cleared with the session room teacher and make-up work must be completed with the classroom teacher within five (5) school days after a student returns to school. The time to complete this work may be lengthened at the teacher's discretion.

The student is responsible for having each of his or her teachers sign the excused absence, for asking for make-up work, and for keeping the signed excuse until the end of the year.

Guidelines for Teachers

- Teachers should conduct themselves in a professional manner at all times.
- Know, teach and enforce the student agenda/handbook.
- Be familiar with the emergency action plan and prepare students for each situation.
- Do not allow students out of class unless absolutely necessary. Then follow the procedure from the student handbook.
- Be a good role model for your students. Lead by example (attendance, attitude, dress and respect for others).

Inventory

Inventory is a very important concern of the Rutherford County Government. In order for that concern to be addressed at Riverdale High School every teacher must be willing to be fully accountable for equipment assigned to them. This accountability process begins and ends with teachers. It is of the utmost importance for teachers to keep up with school equipment. The inability to do so could result in serious disciplinary action.

1. Inventory will be taken at the beginning of the school year. The purpose of these inventories is to properly account for the equipment assigned to your classroom. If any item or items come up missing during any inventory, a report must be taken immediately, filled out and turned in to Mr. Nance.
2. Teachers are required to keep and updated inventory list for their classroom. A copy of this inventory list should also be given to the Department Head. The department head will be responsible for keeping records for all inventory items in their department. A copy of these records will be turned in to Mr. Nance after each inventory is taken.
3. Equipment that is brought into the school by the county (tagged items) must be checked in by Mr. Nance or the Technology Coordinator. The teacher must sign for this equipment when it enters the classroom. A copy of your new inventory with your signature will be kept in your inventory file.
4. Whenever equipment is transferred from your room for repair, surplus, or transfer, you will not be released from your responsibility unless the proper form is completed. Teachers must have permission to move equipment from Mr. Nance or the technology coordinator.
5. When teachers move from one room to another, they must sign inventory forms to release them from responsibility for the equipment in their previous room and to assign responsibility for the equipment in their new room. If a teacher moves equipment from one room to another they must fill out a **Transfer Form**.
6. Equipment that is located in your room that needs to be surplus should be turned into the Department Head. A list of all surplus equipment will be completed and turned in to Mr. Nance by the Department Head. The Department Head must sign to release them from responsibility for the surplus equipment turned in to Mr. Nance. This equipment **absolutely must not** be disposed of without written permission from Mr. Nance.

Purchasing Goods and Services Procedure

1. Purchase requisitions/purchase orders for expenditures can be done one of two ways. You may email Mrs. Mayes (bookkeeper) with "P.O" in the SUBJECT line, or come to the bookkeeper's office and fill out the Purchase Order. When completing this form, list the vendors name and department to be charged for the purchase, and a full description of items to be purchased, including price. If the exact cost cannot be determined, list an approximate cost. If the vendor requires prepayment, note that on the requisition form.
2. The purchase requisition/purchase order form will then be verified to ensure proper funds are in your account. A Purchase Order number will be issued, (they are now pre-numbered), approved by the principal and put in your box. The original copy of the purchase order will be sent to you and should be given to the vendor when the purchase is made. If the purchase is made by phone, be sure to give the purchase order number to the vendor.
3. Do not make any purchases without first obtaining an approved purchase order. If an emergency situation arises and it becomes necessary to make a purchase when the bookkeeping office is closed (Ex: equipment breaks on a weekend and repair cannot wait until Monday) notify the bookkeeper as soon as possible.
4. When an order is received from the vendor, it is usually accompanied by an **invoice and/or packing slip. Please note on these receiving papers whether or not the order was received complete and forward the papers to the bookkeeping office immediately.**
5. Invoices received through the mail should go directly to the bookkeeping office, not to individual teachers.
6. The bookkeeper will compare receiving papers and invoices with the original purchase order to verify accuracy of quantity and prices, and the invoice will then be paid. Please remember to bring packing slips to the bookkeeper when merchandise is received.
7. Each department will receive a monthly statement of accounts showing all invoices paid during the previous month. You may use this monthly statement to verify that all payments have been accurately recorded.
8. Never pay for purchases with cash received for fees, fund raising, etc. Deposit all funds received and requisition all purchases.
9. The bookkeeper may no longer be allowed to issue a tax exempt form for anything except instruction materials or equipment (hotel, food, etc.)

School Affairs: Teacher Attendance

Teachers are expected to attend school activities. As parents, students, and teachers work together our school will be improved and strengthened.

Your attendance at various school events is indicative of your interest in the entire school program. The student body appreciates the interest and support of the faculty at these special events and activities.

Session Room and Classroom Responsibilities

1. **Session Room and First Period:** This is an important part of the school day. ALL teachers are expected to keep students quiet during the moment of silence and announcements. When announcements are unclear, it is the session room teacher's responsibility to find out what they were and relay to the students. If a student is absent, an index card must be filled out **by you**. **You are not to use a pupil for this function. Send index cards, at the beginning of first period (by 8:15 a.m.), to the attendance office.** Students who are late to school must sign in through the attendance office or the annex office and receive a white or yellow admission slip in order to enter class. Teachers should tear this slip in half and keep for records. Student retains top half (yellow unexcused; white—excused). **DO NOT** allow a student to enter first period without an admission slip. If a student is absent or tardy to the 6:50 a.m. class, fill out the appropriate form and turn in to the attendance office. In case of absence, we request a note from the parent when the student returns to school. This note is to be delivered to the attendance office where it will be duly processed according to the various categories listed. **The session room teacher must check the stamped note from the attendance office before issuing admission slips for excused absences when the student returns to school after the absence.** The stamped notes must be kept on file by the session room teacher. **All admission slips must be written in ink.** This will be done during regular session room time. Students who have unexcused absences will not need a permit of any kind.
2. **Class Periods:** Pink slips should be written for tardies which occurs 2nd through 7th periods. **(A student is considered tardy only if they are not in the room when the bell stops ringing.)** Fill out the Daily Attendance form and turn in to the front office during the sixth period. Please have a written explanation of the daily attendance procedure form for your substitute. An absentee list will be hand delivered to each teacher. All students' names that were reported absent will appear on the list.

Special Programs or Assemblies

Teachers will seat themselves with their session room at assigned areas. You should supervise the class that you sponsor at pep rallies. We believe that good order is essential at all assembly programs. This responsibility belongs to all of us. You should discuss this matter with your session rooms.

Suspensions

Suspensions are indicated on the absentee report. Teachers should check this daily. Suspended students will be given the opportunity for making up work missed while suspended. The students will receive 100% credit on make up assignment due to out of school suspension. The suspended student is responsible for asking for his/her work. Students who have been suspended at any time during the year are not eligible for exam exemptions.

In-School Suspension (ISS) has been established as an opportunity for students to be disciplined and remain in school.

Work completed in ISS must be credited to student's grade. Teachers must check their mailboxes after school each day for ISS assignment sheets. **These must be filled out and placed in the ISS box by 1st period the following day. The ISS Supervisor will return completed work to the appropriate teacher's mailbox.** As much as possible, assignments made in ISS should be meaningful and appropriate for student-directed learning.

Students who have been in ISS are not eligible for exam exemptions.

Textbooks

Under the textbook law, free textbooks will be furnished to all high school students. Some time after school begins; these books will be assigned to individual students. When the textbooks are assigned, the teacher will make a composite list for class. Department heads will have an accumulation form to be turned in to Mr. Nance at the end of the year.

School Improvement Committee

1. Bess, David
2. Bingham, Steve
3. Bogan, Brent
4. Bowman, Tyler
5. Coffman, Ashley
6. Crigger, Ryan
7. Davenport, Pam
8. Gainer, Debbie
9. Hanson, Brandon (Data Coordinator)
10. Hargrove, Hilary
11. Holman, Lucas
12. Johnson, Justin
13. Jones, Amanda
14. Kell, Penny
15. Nance, Ryan
16. Nolan, Tom
17. Peck, Caron
18. Perkins, Carrie
19. Sides, Judy
20. Smith, Matt
21. Spaulding, Chelsea
22. Sprinkle, Jennifer
23. Stewart, Nancy – Chair
24. Ward, Rhonda
25. Wayne, Stephen

School Leadership Team

2015-2016

Administrators:

Tom Nolan
Chelsea Spaulding
Ryan Nance
Stephen Wayne
Judy Sides

Members:

Aymett, Mike
Baird, Michelle
Bogan, Brent
Caudle, Tammy
Davenport, Pam
Denton, Krista
Field, Rickey
Gainer, Debbie
Gerhart, Anna Grace
Hanson, Brandon
Hargrove, Hilary
Hensley, Angelina
Huff, Caroline
Meacham, Debbie
Messer, Angela
Messer, Barry
Phillips, Tiffany
Shofner, Bentley
Stewart, Nancy
VanArman, Meredith
Woods, Suzanne

School Vehicles

Riverdale High School owns four vehicles: one big bus and three minibuses. These vehicles may be requisitioned for use by any class or organization for field trip use. Any teacher planning to use these vehicles should schedule their use well in advance of the actual event.

MINI-BUSES MUST HAVE AT LEAST A CDL CLASS C License. The mini-buses must be requisitioned and scheduled for use through Jennifer Underland. BECAUSE OF A LIMITED NUMBER OF VEHICLES AND THE MULTIPLE USE OF SAME, **ALL KEYS MUST BE RETURNED TO MRS.UNDERLAND UPON YOUR IMMEDIATE RETURN TO SCHOOL.**

NOTE: Anyone abusing any school vehicle or not keeping it clean, shall be denied further use.

Please complete the Vehicle Checklist form.

There will be a \$50.00 clean-up fee. Vehicles will be checked daily.

Forms

Frequently used forms included:

- Calendar Request
- Classroom Inventory
- Departmental Textbooks
- Disciplinary Log
- Housekeeping and Grounds
- ISS Assignment Form
- Safety/Hazard Violation Notification
- Session Room Announcement
- Surplus Property Request
- Teacher's Record of County Textbooks
- Vehicle Check List

All forms are located in the Main Office and the Annex Office. If you do not find the needed forms, please ask the secretary.

Technology Forms

- Technology Support Request
- Student Acceptable Use Policy
- Student User Agreement and Parent Permission Form (AUP)
- Teacher Acceptable Use Policy
- Employee Internet Use Agreement
- Release for Electronically Displayed or Produced Student Work and/or Photos
- Computer Lab 1, 2, 3 Checklist
- CPS Reminders and Equipment Checklist

Calendar Request

Turn in to Krista Denton (Library)

Organization _____ Date(s) requested _____

Time: begin _____ end _____ Area(s) to reserve _____

OK auditorium with Mary E Smith _____ OK gym with Rickey Field or Kevin Woodson _____ -

Comments _____

Teacher making request _____ Date submitted _____

Approved _____ **Not Approved** _____

Calendar Request

Turn in to Krista Denton (Library)

Organization _____ Date(s) requested _____

Time: begin _____ end _____ Area(s) to reserve _____

OK auditorium with Mary E Smith _____ OK gym with Rickey Field or Kevin Woodson _____

Comments _____

Teacher making request _____ Date submitted _____

Approved _____ **Not Approved** _____

Classroom Inventory Form

New County Installed Equipment

Teachers must fill out this form when anyone from the county technology dept. or the Riverdale technology coordinator installs any new equipment in your classroom.

County Tag#	Room#	Date Installed	Description	Recipient Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Transfer of Inventoried Equipment

Teachers must fill out this form when transferring equipment from one classroom to another or from a classroom to the technology coordinator.

County Tag#	From Room#	To Room#	Transfer Date	Recipient Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ATTENTION: DEPARTMENT HEADS

RE: DEPARTMENTAL TEXTBOOKS

Please state the location of the textbooks which belong to your department and the number in your department but not issued:

Location: _____

Number not issued: _____

Attach this sheet to your "Teacher's Record of County Textbooks" forms at the end of the year and return to Mr. Nance along with other textbook forms.

Thank you!

Disciplinary Log

One student per page

Student's Name _____ **Grade** _____

Teacher's Name _____

Date _____ Time _____

Incident: _____

Disciplinary Action Taken: _____

Date _____ Time _____

Incident: _____

Disciplinary Action Taken: _____

Date _____ Time _____

Incident: _____

Disciplinary Action Taken: _____

TO: All Faculty

FROM: Ryan Nance

DATE: _____

RE: HOUSEKEEPING AND GROUNDS

Please use this form to inform me of any problems that you notice with the maintenance of the buildings or grounds. You may also email the problem to me.

Name: _____

Area: _____

Problem: _____

ISS Assignment Form

Teacher _____ Subject _____

Student's Name _____ Grade _____

Dates Assigned _____

Day 1:

Day 2:

Day 3:

Day 4:

Day 5:

Surplus Property Request

Riverdale High School requests the following items be declared surplus by the Board of Education.

Principal_____ Date_____

Include a value only when per item surplus value exceeds \$250. All items not valued will be considered worth less than \$250.

<u>Item Number</u>	<u>Description</u>	<u>Inventory Tag#</u>	<u>Value</u>
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Confirmation: _____ Date _____
Board Chairman _____, Superintendent _____

**Safety Hazard/Violation Notification
Riverdale High School**

Area of school property in which safety hazard is located: _____

Describe fully the safety hazard being reported: _____

Recommendation for elimination of above safety hazard: _____

Date: _____

Signature _____ Job Title _____

Please return this completed form if a safety hazard is believed to exist on the campus of
Riverdale High School to Mr. Ryan Nance, Assistant Principal, as soon as possible.

Session Room Announcement Form (RTN)

Date: _____

Teacher: _____

Club or Organization: _____

How many days to be announced: _____

Announcement:

Teacher: _____
(Signature)

Vehicle Checklist

Please return this form and keys and gas cards (if used) immediately to Mrs. Underland upon your return.

Teacher's Name _____

Date of Use _____

Account to be charged: Name/Number _____

Vehicle Used:

Bus 1 (Navajo) _____

Apache _____

Cherokee _____

Big Bus _____

Please check each of the items before you leave the vehicle in the school parking lot.

1. Fuel level upon return _____ **(Please leave all vehicles with a full tank of fuel. If late upon your return, then this must be taken care of first thing the next school day.)**
2. Did you check the oil? _____. If not, please do so! **(This has been a problem in the past so please give us your help in this area.)**
3. **Please indicate any problems below:**

Heat/Air _____ Windshield wipers _____

Turn signals _____ Lights _____

Tires _____ Battery _____

Brakes _____ Windshield reservoir level ____

Other _____

CLEANLINESS: Any abuse of school vehicles will result in an appropriate charge to your account. If vehicle was left dirty before you used it, please notify Mrs. Underland or Mr. Staats.

PLEASE COMPLY WITH THE FOLLOWING RULES:

1. All vehicles must be locked when unattended and the windows closed.

2. All damage and/or accidents incurred during the trip must be reported to Mrs. Underland upon your return. Miller and Loughry Insurance Company here in Murfreesboro (890-9292) is on call 24 hours a day if an accident should occur. (After working hours and on the weekend you will reach a machine that will give you the name and telephone number of the agent on call).
3. **DON'T FORGET!** Return the keys and checklist to Mrs. Underland.

WEATHER INFORMATION

In case of inclement weather (tornado specifically), the portables will report to the following assigned areas.

You will be advised when to move.

P1 and **P2** report to the Auditorium

P3 report to the Library

P4 report to C Hall Lecture Room (main building)

P6-P7-P8 report to the Auditorium

P5 and **P10** report to ROTC Room (in the gym)

P9 and **P11** report to K Bldg hallway

P12 and **P14** report to Annex cafeteria – wait for further instructions.

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Also – in all other buildings – go to the hallway closest to your classroom – as far away from windows as possible. On knees, face lockers and cover head with hands.