

Handbook Assignment

The administration at Sanderson High School has put together one handbook for faculty. This handbook is updated each year and placed on the staff google site for all staff members to have access to it as needed.

The faculty handbook includes general information about the day to day operations of the school including but not limited to bell schedules, administrative team responsibilities, telephone extensions, who to contact, teacher workdays, meeting dates, and instructional time and planning. The handbook includes the mission, vision, and values at the beginning. The handbook clearly outlines expectations for staff such as arrival/departure times, absentee procedures, teacher dress code, required school events and meetings, office hours, and duty coverage responsibilities. Information about money and supplies is included. Teachers also have access to the crisis/emergency management information in the faculty handbook. There are important county policies (social networking, sexual harassment) that are reiterated in the faculty handbook. The SHS grading procedures, grading scales, make-up work policy and intervention plan are clearly outlined for teachers.

The information in the faculty handbook is presented in a user-friendly manner. The content is clearly outlined with headings and subheadings that correspond to a table of contents. The format includes tables as well as information written in paragraph form. The handbook is 46 pages and could be shortened some if blank space between topics was eliminated.

I would not eliminate any of the information in the handbook because I think it is all essential information for staff members to have access to at any given moment. I would add to the handbook the actual duty schedules for before school, lunch, and tardy stations. I would also add a “calendar at a glance” that includes predetermined dates for school events such as dances,

pep rallies, honor roll breakfasts, etc. There are several traditions that are part of the Sanderson High School culture and I think it would be nice to include information about these traditions so new staff members have an awareness of the traditions before they occur.

The vision of Sanderson High School is to prepare students to reach their full potential and lead productive lives in a complex and changing world. The handbook outlines the vision on the third page. I believe that the policies and procedures are in place to help staff members help students to reach their full potential.

I think it would be beneficial for the administration to create a student handbook specific to the policies, procedures, and expectations of Sanderson High School. We currently use the WCPSS Student/Parent Handbook which is not written specific to Sanderson. We go over expectations with students at an assembly during the first week of school but there is no where in writing that students can refer to specific policies, procedures, and expectations. I have heard students say in October that they did not know about a certain policy because they weren't listening at the assembly. If we had this information in a written format, then we could easily hold students accountable.

Overall, the faculty handbook is a beneficial tool to the staff at Sanderson High School.