

## **ABSENCE FROM THE CLASSROOM**

There is an expectation, which you will remain in the classroom when your classes are in session. If you must leave the classroom due to an emergency of some kind, please ask another teacher, aide, secretary, or someone in the office to monitor the class during your absence. If an accident should take place while you are gone and the children are not supervised in some manner, you will be held responsible. **THIS IS IMPORTANT!!**

## **ACCIDENTS**

Be sure to complete an accident report form in case of a student injury in school. A report should be filled out no matter where on the school grounds the injury occurred and it should be completed within 24 hours of the incident.

## **Student Information System**

The PreK-12 staff will be using the administrative software program called JMC. For assistance with the program contact: Annette, Brenda, or Joe or you can call JMC Tech Support @ 1-800-524-8182 or email them at techsupport@jmcinc.com.

## **AFTERNOON MILK (K-3)**

Afternoon milk will be brought to the elementary from the kitchen. Make sure an accurate count is kept of these students participating in the afternoon milk program. This will make it much easier for the kitchen to provide the correct number of cartons each day. The afternoon milk schedule will be developed by the teachers.

## **ALARM SYSTEM**

The security/alarm system is activated. The following schedule is being followed:

	<b><u>During School Year</u></b>
Monday-Friday	6:00 a.m. - 11:00 p.m.
Saturday	Closed
Sunday	Closed
Holidays	Closed

	<b><u>During the Summer</u></b>
Monday-Thursday	7:00 a.m. - 4:50 p.m.
Friday	Closed
Saturday	Closed
Sunday	Closed
Holidays	Closed

If you feel that you need a key to the outside door, you can only be in the building when the alarm system has been disabled or if you have obtained your own personal code to the alarm system. Everyone must enter and exit the building at the High School doors when using the alarm system. Please follow the alarm system schedule.

## **ASSESSMENT OF STUDENT ACHIEVEMENT**

The following assessment tools will be used during the 2016-17 school year to monitor student progress:

- Iowa Assessments
- BRI
- TEIR/FAST
- Running Records
- M-Class
- AIMS Web

## **ATTENDANCE AND TARDIES (MS/HS)**

Please keep accurate attendance records for EACH class period. At the beginning of each class period submit your attendance via Power School. It is important for the parents and the office to have accurate and up-to-date information available!

Teachers need to be consistent with assigning tardies. After a student has received 3 tardies a detention will be assigned by the teacher.

## **ATTENDANCE AND TARDIES (ELEMENTARY)**

Please be accurate on absent and tardy students. A student is considered tardy if they:

- Come to school late but arrive before 10:00 a.m.
- Leave school after 2:00 p.m. but before regular dismissal time

A student is considered absent if they:

- Arrive at school after 10:00 a.m. (1/2 day absent)
- Leave school before 2:00 p.m. (1/2 day absent)
- Leave school before 10:00 a.m. (1 day absent)

Attendance must be entered into the computer between 8:30-9:00 a.m. every morning.

## **BEFORE/AFTER SCHOOL DETENTIONS (MS/HS)**

Detentions are a part of the discipline plan in the West Harrison Community School District. Students may be kept before or after school for 30 minutes. The teacher will be responsible for contacting the parents/guardians for all detentions that have been assigned by them. Teachers are to turn in the pink copy of the detention slip to the principal's office, the yellow copy is for your files and the white copy is the student's copy. Please make a note on the detention slip the date and time that the parent was contacted about the detention.

## **BREAKFAST PROGRAM**

Students will be allowed to purchase breakfast if they choose. Breakfast is served at the following times:

MS/HS - 7:35-8:00

ELEMENTARY - 7:55-8:15

### **CLASS SCHEDULES (ELEMENTARY)**

Many of your content areas and specials have been scheduled for you. Build your individual classroom schedule around this master schedule. Class schedules must be turned into the Principal's office before the first day of school.

### **CLEANLINESS**

The students should have the responsibility of leaving the room in a clean and neat condition before dismissal. This means paper off the floors, desks and chairs arranged neatly. Encourage the students to take pride in the school.

Desks, chairs, and books should be inspected by the teacher regularly for marks, damage, etc. Don't wait until the end of the nine weeks, semester or year to do this.

### **COPIES AND COPY MACHINES**

The school makes copies on black-line masters. Purchase only black-lines masters to be used for copies. If there is a malfunction to any of these machines, contact the office immediately. This will allow repairs to be made as soon as possible.

A Riso Graph machine is available in the elementary teacher's lounge if a staff member needs to make copies on construction paper. If there is a malfunction of this machine, contact the elementary office immediately.

### **DUTIES**

Please see the following duty sheet for your assigned duties. Remember that it is extremely important that you are in your assigned areas to help make the school a safe place. If you can't make it because of a conflict please find a replacement. PLEASE do not make changes unless you submit them in writing to the building principal.

### **EMERGENCY PROCEDURES**

Please post in your classroom procedures for emergencies. Make sure you periodically go over these procedures with your students so that you are prepared.

Teacher must at every quarter or more review emergency procedures with classes for tornado/fire.

In the case of a school lock down, please remember the following:

- We will follow the ALiCE procedures! (This is new)
- The office will attempt to keep everyone apprised of activities via all communication methods (email, intercom, etc)

- Teachers will need to collect student cell phones to ensure safety, and ensure that all communication to the outside goes through proper channels.
- **NO ONE** leaves the classroom. (If someone needs to use the RR, please notify the office.)
- Do not use the phones for outside calls.
- If you have no students at the time of the lockdown, please report to the office to assist as necessary.
- **NO CELL PHONES SHOULD BE USED DURING AN EMERGENCY!!!**

### **FIELD TRIPS**

Approval of all field trips must be obtained from the Principal. Teachers should avoid planning any activities and/or field trips the last week of a grading period.

### **GRADING**

The following grading scale will be used in all classes by all teachers.

A+.....98-100

A.....93-97

A-.....90-92

B+.....87-89

B.....83-86

B-.....80-82

C+.....77-79

C.....73-76

C-.....70-72

D+.....67-69

D.....63-66

D-.....60-62

F.....Below 59

All homework should be graded, entered into the gradebook and returned to the students in a timely manner. Grades should be updated in JMC so parents and students are aware of their grades.

### **FAILING GRADES**

Parents **MUST** be notified by the teacher if a student is receiving a failing grade. Teachers will contact parents at mid-term/quarters and semesters of any student that is has a grade lower than a C-. Document all communication with parents. A student **CANNOT** be failed in a class if the parent has not been notified prior to the end of the grading period. Documentation is required for all failing grades.

### **GRADING SPECIAL EDUCATION PROGRAM**

Teachers will not identify any adaptive programs if the subject is taken in the regular classroom situation. Even when Title I reading or resource assistance is given of a supportive nature.

An asterisk (\*) will be used only to identify subjects taught with special assistance in an approved special education program.

If the special education teacher provides the instruction for a subject area, the special education teacher will give the grade for that subject.

### **HOURS ON DUTY**

Teachers are to be on duty from 7:45 - 3:45. They may leave right after the last bus departs on Fridays and the days just before holidays. If you need to leave prior to 3:30 you will need to fill out a leave request. If this type of situation arises, please let the building Principal know ahead of time.

### **LESSON PLANS**

Lesson plans should be completed and posted on your web page by Monday morning at 8AM for the week. We will discuss as a staff expectations for lesson plans.

### **LIBRARY (ELEMENTARY)**

A student aid or Annette will be available to check in books each morning from 8:00 to 8:30 a.m.

### **LUNCH SCHEDULE**

Please respect the lunch Schedule so that you can maximize the learning time within your classroom. Please **DO NOT** change your lunch time.

### **MUSIC (ELEMENTARY)**

MR. Work is in charge of all music K-12.

### **OFFICE REFERRALS**

Teachers who send a student to the office for disruptive behavior will need to fill out an Office Referral form and turn it into the building Principal or Interventionist. The office referral form has been placed online to be filled out within the hour, so appropriate consequences can be assigned in a timely manner. **A teacher who removes a student from class is responsible for contacting the parent/guardian of that student.** A student that is removed from a classroom for disruptive behavior will NOT return to the classroom that same class period. No sending students to unsupervised areas.

### **PRE-SCHOOL (ELEMENTARY)**

The pre-school program will serve 3 and 4-year-old children. The teacher is Janet Shearer.

### **PHONE/CONTACT LOGS**

Communication with parents is extremely important. Parents should be notified for all detentions and office referrals that are given to students. Parents should also be informed if a student is struggling in your class or is not turning in assignments. Teachers are responsible to keep a log of all parental contacts that are made. Parent Communication Logs will be in Google Docs and shared with the Principal. Please note that contact with parents is encouraged and recommended to promote positive accomplishments of the students.

### **PHONE SYSTEM**

In order to encourage teachers to communicate with parents on a regular basis the following protocol will be followed:

- All teachers will have full access to local and long distance calls from their rooms. The calls are to be for professional or emergency uses only.
- Room phones are to be used by staff members or school personnel only. Teachers need to monitor their own phones. Teachers will be expected to communicate this expectation to their students.
- All student phone calls are to be made either at the elementary office or high school office.
- A monthly phone log will be available for staff and administrative review. Teachers will be able to incorporate this log into their portfolios.
- Messages for staff members during the day will be transferred to voice mail unless it is an emergency.
- Teachers should not be using cell phones during classroom/instructional time, or in the presence of students.
- Respect instructional time. Avoid calling other teachers during the school day.

### **PROGRAMS/TEACHING STRATEGIES**

- Reading Recovery
- Accelerated Reader
- E2T2 (Math)
- mClass
- Silent Sustained Reading
- Credit Recovery
- E2020
- CGI
- AIW
- Think-Alouds
- Read-Alouds
- Differentiated Instruction
- Multiple Intelligence
- Iowa Core Curriculum

### **REQUEST FOR PURCHASE/PURCHASE ORDERS**

All purchases must be filled out using the electronic purchase order system. PLEASE DO NOT ask the office staff to fill them out for you. If you need a refresher course in the electronic system, please contact Joe or review his podcast on how to do this. Plan ahead when filling them out and sending them because the process does take longer than in the past. (An emergency on your part does not constitute an emergency on others.) There will be NO cash purchases. Failure to receive prior approval for purchases can result in the staff member being responsible for the purchase. Purchase orders are not paid until an appropriate invoice has been received. Remember, when collecting money from students a receipt MUST be issued to the student and the money should be turned into the office. DO NOT KEEP THE MONEY IN YOUR CLASSROOM! Invoices and purchase orders will only be paid monthly with board approval.

### **SPECIAL EDUCATION**

The West Harrison School District has made significant progress in complying with the I.D.E.A. act of 1997. The most pressing areas that we must continue to work one are student inclusion in the regular classroom and Least Restrictive Environment (LRE).

It is the responsibility of each teacher who has a special education student in their classroom to implement any modifications described in the student's IEP. The resource teachers will get this information to you. You will be asked to sign a form that states you have read the modifications and understand how they are to be implemented. If you have any question on how to implement a student's IEP modifications, please contact the student's resource teacher.

### **Professional Development**

Professional development is valuable and necessary to improve instruction and student achievement. These activities are important and attendance will be monitored. All staff will be required to attend all professional development activities. Coaches who are on the teaching staff will not be allowed to start practice until professional development is completed for that day.

### **STAFF MEETINGS**

We will be having staff meetings as needed this year. Please make note of these times and do not schedule other activities at this time.

### **STAFF USE OF INSTRUCTIONAL TIME**

Instructional time is very valuable and limited. Over the course of the school year efforts need to be made to maintain the integrity of our instructional time and programs. There should be no "Days Off" from teaching which cut into that small amount of time that we are given. Therefore, if school is in session, instruction should be occurring, regardless of upcoming holidays or school activities. Exceptions may be granted on a case by case basis by the administration.

### **STAFF ATTENDANCE AT ACTIVITIES**

The Board and Administration would like to encourage staff to attend student activities. As such, when a staff member attends an activity, their spouse will be free attendance and their children will need to pay admission to the event. This does not apply to state sanctioned events where passes are not allowed.

### **STAFF USE OF WELLNESS CENTER**

ALL staff and their immediate families (school age children living at home) have free access to the wellness center. All wellness center rules apply, and they must pay for the key card which is \$5.

### **STUDENT GRADES**

Student grades should be updated on a weekly basis on JMC with at least one new grade per week. The parents and students use JMC to monitor their progress and teachers should have grades entered by a time and day that will be agreed upon by the staff. All teachers will need to submit a copy of their classroom grading procedures to the building principal before the first day of school.

Anytime a student drops below a C-, teachers are to notify parents through email/phone call to let them know, and provide feedback to parents of how they can help their student(s). Please be proactive, when making parents aware of their child's grade.

### **STUDENT PASSES (MS/HS)**

A student should have their planner or a written pass from a teacher at all times while in the halls during class time. Students who are in the halls without a pass will be disciplined accordingly.

### **SUBSTITUTE TEACHER FOLDER**

You will be required to have available, in plain sight, a substitute folder that is issued by the office. You will need to add to this folder the necessary information pertinent to your classroom, such as: seating chart, rules & procedures, daily schedule, and other items associated with your classroom.

### **TEACHER ABSENCE-ILLNESS**

Call Brenda (MS/HS), (712)456-2896, or Annette (ELEMENTARY), (712)456-2581 as soon as you can if you are going to need a substitute due to illness (preferably prior to 6:15 AM). If you are too ill to return to school the next day, call the school by 2:00 p.m. This will allow us to ask the existing substitute teacher if they can come for you the next day. If they cannot come the next day it gives us an early start on finding another substitute teacher.

As usual we are starting the school year with a shortage of substitute teachers. The situation may arise where classes will have to double up with one teacher. If you know of anyone who wants to substitute teach please have them contact the office.

### **TEACHER EVALUATION**

Teacher evaluations will be conducted using the same evaluation instrument used last year. A copy of this instrument is found in the master contract.

The state of Iowa has mandated that this evaluation system be implemented as part of the Teacher Quality Program legislation passed by the legislature. This legislation is composed of four main elements. They are: mentoring and induction programs that provide support for beginning teachers, career paths with compensation levels that strengthen Iowa's ability to recruit and retain teachers, professional development designed to directly support best teaching practice, and team-based variable pay that provided additional compensation when student performance improves.

The evaluation system is based on 8 teaching standards and 42 criterion developed by the Iowa State Board of Education. First and second year teachers must demonstrate competency in all the standards and criterion within two years in order to be issued a standard teaching license. Experienced teachers must demonstrate the same competencies over a four year cycle.

The Principal will be conducting walk through evaluations. They are evaluations that will last no longer than 3 to 5 minutes. The purpose of these evaluations is to get a snapshot view of what is going on in the classroom at that time. There will be several of these for each teacher throughout the school year. By the end of the year, teachers and administrators will have a comprehensive picture of the teaching style of each teacher as well as how the teacher interacts with students.

### **TECHNOLOGY**

If you experience any technical difficulties and need assistance please notify Joe McMinamen or Morgan Daniels.

### **TESTING**

Iowa Assessments will be given to grades three through eleven. Mrs. Marshall will be in charge of administering all standardized testing. If you have any questions about the Iowa Assessments tests contact her for further information.

### **WEST HARRISON ASSISTANCE TEAM (W.H.A.T.)**

The West Harrison Assistance Team will continue to be a resource for general education teachers to seek assistance in providing for a student's needs in the classroom. Bre Ann Marshall and/or Jennifer Christiansen will be in charge of the team. The program will provide

several avenues of assistance for a student. It is also an important part of our special education and TAG programs. If a classroom teacher thinks a student needs extra help in some way, the teacher will refer the student to the W.H.A.T. Mrs. Marshall and/or Ms. Christiansen will contact the appropriate staff members and hold a meeting to determine what assistance will be appropriate for the student. This does not automatically mean that the student will receive special education and TAG services. Interventions **MUST** be tried first by the classroom teacher and data collected to determine the effectiveness of the interventions. However, it does start a process that will identify a student who does need help and the strategies that can be tried to help the student.

Do not wait to the last quarter of the school year to refer a student. It does not give the W.H.A.T. team enough time to find programs and develop strategies to help the child or the opportunity to evaluate the success of these strategies. If it is necessary to test and evaluate the child for possible special education services, the A.E.A. consultants will not be able to complete the process before school is out for the summer. If you have any questions, contact Ms. Puffer and/or Jennifer Christiansen or the Principal.

Do not skip the W.H.A.T. process. All referrals will require a team meeting. The composition of the team will be determined by Mrs. Marshall and/or Ms. Christiansen. Parents are automatically a member of the team and must be invited to any meeting that is held.

### **WORKPLACE RULES**

**The establishment of "work rules" directly impacts the climate and culture of the existing staff. The administration will work collaboratively with staff to determine these rules. It is hoped this will promote discussion regarding the rules and will help create set of rules that are fair to all those involved in the school.**

The establishment of "Work Rules" is to help administrators in making decisions based on information and data rather than an arbitrary decision that may have an adverse affect on the work environment within the school. Our purpose is to create a set of guidelines for decisions to be made that will have a positive affect on our staff and school.

### **Staff Workday:**

The Master Contract set the length of the staff workday. Staff members are to be in their room or on assigned duty at 7:45 A.M. and to end their workday at 3:45 P M. Please be punctual in your arrival times. Staff members will be excused from their duties for illness, professional development, personal days and other areas that are covered in the Master Contract.

Should a staff member need to be released during the day they may request the use of personal leave. Staff members can ask their respective principal for time off after 3:30 P.M. to meet their personal needs without the loss of personal leave if it is acceptable by the

principal, however, this time will need to be made up the following day at 7:30 AM. If the principal feels the request by the staff member is reasonable time will be given without the loss of a part of a personal day. If the staff member feels the principal was unfair in their decision the staff member may proceed to the superintendent without prejudice.

**Mandatory Items to Be Reported to the Principal or Superintendent:**

If a staff member faces an impending arrest that may result in court action due to the use of alcohol, drugs or child endangerment, the staff member should notify the principal or superintendent immediately. Staff members should give as much information as possible to the principal or superintendent to determine if the school district can support continued use of the teacher in the school setting. Failure to notify school administration could result in insubordination, suspension or termination by the school district.

The penalties for failing to comply with this request could result in any or all of the following:

1. The staff member may confer with the principal and a determination may be made that would enable the staff member to continue their activities in the school.
2. The staff member could be suspended from 1 to three days depending upon the severity of the infraction.
3. The staff member could be suspended indefinitely with or without pay depending upon the severity of the infraction after the principal confers with the superintendent.
4. A serious violation could be brought before the board for termination.
5. If a staff member is found innocent during a suspension or termination process they will return to their assignment after meeting with the principal and superintendent.

Any staff member who fails to comply with an administrative request during an investigation of a student or other staff member will be subject to the same discipline outlined above. A staff member who knowingly withholds information that could lead to a staff member being proven innocent will be faced the penalties listed above. Examples could be harassment, sexual harassment, or violence toward another staff member in the work place.

**Ethical Conduct:**

All staff members due to the nature of their position, working with children, are expected to display ethical conduct. Ethical conduct may be broadly defined as doing the right thing at the right time regardless of your own personal opinion. If any staff member has any question about a behavior being ethical they should contact an administrator and discuss the issue. If in doubt, ask before you act.

**Dress Code:**

The West Harrison Board and Administration have always held all staff to higher levels of expectations, in terms of dress, as it sets the stage for learning. The district has allowed a

dress down day on Friday, but the expectation is that the dress should still be appropriate. Dress does set the stage for learning and support high expectations.

Appropriate dress includes the following:

1. Jeans may be worn on a dress down day if they are neat and well maintained. No tears or patches. On Friday's and other days deemed appropriate, jeans may be worn only if wearing "West Harrison" apparel.
2. No flip flops are allowed.
3. Sweatshirts should not be worn unless they are West Harrison shirts that display the school logo and name.

Dress down days are not encouraged by the board or administration, but if staff members elect to do so they should use good judgment. The principal will be the individual to determine if dress is appropriate for the day. We should not set higher expectations for our students than we do for the staff.

#### **Absenteeism:**

Chronic absenteeism will be dealt with by the administration. It is the responsibility of each staff member to keep their principal informed of any health issue that may affect their job performance.

If a staff member misses more than three days in a row and has not informed their principal of medical issues they may be required to present a note from their doctor. In cases involving post care, doctors will always present a plan when the person may return to work.

In all cases involving a person's health the administration will keep the information confidential and will not share the information with anyone else unless requested to do so by the employee.

#### **Breach of confidentiality:**

What happens in a school between teachers and students, students and students, students and associates, teachers and associates, administrators and employees should always stay in school. The administration will not tolerate talking that goes on outside of school that questions the character of anyone. School personnel have no authority to spread rumors, untruths or even the truth as they see a particular situation. Our goal is to respect the authority, skill and integrity of all employees of the district. If an employee violates the issue of confidentiality the following will occur:

1. First offense will be a written letter in the employees file and an expect apology to the person offended.
2. Second offense will result with a meeting between the superintendent, the offender and principal. This step may result in an intensive development plan or recommendation for termination by the board.
3. Third offense will be referred to the board for termination.

### **Treatment of Students:**

The West Harrison Board Policy states the board believes children are important, there is a need to develop capable citizens, setting the appropriate stage for learning, education encompasses many aspects of training and learning and to demonstrate all-around growth.

In developing the educational objectives listed above.

Teachers will:

1. Meet the different learning styles of all students.
2. Work on developing new instructional strategies as provided by professional development.
3. Treat students with respect.
4. Set high expectations for all students.
5. Be positive with all students.
6. Create learning environments that enrich the curriculum.

## Duty Assignments will be added.

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Birdsall				
Bryceson				
Crowder				
Daniels				
Fagenbush				
Goodwater				
Heilig				
Johnson				
Kennedy				
Kuhlman				
Long				
Maasen				
N. Melby				
A. Nunez				
K. Nunez				
Nuzum				
Palmero				
Marhshall				
J. Welp				

If you switch with someone, please notify Mr. Matlage in writing so that changes can be made on the Master Schedule.

Being in your assigned locations is extremely important for the safety of the school.

If you need someone to cover your duty, contact a "Floater".

AM Duties start @ 7:45 till 8:00.  
PM Duties start with the bell till Buses Depart.

## **HOMEROOMS 2016-17**

**Seniors- Mrs. Birdsall, Mrs. Fegenbush, Mr. Nunez, Mrs. Marshall**

**Juniors- Mrs. Heilig, Mr. Kennedy, Mr. Nuzum**

**Sophomores- Mr. Daniels, Mr. Welp, Mr. Maasen**

**Freshmen- Mr. Goodwater, Mrs. Long, Mrs. Palmero**

# MS/HS Class Schedule

Period 1	8:00 - 8:47
Period 2	8:50 - 9:37
Period 3	9:40 - 10:27
Period 4	10:30 - 11:17
Period 5	11:20 - 12:07
MS Lunch/ HS Hawktime	12:07 - 12:32
MS Hawktime /HS Lunch	12:36 - 1:01
Period 6	1:04 - 1:51
Period 7	1:54 - 2:41
Period 8	2:44 - 3:31

# MS/HS Class Schedule

## 2:30 Early Dismissal

Period 1	8:00 - 8:39
Period 2	8:42 - 9:21
Period 3	9:24 - 10:03
Period 4	10:03 - 10:45
Period 5	10:48 - 11:27
Period 6	11:30 - 12:09
MS Lunch/HS Hawktime	12:12 - 12:37
MS Hawktime/HS Lunch	12:40 - 1:05
Period 7	1:08 - 1:47
Period 8	1:50 - 2:30

# MS/HS Class Schedule

## 1:30 Early Dismissal

Period 1	8:00 - 8:32
Period 2	8:35 - 9:07
Period 3	9:10 - 9:42
Period 4	9:45 - 10:17
Period 5	10:20 - 11:52
Period 6	10:55 - 11:27
Period 7	11:30 - 12:02
MS Lunch/HS Hawktime	12:05 - 12:30
MS Hawktime /HS Lunch	12:30 - 12:55
Period 8	12:58 - 1:30

# MS/HS Class Schedule

## 2 Hour Late Start

Period 1	10:00-10:32
Period 2	10:35-11:07
Period 3	11:10-11:42
MS Lunch/HS Hawktime	11:45 - 12:10
MS Hawktime /HS Lunch	12:11 - 12:36
Period 4	12:39 - 1:11
Period 5	1:14-1:46
Period 6	1:49 - 2:21
Period 7	2:24 - 2:56
Period 8	2:59 - 3:31