

ABSENCE REPORTING

Absences will be reported each period. SEND ABSENCES IN THE MORNING BY 8:45---then each period as soon as you can. In order to have accurate information and data on absences, each teacher must report their absences. The office and the secretary cannot do their job without accurate information from each room. If you count someone absent or tardy and then the student shows up please call the office and let the secretary know.

ADMINISTRATIVE SUPERVISION

The principal will make visits to your classroom for observation and evaluation purposes. Some of these visits will be announced and some will not, but generally all visits for evaluation purposes will be arranged in advance. Your evaluation as a teacher will be based on formal and informal observations, comments from students and parents, cooperation with other teachers and administrators in relation to the total school program, and other factors that will be discussed in the post-evaluation conference.

ASSEMBLIES

Teachers are to walk with their class to the scheduled assemblies and will be required to help supervise all students at the assembly. Teachers and staff should sit down with their class, in the bleachers during the assembly.

BUILDING FORMS AND REQUESTS

All building forms and requests need to be placed in my mailbox for initial approval. The exception would be for sick leave and the form is filled out after the fact.

BUS REQUESTS

If you need to transport students by bus or van for field trips, etc., or if you need a school vehicle for attending a meeting, please let the Transportation Director know at least five days in advance. All buses/vans will depart from the school at the designated time. Use the appropriate form and fill it out completely.

FAMILY NIGHT

Wednesday night has been designated as "Family Night". All practices and performances are to end prior to 6:30 p.m. There are no 7th and 8th grade practices on Wednesday after 3:30 p.m. If Sunday practices occur they must be optional and they can not be used to determine playing time. We will follow all IGHS AU/IHSAA rules and guidelines.

CLASSROOM RULES

Each teacher will design a list of classroom rules to be enforced in their classroom. These rules should be read and posted for students. A suggestion may be to have the students sign a sheet stating they were given the classroom rules. All student handbook rules are enforced anywhere in the building and at all times by all staff members.

COMMUNITY RELATIONS

All teachers are encouraged to become active in the various community organizations and activities. Your participation in these organizations and activities can be effective tools in

upgrading the image and position of teachers in our community. A suggested organization to be involved in are the local booster clubs. These and other organizations do many things for our students and individual programs.

COMPUTER USE

Teachers will be required to monitor their class while students are using laptops. Pay close attention to what the students are looking at. All technology handbook rules will apply and be enforced. Any problems with technology, contact the technology coordinator or principal immediately.

The mobile labs and lap tops are available for use. The lap tops will need to be checked out and teachers should sign up in advance for class use. Please communicate with each other to avoid request conflicts. Staff should assist in the returning of the lap tops especially at the end of the day.

Remember to never give students your password.

Staff computers are the property of the Exira-EHK School District and should be used for school business only. All lap tops including staff lap tops can be monitored.

CONFIDENTIALITY

Remember, your position requires you to adhere to the confidentiality of students personal files and messages from the office. Make sure you only announce what is necessary and not all facts. Too often, private information about students becomes common knowledge. Remember that student grades and work comments are confidential as well. Do not read grades aloud or post them with names without the student's permission.

CORRESPONDENCE WITH PARENTS

Maintain a copy of all written correspondence and document phone calls and conversations with parents for your records. Communication with parents about concerns, grades, program and curriculum issues is mandatory. Parents need to know how students are doing and can assist you with improving their student's achievement.

COUNSELOR

The counselor's primary duty is to advise students in course selection, career information, and post high school education, as well as listening to and advising students with their problems. If you do not feel comfortable about a discussion on some topic with a student, then refer the student to the counselor. However, each teacher is also an advisor and should assist students whenever possible.

DAILY BULLETIN

The daily bulletin will be read over the intercom at the start of the second period each day. Have all students quiet so they can hear the bulletin. The announcements will be printed and posted at the Central Office. If you desire to have anything announced have it in the office the preceding afternoon, if possible, but at least no later than 8:25 a.m.

All absences and tardiness will be e-mailed to you as a separate and confidential document for staff only (FERPA Regulations)

DISCIPLINE / DETENTIONS

It is expected that each teacher will handle his/her classroom problems at the time in which they occur. If a detention is given for typical classroom violations the detention time can be served with the teacher. Fill out a detention form and make sure the principal gets a copy. Please consult with the principal about discipline problems before they become critical. If a trip to the office becomes necessary, call the office and someone will come and get the student -- don't send the student unsupervised.

Reasons students should earn an office referral:

1. serious misbehavior or school rule infraction
2. behavior escalation in response to correction
3. repeated inappropriate behavior over time

With our character education program, it is the goal to make sure there is zero tolerance with students in talking back to teachers. Students are to address all teachers professionally at all times. Let's work in every area to have the appropriate behavior from our student body. Set the bar high.

We need to utilize every class period as a learning experience. It is okay to give students some down time to catch up and to review but not just to sit around. With goals in achievement scores and the amount of demand on curriculum and learning it is essential that we provide the best education possible.

The best remedy for discipline is a well-planned classroom with little time for boredom. Students that are not busy and engaged will become students with disciplinary problems in your classroom.

Common area expectations from Character Counts are the responsibility of all staff members. These expectations will be posted for student and staff reference. Stay positive in reprimanding and redirecting the behaviors of students.

My Administrative Philosophy: My non-negotiables are;

Do Not

1. Yell at a student
2. Argue with a student
3. Be sarcastic

Remember, good discipline does not just happen. It takes a conscious effort right from the first day of school. The following are some general guidelines you may find useful in maintaining good discipline in your classroom:

1. Be proactive -- not reactive.
2. Set the tone for the class on the first day.
3. If you expect the student to be on time, you should be, too.
4. Make sure the students know what you expect of them.
5. Be friendly, cheerful, firm, professional and easy to approach for every student.
6. Be fair and honest with the students.
7. Get to know the students, and let them get to know you.
8. Positive reinforcement gets better results than negative reinforcement.
9. Have a well-planned lesson every day.
10. Adjusting seating arrangements may solve some discipline problems.
11. If you are experiencing discipline problems, talk to a coworker or feel free to talk to your

principal.

If the punishment for an infraction of the rules is to be a detention, please follow the procedure outlined in the student handbook. The principal will review all detention notices. Before any detention is served, parents must be notified and students will make arrangements. Please turn in all copies of the detention notice to the principal's mailbox as soon as possible. A copy is necessary for the office to assure that all students are treated the same. Remember a consequence is only a consequence. It does not solve the problem.

No group consequences; Do not punish the group for the actions of a few. We will not be able to defend that action with parents.

DRESS AND APPEARANCE

Students and community members judge our profession, to a certain extent, on our appearance. A well dressed, neat appearing teacher will gain more respect from the students. Shorts, jeans, and t-shirts are not acceptable except on casual Fridays. You're a professional and we must look the part. Fridays can be our dress down or spirit day allowing a more casual dress and staff should wear school colors or staff shirts. Staff ID badges should be worn during the work day which will vary some but probably between 7:30am and 4:00pm.

DUTY HOURS

Teachers are expected to be in school by the beginning of the work day established by the staff work day schedule and in the hallway at 8:15. Teachers should be in the classrooms at 8:25 to greet the students Teachers are released at the time established by the work day schedule, with the exception of Fridays when all staff can leave at 3:30. If it becomes necessary for you to leave the building between 7:30 a.m. and 4:00 p.m., you must clear this with the principal before you leave and sign out at the office.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of the total school program. All scheduling of events will be cleared with the principal and AD through the use of the master calendar. It is very important to make the effort to support these activities and attend as many events as possible. Students and community members do notice who attends. It's just another avenue for you to have an influence on a child.

FACULTY MEETINGS

Faculty meetings will be held periodically throughout the school year. If the meeting is held at 7:30 a.m., teachers are released at 3:30. Periodically there will be other faculty meetings scheduled. Please be on time and bring only the appropriate materials.

FIELD TRIPS

Teachers are encouraged to take students outside of the normal box of a classroom. It is vital that teachers make sure there is a meaningful lesson and purpose. Field trip forms are to be given to students to be filled out by teachers in advance. This should be done no later than one week before to allow students ample time to talk to teachers. The student forms will be due and turned into the office no later than 3:30pm the day before the trip. You will be required to fill out a field trip request form for that field trip and turn it in to the principal no later than two weeks prior to the date requested. Teachers are responsible for letting the secretary know

which students will be gone. A Field Trip calendar will be developed and posted in the office to help with scheduling. As soon as you know a date for a trip, let the principal know.

FIRE DRILLS

Fire drills may be held twice per semester. It is important that the following guidelines are used during a fire drill:

1. Do not allow students to carry any objects when departing from the building.
2. Shut all the windows in the room and close the door when leaving.
3. Shut off the lights.
4. Keep you class together and take attendance when you are outside.
5. Have the first student outside the door hold the door for the rest of the students.
6. After leaving the building, students should be taken at least three times the height of the building away from the building.
7. Do not allow students to run when leaving or reentering the building.
8. Students should leave the building from the following exits:

Rooms 1, 2, 3, 4 and consumer science. -- Southeast doors

Rooms 5, 6, 7, 8, 9, PK and K -- Northeast doors to grass area by Faculty Parking

Art Room/ICN/Music Area -- South doors

Gym/Cafeteria -- Main North doors to grass area by Faculty Parking

“The Barn” – Football field

GRADES

All teachers will be expected to have a document procedure for recording grades for each student. The JMC system will be used to record grades. You will need to use this system to enter grades for report cards. Grades are to be entered into JMC at least once per week with a deadline of 3:30 every Monday. This is a critical piece of communication between teachers, students and parents.

Grades are not for everyone to see. Please use discretion when discussing grades of students.

GRADING SYSTEM

The computer grade reporting system will use the following scale:

	A	4.000	A-	3.667
B+	B	3.000	B-	2.667
C+	C	2.000	C-	1.667
D+	D	1.000	D-	0.667

The following grading scale will be used in all classes:

95-100	A	78-82	C
93-94	A-	75-77	C-
91-92	B+	73-74	D+
88-90	B	70-72	D
86-87	B-	68-69	D-
83-85	C+	0-67	F

Once you have given a quarter grade, the above system must be used to report semester grades.

Before a student receives a failing grade for the quarter or semester, be sure that the following procedure has been completed:

1. You have had a personal conference with the student.
2. You have offered special help to the student.
3. You have consulted the counselor.
4. You have consulted the principal.
5. You have informed the parent.

Parents/Guardians do not like surprises about their child's grades. Keep them informed. You can always use a mid quarter report.

REMINDER: Once grades are stored in JMC, you can not make changes from your computer. Report those changes to the office.

HOMEWORK

The district expects homework in all cases to meet the goals and needs of your curriculum. Classes should be planned out and homework assigned that will enhance the students learning and achievement scores. The best environment to work on assignments will probably be in the classroom or supervised study halls. Homework must serve a purpose other than to accumulate points.

ILLNESS

In the event you are unable to attend school due to illness, call the secretary as soon as possible. If you cannot reach the secretary, call the principal so the search for a sub can begin. If you are absent from school due to illness, please call school before 3:00 p.m. to let the secretary know if you think you will be back the next day. This will help in getting substitutes.

Make sure your sub folder has all the necessary information in it and ready to go in the event of your absence. Sub folders will be kept at the office.

In the case where the absence will be covered in house:

1. You can find staff to cover the necessary block, if you choose to.
2. You can tell the principal that someone is needed to cover certain blocks.
3. Keep the principal informed, especially if you found staff to cover the blocks.
4. Have lesson plans, seating charts and special instructions, etc... readily available.
5. Fill out the proper leave request forms.

KEYS

Teachers are issued keys for their own personal use. In the acceptance of these keys, you also accept the responsibility for the rooms that they open. Do not lend your keys to unauthorized persons (including students), nor leave your keys unattended. Keep them on your person or in your presence at all times.

Failure to return keys when employment with the district is over will result in the teacher being charged to re-key all locks for which he/she has keys.

LESSON PLANS

The principal may ask to see and discuss your daily lesson plans and book. Keep these up to date and in sufficient detail to enable a substitute teacher to carry on your class in the event of

your absence. These can be part of the portfolio and artifacts for the district's evaluation system.

LIBRARY

Our Library will be open from 8:15 a.m. until 3:30 p.m. daily. We have a wide variety of books and magazines for teachers to supplement classroom materials. Listed below are a few guidelines to follow when dismissing students to the library. These must be closely adhered to:

1. Each student must have a permission to enter the library.
2. If you take a class to the library, you must accompany them. Please check with the librarian at least one day in advance.
3. Remind students that when they go to the library as individuals or as a class, they must adhere to the library rules which are stated in the student handbook.
4. Teachers and the principal will be notified of any students who have lost library privileges. Students may lose their library privileges and may not be allowed to use the library during the academic day. They may be given permission to use it before school. If a teacher wishes to give them a pass to the library during class time, it will be honored for checking out materials only. They will not be allowed to remain in the library when they are finished.
5. As a general rule, do not send students to the library from your class to do work that can be done in the classroom.

LOCK DOWN DRILL

There may be a lock down drill to practice a situation in which we need to keep students locked up in the building. Have your lock down procedure sheet handy. During the lock down, do not move any desks, tables etc....The authorities will be checking rooms.

MAIL

Each teacher has a mailbox in the faculty lounge. It is the responsibility of the teacher to check and remove materials from it daily. Incoming mail will be put out as early as possible in the morning. Outgoing mail will be taken to the Post Office around 2:00pm of each day. Mail should be in the office prior if you want it to go out that day. Please let the secretary know if your mail must go out that day.

MEDICATION POLICY

Due to liability, school personnel are not to dispense nonprescription/prescription medications to students (i.e. aspirin, Tylenol, etc.).

Any student who is required to take prescribed medication during the regular day should do so in compliance with these regulations:

1. A written order form from the physician with the drug, dose, time interval when the drug is to be taken, and diagnosis or reason the medicine is needed must be completed and given to the school office.
2. The parent or guardian should provide a written request that the school district comply with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacist or physician.
4. Medication brought to school must be brought to the school office for safekeeping until such time as it is needed.

These are guidelines designed by the committee on School Health of the American Academy of Pediatrics. They are safety precautions for the children.

MEETINGS

If you must have a meeting with students before school or during a block, make sure to start on time and end before the first or next period.

MONEY

Absolutely no money should be kept in teacher's rooms or desks that belongs to the school. Anyone responsible for the collection of money should check it in at the office prior to leaving the building. The school cannot be responsible for money left in the teacher's rooms.

ORDERS/REQUISITIONS

In order to purchase any item for your program, you must fill out a requisition form from the office in advance. The principal must sign it as well as the superintendent before any item will be ordered. Once a requisition has been processed, then a PO number will be assigned by the business secretary and the order will be placed.

If there is a reason for a rush order, let the office know. No purchases will be allowed without proper authorization by the offices. If an order is being placed for students (resale items) to purchase the money must be collected in advance. Personal items should not be ordered through the school. Failure to comply with these procedures may result in you paying for the item(s) yourself.

PROFESSIONAL RELATIONSHIPS

A good professional relation with a staff requires all staff members to think of their colleagues as partners in the business of education. Partners may have differences of opinions as to how the job should be done. They may also have personality conflicts that are difficult to resolve. In spite of these differences, they must work together in order to accomplish our goals. If there are problems between staff members over policies and procedures, bring them to the office -- not the teacher's lounge or to the public. Communication is the key in conflict resolution. Discussion about a problem is necessary and good if carried out in the proper place. Discussion of this nature must never take place in the presence of students.

MID-QUARTER REPORTS

At the midpoint of each quarter a Mid quarter Report will be sent home to all parents of students who have a "D" or an "F" in your class, and any other student who will benefit from receiving one. This report will identify how each student's grade was calculated and what the grade is. It will also make suggestions for improvement and/or a recommendation for a parent-teacher conference.

OFFICE

Because of its contents and confidentiality issues, staff and students are to spend as little time in the office as possible. The window should be used by staff, students and parents whenever possible. At no time should students be in the office or by the printer. Best practice would be for staff to ask the secretary for classroom supplies. The secretary then can monitor the

inventory. That can be done by e-mail request, phone request or coming to the window. The administrative office will be a professional work place requiring professionalism at all times.

SALESPERSONS

All salespersons must report to the Central Office, sign in and receive and wear a visitor pass prior to meeting with any staff member. Please inform the sales reps of this procedure in advance.

Teachers will not be allowed to visit with salespersons unless it is during their prep period or unless they have special permission from the principal. Please advise any sales representative that calls on you of this policy.

School employees shall not visit with, nor discuss business matters of a personal nature with, any business representative during normal school hours except by special permission from the principal or superintendent.

SCHOOL CANCELLATIONS

School cancellations will be reported on local radio stations. In addition to this, we will also use the School Notification System to notify school employees. In the event of an early dismissal or a late start due to weather, all activities and practices will be canceled.

SPECIAL EDUCATION USAGE

With the number of students in the special education program and the number of students that must have assignments/tests read to them, it is mandatory that all teachers plan ahead and let the special education department know in advance when a test or large assignment is coming up. The goal for every student in the special education program is to be in the regular classroom as much as they can. Students in the special education program should only be expected to be in the resource room for goal work and when direct instruction and assistance is possible.

SUPPLIES FOR THE CLASSROOM

General supplies needed, such as paper clips, pens, etc., may be obtained from the office. Best practice would be to request those supplies from the secretary. Inventory can be maintained that way instead of helping yourself. Supplies that must be purchased must be approved through the principal and a requisition must be filled out. The school will not assume any liability for purchases made without authorization. It is expected that most supplies that you will need for your classroom will be requisitioned in the spring. The supplies kept in the office are mainly for staff and items such as pencils will not be given to students.

STUDENT ABSENCES AND TARDINESS

Each teacher should make sure a student who has been absent has been given assignments to be made up. The student has two school days for each excused day absent to complete these assignments. Admit slips will be required of all students when they return to school. Students who arrive late for class or study hall must have a note with a signature from the office or another teacher stating why they were late. If you hold a student overtime for any reason, please give him/her a pass to the next class. Students with an unexcused absence/tardy will lose 5 points and will not have an opportunity to make up the points. An e-mail will be sent out daily of the students whose absence/tardy is unexcused

STUDY HALL RULES

1. Study hall is to be a quiet area where students can study.
2. Allowing certain items in study hall will be left up to the teacher and principal.
3. The study hall teacher may grant permission to students to talk quietly or work together. Talking must be done quietly and kept to a minimum.
4. If it is necessary for a student to use the restroom, the student must obtain permission from the study hall teacher. Do not let more than one student out of study hall for this purpose at the same time. Do not let students abuse this privilege.
5. Develop a seating chart right away and require students to be seated when you take attendance. Students are to remain in their assigned seats unless granted permission to move.
6. The use of lap tops to simply play games or listen to music should be monitored.

NOTE: Study hall teachers need to establish their expectations of students in study hall right away the first time you meet with them. Remember the operative word in study hall is study.

SUPERVISION ON EXTRACURRICULAR ACTIVITIES

If you are supervising students in the building either before or after school, it is your responsibility to make sure the students are where they are supposed to be and to make sure they are using only the equipment they are supposed to be using. Do not leave the building before the last student under your supervision has left. Make sure the building is locked when you leave -- double check! No students will be allowed to be in the weight room unless they are directly being supervised.

SUPERVISORY DUTY

All teachers are expected to be on supervisory duty at all times during the school day. Every teacher will be expected to be in the hall and close to their classroom between classes and before school from 8:15am until the warning bell at 8:25. Staff should be in their room or doorway at 8:25 to greet the students. Staff visibility is crucial in curbing misbehavior and rewarding positive behavior.

TEACHER'S LOUNGE

The teacher's lounge is provided as a place to work or relax during your prep period or your free time. Often after taking a short break, you will feel more relaxed and ready to proceed with the rest of the day. Conversation with other staff members is a means of sharing ideas and seeking help in solving difficulties. But remember, keep it positive. Students are not to be in the teacher's lounge. The door should remain shut at all times.

TELEPHONES

The school telephones are intended for school business only. Teachers will not be paged during class to receive telephone calls except in the case of an emergency. Please make liberal use of the phone system to keep track of "lost" students. Report any missing students immediately to the office.

Cell phone use should be limited to calls related to the job and not personal during work hours unless absolutely necessary.

TORNADO DRILLS

In the event of severe weather or a tornado drill the students/teachers are to report to the

following areas:

Rooms 1, 2, 3, 4, Music and Consumer Science -- use the Music Room with the overflow in south corridor along walls.

Rooms 5, 6, 7, 8, 9, PK and K -- Girls in girls rest room in the upper hall, boys in boys rest room in the upper hall. The overflow will use the north corridor along the walls.

Cafeteria -- Remain in room and go to NW corner by the stage.

Gym -- Use the boys and girls rest rooms in the commons.

The Barn, Art Room and ICN – girls use the girls locker room and boys use the boys locker room.

NOTE: Close all windows, shades, drapes and blinds.
 Close all classroom doors.
 Students should sit in the assigned areas and cover their heads.
 Stay in the assigned area and remain quiet until the “all clear” signal is given.
 Take your flashlight with you. Check to make sure it is in proper working
condition. If you need batteries let a custodian know.

VISITORS

All visitors must report to the office, sign and wear a visitor pass if they are leaving the immediate office area. Staff should pay close attention to people in the building to see if they have a visitor pass on. If they do not, ask them to report to the office or call the office and we will check them out. If you have a visitor coming, let the office know in advance and let the visitor know about stopping at the office.

EXIRA-EHK
MIDDLE SCHOOL
STAFF HANDBOOK

“Do not go where the
path may lead,

Go instead where there
is no path and leave a trail”

revised June 2011