

Page County Middle School

198 Panther Drive
Shenandoah, Virginia 22849

540-652-3400

Fax: 540-652-8308

<https://sites.google.com/pagecounty.k12.va.us/pagecountymiddle/home>



Staff Handbook 2021-2022

Maximizing Student Achievement in a Caring Culture

FOR ADDITIONAL POLICIES, PLEASE REFER TO THE SCHOOL BOARD POLICY
MANUAL LOCATED ON THE PCPS WEBSITE.

This handbook is updated periodically and posted on the PCMS Hyperdoc.
Please review the Staff Handbook periodically for changes.

TABLE OF CONTENTS

<u>ACCIDENT REPORT</u>
<u>ATTENDANCE: STAFF MEMBERS</u>
<u>ATTENDANCE : STUDENTS</u>
<u>BELL SCHEDULES</u>
<u>CAFETERIA RULES</u>
<u>CALENDAR</u>
<u>CLASSROOM EXPECTATIONS</u>
<u>CLASSROOM KEYS</u>
<u>CLINIC PROCEDURES</u>
<u>COMMITTEES: STUDENT STUDY</u>
<u>COMMITTEES: CHILD STUDY</u>
<u>COMMITTEES: OTHER</u>
<u>COMMUNICATION & DEADLINES</u>
<u>CRISIS SITUATIONS & PREPARING FOR A CRISIS</u>
<u>CUMULATIVE FOLDERS/STUDENT FILES</u>
<u>DISCIPLINE: PHILOSOPHY</u>
<u>DISCIPLINE</u>
<u>DISCIPLINE: REFERRALS</u>
<u>DISCIPLINE: SUSPENSIONS</u>
<u>DRESS GUIDELINES</u>
<u>DUPLICATION</u>
<u>DUTIES</u>
<u>EVALUATIONS</u>
<u>FIELD TRIPS</u>
<u>FINANCIAL PROCEDURES</u>
<u>FORMS</u>
<u>FUNDRAISING</u>
<u>GRADING</u>
<u>GRADE LEVEL CHAIRPERSONS</u>
<u>HALLS, CLASS CHANGES & LOCKER BREAKS</u>
<u>HOMEWORK POLICY</u>
<u>HONOR CODE</u>
<u>INSTRUCTIONAL ASSISTANTS</u>
<u>LEADERSHIP</u>
<u>LESSON PLANS</u>
<u>LESSON PLANS: EMERGENCY LESSON PLANS</u>
<u>MEETINGS</u>
<u>MENTORS</u>
<u>PANTHER PRIDE PROGRAM</u>
<u>PARENT COMMUNICATIONS</u>
<u>PARENT TEACHER ORGANIZATION (PTO)</u>
<u>PHONE CALLS</u>

PRIME TIME
PROGRESS REPORTS
PROFESSIONAL DEVELOPMENT
PROFESSIONAL STANDARDS
RECERTIFICATION
REPORT CARDS
RESTROOMS
ROOMS
SCHOOL HOURS
SPECIAL EDUCATION
STANDARDS OF LEARNING TESTING
STUDENT TRANSFERS
SUPERVISION
TECHNOLOGY USE
TEXTBOOKS
TOBACCO
VOLUNTEERS
WALKIE TALKIES
WEEKLY MEMO
APPENDIX A
APPENDIX B
APPENDIX C
APPENDIX D

ACCIDENT REPORTS

Student and staff accident reports must be completed the day the accident occurs. If an employee needs medical attention, he or she must select a physician from the list supplied by the PCPS School Board. Workers' Compensation will not pay for medical care given by any physician who is not listed. Please see the bookkeeper or an administrator if you have any questions concerning a Workers' Compensation claim.

ATTENDANCE: STAFF MEMBERS

All staff members must be in the building, prepared, and ready to greet students by 8:00 AM and remain until 3:30 PM. Staff assigned an AM duty should be at PCMS and ready for the assigned duty by 7:45 AM and may leave at 3:15 P.M.

All staff members, including substitutes, will sign in every morning and sign out when they are leaving for the day using the key fob. **This is a requirement for all PCPS employees.**

Students will be dismissed from the cafeteria to their homeroom classrooms beginning at 8:05 AM. All teachers must be in their classrooms or at their assigned duty area to greet, remediate, and monitor students.

Mrs. Leslie Smith, School Secretary, is responsible for calling substitutes. Staff should notify Mrs. Smith as soon as they know they will be absent from school AND enter the absence into Talent Ed. Please do not contact a substitute teacher on your own. Staff may call or text Mrs. Smith at 540-435-9790 up to 9:00 p.m. the night before and after 6 a.m. the day of the absence. Emergency absences should be called in no later than 7:00 a.m. Please do not email emergency requests for substitutes to Mrs. Smith. **Last minute requests for substitutes may not be filled.**

Requests for personal leave must be made five days in advance except in cases of unanticipated emergencies. All full-time employees are granted ten days of sick leave, three of which may be used for personal leave. Employees may accumulate six personal leave days. Please refer to the Page County Public Schools Employee Handbook for more information. (Note: All leave (sick and personal) is noted as Sick Leave for bookkeeping purposes).

Once an employee has exhausted all available leave, the employee may request "leave without pay". **The employee must complete a "Leave Without Pay" form, which must be submitted to, and approved by, the Superintendent.** Please refer to the Page County Public Schools Employee Handbook for more information. However, keep in mind that **"Leave Without Pay" may be considered a breach of contract.**

ATTENDANCE: STUDENTS

Any student arriving after 8:20 a.m. is considered tardy and must report to the office before going to class. If a student comes to class after 8:20 a.m. without a pass, teachers must send the student to the office to obtain a pass.

All bus notes and absentee excuses should be sent by a student to the office no later than 8:40 a.m..

Attendance must be completed within the first 5 minutes of each class. Please be accurate and diligent in taking attendance promptly for every class period. Students must give written excuses to the school secretary so the absence can be documented as excused or unexcused. The attendance coordinator will keep the notes on file until the end of the year. Teachers should not collect written excuses for absences from students.

Please refer to Appendix A for more specific and updated attendance policies.

BELL SCHEDULES

6th Grade	Block 1	Block 2	RTI	Prime Time			Block 3	Block 4
	8:20-9:32	9:36-10:48	10:52-11:32	11:36-11:58	12:01-12:23	12:26-12:48	12:52-2:04	2:08-3:20
	<i>Core 1</i>	<i>Planning</i>	<i>RTI</i>	<i>Prime Time</i>	<i>Lunch</i>	<i>Recess</i>	<i>Core 2</i>	<i>Core 3</i>
7th Grade	Block 1	Block 2	RTI	Prime Time			Block 3	Block 4
	8:20-9:32	9:36-10:48	10:52-11:32	11:36-11:58	12:01-12:23	12:26-12:48	12:52-2:04	2:08-3:20
	<i>Core 1</i>	<i>Core 2</i>	<i>RTI</i>	<i>Recess</i>	<i>Prime Time</i>	<i>Lunch</i>	<i>Core 3</i>	<i>Planning</i>
8th Grade	Block 1	Block 2	RTI	Prime Time			Block 3	Block 4
	8:20-9:32	9:36-10:48	10:52-11:32	11:36-11:58	12:01-12:23	12:26-12:48	12:52-2:04	2:08-3:20
	<i>Core 1</i>	<i>Core 2</i>	<i>RTI</i>	<i>Lunch</i>	<i>Recess</i>	<i>Prime Time</i>	<i>Planning</i>	<i>Core 3</i>

CAFETERIA RULES

In order to maintain an orderly and safe environment during lunchtime for all students, the following rules will be in effect during lunch:

1. Every student should be encouraged to eat at school; either the cafeteria lunch or his/her own packaged lunch.
2. At no time should a child be denied lunch due to lack of funds. Please read the PCPS Policy Manual for more details.
3. Several times throughout the year, teachers should discuss appropriate lunchroom behavior with their classes.
4. Students must arrive and leave the cafeteria on time.
5. Money may never be collected from students and used to buy lunch from an outside source.
6. **Teachers must notify the cafeteria 10 school days in advance if their class will not be participating in the school lunch program (field trips, etc.).**

CALENDAR

The school calendar is continually updated. The calendar is accessible by parents, students, and staff members. Staff members have access to information that is not considered to be public information. To access the public calendar, go to the Page County Public Schools webpage. Staff can view weekly meetings and events on the Weekly Memo and Google Calendar. There is also a google calendar in the office for Building Use Activities. Please see Mrs. Smith if you would like something added to the school or faculty Google calendars.

CLASSROOM EXPECTATIONS

Teachers are expected to enforce school-wide classroom rules and to develop other classroom rules as necessary with student input. The following classroom expectations are expected to be enforced by ALL teachers.

1. Teachers should have a sign out/sign in sheet including a time out and in for bathroom/water breaks **and** provide a pass for students to carry with them. Student breaks should be limited during class, not allowed during instructional times and limited to one student at a time.
2. Students must not be allowed to visit another teacher's classroom unless a valid need arises.
3. If a student needs to leave the classroom, the teacher must provide a pass indicating the time the student left. The pass must accompany the student returning back to the classroom as well.
4. If a student asks to visit the office/administrator, speak to the student first to be sure a visit to the office or administrator is necessary.

5. Soft drinks, and energy drinks, are not allowed in school. Please ask students to discard of these items if brought to class.
6. Limit the distraction of food, drinks and candy consumed by students in the classroom. Grab 'n' Go breakfasts must be allowed in the classroom (Federal Nutritional Program), so please ensure that students clean up after themselves and dispose of trash properly.
7. The teacher dismisses students from the classroom, not the bell. Please consistently enforce this expectation. Students should not stand at the door or in the halls waiting for the bell to ring.
8. Do not allow students to run teacher errands unless absolutely necessary. Students should not be allowed to check teacher mailboxes or enter the teacher lounge.
9. Students may not be sent into the hallway to work unattended.
10. Students may not be sent to the ISS room for a time out.
11. Follow the discipline guidelines and write office referrals as needed.
12. In alignment with the new cell phone policy, teacher use of cell phones should be limited and used only when necessary, especially during instructional times.

CLASSROOM KEYS

All staff members are issued individual classroom keys. All keys must be returned upon completion of job related duties. It is illegal to duplicate school building keys. Do not let anyone borrow your keys, for any reason. You will be held responsible for any liability issues (including expenses related to the insurance or replacement of the keys.)

CLINIC PROCEDURES

Medications can be administered only by the school nurse or other appointed clinic personnel. Students who need to take medication at school MUST have written permission from a parent stating the name of the medication, the proper dosage, instructions for administration, and specifications as to the duration of the treatment. The medication must be in the original prescription container labeled with the student's name and the name of the prescribing physician.

All medications are to be taken to the clinic when the student arrives at school and will be administered by the school nurse, or clinic assistant. This policy applies to all types of medication, both prescribed and over-the-counter varieties. If medication is not properly marked, it will not be administered at school. Unauthorized possession or use by students of non-prescription drugs or other medication is prohibited.

Other Clinic Procedures are as follows:

1. Teachers may dismiss a student to the clinic if a student is feeling ill. Page the office to alert them that an ill student is on the way. If necessary, send another student to accompany the ill student.

2. **Students must have a pass from teacher/staff to be admitted to the clinic.** If a child is seriously hurt, send an adult with the injured student to the clinic, or page the office for the nurse/administration to come immediately to the classroom
3. Teachers may never give medication, nor may they hold medications for students in their rooms.
4. In case of an accident, the adult responsible for supervision must complete an accident report on the day of the incident.
5. When in doubt, send all possible injuries or illnesses to the clinic for examination.
6. Teachers need to reinforce good healthy habits with students so that the clinic does not become a dumping ground for students who want to get out of class or are frequently ill.

COMMITTEES: STUDENT STUDY

A Student Study Committee has been established in each school to review records and the performance of students who have been referred due to difficulty in school. The committee consists of an administrator, the school counselor, student study chair, classroom teachers, and the referring teacher.

The purpose of the committee is to help teachers develop strategies for students who are not progressing in class or who are having learning and/or behavioral problems. Students suspected of having a disability are referred to the Child Study Committee for consideration for formal assessment or other interventions.

COMMITTEES: CHILD STUDY

The purpose of the Child Study Committee is to develop strategies for students having learning/behavior problems and to refer students suspected of having a disability to the special education administrator for formal assessment. The Child Study Committee consists of an administrator, child study chair, the school psychologist, referring classroom teacher, the parent, and the student when appropriate.

COMMITTEES: OTHER

Leadership Team

Responsibilities: This committee provides faculty involvement and input on key instructional issues, including staffing, allocation of resources, and instructional initiatives. Data from testing, state reports, staff and parent surveys, and grade level discussions are considered in both long and short term planning efforts. As grade level chairs, this committee helps to disperse and gather information to and between grade levels.

Reward Committee

Responsibilities: This committee will plan and lead engaging end of 9- week reward activities designed to reward positive behavior as well as the end of year reward activity. The committee will also plan Panther Pride and Attendance awards per nine weeks.

Social Committee

Responsibilities: The committee will strive to promote a positive, congenial working environment for all faculty and staff. It will plan and implement socials in/outside of school, snack days, showers, and other celebrations. Dues are determined by the committee and are payable to the bookkeeper.

COMMUNICATION & DEADLINES

Information will be disseminated through Weekly Memos and/or email attachments. Be sure to check your email and mailbox at least twice daily. Deadlines will be placed on various items. It is an administrative expectation that all paperwork will be turned in prior to the stated deadline. Deadlines are to be followed. No exceptions.

Please check the Google Calendar and the PCMS website for activities and changes to the schedule.

CRISIS SITUATIONS & PREPARING FOR A CRISIS

School staff members are responsible for the supervision and safety of students, particularly in CRISIS situations. Preparation for possible CRISIS situations is vital. Possible CRISIS situations include being in “Lock Down”, Tornado Drills, and preparation for a Fire. All staff must have their black CRISIS folders in place, whenever necessary. See the PCMS School Crisis Plan for details regarding all drills and emergency procedures.

Lock Down Drills:

State law requires that a LockDown Drill be held at least twice during the first 20 days of school and at least two additional lock-down drills during the remainder of the school year.

A “Lockdown” is initiated by a staff member making an all call of “Teachers LOCK your doors, NOW.” Maintenance staff should immediately lock all external doors. A “Lock-Down Situation” necessitates that all students and staff remain in their classrooms until notified by an “all clear” announcement from an administrator. Only recognized administrative staff and individuals working in law enforcement are admitted to the school or allowed to exit the building in a lockdown situation. DO NOT exit the building in case of a fire alarm unless notified to do so by Administration during a Lockdown. See the PCMS School Crisis Plan for detailed instructions.

Tornado Warning or Tornado Drill:

In case of a tornado warning or tornado drill, students and staff are to move to areas in the building that are free of glass and without windows. See the PCMS School Crisis Plan for detailed instructions.

Fire Drills:

State law requires that a fire drill be held each week during the first month of school and at least once during each month thereafter. The fire drill signal will either be the warning sounded when one of the emergency alarms is pulled, or an announcement will be made over the intercom. The signal for returning to the building following a fire drill will be given by one of the administrators. All teachers are to assign several students sitting in seats nearest the windows and farthest from the door to make sure that all lights are off, and all windows and doors closed.

Evacuation routes must be posted in each classroom by the door. If you do not have one, please notify the office immediately. Please discuss the evacuation route to students on the first day of class.

The first person leaving a room will serve as a leader. On leaving the building, all students will move to designated areas. Students will leave the room and building in a quiet and orderly manner in single file. Teachers will accompany their students and remain with their group. In a drill, or in case of an actual emergency, teachers will not, under any circumstances, permit students to return to the building for personal property until the proper signal is given.

Teachers: You are required to take your black CRISIS/Emergency Folder with you for all drills. Roll should be taken during the drill and the office notified immediately of any child whose whereabouts are uncertain. All staff members must exit the building during a fire drill, even if they are not directly supervising students. Custodians will stand-by to man the fire extinguishers or to help direct the fire department as to the location of the fire. If excessive smoke is present, remember to stay low or crawl until you are out of the impacted area. An evacuation team has been designated to assist students exiting the building who are not freely mobile.

All classroom teachers will have a CRISIS Emergency Folder that is to be kept in an easily accessible spot in the classroom. It will be equipped with surgical gloves, a flashlight, and a first aid kit. Teachers must take their CRISIS folders with them for all CRISIS drills and in all CRISIS situations. It is teachers' responsibility to see that their CRISIS folder contains the above mentioned items. If you need any of the items for your folder, please see the Assistant Principal, Matt Capuano.

The folder should contain the following:

1. Updated class rosters
2. Staff phone list

3. Floor plan
4. Pen or Pencil
5. Flashlight
6. Red and Green Cards
7. Emergency Blanket
8. First Aid Kit (Must be left in the black folders)
9. Pair Rubber Gloves
10. Medical Shears
11. School Crisis Plan

As part of our safety audit, no exterior doors are ever to be propped open while students are in the building. Also, the motion sensors must NEVER be covered at any time.

American ShakeOut/Earthquake Drill

Page County Middle School will participate in the American ShakeOut/Earthquake drill, a national event to prepare for the possibility of an earthquake. On the given date, teachers will instruct students on the basics of “drop, cover, and hold on.” For information on this process, please view the following link prior to the drill :

www.earthquakecountry.org/step5/

PRIMARY EVACUATION FOR PCMS 2021-2022

Alternate Evacuation for PCMS 2021-2022

Rooms 1,2,8,9, Administrative Offices, and Conference Room will exit out the Main Entrance Doors and proceed down the first set of steps to the lower parking lot area.

Rooms 1,2,8, and 9 will exit out the North side exit of the front main hallway, proceed along the school, down the side of the roadway, and move to the lower parking lot area.

Administrative Offices and Conference Room will head out the main front entrance doors and proceed down the steps to the parking lot area.

Administrative Offices and Conference Room will head south along the main hallway and exit out the doors by the Auditorium and proceed down the second set of steps to the parking lot area.

Rooms 201,202,203,204,210,218,219 and 220 will all exit down the south side stairwell, exit out the Main Entrance Doors, and proceed down the first set of steps to the lower parking lot area.

Rooms 201,202,203,204,210,218,219 and 220 will all exit down the hallway and down the north side stairwell, exit out the north side exit of the front main hallway, down the side of the roadway, and move to the lower parking lot area.

Rooms 3,4,5,6,and 7 will exit out the north side exit of the main hallway, proceed along the school, down the side of the roadway, and move to the lower parking lot area.

Rooms 3,4,5,6 and 7 will head south along the main hallway and exit out the Front Entrance Doors and proceed down the first set of steps to the lower parking lot area.

Rooms 211,212,213,213A, 214,215,216 and 217 will exit down the north stairwell, exit out the north side exit of the main hallway, proceed along the school, down the side of the roadway, and move to the lower parking lot.

Rooms 211,212,213,213A, 214,215,216 and 217 will exit down the hallway to the south stairwell, exit out the Main Entrance Doors, and proceed down the first set of steps to the lower parking lot area.

Teacher's Lounge, Room 27, clinic, Auditorium*, and Gym* will exit out the doors by the Auditorium and proceed down the second set of steps to the lower parking lot area.

Teacher's Lounge, Rooms 27, Clinic, Auditorium, and Gym* will exit out and proceed north down the hallway, out the Main Entrance Doors, and proceed down the first set of steps to the lower parking lot area.*

Gym, Stage Area, Band Room (28), Art Room (29), Weight Room, Shop Area, and Lab 30 will exit out the far south exit doors and proceed down to the lower parking lot area using the south side driveway.

Gym, Stage Area, Band Room (28), Art Room (29), Weight Room, Shop Area, and Lab 30 will exit by proceeding north down the hallway, exit out the doors by the Auditorium, and proceed down the second set of stairs to the lower parking lot area.

Gym* classes/PE Offices will use the south side doors to exit out the back of the building, proceed behind the building, and up the steps to the Practice Field Area.

Gym classes/PE Offices will use the north side doors to the main hallway, exit out by the Auditorium, and proceed down the second set of steps to the lower parking lot area.*

Boys and Girls Locker Rooms will exit out their respective back doors and proceed up the steps to the Practice Field Area.

Boys and Girls Locker Rooms will exit out to the gym, out the north exit to the main hallway, out the doors by the Auditorium, and proceed down the second set of steps to the lower parking lot area.

Library, Cafeteria,* Rooms 20, 21, and 22 will exit out the back doors and proceed up the steps to the Practice Field Area.

Library, Cafeteria, Rooms 20, 21, and 22 will exit out and down the hallway to the Main Entrance Doors and proceed down the first set of steps to the lower parking lot area.*

Room 23 (including kitchen area), Room 24, Room 25 (including kitchen area), Cafeteria* will exit out the north side entrance in the back hallway, proceed along the school to roadway, continue walking along roadway, and move to the lower parking lot area.

Room 23 (including kitchen area), Room 24, Room 25 (including kitchen area), Cafeteria will exit down the hallway south and exit out the back doors near the cafeteria, proceed south to the back of the building and go up the steps to the Practice Field Area.*

The kitchen staff will exit out their back door and proceed along the school to the roadway, continue walking along the roadway, and move to the lower parking lot area.

The kitchen staff will exit out of the cafeteria and proceed out the back doors near the cafeteria, proceed south to the back of the building and go up the steps to the Practice Field Area.

***Please note that the gym, auditorium, and cafeteria all have multiple exits to use. Teachers/staff in those areas need to lead students safely out of the building using the closest exit. In an event of an emergency, always use the closest exit available.**

Key Personnel/Places-- Use Walkie **Please check areas/bathrooms for students

- Luanne Higgs (Sarah Mahood-Wormuth -Sub)-- North side exit on main hallway/bathrooms
- Amanda Weaver & Beth Richman-- Upstairs hallways/bathrooms
- Shirley Weakley & Kendra Wiley-- Exit doors at the Auditorium/bathrooms at gym
- Marsha Hammer & Sandy Hammer -- Exit out back near Cafeteria/bathrooms
- Colleen Shamburg & Shaye Creamer -- South side exit on main hallway down from art room

When all exits are clear, notify administration with walkie talkies.

ISS Attendant (Ms. Hammer) will be the key person on the Practice Field Area. Please notify Ms.Hammer if you are missing a student and they will notify the office.

Mr. Capuano, Ms. Weaver & Ms. Smith will assist in the lower parking area as key people. Please notify one of these people if you are missing a student.

Custodians and the School Resource Officer will assist with traffic control-- stopping any traffic from coming into the school and stopping traffic from coming down the hill from PCHS. The School Resource Officer will stop traffic at the lower parking area coming into the school campus. Lisa Foltz, Custodian, will stop traffic at the top of the hill coming down from PCHS.

Evacuation Rules:

- Make sure windows and doors are closed
- Make sure lights are turned off
- Take your CRISiS folder with you
- Walk quickly and quietly from the building
- Please have your students walking in two lines down stairs/steps
- Check to make sure all students are present. If missing a student, hold up your RED CARD to notify key personnel immediately.
- If one or more of your students should be in a different location, hold up your RED CARD to notify key personnel in order to verify the student(s) location

CUMULATIVE FOLDERS/STUDENT FILES

Permanent records for each child are kept in the fireproof files in the file room adjacent to the Guidance Office. These records contain pertinent information about individual students. These records must never leave the school, and information contained within them is confidential.

All student records must be checked out through the school secretary. Teachers must request files from the secretary and she will retrieve them for teachers. As the records are confidential, make sure they are secure while they are in your care. Do not place them where others may be able to read them, and at no time is any student to transport them. These records must be kept within the office area (the conference room may be used to view/work on cum folders)

When filling out the folders, use complete proper names on all official school reports. Category I and Category II files have been merged so that all information on a student is in one place. Please read any Category II folder (yellow, red, blue, or green) carefully during the workdays at the beginning of the school year, so that you are aware of your responsibilities to make accommodations for individual students.

The Family Educational Rights and Privacy Act of 1974 provide guidelines regarding student records. Students over 18 years old or parents of students under 18 have the right to inspect the student's entire educational record. This includes teacher comments. The ramifications of this law are many. Since students have a right to see their files, many defamation suits have evolved. Teachers are liable for any comments that they make in a student's file. Therefore, comments by school personnel or parents may not be placed in cumulative folders. Permanent records for each child are kept in the fireproof files in the file room adjacent to the Guidance Office. These records contain pertinent information about individual students. These records must never leave the school, and information contained within them is confidential.

All student records must be checked out through the school secretary. Teachers must request files from the secretary and she will retrieve them for teachers . As the records are confidential, make sure they are secure while they are in your care. Do not place them where others

The content of the cumulative folder shall be limited to data needed by the school to assist the students in their personal, social, educational, and vocational development and their educational and vocational placement.

Each cumulative record should contain the following:

1. Access to Student Records form (blue)
2. Registration form(s)
3. Court documents of any kind
4. Cumulative Health Record folder (include school physicals, immunizations records, fluoride permission forms and scoliosis testing forms)
5. SOL Test Data Folder for recording Virginia SOL assessment tests
6. Remedial Form
7. SOL Objective cards–Math and Language Arts (K-3)
8. Copies of Kindergarten progress report, First Grade report card, and Second Grade report card
9. Writing folder
10. Any transfer records from previous schools
11. Entry/withdrawal forms
12. Slow Learner Promotion form
13. Home Language Form
14. Birth Certificate Number, Date of Birth, Background Information
15. School Pictures (K, 2, 4, & 7)
16. Student Identification Number

The following procedures must be followed when completing student records:

1. Student information on the folder should be completed by the office staff. Please notify the office immediately if student information is incorrect or missing.
2. Grades and attendance need to be entered on the student's report card and included in the student's file.
3. The core and elective teachers are responsible for filling in the grades on report cards. Advisory teachers are responsible for maintaining and ensuring all information is in cumulative folders and is accurate. However, the special education teachers are responsible for double-checking identified students' folders and report cards. Moreover, all advisory teachers MUST have another teacher to verify their completion of their advisory's report cards and cumulative records.
4. Students in grades 6-8 must have Physical Fitness Test results recorded for September and May.

5. All immunization records and physician reports should be filed in the Cumulative Health Record.
6. If a pupil has a major health problem (diabetes, heart condition, epilepsy, etc.) that a teacher should be aware of in planning his or her instructional program, the cumulative folder will have a red dot attached. Please review the student's medical information carefully, and see the school nurse if you have any questions.
7. A yellow remediation sheet should be completed for any student who receives remedial services. Note: Enrollment in Core Plus is not considered remedial services. Remediation sheets need to be completed and inserted in student files at the beginning of the year for those in need of remediation. At the end of the year, the remediation sheet must be reviewed and marked regarding student progress. Students who have made sufficient progress should be exited from remediation services with the supporting data and accompanying administrative signature. Students who received remediation services during the previous school year and were not exited from services need a form completed for the present school year.
8. At the back of the cumulative folder there may be one or more additional folders. A blue, yellow, red, or green folder indicates that the student has been referred to the Student or Child Study Committee, been referred for an evaluation, been identified as having a disability, OR is a gifted student. Please review these folders carefully for Individual Education Plans, which MUST be adhered to, and for suggested instructional strategies to use with the student. You should address any questions to the Special Education teacher at your grade level, the Gifted Coordinator, or an administrator. (ESL – Orange Folder, GT – Purple Folder, 504 – Green Folder, Student Study – Yellow, SPED – Blue).
9. Forms to be collected from each student such as Acceptable Use Form will be gathered by the Advisory Teacher and placed in the cumulative file folder.

Records must be returned to the file cabinets in the proper order. No student records are to be stored outside of the file cabinets. Records must be returned to the file cabinets in the proper order (alphabetically and by grade level). No student records are to be stored overnight in the classroom. Students are not allowed to transport records.

DISCIPLINE: PHILOSOPHY

Classroom discipline is the primary responsibility of the classroom teacher. All teachers are expected to read and become familiar with the Page County Public Schools Code of Student Conduct and Attendance, as it is the basis for discipline at PCMS. The Code will help new teachers know what is expected of students in the county, and returning teachers will need to note changes that may have been made from last year. It is expected at Page County Middle School that all faculty and staff follow “best practice” recommendations when working with adolescent learners. One important principle is maintaining a working relationship to positively impact the students’ learning. When students are sent out of class for either a short portion or for an extended time, the students’ learning suffers. **Restorative Practices/discipline should be utilized when appropriate, as it has been shown to decrease disciplinary infractions, and improve academic performance.**

The implementation of preventive strategies is the most effective approach to good discipline, and that is the focus of discipline at Page County Middle. The Student Handbook outlines specific discipline rules at PCMS. In addition, all classroom teachers are to develop rules for their classes in addition to the school-wide posted rules in the classroom. Teachers should post their Classroom Rules in a visible place in their rooms and review the rules with their class(es), both at the beginning of the year and periodically throughout the year.

If problems arise, teachers should contact parents before a student’s behavior impacts instruction in the classroom. Direct contact with a parent often prevents a more serious behavior situation, as well as enables a team approach in developing solutions. Leaving phone messages or sending notes home should be avoided when dealing with serious issues. The focus at PCMS is on effective school-wide discipline, at the classroom level and at the building level.

DISCIPLINE

Effective school-wide discipline includes the following overall rules (PRIDE):

1. Be Prepared
2. Be Respectful
3. Have Integrity
4. Be Determine
5. Have Empathy

DISCIPLINE: REFERRALS

1. Time Out/Reflection Form

If a student chooses to make a decision that does not abide by the individual teacher’s and/or school’s expectations, they may receive a Time Out/Reflection Form. This form

allows students to think about and reflect on their behavior and allows the teacher to discuss replacement behaviors for the student.

2. PRIDE Expectation Form

This form should be used by grade level teams and the school counselor to meet with and make a plan for a student when their actions have continued to lead to...

- missed learning time (time outs, etc.)
- missed instructional time for adults
- disruption of other students' learning

3. STUDENT CONDUCT FORM (Minor Infractions/interruptions to learning)

Minor offenses that continue and have resulted in a PRIDE Expectation Forms, a team meeting for behavior AND parent contact will result in a Student Conduct Form processed by administration. Offenses may result in Poor School Standing, After School Detention or other consequences as decided by administration. **If a student received 3 Student Conduct Forms in a 9 week period, the student will not be eligible for the school-wide Spirit Activity for that grading period.**

4. DISCIPLINE REFERRAL (Major Discipline Infraction)

Major offenses (such as those listed below) or repeated minor offenses as documented from Student Conduct Forms receive a Discipline Referral and are processed by administration. Offenses resulting in ISS (In-School Suspension), OSS (Out-of-School Suspension), or ASC (Alternative Suspension Center) will also result in the student not being eligible for the school-wide Spirit Activity for that grading period.

Disrespectful / Openly Defiant	Excessive Horseplay
Disruptive (Impeding others; rights to learn)	Destroying Property
Possession of Inappropriate Material	Lying
Offensive Language (Verbal or Written)	Forgery
Unauthorized Absence from Class	Cheating
Public Display of Affection	Stealing
Bullying / Harassment	Dress-Code Violation
Fighting	

5. END OF YEAR REWARD

Every student is eligible for the End of the Year Reward Activity sponsored by the PTO unless they have accumulated discipline infractions that would exclude them from the activity.

A student may not participate in the End of the Year Reward Activity if they have accumulated 3 or more incidents resulting in In-School or Out-of-School Suspension or Alternative Suspension Center Placement (the consequence of suspension, not the number of days of suspension determines the incident.. For example 2 days of suspension for an offense is equivalent to 1 incident).

*** The PCMS faculty and administration reserve the right to make adjustments to this program as needed to support our school-wide behavior plan.**

DISCIPLINE: SUSPENSIONS

In-school suspension (ISS) is one of several recommended dispositions in the Page County Code of Student Conduct and Attendance for disciplinary infractions. ISS keeps the student within the school environment, allowing him/her to keep up with the assigned class work and/or to practice skills without disturbing or disrupting others.

Teachers will be notified by email when a student is in ISS. It is the teachers responsibility to provide work for students who are in ISS. All work needs to be delivered to the ISS Attendant in the ISS Room first thing in the morning or shortly after administration notifies the teachers of those students serving. Ideally, the assignments are those the student is missing while not in class; however, if the teacher is introducing new material, it is sometimes impossible to give that assignment to the student. In that case, the teacher should provide work for the student that is practice or review of work with which the student is already familiar. This may be in the form of a previously assembled packet especially for this purpose (emergency lesson plans may not be used) OR materials the teacher selects for specific review/practice for the student. In either case, the assignments should be for the entire time the student will be out of the teacher's class. If additional/different materials are required for the student to complete the assignment(s), those materials must be sent with the assignments for the day.

When a student is assigned to ISS:

1. He or she should report to the ISS Room upon entry into the building.
2. At the end of the day, the ISS Attendant will collect all work.
3. The ISS student will NOT return to class at the end of the day. Instead, if needed, an assistant or staff member will take the student to his/her locker, and then take the student to the office, where the student will remain until his/her bus/ride is called.

Alternative Suspension Center (ASC) is an additional disposition in the Page County Code of Student Conduct and Attendance for disciplinary infractions. ASC is a community-based prevention program for at-risk students. The goals of ASC are as follows:

1. Improving the quality of behavioral health services to children who live in Page County.
2. Providing academic supervision of students who, in the past, would have been suspended "out of school" due to their school discipline infractions and be sent home were they are now more often than not, unsupervised,
3. Providing preventative services to at-risk students that are much less expensive than detention, residential or day school placements.

Providing Work for Students in ISS or ASC

It is the teachers responsibility to provide administration with work for all students who are serving a suspension. Work for students at the Alternative Suspension Center needs to be uploaded/assigned to the student by 8:30 a.m.

DRESS GUIDELINES

Teaching is a noble profession and our attire should reflect respect and professionalism. A high expectation for professional dress lends itself to an environment of respect that generates success – especially when working with the community, parents, and students. Shorts and jeans are inappropriate dress. Please dress according to professional guidelines. Casual dress days will be each Friday. Teachers and staff must wear school spirit wear to be allowed to wear jeans on Friday.

Duplication/Copiers

Making copies will be the responsibility of the teacher. Teachers may use part of their planning time to make copies. Please see the school secretary if there's a problem with a copier.

Please refrain from using the copier excessively. Use creative alternatives instead of using excessive worksheets for teaching your class.

Paper is located in the staff workroom.

DUTIES

Teachers and assistants are reminded that they must be on time and be prepared for school. Failure to do so puts additional burdens on your colleagues and puts us all at risk if students are not properly supervised. *Teachers will have duties, beyond teaching*, whether morning, noon, after school, or other times during the day. At Page County Middle School, we are professionals who promote student achievement, growth, and excellence at every opportunity.

All teachers are expected to assist at 2 PCMS Basketball Games, assist at 1 Cross Country **or** Track meet and attend all school-wide family events. Assistants are to follow their individual daily schedules. Good communication between teachers and assistants is necessary with a focus on student learning and are expected to notify the affected teacher(s) if not following that schedule.

During morning and afternoon bus duty, lunch, and recess, we must ensure student safety. **Please remember that the staff member on duty needs to focus his/her attention on safety and supervision.**

EVALUATIONS

All staff members are evaluated each year using forms and criteria provided by Page County Schools. A teacher evaluation schedule is included on the PCMS Hyperdoc.

FIELD TRIPS

As an integral part of the educational process, field trips can be very beneficial to student learning.

The trips should be planned as a grade level and should follow the process for approval of the trip that is outlined below:

1. **All field trips for the 1st semester must be School Board approved by the 2nd SB meeting in October. All 2nd semester field trips must be School Board approved by the 2nd SB meeting in February.** Teachers desiring to take field trips must submit plans to the Principal. Field trips will not be approved if specified time guidelines are not followed. Objectives showing the relationship of the trip to the regular classroom work of the students must be included. In addition, the trip cannot be more than 75 miles away.
2. PCPS buses can only be used for a field trip within the 8:30 am to 2:00 pm time frame; no exceptions will be allowed. If your field trip extends beyond this time frame, then you will need to use a charter bus for your mode of transportation.
3. Teacher planning should include an adequate number of trained chaperones.
4. The Principal will review the plans and grant permission for the trip.
5. The Principal will then seek permission from the Superintendent of Schools and the PCPS School Board, who will review and approve the trip.
6. Once granted, the Grade Level Chair should work with the school secretary/bookkeeper to make arrangements for safe and adequate transportation and to determine how payment for the trip will be made.
7. Written permission from each student's parent or guardian must be received prior to the proposed field trip.
8. Teachers should have an emergency folder with them on the day of the trip. This folder should contain student information needed in case of emergency.
9. At least one cell phone should be taken on the field trip. Please ensure that the office staff has the designated cell phone number. The school should be notified at departure and arrival times as a means of communication.
10. The day of the field trip, the Grade Level Chair should make sure that teachers have marked their attendance sheets and left them in the office before departing school. Grade Level Chairs should also leave a list of chaperones on the trip.
11. Please remind students that they continue to be accountable for following the Page County Public Schools Code of Student Conduct while on a field trip.

Frequently, the student is expected to bear part of the cost for a field trip. However, trips must be planned to ensure that no economic hardships occur to families with several

children in school. Every effort must be made to minimize cost of field trips for students. No student shall be denied participation due to financial concerns. Please communicate with a school administrator in advance if the field trip is judged to be a financial hardship for a student.

FINANCIAL: PROCEDURES FOR PURCHASING

Before any purchases are made they must have prior approval.

The following is the proper procedure for purchasing and reimbursement:

1. Complete a purchase requisition form and turn it into the bookkeeper. She will seek administrative approval.
2. Teachers must communicate with the PCMS bookkeeper to know the tax exempt number. Always communicate that PCMS is a tax-exempt organization, especially before checking out of a cashier's line.
3. Turn in your receipts with a completed reimbursement form. No check reimbursements will be made without proper receipts.
4. The bookkeeper will submit a check to an administrator for approval then distribute the check to the staff member.
5. At no time should teachers/staff keep school monies in their possession or classrooms. Please turn all monies into the bookkeeper with proper paperwork.

FINANCIAL: PURCHASE ORDERS

Purchase orders need to be completed on the template provided by PCPS and available with the bookkeeper. E-mail the purchase order to the bookkeeper. The bookkeeper will print the purchase order and forward it to a school administrator.

Purchase orders for items ranging from \$ 1,000- \$ 4,999 need to be accompanied by at least 3 price quotes.

Purchase orders for items greater than \$ 5,000 need to be accompanied by at least 3 "formal/written" price quotes.

FINANCIAL: WALMART PURCHASE ORDERS

Teachers may request to purchase items from WalMart. When a request for a purchase from WalMart is approved by an administrator, the bookkeeper will notify the staff member. After administrative approval and notification, the staff members must utilize our tax exempt status and use the purchase order to buy designated items. Staff members cannot buy from Wal-Mart and then get reimbursed by a purchase order. If teachers do not get prior approval for materials/supplies before purchasing, they will assume all responsibility for the payment and will not be reimbursed!

See Gloria Buracker, Bookkeeper, with questions.

FINANCIAL: RECEIPT OF FUNDS

Any time funds are received from students, the following procedures must be followed:

1. Receipt students for any money received on the day of the transaction. Teachers need to make sure that receipts are filled out completely. A receipt log/book is needed to complete for financial activities during the year. Empty receipt logs/books need to be turned in at the end of the school year.
2. Complete a remittance form to turn in with the counted money on the day of the transaction. At no time is money permitted to be kept overnight in classrooms.
3. Bring all money, remittance forms, and the log sheet/book to the office.
4. See Appendix D for complete outline of procedures.

FORMS

All forms/letters must have administrative approval before the forms/letters are sent home.

FUNDRAISING

All fundraising by the school must comply with state law and school accreditation standards which prohibit door-to-door sales. Teachers wishing to have a fund-raiser must receive permission from the administration prior to beginning to raise funds. In addition, there should not be more than one fundraiser at a time. All fundraising ideas must be pre-approved by an administrator in writing. **Approved fundraisers will be entered on the Google calendar (Please see Admin to add).** All funds collected must be deposited with the bookkeeper, preferably before noon. No monies are to be kept overnight in the classroom or by the classroom teacher, as per School Board Policy (see Appendix D).

GRADING

Grade Books are legal records and should be kept as such. They may be checked to make sure that grades are recorded frequently and in an equitable manner. Grade books are the sole responsibility of the classroom teacher and are confidential. As such, grades may be entered by teachers only. Aides and students are NOT allowed access to teachers' grade books. Students should not grade other students' papers, nor have access to another child's grade.

Policy states that a least two (2) grades per week per content area must be entered in the grade book. Please make sure grades are a true reflection of the

students' abilities and achievement. *By policy, no grade less than a 50% shall be assigned.*

All grades must be updated by Friday of each week in PowerSchool.

GRADE LEVEL CHAIRPERSONS

Grade Level Chairs at each grade level have a number of duties and responsibilities. The primary purpose is to ensure clear communication between the school administration and teachers and staff, as well as to provide feedback/suggestions to administration on various topics throughout the school year. Primarily, grade level chairs will focus on ways to operate PCMS efficiently and effectively.

Grade Level/Department Chairs' Duties and Responsibilities:

1. Provide overall general, **positive**, professional leadership to the grade level group.
2. Serve as an information resource and helping hand for new teachers.
3. Serve as a means of communication between administrators, central office staff, supervisors, and the grade level.
4. Serve on the school Leadership Team.
5. Survey group needs and provide opportunities for improvement.
6. Coordinate the group in the development and/or arrangement of such things as:
 - Fundamental routines
 - Special event schedules
 - Field Trips
 - Testing program
 - Parent Conferences and meetings
 - Community resources
 - Complete additional tasks assigned by the administration.

Grade Level Chairs for the upcoming year:

Sixth Grade – Mark Bauserman
Seventh Grade – Rachel Meadows
Eighth Grade – Mark Comer
Electives Team – Ginny Miller

HALLS, CLASS CHANGES AND LOCKER BREAKS

Best practices for the middle schools involve teachers personally greeting every student with a positive statement at the beginning of every class. In addition, teachers are expected to be vigilant at transition times by standing near their classroom doors. Teachers should monitor hallways during all transitions and be vigilant of all student activity. This is a time when student discipline problems often occur.

HOMEWORK POLICY

Homework should be given its proper place in a student's life and should be assigned in such a manner that it:

- Promotes student's ability to research information;
- Is a follow-up of work previously introduced, or supplementary work, instead of new work;
- May be evaluated properly and consistently with proper recognition being given for a student's effort
 - Accurate evaluation on the assignment should be used
 - Simply giving an effort grade gives no feedback to the student
- Will contribute to students' on-going learning;
- Is reasonable-considering a student's available time and ability

HONOR CODE

Page County Middle School operates under an honor system, which is directly related to our school-wide behavior plan. Unless otherwise noted, all assignments will be pledged work. Teachers may elect to have each student write and sign this pledge on assignments or assessments.

INSTRUCTIONAL ASSISTANTS

Instructional assistants are educational partners following the lead of the classroom teacher. Assistants should actively circulate and monitor students in the classroom at all times. Teachers must know best practices and ways to enhance classroom instruction with an instructional assistant. The administration must be contacted if there are concerns with the delivery of assistance by any instructional assistant.

Assisting students with remediating academic difficulties is a very appropriate role for an instructional assistant.

If an instructional assistant is not needed in a particular classroom on a specific day, please inform the office so the instructional assistant can assist other students in another location.

Instructional Assistants have a specified schedule that must be followed unless changes are made with administrative approval.

LEADERSHIP

Leadership Team members for the 2021-2022 school year include:

Principal – Tanya Miller	Related Arts-- Ginny Miller
Assistant Principal – Matt Capuano	School Counselor-- Amanda Weaver
Sixth Grade – Mark Bauserman	English Dept. Chair- Emily Seals
Seventh Grade – Rachel Meadows	Math Dept. Chair- Jim Gregg
Eighth Grade – Mark Comer	Science Dept. Chair- Michelle Morris
	Social Studies Dept. Chair- Stephanie Day

LESSON PLANS

Teachers must have lesson plans available in the classroom to be reviewed by Administration at any time. You may use any appropriate format encompassing the necessary components of an effective lesson plan. A sample lesson plan is available in Appendix E.

LESSON PLANS: EMERGENCY LESSON PLANS

Emergency Lesson Plans are due in the office to the school secretary no later than the last day of August. These plans must also be updated within the first week of the 2nd semester as well. **Each teacher is provided an orange sub folder to be kept in a conspicuous place in your classroom in the event of an emergency absence.** Please be diligent in keeping these folders up to date with necessary information listed below.

These plans should include:

1. Class Rosters for Day A and Day B per course

2. Teacher's Schedule
3. Students' routines listed with times (i.e., restroom breaks, lunch, specials, etc.)
4. Classroom Rules/Procedures
5. Special Instructions for any class/students
6. Work for all students for at least three days. This work should not be new material; rather, it should be work that the students know how to complete independently.
7. Any work/instructions that need to be passed out to students should be marked with the necessary number of copies of work. The office staff will assist in making copies the day lesson plans are utilized.
8. Lesson Plans should be legible and give step-by-step instructions for the substitute.
9. Emergency Information for the substitute: procedures to be followed in CRISIS situations or drills, location of your emergency folder, and fire/emergency exits.

In the event that your emergency folder work is used, it is your responsibility to replace lesson plans/work in the folder so it is ready in the event of another emergency.

It is the teacher's responsibility to keep the emergency folder updated and current with student information.

Emergency lesson plans are to be used only when there is an emergency and you have not left plans for a substitute.

MEETINGS

Teachers and staff are expected to attend all scheduled grade level, team, committee, and faculty meetings. Rarely will there be meetings beyond 4:00 p.m. Each staff member will have access to an up-to-date schedule of meetings and events held throughout the school year. This will be displayed on Google Calendar. Please make sure you have an account to access this information. Staff should make plans accordingly. We depend on each other to grow as a professional learning community and your attendance is expected. Permission from an administrator is needed prior to missing a scheduled meeting.

Meeting minutes must be taken for all grade level meetings and department meetings. The notes must include a list of the staff members present and a summary of items discussed during the meeting. The notes should be emailed within three days to the principal and assistant principal. See Appendix F for a template to be used to record these notes.

MENTORS

In order to ensure a smooth transition to PCMS, all new and non-tenured personnel are assigned a mentor. A mentor is an experienced staff member who serves in the same

grade level or area who will help the new staff member throughout the year. The mentor will answer questions, give reminders, and provide support for the new staff member. The school administrators are also available and willing to help, as are other staff members.

PANTHER PRIDE PROGRAM

The PCMS faculty and staff expect our students to make responsible, appropriate choices. At times, students go **above and beyond** the basic expectations, and the Panther Pride Program offers a chance to acknowledge and encourage those efforts. Students earning Panther Pride recognition may also be eligible for additional recognition and rewards.

PARENT COMMUNICATIONS

Good communication requires both patience and persistence. As the public's perception of school is a reflection of the instructional leadership of the administration, teachers have the opportunity—and responsibility—to establish a positive rapport with their students' parents.

All teachers should have direct communication with the parents. Leaving phone messages or sending a note home does not ensure that a parent received your message. Parental contact early in the year will help reduce problems. Teachers should contact parents with good news, as well as concerns. Each teacher will be required to keep a log of parent contacts (whether in person or by phone). Parent contact logs are available on the PCMS Hyperdoc. Communication logs will be reviewed by administration at the end of the first semester and end of the year.

Parents want to know as much as possible about their child's school day. We need to promote the positives at Page County Middle School regularly. Our school's website will be updated periodically. Teachers may submit information for our school's website to administration at any time.

The Page County Middle School Student/Parent Handbook will be posted on the school website. Those who do not have access to the internet will notify the school to receive a hard copy at the beginning of the school year. Encourage students and parents to refer to the student handbook if there are questions about school policies.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is an important extension of our school community and is accessible on the PCMS website. The relationship between the PTO and Page County Middle School is a strong and integral partnership. This partnership is designed to enhance instruction and develop pride in our school community. Due to the PTO investing time, resources, and

energies into the programs, processes, and projects at PCMS, it is our expectation for all faculty and staff to participate in the PTO. However, any monetary requests of the PTO MUST go through the administration. All teachers will be required to attend at least one PTO meeting.

PHONE CALLS

In order to make school-related long distance calls, see the bookkeeper.

A phone is available in the conference room.

Phone calls or calls received on personal cell phones are NOT permitted during instructional hours. You may use your cell phone during your planning time, lunch time (unless monitoring students during lunch), or before/after school. During school, while monitoring students, you are expected to have your cell phone off and out of sight just as is stated in our policy for students' cell phones.

Refrain from giving out your cell phone number to students and refrain from texting with or sharing personal information with students via electronic devices (cell phones, emailing, Facebook etc.)

PRIME TIME

A Prime Time period has been built into the daily schedule and will be used to support and guide students as they assume responsibilities in school, their families, and in the community. Their experiences at this age are critical in developing interests, attitudes, and habits that help determine success in adult life. Prime Time addresses these needs by:

1. Helping students to adjust to middle school
2. Providing students with academic and social support.
3. Helping students understand themselves and their relationships.
4. Improving students' community skills.
5. Teaching students to participate responsibly in their school and community.
6. Allowing students to explore career paths and set goals.

Please see the Prime Time schedule on the PCMS Hyperdoc. The schedule will be updated as needed and through input from the Leadership Team.

PROGRESS REPORTS

Progress reports are issued at mid nine weeks (specific dates can be located on the Google calendar). Administrators will look at grades on PowerSchool and study failure rates. It is imperative to know what is causing students to not be successful in the classroom and to make revisions/adjustments to better help students learn. All progress

reports and report cards must go out on the specified date. Please keep your gradebook current and up-to-date.

Special Education teachers (including Speech, OT and PT) must have additional “progress reports” every nine weeks informing parents how their child is progressing toward their year-end goals as stated on the IEP.

Report cards and cumulative records must be filled out completely and carefully.

Be prepared to discuss student concerns with a school administrator before failing grades go home.

Team meetings with core teachers are an opportunity to find ways to help students be successful.

Grade level meetings with administration are a designated time to look at ways to assist struggling students. All teachers will be expected to use data to make decisions about how to instruct and assess student growth, learning, and excellence.

If a child is failing in a core subject area, parents must be notified at the end of each nine weeks of their child’s risk of failing for the year. Administration must also be notified of this as well.

PROFESSIONAL DEVELOPMENT

Professional Development is an expectation for all staff members. Learning opportunities will be provided throughout the year. Staff members are reminded to keep documentation of their recertification points as part of the licensure renewal process.

PROFESSIONAL STANDARDS

PCPS identifies professionalism as individuals who are dedicated, caring, cooperative, and committed to the physical, emotional, social and intellectual well-being of all students.

Professional standards for staff members include:

1. Meeting all timelines and deadlines.
2. Maintaining confidentiality concerning students and staff at all times.
3. Knowing and following district and school procedures, policies, and protocols.
4. Interacting with all students, staff, colleagues, supervisors, and parents with respect, honesty, and integrity.
5. Continuously striving to improve and advance professional knowledge through local, state, national, and global staff development.
6. Reflecting and examining current best practice for implementation.
7. Being willing to be flexible to accommodate the individual needs of students and families as well as school/district needs.

8. Serving as an ambassador to the community.
9. Actively striving to support the success of all students by being a role-model as evidenced by appearance, attitudes, and actions.
10. Following the chain of command at all times.

RECERTIFICATION

Be proactive in earning necessary recertification points before the deadline nears. Teachers need 180 points every ten years.

It is up to each teacher to keep track of points, documentation, and dates. See a school administrator if you have questions.

REPORT CARDS

Every student who is enrolled in school must receive a report card every nine weeks. An incomplete (“I”) may be recorded on report cards for a nine week period if a teacher cannot justify giving the student a grade due to prolonged illness, hospitalization, etc. When the student completes make-up work, the “I” should be converted to a grade. Before giving a student an “I”, the teacher must speak with an administrator.

Students who are suspended must be given an opportunity to make up work within a reasonable time. (1 day to turn in materials for every 1 day missed)

For mainstreamed students, the subject area teacher, with input from the special education teacher, will be responsible for assessing the student’s learning and for putting the grade on the student’s report card. The Special Education teacher will supply the classroom teacher with a “progress report” every nine weeks (to go home with the regular report card) regarding progress on all goals listed on the student’s IEP. The grade-level teacher will be responsible for entering all grades on the student’s cumulative record.

Report Cards must be sent home on the dates shown on the school calendar. Interim reports will be sent home at mid-nine weeks (specific dates are on the school calendar).

The grade notations, which appear on the report cards used in grades six through eight are as follows:

A – 100-90
B – 89-80

C – 79-70
D – 69-60

F – 59-0

RESTROOMS

Please check restrooms on a routine basis but especially during transition times. Report any problems to the administration or a custodian. Please monitor the number of students entering a restroom to prevent disciplinary issues.

ROOMS

Classrooms should be kept neat, clean, and orderly. Objects such as paper, pencils, and staples should be picked up off the floor by teachers and/or students. If teachers have concerns about the quality of custodial services they receive, they should contact the administration.

SCHOOL HOURS

The following are the hours for teachers set by the PCPS School Board:

7:45	Staff who have Bus Duty or Cafeteria Duty
8:00	Faculty Workday Begins
8:20	School Day Begins
3:20	School Day Ends
3:30	Faculty Workday Ends unless there are scheduled meetings/duties.

We encourage early arrival to school to maximize effective planning.

SPECIAL EDUCATION

IEPs and 504s are federally regulated plans that must be followed by the classroom teacher. Failure to follow the mandated accommodations for an identified student could result in legal action. Through the partnership of the Special Education teacher, the classroom teacher and the administration, every effort will be made to ensure the success of all students. Specific schedules for push-in services for all students with disabilities in the regular classroom setting have been put into place. **SPED teachers must have access to classroom teacher lesson plans and Schoology plans in advance to plan for modifications and push-in services.** Unless a student's IEP specifically states that a student must be served in a resource classroom, pullout times are to be avoided.

The role of the classroom teacher – to teach, reflect, assess, and grade the content for the student using modified lessons/assessments/supports designed by the SPED teacher (case manager). To adhere to all accommodations stated in the child's IEP as it is state law and MUST be followed.

The role of the SPED teacher – to teach, assess, and grade the content for the student using modified lessons/assessment/supports designed by the SPED teacher (case manager). It is imperative that direct instruction is given to the students when services are provided. The use of worksheets should be limited. Make-up work is not considered services stated in the IEP.

Additionally, the SPED teacher must communicate with the classroom teacher all accommodations listed on the student’s IEP, and assist with their implementation. The SPED teacher, as the case manager for the student’s IEP, also directs the work of the SPED Assistants. The SPED teacher (including Speech, OT and PT) also gives a progress report to the classroom teacher every nine weeks letting parents know how the child is progressing toward their end-of-the-year goals.

STANDARDS OF LEARNING (SOL) TESTING
--

At PCMS, there are Virginia Standards of Learning Tests given during certain windows of time throughout the school year.

Test	Grade	Window of Time
Civics	8	1 st and 2 nd semesters
Science	8	1 st and 2 nd semesters
Writing	8	March 2020
Reading	6	End of year 2020
Reading	7	End of year 2020
Reading	8	End of year 2020
Math	6	End of year 2020
Math	7	End of year 2020
Math	8	End of year 2020
Algebra I	8	End of year 2020

All students will take the Reading and Math SOL tests at the end of second semester.

All students taking Social Studies first semester will take the SOL test at the end of first semester. Those students taking Social Studies second semester will take it at the end of second semester. 8th grade students will take the science SOL at the end of first and second semester. Student performances on these tests are used to determine which students are in need of further instruction, as well as awarding our school’s accreditation status with the State of Virginia.

The following grades and SOL tests are as follows:

Grade 6: Reading, Math

Grade 7: Reading, Math

Grade 8: Reading, Math, Science, Civics, and Writing

STUDENT TRANSFERS

Transfers into Page Middle:

When a student new to PCPS enters a teacher's classroom, teachers will welcome the student to the classroom. It is expected for all PCMS faculty/staff to be courteous, professional, and kind in any interaction with adults or students. Check back with the office periodically to see if the child's records from the previous school have been received. **Teachers must incorporate corresponding prior grades into PowerSchool.** Teachers are expected to help the transition process for a new student to be positive.

SUPERVISION

Teachers shall be aware of the legal risks in leaving classes unattended. **Never leave students unattended.**

If an accident occurs without teacher supervision, the teacher may be held liable for negligence. In an emergency, notify a nearby teacher or contact (page) the office.

All teachers must be out of their classrooms and monitoring hallways and bathrooms during all class changes (transition times).

TECHNOLOGY USE

Basic Rules:

1. No food or drinks near computers.
2. **Each student should have an assigned computer or laptop that they use each time with a written list of these assignments kept by the teacher.
3. It is the responsibility of the teacher **before and after** computer lab uses to check the computer lab for upkeep and possible damage to equipment.
4. Please help maintain the computers as they are – discourage students from changing settings, fonts, icons, etc. at ANY time.
5. No mass printing of any articles or papers of any type in the computer lab. Please use the Ricoh printer and send articles/papers to printer to be copied.

6. Remind students often of the Acceptable Use Policy.
7. Refrain from sharing confidential information such as passwords with others (including students).
8. Refrain from posting confidential information such as passwords where others (including students) can see them.

A computer lab schedule is posted on the PCMS Hyperdoc. Benchmark and SOL testing computer lab needs will take precedence over general computer lab use.

TEXTBOOKS

Students will be issued textbooks free of charge. Textbooks are supposed to be numbered and students are to be assigned a textbook. Teachers need to manage textbooks using the Textbook Distribution form for assigning textbooks to students. At the end of the semester/year, teachers are to collect textbooks early enough to ensure students have ample opportunity to turn in their textbooks before being sent an official letter with their report cards of the amount owed to replace their textbook. Teachers need to make sure students understand their responsibility in keeping up with their textbook throughout the year.

TOBACCO

The Page County School Board prohibits any smoking or use of smokeless tobacco products in any school building and on school grounds at all times by anyone, minor or adult. This policy includes all outdoor sporting events/activities held/hosted on school grounds by Page County Public Schools or any third party organizations. All staff members are expected to comply with this directive.

Additionally, state law prohibits anyone under the age of 21 from purchasing or possessing any tobacco product. Tobacco products will be confiscated and the proper authorities notified. Please refer to the Page County Public School Student Code of Conduct and Attendance for further information.

Smoking Policy: All tobacco use (including smoking and the use of smokeless tobacco products) is prohibited at all times on all Page County Public School property, including but not limited to:

1. In the interior of indoor facilities owned or leased or contracted for and utilized for the provision of regular kindergarten, elementary, or secondary educational or library services to children;
2. On every public school bus and all other vehicles used by the division for transporting students, staff, visitors, or other persons; and

3. In every indoor facility, or portion of such facility, owned or leased or contracted for and utilized for the provision of regular or routine health care, day care, or early childhood development (Head Start) services.
4. At every outdoor facility, including sports facilities and stadiums, whether utilized by the school system or leased to a third party.

For purposes of this policy, "smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment (vaping/juuling), or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind, and "smokeless tobacco products" includes but is not limited to snuff, chewing tobacco, smokeless cigarettes, and tobacco lozenges."

VOLUNTEERS

We have many parents and community members that volunteer to help our students. Please do not discuss confidential information about students when a volunteer is present. Volunteers may be involved in production of materials, reinforcement, or enrichment. They should not be used to grade papers or evaluate student progress. Volunteer guidelines can be found in the Student-Parent Handbook. Please remember, our parents and community members are volunteers and should be thanked each day. Please make sure that any volunteers that you work with have received chaperone training, signed the PCPS Volunteer Agreement, and the Page County Public School Felony form. Should you have any problems, please discuss your concerns with a school administrator.

WALKIE TALKIES

Any staff member that chooses to take their class outside needs to take a walkie-talkie from the main office. If a walkie talkie is unavailable, please take a personal cell phone and leave that number with the secretary.

WEEKLY MEMO

Each week, a PCMS Weekly Memo will be sent to faculty and staff via email. Weekly Memos will contain pertinent events and other information for the coming week. It is expected that all faculty and staff read the Weekly Memo at the beginning of each week.

APPENDIX A
PCMS Meeting Days
2021-2022

Leadership Meetings

- 1st Wednesday of each month
- 3:30 p.m.
- Conference Room

Faculty Meetings

- 2nd Wednesday of each month
- 3:30 p.m.
- Library

Team Meetings/Data Meetings

- Each Tuesday during planning

APPENDIX B

Fundraising/Bookkeeping Procedures

1. ALL receipts (Yellow copy) must be attached to your remittance/deposit form. Deposits will not be made without these receipts attached.
2. **Do Not Hold Checks.** All checks should be made out to Page Middle . It slows up the deposit when I have to call and get a new check
3. If you are conducting a raffle, you must use numbered raffle tickets. Raffle tickets are considered cash value.
4. Fundraising-- If you are conducting fundraisers you must fill out the green form and give it to the principal for approval. The principal will then give the bookkeeper the signed form. Please let the bookkeeper know if a fundraiser is canceled
5. Please make sure you fill in the deposit/remittance slip completely. Your signature is required and make sure to check what you have collected the money for. If you are selling items for \$1-\$3, please write this on your form. You do not have to receipt this amount.
6. Deposits must be handed into the bookkeeper by 12:00 p.m. If this is not possible, please date the remittance slip for the next business day. **DO NOT KEEP MONEY IN YOUR ROOM AT ANY TIME.** You will be responsible for replacing any lost/stolen money. Please bring all monies to the bookkeeper to be placed in the safe.
7. When writing a receipt to anyone, please give the white copy to the receiptee and turn in the yellow copy **STAPLED, NOT PAPERCLIPPED** to your deposits. We will use triplicate receipt books and you will keep the third copy for your records.

8. If possible, please have the same person write the receipts. (For example, yearbook , field trip for each grade level.)
9. Before any purchases are made, you must complete a purchase requisition form and give to the bookkeeper and she will give it to the principal for approval. If you are requesting reimbursement you must have a receipt for items purchased. **PLEASE ONLY PUT ITEMS YOU WILL BE PURCHASING FOR SCHOOL USE ONLY.**
10. Spouses and other family members are **NOT** allowed to purchase items. We can only reimburse staff/faculty members at Page County Middle School.
11. PCMS is tax exempt. You may get the tax exempt number from the bookkeeper to share with the cashier.
12. Reminder: If you purchase items without the tax exempt number, you will be responsible for sales tax and will NOT be reimbursed. Food tax cannot be reimbursed. **Only Meals Tax can be reimbursed (Dining in a Restaurant)**
13. **Please watch Reimbursements.** Please try to use a Vendor through our County budgeted money and the Approved Walmart Card when possible to limit these reimbursements.
14. When asking for a Reimbursement for a student please fill out a Purchase Requisition form with the following information
 - a. Childs Name and the name of the parent who wrote the check
 - b. Correct Mailing Address

Purchase Order Procedures

Gloria Buracker- Bookkeeper- is in charge of Purchase Orders

Please keep the following in mind for filling out Purchase Orders:

1. Include the vendor's fax and phone number on your PO
2. **Do not go over your budgeted amount**
3. Make sure to have the correct prices on your PO
4. ALL purchases will be delivered to my office first. If there are any missing items I will give you a copy of the PO with missing items circled. I will hold the packing slip until all items are accounted for.

APPENDIX C

Page County Public Schools Lesson Plan Template

Teacher: Teacher Name **Date** [Click here to enter a date.](#)

Standard	What standard are you teaching? Identify the verb(s)
Essential Knowledge or Skill (From Curriculum Framework)	What are the essential skills are you teaching? Identify the verb(s).
Cognitive Level(s)	What is the Bloom’s level of this lesson? Briefly describe the task that correlates with each level.
Big Ideas (Essential Questions, Enduring Understandings, how this lesson relates to these, etc.)	What is the Big Idea? List the essential questions that will be used throughout the lesson.
Objectives(s) (behavior, conditions, criteria for mastery) <u>Stage 1: Desired Results</u>	What is your objective? What are the desired results? Ensure that it aligns with the cognitive level and verb(s) in the standard.

Background knowledge: What skills are needed prior to the student working on the standard?
Misconceptions: What are the possible misconceptions that your students may encounter throughout the lesson?
Previous Student Learning Data:

How are you using previously obtained data to determine student readiness for this lesson?

Time	Anticipatory Set
Length of Time	How you will hook the student or set the stage for learning?

Stage 3: Learning Plan

Time	Teaching/ Instructional Practice (I Do)
Length of Time	If possible, how will you model the material for the students?
Length of Time	What instructional strategies will you use?
Assessment	What questions will you ask to determine misconceptions?

Time	Guided Practice and Monitoring (We Do)
Length of Time	How will the student practice what they have learned?
Assessment:	How will you determine if students are ready for independent practice?
Differentiation plans:	How will you use the data or observations from guided practice to differentiate further instruction or independent practice?

Time	Closure
Length of Time	How will you bring closure to this lesson? How is this lesson connected to the big picture overarching theme?
Formative Assessment: <u>Stage 2: Evidence</u>	How will you assess what the students have learned? How will you use this information to guide further instruction?

Time	Independent Practice (You Do)
Length of Time	What will the student do to practice what they have just learned?

	Differentiate as needed.)
--	---------------------------

Resources:	What resources will be used throughout the lesson?
Materials:	What materials will be needed/used throughout the lesson?

APPENDIX D

Professional Learning Community Agenda

***Grade Level Teams use this agenda to meet weekly**

Goal: To use Attendance, Behavior and Coursework (grades) data to inform future decisions and guide necessary interventions.

ABC Area of Concern	Students	Next Step
Attendance (Alert Administration to attendance/tardy concerns)		
Behavior Note if Meeting is needed (use PRIDE Expectation Form & meet as pod) or Conduct Form (complete & give to administration)		

Coursework (Identify struggling students and decide on next steps. E.g. makeup work during recess, after school tutoring, remediation)		
Other		

APPENDIX E

Professional Learning Community Agenda- Data Meetings

***Grade level English and Math Teachers will use this agenda**

Goal: To use student experience and academic achievement data to inform future decision and guide reflection which could result in a change in what you teach and/or what students do differently, or a stronger basis for your current design).

What kind of student experience or academic achievement data are we examining today?		
What do we see in the data? Is there another data source we should compare this to? What were areas of strength? Areas of weakness? What factors contributed to individual students who were successful? Less successful? What prior knowledge did students need to be successful?		

<p>How do we close the gap? For each student, what are we going to do to close the gap between current and desired performance? When will we do it? How will we do it?</p>		
<p>How do students know what to do next? How did students get feedback on their performance? How will they get feedback on their progress? Were the students able to self-reflect?</p>		
<p>What data are we bringing next time?</p>		