

West Franklin High/Middle School

Staff Handbook

2011 - 2012

The following information includes excerpts from the USD 287 Personnel Manual, Student Handbook and information specific to the operation of WFHS and WFMS. This is not a complete representation of personnel policies. Staff members are strongly encouraged to review district policy and regulations which can be found in the office.

Activity Supervision

Teachers are to maintain adequate supervision on all activity/field trips. Teachers should position themselves toward the middle and/or back of the bus. During night trips, a light is to remain on during the entire ride.

Assemblies

Assemblies are held to enhance student learning and provide exposure to the fine arts. Classes are expected to give the presenters their undivided attention. Staff members are expected to sit with their students.

Assignments

Teacher assignments are to be directly related to district curriculum and state standards for the subject area being taught. Any homework type assignment should be clearly explained with previous opportunities for guided practice. **Any assignments such as word searches, crossword puzzles, or other activities of this nature must receive prior approval from the principal.**

Attendance

Attendance should be entered on PowerGrade within the **first ten minutes** of every class period. Teachers are responsible for keeping accurate attendance on PowerGrade.

Beverages

Beverages may be taken into classrooms during instructional time if they are placed in a cup or other container. Soft drink containers should not be on a staff member's desk when students are present.

Building Maintenance

Maintaining a clean and safe learning environment is the responsibility of each student and every staff member. It is not the custodians responsibility to pick up after us! Teach your students this responsibility.

Nails, staples, tape or any item which would damage doors, walls or furniture are prohibited. All classrooms will be painted and maintained as directed by district officials. Teachers may not randomly paint classrooms or hallways.

Take pride in our facility and teach your students to do the same thing!

Building Use

Any organization using any building on the West Franklin High/Middle School campus must have a staff member present and schedule the event in advance with the building secretary. (An exception would be the recreation commission using the old gym.)

Bulletin Boards

Bulletin boards are a teaching device in our classrooms. Please keep material current and provide a variety of information on your boards. Be sure to change boards at least on a seasonal basis.

Bus Drop-off/Private Vehicle Drop-off Locations

Bus Riders In front of WFMS

Private Vehicle In the west parking lane of the west parking lot

Please discuss these safe zones as well as the significance and safety of using crosswalks and sidewalks with your students on a regular basis.

Child Abuse

All school employees are required to report suspected cases of child abuse or neglect to the SRS. Most reports should be completed through the building counselor or administrative team. **Any report made by school staff is to be immediately reported to the building principal.**

Child Care

Children of teachers may remain in the building during non-teaching time as long as they are directly supervised by an adult or remain in their parent's assigned area. Children are not to be present on instructional days or days of district wide staff development or meetings.

Classroom Management

All teachers are to establish a positive environment within their classroom. Well managed classrooms spend more time on academics and less time on discipline. Students may be kept after school with a 24 hour notice to parents. Students are not to be held from specials without permission of the principal. When teachers assign an after school period (extra period), they are responsible for supervision and should contact a parent. Students may be sent to the office for academic or behavior issues.

In addition to normal teaching times, middle school teachers are responsible for supervising their students during library and counselor presentations and guest presentations. **Teachers are to remain with students during these times. All staff members are to be outside their classroom door to provide supervision during every passing period.**

Classroom Supervision

Teachers are to remain in their classroom during all times students are present. Should an emergency require you to leave, contact the office so supervision can be secured.

Clubs & Organizations

Clubs and organizations are an important part of our school activities. Each club president in collaboration with their respective sponsor should have an outcomes based agenda prior to each meeting. Meetings may be scheduled before/after school. Any activity should not have a negative impact on teaching or learning.

Collection of Money

Staff members are to turn in any money collected from students to the office on a daily basis. Money should not be stored in individual classrooms.

Computer/Shut Down

All computers and monitors should be logged off and shut down daily.

Discipline

Primary responsibility for student discipline rests with the classroom instructor. Teachers should make every effort to establish and maintain a positive learning environment. When classroom disruptions present themselves, be fair, firm and consistent. Please refer to the enclosed discipline guide for specific information.

Duty Day

Duty day for certified staff members is 7:50am until 3:44pm. Staff meetings may be called outside these times when necessary.

Duty day for non-certified staff will be assigned individually by the principal after consulting with the employee.

E-Mail

Most communication coming from the office will be sent by e-mail. Check your e-mail a minimum of twice a day. Remember we have no right to privacy in regard to e-mail or internet use.

Emergency Chain of Command

| | |
|---------------|----------------------------|
| Rick Smith | Principal |
| Robert Allen | Assistant Principal |
| Connie Hoyt | Counselor (high school) or |
| Rob Conway | Instructor (high school) |
| Virginia Cook | Instructor (middle school) |

Emergency Lesson Plans

Emergency lesson plans are to be turned into the office by September 1st. Activities should be meaningful and related to your content area. Do not leave simply “busy” work for the substitute to work with.

End of Day Dismissal

Teaching and learning ends at 3:20 pm. Students should be dismissed from their classroom at 3:20pm. Students may go to their locker at that point and report to the bus staging area after putting materials away. Students should not be lined up at classroom doors waiting for a dismissal bell.

Faculty Meetings

Faculty meetings will be held as called by the principal or assistant principal. Please be on time and do not bring other items to work on during these meetings. The majority of information from the office will be communicated through e-mail.

Field Trips

Field trips should be directly related to educational outcomes. Please complete appropriate transportation and field trip forms and return them to the office at least ten days prior to the trip. Please be prepared to share your plan for student supervision. If you are requesting an overnight or out-of-state trip, required paperwork must be turned in to the office two weeks before the upcoming board of education meeting. All field trips must be approved by the principal.

Food – Classrooms

Students bringing food and drink into classrooms at the middle school is not permitted. High school staff have the option of allowing food/drink in classrooms as long as it does not create additional work for custodial staff or interfere with teaching and learning. Students are not allowed to bring food or beverage items into school buildings which have been opened outside of our facilities. Bottled water is always an option during hot weather.

Staff members storing food items in a classroom/office must store all items in a sealed plastic (mouse proof) container.

Goals

Each staff member will be asked to set goals for the academic year. These goals should be related to professional growth. Please turn your goal sheet into the office by September 1st. Continually self monitor your progress. Administrative staff will check with you each periodically to see how you're progressing. Each staff member should have at least one goal related to technology.

Students also need to establish goals for their academic success. Please help them brain storm possible goals. Help them measure their progress by helping to keep them focused toward their goals. A "goal" bulletin board might help remind students frequently of their goal.

Grade Reports

Grade cards are issued each quarter. A percentage grade is recorded as indicated on respective reports. **Please be sure any comments regarding student progress are positive in nature.** Remember, each grade card becomes part of the student's permanent file.

Grades are to be entered in Power Grade on a timely basis. **Teachers should not fall more than 3 days behind in entering grades. GRADES ARE TO CURRENT PRIOR TO LEAVING EACH MONDAY! A minimum of 15 grades are to be taken in each subject each quarter.** Staff members who fail to keep grades current will receive a warning on the first incident and disciplinary action, including a plan of improvement, on any subsequent incidents.

Keep your parents informed about the progress of their children. Weekly grade reports should be sent home with each middle school student every Tuesday. Quarterly (fifth week) grade reports will be mailed from the office to the parents of every high and middle school student with a grade below 70 percent.

Hall Supervision

All staff members are responsible for hall supervision during passing and break periods.

IEP at a Glance

An IEP at a Glance for each IEP student should be distributed to each instructor by the resource room teacher. If you do not have this student information, please ask the resource room teacher to provide you with a copy. These documents are confidential and should be kept in a secure area.

Make sure you are familiar with and follow any Behavior Plan outlined in an IEP, 504 Plan or West Franklin Plan.

Intervention Team

The official Intervention Team will meet once each month to consider educational interventions for at-risk students. Please get the official referral papers from the office. All paper work must be completed and returned to the office at least one week prior to the Assist meeting.

Members of the team include: Connie Hoyt, Bonnie Walz, Tommi Edmiston, Kris Hassler, Rick Smith, Robert Allen, Nancy Parkin and Betty Greer. Individual classroom teachers may be asked to attend depending on student assignment.

Late Assignments

Students are expected to hand assignments in on time. Students who fail to do so will be assessed a penalty as follows:

High School: 1 day late 50% of points awarded; 2 days late 40% of points awarded; more than 2 days late no points will be awarded

Middle School: 1 day late 75% of points awarded; 2 days late 60% of points awarded; 3 days late 50% of points awarded; more than 3 days late no points will be awarded.

Leaving Class/School - Staff

If for some reason it becomes necessary for you to leave school during your contract day, you are to notify the office. Please also let the office know if you and your students will be in a location which is not normally your assigned instructional area.

Leaving Class/School – Students

Far too many students roam our hallways and campus. **Students are expected to remain in their assigned classroom except in event of extraordinary circumstances. At no time should any student be dismissed to go to the parking lot or leave school grounds without administrative permission.** Teachers should dismiss students at go to another classroom without prior knowledge of the receiving staff member.

Lesson Modifications

Meeting the individual needs of each of our students is vital to success. It is not necessary for a student to be on an IEP, 504 Plan or a West Franklin Plan to receive lesson modifications.

It is expected that classroom teachers modify assignments and assessments for students having an IEP, 504 Plan or West Franklin Plan. Please consult with the resource room instructor or building counselor regarding the individual needs of these students.

Lesson Plans

All teachers will prepare weekly, written lesson plans supporting district curriculum. Plans for the coming week should be completed no later than 8:00am each Monday or the first teaching day of the week and emailed to the principal and assistant principal for review.

Students learn best when actively involved in the lesson. Teachers are encouraged to **use a variety of activities when presenting lessons which require hands on, concrete, learning experiences**. Copied worksheets are a valuable resource but should be limited in nature.

Lesson plan format should follow effective teaching practices. The preferred model is as follows:

- Review of the previous lesson concept
- Anticipatory Set ----- Students should know what it is we expect them to learn
- Modeling ----- present a variety of teaching techniques for varied learners
- Guided practice ----- monitor student progress
- Independent practice ----- be reasonable in making homework assignments
- Re-teach/Expand

At a minimum, lessons plans should include the concept to be taught, the resources used to teach the skills, and the independent practice tool (when appropriate).

Please remember textbooks are a resource, not the curriculum. You should not expect to “cover” everything in a text. Refer to your specific curriculum guides as you plan lessons for the year.

Keep your students well engaged in learning!

Locking Up

At a minimum, the following should be completed in your room upon departing for the day:

- All computers, monitors, electronic equipment shut down;
- Close and lock windows;
- Adjust shades uniformly in classrooms;
- General pick up of the area;
- Be sure teaching and student supplies are stored neatly; and
- Shut and lock all doors.

Lunch Count

Lunch count should be entered on PowerGrade at the beginning of second period each day. In the event Power School is down, the office will request you place a written count in the tray on your classroom door.

In the event of activity or field trips, the responsible teacher should notify the kitchen at least 10 days prior to the activity.

Lunch Period

Middle school staff should arrive for lunch and pick your students up from lunch at assigned times. High school staff should be at their classroom prior to students return. Please be on time!

Para-professionals

Para-professionals primary responsibility is to support students with IEP's. They should not be responsible for classroom instruction, classroom management, or clerical duties. Para's may work with small groups of students if one of the students has an active IEP.

Participation Points

Participation points may be part of a student grade. Federal case law has clearly indicated that student grades may not be placed in jeopardy due to student conduct. Clearly, you may not penalize a student because of his/her behavior. When a student is absent, you must provide an alternative assignment in place of participation points. This should be requested by the student and subject to other rules regarding make-up work.

Parties

Special events may be celebrated in classrooms on an occasional basis. Only students enrolled in our school should participate in such activities.

Phones

Cell phones are to be turned off during the times students are in classrooms. Classroom telephones should be used only in an emergency or when students are not in the classroom.

Students are not to use classroom telephones during the instructional day.

Students and staff are expected to follow district policy regarding the use of cell phones at school and during school activities.

Phone Messages

Non-emergency calls – No calls will be forwarded during instructional time. Messages will be emailed to you or placed in your mailbox.

Planned Calls – Let the office know when you are expecting an important call which needs to be forwarded to you.

Emergency Calls – Office staff will do our very best to immediately contact and cover your responsibilities in the event you have an emergency call.

Positive Learning Environment

Positive attitudes enable the educational setting to be more accepting and enhance student achievement. Do your part in making West Franklin High/Middle School a healthy and positive learning environment!

Periodically staff members will be requested to contact parents with “good news” about their child. These may be made by postcard, in person, or with a telephone call. Please look to make these comments outside of individuals with whom you have frequent contact.

Privacy (Student)

Student confidentiality is an absolute must. Your student’s school and personal lives should not be discussed with anyone not providing services to that student.

Professional Attire

You belong to a most prestigious profession and as such should dress accordingly. Pride yourselves in being a good role model for appropriate attire. *Jeans are appropriate on Friday only.*

Programs/Activities

Attendance at evening school programs is an expectation (examples: promotion/graduation, open house, conferences, ect...). Please check the district calendar for posted events and place them on your personal calendar. In the event there is a last minute, unavoidable conflict, meet with the building principal as soon as possible.

Purchases

All purchases require an req or building purchase order authorized by the building principal prior to any order being placed. This procedure covers school, athletic and organizational purchases. If an order is placed without prior approval by the building principal, the individual placing the order will be responsible for payment. Under no circumstance should any individual represent themselves as ordering material on behalf of USD 287 without prior approval.

Security Drills

Monthly fire drills will occur without notice to students or staff. Take your grade book, emergency procedure brochure and keys when you exit the building. Please be sure your classroom door is closed. Walk with your students to assure students are exiting in an orderly manner. Gather in your assigned areas.

Tornado drills will occur at least three times during the year. Students are to be in assigned areas in a sitting position with their knees drawn up, heads down and hands covering their neck.

Lockdowns (code yellow) will occur throughout the year. Lights are to be turned off, classroom doors locked, students hidden from view as best as is possible. At least one window shade should be left open. Windows should be closed and locked. No one should enter or exit a room after it has been secured.

Bomb threats will not be practiced. In the event of a bomb threat, classes should exit the building and go to the ball field area south of the building. Take your keys and grade books with you.

Outside doors are to be shut and locked at all times. The main door, located by the office will remain unlocked for parent access. It is your responsibility to close your classroom windows and doors at the end of each day.

Staff Absences

Your attendance is vital to student achievement. If you know you are going to be absent, please complete a staff leave request as soon as you are aware of the necessity to be away. In the event of an illness please call Robert Allen (242-9987 or 248-3608). If you know you will be absent the next day, please call Mr. Allen before 10:00pm. Scheduling appointments as late in the day as possible is appreciated.

Staff Development

All staff members are expected to attend all staff development unless specifically excused by the principal. Staff development agendas will be emailed building wide prior to each training session.

All training, conferences, conventions which require the staff member to be absent from school or which require funding from the district must first be approved by the building principal.

Staff/Student Interaction

All interaction between staff and students are to be highly professional in nature. Any communication between staff and student should be directly related to instructional or school activity issues. Staff members should not email, text, participate in social network sites, or communicate with students in any manner regarding any issue which may be interpreted to be of a personal nature.

Should a staff member receive any communication from a student that might be considered inappropriate should be immediately reported to the building principal.

State Standards

Instructors are responsible for knowing, teaching and monitoring student progress as it relates to state and district standards/curriculum. Standards may be accessed at <http://www.ksde.org/default.aspx?tabid=1678>.

Student Day

Teachers and students are to be prepared for learning to begin at 8:10am. Middle school students will be dismissed from the gym at 8:03am. All staff should be outside their classroom door to assist in hall supervision.

Student Guests

Student guests are not allowed.

Student Release – Athletics/Activities

Coaches/Sponsors are responsible for emailing all staff the names of students to be dismissed from class to prepare for school activities. Coaches/Sponsors should clear a dismissal time with the Athletic/Activities Director prior to communicating the dismissal time to students and staff. Adequate supervision is to be maintained by coaches/sponsors at all times.

Tardies

See student handbook for building tardy policies. A student should not be counted tardy if he/she has entered your classroom by the time the bell rings.

Teaching/Learning

Students and teachers should be engaged in learning and teaching bell-to-bell. Transition time should be limited so that it does not negatively affect instructional time. Students should remain engaged in learning activities at all times. Students should not be lined up and waiting for the bell to ring at dismissal time.

Television/Video Use

Teachers are encouraged to use virtual Greenbush. All videos and television programs should be tied directly to the curriculum have defined educational outcomes and have an age appropriate rating. Any item considered to be a “movie” shall first be approved by the building principal or assistant principal. **Please be sure all materials checked out from Greenbush are at their respective return sight before the due date.**

Textbooks

Textbooks are a **resource** designed to assist in implementing district curriculum. They should not be considered the curriculum. Teachers will assign textbooks to students and record the number of the text. Students are not to mark in textbooks. Books should be returned at the end of the year in their prior condition or the student/parent will be charged for a replacement.

Transportation

All requests for bus transportation should be made at least one week in advance through the Athletic Director or Assistant Principal.

Request for other district transportation should be approved by the Assistant Principal and made through the district office at least one week prior to the scheduled event by the person making the request. The vehicle and keys should be picked up at the district office. Drivers must have prior district approval and have appropriate information on file at the district office.

Vehicles are to be cleaned out prior to checking keys back into the district office. Any organization that leaves a vehicle dirty will be assessed a cleaning fee determined by the transportation director.

Workman’s Comp

Any employee injury should be reported immediately to the office. Should you be injured on the job, you must immediately complete the required district paperwork and also report the injury to Cherree Keeton (566-3396) at the district office.