

TEACHER HANDBOOK

RIVERTON MIDDLE SCHOOL: Mission Statement

Our Vision at Riverton Middle School (USD404) is for staff, teachers, students, & community to cooperatively create a 21st century school environment that inspires students to achieve optimal success physically & academically while exhibiting good character in an ever-changing world.

RIVERTON MIDDLE SCHOOL: School Improvement Plan Goals

1. All students will improve their problem solving skills.
2. All students will improve their reading comprehension skills.
3. All Students will improve their writing skills.

RIVERTON MIDDLE SCHOOL: Exit Outcomes

Upon completion of eighth grade, a student will:

- 1) Possess a strong general education
- 2) Be able to live cooperatively while demonstrating individuality and creativity
- 3) Own a sense of self-discipline, responsibility, and self-worth
- 4) Have developed and will maintain sound physical and mental health

STAFF COMMUNICATION

- ⇒ **Weekly Memos** will be e-mailed each Monday morning. Please have information for the ensuing week to the principal by Friday morning. Other memos will be distributed as needed. It is the responsibility of the teacher to check their mailbox and the workroom / office bulletin boards.
- ⇒ We will have **faculty meetings** scheduled as needed. Please contact the principal in advance if you want an item placed on the agenda.

FORMS, FORMS, FORMS,

Staff Absence – Please utilize AESOP software to apply for a substitute for any and all types of absences.

Online Ereq System All purchase requests are to be submitted online through the Ereq System. All teachers are provided a login and password in order to access the Ereq System.

Inservice Attendance Approval & Validation of Points: Teachers will use the online PDP Toolbox for permission to attend an inservice activity. Teachers fill out the form online and submit it to the building principal who will approve or disapprove, return to staff member, and submit it to the PDC chairperson if approved. After the teacher returns from the inservice activity, they will need to complete the Points Requested piece and submit to the PDC Chair for approval of points.

Tuition Reimbursement Application: Teachers will use this form to apply for tuition reimbursement for classes they will be taking to improve instruction in their classroom. (Tuition will not be reimbursed for teachers pursuing administrative courses.) The application should be turned in prior to enrollment in the course. Repayment is on a first-come, first served basis computed on the filing date. Check current contract for course credit hour reimbursement. Courses must be in the teaching field or approved by the principal.

Maintenance Form: Teacher will use this form to communicate a work order request to the maintenance department. These may be used during the school year but are most frequently used on major summer projects. These forms are turned into the building principal who will forward them on to the director of maintenance.

Salary Schedule Contract Adjustment Form: Teachers will use this form to document movement across the salary schedule. Per Negotiated Agreement Documentation for credit hours or degree must be a current transcript on file in the superintendent's (principal's) office by September 1 of the contract year.

Disciplinary Referral Form: Teachers will use this form to refer severe or repeated incidents of inappropriate behavior. These need to be turned into the principal on the day of the incident. All minor behavior infractions will be handled through the STRIKE System using the Student Conduct Sheets in the Student Planners.

SIP Strategy Implementation Form: Teachers will use this form to document implementation of the strategies. When a strategy is used, attach a copy of a student's work and submit the form to the target chairperson. Please do not wait until the end of the quarter to turn this form in. It should be submitted each time you implement a strategy.

Technology Agreement Form: Teachers are expected to read and sign USD #404 Technology Agreement Form. The signature states that the teacher has read and understands the conditions as set forth as acceptable use of USD 404 technology and equipment. Signed forms will be housed in the RMS principal's office.

Confidentiality Agreement Form: Teachers are expected to read and sign the USD #404 Confidentiality Agreement Form. The signature states that the teacher has read and understands the responsibility and accountability for maintaining strict confidence in all school related matters. Signed forms will be housed in the RMS principal's office.

Handbook Language on FACEBOOK: School principals will annually remind staff members and orient new staff members concerning the importance of maintain proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- Improper fraternization with students using FACEBOOK and similar internet sites or social networks
- Inappropriateness of posting items with sexual content
- Inappropriateness of posting items exhibiting or advocating the use of drugs and alcohol
- Examples of inappropriate behavior from other districts, as behavior to avoid
- Monitoring and penalties for improper use of district computers and technology
- Avoid the use of school's name and logo on a teacher's personal website
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration may/shall periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees.

The school board discourages school district staff from socializing with students outside of school in person or social networking websites, including, but not limited to MySpace and FACEBOOK.

All school district employees, faculty, and staff who participate in social networking websites, shall not post any school district data, documents, photographs, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff, or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

CONTRACTUAL TEACHING DAYS

- ⇒ The number of teaching and in-service days are set and approved by the board of education each year. Please check current contract for current school year contractual teaching days.
- ⇒ The normal teaching day shall be 7:35 hours including lunch. The normal day begins at 7:45 a.m. and ends at 3:20 p.m. The duty day may be extended to include open houses, parent-teacher conferences, faculty meetings, and committee meetings.
- ⇒ Teachers should be supervising their classroom and surrounding hallway between 7:45 a.m. - 8:00 a.m. and 3:10 p.m. - 3:20 p.m. Please notify the office if an appointment, meeting, or personal business requires that you leave prior to 3:20 p.m. **Teacher duty day is 7:45 – 3:20.**

STAFF MEETINGS: Middle school staff meetings will be during Wednesday Teacher Collaboration Time on the third Wednesday of each month. Staff will be notified of location of meeting each month. All MS staff members are expected to attend.

SICK LEAVE (check current contract for accuracy):

- ⇒ Accrued at the rate of 10 days per year accumulative to 70 days.
- ⇒ May be used for illness of employee or member of immediate family (clarification in negotiated agreement).
- ⇒ If absent 3 consecutive days, teacher will need to furnish statement from doctor.
- ⇒ Paid at rate of \$40 per day for each unused sick leave day over 70 at the end of the school year, consult current contract.
- ⇒ Retiring staff rate of \$40 per day for all accumulated sick leave at end of retirement year, consult current contract.
- ⇒ May obtain written accounting of accumulated sick leave by filing request with board clerk.

BEREAVEMENT LEAVE (check current contract for accuracy)

- ⇒ Allowed 3 days per funeral service of extended family (clarification in negotiated agreement).
- ⇒ Allowed total of 3 days to attend funerals of someone other than extended family.

PERSONAL LEAVE (check current contract for accuracy):

Personal Leave language changed 2014-15 in Negotiated Agreement as follows:

Each teacher will be allowed three (3) days personal leave per year, subject to the following limitations.

1. Personal leave must be approved in writing by the superintendent at least twenty-four (24) hours in advance. In case of extreme emergency, prior notification may be waived by the superintendent. In the event a request for personal leave is denied, notice will be given the teacher promptly.
2. The board will pay \$60.00 for one (1) unused day of personal leave. Notification of the teacher's desire to be paid the \$60 for the unused personal leave must be submitted to the clerk of the board on or before September 1st.
3. Personal leave may not be taken on in-service days.
4. Personal leave cannot be taken on days school is held to make up days lost because of inclement weather.
5. Permission for personal leave for staff will be at the discretion of the building level administrator (principal).
6. A salary deduction of one day based on current contract salary will be made for each day taken in excess of the allowable leave. The deduction will be reflected in the paycheck of the month following the excessive absence.

PROFESSIONAL LEAVE (check contract contract for accuracy):

- ⇒ Teachers may ask for leave to participate in professional improvement.
- ⇒ Request should be made to the building principal online through the PDP Toolbox.

EXTENDED LEAVE SICK POOL (check current contract for accuracy):

- ⇒ Provides additional sick leave for teacher's personal illness or critical illness of a member of the teacher's immediate family.
- ⇒ A screening board administers sick leave.
- ⇒ Each teacher may participate by giving one day of their sick leave to the pool. Teachers who do not donate a day may not apply for usage of the sick pool.
- ⇒ Complete details in negotiated agreement.

DISTRICT POLICIES:

Teachers are expected to comply with all district policies, procedures, and contractual agreements.

FACULTY GRIEVANCE PROCEDURE:

A copy of the grievance policy may be obtained from the superintendent as provided for in the district policy handbook. A district policy handbook is housed in the Principal's office and MS teacher workroom as well.

TEACHING CERTIFICATE:

It is the responsibility of each teacher to have on file in the principal's office a valid teaching certificate with proper endorsements for each area in which they are teaching. Please stay aware of the date your certificate expires. See KSDE website for renewal forms and information.

PROFESSIONALISM:

Please treat all of your professional peers with respect. Remember the Golden Rule. If you have a concern or question, please share your concerns directly to the appropriate people.

SEXUAL HARASSMENT

The USD #404 Sexual Harassment Policy is included in its entirety in **Section JGEC** in the **USD #404 Board Policy Manual**. RMS consistently adheres to that policy. The principal attends to and investigates every complaint of sexual harassment or inappropriate action. Consequences are administered when accusations are proven. A complete copy of the policy is available at the district central office, in the RMS teacher workroom, and the RMS principal's office.

BULLYING

The USD #404 Bullying Policy is included in its entirety in **Section JDDC** in the **USD #404 Board Policy Manual** located in the Central Office and School Administrator Office. RMS consistently adheres to this policy. The administration attends to and investigates each complaint of bullying or harassment and follows the procedures as set forth by the Bullying Policy.

CHARACTERISTICS OF EFFECTIVE SCHOOLS

1. Safe and Orderly Environment
2. Climate of High Expectations for Success
3. Instructional Leadership
4. Clear and Focused Mission
5. Opportunity to Learn and Student Time on Task
6. Frequent Monitoring of Student Progress
7. Home-School Relations

EVALUATION:

- ⇒ Major goal of teacher evaluation = Improve student learning through improvement of instructional techniques and practices.
- ⇒ USD 404 policies: **Tenured teachers in good standing are evaluated at least two times every third year. First, second, and third year teachers will be formally evaluated at least four times each of those years;** within the first 60 days of each semester.
- ⇒ **Written summative evaluation** will be based upon: (1) formative evaluation observation and conferences; (2) walk-throughs; (3) self-evaluation done by the teacher; (4) principal judgments and observations.
- ⇒ **Formative evaluation** will consist of: (1) pre-conference; (2) formal observation; (3) post-conference.
- ⇒ It is strongly recommended that all teachers have their students evaluate them toward the end of the year. I would like to see them utilized to give you feedback that you can use to improve. I would rather not see them unless you want to discuss them with me. These students are with you the entire year and can give you very valuable information.
- ⇒ USD 404 Staff Evaluation Handbook is distributed to all staff members and available on District Website, Central Office, and Principal's Office.

SUPERVISION:

All staff members should be actively involved in all phases of supervision.

During class change: All teachers are expected to be in the hall during the class change. The teacher's presence will help eliminate possible disruptions before they occur.

During class time: All teachers are responsible for the safety of all students within their classroom or activity area. Mobility within the classroom is of utmost importance at all times. Your presence around the room will be a proactive stance to eliminating inappropriate student behaviors.

Please, Please, Please do not leave your classroom or area unattended at any time. If you must leave your room for some reason please make every effort to secure a staff member to supervise in your absence.

CLASSROOM RULES:

The following rules are recommended standard classroom rules within our middle school. Posting and practicing these within your classroom could assist in your classroom management plan.

1. **Be prepared** (in your seat with all materials before the bell)
2. **Be respectful** (keep hands, feet, objects to yourself)
3. **Be polite** (don't talk until acknowledged by the teacher)
4. **Be responsible** (follow all directions the first time; get assigned work completed and turned in)
5. **Be your best** (always give 100%)

CLASSROOM MANAGEMENT:

An effective teacher takes class time early in the year to teach appropriate behavior and classroom rules. An effective teacher has a plan with positive rewards to encourage appropriate behavior and negative consequences to discourage inappropriate, disruptive behavior. The key to any successful classroom management plan is the consistency in which teachers enforce classroom rules.

Classroom misbehavior falls into one of two categories:

1. **Non-disruptive off-task behavior:** student is not disturbing others but is not paying attention or following directions.
2. **Disruptive off-task behavior:** student is keeping the teacher from teaching or students from learning.

Dealing with Non-disruptive off-task behavior:

- ◆ Don't ignore the off-task behavior.
- ◆ Try re-directing the behavior ("the look", physical proximity, mention off-task student's name while teaching, praise students in proximity of off-task student).
- ◆ Don't issue an immediate, sometimes harsh, consequence (this would include a strike).
- ◆ As soon as student is back on task, take first opportunity to praise his appropriate behavior.
- ◆ Rule-of-thumb on redirecting: redirect twice, then turn to discipline system and follow the steps..

Dealing with Disruptive off-task behavior:

- ◆ Be Consistent. Consequences must be provided each time a student chooses to disrupt.
- ◆ Give consequences in firm, calm but direct manner.
- ◆ Re-focus argumentative students (stay calm, state what you want, I understand but, repeat max. of 3 times)
- ◆ After student receives consequence, take the first opportunity to recognize something positive about the student.
- ◆ Provide an "escape mechanism" for upset students (have him write a note or journal about his side of the story)
- ◆ "Move Out" when student is being continually disruptive (talk to student in hall about the behavior and consequences)
- ◆ There are times when in your judgment it is not in a student's best interest to provide a consequence. The discipline system is a guide, not a law.
- ◆ Emphasize to the student that you have a problem with his behavior; not with the student.

Implementing the Discipline System

- ⇒ Each teacher is expected to **use an assortment of classroom management techniques** (proximity, use of students name, non-verbal clues, etc.) **before implementing the mark system.**
- ⇒ If you are having trouble with a student and do not think the consequences are working, conference with the principal. Individual students can have a different set of consequences if agreed to mutually by the teacher and principal.
- ⇒ **1st step:** Use classroom management techniques to curb the misbehavior.
2nd step: Verbalize a warning to the student (ex: "John, you know throwing paper is not allowed. That's a warning")
3rd step: Strike is issued on Student Conduct Sheet in Student Planner; (teacher completes "Strike" box on Student Conduct Sheet in Student Planner).
4th step: Severe Issue and/or Two Strikes in One Class Period = immediate referral to the principal (Student comes to office. Teacher brings discipline referral form to office as soon as possible).

REQUIRED CLERICAL WORK

Progress Reports: Teachers will provide progress reports for all students earning a “D” or “F” in each of the core classes. They will be due at the times specified by the principal for each grading period. REMEMBER: If a student does not receive a “D” or “F” progress report, yet earns a “D” or “F” by the end of the quarter, the teacher must make personal contact with the parent to explain the circumstances of the poor achievement between the time of the progress report until the end of quarter report card.

Grade Reporting: It is recommended that all teachers record scores daily in the Infinite Campus grade book. It is required that scores be recorded at least two times unless special circumstances prevent that from happening.

Final Exams: A copy of your final exams is due each quarter and should be turned into the principal. Make sure these tests are representative of the material covered during the quarter; not simply a chapter test. They should be calculated into the student’s grading, regardless of whether they will drop or raise the student’s quarter grade.

Attendance Reporting: Each teacher will take attendance within the first 15 minutes of each class period. The Infinite Campus student management software program on your teacher computers will be utilized. In the event the computers are not functioning, hard copy attendance slips may be sent to the office. Teachers need to make sure students are changed to tardy status if they arrive late without an excuse from their previous teacher. First period tardies are the only time students should be sent to the office for being late.

Budget Order: A due date in March or April will be designated and posted each year for your orders for the next school year. You will be issued a budget summary sheet prior to ordering. Your budget limit will be posted on the summary sheet. Generally, the limit is \$100 unless you have a special situation because of your teaching assignment. This \$100 is for supplies, instructional materials, etc. All orders are to be completed on the Online Ereq System. **The “Teacher Budget Summary” form must be completed along with Online Ereq Requisitions requests for each order from separate vendors.**

Inventory: Classroom inventory for insurance purposes should be turned in before you leave for the summer. Please be specific with replacement costs listed.

END-OF-YEAR CHECKLIST:

- * Budget Orders
- * Master Calendar Dates and Events
- * Inventory
- * Summer Maintenance Requests
- * Course Outcomes, Course Syllabi, and Supply List Revisions
- * PDC Documentation
- * SIP Strategy / Implementation Log, Blue Point Validation Form,)
- * Summer School Recommendations
- * Summer Mailing Address
- * Copy of Final Exam

COURSE SYLLABUS

Each teacher will be required to develop a course syllabus for each of the courses they teach. The syllabus should give the student and parents a good idea about how the class is organized, evaluated, and the standards that will be taught. A copy should be turned into the principal for approval prior to sending it to the copy room. The teacher shall distribute a copy of the syllabus to each student and post on the school website as well.

Each teacher has the flexibility to design their syllabus as they wish. However, I would like to see them kept to 2-3 pages in length if possible. They should include, but not be limited to, the following items:

- ⇒ Teacher data: name, address/phone (optional), school address/phone, times this class meets, planning time, college degree information, certification endorsements.
- ⇒ Materials needed in this course.
- ⇒ Grading system information (scale, averaging or total points, etc.).
- ⇒ Types of graded work (tests, pop quizzes, homework, bellwork, projects, etc.).
- ⇒ Course standards
- ⇒ Rewards/consequences for ‘Forgotten Materials’ and ‘Not Prepared for Class’

Suggested FIRST DAY ACTIVITIES:

1. Assign and arrange seating (I strongly recommend teacher assigned seating).
2. Assign textbooks and record the numbers.
3. Discuss rules and procedures. Spend as much time as is necessary early in the year explaining and discussing classroom rules.
4. Discuss major goals and objectives for the year.

LESSON PLANS:

Lesson plans do not need to be submitted to the principal's office each week. I would like you to have your lesson plans available to me when I do walk-throughs during class time or during your planning time. You are free to use the lesson plan format that you wish. However, the lesson plan format should include: lesson objective(s), KCCR Standards, activities, evaluations/assignments. KCCR Standard and Objective that supports the daily lesson should be posted somewhere in the room. During walk-throughs, I want to know what you are teaching without having to ask a student, therefore, disrupting the learning environment.

TARDY POLICY:

- ◆ A student is tardy ('T') if they are not inside the classroom when the period starts according to the clock inside the classroom. Tardies are kept on a nine-week basis.
- ◆ Students arriving late to school during 1st block are to be sent to the office.
- ◆ Student tardy any other period will not be sent to the office; teachers will mark them tardy and issue a strike on the computer..

STUDENT PASSES:

Students are not to be in the halls during class time without a hall pass issued by their teacher. The teacher should jot down the time and destination and initial the hall pass prior to student leaving the room. Student traffic during class time should be minimal since they have 4 minutes between classes.

SUBSTITUTE TEACHERS:

Substitute teaching is a very difficult job. Please develop plans that keep the students involved as active learners. Do not leave a reading assignment without a writing assignment to go along with it. Do not leave lecture assignments. Please tell your substitute to collect assignments at the end of the period whether they are finished or not. Keep a substitute folder with all materials a substitute might need such as seating charts, class rolls, alternative assignments, dependable students to help, etc.

DRESS CODE:

STUDENTS: Please help in enforcing the student dress code. The code is stated in the student handbook. Let the student and the office know immediately if a student is in violation. (Please note current student handbook for any new additions).

TEACHERS: Teachers are asked to represent themselves as professionals and serve as positive role models. Therefore, professional dress is expected. Game-day-Fridays will be designated as spirit days. Jeans and school colors are allowed on Fridays (no sweat pants).

INCLEMENT WEATHER: In case of possible school closing, please listen to area radio/television stations. The superintendent will try to have a decision by 6:00 a.m. and will activate the district message system if needed. Canceled days, if made up, will be added on to the end of the year.

CRISIS PLAN: Each teacher should have a crisis plan mounted on a wall in your room. Explain the evacuation plans with your homeroom students. There will be fire and tornado drills periodically to practice evacuation. Current student rosters should be attached to crisis plan

STUDENT IMPROVEMENT PLAN: In the event a teacher recognizes a student struggling with issues that are impairing his/her ability to learn the teacher should begin the Student Improvement Team process as outlined in the Student Improvement Plan notebook provided to each classroom teacher. Prior to "Request for Assistance" the teacher must have attempted and recorded a variety of interventions and completed the "Communications Log" making sure that entries include phone and personal contact with the parent concerning the difficulties.

ZAP* PROGRAM:** *The goal of the ZAP program is to decrease the number of missing assignments for our students. ZAP stands for "Zeros Aren't Permitted". When a student fails to submit an assignment*

according to teacher direction and expectation on the date it is due, the student will be assigned to after school ZAP to complete the assignment. Upon completion of the assignment the student will earn 70% of the correct responses instead of a zero. However, *** if the student fails to complete the late work within a 2 day limit of the due date, they will receive a zero for that assignment. **There will be no ZAP period during the regular school day, thus, no opportunity to complete late or missing assignments during the daily schedule.** The student failing to turn in satisfactory, completed work (deemed so by the teacher) on time will notify parents that the student must stay after school that day, until the work is satisfactorily completed. The student is then be free to go home. In the event a student is ZAPPED 8th period and cannot make arrangements to stay after school that day to complete the work, the student will complete the work on their own time that evening and turn in the completed work to the ZAP teacher prior to 8:00 the next morning. The student who fails to turn in the late assignment the following morning will stay after school the next day to complete the work, Credit for the late work remains at 70% of the answers correct. **Multiple ZAPs within a quarter will warrant referral to counselor or principal. Parents will be contacted for parent conference. The completion of missing assignments takes precedence over any after school activities. Let it be noted that ZAP is not a disciplinary issue. No disciplinary demerits are awarded for ZAPs. Disciplinary issues will occur in the event students skip, refuse to attend, or repeatedly express reasons for being unable to attend the after school ZAP time.**

FINAL EXAMS: Final exams are to be given on exempt day in all content area classes. The exams should test material covered over the entire nine-week period. They should not be a chapter or unit test. A copy of the final should be turned into the principal.

ASSESSMENTS: An assessment schedule will be developed and distributed to staff and students each year. Please do not schedule field trips or any special projects/activities, etc. during the testing dates.

Thoughts from Harry Wong "First Days of School":

1) For years, educators have been trying to improve schools with new, innovative programs. THE BOTTOM LINE is that there is no way to create good schools without good teachers.

2) The effective teacher **MANAGES a classroom.
The ineffective teacher **DISCIPLINES** a classroom.**

**3) The effective teacher has the students learn toward a set of criteria or outcomes. He/she teaches to the performance of those criteria.
The ineffective teacher covers chapters and finds busy work for the students.**

4) Learning has **NOTHING to do with what the teacher **COVERS**. (Teaching)
Learning has **EVERYTHING** to do with what the students **ACCOMPLISH**. (Learning)**

REMEMBER: It doesn't matter how much stuff you teach.
Student achievement/learning is what matters!

Let's have a great year!

Becky