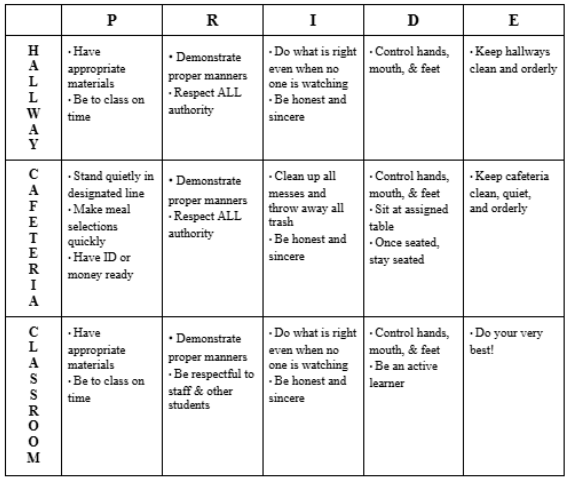
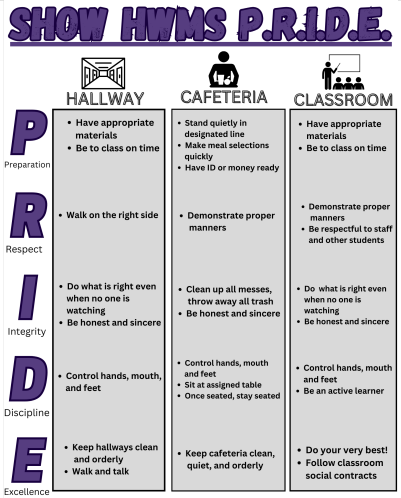
Name of Handbook:	HWMS Staff Handbook
Building / Department:	HWMS

Page of Handbook	Current Verbiage of Handbook	New / Proposed Changes to Handbook	Additional Notes
Front Cover	2024-2025	2025-2026	
2	This handbook is intended to make your ~~first year here as smooth as possible~~. We have tried to include all of the information you will need. Please remember that things change, and new changes may not be reflected in this edition of the handbook. ~~Any changes will be addressed during the new teacher/mentor meetings~~.	This handbook is intended to help keep consistent expectations at Haysville West Middle School. We have tried to include all of the information you will need. Please remember that things change, and new changes may not be reflected in this edition of the handbook. Please refer to the negotiated agreement, board policy, or ask if there is something not included here.	
2	The district uses a web-based email with a link on the district website. ~~An email account will be set up for you in the first couple of days. Most people use their first initial and last name. This is a professional service and personal usage should be limited.~~ Do not send or ask to receive inappropriate or questionable email or attachments.	The district uses a web-based email with a link on the district website. Your district email is a professional service and personal usage should be limited. Do not send/ask to receive inappropriate or questionable emails or attachments.	
3	All copies are to be sent to the district Print Shop. ~~Please see your mentor for procedural information~~. There is a copier located in the staff lounge. This is for emergency use only.	All copies are to be sent to the district Print Shop. There is a copier located in the staff lounge. This is for emergency use only.	
4	Staff Pride Days: Jeans with HWMS shirt or sweatshirt. Be sure to put your name in a drawing in the office for a chance to win a gift card on these days!	Staff Pride Days: Jeans with HWMS shirt, sweatshirt, or school colors. Be sure to put your name in a drawing in the office for a chance to win a gift card on these days!	
5	These are ~~held almost every month~~. Teachers and eligible students will participate in a Go Do It Activity. Teachers choose an activity they are willing to facilitate and students will sign up for the activity of their choice. Students will sign up through Google Forms during Guided Study, more information on this will be sent through an email ~~or you can ask your mentor for more information~~. This is a fantastic way to build rapport with your students and you will be amazed how excited they become on Go Do It days! ~~A list of Go Do It examples are located in your folder.~~	These are scheduled periodically throughout the year. Teachers and eligible students will participate in a Go Do It Activity. Teachers choose an activity they are willing to facilitate and students will sign up for the activity of their choice. Students will sign up through Google Forms during Guided Study, more information on this will be sent through an email as the dates get closer. This is a fantastic way to build rapport with your students and you will be amazed how excited they become on Go Do It days!	
5	Students are eligible to earn Gorilla Bucks from any staff member at HWMS. When you see a student exhibiting PRIDE (Preparation, Respect, Integrity, Discipline, Excellence), ~~reward~~ them with a Gorilla Buck! An example of what PRIDE may look like at HWMS is in this handbook. Students may use their bucks for many different things (~~the list of items they may "purchase" is in this handbook~~). Students showing "random acts of kindness" or going "above and beyond the call of duty" may receive a "Golden Gorilla" reward worth ten Gorilla Bucks. The counseling office will put Gorilla Bucks in your mailbox at the beginning of the year. Please see Debbie in the counseling office if you need more.	Students are eligible to earn Gorilla Bucks from any staff member at HWMS. When you see a student exhibiting PRIDE (Preparation, Respect, Integrity, Discipline, Excellence), acknowledge them with a Gorilla Buck! Students may use their bucks for many different things (the list can be found on the Nest). Students showing "random acts of kindness" or going "above and beyond the call of duty" may receive a "Golden Gorilla" reward worth ten Gorilla Bucks. The counseling office will put Gorilla Bucks in your mailbox at the beginning of the year. Please see Debbie in the counseling office if you need more.	
5	Each student is required to do homework, ~~Waggle~~, or bring reading material.	Each student is required to do homework, iReady, or bring reading material.	
6	The HWMS "Nest" will be shared with you. This is a resource where you can find most documents and information that you may need.	The HWMS "Nest" will be shared with you. This is a resource where you can find most documents and information that you may need. If you do not have access, please contact Kasahra Cotton.	
6	HWMS utilizes the Literacy First lesson plan and daily objective model as best practice. Please direct questions to Amber Marshall~~, instructional coach,~~ or Mrs. McMullin~~, HWMS Head Principal~~.	HWMS utilizes the Literacy First lesson plan and daily objective model as best practice. Please direct questions to Amber Marshall or Nicki McMullin.	
6	Please see ~~Mr.~~ Johnson~~, Assistant Principal~~, when you have a problem in your classroom with equipment or furnishings	Please see Brandon Johnson when you have a problem in your classroom with equipment or furnishings.	

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Building / Department:	HWMS

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7			
8	Planners are distributed to the students on the first day of ~~school~~.	Planners are distributed to the students on the first day of 1st and 2nd semester.	
9	If you have a planned absence, please let Tammy Boes know as soon as possible. If you have an unplanned absence, please enter the information on Frontline as soon as possible. Detailed lesson plans must be left in your absence, either attached to Frontline or available in an emergency sub binder. These lesson plans should include an updated roster, daily schedule, lunch procedures, and ODR instructions. ~~An example of a substitute lesson plan is in the folder~~.		
9	FastBridge Testing will be given to all students three times throughout the year. This test provides us with a screener score to help place students in the appropriate tier level through the MTSS model. Progress monitoring is done for those students who need extra support through the FastBridge online data collection program. SAEBRS ~~will be given three times throughout the school year. This test provides us with a social/emotional monitoring piece of FastBridge. Teachers will fill out the SAEBRS and students will complete the MySAEBRS~~. State Assessments These tests are required from the state and are given at various times throughout the year at various grade levels. They are indicators to the state that we are improving our student performance. State Assessments are given in the areas of Reading, Math, Social Studies, Science, and Writing.	FastBridge Testing will be given to all students three times throughout the year. This test provides us with a screener score to help place students in the appropriate tier level through the MTSS model. Progress monitoring is done for those students who need extra support through the FastBridge online data collection program. HMH Growth Measures These tests are given three times a year in math and ELA. They are used to measure growth while using the district approved curriculum. SAEBRS is filled out by teachers multiple times a year. This assessment provides us with a social/emotional monitoring piece. State Assessments These tests are required from the state and are given at various times throughout the year at various grade levels. They are indicators to the state that we are improving our student performance. State Assessments are given in the areas of Reading, Math, Social Studies, Science, and Writing.	

	P	R	I	D	E
HALLWAY	· Have appropriate materials · Be to class on time	· Demonstrate proper manners · Respect ALL authority	· Do what is right even when no one is watching · Be honest and sincere	· Control hands, mouth, & feet	· Keep hallways clean and orderly
CAFETERIA	· Stand quietly in designated line · Make meal selections quickly · Have ID or money ready	· Demonstrate proper manners · Respect ALL authority	· Clean up all messes and throw away all trash · Be honest and sincere	· Control hands, mouth, & feet · Sit at assigned table · Once seated, stay seated	· Keep cafeteria clean, quiet, and orderly
CLASSROOM	· Have appropriate materials · Be to class on time	· Demonstrate proper manners · Be respectful to staff & other students	· Do what is right even when no one is watching · Be honest and sincere	· Control hands, mouth, & feet · Be an active learner	· Do your very best!