

BUTLER COUNTY MIDDLE SCHOOL

FACULTY HANDBOOK



2022-2023

BUTLER COUNTY BOARD OF EDUCATION

The Butler County District Board of Education meets the second Tuesday of every month at either the Butler County Learning Center or one of the District school sites. Meetings are subject to change.

COMMITTEE WORK

Committee work is very important to making BCMS the best it can possibly be for our students. Each teacher is to be on a committee that works toward making recommendations to the Site Based Council for student success. The committees at BCMS are as follows:

Parent Involvement, Culture, Curriculum, Positive Behavior Intervention Systems (PBIS), RTI and PD/Technology

FIELD TRIPS

Field Trips scheduled during the school day shall be related to the material being covered in the classroom. Field trips are an extension of the learning activities taking place. Request must be submitted to Mr. Freeman at least two weeks prior to the trip for approval. Any out of state trips must be approved by the board. After approval, teachers will submit a request for a bus to Mr. Donaldson. Non-instructional field trips must be in compliance with grade level compact and **BCMS School Sponsored Activity Attendance Policy**

LESSON PLANS

Faculty will use the new lesson plan template that goes along with the Professional Growth Effectiveness System. Teachers will post those in the area of their room for students to see. Teachers will upload their lesson plans for that week to your Google Drive folder, every Friday by dismissal. This gives the teachers time to edit their plan, reteach, and modify assessments

LIBRARY SERVICES

Laminating Machine

To provide the best service and to eliminate malfunctions of the laminating machine, teachers/staff may drop-off their materials in the library. Mrs. Johnson will laminate your materials at her earliest convenience and notify you when your materials are ready to be picked up. If you have many items to be laminated or need your materials immediately, please make plans to visit during your planning or afterschool to run items through on your own. Mrs. Johnson will show teachers how to run the laminator. Students may not run this machine to eliminate malfunction and protect them from being burned.

Ellis Die-Cut Machine

The die-cut machine will be set on a rolling cart and kept in the library. Teachers may either use this equipment in the library or check it out to use in their classroom. However, this equipment must always stay in the building. Please do not send students to work the machine because of the potential for malfunction. You may email Mrs. Johnson with color and letters needed and her trained library helpers will make the letters or clip art at their convenience.

Six Large Paper Roll cart

Six large paper rolls of various colors are available for teacher/staff to use in the textbook room. Teachers may use this paper for classroom/bulletin board use at any time. See Byra for a key to get into this room.

MAIL BASKETS

Teacher mail baskets are located in the work area of the front office. Your mail should be checked regularly.

“Email” at BCMS is not a private messaging system and can come under the scrutiny of the district. There should be no inappropriate messages or forwards sent via this system.

MONEY COLLECTION PROCEDURES

All money collected for any reason should be given to the financial secretary as soon as possible. Money should never be left in the classroom. The money should be put in a deposit envelope with the date, name of the account, and your name. Also include the signed multiple receipt form (Form C). Any member of the staff who allows money to accumulate will be held responsible for its loss.

PERSONAL AND EMERGENCY DAYS

Personal and emergency days are to be used with the approval of the principal. Please submit your request at least three days prior to the date you are requesting off. Approval from the building principal must be given before SmartFind. will

display absence. Any planned personal or emergency days that are requested before/returning from a scheduled break must be approved by the superintendent. It is the responsibility of the requesting employee to cover any duties that maybe missed during absence. **Employees MUST inform administration if they will be out for any reason**

PURCHASES

All purchases must go through the principal's office. Anyone who makes purchases without the approval and signature of the principal will be responsible for the charges. All purchases must follow Redbook procedures.

SUBSTITUTE TEACHERS

Butler County School System will be using the Smart Find Express attendance program when they are out of school for any reason.

Substitute folders must be kept current. After a sub has used the folder please update and return to the front office.

SUPPLIES

Supplies will be stored in the front office or Mrs. Flener's office. Please sign the sheet indicating what items you have taken.

TEACHERS DRESS

Educators influence students in many ways as role models. We should dress appropriately for school every day. Teacher dress should meet the same requirements as the student dress code.

BUILDING

Let all your students know that they are not to write on desks or litter the floor. It is each teacher's responsibility to close the windows and turn off the lights at the close of each day. Always log off your computer and shut down each day except for Mondays and Wednesdays so computer updates can run.

Teacher Duties

(Amended by the Covid 19 Re entry plan)

All teachers will be required to work a morning duty in a weekly rotation with their identified team. Morning duty will begin from 7:20 AM-7:50 AM. All RA teachers will be responsible for afternoon duties daily. Regular education teachers will be on duty in their classroom to monitor student dismissal. This duty schedule can be located on the school google drive. If a teacher is absent it is their responsibility to have a substitute to ensure supervision and safety. Teachers will be required to work two gate duties throughout the school year. There is an electronic signup sheet located in your email.

COUNSELOR

If the student has made prior arrangements to meet with the counselor during your class, they will have a note from the counselor stating the time of the

appointment. Please do not let students go to the counselor without filling out a counselor pass on the electronic request form.

Nurse

If the student has made prior arrangements to meet with the nurse during your class, they will have a note from the nurse stating the time of the appointment. Please do not let students go to the nurse without filling out the nurse pass on the electronic request form. If you feel it is an emergency you are free to send the student ahead, but make contact with a nurse to inform him/her of the situation. The nurse is available to report to the classroom for medical issues based on the situation.

HALL AND RESTROOM PASSES

Request to go to another teacher's room

A student must present a written request from the other teacher. DO NOT ALLOW THEM TO LEAVE YOUR CLASS TO SEEK PERMISSION. If you grant the request, you must make sure that information is logged into the electronic log.

Hall/ Restroom Pass

Teachers should always log any student not in the classroom into an electronic log. Try to target those students who abuse this privilege so this can be addressed with the student. The office will work to notify teachers of any issues that require students to make frequent visits to the restroom.

Office

Please consider carefully when you send a student to the office.

HEALTH AND SAFETY PROCEDURES FOR STUDENTS

Illness:

A student who becomes ill in class should be sent with a nurses pass and recorded in the electronic log.

Injury:

The office must be notified if a student is injured, however slightly, while under a teacher's supervision. In addition, an accident report form must be filed with the front office.

Medicine:

No medicine may be administered to students unless there is written permission from the parent, guardian, or prescribing physician.

SEARCHING STUDENTS

Please do not search a student's person, locker, purses, bags, ect. unless directed by an administrator. If you suspect they have contraband or stolen property you will need to contact an administrator.

MEDICAL INFORMATION PROCEDURE

When a student brings a note from home about a severe medical problem, submit it to the office. A "Warning Flag" will be entered in IC to inform faculty and staff of special instructions. Make a notation inside your subfolder which is off-limits to students, but available to the substitute teacher.

SAFETY

Each teacher has the following responsibilities in the area of safety:

1. To familiarize students with safety procedures, particularly in regard to conduct during emergency drills.
2. To organize classroom activities so that calm and order prevail.
3. To provide supervision for pupils. Teachers are not to leave assigned classes unsupervised. If called away from class, an assigned or neighboring teacher must be notified to keep watch.
4. To inspect classroom facilities and report defective conditions.
5. To fulfill conscientiously the assigned supervisory duties outside the classroom.
6. To report to the front office by person or phone for instructions on how they can help during the situation.

Grievances

General:

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

Title 1: Complaints alleging violations of Title I, Part A in the administration of the program shall be addresses in writing and made to the District Title I coordinator with contact information of the complainant and the nature of the complaint in terms of the Title I programming services.

School nutrition: Those wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should contact the district nutrition coordinator at 270-526-5624. If you would like to pursue a grievance further go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.
http://www.ascr.usda.gov/complaint_filing_cust.html

SCHOOL-WIDE BEHAVIOR PLAN

The 1st Month: When you teach students how to behave during the 1st month of school, you dramatically increase their chances of having a productive year.

SCHOOL COMMON AREAS

- Hall Passes (electronic log)
- Hallway Travel.
- Voice Levels.
- Assembly Behavior.
- Cafeteria Behavior.
- Substitute Teacher Behavior.
- Health Break Behavior.

Teaching Behaviors

Related Arts Teachers

- Voice Levels
- Assembly Behavior

Content Teachers

- Hall Passes
- Dress Code
- Social Media Policy
- Hallway Travel
- Cafeteria Behavior
- Substitute Teacher Behavior
- Health Break Behavior
- Bullying
- Cellphone/Technology Policies

Agreement

I _____ will agree to the policy set by the BCMS Faculty Handbook which was approved by BCMS SBDM for 2023-2024 school year. Any questions can be directed to Mr. Freeman or Mr. Donaldson.