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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.

Alternative Learning Center (ALC)

The Alternative Learning Center (ALC) is located in room G-2 and is used for students who are a major disruption in class. Students are sent by way of an ODR (Office Discipline Referral) from the classroom teacher or are administratively assigned. The classroom teacher is responsible for providing work to the student in the ALC room during the time he/she should be in your class. If the activity in class that day is not practical for the ALC setting, you will need to supply an alternative, (ex. textbook resource, reinforcement worksheet, vocabulary writing, or simple research reports), or you can ask to have the student return to your class. The assignments will be returned to you for grading.

Capturing Kids Hearts

USD261 implemented Capturing Kids Hearts before the 2012-2013 school year. The message of CKH is, "If you have a child's heart, you have his head. Truly remarkable outcomes are possible in a classroom where trust, respect and caring relationships flourish." The impact this has had on our district shows in the reductions of office referrals and our increase in student achievement.

Computer Usage

You will be provided a laptop computer for professional use. Remember, this is district property, and you must use it responsibly for record keeping, staff/parent contact, lesson planning, creating, and instruction. You may take it home or secure it in your classroom each day. For more information on the legal concerns, please read through the staff handbook.

Email: 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.

Internet: Internet access should be used for educational purposes, teacher-directed classroom activities, professional projects, and planning.

The following are unacceptable:

- Purposefully sending, receiving, or viewing obscene or pornographic material or facilitating illegal activities.
- Using a chat room.
- Harassing, insulting, or attacking others.
- Using any of the computer software or hardware for commercial or political purposes.
- Knowingly spreading a virus.
- Tampering with computer data or operating systems.
- Sharing or disclosing passwords.
- Downloading any programs without prior approval.

Note: You are responsible for any student who uses your computer and/or any other computer in the district when you have given permission for usage.

Copying/Copy Work

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.

Daily Duties

- **Attendance:** Must be taken at the beginning of each hour on the computer through PowerSchool. If you notice a student has missed an excessive number of days, please contact Shelly Swearingen in the counseling office.

- **Bus Duty:** A rotating schedule is created at the beginning of the school year. Please be outside at your assigned area by 7:15 in the morning and immediately after 8th hour. Please take these assignments seriously; we are legally liable if a child is hurt and a teacher is not on assigned duty. If you have a conflict on an assigned duty, it is your responsibility to find a replacement.

- **Email:** HWMS utilizes email as a form of communication. Please check your district email periodically throughout the day for important information.

- **GorillaVision (G-TV):** Mr. Batt and his staff work extremely hard to produce GorillaVision, a student news program. GorillaVision runs every day at the beginning of Guided Study. All Guided Study classes are expected to watch this program on a daily basis.

- **Hall Supervision:** All teachers are responsible for supervising the hall/pod by their room during passing periods, and before and after school.

- **Lunch (5th hour):** You are responsible for taking your students to lunch and picking them up. Lunch schedules will be distributed on the first staff report day.

- **Mailboxes:** Each staff member is assigned a mailbox. It is recommended that you check this various times throughout the day.

- **Sign in:** Please initial the sign in sheet located in the office before the beginning of the school day. Teachers are also required to let the office know if they are leaving the building during plan time or lunch time.

- **Staff Google Calendar:** Please check the HWMS Staff Google Calendar for information on school activities and events.

Dress Code

Student Dress Code: Proper dress and grooming should be based on the safety of students and the impact on the learning environment. The following are NOT permitted at HWMS: halter tops or spaghetti straps, bare midriffs, any form of inappropriate lettering or advertisement (such as alcohol, tobacco, or negative connotations), and sagging pants. It is the responsibility of all staff to enforce our student dress code. Teachers and support staff can ask a student to change clothes or call home for a change of clothes, offer alternative t-shirt and/or shorts located in the health room. The office will provide zip ties for any student "forgetting" a belt.

Teacher Dress Code:

Monday – Thursday: Professional work attire.

Friday (or the last day of the week with students): Nice jeans and an appropriate shirt, sweater, or sweatshirt.

Energy Plan

The Board of Education began an energy conservation program in recent years. We are very pleased with the results, as we are avoiding spending many valuable dollars on wasted energy consumption. Money that we do not have to allocate to utility bills can perhaps be spent on things we all need for our classrooms. Please use common sense and do things in your classroom to save money just as you would at home. Estimates have been as high as over a million dollars in figuring our cost savings as a district thus far.

First Aid Kit

First Aid kits and band-aids are distributed through the nurse's office. Please do not bring supplies from home. We have students with allergies to latex, rubber, and other substances and do not want to put them in danger.

Go Do It Activities

Once a 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. 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 this handbook.

Gorilla Bucks

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 week. Please see Debbie in the counseling office if you need more.

Grades

Our district utilizes a nine-week grading system. Each student's grade begins anew each grading period. It is required that every teacher maintain updated and accurate records on PowerTeacher Gradebook. For example, waiting and entering three weeks worth of assignments does not help parents, students, or other teachers monitoring the progress of a student. **GRADES SHOULD BE UPDATED ONCE A WEEK AT A MINIMUM.** You are required to make contact with the parent/guardian of any student failing your class.

Guided Study – 8th Hour

Each day we have Guided Study class. Students do not earn a letter grade for this class. During the hour they work on homework or read. The basic format of the class is as follows:

1. Each student is **required** to do homework or bring reading material.
2. PowerTeacher Gradebook should be accessed by the Guided Study teacher on a WEEKLY basis. At that time, teachers are expected to show students their grades and progress in all classes.
3. Classroom teacher mentors each student and provides support.
4. GorillaVision is shown at the beginning of the hour.

Laminating

A laminator is located in the staff lounge. It is normally turned on in the morning and shut off at the end of the day. Check the machine very carefully before using. It is common for the cutter to be out of place and this will ruin your work. It is a general rule that the thicker the product, the slower the speed.

Literacy First

All schools in the district have adopted Literacy First—a process focusing on Reading Achievement. Throughout the year, you will be trained on implementing the Literacy First components in your classroom.

1. **Lesson Plans**— Using the Literacy First model, you are required to write lesson plans. Even though they do not need to be handed in, please know lesson plans help you plan for the best instructional practices. Several examples can be found in this handbook.
2. **Daily Objectives**— A clearly stated objective must be posted in your room each day. For example, "Students will be able to identify and label the seven continents of the world."

Please direct questions to Amber Marshall, instructional coach, or Mrs. McMullin, HWMS Head Principal.

Maintenance Request

Please see Mr. Hamilton, Assistant Principal, when you have a problem in your classroom with equipment or furnishings. He will show you how to fill out the brief maintenance form and explain the process.

Media Center

The Media Center contains a wide variety of books and other materials, including electronic media, to help students at Haysville West Middle School. The Media Center also contains instructional support materials and teacher resources for your professional use. Contact Nancy Reece, school librarian, for additional support services they can offer, or to schedule library time for your classes.

Positive Behavior Interventions and Supports (PBIS)

USD 261 has implemented 'Positive Behavior Interventions and Supports' district-wide. The foundation of PBIS is to **define, teach,** and **support** appropriate student behaviors in order to create a positive school environment. The discipline policy at HWMS is based on mutual respect among administrators, staff, teachers, students, and parents while grounded in the philosophy of the PBIS system. The primary purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching are maximized. As this primary purpose is accomplished through procedures that support a positive atmosphere, the staff of HWMS teaches and models the expected behaviors. Students have the responsibility to respect other students and the HWMS staff, to comply with school and classroom rules, and to serve as positive role models. HWMS has implemented the following matrix to ensure consistent definitions, teachings, and supports building-wide.

	Preparation	**R**espect	**I**ntegrity	**D**iscipline	**E**xcellence
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!

When a student fails to meet these expectations, discipline will be handled in a consistent manner. The following procedures have been put in place school-wide:

- **'Minor' Infractions** such as, talking too much or horseplay will be documented on the Behavior Management Form (BMF). A list of "Minor" Infractions can be found in this handbook.
- **'Major' Infractions** such as, fighting or willfully, defiant behavior are documented on an Office Discipline Referral (ODR). A list of "Major" Infractions can be found in this handbook.

Behavior Management Form

Minor infractions are documented on the BMF. Individual teachers may determine how many 'write-ups' a student may receive before consequences are applied. These consequences are called 'Step 1, Step 2, and Step 3. An example of a BMF can be found in this handbook.

- **Step One**

  You meet with the student and talk about the problem. Give little "Mike" suggestions on how to solve the problem. "Mike" is always late to your class. You might suggest he take his materials for your class to the hour before. "Mike" cannot seem to keep his mouth shut. You might work out a hand signal with "Mike" that lets him know he is pushing his limit. The possibilities are endless. You MUST discuss the problem and have him sign the behavior form. The next move is to get an administrator to sign the form. ***Make parent contact at this point.***

- **Step Two**

  Oops, "Mike" does it again. This time you meet with him again to discuss the problem and make a ***required*** call home to tell his parents that "Mike" is on Step Two.

- **Step Three**

  "Mike" can't get it together. Fill out an ODR describing the behavior and explaining that he is now on Step 3. Send "Mike" to ALC. An administrator will contact the parents to schedule a conference with the parent, teacher, and administrator to sign a behavior contract. The student will remain in ALC for up to 5 days or until the behavior contract is signed. An example of the contract "Mike" and his parents must sign is in this handbook. Each write-up after this is an automatic out-of-school suspension.

Office Discipline Referral (ODR)

Major infractions are documented on an ODR. The student will immediately report to ALC with the copy of the ODR. He/she will spend a minimum of the remainder of the hour in ALC. Make sure you send work with the student to ALC. Mr. McCormack will make a copy of the processed ODR and put it in your mailbox. ***A parent contact must be made with each ODR that is written.*** An example of a properly completed ODR is in this handbook.

Purchase Orders/E-Req System

Basic supplies for your classroom (staples, tape, pens, etc) are located in the office. All other purchases need prior approval and a requisition filled out on the web-based system. See your mentor and Cindy Elliott in the office for help.

Report Times

Per negotiated agreement, the following are the report times for teachers at the HWMS:

ARRIVAL: 7:05 am
DEPART: 3:05 pm

Room/ Building Keys

All room keys and building cards are checked out through the main office. You will be assigned a key to your classroom and a building card. Notify Mrs. McMullin immediately if your key or card is either lost or stolen.

Second Step

Second Step is our SEL curriculum. You will teach assigned lessons for grade level through the Second Step online program. Lessons will be scheduled ahead of time and relayed to you through Mrs. Campbell. All handouts will be copied for you and put in your box a couple days before the assigned lesson is to be taught.

Student Planners

Planners are distributed to the students on the first day of school. Teachers should become familiar with and introduce the students to the Student Handbook pages, resource pages, and calendar in the front of the planner. This is an important reference tool for many students.

The students should be instructed to complete the daily planning calendar each hour. Daily assignments should be displayed in the classroom to encourage the students to use this organizational tool. The daily planning calendar is also useful for home-school communication as it includes a place for parents to sign and/or comment after they have reviewed their students' assignments for the day.

The Hallway Passport pages in the back of the planner serve as restroom, nurse, locker and library passes. Students must have their planner in order to leave your classroom. **NO PLANNER = NO PASS**. Students complete the date, time, destination, and then present it to the teacher for approval.

Substitution Request/ AESOP

If you will not be at school, you **MUST** login to AESOP or call the AESOP system and follow the prompts. Please have this done by 6:45am of the day you will be gone. Detailed lesson plans must be left in your absence. These lesson plans should include an updated roster, daily schedule, lunch procedures, and ODR instructions. An example of a substitute lesson plan is in this handbook.

SURG

"Sorry You Are Grounded" is a program that has been designed to help students with failing grades. In order for this program to be successful, all students who have an "F" in any class (unless they were absent) must be referred to SURG.

- Your SURG list must be added to the Google Sheet shared by Shelly Swearingen by 1:00 PM on the first day of the school week.
- An electronic copy of the SURG template you will use will be sent to you before the first list is due. An example of the SURG list is in this handbook.
- If a student is failing because they have been absent, ***you cannot ground them unless they have had the required two days per absence*** to make up the work. Please make sure you check your snapshot IEP's for SPED kids who receive 'extra time' modifications. This has been an issue before. Also, make sure you use your professional judgment when grounding any student. We do not want to ground a student who has not had ample opportunity to raise their grade.
- If you have "grounded" a student, make sure you have a discussion with that student about what they can do in SURG to help raise their grade.
- Please provide the grade level SURG facilitator with a progress report and any work or directions for the student you have grounded. **DO NOT give the progress report and missing work to the student.** This work must be turned in before Guided Study.

Tardies

Students are given two "free" tardies. If the student is tardy a third time, you will write an Office Discipline Referral (ODR), send them to ALC and the tardy will be documented. Subsequent tardies will result in an ODR and a detention scheduled through ALC.

Team West

Team West ("We Excel Starting Today") is a group of seventh and eighth grade students who were chosen through an application/interview process. Throughout the year they have various responsibilities and activities they are involved in; enrollment week, new student orientation, community service projects and other fun activities.

In addition, Team West members are placed in Guided Study classes to help students with homework or any organizational problem they may be having. If you would like a Team West member to come into your Guided Study class, please let Shelly Swearingen know.

Testing

FastBridge Testing will be given to all students two-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. This is a key element to the QPA and accreditation process. State Assessments are given in the areas of Reading, Math, Social Studies, Science, and Writing.

Video Policy

Very simply, **movies are to be shown for educational purposes only**. Please see BOE policy for additional information.

- In grades 6 and 7, no videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.

- In grade 8, no videos other than G, PG, or PG-13 may be shown. PG-13 videos require both administrative approval and prior written custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.

- R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.