Haysville Middle School 2012-2013 Staff Handbook Revisions

"Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Michael Clagg, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, Kansas 67060 Office Phone: (316) 554-2206, Email: mclagg@usd261.com"

ARRIVAL TIME

Arrival time for the 2012-2013 school year will be 7:10 a.m. Duty times will be allocated as follows: 7:10 – 7:35 a.m., and 2:40 – 2:50 p.m. daily. Teachers are required to initial the register located in the main office. Classrooms shall be opened at least fifteen minutes before the instructional day begins, unless a meeting has been scheduled during that time. Teachers are expected to be available to students, parents, fellow teachers and administrators during duty time. There are occasions of emergency when a teacher will need to leave early. Please check with an administrator prior to leaving early on any day.

Teachers are required to check out and back in through the office on any occasion when they must leave during the school day. This can be accomplished by signing out on the office register or by calling the office.

Classroom Disruptions – Positive Behavior Intervention Supports (PBIS)
Omitted- Students who reached the "step" levels on the behavior management form during the first semester will have a reduced number of incidents allowed during the second semester.

Computer usage
The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It is the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

EMERGENCY DRILLS

Tornado drills will be announced over the intercom.

Instructions for tornado drills should be posted near the door of each classroom. Teachers will accompany their students when the tornado alarm sounds. Instructions for tornado drills include:

1. Close all windows and doors. Do not lock the doors.
2. Teachers will need to take their grade book, crisis handbook, and flashlight with them.
3. Staff members need to accompany their class to their assigned area. The class should be kept together and supervised at all times.
4. Students should walk to their assigned area in a single file line. Students should walk fast, but not run.
5. Students should be seated, facing walls if possible, with their heads down and their hands covering their heads for protection.
6. Students should remain quiet at all times.
7. Classes should not return to their classroom until an "all-clear" signal is given. The "all-clear" signal will be announced over the intercom.
8. Once the "all-clear" signal has been given, classes should return to their classroom in an orderly fashion.

Students will not be released from school during a time of a tornado warning for any reason to anyone, **EXCEPT THEIR PARENT OR GUARDIAN who comes personally and requests that their son/daughter be released.** Telephone requests for students to be released will not be honored. Request for students to be released by persons other than parents/guardians will not be honored. Please note this includes brothers, sisters, and other relatives or baby-sitters.

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Room	Shelter	Room	Shelter
A1	Girl's Locker Room	C11	Girl's Locker Room
A2	Girl's Locker Room	C12	Girl's Locker Room
A3	Girl's Locker Room	C13	Girl's Locker Room
A4	Girl's Locker Room	C14	Girl's Locker Room
A5	Girl's Locker Room	C16	Girl's Locker Room
A6	Girl's Locker Room	C18	Boy's Locker Room
A7	Girl's Locker Room	C19	Boy's Locker Room
A8	Girl's Locker Room	C20	Boy's Locker Room
A9	Girl's Locker Room	C21	Boy's Locker Room
Room	Shelter	Room	Shelter
A10	Girl's Locker Room	C24	Boy's Locker Room
A12	Girl's Locker Room	C26	Boy's Locker Room
A14	Girl's Locker Room	D1	Girl's Locker Room
A27	Girl's Locker Room	D3	Girl's Locker Room
B1	Girl's Locker Room	D5	Boy's Locker Room
B2	Room B 2	D7	Boy's Locker Room
B3	Girl's Locker Room	D9	Boy's Locker Room
B4	Girl's Locker Room	F2	Girl's Locker Room
B5	Girl's Locker Room	G1	Boy's Locker Room
B6	Girl's Locker Room	G2/B27	Boy's Locker Room
B7	Girl's Locker Room	G6	Boy's Locker Room
B9	Girl's Locker Room	G8	Boy's Locker Room
B10	Girl's Locker Room	H1	Boy's Locker Room
B12	Girl's Locker Room	H2	Boy's Locker Room
B13	Girl's Locker Room	H6	Boy's Locker Room
B14	Girl's Locker Room	H11	Boy's Locker Room
B19	Boy's Locker Room	H13	Boy's Locker Room
B20	Boy's Locker Room	H14	Boy's Locker Room
B21	Boy's Locker Room	H15	Boy's Locker Room
B22	Boy's Locker Room	H18	Boy's Locker Room
B23	Boy's Locker Room	J4	Boy's Locker Room
B24	Boy's Locker Room	J6	Boy's Locker Room
C2	Girl's Locker Room	J12	Boy's Locker Room
C3	Girl's Locker Room	J15	Boy's Locker Room
C4	Girl's Locker Room	J17	Boy's Locker Room
C5	Girl's Locker Room	J18	Boy's Locker Room
C6	Girl's Locker Room	J19	Boy's Locker Room
C8	Girl's Locker Room	J20	Boy's Locker Room
C9	Girl's Locker Room	J21	Boy's Locker Room
C10	Girl's Locker Room	K25	Boy's Locker Room
C23	Girl's Locker Room		

A1, A2, A3, A4, A5, A6, A7, A8, A9, A10, A12, A14, A27, D1, D3 - Take A hall to Girls Locker room
B1, B3, B4, B5, B6 - Take E hall to A hall to Girls Locker room
B7, B9, B10, B12, B13, B14 - Take F hall to Girls Locker room
B19, B20, B21, B22, B23, B24 - Take F hall to Boys Locker room
D5, D7, D9, C2, C3, C4, C5, C6, C8, C9, C10, C11, C12, C13, C14, C16 - Take C hall to F hall to Boys Locker room
C18, C19, C20, C21, C23 - Take C hall to F hall to Boys Locker room
C24, C26 - Take west stairs to lower level to rooms J19 and J21
B27, G1, G/4, H1, H2 - Take east stairs to lower level to Storage room to Athletic Locker room
G6, G8 - Take middle stairs to lower level to room J21 and J19
H11, H13, H15 - Take middle stairs to lower level to Storage room to Athletic Locker room
H6, H14 - Take middle stairs to lower level to rooms J15 and J17

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KEYS

Each staff member will be issued keys that are necessary to lock and unlock their assigned areas. The principal must be notified immediately if any key, or key FOB is lost. If a key is lost there is a $20.00 replacement cost, if a key FOB is lost there is a $10.00 replacement cost. Duplicate keys are not to be made. Teachers needing a building key FOB for evening or weekend use may check one out through the office. Teachers who use the facility after school hours must check all doors used to ensure that they are secured and locked when they leave. Keys should never be handed to a student.

LESSON PLANS

It is an expectation by administration at Haysville Middle School that all teachers turn in weekly lesson plans to the administration. Lesson plans should be turned in prior to the first instructional period, of the first instructional day each week. Every teacher should have a set of emergency lesson plans located in their desk. These plans should include enough information for at least 3 to 5 days' worth of work. There are many occasions when individuals are called out of town in emergency situations. When this occurs, it is much easier to have plans available in your room. This saves writing plans prior to your leaving town.

Dates and Names

All dates and names will be changed as needed before being sent to the publisher.