

Milan Middle School



Faculty Handbook
2015-2016

Principal – Chris Jones

Assistant Principal-Cathy Moore

Receptionist – Jennifer Goodson

Bookkeeper – Sandy Brown

Attendance Clerk – Phyllis Broach

Lead SPED Teacher – Jean Hill

Building Technology Coach – Jason Carter

PLC Coach – Elizabeth Vest

Milan Special Schools Vision

The mission of the Milan Special School District is to create a safe and inviting learning environment where all students have high expectations, learn to their maximum potential, and are equipped with the knowledge and skills needed to achieve their individual goals.

Milan Special Schools Mission Statement

The Milan Special School District envisions a school system where students, families, faculty, staff, and community work together to ensure quality education for all students.

Milan Middle School Vision

Milan Middle School envisions a school where all students and faculty are respected, responsible, and successful, while learning and teaching in a flexible, comfortable, and well-equipped environment.

Milan Middle School Mission Statement

The mission of Milan Middle School is to provide a climate in which all students will learn to their maximum potential and become responsible citizens in society.

Beliefs

1. Each student is recognized as a valued individual with unique physical, social, emotional, and intellectual needs.
2. All students can learn, achieve, and succeed.
3. A safe, supportive, and nurturing environment promotes student achievement.
4. The school climate nurtures desirable student behavior, cooperation among peers, and positive student-teacher relationships that are collaborative, and student-centered.

5. The development of curriculum, design of a wide a variety of instructional activities, and the use of assessment measures are focused on learning opportunities and feedback to enhance student achievement.
6. Teachers, administrators, parents/guardians, and the community share the responsibility for advancing the school's mission.

TABLE OF CONTENTS

General Information

Professional Tasks

Classroom Admin/Management

Financial Tasks

Appendices

- Teacher Handbook Signature Page (due by 8/3/15)
- Video/Movie Permission Form
- Academic Team Meetings Form
- Faculty and Staff Phone Tree
- Phone Extensions
- Approved Field Trips
- Request for Field Trip Form
- Request for Transportation Form
- Parental Permission for Field Trip Form
- Computer LAB Rules
- Sample Collection Log

GENERAL INFORMATION

Parking – Faculty parking is provided outside of the cafeteria, outside of the gym, or in the main parking lot in front of the building. Please be aware that vehicles come through the main parking lot in the afternoon to pick up the students. Faculty members are not to park in handicap parking spots without the appropriate license plates or hang tags. Faculty members should only park in DESIGNATED PARKING SPACES.

Professional Dress for Faculty/Staff- Appropriate attire of students, faculty, and staff has a positive effect on the learning environment. Attire that is **not** considered appropriate includes the following.

- Wind suits, jogging suits, sweat suits, and shorts
- Clothing that is easily recognizable as denim
- Tops (shirts, blouses, etc.) that are sleeveless, too short and/or too tight
- Exposed undergarments
- Low cut blouses, shirts, etc. that allow inappropriate exposure
- Tee shirts with wording, except Milan Bulldogs shirt
- Flip flops (beach type, camp/shower shoes)

Physical Education Teachers

- Full time PE teachers may wear appropriate, neat gym attire... wind suits, sweat suits
- A PE teacher who has other duties such as academic classes, cafeteria monitoring, car and/or bus duty, etc shall follow the guidelines listed above for all other during those times.

Purple and White Pride Days

- The principal may designate days when everyone may wear school spirit shirts and/or blouses.

Sign-In/Work Hours – Being on time is important to your personal success and the overall success of Milan Middle School. Setting good examples for the students is the first step to building strong and meaningful relationships. All Faculty/Staff Members should be at their work area or in their classroom by 7:35. At 7:45 a.m. students are released from bus room and it is critical that every teacher be in his or her work area to greet the students and monitor their behavior. All sign ins will be kept track of in Siesta.

Staff Tardiness – System Wide

- Tardy #3 – Informal Conversation
- Tardy #6 – Verbal Meeting
- Tardy #9 – Written Letter for 30 Day Probation
- Tardy # 10 – Docked One Day's Pay (If 10th tardy is during the probationary period)

- All tardies count; excused or unexcused

If any employee leaves the building for ANY reason during the normal school day he or she must get permission from the Principal before leaving the school building. The Late Sign In/Early Sign Out sheet is located in the office on the Receptionist's desk. Employees must sign out before leaving the building **and** sign in when reentering the building.

The workday for most of us lasts well beyond the required hours. However, the official day for teachers ends at 3:05 p.m. unless there is a scheduled faculty meeting, assigned duty, or team meeting. In addition, all faculty members should want to get involved in supporting our extra-curricular activities. There is always plenty of work outside the required hours to be done. In order to maintain a good relationship with the public and our students, all teachers are expected to attend certain extra-curricular activities. If you are unable to attend an after school function, you need to make this request in writing two (2) weeks in advance. **Board Policy 5.602**

Mailboxes – Teacher mailboxes are housed in the main office. It is recommended that boxes be checked upon arrival, during your “planning period” and at the “end of the day”.

Messages – Personal phone calls must be kept to a minimum. Your work in the classroom is important and our goal is to avoid any interruptions in that process. Unless there is a true family emergency, messages will be taken and placed in the teacher's box or placed on your voice mailbox.

Emergency Drills – Creating and maintaining a safe environment that promotes learning requires a proactive approach. It is necessary that we engage in simulations of potential hazards and natural disasters that could affect the health and safety of our staff and students. The Assistant Principal will provide every teacher with emergency crisis guidelines detailing the role and responsibility of each staff member. Please make yourself familiar with this manual and your responsibilities and take the drills seriously. State Law requires 1 fire drill per month, with an additional fire drill within the 1st 30 days, and 3 additional safety drills (weather, intruder, other emergency) during the school year.

***Reminder: Put copy of classroom roster in emergency crisis bag at the beginning of school year and update during the school year as needed.**

Calendar/Activities – Planning is important to the success of any teacher. Activities that require students to miss classes seriously impact that planning. It is very important that teachers have a minimum one week notice when students must be removed from instruction (ie. Athletics, Band trips, contests, clubs, etc.). We are all committed to flexibility and supporting each other's work, but effective planning can help maintain effective working relationships. Sponsors requiring students to deviate from their regular schedule are responsible for letting the faculty know which students will be involved and for how long.

Canteen/Concession Procedures – **ALL faculty and staff are expected to pay for ANY CANTEEN and/or CONCESSION ITEMS they consume. Referees are the only individuals who will receive free items from concessions.**

Athletics – All coaches are responsible for all information found in coach's handbook. Coaches should place rosters for football, softball, basketball, volleyball, dance, golf, cheerleading, and soccer with attached code of conduct rules in teacher mailboxes before the first game. If teachers have any

problems with students listed on the roster, please make coaches aware. Our coaches for the 2015-2016 school year include:

- Football Head – Kevin Nelson; *Football Assistant – Benton Rimmer*
- Cheerleader – Tammy Powell
- Dance Team (Shakers) – DeDe Johnson
- Boys Basketball Head - Jason Carter ; *Boys Basketball Assistant- Matthew Bryan*
- Girls Basketball Head – Teena Carter ; *Girls Basketball Assistant –Emily Kisner*
- Softball Head – Kevin Bradford; *Softball Assistant – Kim Riggs*
- Volleyball – Todd Sheppard
- Soccer – Derek Markgraf
- Golf – Heith Rogers
- Athletic Director- Greg Scott

Employee admission to sporting events - The policy this year for employees being admitted to the home sporting events will be as follows:

- Employees **must** have their badge with them for admission to any sporting event.
- Employees and their spouses will be admitted free of charge.
- Employees may **not** give their badge to their children to use for admission.

Activity Days & Field Trips – Must be on approved list which is done every May (*see appendix*)

Field Trips – **ALL** students must go on **ALL** educational field trips.

Bus Trip Information – (see appendix)

Parent Contact Log – 5 parent contacts per week is required. This can be done by phone call, text, or email. Be sure to include: date, time, and topic of discussion. Emails sent from teacher to a parent must cc principal. By August 15th, teachers should have made contact with all of their 1st period student's parents.

Use of Tobacco – TCA 39-17-1604 states: ALL uses of ALL tobacco and ALL tobacco products are prohibited this includes Electronic cigarettes. **Board Policy 1.803**

Gum Usage – No gum chewing (students & ALL staff members)

Visitors – TCA Section **49-2-303** – It is the duty of the principal to administer and implement the school behavior code and require guest passes for all persons other than enrolled students and employees of

the school. All visitors must sign in at the office and wear a badge where it can be seen. All visitors must enter through the front doors, and they must wear a guest pass while in the building.

Tennessee Code Annotated:

- **49-5-201:** It shall be the duty of the teacher to teach the Constitution of the United States and the Constitution of Tennessee.
- **49-6-1003:** It shall be the duty of the principal and teacher to instruct pupils in the art of safety for at least fifteen minutes each week.
- **49-6-1001:** All teachers shall have pupils study the uses, purposes, and methods of displaying the American flag and other patriotic emblems and shall teach the history and usage of the pledge of allegiance to the flag of the United States of America.
- **49-6-1007:** Each public school shall include character education within the course of instruction.
- **37-1-403:** Each school system shall develop procedures for reporting suspected cases of child abuse and neglect.
- **49-6-1004:** Each public school shall provide a period of silence at the beginning of each school day.
- **49-6-1301:** Each school system shall locally devise, adopt, and implement a program of family life instruction which includes a component addressing the nature and prevention of AIDS and other sexually transmitted diseases.
- **49-6-2005:** The United States flag shall be displayed on every public school building.

Laminator – If you have items that need to be laminated, turn in to the library one week before it is needed.

Posters/Banners- If you would like to have a poster made please send in JPEG format or PDF file to Jennifer Goodson. Please send week before it is needed.

Supplies/Copies – It is important to the administration that every teacher has adequate supplies to enhance the academic growth of every student. General supplies are kept in the Teacher Supply Cabinet. Please take only supplies needed to begin the school year. If you notice an item is low in the cabinet let the bookkeeper know. Every certified teacher who provides instruction to students will be allotted \$100 in ADA money for purchasing supplies.

Copy Machines are available in the teacher work area and in computer labs. During your instruction time, you should not be making copies. Do Not Send Educational Assistants' to make Copies. **Please Plan Ahead.** It is and has been our intention to provide teacher with everything that they deem necessary to move our students academically and to move our school from good to great! This includes unlimited copying and copy paper. However, some months our copy usage goes over and we are charged an overage fee. We cannot afford to continue this pattern. In order to control this cost, we are implementing tighter measure on the copiers. We hope that these procedures will help control the cost without hindering the great job you all do teaching each day.

1. The Risograph must be used whenever there are 20 or more copies being made.
2. Each teacher will be assigned an identification number for the large copiers. This ID will be the last 4 digits of your social security number. This ID# will be used to track the number of copies made by the teacher.

3. A Monthly report will be generated to track the number of copies made by each teacher. We are allowed app. 13,000 copies per month. That works out to less than 300 copies per teacher each month. This includes the small copier.
4. The usage will be balanced every month. If copy usage runs over one month, the available copies for the next month must be reduced by that amount.

State Standards –Ensure you are teaching the standards. Use graphic organizers often. Remember our buzzer system (we have 2) and we have 12 CPS systems. When appropriate SPED also has a Wireless Egg-spert available for check out.

Discipline/Classroom Management Plans-

- Discipline begins Day 1. You can always LIGHTEN UP but you can't TIGHTEN UP.
- All Teachers should train your students to start working on "bell ringers"/ "class opener" at the beginning of each class.
- Teachers have a responsibility to work together to maintain a well-disciplined school. Teachers must be consistent in enforcing the Code of Conduct and dress code outlined in the student handbook.
- The administration is prepared to support teachers after all other appropriate preventative and corrective measures have been exhausted. Once a student reaches the office, the seriousness of the incident will speak for itself, if you have DOCUMENTED all of your preventive measures including contacting parents.
- Don't bring a student to tan Administrator and state "you need something done with them", the first question is going to be "What have you done?"
- DO NOT DISCIPLINE THE ENTIRE CLASS FOR THE ACTIONS OF A FEW!
- Test, homework and grades are not to be used as a disciplinary tool.
- REWARD GOOD BEHAVIOR (PBS) – Take the time to talk to students, ask them how they are, and find out their interest or what they did over the weekend. Being positive at school may be the only positive behavior some students will encounter during the day. It could also explain a lack of attention or behavior at school.
- All athletes and club members will sign and follow Milan's "Code of Conduct", sponsors and coaches do not have the last say as to who remains on their team or club. They will receive the same discipline as all other students. NO EXCETIONS.

Monitoring-

- Each teacher is expected to monitor halls, restrooms and /or other assigned areas of concern.
- Do not leave your students/classroom unsupervised for any reason.

- If there is an emergency and you must leave the room, notify an administrator or buddy teacher next to your class.
- Teachers are responsible for their students during the entire time they are assigned to your class including assemblies, pep rallies.
- If a teacher takes his/her class outside or to a different location in the building, NOTIFY THE OFFICE in case a student or teacher is needed and LOCK your door.

Lunch Detention Procedures – Many schools have found lunch detention to be an effective consequence to use to manage student behaviors. Lunch detention will be held in the ISS/ICU room on the 7th grade hall. It is imperative that all teachers who wish to use lunch detention follow these procedures carefully to ensure success.

1. Carefully evaluate when you will assign lunch detentions. Write it into your Classroom Management Plan, and **teach** it to your students.
2. When a student earns a Lunch Detention, **fill out an online discipline form**. On the “Corrective Action Taken” side of the form, write ‘Lunch Detention’ in the blank beside “Other”.
3. Please only assign **one lunch detention per student per incident**.
4. Please include the name of the teacher the student has before lunch, so that he/she can be notified to drop the student off at the ICU room on their way to lunch.
5. Lunch detention must be done by **1:15 each day**. **If a student is assigned a lunch detention after that time, please save it for the next day**. The Lunch Detention monitor will schedule the student’s date to attend.
6. Lunch Detention Notification Slips for students will be placed in 1st period teachers’ and the “before lunch” teacher’s mailboxes before you arrive in the morning. HR teachers **must** give lunch detention notification to students in the morning. If a student has received a lunch detention notification but is absent, notify Ms. Phyllis so a lunch is not ordered.
7. If you have a student that has earned a Lunch Detention, then allow the student to **remove themselves** from line as you pass the ICU Room. If you go outside, please remember to send the student. **NOTE: Do not forget to pick them up at the end of your lunch shift.**
8. If a student skips Lunch Detention, the assigning teacher will be notified. The assigning teacher should then assign 2 lunch detentions. (Skipped Lunch Detention = 2 lunch detentions).
9. Once a student has served his/her “lunch detention”, the Lunch Detention Monitor will place a notice in the assigning teacher’s mailbox.

Make sure you are following the school-wide discipline plan. If this is a student’s 2nd, 3rd, 4th consequence in your classroom, then **you must** make a parental contact.

- No student should be walking the hall without a hall pass.
- Don't let students in your class that don't belong.
- Students are not to be in the hallway without a hall pass.
- Students should only use bathrooms in their hallways.
- Only one person out of class at a time.
- Teachers are to keep up with individual hall passes to prevent abuse.

PROFESSIONAL TASKS

Absences – Our goal is that every teacher will report to work each and every day ready to provide the best instruction possible for our students. Again, setting a good example for our students will go far in our quest to maintain the attendance requirements for NCLB.

If you know in advance that you are going to be absent (sick day or personal day) notify the receptionist that you have submitted a request as soon as possible. Please remember the board policy for sick leave: Policy 5.302 – A falsified statement shall be grounds for dismissal.

If you are going to use a personal day, you should complete a purple leave form and notify the receptionist that will need to be out. **Personal days require prior approval.** Request for Personal and Professional Leave and Request for Leave of Absence must be completed in advance.

If you will be absent due to illness, contact the receptionist preferably the night before your absence or between 5:45 – 6:15 a.m. the morning of your absence. (Please see Page 2 for the receptionist's number)

Abbreviated Days Procedures (Certified Staff) – Abbreviated days are calculated to make up the 200 day contract for certified personnel. Because they are paid for a whole day of work on abbreviated days, time requested off on those days would use a whole day of leave/docked time.

For certified employees that request a personal/sick/docked day PRIOR to school early dismissal or closing for inclement weather or any other emergency/unforeseen closing or early dismissal would not have to use or be docked the day requested due to the fact that all other certified employees would be out that same day(s) and be paid, thus this would be true as well for the certified employees who had made arrangements in advance to be off (i.e. appointment with doctor).

For certified employees on maternity leave or FMLA (using sick leave days) any days out for snow would be deducted from their sick leave as if school were in session. Those days are part of their 200 day contract and they are being paid for them. If this leave is being taken without pay, these "snow days" would be docked as well.

Abbreviated Days Procedures (Non-Certified Staff) – Day Prior to Christmas Break – 10, 11, 12 month employees will be paid for a full day. Time sheets are to be marked as actual time worked with "Early Dismissal" recorded in the comment section. – Last Day of School for Students – 10, 11, 12 month employees will be paid for a full day. – Emergency/Inclement Weather – 10, 11, 12 month employees

will be paid for actual time worked. The immediate administrator (principal/director) will determine dismissal time.

On days that school is closed for inclement weather or other emergency reasons, 10 month support staff will be docked. support staff). If a sick day is requested prior to the inclement weather closing, the request will be honored.

Professional Leave Days - Sub forms must be completed entirely online in Siesta.

Substitute Teachers-

- All lesson plans and materials must be in place for substitute.
- Teacher must have meaningful assignments/work planned for students each day out.
- Teacher **MUST** make folder available with class rolls, schedules, class rules, and general information necessary to manage the class. This should be placed in Mr. Jones' office in case of emergency leave.

Dress –We never get a second chance to make a first impression. Professional dress is every teacher's visual proclamation that they take their job seriously and have high expectations for their students in the classroom. (Shorts may be worn while instructing students in physical education, ONLY).

Attire that is NOT considered appropriate includes the following:

- Wind suits, jogging suits, sweat suits, and shorts
- Clothing that is easily recognizable as denim
- Tops (shirts, blouses, etc.) that are sleeveless, too short and/or too tight allowing skin to be exposed inappropriately
- Exposed undergarments
- Tee shirts with wording
- Flip flops (beach type, camp shower shoes)

Purple and White Pride Days

- The principal may designate days when everyone may wear school spirit shirts and/or blouses (example: **Fun Day Attire** – students may wear Milan T-Shirts and dress code shorts (during activities, they may have their shirt un-tucked – all other times the shirt must be tucked in); **May Day Attire** – students may wear t-shirts (ex: each 5th grade class must pick a different color t-shirt)

Instructional Assistants - # 1 responsibility is to make sure IEP accommodations are being provided for students. Things they can do:

1. Modify classwork, Modify tests, Read test aloud, Keep students on task

2. Professional Development Days - If something is planned for Instructional Assistants they must be here.
3. Abbreviated Days – Christmas & End of year – assistants will work **all** day
4. Picnic - invited - unpaid

Teacher Webpage – Keep teacher webpage updated weekly. Required materials: assignments, weekly objectives, important dates (ex: tests, projects, field trips)

Social Media –

- Misuse of school resources can result in disciplinary action.
- All activities over the network or using district technologies maybe monitored and retained.
- Facebook, tweets and other forms of social networking with students is NOT advised and will not be tolerated.

Parent Contact – It is important during the 1st three weeks to send a letter to the parents of your students about what to expect and what will happen if... etc. **Please give your planning time, email address, and school phone number (Please do not give out individual extension #'s, this will ring directly to your classroom). Be inviting!**

All written communications should look professional and must be approved by school administration **prior** to being sent home. **A copy must be given to the receptionist to be kept on file.**

ID Badges – All faculty and staff are required to wear MMS ID badges every day. PLEASE DO NOT LOSE your badge. If you lose your badge, notify the bookkeeper, and she will get another one ordered.

Lesson Plans: Lesson plans must be prepared by each PLC a week at a time. Daily lessons maybe expanded throughout the week.

Administrative/Planning Periods – Maintaining the educational integrity of Milan Middle School requires commitment and planning on the part of the teachers. Planning effective instruction takes time and planning periods must be purposefully spent. Conferences, team meetings, observing your peers, and covering classes for colleagues are also integrated into this period. Thankfully, covering classes for teachers who have no substitute is unusual. Should an emergency arise, address the need with a school administrator.

Meetings – IEP Meetings, 504 Meetings, Behavior Plan Meetings – Be there (if you are supposed to be). **Follow the law, IEP, and/or the decision of the team.** If you do not attend the meeting you will sign as a NON Attendant to verify you have read the IEP. IEP meetings are in Room 701 unless otherwise noted.

The Principals are our 504 Coordinator for MMS. If you have a student with a 504 plan, you **MUST READ IT and FOLLOW IT!** If changes need to be made, contact the academic assistant principal to coordinate a meeting with the MSSD 504 Coordinator and the parents. All teachers (including RA) who have the child must read and follow the plan. This is not a choice. All 504 plans are located in principals office.

If you have a student with an IEP, you must MEET with our SPED Lead Teacher, READ the IEP, RECEIVE the list of accommodations and modifications, SIGN OFF that you have read the IEP, and FOLLOW the

IEP! If you have questions or concerns contact the SPED Lead Teacher. All teachers who have students receiving special education services must read and follow the student's IEP plan and behavior plan.

Assigned Duties – Every teacher/assistant is assigned duties, including but not limited to, monitoring the arrival, dismissal and hourly movement of students throughout the building. Every teacher/assistant is expected to actively and positively monitor students to maintain a safe and healthy environment.

(Board Policy 6.408 Students will be under the supervision of school personnel, either certified or noncertified, at all times, including play periods and lunch periods, as well as during the school day and during extracurricular activities.) All teachers/assistant must complete hall duty and monitor their classroom during every class change time.

If a teacher is going to be absent any time during their assigned bus duty he/she must find someone to swap or work for him/her and notify the office of changes. Please BE IN YOUR ASSIGNED AREA and ON TIME (am & pm & during class change).

If you switch bus duty times with someone else, please notify the attendance clerk so she can put it on the bus duty calendar. Please, remind the next person who is in line to do bus duty. Bus duty will begin at 6:55 a.m. In order to ensure consistency when the change is made from one bus duty person to the next, you are encouraged to come observe bus duty at 7:25 a.m. the day before you are scheduled to begin your duty.

Bus Duty Procedures

- Seating: 7th & 8th on right side of gym; 5th & 6th on left side of gym
- Procedure: Students should be seated and may quietly talk within their grade level.
- Bathrooms: Students should NOT use the restroom during bus room time.
- Dismissal: At 7:40 dismiss 5th & 6th grade 1 row at a time; then dismiss 7th & 8th grade 1 row at a time. Do not allow students to leave until they have been dismissed.

At 7:40 teachers are to be at their classroom door greeting students unless on other assigned duty.

State/District Assessments – dates emailed out

- TCAP Writing Assessment 5th & 8th grade _____
- TCAP Achievement Assessment 5th – 8th grade _____
- ACT Explore Assessment 8th grade _____
- TCAP End of Course Algebra (8th grade Algebra students) - _____

Record Keeping/Permanent Record/Grade Books – Grade/Attendance books and planning books are official school documents. Accuracy is critical. As well, teachers must ensure grades are updated on Star Student's Grade Portal consistently and in a timely manner.

One of the secretaries will let you in the vault if you need to get a permanent record. Permanent records may be taken to your room, but MUST be returned to the office before the end of the day. These are

confidential records. Use **actual days** absent on permanent records. Be sure to put tardies on the permanent record. Please put the permanent records in alphabetical order when returning them to the file cabinet. Custody papers, new address, phone numbers--please be alert to changes. If there is a divorce, we need the custody papers in the permanent record. Contact the office about changes.

Email – The Milan Special School District has set up email accounts for every teacher and instructional assistant. It is recommended that you check your email frequently (at least twice a day). Most correspondence coming from the administration and from the district will be via email. No personal emails during class time with students.

Classroom/Teacher Work Room – Please keep your room clean. Have a clutter free room for your students. Classroom environment is a component of teacher evaluations. You are also responsible for keeping your teacher work room clean. Remember you could possibly have meetings there. Be respectful of classes that eat after you. **IF YOU MESS UP, YOU CLEAN UP.**

**If something needs to be cleaned – please enter it in the custodian folder in the office.

Teacher Mentors – Each non-tenured/new teacher at Milan Middle School is assigned a mentor. The academic mentor will focus on the Domains in the evaluation model.

Academic Team Meetings – Academic Teams are subject level teams that meet monthly to collaborate on curriculum, instructional, and assessment issues. See Academic Calendar for meeting dates and times. Each Academic Team is led by an Academic Lead Member. The Academic Team Meeting form should be completed with each meeting.

Data Team – The Data Team focuses on analyzing data from all the different types of assessments we use. After looking at data, the Data Team will also make observations and predictions based on this data and share findings with school.

2015-2016 Academic Teams

Reading/LA	Math	Science	Social Studies	Special Education
<ul style="list-style-type: none"> • Moore • Jumper • Reeves • Biggs • Ferrell • Dycus • Owen • Neely 	<ul style="list-style-type: none"> • Williams • Robbins • Williams • Rogers • Rich • Rimmer • Frick • Bryan 	<ul style="list-style-type: none"> • Wilson • Dunphy • Seavers • Kisner 	<ul style="list-style-type: none"> • Dunagan • McCurley • Hyde • Clippard 	<ul style="list-style-type: none"> • Hill • Fuqua • K. Field • B. Reeves

Grade Level PLC – Grade Level Teams meet regularly to collaborate on school organizational and management issues such as discipline, day to day operations, parent meetings, and student concerns. Grade Level Meeting times should be used wisely. See Academic Calendar for meeting dates and times. Each Grade Level Team is led by a Grade Level Lead Member. Grade Level Team Meeting form should be completed with each meeting.

2015-2016 Grade Level Leads are:

Chair	
5th Grade	
6th Grade	
7th Grade	
8th Grade	
Related Arts	

School Climate Committee – The School Climate Committee focuses on School wide student rewards and faculty activities. The School Climate Committee meets monthly.

Administrator	Cathy Moore
5th Grade	
6th Grade	
7th Grade	
8th Grade	
Related Arts	
Guidance	Jones/Oelrich
Special Education	

ICU – Teachers may provide ICU in a.m., 2nd planning, after school, or Saturday. Students must not be pulled from intensive reading intervention.

Teachers are responsible for providing work for students assigned to ISS.

Student Wellness/Physical Activity Policy 6.411 – When traveling to and from lunch, related arts, programs, and canteen travel outside as much as possible. In order to be in compliance with school board policy 6.411 each teacher will be responsible for walking their class to lunch. You will take his/her out the end doors and around the building to the entrance in front of the cafeteria (weather permitting). Each teacher will meet their class at this same designated area to take them outside and walk them back to class. You will need to send one student through the building to open the door. It is the responsibility of each teacher to monitor his/her own class and make sure the door is closed. It is not a social time; it is a time of supervised physical activity. If rain or snow, teachers may walk their students through the hall area (following hall procedures). Physical Activity ideas are available to you by Coordinated School Health.

Staff/Student Accidents - In case of an accident, please fill out accident reports for your students (or yourself) immediately. The school bookkeeper has blank forms. Do not send a student to another class without filling out a form. Do not shake off – fill out.

Cafeteria Fees - There is to be no charging in the cafeteria for anyone, including teachers & staff. If you would like to pay around pay day – **pay ahead**.

CLASSROOM ADMIN/MANAGEMENT

Student Arrival and Departure –The Gann Road entrance is for buses and school personnel.

The tardy bell will ring at 7:50. At that time, all students must be seated in their 1st period class. If the student is not in the classroom seated and ready to begin, he/she is considered tardy and should be sent to the front office. If a student is tardy to other classes during the day, it will be the responsibility of that teacher to handle according to established classroom procedures.

The bell to dismiss students at the end of the day will ring at these times:

2:50 – Early Bus Riders and Walkers

2:55 – all others dismissed. During inclement weather please ask 5th & 6th grade students to go under the awning by the office doors and 7th & 8th grade students to go under the awning by the 8th grade hallway.

If you have students who are: late bus riders, play team sports, enrichment/afterschool program, band, etc. There is **NO** reason for them to leave your classroom before the last bell.

When you have bus duty, you may take your students to the cafeteria at the 2:51 bell.

Phone Usage in Classrooms – If you need an administrator or custodian during class, dial “0” on your classroom telephone and notify the office.

Classroom telephones are issued to the classroom, not the individual teacher. If you move classrooms, leave the telephone in that room. (Personal long distance calls are not allowed.)

Personal Communication Devices Policy 6.312 – Cell phones are not to be used during times of student contact. Get permission from an administrator in cases of emergency.

Office Referrals – Maintaining an atmosphere conducive to learning in the classroom is the responsibility of all faculty and staff at Milan Middle School. A school-wide discipline plan is in place, but it is only effective if it is enforced consistently. It is essential that the teacher’s classroom plan compliments the school-wide discipline plan. Should a student’s behavior continue to disrupt the instructional process, he/she should be referred to the administration for intervention. A discipline referral form should contain information detailing the behavior and outlining the teacher’s efforts to change the behavior. Please document all interventions that you have attempted. All referrals should be sent to the Assistant Principal.

Parent Homework Request – When students are absent and parents call to request class work, one of the secretaries will bring the assignment sheet to you. Remember we are only providing Homework Assignments if the student has been absent for 3 or more days. Assignments must be in the office by 2:00pm.

Student Agendas – We all work very hard on teaching organizational skills to our students. We spend a great deal of money every year providing students with agenda. It is important to integrate the use of student agendas into the day-to-day procedures in the classroom. In addition student agendas should be used as one of the various ways to stay in contact with parents. Please have students write assignments in their agenda each day. Teachers are responsible for initialing each student’s agenda to verify that students have written down the assignment and to verify the agenda has been checked for parent communication. Agendas are to be used as the HALL PASS. Teachers are to indicate where the student is going, the time of departure, and initial to show approval.

T.V. Use – Televisions are for educational purposes, not private social viewing. Copyright laws prohibit movies being shown except for educational purposes. If you are planning to show students a video/DVD you must complete the Movie Permission Form and submit to one of the principals.

Technical Difficulties – We have a great deal of technology in the building. Keeping that technology operating efficiently is difficult. It is critical that EVERY staff member follows proper procedures when equipment must be repaired or serviced. All issues involving equipment repairs and service or technical problems must be submitted to building tech assistant via online help request form.

All issues involving the use of technology and needed technology training (technology support) should be submitted to the district Administrator over Technology.

Custodial Needs – If you need something moved or cleaned please contact the office & they will contact a custodian.

Scheduling Activities – Please check the master calendar located in the main office before making plans to use the Auditorium or scheduling after school activities/practices. If you plan on using the Auditorium or conducting after school activities/practices, please reserve it on the master calendar.

Students in Classrooms – No student is to be in your classroom before 7:40 am, unless you are tutoring or have permission from an administrator.

There are to be NO children of faculty/staff attending school in-service, board days, etc. Example: First Baptist Church Luncheon, picnic at the end of the year, etc.

Library Procedures – Students are allowed to check out 2 books at a time and are responsible for lost or damaged books.

Check out procedures for DVD/Videos – must be checked out by teacher and approved by administration

MEGA Nominations for Student of the Week - The first one will be in the paper sometime in September. You may select for improvement, project winner, etc. Remember students may be nominated for improved attitude, grades, behavior, citizenship as well as being an outstanding student. We also have MEGA stickers in the office to put on anything that MEGA provides for your classroom. The receptionist has a list of all students who have already received the honor. Provide the receptionist with your MEGA Nominations for Student of the Week.

Out of District students - If you have a student who does not live in our school district and is a behavior problem, let the Principal know. Out of district students are expected to meet satisfactory scholastic and behavior standards and exhibit good citizenship.

Classroom Door – Please, no covered windows in the door. Also, be careful what adhesive is used to attach items to the doors.

Computer/Computer Labs – Please feel free to reserve the labs. Signup sheets are located in the library. Please be respectful of others who want to use the labs.

MSDS (Material Safety Data Sheets) - Located in (a) custodian rooms & (b) cafeteria

Eye Wash Stations – (a) cafeteria (b) custodian room by gym (c) 5th grade custodian room (d) 7th grade custodian room (e) clinic

Counseling Sessions/Piano – Students should not leave academic classes, PE, or computer for piano or counseling sessions. Students should come from related arts only (Health, Creative Dramatics, Art, Guidance, Band or Music). All 7th & 8th grade students **MUST** attend computer class.

Work orders- IF you have something (furniture, pencil sharpeners, etc.) that needs work, **YOU** must fill out a work order. The forms are in the Maintenance mailbox in the office. Please fill it out and have a Principal sign it.

Gang Signs – if you see anything that you think resembles a gang sign, make written notations and list the name of the student, the date and a detailed description. Send to the Asst. Principal.

FINANCIAL TASKS

YOU MUST, MUST, MUST KEEP ACCURATE FINANCIAL RECORDS.

Purchasing – It is important that each teacher has what is needed to be successful in the classroom. Equally important is the need to focus spending on the needs of the students. Items considered for purchase must be soundly justified by how they will directly affect student achievement. Money spent without prior approval will not be reimbursed.

You cannot be reimbursed for sales tax on purchases for your classroom.

Purchase orders- Must be pulled from the bookkeeper **BEFORE** any purchase is made. If you make a purchase without a P.O. being pulled, you will be responsible for the expense. The bookkeeper must have the following information: Company Name, expense fund, “Not to exceed” amount. Purchases cannot exceed this amount or teachers/staff must pay the overage. Receipts must be submitted to the bookkeeper the day after charge is made with the teacher’s name on it.

ADA for Wal-Mart & Learning House – Every teacher has \$100.00 for classroom materials which must be spent **by December 31st**. ADA is intended to be spent on current students (meant to benefit those students). You must see the bookkeeper **BEFOREHAND** to pull a purchase order and sign the form. You must charge to the Milan Middle School and the bill must have the ADA purchase order number on it. You must not go over \$100.

Restricted Clubs – All sponsors of restricted clubs must fill out the appropriate paper work concerning fund-raisers at the beginning of the school year. Tax must be charged on all resale items. A copy of the Fund-raising Request form is in the appendix. Please turn in completed form to the bookkeeper.

Fundraisers are vital to the functionality of many programs at Milan Middle School. A plan outlining implementation and how profits will be used is essential. The Principal must approve all fundraisers prior to initiation. A fundraiser authorization form must be filled out **PRIOR** to a fundraiser and approved by the principal. You must obtain a written agreement from the vendor which includes the profit breakdown. Tax **MUST** be charged and paid on all items sold and a tax line item shown on the invoice. If the vendor will not charge sales tax then you cannot purchase from them.

REMINDER: Money restricted for the use of a specific group should be spent in such a way as to benefit those students currently in school who have contributed to the accumulation of such money.

All club Sponsors and Athletic Coaches must prepare a budget for all student activity funds (see appendix). Club Sponsors' budget is due by August 30, 2015.

Receipt Books – Every teacher will maintain impeccable records as he/she records financial transactions. Monies collected from students must be receipted/logged and submitted to the bookkeeper, no later than 12:00 daily. Do NOT leave collected money in your room at any time.

Remember that numbered receipts must be kept in order, and the date on the receipts must be in order. The parent is issued the top white copy and the other copies are left in the receipt book (**never** tear out all three copies). To void a receipt, we must have all three copies of the receipt.

Collection Logs

Do not take up any money in your room without approval of The Principal (School Board Policy).

Collection logs must be dated, and checks and cash logged. Never send money to the office without sending your collection log properly filled out in **ink. White Out is NOT allowed. You can draw a single line through and write beside it. Student names should be written as money is collected and not a copy of student list used.**

Gate Workers at Athletic Events

- Will always need 2 per gate (1 passing out tickets and 1 taking in money)
- Both people are responsible for counting the money and completing reconciliation form
- Both people sign reconciliation form and give to athletic director who will verify and sign.

Concessions

- Will always need 3 to 4 people (1 to 2 for money and 2 to 3 for food items)
- Two people will need to count money and complete reconciliation form
- Two people will need to complete Project Analysis report
- Adequate records are to be kept of concession items purchased, received, given away and kept

Milan Middle School

Teacher Handbook Signature Page

My signature indicates that I have received and read the 2013-2014 Teacher Handbook and agree to abide by its contents.

Signature (Please Print) _____

Signature: _____

Date: _____

**This signature page should be turned into the Receptionist by August 6, 2015.*

Request Date: _____

Teacher Name: _____

Name of Movie/Video: _____

Rating on Movie/Video: _____

Standard Addressed: _____

Reason for showing the Movie/Video: _____

Date of Viewing: _____

Teacher Signature: _____

___ Approved ___ Denied

Administrator **Signature**: _____ Date _____

Student Name: _____

Parent/Guardian Approval: _____

ACADEMIC TEAM MEETINGS

Return to: ____ **Asst. Principal, Instruction** ____ **Principal** ____ **Asst. Principal, Discipline**

Academic Team _____ **Date** _____

Curriculum _____

Teaching Strategies _____

Standards _____

(Due by 10/28/15)

1. Areas of Strength

2. Specific Evidence of Strength

3. Team Plan of Action

4. Areas to Strengthen

5. Specific Evidence to Strengthen

6. Team Plan of Action

Teacher's Signature
