

Terra Alta/East Preston Faculty

Handbook

2014-2015



Preston County Board of Education

Kathy McNeil – President

Robert “Mac” McCrum – Vice President

Ann Robb – Board Member

Jack Keim – Board Member

Crissy Estep – Board Member

Preston County Schools District Administration

Rick Hicks – Superintendent

Craig Schmidl – Assistant Superintendent

Susan Huggins – 21st Century Community Learning Center

Carol Riley – Attendance

Steve Wotring – Curriculum

Katrina Sypolt – Finance

Rodger Marshall – Maintenance

Dylan Beitz – Nutrition

Angie Varner – Federal Programs

Brad Martin - Technology

Tony Harris - Transportation

Terra Alta/East Preston School Faculty and Staff

2014-2015

Dr. Russell Cecala – Principal

Mrs. Jessie Hart – Administrative Assistant

Mrs. Crystal Pell – Counselor

Mrs. Whitney Leganczuk – Pre-Kindergarten Teacher

Mrs. Ruth Hamilton – Pre-Kindergarten Teacher

Mrs. Sherry Fields – Kindergarten Teacher

Mrs. Andrea Loughry – Kindergarten Teacher

Mrs. Rachel Miller – 1st Grade Teacher

Mrs. Shelly Miller – 1st Grade Teacher

Mrs. Rebecca Bittinger – 2nd Grade Teacher

Mrs. Heather Henderson – 2nd Grade Teacher

Mrs. Bethany Stiles – 3rd Grade Teacher

Mrs. Heidi Hauger – 3rd Grade Teacher

Mrs. Krista Nazelrod – 3rd Grade Teacher

Mrs. Gwen Duckworth – Special Education (Grades K-3)

Mrs. Jamie Davis – Special Education (Grades 1-6)

Mrs. Ashley Grose – 4th Grade Teacher

Mrs. Stacy Borrer – 4th Grade Teacher

Ms. Kimberly Wilt – 5th Grade Teacher

Mrs. Tiffany Forman – 5th Grade Teacher

Mrs. Cara Radford – Special Education (Grades 4-8)

Mrs. Sally Kelly – 6th Grade Language Arts and Media Center Specialist

Mr. Christopher Malec – Middle School Social Studies Teacher

Mrs. Rebecca Jones – Middle School Mathematics Teacher

Mrs. Melva Roush – Middle School Language Arts

Mrs. Samantha Funk – Middle School Science and Agriculture

Mrs. Lori Rodeheaver – Special Education (Middle School)

Mrs. Christina Evans – Physical Therapy

Mrs. Frances Ferrell - Speech

Mrs. Michelle Berry – Title 1

Mrs. Rhonda Rhodes – Title 1

Mrs. Jennifer Boni – General Music and Band

Mr. Devon Kelly - Physical Education

Mr. Kendall Show – Health

Mrs. Lisa Chandler – Art

Mrs. TBD – Spanish

Staff

Mrs. Pauline Pratt – Pre-Kindergarten Aide

Mrs. Dot Baber – Pre-Kindergarten Aide

Mrs. Jo Ann King – Kindergarten Aide

Mrs. Gina Cuppett – Kindergarten Aide

Ms. Scherrie Stalnaker – Special Education Aide

Mrs. Jacqueline Blamble – Head Cook

Mrs. Brenda Alexander – Cook

Mrs. Billie Louk – Cook

Mr. Tony Teter – Custodial Engineer

Mr. Robert Sanders – Custodial Engineer

Nurse

Mrs. Patricia Biggins

Parent Volunteer Coordinator

Mrs. Brittany Bell

Terra Alta/East Preston School

Mission Statement

Terra Alta/East Preston School will develop diverse lifelong learners who possess ambition, perseverance, responsibility and social adaptability as successful academic achievers.

Terra Alta/East Preston School

Core Beliefs

Terra Alta/East Preston School believes that all students can make academic and social goals. We believe all students have a unique set of abilities, backgrounds, and needs that should be nurtured and appreciated

Terra Alta/East Preston School

Alma Mater Song

Terra Alta got the sprit talking proud, talking proud

Listen up and you hear it talking proud, talking proud

The good life that we share with great teachers who care

It's time to tell them all were up and standing tall, standing tall.

Terra Alta got the spirit talking proud, talking proud

Listen up and you hear it talking proud, talking proud, talking proud,
talking proud!

Table of Contents

<u>Item</u>	<u>Page</u>
Absences	11
Accidents/Injury	11
Arrival and Departure	11
Assemblies	12
Attendance Records	13
Bell Schedule	14
Building/Classroom	14
Bulletin Boards	15
Bus Passes	15
Cafeteria	16
Care Team	17
Classroom Curriculum Exceptions	17
Classroom Incentives	18
Classroom Management	18
Classroom Website	20
Classroom Newsletter	20
Cleaning Supplies	21
Committees and Meetings	21
Communication	21

<u>Item</u>	<u>Page</u>
Copyrighted Material	22
Custodial Duties	22
Daily Lesson Plans	23
Daily Schedules	23
Detentions	23
Directory Information	23
Duplicating Materials/Laminating Machine	24
Emergency Drills	24
Families	25
Field Trips	25
Grading and Report Cards	26
Guidance Services	28
Hall Passes	28
Health Services	28
Homework	29
Keys	31
Library Services	31
Lost and Found	32
Lounge/Workroom	32
Maintenance	32
Make Up Work	32

<u>Item</u>	<u>Page</u>
Master Calendar of Events	33
Master Schedules	33
Money	33
Movies/DVD	33
Moving Classes	34
New Books	34
Paraprofessionals and Instructional Aides	34
Parent Communication and Conferences	34
Parent Volunteers and Visitors	35
Permanent Record Check Out	36
Planning Period	36
Playground Rules	36
Professional Conferences	37
Professional Learning Communities	38
Progress Reports	38
Purchase of Supplies and Equipment	39
Recess	39
Records	40
Retention	40
Room Parties and Classroom Events	40
Security	40

<u>Item</u>	<u>Page</u>
Soda Machines	41
Staff ID's	41
Student Handbook	41
Student Planners	41
Student Supervision	42
Suspensions	43
Teacher Evaluation	43
Teacher Professionalism	46
Technology	47
Timesheets	47
Word of the Month	47
Work Days	48

Staff Procedures

Absences

Teachers should not be absent without proper notification. To secure a substitute teacher, contact Mrs. Hart or Dr. Cecala. After 6:30 am, call the school office to secure a substitute. Please limit the number of days that you call after 6:30 am – office staff does not arrive until 7:00 am and it is difficult to arrange a substitute at that time.

The school secretary will furnish an employee absence report which should be returned to the office completed. Please familiarize yourself with district and building policies.

Substitutes - To facilitate order in your classroom during your absence be sure to furnish the substitute with clear and definite assignments. Also, you need to leave in an obvious place a substitute folder containing the following:

1. Grade book and seating chart.
2. Your daily schedule.
3. Location of books, A.V. equipment needed.
4. General expectations and classroom rules.
5. Name and room number of a colleague who might help a substitute teacher.

Accidents/Injury

Anytime a student or adult is injured, the office should be notified, as well as the nurse. Do not move the student or adult if the injury seems severe. Accident Report Forms are available in the Nurse's Office and should be completed as promptly as possible. It is better to err on the side of caution instead of getting a phone call from an irate parent. Send the student to the nurse if you have any doubt! Should a staff member be injured, it will need to be reported immediately.

Arrival and Departure

STAFF HOURS ARE 7:00 AM - 3:00 PM - All staff is encouraged to be here everyday and prompt with their attendance. All staff members are expected to be in the building at **7:00 am** and at their respective teaching station door by **7:05 am**

each school day, except those on special duties. Please greet students as they enter your classroom. Staff members are free to leave the building at **3:00 pm** unless buses are late. There may be instances when buses are late to pick up students. Please do not release students until the bell rings.

Staff members are on duty all day and should leave school only in case of necessity after checking with the principal. If it is necessary to leave before 3:00 pm, the principal must approve. If this is the case, please be sure to sign out in the office.

Please note: There are 2 evenings that require certified staff attendance that are not on the district calendar: Open House, Family-to-Family Night. These dates will be set prior to the beginning of the school year. Each staff member will be given a calendar. If you are unable to attend, you must discuss the issue with the principal at least 2 weeks prior to the scheduled event. This will allow us time to make sure all duties have been covered.

Parent Conferences are also scheduled throughout the year. These conferences are scheduled in advance. The fall conferences will require 2 evenings of work, from 4:00 PM to 7:30 PM for certified staff.

Assemblies

Assemblies are a regular scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior.

Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. It is the individual teacher's responsibility to instruct students that all talking, whispering, whistling, stamping of feet and booing are discourteous. Teachers are to escort their individual classes to the assembly site. All teachers should be seated with their classes and help them supervise all students. Teachers should check roll at each assembly and upon returning to the classroom.

Attendance Records

Attendance records are kept in the office. Your obligation is to report your absentees each morning at **7:45 a.m.** via WEVIS on the Web .Students arriving late to school must report in to the office. Upon returning to the classroom, they should have a tardy slip. Any student that is marked absent will receive an automated call or e-mail from WEVIS on the Web asking them to call into the school office and report the reason why the child is absent.

Sometimes when children are absent they bring a note from home explaining the absence. **These notes should be sent to the office each day and will be filed in the office.** If you are aware of the reason for a student's absence, please contact the school secretary.

When a student shows excessive absences or exhibits a pattern of chronic absences parents should be contacted and/or the office notified. It is the responsibility of the teacher to speak with Guidance Services, and/or Home School Specialist to see about how best to serve the student.

These actions will be taken at the following benchmarks of absenteeism:

3 Days of absence – Letter sent home from the School and Conference with parent and administration

5 Days of absence – Letter sent home and record of attendance sent to Central Office

10 Days of absence - Parent meeting with Central Office and possible court date

Students who must leave school during the school hours must be signed out through the office. **Do not let parents and relatives take students from your classroom.** Refer them to the office and we will call for the student. Do not allow a child to leave school with anyone during the school day without permission from the office. If parents or persons picking up a child come to your room or the playground area, please direct them to the office to sign that child out. If the adult says that they already signed them out, do not release the child. The office will call for the child!

Bell Schedule

7:00 a.m. – Doors Open – All teachers should be in classrooms to receive students

7:00 – 7:30 a.m. - Breakfast for all students

7:35 a.m. – Students are tardy; 1st Period Begins

2:24 p.m. – All elementary students; grades Pre-K through 5 are released

2:29 p.m. – All middle school students are released

Building/Classroom

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

If you notice that the computers and/or projector in the three designated computer labs are out of order, please notify the Library staff or Dr. Cecala. The Library staff will attempt to fix the problem and if she cannot, you will need to submit a technology work order. In the classroom if the computer or Smart Board is out of order, please report the situation to the Library Staff or Dr. Cecala. If the problem cannot be resolved you must submit a technology work order form.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. In such cases, please contact the custodian. Teachers should close and lock all windows and doors when leaving for the day.

Please note: no plug in air fresheners, candles, and/or candle warmers are allowed, per our insurance carrier.

Bulletin Boards

Please be sure to change your bulletin board periodically. Student work should be displayed, along with the strategic plan and mission statement. You are responsible for hallway displays as well as boards within the classroom.

Bus Passes

Bus Passes- Passes will not be issued for any bus that is at capacity. On buses that have a few spaces where “exceptions” can be made, the following rules apply:

- Passes will be issued for before and after school tutoring.
- Passes will be issued with a written request is made at least two days in advance for family-related reasons (i.e. family medical, family out of town and staying with other relatives)
- Passes will be issued for family emergencies. Poor planning is not an emergency.

Note: Passes will not be issued for students to visit friends for parties, sleepovers, etc. Lists of buses at capacity will be posted as soon as available. As the district grows it may be necessary to eliminate bus passes.

Cafeteria

Breakfast as well as lunch will be served. After eating breakfast they will report to their home room.

Lunch -The efficiency of our lunchroom schedule depends on following strict schedule. Please do not alter the time schedule, as it will affect everyone. If for some reason your class is not going to eat in the cafeteria (field trip, reward, etc.) please notify the cafeteria and the principal at least 3 days in advance. Students should be escorted to and from lunch by the classroom teacher. Please do not leave students unattended in the cafeteria. Be sure that supervising teacher and/or the principal are present to oversee activities.

Students who accumulate excessive charges will not be allowed to continue charging. However, those students should not go without lunch. They will be given an alternative lunch. Teachers, please help the cashier with this process.

When bringing your class to lunch, please follow these steps:

1. Line your class up with lunch boxes in the front of the line, hot/cold lunch choice at the end of the line. This will help expedite the process.
2. Students enter the cafe on the second floor tile not touching the wall. Student should follow the line until they get served.
3. Classes will be seated at assigned tables. All students must sit with their class.
4. Students finish eating they are to take their milk/juice carton, dump the remaining liquid and recycle the carton. Then, they are to proceed and dump their food into the trash cans and put their tray in the kitchen window. When they have cleaned their tray they should go sit back down and wait to be dismissed.
5. Teachers are responsible for dismissing their students. Please have them clean up the area. Please clean the table and throw out trash on the floor. It is your responsibility to make sure your students do not leave food/trash on the floor or on the table. Please dismiss by class. Students are to walk with no talking, in an orderly fashion, down the central aisle and between the first two rows of tables. Talk with your students about where they should line up and how they should line up.
6. Do not be late picking up your students. It is your responsibility to supervise them.
7. While at breakfast or lunch, students are expected to talk in a calm, quiet voice. The students should be “triangle talking” which means they talk to the students directly around them, not students at other tables or at the end of the table. If a table is getting rowdy or loud the staff that supervises the cafeteria will put a yellow cup on the table as a warning. If the misbehavior continues, a red cup will be placed on the table. At that point, the students at that table are in silence. Any class that does not earn a red cup will receive a positive mark/move on the incentive schedule. All classes have an opportunity to earn a quarterly incentive. Teachers will be sent an email explaining the quarterly incentive and how their class can earn it.

Lunch Money- Lunch money is collected any day of the week. Teachers should send the lunch envelope to the office by 8:00 am. Students that qualify for free lunches will also qualify for the breakfast program.

If your classroom is going on a field trip and will need sack lunches, please inform the cafeteria staff at least 2 weeks in advance.

Care Team/IRT/SPL Team

Care Team is a process by which teachers can seek assistance in exploring and addressing specific student concerns related to academic performance, behavior, socialization, emotions, and home environment. The team consists of representatives from primary, intermediate, and middle teaching staff, as well as, the counselor, special education, and the administration. The team will support the referring teacher by assisting in developing strategies and interventions, and/or a more comprehensive plan to address the student's issues. For more information, see Mrs. Duckworth and/or Dr. Cecala.

Classroom Curriculum Exceptions

Parents may request that their student be exempt from selected parts of a class or course curriculum under certain conditions. Parents may deem some instructional materials or activities to be inappropriate for their student, or the student may have a legitimate personal objection. Teachers should use professional discretion in communicating the appropriate response to the student or parent. To facilitate curricula objectives and yet still allow students to be educated with their classmates, teachers should use the following guidelines:

1. Teachers may provide students and parents with a syllabus of required readings a class uses.
2. Teachers should advise students of oral reading guidelines and refrain from forcing the exempt student to read aloud or view materials that may be offensive to them.
3. Teachers will allow students to request, through the parent/s, an alternative assignment.
4. Teachers may allow a student to leave their classroom to secure access to alternative curriculum.

Classroom Incentives

Classroom incentives are a great way to motivate students. Each teacher can develop a system that works for them (Fun Friday, quarterly incentives, etc.). However, please note that every time you schedule a reward, it takes away from classroom instruction. If you have more frequent incentives (ex - Fun Friday), do not take more than 30 min. each week. If you opt for a quarterly incentive, that incentive can be a longer event. Weekly/daily movies should never be used as an incentive. This simply takes too much instruction time.

Classroom Management

Classroom management is different than discipline! Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day, pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine.

Think about how children learn. Will telling them a procedure one time allow them the opportunity to learn it? That will work for some, but not for all. Your procedures should be visible in the classroom, at least until the procedure becomes routine. List step by step instructions so that the students can learn exactly what you expect of them.

Behavior Expectations for Common Spaces – There are behavior expectations for bathrooms, hallways, playground, cafeteria, etc. All staff must have the students follow these expectations. All staff must teach the students what those expectations are. The expectations will be given out prior to the first day of school.

Discipline Plan - Each teacher should develop a discipline plan for their classroom, which shall be posted in the room. Discipline is concerned with how students behave. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Before a child is sent to the office for constant misbehavior,

classroom teachers should have contacted parents, informing them of any behavior concern.

From the beginning, know what you are going to do every minute of the day, quarter, semester and year, and do it! **Students must be shown respect** and you must expect it back from them. The key to maintaining classroom control is respect. BE CONSISTENT!

Minor discipline cases are best handled by the teacher. If trivial items are referred to the principal, his/her effectiveness for problems of a more serious nature will be lessened and children soon become aware of the ineffectiveness of the classroom teacher. If there comes a situation where a child needs to be removed from the classroom, call the principal for assistance. Students should not be "kicked out" of the classroom. Situations of this sort are to be discussed with the principal and then a course of action will set up. If you do this without consulting the principal, you are putting yourself in an abnormal position.

If you get to a point that you and/or the student needs a break, please make arrangements to send the student to a buddy room. A buddy room is another teacher's classroom. In that classroom, there should be a place for the child to sit and think about what they have done or cool off. This is sort of a "time out." You may want to have the student fill out a Think Sheet – a reflection on why they were sent to the classroom. A buddy room could be last year's teacher or your neighbor. If, upon returning to the classroom, the misbehavior continues, feel free to call parents and send a discipline referral to the principal's office .

All discipline referrals need to be sent to the school principal's office.

Discipline is not a group matter. A whole room should not be punished for the misdeeds of a few. Please remember to talk with a student individually, instead of humiliating them in front of the entire class.

All classroom teachers should show respect to all students. Fairness should be practiced - do not play favorites. Children should be taught and shown how to take responsibility for the choices that they make. One of the biggest mistakes a teacher can make is getting into a power struggle with a student. Do Not Engage! Simply state what it is you want the child to do, then walk away. After a fair amount of time, go back to the student and repeat your expectation. If it is possible to give a choice, do that. That will help the student maintain some form of control over the situation. "I need you to work on your spelling." "I can see that you are still not

working on your spelling. You can choose to work on it now, or at recess. It is your choice."

Throughout this entire process, parent communication is a must! No discipline referral should come to the office without first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe misbehavior. Use your common sense and remember, every time you send a student to the principal; it could lessen your effectiveness in the student's eyes.

Consequences should be appropriate to the infraction and should support our philosophy of discipline. We want children to learn from their mistakes as opposed to punishment.

It is the intention of the principal/s to support every staff member. Make sure that he/she can support the decisions you make by following the philosophy, policies, and procedures of the school/district.

Classroom Website

All staff are encouraged to develop and maintain a classroom website. This website should include information about the classroom, curriculum, special events, and other pertinent information. All homework should be posted on the website. The website should be updated each week. Parents and students should be given the website information through your classroom newsletters. Administrators will use this information to see what you are teaching to assist with walk through visits.

Classroom Newsletter

Each teacher is expected to assist, develop and send to PTO a monthly update for parents. The newsletter should also be posted on your or on the TAEP website. The newsletter should include pertinent information specific to your class. Examples include: upcoming activities, lessons, celebrations for good work, items needed for the classroom, etc. Please be sure to post each newsletter on your or TAEP website.

Cleaning Supplies

Our insurance provider requires that we only use district approved cleaning supplies in the classroom. Do not use any outside chemicals. If you need supplies to clean, please ask the custodial staff for supplies.

Committees and Meetings

It is required that each teacher be an active member of a district or building level committee. A list of committees and their function will be available at the beginning of each school year.

Faculty meetings will be held twice per month and/or as needed. Our meetings will be held on the second and fourth Thursday of each month from **2:35 pm to 3:00 pm**. All certified employees must attend. These meetings will be devoted to implementing professional practices in our school.

A large part of communication will be provided in writing via memo, or email. Written communication to the staff are not to be made available to the students.

Curriculum Team meetings will be held each Tuesday from **2:35 pm to 3:00pm**. Leadership Team meetings will be held each Wednesday from **2:35pm to 3:00 pm**.

In addition, each teaching grade level will be required to meet once per week, during common planning time. These meetings will consist of data analysis, instructional strategies and/or professional development. Each grade level team should fill out the grade level log Sheet and turn it into the school secretary each week.

Communication

Announcements - Staff members wishing to have announcements made are to hand them to the office secretary in written form prior to 7:25 am. Announcements will be read over the phone intercom at the beginning of each day.

Memo - Staff members will have a memo available via e-mail. Should you have information that needs to be included, send the announcement, in written form, to the office secretary prior to 7:25 am.

Mail Boxes - The mail boxes are located off the main office. Please check your mail box in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mail boxes contain confidential information.

Email - Each teacher has voice mail and email capabilities. Please review the instructions and check each daily.

Confidentiality - Comment and discussion regarding student personalities and records should only be discussed with appropriate people in the education setting. Student behavior problems should not be part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

Copyrighted Material

It is the intent of the board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been obtained. The board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of board policy. They do so at their own risk and assume all responsibility.

Custodial Duties

Custodians empty trash, sweep rooms, spot mop/mop, clean desks/tables, clean boards, dust, and empty pencil sharpener. If you have a concern with the cleanliness of your room, please email Mrs. Hart or Dr. Cecala. We cannot address concerns unless we know about them **IN WRITING**. Periodically, teachers may be asked to fill out rubrics regarding the cleanliness of their classroom. Those forms should be turned back into Dr. Cecala. Maintenance items will be handled with a work order completed on the Maintenance Direct program.

Daily Lesson Plans

Your plan book should contain daily lesson plans at least one week in advance. Plan books will be reviewed during the first four weeks by the principal. OEPA will also audit your lesson plans on September 15th and 16th. Please be prepared! Your plans should include your lesson objective, researched based teaching methods and the Grade Level Expectations/Common Core. All classroom lessons should follow the pacing guide. Textbooks, AR, and other instructional materials are supplemental to the curriculum and should be used accordingly.

Daily Schedules

Every teacher should post a classroom schedule in the room and follow the master schedule given to you.

Detentions (Middle School)

Before school detentions may be used as a consequence for school and classroom misbehavior. Please give the detention teacher work for the student to do during their detention. The administration will send a list of students that are to serve detention to the teachers.

Directory Information

According to federal law, parent and students are notified that “Directory Information” will be released as deemed necessary by school officials. The following items are Directory Information: student’s name, parent’s name, address, telephone number, date, and place of birth, major field of study, participation in officially recognized activities, and sports, height, and weight of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and to provide written notice to the school that they choose to not have this information released. Unless prior written notice is received, the school district may disclose any of those items designated as directory information without prior written consent.

Duplicating Materials/Laminating Machine

Laminate requests should be placed in the proper box in the copy room 2-3 days previous to their required use. Any requests placed in the box will be duplicated by the media specialist. Please prepare ahead of time. The secretary has a huge job and it is difficult for her to stop and make copies for you. For your use, feel free to use the copy machines in the copy/mail room. Do not use the copy machine in the office.

Emergency Drills

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. It is important to review the procedure throughout the school year. Teachers will normally be alerted when we are planning a test. Remember to take your grade book and log sheet to count students.

Fire Alarm - Teachers should lead their students from the building when the fire alarm sounds. Take grade books and proceed in orderly fashion to the designated area. Once there, teachers should take roll and keep their class together pending further instructions. Should a child be missing, do not re-enter the building. Notify office personnel, located in your gathering area.

Tornado - Be familiar with the instructions posted in the room. Review these with the students.

Hostage Situation – All doors should be locked throughout the day. You may put a magnet in the door frame to help students with entering/leaving the classroom. In the event of a hostage situation, simply take the magnet out and the door will be locked. If a hostage crisis occurs in your room, try to communicate calmly with the perpetrator. Try to get the person to let you relay his demands to the office, thereby alerting the office to the situation.

If a hostage situation occurs at another location in your building, your responsibility is for the safety of your students. Follow the directions of the principal. Until such directions are given, lock your classroom door and gather the students against the wall nearest the hallway to make the room appear empty. If an intruder tries to enter your locked classroom, try to evacuate the students. If that doesn't work, use any means necessary to protect the students. Remember: Lock Out, Get Out, Take Out.

Bomb Threat - In the event of a bomb threat, notify the office immediately. If the building needs to be evacuated, follow the fire evacuation plan. The district has developed a comprehensive emergency plan that all staff will be trained on and expected to follow.

Families

Faculty should not have their children in the room with them during instructional time, unless it is an emergency and for a limited time. If you have a need, please discuss it with the principal.

Field Trips

All off-campus field trips must be approved in advance by the principal and the Board of Education. Each grade level must decide on a grade level field trip. The trip must be educational and tied to the curriculum. Trips should be taken in as large a group as possible. Staff can secure field trip request forms from the office.

A copy of the form should be submitted to the principal for approval at least 1 month in advance. The Director of Transportation will determine final availability of busses. Teachers should have a complete itinerary to be sent home with students with a permission form. NO student may leave campus without a signed permission slip.

A note signed by the parent will suffice as a permission slip as long as it has the date, parent signature and states that the parent gives permission for the child to go to the specified location.

All trips should be scheduled to depart from school no earlier than 8:00 am and must arrive back at school no later than 3:30 pm. No field trips will be scheduled after May 30th. An effort should be made to schedule class field trips during the second semester.

Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus. Adults may be asked to assist on the field trip if extra supervision is necessary. Final decision concerning adult participation on field trips and activities will be made by the classroom teacher and/or principal.

Adults who help on a field trip may not bring other children. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. No adult should be left alone with a group of students. Please have all groups stay together with the teacher. All adults are to be a model for the students. All adults must stay with their assigned group and no one is allowed to curse, smoke or drink alcohol on the field trip. Any parent that will be attending the field trip must receive a letter stating the expectations. You can get a copy of this letter from the office.

Students should be aware that field trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a field trip. If you are concerned about a student attending a field trip, please discuss the matter with the principal before excluding anyone. Before such a decision is made, parents must have been called by the teacher, explaining that you are concerned about “Johnny’s” behavior. You must explain that if his/her behavior doesn’t improve (give specifics), he/she may not be able to attend the field trip. That parent contact must be documented. Students and parents must be given an opportunity to improve before the field trip is taken away. If it is decided that “Johnny” is unsafe and unable to go on the trip, teachers will need to make another phone call and explain the decision to the parent. Please be conscious of your responsibilities for supervision on the trip, including the bus.

Grading and Report Cards

All teachers should keep an accurate record of each student's progress during the school year. Each teacher is responsible for placing grades in the electronic grade book through Live Grades. Because we have an electronic grade book system, which includes parent access, it is imperative that you keep current on your grading and keep it updated. **Grades should be updated AT LEAST once per week.** Your failure to do so will be reflected in your Performance Based Teacher Evaluation.

Report cards will be generated through this on-line grade system. Semester grades should reflect the overall grade a student has earned for the semester. Report cards will be distributed normally on the Friday following the last day of the quarter. Attendance records and special class grades will be provided to the classroom teacher.

The West Virginia Board of Education voted to use the following grading scale:

Letter Grade Percentage

A – 93-100

B – 85-92
C- 75-84
D- 65-74
F- 0-64

Activity classes shall remain S=Satisfactory, and U=Unsatisfactory in grades 3 and 4.

Students and Parents should not be surprised when they receive quarter / semester grades. Please keep them informed and up to date about progress or lack thereof. Do not make the mistake of thinking that only a fixed percentage of students can receive A's, B's, etc. Conduct "grades" based on attitude, cooperation, citizenship, etc. should be reported separately from the regular grade for that subject. Each teacher should fill out a Work Habits and Social Development Report Card each quarter. These reports go home with each report card and should be filed in the permanent record at the end of the year.

At times some students will require special grade checks either from the principal or the counselor. Quick responses to these checks are important.

Since grades are a reflection of what students know/don't know, grades should be taken from work finished in class, not from homework.

It is our belief that grades should reflect what a student knows. Therefore, things that inflate or deflate grades will not be included in the grade book. Your grade book should not include any zeros (unless given permission by principal), penalties for late work, and/or extra credit. If a student doesn't turn in an important assignment, you may give that student an incomplete. When the student completes the assignment, you can assign a grade at that time. If this occurs, please talk with Jim/Jackie on how to proceed. If a student turns in a late assignment, that should be noted elsewhere, but not reflected in the grade.

Your grade books should be organized so that formative scores reflect no more than 25% of the final grade and summative scores reflect no less than 75% of the final grade. Assignments and test POINTS shall be recorded instead of percentages. Live Grades has the ability to match standards to assignments. For more information about that, see your Principal.

Guidance Services

Guidance services are available to every student in the school. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort is needed, the counselor will assist in finding such help as may be needed. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school. Should you have concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student.

Hall Passes

Hall passes should be used by all students when not in the classroom. Faculty should continually monitor the use of passes from their classes and students in the hall. To do this, please make sure that every time a student leaves your classroom, he/she signs out on a clipboard. Each student should mark his/her destination (bathroom, library, breakfast, etc.) and sign back in.

Health Services

The office of the school nurse is located between the kindergarten and primary grade hallway. Cumulative health records are maintained for all students, which include their immunizations, history of diseases, and results of testing at school, physical examination results and other health information. All students sent to the nurse should have a pass from the classroom teacher. If emergency care is needed, report over the phone to the office, or send a student for help. It is better to err on the side of caution than to not take action. Accident Report Forms are available in the nurse's office and should be promptly returned.

Bodily Fluids Policy - All staff members must abide by the school policy. Sanitary gloves should be used. The school nurse should be notified as soon as possible.

Homework

Students are expected to complete their homework, however holding a student in for recess should only be done as a last resort. Students who do not complete their homework in a timely manner and with acceptable grade level quality may be assigned to the Second Chance Program. This will require the student to attend on Monday, Wednesday, and Friday during lunch and recess time for a minimum of two consecutive weeks. Requirement of a student to attend will not begin until the second quarter of the school year, and will be made at the discretion of the classroom teacher. The focus of this program is to work on work completion, quality work and organization. Students who fail to attend will be subject to disciplinary action. The building may also implement a daily check in system which will require students to check in with a mentor. If that child's homework is not complete, he/she will complete their homework during lunch/recess. If a student begins having poor quality work or not turning in their work, you must contact the parents. Please be sure that you have talked directly to the parent or received a note/email back from the parent. Do not assume that the parent has read the planner or the note you sent home. In general, a student should have no more than 30 minutes of homework per night. Do not randomly assign homework - make sure it is meaningful and has a purpose.

Homework Guidelines for Terra Alta/East Preston School

Homework should be for practice

Pre-K-4th grade homework should take no longer than 30 minutes to complete

5th – 8th grade homework should take no longer than 45 minutes to complete

Homework must have a purpose - review and practice of a skill, helps promote study and organizational skills

Homework policy should be read and signed by the parent and the child.

Homework should be assigned based on student need and ability. Please inform parents in your beginning of the year materials that you are unable to comment on other children's assignments - talk about professionalism and privacy - talk about parents not always believing what their children come home and say.

EXAMPLE - "Professionalism/Fairness - At times your child may come home and say that something was not fair in the classroom. Please keep in mind that I cannot comment on the needs of another child, just as you would not like me to comment on your child."

Inform parents that they need to communicate with you when they seem to have an overabundance of homework or they are unable to complete the homework successfully.

EXAMPLE - "If your child has more than 30 minutes of homework per night from pre-K -4th or 45 minutes of homework per night from 5th – 8th, please contact the teacher. This could be because your child is not using class time wisely at school. If your child consistently cannot answer questions, contact the teacher." The teacher should identify the purpose of the homework and communicate that purpose to the students.

Homework should ALWAYS receive some form of feedback (stickers, comments, conference) but should not be recorded as a grade, as it does not reflect a child's independent work.

All teachers should use homework planners. Students should write the assignments in the planner. If an assignment isn't finished or it is homework, the teacher should circle or star (indicate in some way) so that the parents know what their child has for homework. **THIS PROCESS MUST BE COMMUNICATED TO ALL PARENTS.**

Students should not be penalized due to parent's behavior. If a parent does not sign the planner because they were working or because the child was in trouble, do not punish the child. Again - be flexible - be understanding.

What to do with late or no homework:

It should be done - homework is not a choice - student should do homework even if it means taking recess or giving detention.

Late policy: If a student does not turn in an assignment by the due date, parent contact is necessary. Several attempts to collect the work should be made. If a student is habitually not turning in their work, they should be recommended for the Second Chance Program. No grade penalty should be made for late work. If you don't turn your grades in on time, I don't tell you, "never mind, you don't have to turn it in, you get a zero." If you don't turn your taxes in on time, the IRS doesn't

say, "never mind, you don't have to pay them." Why would we allow students to get away with irresponsible behavior? **STUDENTS SHOULD NOT BE GIVEN AN OPPORTUNITY TO FAIL!**

Guidelines for parent involvement with homework:

Parents should not do homework for the children, Parents should be facilitators. If their child does not understand, they should ask questions about what they did in class - ask questions about the process.

Keys

Teachers will be supplied with keys to their rooms and storage areas as needed. Teachers will be supplied with a key card to enter the building in the morning or after recess. Master keys will only be supplied to personnel in regular need of such keys. All keys will be accounted for and turned in at the end of the school year.

Library Services

Walk-ins are always welcome in the library. Do not send students to the library to exchange one book if they have a library book sitting on their desk that meets their needs (AR reading material, project completion, etc.). This will cut down the traffic so that library classes are not interrupted unnecessarily.

In an effort to help kids learn to take responsibility, please refrain from checking books out in your name for your students. If you assign a project for your class that requires your students to use library materials or if there are other extenuating circumstances, we can make exceptions to the number of books students are allowed to have at one time.

Staff members may check out an unlimited number of library materials. The check-out period is two weeks. It is expected that all staff members return items in a timely manner unless arrangements have been made ahead of time with the library staff. Do not loan library materials checked out to you to other staff members without notifying library staff. Please remember that any movies rated "PG" require a signed parent permission slip even if checked out from our library.

Library time is not part of your scheduled release time. Missed library classes due to holidays, early-outs, PDC, etc. will not routinely be rescheduled. Some classes may be rescheduled due to extenuating circumstances as determined by the library staff. Staff members are encouraged to contact the library staff to schedule

additional library times in which library staff and classroom staff can work collaboratively on research projects as needed. Unscheduled library time will be used for library maintenance.

We hope that all staff members will find materials and services provided through the library helpful in making teaching more meaningful. Suggestions for materials may be made at any time; however selection policies will be followed before purchasing suggested books.

Lost and Found

Articles of clothing and other items that are found should be taken to the lost and found coat rack/container next to the principal's office. Please instruct the students that they should leave the hangers on the rack when retrieving lost items. If items are not claimed during a one-month period, they will be donated to charity.

Lounge/Workroom

The lounge is for teacher use before 7:00, after 2:35, at lunchtime, and during your prep period. Students, including student workers and your own children, have no business in the lounge. The sodas, candy bars, etc. are not for students and should not be purchased by or for students. It is against the law to have students buy soda in a school setting, during school hours. Each staff member must accept the responsibility for keeping the lounge neat in appearance. As per district policy, smoking is prohibited.

Maintenance

Should you have a maintenance issue (repairs, plumbing, tile, A/C, etc.) please go to the main office and have the secretary fill out a county maintenance request.

Make Up Work

Please assist students in gathering any work missed due to absences. Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence. A general rule: students should have the same number of days to make up work as the number of days that they were absent.

Master Calendar of Events

A master calendar of events is posted in the office. ALL CLASSROOM / SCHOOL EVENTS, MEETINGS, etc. should be recorded on the master calendar. To record on the calendar, contact the school secretary.

Master Schedules

Each teacher should follow the daily schedule and post it in the classroom. Each teacher is expected to follow the master schedule. The master schedule is subject to change.

Time allotment per subject area elementary and intermediate levels:

Language Arts and Reading – 90 minutes per day, minimum

Math 90 minutes per day, minimum

Science -30 minutes per day, minimum

Social Studies - 30 minutes per day, minimum

Time allotment per subject area middle school:

Language Arts and Reading – 6 classes per week at 45 Minutes

6th - 8th grades will receive an additional 5 classes per week at 45 minutes for

Learning Skills in Language Arts.

Math – 6 classes per week at 45 Minutes

Science – 6 classes per week at 45 Minutes

Social Studies - 6 classes per week at 45 Minutes

Money

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form. Note: if you purchase something before you have received approval, you will be paying for it.

Movies/DVD's

Movies and DVD's that are shown in the classroom should be of an educational nature. The only exceptions to this rule is inside recess and/or class rewards.

Movies/DVD should be rated G. If you wish to show a PG movie parent permission must be obtained. No movie/DVD should be rated higher than PG. Please follow all copyright rules and regulations.

Moving Classes

Teachers are expected to inform the office if they temporarily take their class to another location. Finding students and teachers is facilitated by this simple communication.

New Books

All new books are stamped on the inside front and back covers and on page 100. Textbooks are numbered. Each book should be numbered 1-25. The number should correspond to the student numbers assigned in your grade book. Please keep track of what student has what numbered book. Their student number should be the same book in all subjects. Each book is expected to last a minimum of five years. This includes encyclopedias and dictionaries. If you need new books, contact your principal.

Paraprofessionals and Instructional Aides

Instructional aides and Paraprofessionals may be utilized from before school and after school to operate the copy machines, and to complete clerical tasks. Their main job responsibility is to implement lessons and activities. They are not to copy papers for non instructional activities or out of school groups or activities. They should be used to improve student skills, not write class newsletters, grade papers or record grades.

Parent Communication and Conferences

Teachers should feel free to contact parents on an individual basis. Every parent contact should be noted. This data will be used as artifact data in your Teacher Evaluation. The principal will check your parent contact log each quarter to make sure all parents have been contacted. As a general rule: all parents should be contacted at least once per quarter. This contact should be through e-mail, conference, or phone call. This is over and above what communication you do through the student planner and/or newsletters/websites. Positive parent contact is something to strive for.

Parent teacher conferences are scheduled in the fall. These are required conferences and parents will be receiving their child's report card for the first quarter during this conference. Spring conferences will be held as needed. As a general rule, you will need to schedule a spring conference with anyone that has a D or an F and/or has behavior/social issues.

****When calling parents, please leave a message before trying another number. If the student is calling, have them leave a message as well.** Many times the office will get a phone call from a parent that saw the school called (Caller ID) but there is not a message. These phone calls are disturbing to parents who worry that their child may be hurt/sick.

Parent Volunteers and Visitors

Guests are welcome in our school building. In order for these guests to be received properly, the office should be notified in advance. All guests are required to sign in the office and receive a visitor's pass before reporting to the classroom. Parents should fill out a volunteer policy sheet. Teachers should schedule parent volunteers according to what best suits the classroom needs.

BE NICE AND WELCOME PARENTS TO OUR BUILDING. IF A PARENT WANTS TO VOLUNTEER, LET THEM!

Please note: parent volunteers are NOT to grade papers or have access to private student data. This is a FERPA violation. Do not allow parents to enter student grades into Live Grades.

Parent volunteers are not to be left alone with children unless a background check has been performed.

When a parent/guardian comes into the office to visit the teacher, we will use the following guidelines:

1. They need to have scheduled an appointment. If they have not, they will be asked to make one and come back at that time. We will not call you during your instructional time to even ask. We will assume that they are just showing up.
2. No parents will be allowed to come to your room unannounced. The only exception to this rule will be those parents that walk their child to their classroom in the morning. However, it is important that those parents understand that you have other duties at that time and may not have time to talk with them. If a parent

seems to take up your time and will not leave after being asked, please call the office and someone will come to escort the parent out of your classroom.

3. If a parent comes to your room unannounced, call the office and we will come get them.

Permanent Record Check Out

All records must be checked out through the office. Do not go into the files and take one without checking in with the school secretary. We have a responsibility to keep these files in a locked file. Do not leave these files unattended in your room! When returning files, check in with the school secretary and be sure to have the contents in the same order as they were when you removed them. Also, please sign the back of the permanent record to show you have accessed it.

Planning Period

The planning period is designed to permit the teacher an opportunity to prepare for classes and to confer with students, parents and colleagues. Once per week, each grade level should meet and confer about lesson plans, assessments and instructional strategies. Each week your grade team should fill out a grade Team Log Sheet and turn it into the principal. Each grade team will meet with the principal once per month to review progress.

It is very important that the planning period be used and not wasted. Educators are being held more accountable every year. Make good use of your planning time. Teachers are not to leave the building during their planning period, unless prior arrangements have been made with the principal.

Playground Rules

(Please review these rules with students):

1. Stay on playground unless given permission to leave.
2. Play is allowed only on the designated playground areas.
3. No bats, softballs or baseballs allowed. Nerf footballs may be used for passing games only. Soccer may be played.
4. One person on slide at a time. Students must be in the sitting position with feet going down first.
5. Do not go to the track unless given permission from the teacher and with a supervising teacher.

6. Walk down toward the playground area.
7. Please respect inside classes by limiting excessive outside noise. (i.e. screaming).
8. Students may leave a swing seat only after it comes to a stop. No jumping off of the swings.
9. Students at tables must be seated. Do not sit on top of the tables.
10. Students need to conduct themselves in a sportsman-like manner.
11. Follow the behavior expectations established for common spaces.
12. Students should not go to the recess door and bang/knock for someone to let them in.

Consequences can be set by teachers on duty but those consequences should be consistent with the philosophy of the school and the discipline code. Two certified staff members should be on duty outside at each recess and 1 should be on duty inside. If no students remain inside, that teacher has an additional prep time. It is up to each team to determine who will supervise each day. Before entering the building, teachers are to take roll and make sure that all students are accounted for. Children should not be sent to the office to spend their recess unless prior arrangements have been made with the principal.

Before going outside to recess, each teacher must come to the office to check out the recess radio. At the end of recess you must bring it back. Do not pass the radio to the next teacher! You are responsible for this radio and must keep track of it. If you are unaware of how to work the radio, please make arrangements for Mr. Teter or Mr. Sanders to train you.

Professional Conferences

Professional conferences are available for staff to attend. If interested in a conference, please make sure that the conference fits in with your professional goals. All conferences must be submitted on the Preston County Professional Meeting Form. Care must be taken while filling out the forms. After the trip, attach bills and other documentation of expenses to the Professional Meeting Form. This form should be sent to Dr. Cecala and the Assistant Superintendent, Craig Schmidl.

Professional Learning Communities

Preston County Schools are committed to working as Professional Learning Communities. PLC's are the vehicle which allows faculty and staff to work with data analysis, best practices, RtI strategies, action research, data notebooks etc... As such, it is imperative that all staff members embrace this concept and make changes accordingly. If you are new to the PLC concept, it will be important to familiarize yourself with the information. Please see the principal for professional materials that may help you with this.

Every staff member will be working toward raising student achievement through effective instructional practices. To do this, each grade level is expected to follow the pacing guide for all core subjects. This pacing guide not only serves as a guide for when you should cover concepts, but also how long you should spend on concepts. Staff will identify essential skills, which will place importance on some grade level expectations. When these essential skills are identified, the staff member will continue to teach these concepts until all students in the classroom have mastered these skills. Essential skills do not have a timeline. They are taught until mastery!

Students will be given several common tests throughout the year (Moby Max, and quarterly writing prompts), and will be scored, and analyzed within a given time frame. Each teacher is responsible for analyzing the data for the students in their respective classrooms and for instructing each student in small groups or on an individual basis so that each student reaches the goal.

The focus each school year is to be making changes so that all instructional strategies are effective. If, after analyzing your data, you determine that the instructional strategy you used was ineffective, change it! If it is effective, share it! Re-teach essential skills, share instructional strategies, re-assess. Each teacher is expected to share valued teaching resources via the grade level website. Each grade level will be meeting together to discuss student performance on the common assessments and to plan interventions for those students that are not achieving.

Progress Reports

A progress report will be sent home after 5-weeks of each 10-week or quarter period for all students. This report will be generated through the on-line grading system as well. Please make sure all grades are up to date. Parents and guardians

are encouraged to contact the teacher should they have any questions. When sending deficient grades home, please be sure to explain why the grade is low, i.e., missing work, low scores, etc. A parent should never be surprised that the D or F is coming home. Be sure to keep in constant communication with parents.

Purchase of Supplies and Equipment

Requisitions for major supplies are made once a year on forms provided. These are usually required in May for the following year. They will be prepared and handed in to the Principal. These orders will be compiled into one order. These requisitions are necessary for the Superintendent's Office to budget the buying for the following year. All general school supplies are kept in the office. Teachers may contact the school secretary in they are in need of these supplies. NO items are to be purchased without prior approval. Reimbursement for professional expenses will also require prior approval. Very few items will be purchased during the year unless prior arrangements have been made.

Recess

Recess schedules are posted on your teacher schedule. Teachers should adhere to this schedule. If times are moved or added the office staff should be notified. Children should not be sent to the office to spend their recess time unless prior arrangements have been made with the principal. Teachers should establish a schedule within their team to rotate playground supervision and inside supervision. Two certified teachers should be outside with one teacher inside. Parents should be sure that their child's clothing is suitable for outside activities. Indoor activities should be planned during inclement weather.

We will be using structured recess guidelines. Also, structure recess should be in weekly lesson plans.

We will use West Virginia Hospital guidelines for weather restrictions on taking students outside for recess. Please note that these temperatures include the heat index/wind chill. It is your responsibility to check the weather conditions prior to going outside.

90-100 degrees – Children can stay out but please be sure to have plenty of water

32-90 degrees – Children can stay out for an unlimited amount of time

20-32 degrees – Children can stay out 10-15 minutes

10-20 degrees – Children can stay out for 5 minutes

Records

Grade books and cumulative folders are permanent records. Report cards are semi-permanent records and are used for the current year only. Lesson plans and daily memos are work records and have a value only during the current year and are discarded at the end of the year.

Retention

The following are criteria for retaining a student:

1. At least 2 F's in the four core subjects
2. The teacher must have tried and documented a variety of interventions (RTI), made a referral to the Care Team, and made frequent contact with the parents.

The process is as follows:

1. List of possible retainees is given to the office after 2nd quarter.
2. A letter is sent home from the office.
3. New list of possible retainees to the office after 3rd quarter. Note: This is the last time to add a student to the list.
4. Another letter is sent home from the office.
5. Final list of retainees, along with intervention documentation, to the office by the 2nd week in May. The principal and superintendent shall have the final say as to who will be retained.

Room Parties and Classroom Events

Please notify the office of any party or classroom event that is scheduled. All adults must be checked into the office before proceeding to the classroom. All parties/events must be over by 2:15 pm so that buses can enter the parking lot. Parents must sign in and out of the office before going to the classroom. All food/drinks must be store bought, no home-made items.

Security

The safety of the students and staff is very important. All outside doors will be locked. There will be two access points to the building. The access point by the

playground will have key card access so that staff can enter into the building. No student is to have a key card. Parents and visitors will be admitted into the school building by office staff. Do not wedge any door open. All staff must enter the building through the front door or a door that has key card access. All classroom doors should be pre-locked in case of an emergency.

Soda Machines

Soda machines are for faculty use only. It is against the law to have students buy soda in a school setting, during school hours. Do not allow open cans in the halls or on the school bus.

Student Handbook

It is your responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the handbook.

Staff ID's

All staff should arrange to have an ID made in the school or central office. These ID's must be worn each day.

Student Planners

All students will receive a planner for their use. It is designed as an organizational tool for students and parents. Each student should write assignments and classroom information in the planner each day. The planner should also be used a communication tool between teacher and parent. Please develop a system that would indicate whether or not an assignment is homework and then COMMUNICATE that system to parents. It is expected that all teachers use the assignment planner and not some other form of assignment log.

Some parents will not sign the planner. Students should not be punished if the parents are not cooperating. Please make alternate arrangements to help keep the student organized.

Student Supervision

Students should be supervised at all times – in the classroom, hallways, playground, all areas of the school. Staff members should walk students to and from the cafeteria, special classes, buses and recess. Art, Music, and PE teachers should wait until the classroom teachers pick up their class. Do not send the class back without the teacher. Small groups of students may be traveling to and from other special classes (Reading, Special Education) without an adult. Please be aware of this and monitor when those children should be returning.

At times, you may send a student to the library, bathroom, or elsewhere in the building with a hall pass. All students should sign out before leaving the classroom and should sign back in upon their return. Please be aware of who is out of the classroom and make every attempt to keep students together in case of emergency. The responsibility and authority of staff extends beyond the classroom. The development of school citizenship is a team effort.

If your classroom is on a bathroom break, it is expected that you are standing in the hallway, near the restroom, listening for misbehavior. Do not send the class to the restroom while you stay in the classroom, no matter how close your classroom is to the restroom.

Teachers are expected to help supervise students throughout the school. Besides maintaining discipline in the classroom, teachers' supervision duties include the hallways, restrooms, assemblies, etc. All teachers are expected to attend assemblies and help supervise. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior. This can only happen if you are actively supervising the students! All staff members should be vigilant to walk around while supervising. Sitting at your desk, or at a table on the playground is not actively supervising.

There will be times when an AM meeting is scheduled. Please make arrangements for another teacher to supervise your classroom in case you are not back on time. If you need to leave the room, please ask another teacher to cover for you. You are liable if you leave your students unattended.

Suspensions

Although rare, students may be suspended from school. This can be an In School Suspension, or an Out of School Suspension. In both cases, teachers are required to gather all assignments that the student is required to take and submit them to the school office. Students will be required to complete all assignments for a grade.

Teacher Evaluation

Beginning with the 2013-2014 school year, the new evaluation system will be used in all public schools statewide. The updated system changes how teachers are evaluated for the better by advancing the teaching profession and enhancing student learning. The West Virginia Educator Evaluation System sets high standards for all, ensures quality instruction and guidance, promotes self-reflection and growth, showcases teacher accomplishments, and incorporates school-wide performance.

Conceptual Framework

The educator evaluation aligns with the West Virginia Professional Teaching Standards that are the foundation for educator preparation, teacher assessment and professional development throughout the state. The evaluation employs the five professional teaching standards to provide explicit and extensive details of the work of teaching in the 21st century. These five standards define what teachers must know and be able to do. The evaluation also includes two performance standards that evaluate outcomes and other essential aspects of professional teaching.

Standard 1 – Curriculum and Planning

Standard 2 – The Learner and the Learning Environment

Standard 3 – Teaching

Standard 4 – Professional Responsibilities for Self-Renewal

Standard 5 – Professional Responsibilities for School and Community

Standard 6 – Student Learning

Standard 7 – Professional Conduct

Standards

The educator evaluation system focuses on 16 Elements:

Standard 1 – Curriculum and Planning

- 1.1 The teacher demonstrates a deep and extensive knowledge of the subject matter.
- 1.2 The teacher designs standards-driven instruction using state-approved curricula.
- 1.3 The teacher uses a balanced assessment approach to guide student learning.

Standard 2 – The Learner and the Learning Environment

- 2.1 The teacher understands and responds to the unique characteristics of learners.
- 2.2 The teacher establishes and maintains a safe and appropriate learning environment.
- 2.3 The teacher establishes and maintains a learner-centered culture.

Standard 3 – Teaching

- 3.1 The teacher utilizes a variety of research-based instructional strategies.
- 3.2 The teacher motivates and engages students in learning, problem solving and collaboration.
- 3.3 The teacher adjusts instruction based on a variety of assessments and student responses.

Standard 4 – Professional Responsibilities for Self-Renewal

- 4.1 The teacher engages in professional development that guides continuous examination and improvement of professional practice.
- 4.2 The teacher actively engages in collaborative learning opportunities with colleagues.

Standard 5 – Professional Responsibilities for School and Community

- 5.1 The teacher participates in school-wide collaborative efforts to support the success of all students.
- 5.2 The teacher works with parents, guardians, families and community entities to support student learning and well-being.
- 5.3 The teacher promotes practices and policies that improve school environment and student learning.

Standard 6 – Student Learning

- 6.1 The work of the teacher results in measurable progress of student learning of state-approved curricula.

Standard 7 – Professional Conduct

7.1 The teacher demonstrates professional conduct as defined in law, policy and procedure at the state, district, and school level.

Progressions

The educator evaluation offers educators three progressions to demonstrate high levels of performance:

1. Initial
2. Intermediate
3. Advanced

At the beginning of the evaluation year, the principal assigns all teachers, including both classroom teachers and specialists, to one of three progressions for evaluation purposes.

The **Initial progression** provides educators multiple opportunities to demonstrate what they know and do best during the first three years of their professional teaching careers. Educators on the Initial progression will meet with their evaluators to assess effective instruction through four observations. Two of the observations are scheduled with educators. Educators in the Initial progression will likewise benefit from consistent constructive feedback on evidence they submit throughout the evaluation cycle. Professional development and support, as part of induction, are required by House Bill 4236 for educators on the Initial progression whose performance is evaluated as emerging on a single element.

The **Intermediate progression** focuses on educators who are in either the fourth or fifth years of their teaching careers who have demonstrated professional progress. Evaluators, in this progression, will collect professional teaching performance data through evidence submissions and two observations. One of the two observations is scheduled with educators.

The **Advanced progression** offers experienced educators the opportunity to participate in a self-reflection process through which they will also provide evidence of their success.

In the Intermediate and Advanced progressions, emerging performance is addressed at the school and district level. Quality sustained job-embedded professional development should be available to any educator who seeks to

improve practice. Professional development resources, including online tools and other media, are accessible to all West Virginia educators as part of the comprehensive system of support developed by counties.

Teacher Professionalism

Regular attendance for a teacher is imperative. Absenteeism has a detrimental effect on all aspects of the educational process.

Teachers should not be absent without proper notification, including our secretary and the building administration. To secure a substitute for unseen absences, call Mrs. Hart or Dr. Cecala. When advance notice is possible, please notify Mrs. Hart or Dr. Cecala. When you return from an absence you will be asked to fill out an employee absence report and return it to the building secretary.

Dress - The school district believes that student dress affects student behavior and as such thinks that teacher dress affects students. Teachers are expected to dress professionally as befits their teaching activity. Teacher dress should follow student dress code as well. Blue jeans may be worn only on Fridays in that Preston County High School has a home football game or the West Virginia Mountaineers football team is at home on Saturday.

Behavior - Classroom behavior by teacher should be an example of teaching by example. Proper language, gestures, emotional control and mannerisms should be a role model for students.

Staff Ethics and Conduct - Please remember that the welfare of the child is the first concern of the school district. It is the responsibility of the staff members to support programs and activities when in public. The philosophy for all staff, including administrators, is **kids first**. At times you may have a concern regarding another staff member. Should you have a concern regarding a staff member, please be sure to follow the **chain of command**, which first includes addressing your concerns with the individual you have a concern with. Talking about staff members behind backs, posting negative remarks on Facebook, and/or in the lounge is unacceptable and leads to serious problems. When making criticism of staff members, departments, or programs it should be done in a professional manner and to an administrator.

Staff members are to be faithful and prompt in attendance, support and enforce board and building regulations, turn in reports on time, attend meetings as

scheduled by the administration, look out for the safety and welfare of all students, dress professionally, refrain from using language, gestures, and mannerisms that are profane, and use the faculty lounge for its intended purpose.

Cell phones should be turned off so as not to interfere with the educational environment. Please refrain from making personal phone calls or texting unless it is your break time.

Confidentiality - Professional communication of educators requires no discussion of individual students and their problems in non-professional situations. The teacher's lounge, Facebook, and public places are inappropriate locations or forums for these discussions.

Technology

Please be sure to review and follow the district guidelines for technology. No student is allowed to use the teacher computer as it contains private information. Please be safe and lock your workstation before leaving your computer.

Timesheets

Timesheets are located in the mail/work room. Please make sure you fill it out each work day.

As classified staff, it is possible to accrue comp. time, with principal approval, as special circumstances arise. Please know that you cannot accrue more than 16 hours of comp. time and it must be taken before the end of the year.

Words of the Month

August-Respect

October-Honesty

December-Giving

February-Kindness

April-Perseverance

September-Responsibility

November-Caring

January-Friendship (Tolerance and Acceptance)

March-Patience

May-Celebrate Success

Each month, students are to receive the Golden Eagle Award for good citizenship. Each teacher will nominate one student who best represents that character trait and

submit that name to the appropriate person. The Golden Eagle award will be given during lunch at the end of each month.

Work Days

In-service day work hours are 8:00 am - 3:00 pm, unless otherwise notified. Please use each day productively: prepare instructional plans, prepare bulletin boards and displays, finalize grades, review files, attend professional training, etc.