

# **Sleepy Hill Middle School**

## **EMPLOYEE HANDBOOK**



**Dr. Kathryn Blackburn, PRINCIPAL**  
**Mrs. Laura Bailey, ASSISTANT PRINCIPAL**  
**Mrs. Doleciea Hearn, ASSISTANT PRINCIPAL**  
**Mrs. Jennifer Bookhamer, ASSISTANT PRINCIPAL II**  
**Ms. Robert Greco, DEAN OF STUDENTS**

**Sleepy Hill Middle School**  
**2215 Sleepy Hill Rd.**  
**Lakeland, FL 33810**

## **Sleepy Hill Middle School Mission Statement**

To create a learning community  
with a safe, orderly, caring, and  
supportive environment.

We will eliminate barriers of  
achievement and create endless  
possibilities for success.

**Learning for all: Whatever it takes!**

Derived December, 2001

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## Professional Expectations for Teachers Summary

It is important that we model as well as have high expectations for effective learning to occur. Professional expectations for Sleepy Hill Middle School Teachers are fundamental to our mission statement and our school improvement plan.

- All teachers are required to be in attendance for the **workday from 8:25 to 4:10**.
- All teachers are required to **sign-in** when they arrive and **sign-out** when they leave for the day. This is required by law and payroll can be affected if you do not follow procedure.
- For communication purposes it will be necessary for teachers to **check their mailbox several times** a day as well as check **email, weekly white board in the teachers' work area**, and the **official master calendar** in the teachers' work area as well as on OUTLOOK.
- Daily attendance for a teacher is very important. If you are sick and require a substitute you are **required to call the AESOP substitute system (863-614-1448) if it is less than 1 hour before you are to report to duty**. Please make a conscious decision with enough time to call the substitute system. **You are also required to call or email an administrator and tell them you will be out and for what purpose (sick/child sick)**. You should have left **lesson plans as well as your daily schedule, along with your duty responsibilities** for the substitute.
- Once you exhausted your allotted ten (10) days for the year, you may be **required to bring a note of explanation (doctor's, other)**. Any absence that occurs and there are no leave days available will result in leave without pay.
- Teachers will be required to post **one week's worth of emergency lesson plans in the designated Emergency Lesson Plan folder**. If those lesson plans have been used, you will be required to provide an additional set as needed.
- If you are **absent because of illness**, you are required to complete a **sick leave form** which you will find in the back of this binder. **This must be done within 24 hours of return. If you do not do this immediately this can and will affect you pay.**
- If you plan to use a **personal day chargeable to sick**, you are required to complete a **personal leave form** and **turn it in 24 hours in advance**. If you do not follow this procedure it may affect payroll. This cannot be taken arbitrarily and must be taken **ONLY** with the 24 hours advance form submittal **AND** you must have the days to be taken.
- To **request supplies or materials**, please see **Ms. James**. If you want **curriculum materials**, please see **Mrs. Bailey**. All requests for materials ordered from the school budget must have **principal's approval**.
- All teachers are expected to **wear professional attire**. It is important to wear appropriate clothing and maintain a professional appearance at all times. **No thong flip-flop shoes are permitted**. No exposed body parts by wearing either low-cut tops or low-cut pants.
- Student attendance is recorded on our computer Pinnacle System. It is state law that **teachers take attendance every period** within the first 15 minutes of class.

- Supervising students is very important in school. Once the students report to your class you are responsible for them. Please **do not leave students outside of the classroom for any reason** and **do not leave your students unattended for any reason**. In addition, **hall passes are required for all students, (please utilize the student agenda)** who leave a classroom during class time. Passes are to contain student's name, teacher's name, date, time and destination. If a student loses their agenda, they will not be permitted to leave during class time.
- Teachers are required **to allow students time for make-up work** if the student has been absent. The County's policy states that you allow the amount of excused days equal to the number the student was absent, plus one (1). (Ex. 2 excused absence days would equal four (4) days to make up work.)
- Teachers are required **to attend all scheduled meetings**. A written explanation will be required if you are not in attendance.
- Teachers are required **to be at their doors** at all scheduled change of class times.
- Daily lesson plans are required by Florida State Law. Lesson plans this year will be done in a uniform and consistent manner by all teachers as per their discipline choice. All teachers will be required to have daily lesson plan available in their classrooms at all times. Lesson plans should be detailed so that anyone can come in and teach the class. This way the teaching and learning will continue seamlessly in the event of "no emergency lesson plans" left. Lesson plans will be checked by administration daily and collected at the end of each nine weeks. **All parent/team conferences will be scheduled through the Team Leader or special request via administration**. One teacher can meet without the entire team if it is only that teacher's concern.
- **Grades are the teacher's responsibility**. Only the teacher can assess and give grades. Teachers will be required to have accurate grades and **distribute progress reports bi-monthly**. Teachers are required to post grades to Pinnacle in a timely manner and are **required to post two grades a week**. This means that at a minimum each teacher will have eighteen grades posted each nine weeks. **If a parent calls the office due to a teacher's poor posting of grades in a timely manner, that teacher will be required to call the parent with an explanation. This will also be documented by an e-mail to Dr. Blackburn.**
- **No personal calls will be transferred to a teacher's work area during school hours**. A message will be taken and sent via email. You will be notified by administration if there is a family emergency. During planning time, school related phone calls (example: parents) will be transferred to you.
- **Cell phone policy:**
  - ✓ No staff should use a cell phone during student contact time unless used for disciplinary reasons.
  - ✓ No student, **under any circumstances**, should be allowed to use a staff member's cell phone to make outside calls to parents.
  - ✓ If any emergency arises, please notify the Front Office and the office will make the necessary emergency call. **Do not use your cell phone.**

## Guidance Department

The purpose of the guidance department is to assist teachers, students and parents to function effectively in the educational program of the school

<b>Guidance Duties and Responsibilities</b>	<b>Sandy Mathieu</b>	<b>Erin Lane</b>	<b>Jennifer Warren</b>
Grade 6 Counselor		X	
Grade 7 Counselor	X	X	
Grade 8 Counselor	X		
504 Plans	X	X	
About Face Award		X	
Crisis Intervention	X	X	
American Legion Award		X	
Assist with Standardized Testing	X	X	X
Career Planner	X	X	
Multi Tier Support System	X		X
Duke Talent Search	X	X	
Elementary School Liaison	X	X	X
Enroll New Students	X	X	X
Scheduling Revision Requests	X	X	X
ESE Policies, Procedures, and Records			X
ESOL	X	X	
Guidance Department Quarterly and Annual Reports	X	X	
High School Liaison		X	
Homebound and CDC Referrals	X	X	
Wellness Screening	X	X	
Honor Roll/Academic Awards	X	X	
Parent/Student Orientation	X	X	X
Identify and Counsel Students not Meeting Promotion Requirements	X	X	X
Individual and Group Counseling	X	X	X
Hearth	X		
DCF Procedural Training		X	
PSC Talent Search	X		
Student Enrollment	X	X	
ESE Student Enrollment			X
Spring Registration for Next School Year	X	X	
Staffing and Scheduling of ESE Students			X
GPA , Credit and Grade Verification	X	X	
Take Stock Scholarship		X	

## Guidance and Registration

Guidance Counselors- Mrs. Erin Lane

Mrs. Sandy Mathieu

Terminal Operator - Mrs. Jones-Bennifield

### Guidance Procedures

#### Student Referral:

If you have a student who needs guidance services (personal, curriculum), please follow the procedure below. **DO NOT SEND A STUDENT WITH A PASS TO GUIDANCE UNLESS THESE PROCEDURES ARE FOLLOWED. THE ONLY EXCEPTION IS AN EMERGENCY (LIFE THREATENING, OR SCHOOL-RELATED CRISIS).**

1. If a student requests services (counseling for personal problems or academic concerns) you are asked to complete a Student Services Request via e-mail to the Guidance Secretary for processing. The request will be processed and scheduled for the student to be seen during their elective period. If you send a student to the Guidance Department without following this procedure, the student will be sent back to class.
2. The counselor will make an effort to call the student to the Guidance Office during that grade level's PE or elective period. If the student is not called immediately it is because the counselor may be researching the student's files.
3. In case of emergency, **(LIFE THREATENING, OR SCHOOL-RELATED CRISIS)** please call Guidance Secretary before sending the student(s) to the Guidance Office. For example: Student threatens to harm self or others.
4. Teachers who are having a problem with a student and think that a schedule change might be beneficial will need to have the team send an e-mail and make that request to the grade level counselor.

TEACHING CONDITIONS  
GUIDELINES & EXPECTATIONS

1. WORK HOURS

The daily work hours are 8:25 am – 4:10 pm for 7 ¾ hour employees and 8:35 am – 4:05 pm for 7 ½ hour employees (unless otherwise arranged). Every employee should sign-in immediately upon arriving on campus and sign-out the last thing before leaving. If an emergency should detain your arrival to school, please call one of the administrators.

2. PLANNING TIME

Since Sleepy Hill Middle School Teachers are not assigned duty the total amount of planning time provided to you weekly is 425 minutes. 8:25 – 8:55 (30 minutes daily) 50 minutes planning period (which varies with the planning period you are assigned). Teachers are expected to collaboratively meet with peers twice a week. This will include: expected attendance in a PLC and or PD. Additionally, in the event there is inclement/cold weather we will ask for volunteers to please open classrooms doors to provide shelter for students in **7<sup>th</sup> and 8<sup>th</sup> grade ONLY**. **Sixth grade students will always go to the gym each morning after breakfast.**

3. ATTENDANCE

Good attendance is encouraged and expected of SHMS faculty & staff members. No one will be able to come into your classroom for a day and accomplish what you have the potential to accomplish. In the event that you must be absent from school and you are in a position requiring a substitute, every effort should be made to call for a substitute in a timely manner. The most common reasons for being absent are:

**Sick Leave** – These days are given to employees for personal illness or for the illness or death of a family member. When taking sick leave, if a substitute will be required, please do your best to **call for a substitute no later than 6:30 AM of the day you will be out. If circumstances necessitate calling after that time, you should also call and notify the office. Upon your return, it is your responsibility to immediately complete one of the sick leave forms provided in the secretary's office and give it to Mrs. Brown. Failure to complete this process could affect your day's pay because it is **YOUR RESPONSIBILITY.****

**Personal Leave** – Six days are given to employees for taking care of personal affairs, business, etc., that can't be done after school hours. Per the collective bargaining agreement, **personal leave should be requested by submitting a personal leave form at least 24 hours in advance.** Personal leave cannot be used the first and last five student contact days and immediately before or after a holiday. If this is not requested 24 hours in advance the day can be denied and your day would be without pay and might be subject to disciplinary action.

**Temporary Duty Assignment (TDA)** – These days are for participation in a school related activity and are not charged against employees. Duty reassignments must be approved in advance. Allow at least 4 weeks for approval if out-of-county travel and/or expenses are involved. A TDA is not required for in-county activities if there is no expense and/or substitute. However, you do need to let Mrs. Brown know you will be away from your

regular location. A description of the proposed activity must be attached to the TDA form. An absence due to duty reassignment should be called in well in advance. Remember that duty reassignments often involve a number of teachers from around the district.

*Changes: Any change in address or telephone number must be reported to Ms. Brown as soon as possible.*

#### **Leaving Campus during School Hours**

**Should you need to leave campus during the school day, authorization will be given by Dr. Blackburn on a case by case basis. In the event she is not on campus you will need to have authorization from one of the assistant principals.** This leave will be deducted from your personal leave chargeable to sick. Failure to ask for approval could result in a reprimand.

#### **Emergency Reasons for Leaving School during School Hours**

If you have an emergency situation and have to leave school you must get Dr. Blackburn's authorization. **It is your responsibility to contact Kelly Services and if a substitute cannot be arranged then will make every effort to accommodate your situation.** However, you will have to allow time to make proper arrangements for class coverage.

#### 4. **SUBSTITUTE TEACHERS**

Substitutes are normally called by the automated substitute calling system (AESOP). Instructions for registering and using this system are at the back of this handbook. New teachers should register right away. Don't wait until you need a sub to register and learn how to use the system. If you have a problem getting registered, see Ms. Brown.

Appropriate preparation for a substitute can make the difference between a sub having a good day and wanting to come back to SHMS and a sub having a terrible day and not wanting to come back. It is to everyone's advantage to keep good substitutes wanting to come to our school. **Adequate lesson plans that are easy to read and understand should be left. Your schedule, class rules, class lists, emergency procedures and other pertinent information should be readily accessible.** At least five days of emergency lesson plans should be kept on file in the office for use in the event that circumstances prohibit you from preparing a lesson plan. When your emergency plan has all been used it is your responsibility to replenish such plans. If you are out and there are no plans available you will be required to email the principal an explanation of why you had no plans.

#### 5. **FACULTY, CONTENT AREA and PD MEETINGS:**

- Faculty meetings will be held the **first Tuesday of every month unless announced.** Each monthly faculty meeting will be brief and to the point and will require all staff to be in the media center at 8:25.

- Content areas will meet twice a week according to a schedule arranged by the Academic Leadership Team. These meetings will be on Tuesday and Thursdays unless there is an announced change of day. Because collaborative planning is Teachers are expected to attend these meetings.
- Professional Development will be conducted on Wednesdays as needed.

## 6. TEAM MEETINGS

Teams will meet once a week. A team leader will be selected to chair the meetings. The person who is selected must serve on the Academic Leadership Team that is the decision making team at SHMS. **Weekly team meetings will take place prior to the morning bell at 8:55.** For these meeting teams must have an agenda, team notes, and sign-in sheet. **Team Leaders will keep a binder of all documentation to be made available to administration every 9-weeks.**

## 7. GRADE RECORDS & GUIDELINES

Every teacher should be familiar with the middle grades section of the Pupil Progression Plan for Polk County Schools. It is each **TEACHER's responsibility to notify the parent by telephone or letter if a student's grade falls below a C.** During this conversation with the parent, you are to let the parent know the "game plan" for the student's success in your class. There should be at least 18 grades (two per week) taken in each subject to arrive at an average. The following numeric scale will be in effect:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

- ✓ A student's grade should be averaged for the nine weeks and that grade reported. When a student makes up missed assignments a grade change needs to take place and reported to your respective guidance counselor.
- ✓ The grade book is a legal document and is part of the school's permanent records. It is the responsibility of each teacher to keep accurate, up-to-date grade records. All teachers must keep grades and attendance electronically using the Pinnacle program.
- ✓ Teachers should provide a legend explaining their grading system for each course and each class. Numeric grades will be recorded in Pinnacle and report cards will be printed with alpha grades.
- ✓ Grades should be identified with column headings such as "Quiz," "Lab Report," "Homework", etc.
- ✓ A minimum of 18 grades should be taken each grading period (***two per week***) in order to build a performance pattern. Daily grades are encouraged and as many graded activities as possible are suggested to benefit the students. A

student's report card grade should not be overly dependent on any one particular type of activity, but should rather reflect a variety of assessment methods.

- ✓ All students should understand the criteria used in grading. Take some time to explain it. It may be wise to send this information home to parents to avoid any misunderstanding. Poor public relations result when a vague interpretation goes home.
- ✓ **Teachers must be prepared to justify grades to Dr. Blackburn or a parent if such is requested.**

**A student's grade cannot be effected due to behavior.**

**Your Attendance & Grade records are among the most important pieces of student information that you maintain. Your records should be kept in a safe place away from students at all times. Students should NOT be able to view the records of other students on your computer. You should backup your records at least once a week. A printout of your grades for the year will be needed at the end of the school year for our files. At the end of each grading period a printout of your grades and attendance for each class should be done for the 9 weeks. This will be collected by the assistant principal charged with monitoring your discipline.**

8. **REPORTING TO PARENTS**

We must make every effort possible to provide parents with the information they need to fulfill their responsibility. Academic progress reports will be sent home every two weeks. The School Board requires interim reports and teachers are expected to maintain up to date entries of grades on the computer. With our Parent Internet Viewer Program, parents will be able to use the Internet to access student grades from your grade book. To realize the benefit of this, accurate, up-to-date input of your grades on the computer is required. Every effort should be made to enter grades within a week of a test or assignment. **It is the teacher's responsibility to explain grades to parents.**

Every student is expected to have and use a SHMS Agenda. Agendas are an organizational tool that students should use to keep track of homework, test dates, grade averages, etc. They are also for **correspondence when necessary between teacher and parent.**

- Teachers should check the agendas on a regular basis to ensure that they are being properly utilized. **Most teams require the students to put their open agenda on their desk after they walk in and sit in class.** This is an excellent way to "train your students" of agenda importance and use. The first agenda is

provided at no charge. If you have a student needing a replacement, students will need to provide their own spiral notebook as a replacement for the agenda. **Teams have also copied the pass page of an agenda and stapled both the pass port page and BTF in a folder. Teachers MAY NOT allow students to tear out the pass page and use it as a pass out of class. In addition, Teachers MAY NOT allow students to leave class without an agenda or created facsimile.**

Open house, class visitation, parent/team teleconferences and in-person conferences will be held to provide parents with an opportunity to discuss student progress. Any night time activity designed to support student success: such as : **Open House is expected to be attended by all teachers unless otherwise arranged by a conference with the principal. Teams will contact each parent at least once a month during this school year to share positive comments about their student. This can be done by writing the comments in the agenda or a parent personal call home and should be documented in the parent contact log.**

## **LESSON PLANS**

Each teacher is responsible for maintaining lesson plans for each subject that he/she teaches. **Lesson plans are to be written at least a week in advance.** Daily lesson plans must be available in your classroom at all times and should be complete for the week. At the end of each nine weeks lesson plans will be collected and retained in the office. If you have any questions concerning lesson plans please see Mrs. Bailey or Mrs. Hearn. Each teacher should have access to the Curriculum Guide /Map and Common Core State Standards (CCSS) for his/her subject via the Polk County School Board Website. Lesson plans should reflect that you are following the Curriculum Guide. A copy of ESOL strategies should be included in your Lesson Plan Book. **The use of ESOL strategies must be documented in your lesson plans if you teach students in the ESOL program.** Be sure the CCSS for your subject and grade level are being covered in your plans.

10. **PERSONAL EMERGENCIES** Planning time is extremely important. It should be used responsibly and for school business. A reasonable effort should be made to schedule personal business either before or after school. If necessity requires you to leave campus, please get approval from principal before leaving. For these situations signing in and out will be documented in a notebook located just inside Ms. Brown's office. Leave time is now recorded in 15 minute increments. Recognizing that middle school hours can make it challenging to schedule personal business after hours, it is our desire to work within reason with all staff members in regard to this issue. However, a pattern of leaving during the work day for non-school related reasons will result in being charged either sick leave or personal leave.

## TEACHER CONTACTS & COMMITTEES

1. TEACHER CONTACTS  
E-Team Coaches – Katie Helwig, Misty Markel  
National Junior Honor Society – Gretchen Arzillo and Maegan Wren  
Student Council- Frank Neilan  
Technology Contact – Stacy Meyers  
United Way Contact – Frank Neilan  
PEA Building Representative – TBA
  
2. TEAM LEADERS  
Sixth Grade – Neilan  
Seventh Grade – Dolyak  
Eighth Grade –King  
STEAM Academy-Hanson  
Pre-Aerospace Academy- Wren  
Electives – Nelson
  
3. CONTENT REPRESENTATIVES:  
Science –Wren  
Mathematics – Holleman  
Language Arts – Hanson  
Social Studies – Neilan  
Reading – Arzillo

The following committee members will be selected on a voluntary basis:

- Safety-Blackburn/Hearns/Bailey
- MTSS- Kieffer
- Literacy- Bookhamer
- Faculty Involvement- Yamano, Arzillo, Hanson, and Roberts( SMILE)
- Discipline- Greco
- Technology- Meyers and Walls

## **Para Educators Responsibilities**

### **ESE, ESE/VE Self-Contained TMH/EMH**

Responsibilities:

- Student supervision in the classroom and during student movement.
- Student instructional help as needed in the classroom and directed by the teacher.
- Meet the ESE buses in the morning in front of the school; accompany and wait for all students on all ESE buses to leave in the afternoon unless other specific arrangements are made with teacher.
- Electives supervision will be required to allow the teacher a planning period. The electives teacher will direct where the additional supervision will be required.

### **Basic and Computer Lab**

Responsibilities:

- Duties will be assigned by the Dr. Blackburn or her designee.
- All personnel who use labs will be required to follow SHMS Lab Use Rules
- Teachers who do not follow the rules and there result in misuse or destruction of lab equipment could result in the teacher not being allowed lab use.

### **Notes to all Paras:**

- Two 15 minute breaks are required for all Para educators. The two breaks may not be combined, but will be taken in the morning and after lunch.
- The administration will assign duty on a as need basis staying within the guidelines outlined above.

Para educators may be re-assigned by Dr. Blackburn due to the absence of a teacher and the lack of an available substitute. If a para is given such an assignment, they must see Mrs. Brown that day to complete a form.

## **Front Office Staff**

Ms. Melodie Brown – Principal's Secretary

- Staff attendance/payroll
- Staff personnel files and records
- Coordinates substitute teachers

Mrs. Brown is responsible for filing your daily attendance with the district. She is the person who will work directly with you concerning any payroll or personnel problems.

Ms. Linda James – Finance Secretary

- Supplies/supply orders
- Monies collected
- Field Trips

Ms. James is responsible for all supplies and/or equipment orders. She is the person who will work directly with you concerning any supply, ordering, or fundraising activities you may conduct. Dr. Blackburn must approve all ordering requests and fundraising activities. Fundraising activities will be discussed with each teacher before the activity will be approved.

Ms. Jones- Bennifield– Guidance Secretary

- Attendance
- Enrollment
- Receptionist for Guidance Area

Mrs. Carol Soto - Front Desk Secretary

- Processes all work orders
- Attendance
- Front Desk Receptionist

Only Assistant Principals will authorize work orders. If you need something repaired in your classroom or work area, please submit a Work Order Request to Ms. James for her to get proper authorization and enter into the system.

– School Nurse

- Student health

If you have a student who becomes sick in your class, please write a pass in their agenda and send him/her to the Clinic. **DO NOT ALLOW A SICK STUDENT TO CALL HOME FROM YOUR WORK AREA PHONE OR A CELL PHONE.** **EACH TEACHER/TEAM WILL BE PROVIDED WITH BASIC STUDENT HEALTH SUPPLIES. PLEASE DO NOT SEND STUDENTS TO THE CLINIC FOR BANDAIDS, SAFETY PINS, OR FEMININE PRODUCTS. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOU HAVE THESE SUPPLIES AVAILABLE AT ALL TIMES.**

## WELL DEFINED AND ARTICULATED CURRICULUM

The school curriculum is student-centered, well defined, articulated, and monitored. The staff, through their expectations and behavior, communicates the academic focus of the school.

## EXPECTATIONS

### **A Sleepy Hill Middle School Teacher is expected to:**

1. Follow District Curriculum Maps and CCSS as closely as possible.
2. Teach for mastery learning and re-teach with alternative strategies.
3. Use current practices such as collaborative learning, higher order thinking skills, and summarization strategies within their content.
4. Work toward the implementation of student engagement through collaborative structures.
5. Maintain a student-centered classroom with student work displayed.

## **GUIDELINES**

### 1. **GUIDANCE**

A student may be referred to the counselor at any time a teacher feels there is a need for physical, social, emotional, or intellectual attention. Counseling sessions, parent conferences, etc. will pursue analysis of the need.

### 2. **CUMULATIVE RECORDS**

All student cumulative records are located in the main office. These records are organized alphabetically by grade. This is a restricted area. Each first period teacher will be required to review first period student's cum folder and document this by signing their first period class roster and giving it to their Team Leader. This must be completed with- in the first 9-weeks. Collaboration and sharing amongst team members will be expected.

3. **HONOR ROLL FORMAT**

The Honor Roll will be calculated and listed on the basis of grade point average for each nine weeks. Regardless of GPA, no student may be on the Honor Roll who has made a D or an F during the nine weeks in question.

**3.00 - 3.199 Honor Roll**

**3.200 - 3.499 Honor Roll with Honors Recognition**

**3.500 - 3.999 Honor Roll with High Honors Recognition**

**4.000 Honor Roll with High Honors with Distinction**

4. **INTERDISCIPLINARY UNITS**

As part of the school focus to show students the relevance and relationships between subject areas, interdisciplinary units of instruction that incorporate content and activities from each of the subject areas are strongly encouraged. Academics will be required to complete one interdisciplinary unit a year.

5. **TIME ON TASK**

One of the primary focuses of SHMS is uninterrupted teaching time. The administration and support staff will strive to restrict use of the intercom. Morning and afternoon announcements shall be the primary use of the intercom.

**Students will not be allowed out of class 10 minutes after the bell rings and 10 minutes before the bells rings.**

**SAFE AND ORDERLY ENVIRONMENT**

The school campus is safe and orderly with all parties engaged in purposeful activities that are related to learning. A friendly atmosphere is important and necessary for effective learning to take place. Interactions among staff and students are positive. Students, staff, and parents express pride in the school. Everyone is a winner and is recognized and rewarded. The physical facility is attractive, well-maintained, and progressive with respect to technology. Teaching and learning are conducted with little interruption.

**EXPECTATIONS**

**A Sleepy Hill Middle School Teacher is expected to:**

1. Accept responsibility for the behavior of **all** students **all** day throughout the school campus.
2. Establish and maintain cooperative relations with other staff members.
3. All teams will follow the school wide behavior plan to proactively deal with student

behavior. A copy of the plan can be seen in this teacher handbook and should be shared with parents.

- a. Teach and use the Behavior Tracking Form (BTF) as a guideline for determining the severity of discipline problems.
  - b. Teach and practice student responsibility.
  - c. Contact parents when a student's behavior pattern takes a positive or negative change.
  - d. Refer to MTSS Team
  - e. Use office referrals as a last resort.
5. Effectively support the school wide discipline plan.
  6. Be in the classroom ready to begin class before the starting time.
  7. Assist in the supervision of students between classes by being at your door.
  8. Supervise assigned students at all times. Teachers are not permitted to leave a class unattended. No student may be left unattended in the pod area. If an emergency arises, buzz the office several times in rapid succession.
  9. All staff should wear their ID daily.
  10. Agree to support all decisions made by the governing body at the school: Academic School Leadership Team

## **GUIDELINES**

1. **ARRIVAL AND DISMISSAL**  
Sleepy Hill Middle School student hours are from 9:00 a.m. - 4:00 p.m. Students who report on campus before 9:00 will report to the **courtyard**. Students who participate in the breakfast program will report to the **cafeteria at 8:30 a.m.** **All students will be dismissed to 1<sup>st</sup> period at 8:55.** Students will be dismissed at 4:05 p.m. Any student needing to leave before 4:05 will be dismissed through the **Main Office**. Students should be off campus by 4:10 pm unless involved in a supervised activity. Students still on campus after 4:10 pm who are not involved in a supervised activity will be required to report to the appropriate area to wait for transportation. **Any teacher who has sponsored an after school activity is required to stay until the last student who was participating has been picked-up by parents.**
2. **ACCIDENTS**  
Stress to all students that any accident on the school campus is to be reported to the teacher in charge. An accident report will need to be completed on all injuries. The

school nurse is the person who needs to complete this IMPORTANT documentation. Teachers need to come to the nurse to complete paperwork within 24 hours of the documented accident. Student accidents taking place in P.E. should be reported to the coaches. Any staff member who is injured should report it to the office immediately and fill out an accident report. Unsafe conditions should be reported to the administration.

3. **DAILY ATTENDANCE REPORTS**

State law requires each teacher to maintain accurate attendance records for all students on a period-by-period basis. The keeping of accurate attendance records is a critical responsibility of all teachers. Teachers are to mark attendance for each period electronically on the Pinnacle program. Please see Attendance under the “Additional Information” section for more information on keeping attendance. **FAILURE TO COMPLETE THIS PROCEDURE CAN LEAD TO TEACHER DISCIPLINE.**

4. **BEHAVIOR EXPECTATIONS**

All students and staff are expected to behave appropriately. The Code of Conduct and the school handbook are to be followed by all students. Teachers should be familiar with the Florida Code of Ethics, The Polk County Employee Handbook, and the Teacher's Contract.

5. **SAFETY DRILLS AND DISASTER PROCEDURES**

A map of the campus with all emergency/evacuation routes noted should be posted in every classroom. Please check with the Assistant Principal for Administration (Mrs. Hearn) for copies. Drills will be held once a month. There will be a demonstration of the fire drill alarm and the all-clear tone during the first week of school. Students are to leave their rooms in a single file line with no talking. The teacher or other supervising adult will lead them to their designated safe area. **Teachers should have up-to-date class lists readily available to take with them, and attendance should be taken once a safe area has been reached.** Students and teachers will remain silent, in their designated areas, until the all clear tone is sounded. Safety folder with all evacuation instructions is mounted on each classroom wall next to the door for easy access. It is very important that the students remain silent in the event of an emergency. **As the supervising teacher you are responsible for the student's safety during all emergency situations. If we have a lockdown of any sort you assume it is a hard lockdown and students are to get away from windows and completely silent.**

**FIRE DRILL EVACUATION ROUTES**

**Building 100:** (Admin. Building) Softball Field

**Building 200:** Soccer Field behind the gymnasium

**Building 300:** South Zone Area near Sleepy Hill Rd.

**Building 400:** Softball Field

**Building 500:** Bus Loop area by the track

**Building 600:** Bus Loop area by the track

**Building 700:** Soccer Field behind the gymnasium

**Building 800:** Soccer Field behind the gymnasium

**Building 900:** Bus Loop area by the track

**Building 10: (Countywide)** – East Zone (Grassy Area by the Fence)

### **SCHOOL FIRE**

In the event that a fire has ignited on campus, the following procedures will be followed:

- ✓ Following the evacuation maps posted near the classroom door, line your students up and walk them in a line to designated area.
- ✓ Upon arriving to the safe zones, all teachers will immediately assemble their students and take a head count.
- ✓ While in the safe zones, teachers will keep their students in an orderly class formation.
- ✓ Teachers and students will remain in the “safe zone” until the ALL CLEAR signal is given.

### **SCHOOL EVACUATION PROCEDURE**

**Notification is will be given when it is necessary to evacuate the building.**

- ✓ This is the signal to line your students up and walk them in a straight line to the assigned area according to the emergency evacuation protocol attached on the wall in the accordion folder.
- ✓ **IT IS IMPORTANT THAT YOU BRING A COPY OF THE ATTENDANCE THAT SHOWS WHO IS IN YOUR CLASS THAT DAY AND WHO IS ABSENT.**

- ✓ You will need to keep your students together and calm. Please do not allow students to wander the area.
- ✓ If we need a student, we need to be able to find them. If a student says they need to leave with a parent, DO NOT let them leave. The school and the teacher are accountable for every child that is present on campus that day.
- ✓ **IT IS ABSOLUTELY IMPERATIVE THAT NO ONE BE ALLOWED TO USE A CELL PHONE DURING THIS TIME.**

*NOTE: Please keep in mind that this is not public knowledge and does not need to be shared with the students or the community. Only the school personnel and law enforcement are aware of these policies.*

In a crisis or emergency situation, it is important that we all work together. When something occurs that requires us to institute this procedure, it is necessary for staff to keep the students calm, and to not assume that you know what is going on. When the situation has calmed down, administration will give the staff an update. It is important to keep the rumors to a minimum. Administration will notify the STEAM Bldg. Classrooms who will be required to move to assigned rooms on the main campus due to safety concerns.

## **TORNADOES**

In the event of a tornado warning, the following procedures will be followed:

- ✓ PE Department will vacate the athletic fields, return to the Locker Rooms, and remain there until further notice.
- ✓ Classroom teachers will have students move away from the windows.
- ✓ ALL students and faculty will sit on the floor next to the interior walls.

In a crisis or emergency situation, it is important that we all work together. When something occurs that requires us to institute this code, it is necessary for staff to keep the students calm, and to not assume that you know what is going on. When the situation has calmed down, administration will give the staff an update. It is important to keep the rumors to a minimum. **NO TALKING OR NOISE IS IMPERATIVE. STUDENTS MUST REMAIN SILENT.**

**The office will use the all-call to notify teachers of tornado watches and warnings.** During a watch students should be prepared to take action if necessary. Should a tornado warning be announced, all students are to take cover away from glass. Blinds

are to be closed. Anyone on the playground should seek immediate shelter. No one should be on the sidewalks during a warning. These precautions remain in effect until it has been announced that the warning has passed. The school is notified of any severe weather alerts by a School Board warning device.

### **LIGHTNING PROCEDURES**

In the event that lightning is present near campus, we will alert the designated teachers in all areas of the weather situation. The first step will be to wait and see if the inclement weather is passing quickly. If it appears to be passing over, then we will hold students in their current classes, until the dangerous weather has passed.

### **Administration will determine when it is safe for students to move again.**

If the weather does not improve after an extended period of time, we will then proceed with the following actions:

- ✓ All teachers with students in their classroom during a specified lunch period will hold those students in the room. Students are not to leave the room for any reason unless an **administrator** comes to get them.

Students will eat lunch in the classroom, and will not move to their next class until administration has determined that it is safe to exit the classroom.

### **Protective Action for Thunderstorms and/or Lightning**

- ✓ Stay indoors. Do not venture outside unless absolutely necessary.
- ✓ Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.
- ✓ Keep telephone use to a minimum.
- ✓ Do not handle flammable liquids in open containers.
- ✓ TV sets, computer equipment, all electrical equipment and appliances should be unplugged, if possible.

### **LOCK DOWN PROCEDURE**

**Lock downs will be signaled by use of the all-call. Teachers are to assume that when a lock down is announced that it is a full lock down, unless otherwise stated.** All students and staff members should get into the nearest room as quickly as

possible. After quickly surveying the halls/walkways for anyone needing to get into a room, teachers should make sure their doors are locked. Doors should not be unlocked until you are notified to do so over the intercom. During a lock down we will make every effort to keep you apprised of what is going on by means of e-mail. Students should not be allowed to make cell phone calls during a lock down.

- Procedures have changed and will be updated after Law Enforcement training.

In the event that a situation arises where it is deemed necessary to lock the campus down, the following procedures will be followed:

- ✓ Lock doors. Do not admit anyone once the announcement has been made.
- ✓ If outside, remain outside until directed to do otherwise.
- ✓ Create list of names of students not in classroom.
- ✓ Keep all students silent.
- ✓ Turn off classroom lights.
- ✓ Instruct students to get on the floor in a sitting or crouching position; get away from windows and doors.
- ✓ Do not call the office.
- ✓ Do not leave classroom or allow students to leave the classroom.
- ✓ All staff without supervisory responsibilities should report to designated emergency response area.
- ✓ No radio use
- ✓ Place a **green sign** in the classroom window and the door window with your room number on it if everyone is okay.
- ✓ Place a **red sign** in the classroom window and the door window with the room number on it if there is someone injured, unconscious, etc.

No sign means the perpetrator is in the classroom or the classroom is empty.

## **BOMB THREAT**

**As with severe weather and lock downs, bomb threats will be signaled by use of the all-call.** The response to a bomb threat will be similar to that of a fire drill. Students should be immediately evacuated to the same area you go to for a fire drill. A decision will then be made as to whether or not to move everyone to the athletic field. Students should not be allowed to make cell phone calls during a bomb threat.

### **Evacuation**

- ✓ The evacuation should commence upon the decision and directive of Dr. Blackburn or Mrs. Hearn. An evacuation will be ordered immediately following receipt of a call of the threat or if the **Emergency Team** locates a suspicious object. Take the same evacuation route as a fire drill.
- ✓ A signal should be used to avoid unnecessary confusion and possible panic; however, **precautions must be taken to avoid the danger of evacuating students past the location or in the immediate vicinity of a bomb by having an administrator notify those classes of alternate routes prior to sounding the signal.**
- ✓ Students and staff should take **only** those personal belongings in their immediate possession when an evacuation is ordered. Also, teachers should conduct a visual inventory of their assigned work area while preparing the classroom for evacuation. **As the teacher exits the classroom he/she should place the appropriate decal on the outside classroom door to indicate there is no suspicious object within view. Green** if everything appears normal. **Red** if there is something if there is an unusual object in the room. All suspicious items should be reported to the Administrator immediately upon evacuation. Remember to take your class roster with you.
- ✓ Students should be kept as far away from the affected building(s) as possible until the danger has passed. If an evacuation is required in inclement weather, the Front Office will contact the **Transportation Operations Manager** to request buses.
- ✓ If a suspected explosive is discovered, or if an explosion actually occurs and structural damage indicates the need, gas and electricity should be turned off at the main valve or switch to minimize the possibility of fire in case of explosion. (This will be directed by administration since they know the location of all utility shut-offs.)

### 6. **HOUSEKEEPING**

Teachers are expected to keep their rooms organized and free of floor litter. It is the classroom teachers responsibility to prevent destruction of furniture, blinds and other

school board property. Air conditioners and lights are to be turned off by the teacher at the end of each day.

7. **LUNCHROOM**

Students are expected to model restaurant behavior during the lunch period. This year all students will receive breakfast and lunch free of charge. Adult lunch will cost \$3.10.

8. **PARKING**

Teachers park in the parking area located in front of the Administration Building. Parking spots are labeled "Teachers Only." Please do not park in the back of the school (behind the cafeteria) or in the bus loop area.

9. **PASSES**

The use of a uniform school-wide pass in the back of the student agenda will be implemented this year for students to use when outside of class or the team area. All students must have this pass to be outside of class during class time.

10. **CUSTODIAL SERVICES**

All teachers are asked to help out by having students refrain from leaving trash on desks, tables and on the floor. Also, the floors need to be clear of books and supplies and chairs need to be stacked on desks/tables at the end of the day.

11. **SUSPECTED CHILD ABUSE**

It is the classroom teacher's responsibility to report any indications of child abuse to HRS. You may desire to discuss situations with the guidance counselor. Always ask to whom you are speaking so that a follow-up call can be made if necessary. It is optional to give your name when calling the toll free HRS number. The phone number is 1-800-342-9152. It is your responsibility to complete the Child Abuse Reporting Form and give to Mrs. Brown.

12. **SUPPLIES**

Supplies will be distributed at the beginning of each year. The teacher may request additional supplies. All supply requests must be approved by the principal. Please do not send students to the office requesting supplies during the school day.

13. **MEDICAL EMERGENCIES**

1. Buzz/call the Front Office, identify yourself.
2. Give student's full name and nature of emergency.
3. If student is lying on the ground complaining of pain, **DO NOT MOVE HIM/HER.**
4. 911 **SHOULD NOT** be contacted until the Front Office is directed to do so by administration. This call will only be made for a matter of life or death (example: not breathing, seizure lasting over 5 minutes, massive injury).

5. If a student is extremely ill, please send an escort with the student to the Clinic or, if necessary, you may buzz the Front Office and they will send someone to pick up the student. **DO NOT SEND HIM/HER ALONE.**

#### 14. PROCEDURES TO DEAL WITH MEDICAL ISSUES

1. Student needs letter from physician in order for medication to be given at school by the clinic personnel.
2. **PLEASE DO NOT SEND STUDENT TO CLINIC AFTER 3:30 P.M. UNLESS IT IS AN EMERGENCY** (example: vomiting, high fever, or condition requiring immediate medical attention).

#### HIGH EXPECTATIONS FOR STUDENTS AND STAFF

The school staff demonstrates the belief that all students can master the skills taught. Teachers believe that students achieve this mastery as the result of their efforts. Students are encouraged to maximize their potential and to become critical thinkers and problem solvers. The results of district-wide standardized tests and other student progress measures show student achievement that is characterized by equity and quality. The staff models high professional standards and engages in continuing professional development.

#### EXPECTATIONS

##### **A Sleepy Hill Middle School Teacher is expected to:**

1. Believe, communicate, and demonstrate that every child can learn. Provide opportunities for every student to succeed.
2. **Speak positively about Sleepy Hill Middle School.**
3. Participate in professional growth and development.
4. **Present a professional image in the presence** of students, parents, volunteers, and district support staff.
5. **Actively promote student attendance and punctuality by modeling this behavior.**
6. Observe all deadlines and maintain an accurate up-to-date accessible record on all students.
7. Handle paperwork, and plan school related phone calls and parent conferences before and after school or during planning time.

8. Maintain academic focus by appropriately using allocated instructional time.
9. **Consider the importance of regular staff attendance.**
10. Recognize the importance of your planning time and use it appropriately during the school day.
11. Provide opportunities for students to demonstrate responsibility.
12. Limit personal phone calls and business during the work day. Personal phone calls should not be conducted during student contact time unless it is an emergency situation

## **GUIDELINES**

### **1. PROFESSIONAL STANDARDS**

Every faculty member is expected to dress in a manner which is appropriate for your assignment while maintaining a professional appearance that complies with the adopted school dress code. Employees must dress in a way that is professional, tasteful, and dignified. **It only takes a few exceptions to this to create a negative impression of the school or office.** It is imperative that we model good behavior and decision-making for our students. Neatness and cleanliness are required. **Safety is a must and no flip/flop feet covering will be allowed. Flip/flops are NOT professional dress and are dangerous.** Punctuality and regular attendance provide continuity in your job performance. A positive attitude and outlook is contagious. It paves the way for teamwork and cooperation among staff members. All staff members should be treated with respect and courtesy at all times.

### **2. SUBSTITUTE TEACHERS**

Plans should be easy to read and understand. If your absence is scheduled, please see Mrs. Brown. Emergency lesson plans should be kept in the front office. If an emergency arises please call an administrator. Please give the office feedback about the effectiveness of any subs who work in your room. At all times your lesson plans, schedule, and classroom expectations and procedures should be accessible for the substitute. **If you have no substitute plans then it will be necessary for you to write a letter of explanation to administration.**

### **3. COPYRIGHT LAW**

All staff members are to be familiar with the copyright laws governing printed materials, recorded materials, and computer software. Most publishers provide additional materials for copying. Please check to be sure you are using those materials for printing requests. District guidelines for video use are in the “additional information” section.

Each teacher is responsible for duplicating his or her own materials. There are two designated copying areas; media center (professional room) and cafeteria copying

room. **Be sure that you are familiar with the operation of copying machines before using them.** If you are uncertain, see Stacy Meyers, Melodie Brown or Ms. Jones-Bennifield. Inappropriate use of the copy machines is the biggest reason for breakdowns. If you have any problems operating the copying machine please get help from the main office. Remember, if the machine is broken, no one can make copies!

### CLEAR SCHOOL-WIDE MISSION AND GOALS

Sleepy Hill Middle School has a clear school-wide mission statement and goals. The staff, parents, and students share the same understanding of this mission and goals. These are monitored and revised throughout the school year as part of our ongoing strive for school improvement.

### EXPECTATIONS

#### **A Sleepy Hill Middle School Teacher is expected to:**

1. Explain and model the Sleepy Hill Middle School mission statement and behavior plan.
2. Actively support and implement the School Improvement Plan (SIP) by:
  - a. giving thoughtful, pertinent input when requested
  - b. carrying out strategies and activities supporting the current SIP
  - c. implementing targeted teaching strategies
  - d. participating in planned staff training
3. Utilize the school's SIP for setting goals in each classroom. Classroom activities are planned to relate to these goals.
4. Focus on increasing student achievement and mastery of basic skills while providing an enriched learning environment at the classroom level.

### **GUIDELINES**

#### **1. STAFF DEVELOPMENT/EARLY RELEASE DAYS**

Staff Development Days are scheduled for the purpose of professional development and school improvement activities. We will have professional development on the days specified via the early release days on the calendar. In addition, we may have professional development sessions planned for attendance via planning periods. Please refrain from scheduling activities on these days. All staff members are expected to participate.

## COMMUNITY AND PARENT INVOLVEMENT

Parents and other community members actively support Sleepy Hill Middle School by being involved in the educational process and other activities or opportunities provided by the school. The school staff, students, and parents share in the decision-making process.

### EXPECTATIONS

#### **A Sleepy Hill Middle School Teacher is expected to:**

1. Actively seek parent/adult involvement in each student's education.
2. Keep parents informed of classroom events and progress. Progress reports will be sent home every two weeks. Positive calls earn teachers much respect with parents.  
**Teams will be required to document positive communication with each student monthly. This can be done by writing in the student's agenda or a call home documented in the team communication log sheet.** Each team will maintain a log of parent contacts. Please see a sample of the Parent Contact Log in back of handbook.
3. Actively encourage parent participation and attendance at School Advisory Council meetings.
4. Attend school functions on a regular basis and support club-sponsored projects.

### **GUIDELINES**

1. **SCHOOL ADVISORY COUNCIL MEETINGS**  
School Advisory Council (SAC) meetings are held once a month. Staff, students, parents and community members are encouraged to participate. The SAC is involved in revising the School Improvement Plan and in making decisions regarding school safety, student achievement and school funding.
2. **CELEBRATIONS**  
Each team will determine specific celebrations, such as BTF recognitions, for their students. Celebrations will be discussed with the administration before scheduling. BTF Celebrations plans will be submitted to designated assigned administrator Bailey(7). Hearn(98),Bookhamer(6)

3. **COMMUNICATIONS**

Teachers in each subject area are required to communicate to students and parents their course grading calculations. Discipline's calculations should be uniform the documentation will be submitted to prospective administrator.

4. **VOLUNTEERS**

Teachers are encouraged to identify their volunteer needs and submit them to the PTO President. It is imperative that non-employees be properly screened and approved before being allowed to have contact with students.

5. **CALENDARS**

A computer based school calendar will be kept for the scheduling of school events and activities. This calendar will be accessible to everyone on the school network. To schedule an activity or event check the calendar for conflicts and obtain the approval of Dr. Blackburn. If approved, the activity will be added to the calendar. Activities that will affect other teachers' classes should be approved and put on the calendar well in advance. Also, monthly and weekly calendars are displayed in the teacher workroom. It is the responsibility of the teacher to review this information and make plans accordingly.

6. **PUBLIC RELATIONS**

Public relations will sell our program! Teachers are encouraged to take advantage of the various media i.e. - newspaper, television, marquee, etc. We will publish within the school newsletters the great achievements and activities taking place at Sleepy Hill Middle School. Dr. Blackburn will proof all outgoing communications.

## **DISCIPLINE**

The administration is committed to supporting our teachers and staff when disciplining students for inappropriate behavior; however we ask that teachers make an effort to use progressive discipline in their classrooms. When discipline issues are handled by classroom teachers, a precedent is set in their classroom and most students will adhere to it. However, when students are continuously sent out to others for discipline issues, the classroom teacher loses the respect and control of the classroom. **No discipline referral will be processed without ample documentation that the teacher has: spoken to the student, marked BTF, and called home. If this is not completed then the referral will be administratively updated.**

**If a teacher buzzes the office and asks for an administrator, the student will not be removed from the classroom. The student will have a conversation with the administrator and return to class. Keep in mind we have NO PLACE TO HOUSE STUDENTS IN THE OFFICE. Unless the student falls into a SERIOUS BREACH OF CONDUCT area, you are to use in class or team consequences.**

We use the MTSS Model (Multi-Tiered Support System). The concept of MTSS is to use levels or tiers to identify student needs for academic and behavioral interventions. As part of MTSS, we use the Behavioral Tracking Form (BTF) to offer incentives to students who are exhibiting positive behavior as well as academic achievement.

**Please be clear-** if students are disrupting classrooms, using inappropriate language towards staff, or being insubordinate they will be dealt with accordingly using the guidelines set by the Code of Conduct.

Here are some examples of negative behaviors that should be **handled by the classroom teacher**:

**Tardies**

**Disruption (Talking, knocking on desk)**

**Dress Code Violation (Shirt untucked, Pants sagging)**

**Lying/Cheating**

**Inappropriate Language/Profanity**

**Disrespect**

**P.D.A. (Public Display of Affection)**

**Lack of Materials/Unprepared**

**Sleeping**

**Hoarse playing**

**Insubordination**

**Chewing Gum**

All classroom managed behaviors will be handled with the Progressive Discipline steps below. Teachers should follow all steps below before writing a referral and document steps on the referral. Referrals that have not followed protocol will be returned to teacher.

### **Discipline Procedures**

1. Warning/ Re-Teach Expectation- parent notification
2. Notification to parent in agenda with Parent Signature and Parent Call.
3. Team/Parent Conference
4. Referral

## **Minor Infractions**

All minor infractions will be handled by the teachers. If a referral is necessary the following must be in place:

- Teacher must make sure that steps 1-3 have been followed before writing a referral for a minor infraction.
- All discipline referrals are to be sent electronically through the discipline referrals system on the SHMS website. (Please do not use paper referrals.)
- All referrals are to be correctly and completely filled out with as many specific details as possible describing the student infraction. It must be submitted the day of the incident, if it isn't then it will be administratively updated with no further actions.
- **Students SHOULD NOT be sent out of class for minor disciplinary issues. Only in extreme cases should the office be contacted for student pick-up. Note: not all students will be removed from your classroom.**
- **School wide BTF Discipline Plan should be followed by all teachers.**

## **Major Infractions**

All major infractions will result in a discipline referral and the appropriate action will be taken according to the Code of Conduct by a member of the Administrative Team.

- Fighting
- Profanity directed at a school board employee
- Bullying
- Confrontation with a school board employee (verbal or physical)
- Leaving campus without permission
- Possession of a weapon (gun, knife, or other dangerous object)
- Possession of any controlled substance (drugs and/or alcohol)
- Vandalism
- Out of area, Skipping
- Gang activity (showing gang signs, colors and/or intimidation)

## **Major Infractions (handled by Administration)**

1. Team ISS (1-3 days)
2. Out of School Suspension (short term 1-3 days)
3. Out of School Suspension (long term 4-10 days)
4. Alternative Placement (Bill Duncan Excel Center)
5. Expulsion

## **Hot Discipline Topics**

(Tardies, Dress Code, Cell Phones)

### **Tardies**

Tardies will be handled by the classroom teacher. The steps below should be followed by each individual teacher.

- 1<sup>st</sup> Tardy- Warning/ Restate Expectations.
- 2<sup>nd</sup> Tardy- Written Detention. Parent Contact. BTF Mark.
- 3<sup>rd</sup> Tardy- Team Conference
- 4<sup>th</sup> Tardy- Referral
- \* 6<sup>th</sup> grade procedures will differ by issuing LUNCH DENTION at the first tardy.

### **Dress Code**

We will make every effort to catch dress code violators before they reach the classroom. Dress code violations will follow normal progressive discipline procedures.

- 1<sup>st</sup> - Warning with documentation.
- 2<sup>nd</sup> – Written Detention. Parent Contact. BTF Mark.
- 3<sup>rd</sup> - Team Conference

## **Cell Phones/Electronic Devices**

Any teacher who witnesses unauthorized use of electronic devices will notify administration for pick-up. **Teachers are not to confiscate cell phones due to liability issues.**

- 1<sup>st</sup> Offense- Administrator will confiscate phone, and parent must pick up the device.
- 2<sup>nd</sup> Offense- Student BYOD privilege suspended for the remainder of the semester.
- 3<sup>rd</sup> Offense- Student's BYOD privileges will be revoked for the remainder of the year.
- BYOD – 1<sup>st</sup> period teacher handing out and collecting BYOD forms. The team will have a list of students with approved BYOD.

## **ADDITIONAL INFORMATION**

### **Make-Up Work**

1. There shall be nothing in the school's make-up procedure or assignment that conflicts with the student Code of Conduct or state or local policies.
2. It is the student's responsibility to request notification of work missed from the teacher. The student is given the number of days absent plus one to return completed work.

### **New Students**

All new students and their parents/guardians enrolling at Sleepy Hill Middle School after the beginning of the year will participate in an enrollment process. Be sure to include transfer grades for new students. If transfer grades are not available, please check with the guidance department to obtain them.

### **Schedule Changes**

If there is a problem with a student's schedule, the team may initiate a schedule change request. The team leader will e-mail the concern along with a schedule change suggestion to the appropriate grade level counselor. If a schedule change results in a student leaving your class, you are responsible for sending the transfer grade to the new teacher. All schedule

changes must have prior approval by Dr. Blackburn. Elective teacher will participate in a Round-Robin give & take once per semester.

#### [Attendance Procedures](#)

Teachers are required to take attendance every period, every day, and should adhere to the following guidelines.

- Teachers will enter an “E” in the grade book on the first day that a student enters a class as a new student to the school.
- All absent students will be marked AU (absent unexcused) until a note is sent in from the parent. At that time the absence will be changed to excuse by Guidance Secretary.
- Substitute teachers will be required to send an absentee list to Guidance Secretary within the first 15 minutes of each period.
- Any student coming to school after 9:15 am will enter through the office. They will be given a pass to class with the time marked. The teacher will be responsible for marking all tardies and making changes in their grade books from absent to tardy.
- An “Attendance Tracking” list will be run daily. Teachers who do not take daily attendance each period will be on the list. An e-mail will be sent from administration requesting an explanation from the teacher as to why attendance was not recorded.
- It is critical that attendance is taken promptly and accurately. If a parent notifies the office that your recordkeeping is incorrect you will be required to call that parent to explain the error. Then notify administration.

#### [Teaching/Classroom Guidelines](#)

- Teachers are to supervise assigned students and areas at all times.
- Teachers are expected to be in their respective classroom ready to begin class before the starting time.
- **Teachers are not to leave a class unattended.** If an emergency arises, buzz the office several times in rapid succession.
- Unapproved classroom celebrations are not permitted during the school day.
- **Teachers are expected to help supervise during class changes by standing at your doors.**

### **Paraprofessional Classroom Coverage**

Hours are adapted to the needs of the students and to specific job assignments. Paraprofessionals should only be used to supervise classes when a regular substitute cannot be assigned. As part of the Collective Bargaining Agreement, paraprofessionals are entitled to supplemental pay when covering a class for a teacher who is out on sick or personal leave. The use of paraprofessionals to supervise a class should only be done with the approval of the administration.

### Parent Conferences

Parent Conferences are likely to be the three primary situations during the school year in which you have direct, face-to-face contact with a parent/guardian. It is during these times that parents will form their opinion of you as a teacher and of Sleepy Hill Middle School. It can also be during these times that you gain or lose the confidence of a parent. Due to the fact that most parent conferences are held only when there is a problem, this situation in particular can be touchy and can have long term effects on the teacher – parent relationship. Keep in mind that most parents come to conference nervous, upset, possibly embarrassed, or even intimidated by the idea of facing several teachers. For some, it may be a reminder of an unpleasant experience that occurred during their own years as a student. Likewise, as educators, we often enter parent conferences on the defensive before it ever gets started. It falls on us as the educators and the professionals to get past this and to do everything possible to make this time positive and productive. Following are some ideas and suggestions for making a conference a beneficial use of time:

- Be on time for the conference. Regardless of how many times a parent is late or fails to show at all, we must remain professional in our actions. Coming in late to a conference sets a poor tone from the beginning.
- Be prepared. Have all relevant student and team information with you.
- Try to have some positive things to say about the student. It is important however, that this be genuine.
- Be careful when it comes to saying negative things about other students or about placing blame on other students. Avoid discussing anyone's child except the child of the parent with whom you are meeting.
- Reassure the parent from the beginning that you are there to help and that you want his/her child to succeed.
- Make your conferences structured and make every effort to have a positive ending. A suggested format for a parent conference that is going to involve several teachers is as follows:
  - Appoint a facilitator. This is the person who leads the conference (probably the team leader), keeps the group on task, makes sure that everyone has a chance to participate and offer ideas, and monitors for talk that is accountable to content and process.
  - Have a timekeeper. A parent shouldn't be made to feel rushed, but they do need to understand that you only have a certain amount of time. The timekeeper should periodically remind the group of the time left so that everyone has a chance to contribute.

- Have a recorder. This person writes down key points, issues, and ideas.
- Have a reporter. With the help of conference participants, this person summarizes the key points, suggestions, ideas, plan of action.
- If the conference involves just one teacher, it is strongly recommend that a third party, most likely an administrator or counselor, be present.
- Whether a conference involves multiple teachers or just one, having some kind of conference format in place makes it much more likely that something positive will come from the time you spent with the parent. Even if you fail to reach any kind of agreement, at least the parent will leave feeling that things were done in a professional manner, that you are in control, and that you know what you are doing. On the other hand, if a conference is disorganized and unstructured, little is likely to be accomplished. Both you and the parent are likely to leave frustrated and feeling as if it has been a waste of time.
- Conference summary notes will be turned in to the respective guidance counselor. Notes will include: student name, grade, date, parent name, participants' names, and problem/solution.
- **If a teacher is unable to attend they must provide written comments/ documentation**

#### Field Trips

1. All field trips must be approved by Dr. Blackburn before the trip takes place.
2. All field trips must have county approval for the bus 10 working days before the trip.
3. All classroom work will be made up in advance or no later than a time equal to the number of days missed. All work will be made up within this time unless the teacher extends make-up time.
4. The teacher in charge of the field trip will e-mail an alphabetized list of students to each teacher, cafeteria manager, and to administration **five working days** before the trip.
5. A signed parent permission slip must be on file with the supervising teacher prior to the trip.
6. All out-of-county field trip forms must be notarized.
7. An emergency medical release must be on hand with the supervising teacher for all students participating in the field trip.
8. A chaperone ratio of one adult per 10 students is required. All chaperones must be school board employees or **APPROVED** volunteers.
9. Private vehicles may not be used without the permission of Dr. Blackburn. Any person

participating on a field trip must wear a seat belt when traveling in a private vehicle.

10. A summary of important points from the PCSB Field Trip Manual is at the end of this handbook.

### **General Information**

- Field trips cannot be made mandatory for students. Grades shall not be affected if a student chooses not to participate.
- Provisions must be made to enable participation by students who cannot afford the cost of the trip. No student should be denied the opportunity to participate due to inability to pay.
- Field trips are not to be fund raising events. Students cannot be charged for more than the cost of the trip.
- At least one teacher/administrator **MUST** accompany the group on all trips. At least one adult chaperone **MUST** be on each bus. This is in addition to the bus driver. It is recommended that there be at least 1 teacher per 25 students.
- Students should return to the school using the transportation provided by the school unless a written request from the legal parent or guardian is received and approved by Dr. Blackburn.
- Parents are to be notified anytime students will be transported in any vehicle other than a school bus. Only certain personal vehicles can be used for transporting students on field trip. **Use of personal vehicles must have district approval.**

### **Requesting & Processing Field Trips**

- In-County Travel: Must be approved by Dr. Blackburn with a copy to the District Office.
- Out-of-County Travel: Must be approved by Dr. Blackburn and the District Office.
- Blanket Field Trip Permission Forms may be used for routine trips of a recurring nature.
- Individual Field Trip Permission Forms are required for educational field trips of a non-recurring nature. For in-county trips a Field Trip Permission Form, which authorizes medical treatment, acknowledges that the School Board has made available to the student the opportunity to purchase student accident insurance, and waives liability should be used for each student for each trip. For out-of-county trips the Field Trip Permission Form just described should be used for each student for each trip. In addition, a notarized Medical Treatment Authorization Form must accompany all Field Trip Permission Forms for out-of-county trips. These permission forms **MUST** be taken along on the trip. In the event medical treatment is needed, you will be required to present the form authorizing medical care.
- Field trip requests should be made one month in advance of the trip.

### **Supervision**

- School sponsored travel is considered an extension of the classroom and all persons shall conduct themselves in an exemplary manner at all times. Student attire must be in compliance with the uniform/dress code policy. Any exceptions to this must have administrative approval.
- Chaperones who are not employed by the PCSB should be on the list of approved school volunteers.
- District guidelines call for 1 chaperone to every 25 students, but 1 chaperone for every 10 – 12 students is strongly encouraged. Once at your destination, students should not be allowed to go off on their own. They should be required to remain in a group with a chaperone throughout the day.
- When taking students on a field trip, the field trip sponsor is responsible for providing reasonable care and supervision. Misbehavior or lack of cooperation on the part of the student does not relieve the sponsor of this responsibility.

**In the event something goes wrong:**

- Contact the appropriate medical personnel if needed.
- Contact and inform the school immediately.
- Contact and inform the security office at your destination.
- If students are missing when it is time to return, do NOT make any decisions without first consulting with the school administration. This is for your protection. Under NO circumstances should a student be left behind without an adult remaining to provide care and supervision.

**Other Suggestions**

- At least one adult on the trip should have a cell phone with a well-charged battery that can be left on for the duration of the trip. Leave the number to this cell phone with Dr. Blackburn or Mrs. Brown.
- Before leaving be sure you have the school phone number.
- Obtain a phone number from each student where a parent/guardian can be easily reached on the day the field trip occurs.

[Classroom Management](#)

**1. Class/Team Rules**

Each teacher/team will develop rules that students will be expected to follow. Consequences should be developed and approved by Mrs. Hearn. These rules will be posted in each teacher's classroom. Elective/lab classes may have additional rules/consequences to incorporate student safety.

**2. Management Plan**

Each team should implement its plan in a fair and consistent manner. Discussion at team meetings should include discourse about strategies for classroom management. **Parental involvement is always the first line of communication for improving a student's behavior.** It is recommended that every teacher call as many parents as

possible to introduce her/himself and invite the parent to be involved in the educational process of their child.

**3. Teacher Conferences**

If a student continues to disrupt, a teacher/team conference with the student is the next step. However, it is not recommended that a teacher meet alone with a student. At least one other staff member should be involved.

**4. Guidance Counselors**

A counselor has been assigned to each grade level. If a team conference does not achieve the results you need, refer the student MTSS Team. If you observe a student who appears to be threatening to harm him/herself or others contact the Guidance Department IMMEDIATELY.

**5. Parent Conference**

If other interventions fail to achieve the desired results, a parent conference should be scheduled. The first conference should in most cases involve all of the student's teachers. Parents and teachers may request individual conferences. A guidance counselor or administrator will be present at the teacher's request.

**6. Team ISS**

A disciplinary alternative where a student stays with the team in a designated area (teacher work area) for the entire day. An arrangement for this may be made among team teachers. Assignments are given to the student to complete during the day. They do not go to elective classes. This is a team option, not an administrative alternative.

**7. Office Referral**

Office referrals for minor breaches of conduct will only take place after the above guidelines have been followed. When a student is referred to the office, the message is sent to the student that the parent, team and counselor were not successful in motivating him/her. Any Administrator will meet with the student and apply the consequences per the Code of Conduct.

**8. Major Breaches of Conduct**

Please familiarize yourself with the major breaches of behavior in the Code of Conduct. Students that violate these rules should be referred immediately to administration.

**9. Theft**

If theft or vandalism occurs in your classroom, notify the office. Administration will conduct an investigation according to the Code of Conduct. **A student search should not be conducted for suspicion of theft or any other reason without the involvement of the administration and/or SRO. There are guidelines that must be followed before searching a student or his/her property.**

## 10 Student Suspension

Teachers do not have the authority to suspend students from school, class, or from the buses. Administration may suspend a student only when all other means of correction have failed. Students have the right to make up all assignments from the first three days of a suspension, per semester.

**11. Guidance Counselors are the contacts for the 504 Rehabilitation Act of 1973.** Every teacher must know the rights granted to students. Where applicable, an IEP will be written for the student. We are not medical doctors and do not have the authority to diagnose disorders such as ADD, or recommend prescription drugs. When discussing students, we can only describe behaviors that we see.

## 12. Due process

All students have the right to due process in their discipline procedures. It is extremely important that proper documentation including witness statements, notes, letters, or any other evidence be directed to the administration at the time of the action or as soon as possible. Students cannot be punished on assumptions or the word of another student.

## 13. Inclement Weather Plan

- SHMS teachers have NO morning duty. Therefore, teachers are asked to voluntarily open classrooms in the event inclement weather approached before school begins.
- In the event inclement weather approaches Sleepy Hill Middle School, notification will be given from the office.
- If administration decides that the weather is too dangerous for students to leave the classrooms to go to the cafeteria, please hold your students until notified differently.
- Students and teachers will remain in their current classroom until instructions come from administration, to begin lunch room procedures. After administration has given the signal to begin movement, please follow directions quickly.
- Please know that the reason for lunch delays in this situation is to protect our students and staff from harm that can occur when we are in the middle of a storm.

### STUDENT FEES

Student fees for classroom supplies, materials, etc. must be approved BEFORE they are collected. If you plan to charge a student fee, you must report the amount and purpose of the fee to Dr. Blackburn and then wait for District approval. This is done months before the year begins.

## FUNDRAISING

**Approval must be obtained from the Principal BEFORE conducting any fundraising activities. The District fundraising form will be used.** Teams will only be allowed 1 fundraising activity a semester. All money collected through a fundraising event must be accounted for according to District guidelines and turned into Ms. James daily for deposit in an Internal Account.

For any clubs, fundraisers, special activity, etc., requiring the collection of money, you **must** do the following:

- Collect Fee
- Write receipt (unofficial)
- Record amount received by student's last name on the Report of Money Collected (RMC) form – attached. The teacher's name and grade must also be recorded on this same form.
- Please turn in all money to the Finance Dept. daily. Please roll all coins, count and band all bills (same denominations together). Rolls and bands are available from Ms. James.
  - ✓ Finance will recount money received, and inform you of any discrepancies immediately.
  - ✓ Finance will write/give you an Official County Receipt.
  - ✓ All money collected will be deposited into your assigned school internal account.
  - ✓ Complete form #00828 for approval before initiating fundraiser and form #00829 at the end of the fundraising activity. This applies to **all** fundraising whether school-based or outside sponsors such as PTO, Booster Clubs, etc.

### **REMEMBER NO OUTSIDE SCHOOL ACCOUNTS WILL BE ALLOWED.**

- ✓ Copies of all documents are on file in the local school office and District Office.

Contact will be made by Ms. James via email as deemed necessary with staff regarding the status of their account(s). Please refer to the Activity Request Form for step-by-step procedures before planning an activity.

## PURCHASING

There are specific guidelines that **MUST** be followed in the purchasing of goods and/or services with school money. Do **NOT** order or accept goods or services without being certain that you have approval by Dr. Blackburn. School Board Policy 6Gx53-5.002 states that "Goods or services shall not be ordered or accepted prior to approval by the School Board, and the School Board is under no duty to indemnify or hold harmless employees who fail to follow this policy. Employees who order or accept goods or services prior to approval of such purchases or contracts may be subject to progressive discipline, and may be personally liable for payment of such purchases or contracts."

## **PROCUREMENT CARD**

**(Use of procurement card requires approval by Dr. Blackburn)**

Use of, or questions about the procurement card are directed to Ms. James.

\*\*Please check ALL merchandise received and compare to packing slip. If there is a discrepancy, please notify Ms. Brown. (In most cases this will be done before you receive your requested items).

Note: When you are requesting to have items ordered, please be very specific. If you have a catalog, clippings from something, or anything that would be helpful in expediting your order, these items will be appreciated. Keep in mind we are processing requisitions that have to be forwarded to the District Office.

**REIMBURSEMENTS**

Keep in mind when purchases or requests are made requiring reimbursements, please allow 7-14 days for processing, as all paperwork has to be forwarded to the District Office for approval. If approved, reimbursements will be distributed to the requesting school.

- Original receipts must accompany request.
- Any invoice/copy of check that you may have.
- Any supporting documents to better process and expedite your request.
- You **will not** be reimbursed for individual purchases (paid invoices) in excess of \$99.99. Splitting of invoices to stay under \$99.99 limit **will not** be permitted.
- Reimbursements from your internal account to pay PTO for purchases made **will not** be permitted.

Please plan your activities carefully to avoid any potential delays or problems.

PLEASE SEE MS. BROWN IF YOU HAVE ANY QUESTIONS REGARDING ANY OF THE ABOVE TOPICS. SHE WILL BE MORE THAN WILLING TO ASSIST YOU.

**2016-2017 Commitment**

I understand that all school decision making processes are made by the school's Academic Leadership Team. This team is comprised of Team Leaders, Subject Chairs, Administration, and Guidance. I may attend any ALT meeting to gain an understanding and additional information, but only the ALT members may vote on any given decision. It is my responsibility to ask questions of the ALT members about decisions that are being made. I am committed to decisions made by the ALT and understand that if I cannot get answers from my representative, I can speak to an administrator.

Signature\_\_\_\_\_

Date\_\_\_\_\_

**2016-2017 Teacher and Staff Handbook Statement**

The SHMS Employee Handbook contains information that supports: Learning, Safe and Orderly Environment, Communication, Policy and Procedures.

I \_\_\_\_\_ have read, reviewed, and understand the information provided by the SHMS Faculty and Staff Handbook.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **2016-2017 Cellphone Use by Teachers and Staff**

Cellphones are essential and important to our lives in today's world. However, the use of a cellphone during work hours must be used within guidelines.

- No cellphones can be used by teachers during instructional time. This means you must have your cellphone put away out of student's view.
- No cellphone use while supervising students at special events. For example: during awards ceremonies, field day, or guest speaker assemblies. It is inappropriate to be looking at your cellphone while you are supposed to be supervising students.
- No public display of cellphone usage during the duty day. For example: courtyard supervision, during planning, and or meeting times. Unless you have an emergency, your cellphone and any headphones or remote access devices need to be secured. When you are at work, the district is paying you for a full day, therefore, personal calls, unless it is an emergency, is prohibited.
- Providing the school number to family members can be the best way to avoid violating school cellphone policies.

I have read and understand the rules and expectations on cellphone usage at work.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **2016-2017 Staff Attendance Policy**

Polk County School Board is very generous by granting employees with days they can take if needed to be off from work. The county grants all employees: Sick Leave, and Personal Chargeable to Sick. Generally, if you have the sick days and you or a family member are sick you can take the time no questions asked. PCSB gives each teacher 10 days a year, 6 of those days can be used as personal chargeable to sick. It does not matter how many sick days you have you still can only use 6 personal chargeable to sick a year. If you are out of sick days before the school year is over, then you will be charged without pay for those days. Any overage can be seen as a violation of school board policy and can be used in disciplinary action against the employee. Here are the policies as stated:

**Sick Leave:** to be used when you or a family member are sick or must seek medical treatment. You must put in for a substitute via the AESOP system no later than 6:30 AM. In an emergency, it may be later ,but you must **ALSO CALL THE SCHOOL**. If you or a family member is having a medical procedure you should complete the medical leave form in advance. If you or a family member got sick after leaving school and you call in for a substitute, **THEN** upon your return back to work **IT IS YOUR RESPONSIBILITY** to complete a medical leave form. This form should be given to Ms. Brown **ONLY**. If you are concerned about appropriate documentation, you may request a copy. When you are out for illness, you **MUST HAVE EMERGENCY LESSON PLANS**. **If you do not you will be required to send the principal an e-mail explaining why you did not have emergency lesson plans. This is part of being a professional and it is your responsibility.**

**Personal Chargeable to Sick:** You have 6 days annually to take. If you need to take a personal day you must complete a request form 24 hours before that date requested. Taking a day unauthorized can result in a day without pay. If you have **NOT** requested a personal day 24 hours in advance it will be denied. PLCS days cannot be taken the day before a holiday or the day after a holiday. If you submit the absence via AESOP incorrectly, you may be charged with a day without pay. These days may not be taken the first 5 days of school nor the last 5 days of school.

I have read and understand the PCSB Staff Attendance Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **2016-2017 Student Supervision Policy**

Student supervision is essential to maintain a safe and orderly environment. SHMS teachers do not have duty, but **teachers are expected to supervise their students always**. Please see the guidelines below:

- No classroom with students is to be left unattended.
- If teachers have students line –up outside of their door after the bell, then the teacher must have their door open and be standing at the entry way.
- No student can be “put outside the classroom” and left unattended.
- **Teachers need to be visible during class change.**
- When teachers are moving their students from the classroom to anywhere on campus (media, computer labs, fire drills or another teacher’s class) students should be in a straight line against the wall walking towards their destination. Teachers **should NOT be in the front of the line**, but in the back, so they can “see” what the students are doing. **Students must be silent.**
- **Teachers must be at their doors to meet students as they arrive back to class from lunch.**
- Teachers who have classes that are dismissed after afternoon announcements, are required to walk their students in a straight line, seat them together on the bus loop benches, and stay with their students until 4:10.
- The dismissal bell rings at **4:05, teachers must stay until 4:10**. If you are a teacher who is NOT with students seated at the bus ramp, you will be expected to “watch” students as they move to their busses. **6<sup>th</sup> grade is at the bus loop, 7<sup>th</sup> grade is in the courtyard, 8<sup>th</sup> grade is in the bus loop, Electives are up front with car riders.**
- Teachers who conduct after school activities must remain on campus supervising your students until all the students have been picked up.

**I have read and understand the SHMS Student supervision policies.**

Signature \_\_\_\_\_ Date \_\_\_\_\_