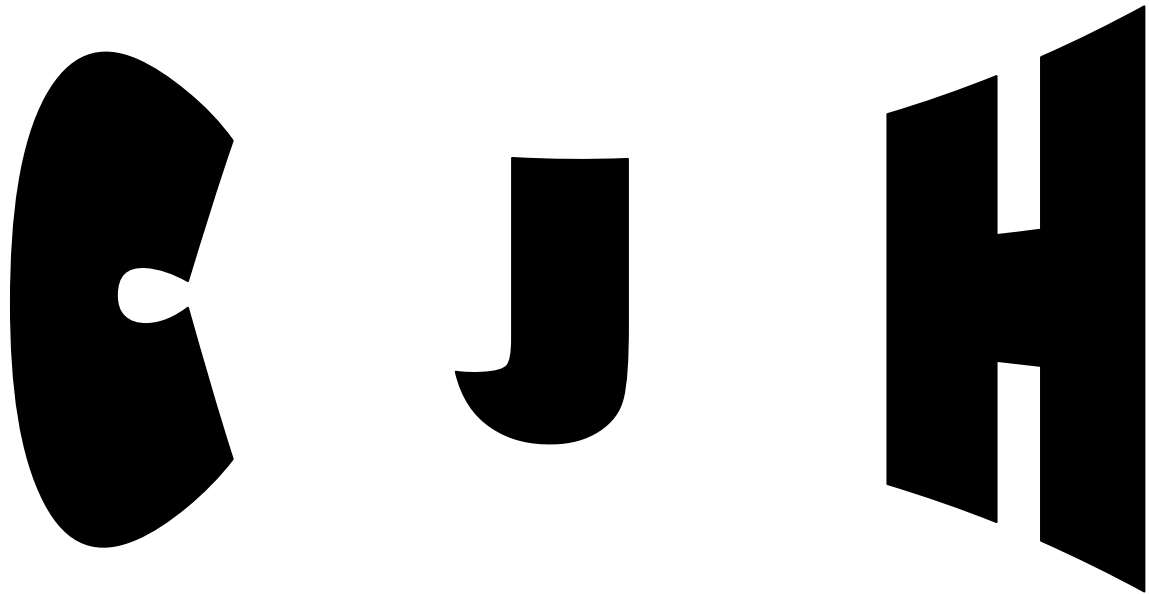
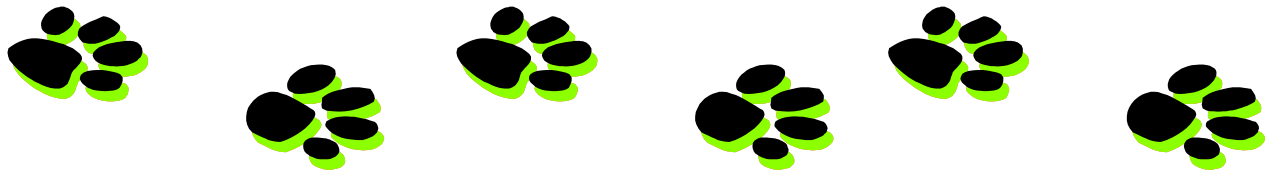


2009-2010



FACULTY & STAFF HANDBOOK



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ACTIVITIES/FUND RAISING

It will be necessary for you to schedule all related student activities and fund-raising activities through the principal's office. This will help ensure that all activities are included on the school calendar and conflicts are avoided. *Sponsors of Clubs and Organizations must meet within 30 days after school begins and coordinate when and what fundraiser each will have.* Clubs and Organizations are limited to one (1) fundraiser per year and must be approved by the principal. Activities that require the use of the building will be scheduled on a first come first serve basis. However, if extenuating circumstances exist, changes can be made. Wednesday night activities should be concluded by 6:30 p.m. For obvious reasons, there will be no student activities scheduled during the weeks of semester and final exams and TAKS. Also, if you wish to schedule an activity during the month of May, prior notice must be given well in advance to the principal.

ANNOUNCEMENTS

Announcements will be made by Student Council Members at the beginning of third period. If you need an announcement made, please use an announcement form (available in the office) or email the announcement form located on our website. List the days the announcement is to be made and give it to the office personnel. Announcements should be turned in by **8:15 am**.

ASSEMBLIES

The following is a list of expectations designed to help staff increase consistency while supervising common areas, and to provide teachers with a basis for teaching and re-teaching responsible behavior. Given the complexity of expectations, students should not be asked to memorize or verbalize these expectations.

1. Students will follow their teacher's directions regarding where to sit.
2. Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program begins.
3. When the leader goes to the microphone and says, "May I have your attention, please," stop talking and look at the speaker.
4. Listen carefully and watch the speaker.
5. Never boo, whistle, yell or put someone down.
6. Clap at an appropriate time and in an appropriate manner.
7. At the end of the program, the leader will conclude the assembly by thanking the performers and giving closing instructions.
8. Students will remain seated until the teacher gives them the signal to stand and follow the teacher from the assembly area.
9. DO NOT climb over seats.

CONSEQUENCES FOR INFRACTIONS:

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

1. Give a nonverbal warning.
2. Give a quiet, verbal warning.
3. Teacher will sit next to student.

4. Quietly remove the student from the assembly.
5. Teacher will complete office referral.

ENCOURAGEMENT PROCEDURES:

1. If the student body was respectful and followed the rules, the principal or other leader will verbally praise the appropriate assembly behavior during the closing comments.
2. After the class returns to their classroom, teachers should give positive feedback to the students concerning specific rules and/or behavior demonstrated during the assembly.
3. Compliments given to the student body by a performer will be shared with the school via the intercom.

SUPERVISION RESPONSIBILITIES:

All faculty and staff should attend every school-wide assembly unless prior arrangements have been made with the principal. Classroom teachers should attend with their classes regardless of time of assembly. Non-classroom teaching faculty and staff should be distributed throughout the audience to assist the classroom teachers with supervision.

1. Model appropriate behavior for your students – no talking while the assembly is in progress, clap at appropriate times, and so on.
2. If a student is misbehaving, give him/her a nonverbal signal to stop.
3. If necessary, give a verbal warning. Try to be as unobtrusive as possible.
4. If necessary, move next to student.
5. If a student needs to be removed, escort him/her to the office.
6. Special needs children will be supervised by designated trained personnel.

TEACHING RESPONSIBILITIES:

Teachers are asked to escort their classes to the auditorium as well as monitor and remain with them to ensure orderliness. Those teachers without classes during assemblies will assist by being visible and assisting in getting students in and out of the auditorium. Eighth graders will sit in the middle section of the auditorium. Seventh graders will sit in the east and west sections. All seats need to be filled in each row. The same standard of conduct expected in the classroom will also be expected during assemblies.

ATHLETIC PASSES

A pass will be provided for all teachers and staff to admit you and your immediate family into **all home** athletic events. Be sure and support our student athletes.

ATTENDANCE PROCEDURES

All students will be marked absent if they are not in attendance. This includes students who are on field trips and extra curricular activities. The office will take care of coding all absences. **As a rule: if students are not in their seats – count them absent!!!!!!**

Teachers, **not students**, will be held accountable for student attendance. Accurate records are essential. Therefore, do not allow students to check the roll. **After a student has been absent, do not allow them to enter class without an Admit Slip.** Attendance should be submitted to the office via Gradebook **within the first 15 minutes of class.**

ACTIVITY ACCOUNT STANDARDS

1. Sponsors must submit all organization deposits to the school secretary. Deposit and check request forms are located in the office. **Please do not wait until the "last minute" to get a check!** Sometimes the principal is not available to sign checks. Activity Check Request forms are located in the workroom and on the JH website. Receipts are required for every purchase, which includes student meal money.
2. Sponsors must use the Deposit Info. Sheet. All money is to be given to the school secretary within 24 hours of receipt. Deposits will be made at least once a week to avoid making one large deposit. This will also help handle insufficient checks in a timely manner. Any checks over 45 days old will not be deposited. All checks we accept must have a telephone # and physical address along with the usual information. If this information is not printed on the check, you will need to write it on the check yourself. They will not guarantee payment without the telephone # and physical address. Sponsors that have students in high school and junior high must separate money accordingly. Funds raised by junior high students should be spent on junior high students and likewise concerning high school.
3. The Deposit Info. Sheet must indicate the amount of the deposit-showing the amount for fees, dues, fundraisers, etc.
4. Sponsors must indicate the organization's name in the memo section on front of the check for deposit.
5. IT IS **NEVER ACCEPTABLE** TO PAY FOR SERVICES OR SUPPLIES WITH **CASH** FROM YOUR FUNDRAISERS, MONEY LEFT OVER, OR ANY ACTIVITY. A "PAPER TRAIL" IS REQUIRED FOR ANY MONEY TRANSACTIONS. YOU MUST DEPOSIT ALL MONEY COLLECTED FROM STUDENTS OR EVENTS IN YOUR ACTIVITY ACCOUNT. THESE ACCOUNTS ARE SUBJECT TO AUDIT ANNUALLY.

BAD WEATHER AND SCHOOL CLOSING

In case of school cancellation, the Superintendent will contact each principal. A Bad Weather Phone Tree will be provided as soon as possible. **Please be sure Mrs. Warrick has your current phone number since you do not want to be left off the calling list.** Mr. Edwards will call people at the top of the list. People at the top of the list will call those people below their name.

In the event of school closing or late start, we will notify KEAN radio and KTAB television. Please remind your students that these are the two stations to monitor. We will have school if possible. The first alternative will be to delay the starting time. The other alternative will be to close school if the roads are too bad.

Be sure to take your Phone Tree home and put it where you can find it!

BEFORE SCHOOL/ AFTER SCHOOL

Responsible Before & After School Behavior: The following is a list of expectations designed to help staff increase consistency while supervising common areas, and to provide teachers with a basis for teaching and re-teaching responsible behavior. Given the complexity of expectations, students should not be asked to memorize or verbalize these expectations.

1. Students should remain in the designated area prior to the beginning of classes.

2. When the bell rings to begin classes, students should proceed in an orderly manner.
3. When the bell rings to end school, students have a designated area to remain in until their bus comes or other acceptable transportation arrangements have been made.
4. Students should maintain acceptable procedures for conduct as outlined in the Student Code of Conduct while waiting in the designated areas before/after school.
5. On a typical school day students not involved in extra-curricular activities are expected to leave the campus within half an hour after school has been dismissed!
6. No horseplay or running inside/outside of the building will be tolerated.
7. Students **may not** leave campus and return.
8. Bicycles are to be parked in the designated area only.
9. During inclement weather report to the gym.
10. NO P.D.A!!!

Consequences for Infractions: When a student misbehaves, calmly and consistently implement the mildest consequence that is appropriate.

1. Give a verbal reprimand.
2. Positive practice: Have the student do it the right way.
3. Have the student move to an alternate spot.
4. For repeat infractions, talk to the principal. The principal may then make parental contacts.

Encouragement Procedures:

1. Encouragement will consist of staff attention and praise from supervisors. Students should be congratulated on their ability to be responsible.
2. If deemed appropriate, the principal may provide positive feedback to the entire student body on responsibility before school.

Supervision Responsibilities:

1. All staff will be in the school building by **7:40 am**.
2. All staff **supervising early duties** will be in place by **7:30 am and 3:30 pm** for afternoon duties.
3. Teachers will be in the hallways or their doorways as students are dismissed to their classrooms.
4. Duty personnel will be stationed in front of the main building and the front hallway between **7:30-7:50** and **3:25-3:45**.

Teaching Responsibilities:

1. During the first week of each school year the principal will conduct a lesson on before school behavior during the Activity period.
2. Parents will be provided instruction on the procedures before school at the beginning of the new school year. (See Parent Education)

BELL SCHEDULE

7:50 – 8:35	1 st Period
8:40 – 9:25	2 nd Period
9:30 – 10:15	3 rd Period
10:20 – 11:05	4 th Period
11:10 – 11:55	5 th Period
11:55 – 12:25	First Lunch
12:25 – 12:55	Second Lunch
1:00 – 1:45	6 th Period
1:50 – 2:35	7 th Period
2:40 – 3:25	8 th Period

BUS INFORMATION

Afternoon buses will run from 3:25 to 3:45. Encourage students to leave class, go by their lockers, and directly to the bus stop. It is extremely important for students to be on time for their bus. Buses pick up students in the west parking lot, just outside the north gym doors. Teacher on bus duty should be in place as soon as possible after the 3:25 bell rings.

Please make note that a new bus policy is in place regarding students riding home with another student on the bus. (See policy in Student Handbook.)

CAFETERIA

The following is a list of expectations designed to help staff increase consistency while supervising common areas, and to provide teachers with a basis for teaching and re-teaching responsible behavior. Given the complexity of expectations, students should not be asked to memorize or verbalize these expectations.

****Lunch line and cafeteria will be a safe and clean environment where people interact with courtesy and respect.**

1. Students will enter and leave the cafeteria quietly and stand in line with hands to self. (Teachers should WALK students to the cafeteria.)
2. Students will use quiet voices and good manners (singing Happy Birthday only with permission from cafeteria monitor).
3. Students will keep hands, feet, and objects to themselves.
4. Students will stay in their seats and raise their hands to get help or to be dismissed.
5. Students will walk in the cafeteria.
6. Everyone will treat others with dignity and respect (no cutting).
7. Backpacks are NOT allowed.

Consequences for Infractions:

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

1. Verbal reprimand.
2. Positive practice: Have the student try it again (when appropriate).
3. Misbehavior in line: Have the student go to the end of the line.

4. Individual student misbehavior at tables: Verbal reprimand
5. Use office referral only for physically dangerous behavior, illegal behavior, throwing food or items, or overt insubordination.

Encouragement procedures:

1. Staff will consistently encourage responsible behavior through positive interactions.
2. Initiate positive attention and friendly interactions.
3. Provide verbal praise for following cafeteria rules and expectations.
4. Provide verbal praise for meeting one or more of the school's guidelines for success.
5. The principal will congratulate the student body over the intercom when the students demonstrate responsible behavior during lunches.

Supervision Responsibilities:

1. There will be assigned supervisors in the cafeteria. These supervisors will be trained by the principal, and will have periodic meetings during the year.
2. The principal will assist with the cafeteria supervision.
3. All supervisors will circulate through cafeteria, interacting with students in a friendly manner.
4. If a student violates a rule, supervisors will use a firm, respectful voice to tell the students what he/she should be doing.
5. For repeat infractions, supervisors will implement a mild consequence such as positive practice, or assigned seating.
6. If a student refuses to follow direction or argues, the student will be calmly told that he/she can choose to follow the direction or be referred to the office for insubordination.
7. If a student refuses to go to the office, no attempt should be made to physically remove him/her. Inform the principal of the incident immediately.

Teaching Responsibilities:

At the beginning of the new school year and after long vacations, classroom teachers will teach the rules and good manners as stated in Parent Education.

CLASSROOM PROCEDURES

What the research says:

- "Effective teachers spend most of the first two weeks of the school year teaching students to follow classroom procedures.
- Ineffective teachers begin the first day of school attempting to teach a subject and spend the rest of the school year running after the students."
(Jones, 1995)

Why procedures are important:

Students readily accept the idea of having a uniform set of classroom procedures, because it simplifies their task of succeeding in school. Efficient and workable procedures allow a great variety of activities to take place during a school day, and often several activities at a given time, with a minimum of confusion and wasted time. If no procedures are established,

much time will be wasted organizing each activity. The students will have to guess what to do. As a result, undesirable work habits and behaviors could develop which would be hard to correct.

How to prepare for the First Days of School:

1. Before the school year begins, the teacher should decide what activities will be taking place during the school year.
2. Then the teacher should make a list of the procedural steps the students must follow to participate in these activities.

Typical Classroom Procedures:

- Entering the classroom
- When you are tardy
- End of period class dismissal
- Listening to/responding to questions
- When you need a pencil/paper
- Indicating whether you understand
- Coming to attention
- When you are absent
- Working cooperatively
- Changing groups
- Keeping your notebook
- Going to the office
- When you need help/counseling
- Knowing the schedule for the day/class
- Keeping a progress report
- Finding directions for each assignment
- Collecting/returning student work
- Getting materials without disturbing others
- Moving about the room
- Going to the library/computer room
- Heading papers
- When you finish early

Effective classroom managers know: You seemingly waste a little time at the beginning to gain time at the end.

(See the First Days of School, Unit C for Solutions, Harry Wong)

CLOSED CAMPUS

Clyde Jr. High School operates a closed campus. Students are **not** allowed to leave campus at any time or for any reason without a parent signing them out. Students may not come on campus in the morning and leave campus before school starts. Students may not leave campus after school and return to campus. Students may **NOT** go to Howle's.

COMPUTER ROOM USE

Please contact the computer lab coordinator to schedule your class in the computer room. **Teachers should remain in the computer lab with their class while students are working. Students are not allowed to be in the computer lab without a faculty or staff member in the lab with her/him.** Please do not send students to work on assignments during tutorials unless arrangements have been made for a staff member to be with them.

CONDUCT GRADES

Conduct grading is as follows:

E=Excellent – The student has an excellent attitude. He is very cooperative and never has to be corrected. He conforms to all school rules and regulations and contributes to the class learning situation.

S=Satisfactory – The student's behavior is generally acceptable.

N=Needs Improvement – The student is consistently uncooperative and his attitude is unsatisfactory. The student has been referred to the office by a classroom teacher and has received disciplinary action from the Principal, one time during the six weeks. Parents must be contacted.

U=Unsatisfactory – The student is insubordinate and unwilling to conform to school rules and regulations. The student has been referred to the office by a classroom teacher and has received disciplinary action from the Principal two or more times during the six weeks. The Principal is consulted in giving this grade. The parent is contacted.

A student receiving either an N or U in conduct forfeits his/her eligibility to try out for cheerleader, mascot, and officer positions in Junior Beta Club and Student Council.

CRIME STOPPERS

Clyde Junior High operates a Crime Stoppers program. The goal of fostering a safe and civil school in a positive learning environment is supported by this program. Students are encouraged to make decisions that will assist in making our school a safe place in which to learn as they follow the Student Code of Conduct. Students observing inappropriate behavior of another student can make a confidential report to the principal without fear of being revealed to the perpetrator. If a crime is solved, the reporting student will confidentially receive a monetary reward.

DRESS AND GROOMING STANDARDS

All employees are expected to maintain a clean, neat, modest, professional appearance at school and school functions. Following are some general guidelines:

- Any attire that may cause disruption of the educational process in the classroom or would be inappropriate shall not be permitted.
- Athletic tennis shoes and "croc" type shoes are not appropriate unless teaching P.E. at the time.

- Blue denim jeans may be worn on Friday only unless it is a game day approved by campus administrator and worn with a spirit shirt.
- Shorts are inappropriate attire in all areas, except physical education classes, or as approved by campus administrators.
- Sweats are not appropriate in any area.

DRUG AND ALCOHOL ABUSE

Because it is the view of the Clyde Consolidated Independent School District that the use of illegal substances is both wrong and harmful and that the modeling of substance-free behavior is vital to the mission of this institution, it is the policy of the district that employees of the district are prohibited from the possession, use or distribution of illicit drugs and alcohol on school premises or at any of its activities. Disciplinary sanctions for violations will be imposed by district officials. These include those up to and including termination of employment and referral for prosecution as applicable for the violation of stated standards. In cases of proven illegal activity related to substances, the employee may be terminated for violations that occur within or outside the context of school activity.

The nearest Council for Drug and Alcohol Abuse may be contacted at 1-800-444-9999.

DRUG DOG

We will use drug dogs on an unscheduled basis. **Do not let students out of class to go to lockers or restroom while dogs are in the building unless they are called to the office.**

The dog will sniff all lockers and visit one classroom per visit. When the dog visits the classroom, please have students leave jackets, purses, backpacks in the room and file out into the hall in a quiet orderly manner.

EMAIL

Please be aware that anything you write or send via email can and will be made available to the public upon request per Texas Public Information Act. Also be mindful that there may be a necessity to access your computer by district or regional technical personnel to check for computer problems. Check your email DAILY. Announcements and information will be communicated from the office via email.

EMERGENCY EVACUATION INFORMATION

FIRE EXIT DRILL

3 BELLS - EVACUATION

All persons exit the building safely to designated areas. No running or crowding.

2 BELLS/TONES - RETURN TO BUILDING/CLASSROOMS

1 BELL/TONE - HALT

Follow the evacuation directions on the campus maps.

LOCKDOWN DRILL

Code – TBA

TORNADO DRILL

1 LONG BELL

JUNIOR HIGH Building

Students should be taken to the **nearest interior** classroom and kneel against the interior wall of that room.

ART ROOM

Art room students should go into the supply room. In all other rooms, students should kneel in the disaster position along the walls away from the doors.

P.E. GYM & AUDITORIUM

Students should kneel against the interior walls and bottom of east stairs away from the door.

MAIN GYM

Students should kneel against an interior wall in the dressing rooms.

CHOIR ROOM

Students should be taken to room MS-5's hallway and bathrooms.

All personnel must participate in Fire and Tornado Drills. Teachers should carry a roll sheet or grade book as they exit the classroom to insure student safety.

EXTRACURRICULAR ACTIVITIES

Coaches and sponsors of extracurricular activities will have the responsibility to check on student grades and extracurricular absences. Be sure that no ineligible student participates in an activity.

Mr. Edwards will be in charge of scheduling the calendar of activities. Please check with Mrs. Warrick in the office for the official school calendar.

All activities will be scheduled on a *first come, first serve* basis unless extenuating circumstances justify.

All athletic contests must be approved by the Athletic Director first.

Activities should not be scheduled after 6:30 pm on Wednesday night, on Sundays, or on board meeting nights. Regular board meetings are held on the first double digit Monday of each month.

All Saturday activities should be approved by the principal and athletic director.

Please be sensitive to student's time. Everyone uses the same students and they can very easily become overworked. UIL activities will take precedence over other non-UIL activities.

FACULTY AND STAFF SIGN OUT

When you leave campus during the school day, please come by the office and sign out so that we can reach you in the event of an emergency.

FAILURE NOTICES

Failure notices should be given to the counselor on the following days:

<u>1ST SEMESTER</u>		<u>2ND SEMESTER</u>	
<u>*3 Weeks</u>	<u>6 Weeks</u>	<u>*3 Weeks</u>	<u>6 Weeks</u>
Sept. 15	Oct. 6	Jan. 22	Feb. 23
Oct. 27	Nov. 10	Mar 23	Apr. 13
Dec. 1	Jan. 5	May 4	June 3

* Three week grade dates are subject to change. Please check with counselor or office for updated schedule.

Each teacher will complete letters to be sent to the parent for Failure Notices. The letters are in the counselor's office. Each letter should have a Progress Report attached. The counselor will mail the notices. No one should mail their own notices.

FAX

A fax machine is available in the front office. When you fax be sure and document the use. Our fax number is 325-893-2134.

FUND RAISERS

(See Activity Account Standards and Activity/Fund Raising.)

GENERAL INFORMATION

1. **The regular workday is from 7:40 a.m. until 3:45 p.m.** Please be on time. Teachers need to be in the classroom by 7:45 and on campus until 3:45. Please be in your rooms after lunch to greet your students as they enter your classroom. Also, teachers standing at doorways during passing periods will help eliminate problems in the hallways. At **no time** will students be left unattended. If an emergency arises and you need to leave your classroom, inform a colleague in order that the class will be monitored. It is very important that teachers stay **highly visible** particularly during unstructured times.

2. During the time a student is suspended, the maximum grade allowed will be a 75 in accordance with district policy.

3. Report cards will be sent home on Thursday immediately following the Friday that the grading ends. If a student makes below a 70 in any class, a conference with the parent is recommended.

4. Please be responsible with the copy machine. Use either copier in the workroom or the teacher's lounge. Please **DO NOT send** students to use the copy machines. Contact Mrs. Warrick if the copier needs repair or toner.

5. Attend all faculty meetings unless prior arrangements are made with the principal.

6. Do not ask other teachers to cover your class without approval from the principal. **If you leave campus you must sign out in the office.**

7. Maintenance work order forms are located in the boxes in the workroom. If work needs to be done in an area, fill out a work order and turn it in to the principal. It will not be repaired if we do not ask.

8. Please let the office know if a visitor or stranger shows up on campus. Do not allow parents or other visitors to disturb you classroom.
9. Teacher appraisals will be conducted by the principal or assistant principal. Each teacher will have one observation by one appraiser. The observation period may or may not be scheduled. (Ours will be scheduled). We will use the PDAS instrument this year. Teachers will still receive a copy and have the right to a conference. The observation data will be used only for contract renewal.
10. Students are not to use the phone unless there is an emergency. Please do not send students to the office to use the phone; this is for business purposes only.
11. Various forms are located in the teacher's lounge or you may ask Mrs. Warrick.

GRADING

Please inform your students of the expectations you have for them in the areas of your grading policy and citizenship policy. The policy needs to contain information concerning how the student's grades will be calculated. This should be done during the first few days of school. Please post your policies inside the cover of your grade book. It would be a good idea to review your policies at the three-week period during each six weeks grading term.

The school year is divided into two semesters of three six weeks periods. Any class or course taught will have a minimum of 12 grades during each six week period. The minimal passing grade is 70. Numerical scores shall be used for promotion purposes and course credit. A junior high student must have an overall average of 70 as well as an average of 70 in at least three of the following subjects: language arts, mathematics, social studies, and science. Maintenance of a grade of 70 in each subject area is required for participation in extracurricular and other school related activities.

Six weeks grades will be composed of independent practice and checks for mastery of T.E.K.S. objectives. Notebook grades and procedural grades may be included but not if it is the sole basis of failure.

Six weeks tests are recommended but not mandatory for all areas. If administered, these tests will count **no more than 1/5** of the six weeks average. **Semester tests will count 1/7 of the semester grade.**

Midterm and final exam schedules must be followed by all teachers unless prior arrangements have been made through the principal's office.

Copies of these exams must be filed in the principal's office prior to the exam date. **Remember**, all materials that appear on a six weeks or semester exam must have been previously tested on prior checks for mastery. This will ensure "no surprises" and be fair for all students as they enter into these important examinations. Students who have not completed all assignments by the end of any six weeks grading period must be recorded as incomplete.

At least once every six weeks, the district shall give written notice of students' grades in each class or subject. The report shall also include the number of times the student has been absent. The report shall clearly specify the level at which the student is functioning. At the end of the first three weeks of a grading period, the district shall provide notice of progress to the parents of a student whose grade average in any class is lower than a 70 or whose grade average is deemed borderline by the district.

If a student was passing at three weeks, but will fail the six weeks, notify the parents prior to the end of the grading period. In other words, **No Surprises!** Notify parents ASAP. Teachers are **not** to give a grade of **69** on a report card. There are too many variables in grading at this level to be that precise. We will not give a grade lower than **50** on a report card except for the 3rd and 6th six weeks. For Pre-AP courses, add 5 points **if** the student's average is 80 or above.

In keeping with the integrity of educational pedagogy it will be necessary for a portion of all tests to be formatted similarly to the TAKS.

Pre-AP GRADES – Teachers should add 5 points to the 6 weeks grade for Pre-AP students. 5 points should be added to Pre-AP semester exam grades.

HALLWAYS

The following is a list of expectations designed to help staff increase consistency while supervising common areas, and to provide teachers with a basis for teaching and re-teaching responsible behavior. Given the complexity of expectations, students should not be asked to memorize or verbalize these expectations.

1. When moving from one class to the next, students will walk safely through the halls on the right hand side.
2. Normal speaking voices will be used in the hallways. When classes are traveling in hallways there should be no talking.
3. If a staff member requests that you correct your behavior, do what the staff member asks you to do.
4. If a staff member asks to speak with you or speaks to you, stop and talk with that person.
5. During class time, you must have a signed pass to be in the hallways.
6. No loitering in the hallways.
7. Students should keep their hands to themselves. There should be no shoving, running, or tripping in the halls. Treat others with dignity and respect.
8. Keep backpacks and other personal items in your locker or with you.
9. NO HATS!!!

Consequences for Infractions:

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

1. Verbal reminder
2. Positive practice – for example, have the student go back and walk.
3. Have the student practice the responsible hallway behavior for several minutes.
4. Briefly delay the student.
5. Use office referral only for insubordination or for dangerous or illegal situations.

Encouragement Procedures:

Staff will consistently encourage responsible behavior through positive interactions.

1. Initiate friendly interactions with students.
2. Compliment individual students on their safety, courtesy, and respect.
3. Compliment a teacher (so students can hear or write the class a note), citing examples of individual or class-wide responsibility.

Supervision Responsibilities:

1. Each teacher is responsible for being at their door at 7:50am.

2. While in the hallways or at their doorways, staff will interact positively with students as they pass. Staff will be warm and invitational when supervising.
3. If a student violates a rule, use a respectful but firm voice to inform the student of what he/she should be doing. Point out the appropriate behavior the student needs to exhibit.
4. For repeat infractions, have the student go back and walk, or delay the student so he/she is not allowed to socialize with friends.
5. If a student refuses to follow your instructions, inform him/her that he/she can choose to follow your instructions or be referred to the office for insubordination. Insubordinate students should be escorted to the office. If the student refuses to accompany you, make no attempt to physically take the student. Simply inform the principal of the incident.
6. Support staff will assist in monitoring the hallways but will not replace teacher supervision.
7. Teachers will be responsible for escorting their classes to and from the Computer Lab and Library.
8. Students who are working in the hallways will be limited to 2 students per classroom – quiet voices will be used. Students are to be supervised at all times; therefore, teacher's doors will remain open.

Teaching Responsibilities:

1. At the beginning of each school year, there will be a short lesson on hallway expectations in each classroom. These lessons should be conducted in a way that helps students understand why procedures have been implemented (i.e., safety, respect, setting a calm student tone for entering class, etc.) Lessons should be presented in a way that implies staff and students will work together.
2. If there are recurring problems in the hallways exhibited by a large number of students, the Hallway Committee will be asked to reconvene and will attempt to work out new procedures for improving the situation.
3. The principal or another designee will review hallway expectations with student teachers, assistants, and make extra folders for substitute teachers.

HOMEWORK

HOMEWORK SERVES A PURPOSE WHEN IT:

1. Provides essential practice in needed skills.
2. Trains pupils in good work habits.
3. Affords opportunities for increasing self-direction.
4. Enriches and extends school experiences.
5. Helps children learn to budget time.
6. Brings pupils into contact with resources outside the school parameters.

EFFECTIVE HOMEWORK CRITERIA

1. Homework should have a valid purpose.
2. Homework should be within the capabilities of the student.
3. Students are to have completed guided practice.

4. Students should understand what they are to do.
5. Homework should grow out of the school experience.
6. The assignment should not tempt the student to merely copy information.
7. Homework should be able to be evaluated fairly and/or used in the daily program.
8. Homework should provide sufficient independent practice without being excessively long or repetitive.

Be aware of, sensitive to, and considerate of student activities when assigning homework or tests. Homework should not be assigned on game days, nor should tests be scheduled the day after a game.

INCOMPLETE GRADES

All incomplete grades need to be turned in to the counselor **by the 5th day** after the six weeks ends.

INTERACTIVE TELEVISION WAIVER

I understand that in an interactive television environment, including but not limited to, distance learning, virtual field trips, and video conferencing my voice, physical presence, and participation in activities will be transmitted to distance sites. I hereby agree that my voice, presence, and participation in these activities will not be a violation of my personal rights and hereby release any claims for the use of such during the duration of the interactive television activity. My signature on the last page of Teacher Handbook represents my compliance.

ISS/AEP

Assignment sheets need to be detailed. **Please have work prepared and delivered to the principal's office by 8:00 a.m. on the first day the student attends ISS/AEP.** Remember that students in ISS/AEP will usually finish work faster than in the classroom. All returned assignments should be graded as if the child had been in your classroom that day. If students are in ISS, be sure and drop by to check on them.

LESSON PLANS

Lesson plans will be filed in the secretary's office each Friday for the upcoming week. For unexpected emergencies, please have a lesson plan available that can be easily located and followed by a substitute. **A substitute folder** should be developed and maintained that would allow a substitute to teach your class in the event of your absence. Teachers will be notified if lesson plans are not received.

LIBRARY USE

Please contact Ms. Wilson to schedule your class for the Library. The Library is to serve as a resource for your student. Please stay with your students during their Library time.

LUNCH DETENTION GUIDELINES

Students will be assigned to Lunch Detention for excessive tardies in a class and for committing minor infractions to the Code of Conduct.
(See Class Tardy Policy.)

MAKE-UP WORK

Students will be allowed one day of make-up for every day of absence provided they are not in violation of their attendance mandate. Should a violation of this nature occur, the attendance review committee will decide the status of make-up work if credit for the course/s in question is in jeopardy.

Students may not be given make-up work prior to an absence unless circumstances dictate an extended period of absenteeism due to unusual circumstances beyond the control of the student and/or parent. Such a situation must be coordinated between the school counselor/principal and the parent. All make-up work, except under extenuating circumstances, must be completed by the last day of the grading period.

PARENT EDUCATION

1. Students should be dropped off no earlier than 7:30 a.m.
2. Students being driven to school should go to the cafeteria if they wish to eat or to the main building. During inclement weather students go to the main building. Students arriving at school after 7:50 a.m. must be signed in at the front office by an adult.
3. Students eating breakfast need to arrive by 7:30 a.m.

PARKING

All Junior High personnel must park in the front of the school. No parking in the "Old" Junior High parking area.

PASSES

If sending a student to the office to run an errand or to the nurse due to sickness, the appropriate hall pass should be filled out by the teacher. Restroom passes should be issued as well. Students stopped in the hallway without passes will be asked to return to class.

PEP RALLY SCHEDULE

Pep rallies will be on Thursdays during the football season. Teachers should sit with students and encourage participation. (Schedule TBA)

PURCHASE REQUISITIONS & CHECK REQUESTS

Because of state accounting regulations, there are guidelines that we must follow when purchasing items. Therefore, all purchases must be processed through the principal. Follow these procedures when purchasing items:

1. Fill out a form with all the necessary information including vendor number, quantity and total. Forms are available on the districts' website.
2. The secretary will enter all Purchase Requisitions/Check Requests on the computer.
3. Be able to justify the expenditure.
4. When the purchase order number is issued you may order.

5. When the merchandise arrives, make a notation on the packing slip that the items have been received and give the slip to the office.
6. Athletic requisitions must be signed by the Athletic Director first, then the principal.
7. We must all live within our budgets.
8. If you buy an item without a purchase order, you run the risk of having to pay for it yourself.
9. When requesting student or teacher travel money, allow enough time to get a check or P.O. processed. At least a week in advance is a good rule of thumb. Checks are made out on Thursdays.
10. Requests for checks from an **Activity Account** should also have a check request form with all info (with the exception of vendor #). A receipt **MUST BE** returned to the office by the first school day after purchase for all checks issued.

SCHOOL SAFETY

Our number one priority is to maintain a safe school environment for all. If you hear any types of threat (even in jest) send for office help immediately.

SICK LEAVE/PERSONAL LEAVE DAYS

Each employee receives five state personal leave days and five local personal leave days. Any subsequent days will be assessed at the employee's daily rate. Unused days, both local and state are cumulative.

If you know you are going to be absent more than 24 hours in advance, notify Mrs. Warrick **as soon as possible**. If you discover you need a last minute sub (less than 24 hours notice), please contact Mr. Edwards. Substitute teachers are at a premium – **make your plans early**. You may reach Mr. Edwards at **893-2577** or Mrs. Warrick at 893-5131.

SPECIAL EDUCATION STUDENTS

Ms. Carr will provide a list to all teachers of students that qualify for special education services. It is essential that teachers who have these students in their classes comply with the modifications of the ARD committee. If you are unsure of how to modify grades or assignments, please see one of the resource teachers or the principal. Mrs. Carr will monitor the continuation of services form for all mainstreamed students. She will also provide each teacher of Special Education students with the orange folder containing modifications for individual students. It is a good practice for teachers to consolidate the modifications for students in their class onto one sheet for quick reference. Mrs. Carr will be responsible for coordinating the Special Ed. Program and will be available to assist teachers with implementing modifications. Mrs. Carr, Mr. Caffey, Ms. Schwandner, and Mr. Edwards are resources available for you on this campus.

TARDY POLICY

Students must be at their assigned place, in the classroom, at the tardy bell. Tardy accumulation count restarts each six weeks.

(Each grade level has determined its policy but will be similar in all grades.)

- 1st tardy – Verbal warning
- 2nd tardy – Phone call/Classroom consequence – set by individual teacher
- 3rd tardy – Notice of concern to parent/guardian

- 4th tardy – Office referral

Consequences for Non-Compliance with Classroom Behavior Expectations:

1. 2 marks
2. Classroom consequence
3. Notice of concern sent to parent/guardian
4. Lunch detention (NO fewer than 5 days)
5. Office referral

SEVERE misbehavior may result in immediate office referral.

A copy of the Lunch Detention form goes the office so it can be mailed home within 24 hours of the infraction.

TEACHER MAILBOXES

Please check your mailbox twice a day. Your box is located immediately **BELOW** your name in the teacher's lounge. You never know what you might be receiving.

TECHNOLOGY WORK ORDERS

If you are experiencing technical difficulties with equipment, fill out a technology work order on-line. Please see our District website: www.clyde.esc14.net where you will find a link to Technology Help.

TESTING DATES

TAKS TESTING DATES

March 3, 2010	Grade 8 Reading Grade 7 Writing
April 6, 2010	Grade 8 Mathematic
April 27, 2010	Grades 6/7 Mathematic
April 28, 2010	Grades 6/7 Reading Grade 8 Reading (retest)
April 29, 2010	Grade 8 Science
April 30, 2010	Grade 8 Social Studies
May 18, 2010	Grade 8 Mathematic (retest)
June 29, 2010	Grade 8 Mathematic (retest)
June 30, 2010	Grade 8 Reading (retest)

TEXT BOOKS

State approved textbooks are provided free of charge for each subject or class. Books **must** be covered by the student as directed by the teacher.

Students who are issued a damaged book should report that fact to the teacher. Fines will be assessed for damage to textbooks as per district guidelines. Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian. Also, grades will be withheld until fines are cleared.

A record of all textbooks issued with students name and book number should be kept on file in your room and in the office.

THREE-WEEK REPORTS

Three-week grade reports will be mailed the week following the third week of the grading period. We will provide specific information each six weeks regarding when they are due in the office. Reports can be printed easily from Gradebook. Send a grade report to any student that has a 74 or below average, not just students that are failing. This has become more important due to the 3-week suspension for UIL activities.

TIME CLOCK

ALL para-professionals, as well as custodians, must clock in each day when arriving and leaving for the day. The time clock is located in the copier room. Walkie-talkies will also be worn by each custodian as well as office personnel and the nurse. These will also be kept in the copier room and office. Please re-charge your walkie-talkie as needed.

TRUANCY

All students are expected to be in school unless they have parental approval to be absent. Any absence that occurs without the knowledge and approval of the student's parent(s) is truancy. Attendance is primarily student and parental responsibility. When a student is truant, the work missed can be made up, but the maximum grade will be a 70. A parent conference will be held with the school principal before the student may be allowed to return to school. (Leaving school without school authorities' permission and not signing out in the office is considered truancy.) Under the State Compulsory Attendance Law, truancy may result in court action for a student and parent(s). Students leaving class without teacher permission and students cutting class are also considered truant and will be subject to disciplinary action.

TUTORIALS

Tutorials will be held during the Activity period.

VISITORS

All parents and visitors must check in through the office and receive a Visitor's Pass before being allowed into a classroom, cafeteria, or gym. Cordially remind parents and visitors who show up at your door without a Visitor's Pass that our school rule is for **all** to check in through the office, sign the visitor sheet and receive a Visitor's Pass. This is done strictly for the safety of our students. Please notify the office immediately if you have a visitor who refuses to comply. It is your duty to request an individual check in at the office if:

1. They don't belong here
2. They do not have a badge

Clyde Junior High School 2009-2010

Receipt of Teacher Handbook

I have received a copy of the Clyde Junior High School Teacher Handbook. I understand and consent to the responsibilities outlined in the Clyde Junior High School Teacher Handbook.

Teacher/Faculty/Staff Signature

Date