

KERMIT PK-8

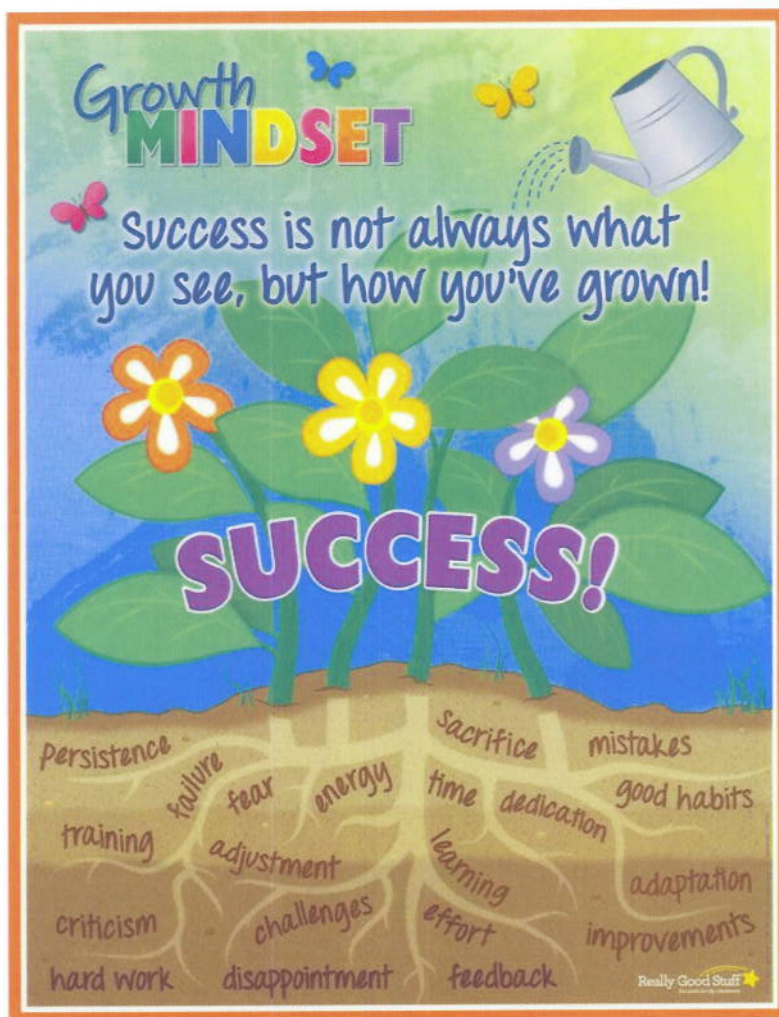
Teacher/Staff Handbook

Deborah Starr, Principal

Ashley White, Assistant Principal

Mission Statement:

"Planting Knowledge, Growing Minds, Harvesting Success!"



"Teachers plant the seeds of KNOWLEDGE that bloom a LIFETIME."

Tammy Hodge, Secretary

Jordan Browning, Counselor

This handbook is designed to give all staff members a ready source of information about the operation and philosophy of Kermit PK-8.

It is expected that every staff member will read the 2018-19 Handbook at least once in order to become familiar with its content. When questions arise in the future about any operational or policy matter, the staff member will then know where to locate the answer.

Since it is our goal to provide the best possible learning atmosphere, it seems appropriate that everyone be familiar with the school operation and that we practice consistency in our contacts with students. This can only be accomplished if everyone has access to the same information.

The information in the 2018-19 Handbook is intended for staff use only. As a teacher at our school, and an employee of Mingo County Schools, you are expected to know the rules and policies for the school and county. The best way to do so is to read the Student/Parent Handbook and the Teacher/Staff Handbook and to become familiar with the Mingo County Schools website and our Kermit PreK-8 website. Handbooks provide procedures for handling routine matters, clarify expectations of teachers, and provide a unified approach to our service to students, to the community, and to the Mingo County School System. **Staff members are responsible for all information in the handbook.**

On the last page of this handbook is a list of Mingo County Schools Policies and Procedures that you must be familiar with as an employee of Mingo County Schools. Go to the following websites to view and read the policies listed:

<http://wvde.state.wv.us/policies/>

<http://www.neola.com/mingo-wv/>

We are glad to have you are a part of Kermit PK-8, where we are planting seeds of knowledge that will bloom a lifetime.

We are looking forward to an enjoyable and successful year.

Deborah Starr, Principal

ABSENCES (TEACHER)

Teachers must use the sub calling system to ensure a sub will be called. As a professional courtesy, teachers must notify Mrs. Starr by email or text. Do not call any substitutes on your own. Lesson plans are to be available for the substitute. Upon return to school, absence/sick forms are to be filled out **on the day that you return**. Please see the secretary as soon as possible when you return to school so that you can sign your absentee/sick leave form. If it is necessary for you to leave school at any time during the school day, administration must be notified.

If you need to take extended leave, discuss this with the principal. If you need to leave early or come in late, notify the principal as soon as possible. Arrangements will be made on individual circumstances. Remember, when you are not in the classroom, your students will not learn as much with a substitute. You **are** the key ingredient to a productive instructional day.

ACCIDENT REPORT

When an accident occurs, teachers are to aid the victim and notify the office and the nurse. Accident reports must be filed with the office as soon as possible. Please, when filling out an accident report, make it as detailed as possible. If a staff member is injured while at school or at a school-sanctioned function which they are supervising, the office and the nurse must be notified immediately and paperwork completed within 24 hours.

ADDRESS UPDATE FORMS

Closely monitor possible relocation, or other changes, of our families. Updated parent information is crucial for our records when situations occur to contact parents.

ADVISORY RESPONSIBILITIES

This year 2018-19 every teacher will be assigned as an Advisor for a group of students instead of a homeroom teacher. The students in grades 6 through 8 at our school will have a career portfolio. The purpose of an Advisor and LINKS is to advance student learning, success, and development in a **proactive, deliberate, developmental** manner by establishing a personal relationship with at least one consistent adult who facilitates weekly lessons and serves as an advocate for their students. LINKS (Learning, Individualized Needs, Knowledge and Skills) provides a vehicle for schools to 'link' to other school and community initiatives and develops the whole child through a system of individualized supports for each student. LINKS is a grade 5-12 West Virginia Student Advisement Model and is research-based and standards-based. We will be providing LINKS lessons during our SPL period once or twice a week. The websites listed at the end of this section provide planning and implementation tools, including curriculum maps and standards-based lesson plans designed to enhance academic, career and personal-social development for West Virginia middle and high school students.

The LINKS curriculum is designed to bridge the gap between what is taught in the core curriculum and the skills necessary for success in school, post-secondary education and the work place by addressing **six major skills areas**:

- School Success Skills
- Academic Planning
- Career Exploration
- Post-Secondary Planning

- Interpersonal/Life Skills
- Work Ethic

Why do we need LINKS? Students need a caring adult to provide individualized support to successfully navigate school, develop personalized plans and to prepare for 21st Century success. To read more go to the following links: <http://wvde.state.wv.us/counselors/links/>
<http://wvde.state.wv.us/policies/p2520.19.pdf>

ASSEMBLIES

Assemblies and activities will be held throughout the year to provide entertainment and academic enrichment. Teachers should escort their classes to all assemblies/activities and stay/sit with their class to help supervise. If you have ideas for specific assemblies, please notify the office.

ATTENDANCE

It is imperative that we make every effort to report attendance in an accurate and timely manner. Please make sure to take attendance at the beginning of every class period. In the morning take attendance for the day and send your absence list to the office after you have submitted it WVEIS. The Mingo County Automated Calling System will make a call later in the morning. If a student misses three consecutive days, the teacher is to contact the parent/guardian.

BUILDING AND ROOM REGULATIONS

Teachers need to decorate their rooms to motivate and enhance student learning and success. Teachers should see that their room is organized, papers picked up, lights out, and windows locked before leaving school. Remind students they are to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office and will be responsible for financial restitution.

Teachers are to be in their rooms whenever students are present. You are liable if there are accidents or injuries to students left unattended, you are accountable. If there is an emergency, call the office or notify a teacher next to you to watch your class. DO NOT leave students unattended.

Teachers are expected to be at their door to greet students and monitor hallways during transition time between classes.

BUILDING MAINTENANCE REQUEST

Repairs or maintenance items need to be turned in to the office. If there is a problem in your room, please notify the office as soon as possible so that the issue is addressed. You may notify the principal or assistant by email, that way you will have a copy of your report. Heating, air conditioning, and any safety issues are examples of problems that should be reported immediately.

BULLETIN BOARDS

Bulletin boards are an important part of your classroom. They should be kept current and used appropriately to keep students interested and up-to-date. We also have cork strips in several locations throughout the building to display student work or other information. We want to create an environment conducive to learning and to celebrate student success.

CALENDAR

Teachers should clear all guest speakers, trips, and meetings with the principal before scheduling. This is to avoid scheduling errors and duplication of times. All teachers should keep a copy of the state approved county schedule and the county schedule of events in their lesson plan/grade books.

CLASSROOM VISITATION AND SUPERVISION

Administration will conduct walkthroughs of each classroom formally and informally as part of the teacher evaluation process. The purpose of this is to improve instruction and student learning. There will be both announced and unannounced visits by the school administration, central office, etc. Notify administration on days of special projects or performances so they can attend/observe.

COMPUTER USE

Teachers are to avoid inappropriate websites, or websites that have no educational relevance or value. Under no circumstances are students to have access to a teacher's computer. Disciplinary action will be taken against the person who is **logged in** to the offending computer, not necessarily the person who is misusing the computer. It is a good idea to log out of your computer if leaving it unattended for an extended period of time. All students and employees will sign an Internet Acceptable Use Form prior to computer use. Students will be assigned a computer in the lab by the Instructional Coach, Stella Brumfield and whatever class they are in (Math, Science, Social Studies, etc.) that is the computer they will use. Teachers are responsible to fill out the computer log when in the lab and to monitor the class. No teacher should be sitting and using a computer during the time they are to be supervising students in the computer lab.

CONFERENCES (PARENTS)

Teachers should contact parents (phone calls, LiveGrades, parent note) any time there is a problem with a student, whether it is academic, social, or behavioral. Parents need to know how their child is doing at school. Frequent parent contacts strengthen the relationship between the school and home. Positive calls or post cards often make a situation much smoother if a problem arises in the future. Parents do not like surprises.....contact them before report cards come out if there is a problem. Make it your goal to contact 100% of the parents at least twice during the year. **Reminder: Document all communication with parents!**

COPIER AND RISOGRAPH MACHINES

Because paper and toner are expensive, please consider all copying needs carefully. Copiers are located in the teacher's workroom. It is the responsibility of the teacher to monitor the number of copies being made. The use of worksheets is discouraged. Students should be actively involved in the learning process and doing projects or activities that provide rigor and relevance. The color on our copy machine is not to be used unless approved by administration. Nothing personal is to be copied on school.

DATES TO REMEMBER

There are countless events that happen during the course of a school year. You will receive a Mingo County Schools Calendar of Events at the beginning of the school year. Ms. Starr will provide a weekly schedule for your convenience. As with any schedule of events, unforeseen circumstances may lead to these dates and times being changed without notice or with short notice. We will do our best to keep you updated and informed.

DISCIPLINE

Teachers should handle the minor discipline problems in their classroom using their classroom management plan first! If a problem persists (or is severe) don't hesitate to involve the principal/assistant principal. Before problems become serious, talk to the student and the parent about the situation. Frequent contact with parents is important in maintaining good discipline. When sending a student to the office, it is important the teacher send with the student a referral. Please read WVDE Policy 4373- Expected Behavior in Safe and Supportive Schools including Bullying.

DRESS

Teachers should dress in a manner that represents our profession. If you have questions about what is appropriate, don't hesitate to ask. Additionally, teacher attire should not contradict anything that is prohibited for student attire. The employee and student dress codes can be found on the Mingo County Schools website. We may, on some celebratory occasions, have Dress-Down days and an opportunity to wear jeans, spirit clothes, etc. You will be informed concerning those.

DUTIES

All teachers will be required to do duties. These will be rotating duties throughout the school year. Some will be on Lunch Room Duty while others will be on morning and evening Bus Duty. You will be receiving a duty schedule.

FILMS/MOVIES

All films or movies are to be previewed by the teacher. Movies/films should reflect the curriculum of the district. If you are showing a reward film, office and parents need to be notified. Parents should be notified that you will be showing the movie, and the name of the movie. This notification should be done early enough so that parents have sufficient time to opt out of letting their child view the film. What you may not find objectionable, a parent might (based on the content of the film and their knowledge of their child). The principal/assistant principal should be notified whenever you are showing a film.

FIRE AND EMERGENCY PROCEDURES

Teachers are responsible for seeing students know what to do during emergency situations. Instructions should be posted in each room. Teachers should practice with students during the first week of school.

Lockdown: The district-wide phrase for a lockdown will begin with the words "**LOCKDOWN**" coming over the intercom system. Everyone will remain in lockdown until the release code is announced. You will be given the release code at a faculty and staff meeting.

Fire Drills: Bring class list and red/green card with you as you direct students to the nearest fire exit. Have your class line up outside, a safe distance away from the building, and take roll. If you know everyone is safely with you, hold up a green card. If you are missing students, hold up a red card.

You will receive an updated copy of our schools Emergency and Crisis Plan.

GRADE BOOK

Our grading system should be explained to students and justified when necessary to students and parents. It is important to keep parents informed if grades are falling. Report Cards/Progress Reports go out every nine weeks and an interim report at midterm.

MINGO COUNTY GRADING SYSTEM	
Grade	Percentages
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

HALL PASSES

The teacher is responsible to see students do not leave class without a pass specifically stating the destination, time, date, and name of the person issuing the pass. It will be assumed students without a hall pass or without complete information have left your supervision without your knowledge and they will be sent to you for a written explanation. We discourage you in allowing students to leave your class unless it is an emergency situation. Restroom breaks should be taken during transition time.

HOMEWORK

Teachers should decide on a reasonable amount of homework to assign pupils. Studies have concluded a good rule of thumb is ten minutes per grade level. Homework should enhance the lessons in the classroom, and be given for a specific reason. Make-up work will generally be assigned after the student has missed two days of school. Students will have one day for each day of absence to complete the work, unless there are extenuating circumstances. It is the administration's belief homework is not be assigned for completion during school holidays and/or long weekends, as this is family time.

HOURS AND TIMES

Teachers are to arrive no later than 7:30 a.m. and may leave at 3:30 p.m. Policy requires teachers to have a schedule of 8 hours per day. If you arrive late, or need to leave early, you are to notify the office. Extra effort should be made to insure you arrive on time each day. Remember, you need to be in your designated area at 7:30 a.m. At times you will be asked to report to meetings before and/or after school. Teachers will have the time 7:30-7:45 a.m. to collaborate and also on Tuesday from 3:15-3:30 p.m. documented Vertical Team Meetings in the cafeteria. Kermit Conversations will be done at various times throughout the week by no more than four staff members. You will be notified if, and when, Mrs. Starr calls for short meetings during this time.

IDENTIFICATION BADGES

Faculty and staff are required to wear their I.D. badges/key passes at all times.

INVENTORY

Teachers should maintain an up-to-date and accurate inventory of materials and equipment. Texts should be marked with the school name. Equipment and materials should be permanently marked with the school name. Inventories are completed on line.

KEYS

If you have reason to be in the building before or after regular hours maintained by custodians, you must have your key card activated for that if approved by administration. Text Ms. Starr any time you may enter building after hours, as the security system is activated during this time.

LESSON PLANS

Lesson plans are to be turned in by Monday mornings in the office, you must sign the sheet provided in the office. There must be a copy placed in your Kermit Lesson Plan Notebook along with your CSO's. **It must state your long term goal on the first page.** It should include objectives that describe expected student behavior, procedures for the lesson, resources, assessment information, etc. Daily plans should include main ideas/activities for the lesson, books/page numbers, differentiation, etc. A substitute should be able to follow your lesson plans without any problems. Sub packets are required to be turned in to the office by September 1st.

LOST AND FOUND

Coats, jackets, other clothing, and lunch boxes misplaced will be put in the container in the gym. Cell phones, other electronic equipment, purses, and jewelry should be turned into the office. Encourage students to write their names on all possessions, and to keep a close eye on them. Remind students that they are responsible for their personal items and that lockers give them the opportunity to secure their belongings!

BREAKFAST LUNCH AND SNACKS

Our breakfast/lunch program is a student feeding program, again this year, all students receive free breakfast and lunch. However, if a teacher wishes to eat lunch at school, you must pay secretary before getting a tray. Adult lunch is \$3.25. We participate in the Fruit and Vegetable Grant, teachers may eat the fruit and vegetable snacks with the students free of charge. Teachers are encouraged to eat the healthy snacks with the students to model healthy eating. During breakfast, the PK-2nd grade teachers will sit with their class. This is a great opportunity for teacher/student conversations and to be present if your students have a need. Teachers/visitors are not allowed in the kitchen area.

MONEY

All money received by clubs, classes, or any organization under the direction of the school is classified as school money according to law and must be accounted for within the school bookkeeping system. Money is not to be left in your room during the day or night, but instead turned in to the office and secretary as soon as possible.

RECORDS

We are constantly being asked to be accountable for grades and performance by students in the classroom. You must be able to justify your record-keeping and grading procedures. Additionally, student records are confidential information and should not be shared indiscriminately. For further information on who shall have access to student records and what is considered directory information, see the Family Education Rights and Privacy Act (FERPA) in on the WVDE website. Refer to WVDE Policy 4350 – FERPA

RESPECT

Do not allow students to belittle, make fun of, or make sarcastic remarks about each other, staff, teachers, or other people. We should be striving to make them more culturally competent individuals. All adults in the building should be addressed as Miss, Mrs., Ms., or Mr. by students or in the presence of students.

RULES, REGULATIONS, & POLICY COMPLIANCE

Teachers are expected to do their best work possible, and to comply with all policies. Teachers who are out of compliance will be notified either verbally or in writing as to the improvements necessary to be in compliance. You should refer to WVDE Policy 5902 – Employee Code of Conduct.

SEXUAL HARASSMENT

Teacher-student sexual relationships and student-student sexual harassment are prohibited under Title IX. The Office of Civil Rights is becoming more involved in these cases, and this area is constantly being defined by the courts. To prevent legal liability, please be aware of the legal ramifications of these issues.

SICK LEAVE AND PERSONAL DAYS

Fifteen sick days and three personal days will be granted each year. When exceeding days for sick leave, you will be docked. Teachers or employees who are out of sick days must request a leave of absence prior to missing work. Inform the office regarding use of a personal day. Mingo County updated sick leave and personal day policies last school year. Personal days must be approved by administration.

SIGN-IN SHEETS

Due to safety and emergency situations there are sign-in sheets in the office, both for visitors and employees. All employees should sign-in first thing when arriving at school. The purpose of this sign-in sheet is to see who is here and in case of an emergency everyone in the building can be accounted for. This sign-in sheet is not for substitute pay or payroll purposes. It is similar to you taking roll in your classroom each morning, so you know who is present and who you have to be accountable for that day. We need to know who is in the building at all times for emergency purposes.

SOCIAL NETWORKING SITES

Teachers are strongly discouraged from having a personal page on “Facebook”, or other social networking sites. Teachers in other districts have experienced problems with inappropriate communications with students, and inappropriate content being posted on their page by themselves or their “friends”. In some cases, teachers have been dismissed due to inappropriate content on their personal webpage’s. Teachers are also advised not to use class time to engage in communications with others of a personal nature. Refer to MCBOE Policies 5136, 7530.02, and 7540.04 (reference WVDE Policy 2460).

SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and attitude of their voice.

Teachers and students are not equal. You command respect of students by being a competent, friendly, fair, consistent, firm professional. Enjoy your students, but keep it on a professional basis. **Teachers are to**

maintain control both in and out of the classroom. This includes the halls, cafeteria, other classrooms, and grounds. Always remember you are liable for the students, whether they are in the classrooms, halls, or restrooms.

Teachers will be with their individual classes during recess, physical activity, gym time, etc. Students are to be closely monitored at all times. Staff will not collaborate with each other, but completely focus on their students to alleviate accidents and misbehaviors; therefore fulfilling our safety standards. When out of the classroom, teachers are to be specifically with their students.

Visibility is the key to supervision. Teachers should be at their door, in a position to monitor students both in the classroom and in the hall during transition times.

Classroom teachers are responsible for escorting their students any time they leave the classroom. This includes, but not limited to, breakfast, lunch, related arts class, library, bus and etc. The teacher is responsible to escort the students to and from these places.

Teachers MUST escort their students to the bus. Many times, we receive calls regarding if -----got on the bus, our teachers can therefore confirm if they did or didn't.

SUPPLIES AND PURCHASE ORDERS

Items to be purchased must be specifically itemized and fully described on an order form. The quantity, description, catalog number, unit price, and total must be listed and turned into Brenda at the office. Brenda will place your order on a (PO) Purchase Order and all PO's must be approved by the principal and Superintendent. DO NOT MAKE PURCHASES WITHOUT A SIGNED PURCHASE ORDER. If you make unapproved purchases, you will be held financially responsible. When order items are delivered, please check and make sure all items are received. "O.K." the invoice, and turn it in to Brenda.

TARDIES

We have had a problem with some student's coming in tardy in the past. We are going to be working together to come up with incentives for getting to school on time. Please document and keep an accurate record of all tardies in the classroom, so we can address this issue. Implement classroom incentives, a copy of your incentive plan is to be turned into Ms. Starr. .

TEACHERS' PROFESSIONAL MEETINGS

Request to attend professional meetings are to be discussed with the principal well in advance. Teachers attending PD activities should plan to share what they learned with their peers.

TELEPHONES, CELL PHONES, IPODS, MP3 PLAYERS, & VIDEO GAMES

Teachers should also keep their cell phones off (or on "vibrate") during instructional time. Students should not have cell phones, iPods, MP3 players, and/or video games at school. These are disruptive to the instructional climate. Teachers who confiscate iPods, MP3 players, video games, or cell phones need to label them with the student's name, teacher name, and date....then turn the device in to the office. Parents will be required to come to school to retrieve their student's device.

USE OF THE FACILITIES

No one is to use the building/equipment after regular hours without prior approval from the Principal and Assistant Superintendent. People wishing to use the facilities must submit a written request (forms available in the office) and provide proof of liability insurance for those participating. Employees are not to remove property from the premises without authorization.

VISITORS

All visitors should sign-in at the office and obtain a visitor's pass. **This includes everyone: older students, parents, sales representatives, friends, guest speakers, etc.** All guest speakers who wish to visit the school should be pre-approved by the office.

VOLUNTEERS

Volunteers are a wonderful resource for our school. We need to carefully screen volunteers. If you know someone who is interested in being a parent volunteer, please submit their name to our PERC (Parent Education Resource Center) person representing Mingo County, Christie Tilley. Volunteers must then receive training on school policies and confidentiality. These parent volunteers will not be working in their child's classroom. They may copy; work in teachers' workroom, help out in the cafeteria or the office area wherever they are needed. They must also pass a criminal background check.

BUT WHAT ABOUT.....?

This is a living document. Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to Deborah Starr, Principal at your earliest convenience so that they can appear (or be corrected) in next year's handbook.