

MINGO CENTRAL TEACHER HANDBOOK



STUDENTS WHO ARE LOVED AT HOME, COME TO SCHOOL TO LEARN,
AND STUDENTS WHO AREN'T, COME TO SCHOOL TO BE LOVED.

NICHOLAS A. FERRONI

We want to welcome each of you back for a new and exciting year at Mingo Central High School. This includes a special welcome to our new faculty members. We are honored to be associated with such a talented group of faculty, staff, and students. We are fortunate to work in a profession that allows us the opportunity to inspire, and be inspired, on a daily basis. Educating Mingo Central students is a wonderful privilege and responsibility.

This teacher handbook has been prepared for the purpose of keeping faculty and staff members informed concerning administrative procedures at MCHS. Realizing that there are unique and unpredictable situations associated with life in a public school, we encourage you to contact our office staff for answers that may not be addressed within these pages. Please familiarize yourself with the information; we hope it will be of help to you.

We wish you the very best this school year,

Daniel Dean,
Principal

Marcella Charles-Casto,
Assistant Principal, CTE

Ted Kinder,
Assistant Principal, Student Discipline and Athletics

ABSENCES

In order for our students to be successful, we need for our faculty and staff to be here on a regular basis. The sub calling system should be called as soon as it becomes apparent that you must be absent or you can make arrangements with Mrs. Charles-Casto if you know in advance that you will be absent. The sooner the system is notified the sooner we secure a substitute. If you know before 8:30 p.m. the night before, please notify the system then. No teacher or aide is to leave the building unless the principal or designee is notified. An attempt should be made to schedule all appointments after school or during planning.

ANNOUNCEMENTS/PLEDGE

The Pledge of Allegiance to the Flag will be recited each morning at the beginning of first period. Any announcements will be made following the pledge and at the end of the school day.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Applause is the only appropriate show of appreciation in the auditorium. Let's help students learn acceptable program behavior. Assembly protocol should be revisited during LINKS.

Teachers are required to attend all school-wide assemblies unless otherwise assigned by the principal. Teachers should inform students that they should stay and sit together at the assembly. To reinforce the core value of respect, maintain discipline and help foster an atmosphere appropriate for the assembly, teachers are asked to lead their classes to the auditorium/gym (have students fill in seats from the front and in all sections), to sit with their students, and to model respectful attention to the speakers or performers. Special Education teachers and Aides must position themselves throughout the designated area to provide the most efficient discipline possible.

CALENDAR OF EVENTS

A calendar of events is maintained in the main office. Only those activities and events that have been approved by an administrator will be scheduled on the calendar by the secretary. All classroom/school events, meetings, etc. should be recorded on the master calendar.

The conference room located in the main office serves as a meeting place for IEP's, professional development activities, team meetings, parent conferences, etc. Scheduling of this room should be done through the main office secretary.

CELL PHONES/ELECTRONIC DEVICES

Students may bring cell phones to school but use them only during their trip to and from school. The phone will be confiscated if taken out during the day. At your earliest convenience, bring them to the assistant principal/curriculum. It is important that all the teachers follow these instructions. Knowingly allowing use in class will result in disciplinary action (i.e. verbal or written reprimand, note on teacher evaluation, plan of improvement).

CLASSROOM MANAGEMENT

Classroom management is different than discipline. Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. Management of classroom conduct is primarily the responsibility of the teacher. High standards of conduct are expected from all students at Mingo Central High. Every faculty member has a responsibility to require satisfactory conduct from the students. If the student's conduct is not satisfactory, the first responsibility for correcting the misbehavior shall be with the teacher. If additional assistance is needed, contact should be made with the parents, counselor and/or administration.

Each teacher should develop a classroom management plan for their classroom. The plan shall include rules, consequences for not following the rules, and possible rewards for following the rules. Before a student is sent to the office for constant misbehavior, the classroom teacher should have contacted parents, informing them of any behavior concerns. It is the intention of the administration to support every staff member. Make sure that he/she can support the decisions you make by following the philosophy, policies and procedures of the school/district.

Good classroom management techniques:

1. Attendance should be taken within the first five minutes of class.
2. Provide students a copy of your behavioral expectations and explain classroom procedures the first day of class and stick to these expectations in a fair and consistent manner.
3. Class is required to begin immediately when the bell rings.
4. Class is required to run through to the end of the period.
5. Teachers need to work with their department chair to make sure that they have enough reserve paper, pencils/pens, and books to accommodate students who are NOT properly supplied. Teachers are NOT to send students out of class due to failure to bring these materials.
6. Teachers should always have well planned written lessons – organized lessons that involve student participation and opportunities for higher order thinking will help maintain appropriate classroom behavior. Worksheets are to be held to a minimum and students are to be on task from the minute they come to class until the minute they leave. Lesson plans should be on your desk.

COMMUNICATION/STAFF

Mail Boxes – Please check your mailbox in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mailboxes may contain confidential information.

Telephones – Telephones may be used to get messages to you. Use your planning period to make and receive phone calls. Informing others of your planning period will help considerably. Teachers will not be called from class to receive phone calls unless it is an emergency. Otherwise, a message will be sent to you.

E-Mail – Each teacher has email. This will be the main method of communication from the office. Please check your e-mail at least twice a day – morning and evening. If you don't have a school e-mail account, see Logan Lester in the Media Center.

COMPUTER LABS

All teachers should discuss expectations with students on proper behavior while in the computer lab. This should be included in your behavioral expectations at the beginning of the school year. Students need to have assigned places in the computer lab and be required to be at only their assigned place. **Absolutely no food or drink is allowed in the computer labs.** Only students who have a signed Internet Use Policy are allowed to use the Internet. Teachers are required to be actively monitoring their classes at all times. Students are NEVER to be allowed to stay in the computer labs unsupervised.

CONTACT INFORMATION

Anytime that a student changes his/her address and phone number, notify the office immediately. Also, parents should be informed that it is imperative that we have a current phone number and address.

COPYRIGHT

All staff members need to adhere to copyright laws as they apply to print, computer software, and video materials. All software loaded on the computers should be done by the school technology staff. See Ms. Evans or her substitute if you need assistance.

DAILY CLOSING OF CLASSROOM

At the close of the school day, all rooms should be left in good order with the floor free from paper, etc., doors and windows closed and locked.

DUTY

Morning/Lunch Duty

Teachers and aides are to maintain control of the cafeteria in the following manner:

Teachers/aides should be walking around the cafeteria monitoring students. Proximity will assist in maintaining discipline. All sections of the entrance and cafeteria should be monitored.

Teachers scheduled for morning duty should be in their designated place at 6:55 a.m. All teachers should go to the hallway as soon as the bell rings to change classes unless given another duty, i.e. bathroom, stairwell, etc.

EMERGENCY PROCEDURES

On the wall of each room there shall be posted a map with the fire escape route for that particular room. All students must be informed of the procedure for leaving the building in case of fire or other emergency and of the route they are to follow.

At the sound of the fire alarm, proceed in the following manner:

1. Remind the students of the route they are to follow. Escort them quickly and quietly to their designated area. Teachers are to enter the hallway with students following in a single file. Teachers are to take their class record book with them.
2. Appoint a student (preferably the nearest to the exit) to hold the door open for the others. If you are the first class into the hallway, appoint a student to hold the door for the others.
3. At the designated area check to see that all students are accounted for. Students must stay together as a class and teachers are to call roll.
4. If all students are not accounted for, contact is to be made with Ms. Charles-Casto and he/she should be informed of the last place the child was seen.
5. Stay in your area until instructed to return to class or until other instructions are given.

FINANCIAL MATTERS

All financial matters are to be handled according to BOE policy and school procedures. If you are not sure of these procedures, ask the financial secretary.

All actual receipts and expenditures must be handled through the office. No purchase may be made without a purchase order signed by the school principal (this is exclusive of the \$50.00 which you can spend from faculty senate monies). Any purchases made without a purchase order will have to be paid by the person who orders the merchandise, not the school. Any money that is generated through the auspices of Mingo Central High School must be deposited by the office. Before giving money to the office, please count it. You should always receive a receipt for any money turned into the office. When collecting money for pictures, fundraisers, etc., please make a note of the amount turned in to you before sending it to the office. Even though we keep very good records, this will give us two verifications if a problem or question arises. All money should be turned into the office prior to lunch. Make sure that you physically give the money to the secretary or principal to insure that you receive credit for it.

GRAB N GO

Students will take their books to second period and go to the nearest Grab N Go cart to get their breakfast. They will then take their breakfast to their classroom.

All the gym classes, band room, art room, life-skills room, library, CTE, auditorium, business labs, driver's education/health room and piano lab will eat in the cafeteria.

GRADING

All teachers should keep an accurate record of each student's progress during the school year. Each teacher is responsible for placing grades in the electronic grade book through LIVEGRADES. Because we have an electronic grade book system, which includes parent access, it is imperative that you keep current on your grading and keep it updated. Grades must be updated **EVERY MONDAY!!!** Your failure to do so will be reflected on your Teacher Evaluation. **All progress reports and grades must be placed on LIVEGRADE when requiredno excuses!**

As you near the end of a grading period and you have students who are in danger of failing a class, teachers are required to send a warning letter home to the parent informing them that their child is in danger of failing the class and the specific steps to be taken to avoid failure.

All teachers should use LIVEGRADE for grades and assignments. This enables students who are absent to be able to complete assignments before they return to school. Teachers must have a minimum of fifteen (15) grades for each nine weeks.

HALL PASS

When a student is dismissed from class for any reason, he/she must have a hall pass.

- Teachers are NOT to use any props as passes. (check with Dr. Kinder if you need a hall pass)
- Hall passes should only be issued in emergency situations.
- One hall pass entitles one student only to be out of class.
- If a student is permitted to leave the room, the teacher must be aware of the time of leaving and returning.
- No student should be allowed to interrupt or disrupt another class, and no student should be given a pass to the gymnasium.
- Before sending a student to the school nurse or counselor, first call to see if they are available.
- Students who are in the hallway without a legitimate pass will be returned to the sending teacher.
- Faculty should continually monitor the use of passes from their classes and students in the hall.
- Five Minute Rule – Students are not permitted out of class the first and last five minutes of class.

HOMEWORK

Homework should be given daily according to the grade level. Every child should be expected to read and reinforce math nightly.

All daily work/tests should be given back to students within a 3-day period if they are going to serve an instructional purpose. Long assignments such as term papers and book reports may take longer to grade but should be given back within 5 days.

At any time that it becomes evident that a student is in danger of failing, a letter must be sent to the parent. A copy of the letter must be kept on file by the guidance counselor. The counselor should contact the parent and set up a conference with the teacher, counselor, student, and parent.

ID BADGE

All staff should arrange to have an ID badge made in the Personnel Office at the BOE. These ID's should be on/used by staff each day especially as you enter the building each morning.

INJURY/ILLNESS - STUDENT

When a student is injured or becomes ill on school property or at a school related activity, the teacher or person in charge will help as circumstance and first-aid knowledge permits. Only emergency first-aid may be administered. Under no circumstances should school personnel give students any kind of internal medication such as aspirin, etc. If the child is able, he/she should be escorted to the office.

It is the responsibility of the teacher or aide who is on duty or witnessed the accident to fill out the accident report and bring it to the office. Along with the accident report, documentation of the incident needs to be turned into the office. This should include:

- Ⓡ An investigation of the accident including an interview of the person involved and any witnesses.
- Ⓡ A written report needs to be completed along with an accident report.
- Ⓡ A map of the area where the accident occurred, denoting where it took place and where the adults were standing at the time of the accident.
- Ⓡ At that time, a report will be faxed to the Board of Education.

LESSON PLANS

Teachers are required to turn their lesson plans into the office by the beginning of the school day on Monday morning. Each lesson plan will be composed of the following components:

- Content Standard/Next Generation Standards

Subsequent instruction should show evidence of:

- Lesson content consistent with lesson CSO
- Subject matter mastery
- Appropriateness
- Sequences and development
- Currency of material
- Differentiated instruction
- Integration of technology

OUT OF CLASS

Students will not be released from class for any reason unless an email is sent to all teachers and administrators at least 1 day prior. This includes: club sponsors, counselors, coaches, guest speakers and teachers. **The only exception is an emergency situation.** When possible, a list of student names should be included in the email.

PARENT CONFERENCES/CONTACTS

Good communication is the foundation in the effective functioning of our school environment. It is important that you secure the cooperation of the parents of the students you teach. Teachers are expected to be the frontline of communication to parents regarding student progress both positive and negative. Teachers must communicate major attendance and behavior concerns.

- Conferences may be arranged with parents by sending a note, email or calling home. Such conferences may be arranged during periods when instruction is not scheduled for the teacher. If the administrator or counselor is needed to attend the conference, arrangements should be made as soon as possible to insure that he/she can attend.
- Teachers are strongly advised to use the guidance counselor for student problems before the situation develops into a major problem. **COMMUNICATION IS THE KEY.**

PLANNING PERIODS

The planning period is designed to permit the teacher an opportunity to prepare for classes and to confer with students, parents and colleagues. Each teacher is assigned one planning period per day. Appropriate use of planning time includes:

- Preparation of instructional materials
- Completion of lesson plans
- Grading papers
- Preparation of administrative reports
- Consultation with school-based personnel
- Study of student cumulative records
- Parent conferences
- Administrative conferences

Preparation periods are not intended to serve as a “late starting day”, an “extended lunch break,” or “shortened day.” Teachers are not to leave the building during their planning period unless prior arrangements have been made with an administrator.

REFERRAL PROCESS

Teachers are asked to notify the counselor of any suspected physical, emotional, and/or learning difficulties observed in the classroom.

SNOW AND DELAY DAYS

All staff are to report to school by 8:15 a.m. if school is on a two-hour delay. If the entire county is called off due to snow, staff will **not** be expected to come to school.

STAFF PROFESSIONALISM/CONDUCT

Staff members are to be faithful and prompt in attendance and support and enforce board and building regulations and policies.

Dress – Teachers are expected to dress professionally as befits their teaching activity.

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

Staff Ethics and Conduct – Please remember that the welfare of the child is the first concern of the school. It is the responsibility of the staff to support programs and activities when in public. When making criticism of staff members, department, or programs, it should be done in a professional manner and to an administrator.

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

All employees shall follow the Employee Code of Conduct.

- Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.
- Contribute, cooperate and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development
- Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.
- Create a culture of caring through understanding and support.
- Immediately intervene in any code of conduct violation that preserves confidentiality and the dignity of each person.
- Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
- Comply with all Federal and WV laws, policies, regulations and procedures.

Use caution when using Facebook. Anything that you put on Facebook or that you put on one of your friend's site can be used against you. This can be a personal message or a wall message. Anyone can print the contents of a Facebook page.

DRESS

Clothing may not make a person, but it can be a contributing factor in unmaking a person. Whether we want to admit it, our appearance affects how we are perceived and received in definite ways. Clothing has nothing to do with students liking a teacher. But clothing definitely has an effect on students' respect for a teacher. (Taken from *The First Days of School* by Harry Wong)

Research reveals that the clothing worn by teachers affects the work, attitude, and discipline of students. You dress for four main effects:

1. Respect
2. Credibility
3. Acceptance
4. Authority

You can be sure that students notice how their teachers are dressed, in the same way that they notice the appropriateness of their own and each other's dress.

Please adhere to the Mingo County Dress Code for teachers.

No leggings.

STUDENT ATTENDANCE

Teachers should take absences at the beginning of every period. If a student comes in late, make sure that they have been to the office to sign in and make changes on WOW/LIVEGRADE.

STUDENT HANDBOOK

All students will receive an electronic handbook for their use. Please familiarize yourself with the rules and guidelines set forth in the Student Handbook. Classroom practices should follow the information contained in the handbook. Review often with your students.

STUDENT SUPERVISION

Students should be supervised at all times – in the classroom, hallways, and outdoors. At times, you may send a student to the media center, bathroom, or elsewhere in the building with a hall pass. Please be aware of who is out of the classroom and make every attempt to keep students together in case of emergency.

Teachers are expected to help supervise students throughout the school. Besides maintaining discipline in the classroom, teachers' supervision duties include the hallways, restrooms, assemblies, etc. All teachers are expected to attend assemblies and help supervise. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior.

It is against school policy for teachers to leave students unattended. If an emergency should arise, notify a neighboring teacher and/or the administrative office so that someone can supervise students. Students must not be left alone.

SUBSTITUTE GUIDELINES

All teachers are required to maintain an up-to-date substitute folder clearly marked and readily available which includes the following information:

1. Bell Schedule
2. Attendance procedures and materials
3. A daily schedule of classes and supervisory responsibilities/locations for which a substitute is responsible.

4. Fire and emergency drill information
5. Seating charts or class lists for each class.
6. Locations of books/equipment
7. General expectations/class rules
8. Any special information pertaining to individual students.
9. The name of a nearby teacher who can answer questions, provide support, etc.
10. Name of a trustworthy student in each class
11. Clear lesson plans that are specific to the level and length of a given class and period.
12. Five days of detailed emergency lesson plans (In cases when a teacher is absent due to an emergency and is unable to provide relevant lesson plans, the emergency plans will be used. When this occurs, teachers are required to provide replacement emergency lesson plans within 48 hours of returning to work in order to maintain 5 days of emergency lesson plans in the substitute folder.)

TEAM MEETINGS

Department/PLC teams will meet as scheduled by the Department Chair and the Principal. Teachers will work with their content team to identify essential learnings, set goals, support teammates, develop common assessments, collaboratively grade student work, use data to make instructional decisions, etc. These meetings will be facilitated by the assistant principal/curriculum or by teacher leaders.

TEXTBOOKS

The average cost of a textbook is approximately \$100 dollars. It is critical that each teacher use proper inventory control measures. When textbooks are purchased, they are added to the school's textbook inventory before they are given to the instructor. At that point it is the instructor's responsibility to see that each book is properly marked (Date of issue, teacher's initial and consecutive number) before it is issued to the student. When the book is issued to the student, a record of that "loan" must be kept somewhere secure (preferably in your record book). At the end of the class, it is the student's responsibility to return the same book to the teacher with normal wear to the book. Students shall be instructed not to mark in the textbook. If the student loses his/her textbook, the parent must be contacted immediately. The book must be paid for in the secretary's office before he/she is issued another one. If the student happens to find the lost book, he/she will be able to obtain a refund upon presenting the book to the teacher. The teacher should then contact the secretary so that a refund can be given to the student. This procedure in no way prohibits the loan of a book during class time.

VISITOR/PARENTS

All visitors/parents are to be regarded as guests in our home. Always treat them with the utmost respect and make them feel welcome. ***If a visitor/parent comes to your room without a pass, welcome them and send them immediately to the office to sign in and get their pass.***

WALK-THROUGH OBSERVATIONS

Administrators will conduct walk-through observations into classrooms on a regular basis. During these walk-through observations the instructor and students should carry on with what they are doing. If the administrator needs anything, he/she will ask you. Your classroom doors need to be unlocked at all times during instruction. During observations, administrators will be focusing on specific areas. Walk-through observations provide snapshots of learning that tell a story over a period of time. They may yield questions or comments from the administrator for the teacher. Information from walk through observations is usually shared with teachers after several have taken place. Teachers should also reach out with any follow-up questions of their own.

WORK DAY – INSTRUCTIONAL STAFF

Faculty and staff are required to be **on time** every day. All personnel are to be on duty at 6:55 a.m. and remain until all buses have left. Staff members are required to sign in in the office when they arrive in the morning. It is NOT acceptable to have someone sign in for you. Teachers are asked to complete errands either before or after school, preserving planning time for its intended use. In the case of an emergency requiring departure from the school during work hours, you must secure approval from an administrator before departing. Teachers who have first and last planning periods are required to be on school grounds during those times.

Teachers should be well organized and prepared for the day before the bell rings. Students may and should be encouraged to go straight to any of their core teachers if they are experiencing difficulty in their classes. All other teachers will be given a duty schedule.

NON-DISCRIMINATION POLICY

As required by federal laws and regulations, the Mingo County School District does not discriminate on the basis of the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, sex (including transgender status, change of sex, or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability or any other characteristic protected by law (collectively, "Protected Classes") in employment or in the administration of and access to any of its educational programs or activities. Please report any concerns to the

Title IX Coordinators:

Dr. Johnny Branch, Assistant Superintendent
Mingo County Schools
110 Cinderella Road
Williamson, WV 25661
Phone: 304-235-3333
Email: jbranch@k12.wv.us

Drema Dempsey
Mingo County Schools
110 Cinderella Road
Williamson, WV 25661
Phone: 304-235-3333
Email: djdempse@k12.wv.us

THE EFFECTIVE TEACHER

- 1. Has an inviting personality***
- 2. Creates an inviting classroom environment.***
- 3. Works at being intentionally inviting.***
- 4. Maintains an inviting stance.***

As required by federal laws and regulations, Mingo Central High School does not discriminate on the basis of sex, sexual orientation, race, color, religion, disability, or national origin in employment or in its educational programs and activities. Inquiries may be referred to Marcella Charles-Casto, MCHS Administrator or the Title IX Coordinator and Section 504 Coordinator of Mingo County Board of Education, Rt. 2 Box 310, Williamson, West Virginia 25661, phone number 304 235-3333 or to the Department of Education's Director of the Office for Civil Rights.

Mingo County Schools Bylaws & Policies

3216 - STAFF DRESS AND GROOMING

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to County duty, all professional staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to County property;
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

The Superintendent may establish additional guidelines necessary to promote discipline, maintain order, secure the safety of students and staff, and provide a healthy environment conducive to academic purposes.

Teachers create the conditions for success, just as gardeners do.
Andrew Miller, Educator

