

# ***STAFF HANDBOOK***



## ***WEST RUSK JUNIOR HIGH***

***2017-2018***





## **ABSENCE**

If you will not be able to report to work, you will need to notify Mrs. Price at 903-658-2588. If Mrs. Price cannot be reached you may call Mr. Keith at 903-316 - 6569. Please call before 9:30PM the night before if possible. If you call the morning of the absence, please call between 5:30 and 6:15AM. You can call school at 7:30 to give detailed instructions for the substitute. Do not call to ask for a personal day after 6:15 unless an extreme emergency arises! It is almost impossible to find a substitute after 6:30 AM.

**\*\*If you wish to take personal business days or know that you need to be out for an appointment (even for a few hours) please put your request in writing. DO NOT ASSUME THAT SOMEONE CAN COVER FOR YOU.....YOU MUST COMPLETE THE FORM.**

## **ADVISORY**

Students are to use advisory to do homework, study, or to read. Teachers are encouraged to see that those needing help get their work done. Teachers are to maintain an atmosphere of learning and not allow free time or talking! This time will be used for JH pep rallies, Friday Socials, and other incentives available throughout the year.

## **ANNOUNCEMENTS**

Announcements must be legibly written and given to the principal or secretary. Announcements will follow the pledges and moment of silence during 1<sup>st</sup> period.

## **ARRIVAL AND LEAVING TIMES**

Teachers are to arrive no later than 7:30 am, and leave no earlier than 4:00 pm on Tuesday, Thursday, and Friday. Teachers are to leave no earlier than 4:15 pm on Monday and Wednesday to be available for after school support for students. Teacher aides will arrive no later than 7:20 am, and leave no earlier than 3:35 pm each school day. Each staff member must sign in each morning and if leaving before the end of the day must sign out in the office. **IN ADDITION, YOU MUST SIGN OUT AND BACK IN IF YOU LEAVE THE CAMPUS DURING THE SCHOOL DAY.** On staff development days, the hours of 8:00 am to 3:30 pm will be observed unless otherwise notified.

## **AUDIO AND VISUAL EQUIPMENT**

All audiovisual equipment must be checked out through the library. Remember that videos should enhance learning - not take the place of instruction. **THE PRINCIPAL MUST APPROVE ALL VIDEOS BEFORE SHOWING.** Proper form must be completed and signed.

## **BULLETIN BOARD SUPPLIES**

Large rolls of colored paper to cover bulletin boards are available in the high school book room closest to the high school office.

## **CELL PHONES**

Cell phones are to be kept out of view and **MUST NOT BE USED** during instructional time. Please use them in the lounge or your empty classroom. **DO NOT USE IN THE HALLS OR IN THE CAFETERIA.**

## **CLASSROOM END-OF-DAY DUTIES**

Each teacher will be responsible for turning out the lights, programming thermostat for energy efficiency, closing and locking the windows, straightening classroom furniture and locking their classroom doors at the end of the day.

## **COPY MACHINE**

Use as needed. *Let the principal or secretary know immediately if it is not working properly or that paper is needed.* **DO NOT SEND NOR ALLOW STUDENTS IN THE WORKROOM.** You are expected to add toner and paper as necessary and also to clear paper jams! We ask that you **DO NOT** use the office copy machine from 7:45 - 8:15 a.m. The copy machine upstairs and in the back of the science lab will be available for teachers at any time.

## **COUNSELOR**

If a student needs to see the counselor, he/she needs to check in the office to confirm an appointment. The counselor will see the students as soon as possible.

## **CUSTODIANS**

If there is some special job you need a custodian to do, turn in the request in **writing** to the principal. Do not tell the custodian what to do. The principal will take care of your special job **ASAP**. Please follow the chain of command.

## DISCIPLINE PROBLEMS

1. You are expected to take care of classroom management problems!
2. We will use the demerit system this year. Three offenses will equal one demerit. The parent will be contacted for each demerit.
  - The student will receive 2 days of noon detention/corporal punishment for the first demerit.
  - The student will receive 3 days of noon detention/corporal punishment for the second demerit and a team conference will be held with the student.
  - The student will receive 4 days of noon detention/corporal punishment for the third demerit and a team and parent conference will be held with the student.
  - The student will receive after school detention/Saturday school/noon detention/corporal punishment or a combination of the consequences for the fourth demerit.
  - The student will receive 2 days of after school detention/Saturday school/noon detention/corporal punishment or a combination of the consequences for the fifth demerit.
  - The student will receive consequences deemed appropriate by the Assistant Principal or Principal after the sixth demerit.
3. Stand at your classroom door while students are passing to/from classes. Greet your students/tell them goodbye.
4. Follow procedures for tardies, going to the restroom, leaving the classroom etc.
5. Follow procedures for being dismissed by the teacher. Teach students to check around their desks so that they take all of their belongings. Students must not leave their personal belongings etc. in classrooms instead of their lockers.
6. When and if you send a student to the office, **you must notify the office of the problem.** Do not expect students to tell the problem. Once a student is sent to the office, the principal will decide the consequences.

## DUTY ASSIGNMENT PROCEDURE

1. Be at assigned place of duty at the proper time. Morning duty begins at 7:20.
2. Move around and police the entire area. Be up and moving to see and be seen. **DO NOT ENGAGE IN CONVERSATION TO THE POINT THAT YOU FORGET YOUR TASK.** PREVENT PROBLEMS if at all possible.

3. The assignment is to supervise students. If you are attending an after school event and a student does not cooperate or is disrespectful, tell the student to call home and leave the school area. If at school, then have the student report to the office and follow up with the office after your duty is over.
4. Stay at assigned duty station the entire assignment time.
5. Realize the importance of your task.

### **EMERGENCY/CRISIS PLAN**

#### SHELTER IN PLACE (principal will make an announcement with instructions)

1. Lock door - teacher cover door window
2. Get students into proper position
3. Teacher needs access to computer IM - if electricity/computer off - runners will be around to inform you.
4. If tornado siren sounds (3 bells), take students immediately to hall.
5. Teachers must have copy of roll sheets

#### FIRE DRILL (continuous bell)

1. Proceed to designated areas
2. Teachers must have copy of roll sheets

#### BUILDING EVACUATION (continuous bell with instructions)

1. Proceed to football field
2. WRJH will sit at the south end of the football stands on the home side.
3. Teachers must have copy of roll sheets

#### SITE EVACUATION (continuous bell with instructions)

1. Proceed by walking to London Baptist Church by way of administration building
  - tell students to take purses/jackets if they are in the room
2. WRJH will be located in the Fellowship Hall  
WRHS will be located in the Sanctuary
3. Teachers must have copy of roll sheets

\*\*\*2 bells designate ALL CLEAR - go back to normal

### **EMPLOYEE DRESS POLICY**

We recognize that all school employees reflect the standards of the West Rusk County Consolidated Independent School District and that good taste in grooming is part of a teacher's professional responsibility. This policy defines the meaning of clean, neat, professional manner; appropriate to his/her assignments in the district. It is the sole purpose of this group of policies concerning dress to show the high

caliber of professionals that are employed at West Rusk CCISD. Refer to the employee handbook.

- A. Maintain high standards of appropriateness and neatness.
- B. Dress in good taste with no extreme variations.

### **FACILITIES REQUEST**

If you plan to use any area of the school (auditorium, cafeteria, gym, football field, etc) you must contact the principal to complete a facilities request form. All requests are honored on a first requested basis.

### **FACULTY MEETINGS**

Faculty meetings will be held when needed. Generally, faculty meetings will be held Tuesday morning at 7:30 a.m.

### **FACULTY PARKING**

All employees are encouraged to park their vehicles in the spaces along the driveway that runs in front and on the south end of the junior/senior high building. In addition, you may park in the rear of the W.E. Shannon, Jr. building.

### **FOOD and DRINKS**

No parties are allowed during the school day. **Do not allow food or drink in classroom without the permission of the principal.** Students may carry bottled water into classrooms. Also, the principal requests that faculty and staff refrain from eating or drinking in the presence of students in the classroom.

### **FRIDAY SOCIAL**

Grade level teachers will determine who qualifies for the social. The team teacher will compile the teacher lists and distribute the list to all teachers and the office. The students who are on the list will receive a free social time during advisory on Friday. The students who are not on the list will go to advisory and work on missing assignments. The grade level advisory teachers will rotate who stays in with students and who goes out with students.

## **FURNITURE**

The classroom teacher is responsible for seeing that the students take care of the furniture. **DO NOT** let anyone sit on the desktops.

## **GRADING AND ATTENDANCE RECORD RESPONSIBILTY**

Each teacher will be required to keep complete records of grades of the students in the Skyward Gradebook. The teacher will also keep a record of the absences and the tardies of each student in Skyward Attendance. Progress report and report card grades must be submitted to the Skyward system by the assigned time each six weeks.

All printed grade sheets will be turned in to the principal at the end of each six weeks. The six-week's grade will be 40% homework, notebooks, class work, pop tests, etc.; 40% regular tests or projects; and 20% six week's tests. All teachers must record at least 12 daily grades, 2 test grades, and 1 six weeks test grade each six weeks.

There is a comment section on the progress reports and report cards. When making additional comments, remember to do so in a positive manner and make sure you spell-check your work.

## **HOMEWORK**

*If it is worth being assigned, it is worth making sure that every student turns it in.* No zeros will be allowed. Inform advisory teachers concerning zeros and low grades and take away privileges. **Call parents.** Please do not assign a lot of homework to be done on activity/ballgame nights. Try not to give major tests the day after a school activity.

## **INSTRUCTION**

Teachers are to turn in copies of their six weeks syllabus or weekly lesson plans to the principal. In case of absence from duty, the substitute teacher will follow the syllabus plus any information the teacher gives. Each syllabus is due the Friday before the new six weeks.

## **ISS**

Students who are assigned to In-School Suspension must be given written assignments equivalent to your classroom time. This will mean that you will need to enhance or modify their assignments.



## **LAMINATING MACHINE**

The laminator must be turned on at least 20 minutes prior to use. Make sure you adequately feed the film through the machine and place the clip on the bottom to prevent curling and melting of the film. Make sure you turn OFF the machine!

## **NOON DETENTION**

Detention will be held each day at lunchtime. Students will report to a certain table in the cafeteria where they will eat their lunch. Failure to do as directed will require an additional day or days in noon detention or After School Detention. No talking will be allowed.

## **NURSE**

We share our nurse's services. If a student needs to see the nurse, the teacher will:

1. Fill out a pass slip for the student to come to the **office**.
2. Office personnel will determine whether the nurse will be called.

## **OFFICE SUPPLIES & OFFICE INFORMATION**

Please write the secretary a note listing the needed INFORMATION or SUPPLIES and she will get it to you before the end of the day.

## **PASS PERMITS**

All students in the hallways, restrooms, office, etc., during class time need a pass permit. Only one student at a time, two if going to the library, should leave your class with a permit. If problems occur, teachers should know who left their classroom and at what approximate time.

## **PROFESSIONAL TEACHER ORGANIZATION**

Teachers are encouraged to join one or more of the professional teacher organizations. It is very important for each teacher to be covered by some type of liability insurance.

## **PROGRESS REPORTS**

Skyward has an "auto-post" feature that will collect progress report grades and report grades at a specified time. Teachers must have grades ready by the specified time. A schedule will be provided and reminders will be given. Please ask for help before the due date.

## **PROMOTION/RETENTION POLICY**

To be promoted from one grade level to the next, students shall not attain an average below 70 in two or more core subjects: Grammar/Writing, Reading, Mathematics, Social Studies, and Science.

## **PURCHASING PROCEDURES**

The principal and the superintendent must approve all purchase orders. When a teacher needs to order materials for the classroom the teacher must fill out a purchase order of needed supplies showing:

1. Exact description of item or items needed.
2. Quantity needed.
3. Complete name, address, and phone number of company supplier.

## **REQUEST FOR TRANSPORTATION**

A request for transportation of students must be made at least 10 days prior to the trip and given to the principal who will in turn forward the request on to the superintendent and transportation director.

## **SPECIAL POPULATIONS**

Student lists will be distributed at the beginning of year with updates to the list as needed for Special Education, "504", At-Risk, ESL, and GT students. PLEASE KEEP THIS LIST CONFIDENTIAL!

## **STUDENT INTERVENTION TEAMS**

If an academic team feels that a student is having sufficient learning problems, an intervention team will meet to discuss options for that student. All possible interventions must occur before a student may be referred to special education. If everything possible has been tried and found unsuccessful, then the academic team teachers need to fill out a referral for testing for possible qualification and placement into the resource classroom.

## **TEACHER LOUNGE**

**Students will not be allowed in the teacher's lounge or workroom.** Please clean up after yourselves in the teacher's lounge. Keep the refrigerator and microwave cleaned out.

## **TEACHER MAILBOXES**

Please check your individual mailbox several times a day. **Do not send students for your mail!** Messages you receive by phone will be placed in your mailbox.

## **TEAM PERIOD**

"Together Everyone Achieves More!" All teachers are members of the grade level team in which they teach. The team is responsible for: checking the 504 and at-risk lists, phoning parents for demerits, keeping a folder that contains discipline referrals, and any other related duty determined by the principal.

## **TEXTBOOKS**

The individual teacher issues textbooks to the student. The teacher must personally write the name of the student inside the front cover of the textbook. The teacher must also record the textbook number of the textbook issued to each student in his/her class roster. **BE SURE TO KEEP THIS LIST!** Please have textbook checks periodically. Personally check the book number when the book is returned. Do not allow students to return books unless they have the correct numbers assigned to them. A copy of the textbook list **MUST** be given to the principal.

**State law:** Teachers will see that all students cover their textbooks and that they remain covered and in good condition at all times. If students cannot keep book covers on their books, take up the books. Book covers may be obtained from the workroom.

\*Inform the students that they are responsible for all books checked out to them and if the books are lost, misplaced, or if they disappear for any reason, they will have to pay for them.

\*Each teacher will be responsible for the number and condition of his/her subject textbooks. We need to make sure our inventory lists are updated yearly.

## **TOBACCO**

Smoking, the use of tobacco products, or smokeless tobacco or its imitation is prohibited within any indoor school facility and at any school related or school-sanctioned activity on or off school property. Education Code 38.006 School Policy Manual GKA Legal 4/10/96

## **TUTORIALS**

West Rusk Junior High offers tutorials to any and all students on Monday and Wednesday from 3:35 - 4:15. Transportation is NOT provided.

## **USE OF PROFANITY**

School personnel are not to use profanity on campus or at any school related activity on or off campus.

## **VISITORS**

All visitors must report to the office upon arrival on the campus to receive a visitor badge. Please let the office know if visitors are in the building without VISITOR BADGES. We do not allow students from other schools to visit our school during regular class time, only at lunch. Please welcome visitors to our campus.