

# THACKERVILLE PUBLIC SCHOOLS

## TEACHER'S HANDBOOK

### 2009-2010

#### REQUIRED TIMES

Non-duty days: Arrive 7:45 am and leave at 3:40 pm.

Duty days: 7:30am teachers must be on duty. This includes elementary and high school.

#### CHAIN OF COMMAND

Teachers are required to go through a chain-of-command when trying to resolve a problem or meet educational needs. Chain-of-Command is Principal first, Superintendent second, and School Board third.

#### AUTHORITY OF TEACHERS

The teacher has the same right as a parent/guardian to control and discipline a child when said child is in attendance or in transit to or from school by the school district. **TEACHERS ARE EXPECTED TO CORRECT STUDENTS THAT MISBEHAVE AT ALL TIMES WHILE HE/SHE IS ON SCHOOL PROPERTY. NOT JUST IN THE CLASSROOM.**

#### MISCONDUCT OF STUDENTS

A student, who is referred to the office by a teacher for misconduct, *must have a written discipline notice sent to the office*. Students who are sent to the office will be dealt with according to district policy. However, teachers lose credibility when they send students too often for things that they should deal with themselves.

Major discipline problems can be avoided by seeking parental or administrative help early on when the problem(s) are easier to resolve. It is required that you contact parents for reoccurring discipline problems in your classroom. For example, if a child is constantly disruptive in your class, contact the parents and log your attempts to reach them or your discussion. Don't wait until the problem escalates and then expect the principal to handle the problem when you have not done your part.

#### CLASSROOM MANAGEMENT

- Foster safe, healthy, and attractive conditions in the classroom and on campus.
- Establish and maintain discipline, through self-assigned measures.
- Implement the school's procedure fairly and consistently.
- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.

#### DETENTIONS

Detentions will be utilized to correct student behavior at lunch and after school. Lunch detentions may be assigned by teachers for classroom disruptions, missing work, etc. At the elementary level, if a student is assigned a lunch detention, a discipline slip must be sent with the student, along with something to work on (book to read or assignment to complete) to the cafeteria. At the High School level, have student sign slip and the teacher will give it to the principal. Teachers should also remind students that detention has been assigned. This will allow administration to keep track of particular students and their discipline. After school detentions will be assigned by the administrator.

## TEACHERS DRESS CODE

Jeans may be worn on Friday (last day of week) or if a particular day would call for it such as Field Trip.

- **NO SHORTS!**
- No bare shoulders.
- No tops with excessively low necklines.
- No flip flops or other shoes that do not stay on the foot while walking.
- A good rule of thumb is do not wear if it shows any of the following shoulder, breast, belly, or inches above the knee.
- **No Jeans or other casual dress on days that require you to meet with parents (example – Parent/Teacher Conference).**

## CURRICULUM AND GRADES

Every teacher is expected to perform at a level of excellence. You have been provided with a curriculum for your subject matter and grade level. You are expected to teach from that curriculum and meet the state Priority Academic Student Skills (PASS). Monitoring student progress is another important duty. You are required to collect and record grades every week. Grades should be collected at a minimum rate of 2 or 3 per week. Any deviation from this should be noted in your lesson plans and verbally reported to the administration for prior approval.

This year, we will be sending progress reports home every three weeks. These reports will be generated by the office, but it is your responsibility to have your grades current and posted on MAS. Remember, it is your responsibility to ensure parents are aware of their child's progress throughout the year.

Progress Report Dates:	FIRST SEMESTER	SECOND SEMESTER
	September 16	January 20
	October 7	February 10
	October 28	March 3
	November 11	March 24
	December 9	April 14
		May 5

Please remember that constant contact with parents will either help that child and/or prove that you tried. You need to be honest with all parents, do not sugar coat a problem or potential problem. For example, if a student is passing but has shown signs of being slothful in handing in his work you need to inform the parents and keep them informed. Example: if a student is passing but has dropped from a B to a C because of lost or poorly completed papers.

## LESSON PLANS

Lesson plans must be completed using the computer program provided by the district (MAS). Your lesson plans must be built around a PASS objective(s). You are required to list the PASS objective then build the lesson around that skill. Parents will be given a login to check student assignments and grades from home. It is the duty of the teacher to ensure all information is updated each week. Failure to update this information will result in disciplinary action from the administration.

## **FOOD/DRINKS**

Students and Teachers **are not allowed** to bring candy, food, drinks, or gum into the classroom. All staff members may have water and those who have diabetic problems may keep food close by but must be kept out of sight of students.

## **TOBACCO**

Possession or use of tobacco, in any form, on school property is prohibited.

## **LEAVE REPORTS (Consult Negotiation Agreement)**

If at all possible leave reports need to be turned into the office three days prior to leave. This is a must for personal leave. The administration has the right to limit leave or change the type of leave noted on your report if it is deemed to not fall into the definition of the category requested. You will be notified of any change made to your leave report. You will be responsible to keeping track of your personal leave and sick days used and available. If you take off a day and you do not have any remaining days left, you will be charged for the substitute pay for the day.

## **ELIGIBILITY REPORTS**

We need all eligibility reports in the office before 3:00 PM on each Thursday beginning September 10, 2009.

## **TIME ON TASK**

Once we lose time in the classroom, we can never recover the time; therefore, Time on Task will be of great importance. Because of loss of instruction time and liability, teachers are to spend the least amount of time out of the classroom. Visitors or parents that come to the classroom need to make appointments before and after school or during teachers planning periods. Please refer all unannounced visitors to the office.

## **CONNECTING WITH PARENTS**

Connecting with parents and the power of Praise: Calling parents with good news about a child's progress strengthens the teacher/parent relationship.

## **LIBRARY**

All teachers are expected to send their students to the library for library skills. Also, teachers are to accompany students and remain in the library for skill instructions, as well as library visits for supplemental purposes.

## **LIBRARY PASSES**

Students must have a library pass to go to the library, otherwise the student will be returned to class.

## **MOVIES**

If movies are shown in class, **they must have an educational significance.** (Example -- relates to story, theme, PASS objectives, etc.) Visit [www.unitedstreaming.com](http://www.unitedstreaming.com) for video clips for any subject matter. **NOTE:** Teachers **MUST** send a permission slip home for parents to sign on all movies. This includes PG, PG-13, or R ratings and documentaries. All movies will be monitored by the administration and if the movie was not noted in your lesson plans you will be disciplined. Class time is to be used for instruction. Free Fridays and other such non-instructional time is not acceptable.

## **HALL PASSES**

Students are not to be out of class without Hall Passes by the teachers. **This is your responsibility.**

## **OFFICE SUPPORT**

Teachers can expect support in the office when dealing with parents, not just students. You need to be prepared to show proof of your contact with the parent. This proof comes in the form of a calling log, signed notes returned from home, and action taken by you such as detention or loss of recess.

## **SCHOOL SUPPLIES**

The school will supply every staff member with the supplies needed to properly fulfill your duties. If you discover that we are out of an item please report it to Mrs. Judy Brown or Mrs. Missy Hendsbee. If you need an item that we do not stock please ask Mr. Mitchell or Mrs. Mayo how to requisition the item.

## **TRANSPORTATION**

Request for a bus or van must be made at least two weeks prior to a trip.

## **FIELD TRIPS**

Make reservations for Field Trips well in advance. All field trips must be approved by the Board of Education. Unless you are guaranteed a full refund on cancelled trips, it is advised that you do not pay any fees, deposits, etc. until your field trip has been approved.

## **FACULTY MEETINGS**

Faculty meetings will be on the Wednesday **following the BOE meeting at 3:25pm** in the library. All teachers are expected to attend all faculty meetings, unless there's a school-sponsored activity. Elementary meetings will be the library and 7-12 meetings will be in the science lab.

## **CELL PHONES**

**Teachers and Coaches may NOT have their cell phones in the classroom. You may not use your phone without the permission from the administration. If you are expecting an emergency phone call instruct that person to call the school office. You may go to your car to use your phone during your breaks. For safety reasons Coaches may have cell phones during practice on outside fields.**

## **ASSEMBLIES**

Teachers are expected to accompany and sit with their class at all assemblies.

## **TEACHER/ADMINISTRATOR RELATIONSHIP**

Teacher's advice, feelings, and feedback are greatly valued in the administrative offices; therefore, teachers can feel comfortable in sharing their professional expertise with administrators.

## **SUB PLANS**

**All teachers are required to have 3 days of sub material in the office in the case of an unexpected absence. When they have been used, you will be required to update the folder in a timely manner.**

## **SIGN-IN/OUT**

There will be a sign in sheet located in the teachers lounge. You will be required to sign in and out anytime you leave the campus during the work day. Additionally, if you must leave the building you must also sign out. This is not intended to monitor you; it is simply a tool we can use in case we need you for a parent conference, phone call, etc.

## **THERMOSTATS**

In order to keep energy costs down, you must ensure that your air conditioner is not set below 73 degrees during the summer and the heater is not set above 68 degrees in the winter.

## **PHONE LOG**

A phone log will be placed at each phone. It is your responsibility to log all calls that you make from a school phone.

## **LUNCH**

Lunch trays may be brought into the teachers lounge during the lunch period only. Teachers must pick up their trays and return them to the cafeteria at the end of each lunch. **DO NOT** send them back with a student. It is your responsibility to ensure that the supplies are returned, if trays are not returned, you may lose this privilege.

## **EMAIL**

The Thackerville School District utilizes a web-based email system through New Net 66. This provides access to your email from any Internet capable computer. The email address is <http://mail.thackervilleschools.org> or you may link from our district home page. All teachers are assigned a district email account. Email will be utilized as one of the primary means of communication within the district. You are expected to check your email on a daily basis. You will be responsible for information communicated via email.

## **DISTRICT WEBSITE**

Our district website is operational. You may access the site at [www.thackervilleschools.org](http://www.thackervilleschools.org). This website is intended to provide parents and the community up to date information regarding school activities, policies and procedures. Each teacher has his/her own web page and is responsible for maintaining that page. You may include an introduction of yourself, provide homework reminders and post classroom events. This is a means in which to communicate with your parents, therefore it is essential that it be kept up-to-date. If parents access the site and it is not current, they will eventually stop visiting the website, which defeats the purpose.

## **IN-SCHOOL SUSPENSION (ISS)**

This year we will be utilizing in-school suspension for elementary and high school students. When a child has been placed in ISS you will receive an email indicating the amount of time and a request for work. It is your responsibility to ensure that the student has the appropriate amount of work. You may also utilize this time to have the student make up any missing assignments that he/she may have (at your discretion). You will also be required to assist ISS students during your planning period.

## Help Desk: Resources for Teachers

The Internet is not a substitute for a wise, caring mentor or a break in the school day to plan a new lesson. But going online can offer research, tips, lesson plans, discussion opportunities, and a lot of data that can be easily downloaded.

Who's got useful information for teachers on the World Wide Web? There are hundreds of sites including the federal government; national nonprofit organizations in science, math, English, and other disciplines; corporations; and book and educational software publishers.

The following resources, most of which is free, are just a sampling of what's out there:

[www.unitedstreaming.com](http://www.unitedstreaming.com)

Discovery Education site used to enhance lessons with thousands of video clips.

<http://encarta.msn.com>

Sponsored by Encarta encyclopedias: lesson plans and information resources

<http://forum.swarthmore.edu/teacher/>

The Math Forum Teachers' Place: math-focused lesson plans, software

<http://web66.umn.edu/>

This web site is a list of over 11,000 school Web sites. This site helps K-12 educators set up their own Internet servers and links schools so that resources can be shared

[www.coreknowledge.org/](http://www.coreknowledge.org/)

E.D. Hirsch: lesson plans

[www.cuisenaire.com/index.html](http://www.cuisenaire.com/index.html)

Cuisenaire publishers: hands-on math and science products, K-12

[www.enc.org/](http://www.enc.org/)

Eisenhower National Clearinghouse for Mathematics and Science Education: reform ideas, lessons, software, professional development opportunities, and links to online academic standards

[www.ed.gov/free/](http://www.ed.gov/free/)

Federal Resources for Educational Excellence: online learning resources available from U. S. government agencies

[www.logo.com/index.html](http://www.logo.com/index.html)

Logotron: educational software and the following books: The Educator's Internet Companion, Science Internet Curriculum Guide, and How to Create Successful Web Pages

[www.microsoft.com/education/](http://www.microsoft.com/education/)

Microsoft: tutorials, training providers, lesson plans, and software applications for classrooms

[www.nbpts.org](http://www.nbpts.org)

National Board for Professional Teaching Standards: information on raising teacher standards

[www.sierraclub.org/education/](http://www.sierraclub.org/education/)

Sierra Club: educational materials on ecology and conservation

[www.teachnet.org](http://www.teachnet.org)

Teachnet: lesson plans, online discussions, idea exchange, articles, and research

[www.thegateway.org/simple1.html](http://www.thegateway.org/simple1.html)

Lesson plan search site

[www.wested.org](http://www.wested.org)

West Ed. Educational texts, including Tales from the Electronic Frontier (for teacher using the Internet)

<http://sed.state.ok.us/passport>

A searchable database of Oklahoma Priority Academic student skills (PASS)