**Straughn Middle School**

**2021-2022 Teacher Handbook**

**GENERAL INFORMATION**

**Support and adhere to the policies in the Teacher Handbook, Board Policies Manual, Student Handbook, and Code of Conduct.**

All teachers should be signed in by **7:25 a.m.** each day unless otherwise instructed by the office (8:00 a.m. when students are present). Students are dismissed from the gym at 7:25 a.m. **Please be positioned at your classroom door ready to receive them.** Students should be ready to begin work when the tardy bell rings. Remain on campus **until 3:15 p.m. Do not leave before the buses!** Teachers and staff are expected to remain at school during early dismissal days until dismissal days until dismissed by the principal (usually 1:00 p.m.). Lock your doors and windows and turn off lights and heating/cooling system before leaving in the afternoon.

***Teachers must be at their door during each class change.*** **Do not leave your classroom unsupervised at any time.** If you need to leave your room, ask another teacher, not on duty, to supervise your room or call the office. You **WILL** be held liable for student behavior or accidents when you leave the room unsupervised**. Students must remain in the gym at P.E. until the bell rings, including athletes.** Students must not be dismissed from any class earlier than the regularly scheduled time, unless approved by the principal**. Visitors are not allowed in your classroom without a visitor badge from the office.**

**ANNOUNCEMENTS**

Announcements must be written/ typed and turned into the office by 3:00 p.m. the day before the announcement is to be read. Please **REQUIRE** students to be silent, respectful, and attentive during announcements. Staff and students are expected to model appropriate behavior during this time.

**ATTENDANCE RECORDS**

Since teacher unit allocations are based on ADM, attendance records are very important to the school. Therefore, it is very important for teachers to keep accurate records of pupil attendance and enrollment.

Homeroom teachers must check attendance and enter absences in **POWER SCHOOL** each morning. Teachers should place excuses, bus notes, etc. in their envelope and place the envelope outside their classroom for pick-up by 7:50 a.m. The envelope will be returned to your mailbox each day. Any errors in the absentee list should be reported to the office as soon as possible. An absentee report will be emailed to you each day. **Take roll every class period. No exceptions! Post tardies and absences in your grade book.**

If a student has been absent for **three (3)** consecutive days, it is the responsibility of the **teacher** to contact a parent/guardian and report findings to an administrator.

**GRADES**

A schedule for issuing report cards and progress reports is included in the Student Handbook. Please plan your work to meet these dates. ***Grades should be entered in POWER SCHOOL within three days of grading an assignment.*** All tests/ assignments should be returned to students and reviewed. NO EXCEPTIONS! Reteach, if needed. **Assess students with a minimum of two grades per week. Record grades in your gradebook.** You should have a hard copy of grades and attendance. Do not deduct points from a student’s grade as a disciplinary measure. Be careful with copies of tests. If a teacher gives a student an “I” as a semester grade and allows make-up work to improve this grade, the teacher must report to the counselor any change that should be made on the permanent record.

**CLASSROOM INSTRUCTION**

Lesson plans are due each Monday. The agenda for the day should be posted on your board. No exceptions! The teacher shall devote his /her time exclusively to school duties. Plans and reports should not be prepared during classroom instructional time. Class time should be devoted strictly to students. **NO PERSONAL CELL PHONE USE DURING CLASSROOM INSTRUCTIONAL TIME!!!**

**TEXTBOOKS**

Textbooks will be distributed the first week of school. Students should write their name in each book. Any student who cannot produce a book issued to them will be required to pay for the book and will not receive a report card until payment is received. Records will not be released if books are not returned or fees paid. Teachers are responsible for any books or equipment checked out to them.

**LUNCH APPLICATIONS**

All students should be given a Lunch Application form at the beginning of the school year. **Send forms to the office by 7:50 a.m. daily.** Homeroom teachers will receive a notice for each Lunch Application Form returned to the office, verifying student eligibility. This notice should then be given to the appropriate student to take home to parents or guardians.

**ENTERING AND EXITING THE BUILDING**

Students should walk on the sidewalk to/from the cafeteria, not in the road**. DO NOT ALLOW STUDENTS TO RUN TO OR FROM CAFETERIA.** Please supervise this transition. Students should conduct themselves well in the lunchroom and leave tables clear of napkins, food, etc. Teachers should check tables to make sure that plates, trash, etc. are removed. Please be aware of lunch time. Upon returning from lunch, **do not allow students to reenter the main building until a teacher is present. Students should enter and exit the building QUIETLY. You should NOT be late for the next class period.** If you leave as a grade level, you will probably be late.

**SUBSTITUTES**

Teachers are responsible for securing a substitute. If you know of your absence in advance, complete the pink Absentee Form and turn in to Mrs. Anderson. Notify Mrs. Anderson of **all absences**. If you are scheduled for duty and will be absent, please let your substitute know. Teachers must keep a minimum of five (5) days of lesson plans. **Lesson plans are due each Monday**. Character education will be taught during P.E.

**EMERGENCY SUBSTITUTE PLANS**

Instructional staff members are required to place on file in the office a substitute folder containing 5 class days of emergency substitute plans in the event you are unable to prepare plans for an absence. Emergency substitute plans are due to Mrs. Hines by August 31st. **(See Substitute Folder Checklist)**

**CHILD ABUSE MANDATORY REPORTING**

ALL employees are considered mandatory reporters for suspected child abuse of a minor. If you suspect that a child is the victim of abuse, **you are required to report your suspicions to the Department of Human Resources immediately**. In addition, notify the principal and school counselor.

**SOCIAL MEDIA STATEMENT**

There are ramifications for posting disparaging or inappropriate comments, information, pictures, etc. on social media that reflects negatively on the school, parents, students, or fellow employees. Be sure that all content is consistent with Straughn Middle School’s and Covington County Schools’ professional standards.

**CLASSROOM CARE**

The classroom is a home away from home for teachers and students. Rooms should **always** be attractive and kept in excellent condition. At the end of the day make sure boards are clean, windows locked and lights turned off. Bulletin boards should be utilized. An attractive room provides the proper environment for learning. It is advised that classrooms be locked any time you leave your room during the school day.

**ALL** staff is responsible for helping keep the campus clean and ensuring equipment is kept in the very best condition.

**FIELD TRIP PROCEDURES**

Be sure to check with office before scheduling a school activity, and place it on the school calendar well in advance of such activity. All school activities must be preapproved. If you are in planning a school sponsored field trip or if you will be traveling on school business, review the procedures outlined under travel. Do not plan to leave for a field trip before 7:45 a.m**. \*Please remember to advise the school nurse of any field trips. Do not schedule field trips in May, without principal approval. Field trips should have an educational purpose, unless used as a reward.**

**SCHOOL ASSEMBLIES**

Teachers are responsible for supervising students at assemblies. They should sit with the class they bring to the assembly. Appropriate behavior is expected!

**DISCIPLINE**

The classroom teacher has a major responsibility for establishing an orderly, disciplined atmosphere in the classroom. The efficient classroom requires a well-understood and consistent set of expectations. Each teacher shall post classroom expectations. Expectations must be established on the first day of school. Additionally, students should be encouraged to develop self-discipline. **Engaging classrooms will have fewer student discipline issues**. The teacher must develop and model a positive climate for instruction. This should include a sound educational program for all students, adaptation of materials and methods to meet the needs of all students, and the provision of learning experiences appropriate to each child’s ability. **An office referral form should be completed and turned in for Class II, III, and IV offenses. Use the appropriate forms. ALL students must be given due process!**

**CONFIDENTIALITY**

As educators, we are responsible for a great deal of personal information about our students and parents. It is paramount that we maintain strict confidentiality in regards to student behavior, academic performance, and any other information deemed personal in nature. Discussion of confidential information in areas where others could hear confidential conversations or with individuals who have “no need to know” is strictly prohibited**. NEVER discuss confidential information or speak negatively about students in the presence of substitutes or other students. NEVER!!!**

**ADMINISTRATIVE EXPECTATIONS**

The list on this page is a summary of expectations held by administrators of Straughn Middle School for all staff members. These expectations serve as a reminder and guide for each of us that, like our students, we must be responsible for our actions. The expectations listed here are what would be acceptable for adults in a profession in which the members serve as role models for young adults. If we expect behaviors and levels of responsibility from our students, then we must model the behavior we expect from them.

* Arrive **on time** for work and scheduled meetings.
* Check your emails twice a day (at a minimum); once in the a.m. and once in the p.m.
* Supervise students at **ALL** times; ex. lunch, halls, assemblies, etc.
* Attend **ALL** scheduled meetings.
* Dress according to school policy.
* Meet required deadlines.
* Make personal appointments for after school.
* Adhere to Wellness Policy.
* **BE RESPECTFUL AND POSITIVE!**
* **LOVE OUR STUDENTS!**