

WEST LAS VEGAS MIDDLE SCHOOL

2020-2021



Staff Handbook

Thomas M. Sánchez, Principal

Our Mission: Provide every student with a safe and positive learning environment in which we maintain excellence as the standard.

Our goals are to:

- Teach toward mastery and advancement of the basic skills.
- Promote critical thinking and problem solving.
- Improve social skills (i.e. self-control, self-esteem, self-respect, self-motivation, conflict resolution, cultural diversity awareness and acceptance).
- Increase opportunities for family involvement.

Expectations of Faculty and Staff

1. Use best practices for ALL students.
2. Set high expectations and goals.
3. Be creative, share your love of education.
4. Be positive.
5. Be firm, fair, consistent, and caring with your students.
6. Respect your colleagues, your parents and your students.
7. Communicate effectively with parents. (Take care of problems/challenges before they get big.)
- 8. Confer discreetly with your students when disciplining. Confrontation in front of others draws an audience and tempers escalate.**
9. Be professional in all your actions and in your appearance. (Take pride in your profession.)
10. Be on time and be prepared.

WLVS Policies and Procedures:

Available on the WLVS website. Teachers are encouraged to review these annually.

Faculty Hours:

The regular school day for teachers is 6.75 hours a day from 7:45-3:15 (exception is when on duty) with a 45 minute lunch. The regular school day for the Instructional Assistants is a 7.5 hour day from 7:30- 3:30 with a .5 hour lunch.

Faculty/Staff Meetings:

Meetings will be held once a month, unless otherwise needed. Sometimes things arise that need to be addressed quickly, but every effort will be made to keep these meetings to a minimum. Staff Meetings are not intended to be a gripe session. If there is a serious concern that has to be addressed, please see the Principal at a separate time. Meeting Norms will be

created. Goal team meetings will occur during common Prep times and after school with attention given twice a month.

Teacher Absence or Tardy:

It is the Teacher's responsibility to call a substitute and notify both Principal and Secretary regarding the absence. Make sure the day's lesson plans are on your desk or that someone will bring them to the office for you or you can email them. In case of extended absences, the teacher needs to phone the school to report expected return or continued absence. Call before 12:00 p.m., so that the same substitute can possibly be retained.

First Week and Month of School: To Do's

1. Have students complete a writing sample, complete base assessments (Reading, Math, ELD etc.).
2. Review and explain student behavior expectations. Set expectations for appropriate behavior for hallways and other common areas. Follow through and be consistent.
3. Discuss cafeteria and restroom behavior expectations.
4. Review and practice all procedures: lunch line, bus line, parent pick up, classroom procedures, fire drill, etc.
5. Discuss bus, playground and school safety.
6. Set classroom expectations for learning and for character.

Safe School Plan:

Safety plan will be issued and discussed. Please keep it in a safe place for easy access. Fire evacuation plan is to be posted near your exit door. All exits to classrooms and buildings must be clear and accessible at all times.

Medicine:

No medicine, including Tylenol, will be distributed to students without written permission from their parent/guardian. All medicine in such cases will be dispensed through the main office.

Head Lice:

Unfortunately, head lice are and have always been a problem in public schools. At WLVS we make every effort to combat this situation. *Children suspected of having head lice should be treated with the utmost discretion.* Keep in mind that the child is never at fault for his/her head lice problem.

Lesson Plans:

Emailed to Principal-due every Monday no later than 8:30 a.m. Please post Lesson Plans outside of your door. Same lesson plan template will be used by all!

Emergency Lesson Plan Folders:

A substitute folder will be kept in the office in the event of an emergency. A minimum of 2 days' work should be available.

All substitute information should also be placed in folder (schedules, materials and where they are located, emergency procedures, duty schedule and information, etc.

Substitute Plans:

You are responsible for easy to follow substitute plans on the day(s) you are out. Make sure they are detailed. Make sure they are accessible to the substitute by leaving them on the desk or have someone bring them in the morning. Procedures, routines, and schedules should be listed on plans.

Grade Reporting:

Progress reports are to be provided to the parent/guardian with information regarding their child's academic progress. Please set up parent conferences if necessary to discuss progress.

FIRST SEMESTER

First Grading Period

Beginning of 1 st Grading Period	August 05, 2020
Progress Reports	
Final Exams	
Grades Due	October 11, 2020
Open House/Report cards	

Second Grading Period

Beginning of 2 nd Grading Period	October 12, 2020
Progress Report	
Final Exams	
Grades Due	January, 03, 2020
Report cards issued	

SECOND SEMESTER

Third Grading Period

Beginning of 3 rd Grading Period	January 4, 2021
Progress Report	
Final Exams	
Grades Due	March 14, 2021
Open House/Report cards	

Fourth Grading Period

Beginning of 4th Grading Period
Progress Report
Final Exams
Grades Due
Report cards for pick up

March 15, 2021

May 28, 2021

Report Cards:

Grade reporting to students and parents is an important responsibility of all teachers. Extreme care must be given to following established procedures and maintaining accuracy. The teacher's grade book is an official document; the teacher is responsible for keeping it accurately, and keeping it secure at all times. (Use of lesson plan on PowerSchool or other student information system. Report Cards will be issued during these dates.

1st 9 weeks Report

3rd 9 weeks Report

2nd 9 weeks Report

4th 9 weeks Report

Honor Roll:

A Honor Roll: 4.0-3.8 with excellent conduct

B Honor Roll: 3.79-3.0 with excellent conduct

Permanent Records:

Teachers are responsible for the accuracy and maintenance of the permanent records of the students assigned to them. Never keep records in your room overnight. A permanent file should never be taken from the school building. If you are reviewing a student's records, make sure you return it to the correct drawer and place in alphabetical order. At the end of the school year, teachers must accurately fill out attendance, grades, comments, and place report card and EOY assessment data.

Student Assistance Team and RTI:

The SAT process is intended to help teacher identify strategies to help struggling students. It may or may not lead to a special education referral. Students can be referred for excessive absences, neglect, not completing school and homework, poor peer relations, etc. Do not delay acquiring assistance by failing to initiate the process.

Process: Please refer to your SAT-RTI handbook. All referrals are to be given to the school counselor.

Modification Recommendations

1. Use a checklist for assignments.
2. Use a behavior contract.
3. Use a timer to encourage more efficient work habits.
4. Organize assignments into short, structured units to increase on-task behavior.
5. When correcting papers, identify items done correctly as opposed to items done incorrectly.
6. Institute a consistent feedback program between school and home.
7. Stress student responsibility for their own behavior.
8. Encourage successful participation in small groups.
9. Pair the student with another student (peer buddies).
10. Consider a seating arrangement that maximizes class participation.

Supervision of Students:

- A. Classroom supervision: Students must be supervised at all times. Faculty members must never leave students unsupervised, contact another staff member to supervise in your absence.
- B. Duty Supervision: Staff must arrive promptly at their designated duty areas. Move around a scan area often.
- C. Restroom supervision: Make sure restrooms are being used properly. Regularly make visits to the restrooms near your classrooms. Ensure that a sign out log is created every time a student leaves your room and that they have a pass with them. This will eliminate students roaming the halls.
- D. Lunch Duty Supervision: Students will not be allowed to leave the cafeteria until they have picked up after themselves. Monitor all students at all times. Games allowing physical contact are not allowed. Walk around, scan and monitor. Strategically place yourself so that you can monitor students. Keep them safe. Scanning will help ensure that accidents and disagreements will not be an issue.
- E. Common area supervision: Hallways, cafeteria, library, etc. are common school areas shared by everyone. Remember to practice procedures for being in these areas.

Field trips:

Field trips are to enhance learning of a certain topic by a resource away from the school campus. Field trips are viewed as a tool for learning and should be appropriate for the age group.

Bus requests must be filled out a minimum of two weeks prior to the trip and turned in to the school secretary. Remember to contact transportation to reserve a bus prior to completing the bus request.

Permission forms for each student must be returned, signed by the parent/guardian. Verbal permission is not allowed.

Make arrangements for sack lunch two weeks prior to trip with cafeteria manager.

On the day of the trip, turn in a list of student names who will be on the field trip to the secretary to ensure that they are excused in PowerSchool.

Requests for field trip requisitions need to be submitted 2-3 weeks prior to the trip.

Class parties: Principal will notify staff of dates and times of parties.

Collection of unnecessary items:

Games, cell phones, electronic devices are unnecessary items for students to possess at school. Please collect these items, put the student's name and date on them, and send items to the office. They will be kept in the office until the student's parents/guardians pick the items up.

Faculty Evaluations:

During the school year there will be three types of evaluations;

- Informal walk through
- Formal walk through
- Observation Evaluations

In addition, a PDP needs to be completed by each teacher within the first 20 days of school.

Guest Speakers:

If you have a special activity occurring in your classroom, please let the principal know and any guest speakers in the classroom must be noted in weekly lesson plans and discussed with the principal prior to their visit.

Cell phone use by staff:

Cell phones may only be used during a staff member's planning/break time and should not be used when staff is teaching or supervising students. Please advise family if an emergency should arise, that they should call the secretary's office. The school secretary will immediately notify you and arrangements will be made for classroom coverage.

Copy Machine:

If you have a jam or breakdown of the copy machine, inform the secretary immediately. Only make copies of items you need.

Discipline Plan:

Students that are sent to the office must have written documentation with them. Some offenses can be handled by the teacher.

Offenses handled by the office:

1. Habitual Minor and Major Offense
 - a. Parent/guardian contacted by principal, (written notification or phone call)
 - b. Teacher, principal, and student conference and a consequence is administered by the principal.
2. Behavior plan will be initiated if problem behavior continues. If a student has exhibited a history of chronic behavior that repeatedly or substantially interferes with the teaching and learning of students a BIP will be implemented. The goals for BIP are to teach students to accept logical consequences and become actively involved in finding positive alternations for their actions.
 - a. Referral to counselor
 - b. SAT team convened

Fire Drill Instructions:

1. Classes will walk out of rooms in single file.
2. Running and talking are not permitted during the fire drill so that all students may hear instructions at all times.
3. Teachers will see that all doors are closed, not locked, after verifying that all students are out of the room.
4. In case the exit designated is blocked, the teacher in charge of the class will select nearest exit and follow instructions for leaving that exit.
5. The first person in the line will fall out of line, hold the door until the last class exits, then report to his/her class.
6. Instruct students who may find themselves out of the room during the fire alarm to leave the building immediately by the nearest exit, and report to an adult and stay with the adult that is in charge.
7. Each teacher will check the roll and report immediately any person absent that should be there. Report those absences to the head teacher. Head teacher will notify principal to check for student accountability. Please note that the class roll book and fire drill form must be in the hands of the teacher.
8. Classes will be held together on the grounds and teachers will await orders from the administration to return to the building. Each teacher is to walk his or her class back at the end of the drill, observing good order and silence.
9. Fire drill form must be completed and returned to the office immediately following re-entering of classroom.

Acknowledgement Form

I, _____ understand and acknowledge the information presented within the staff handbook covered at the Orientation Staff Meeting. The information presented was for the 2020-21 school year.

Signature

Date