



## **Piqua Junior High School 2017-2018 Staff Handbook**

### **Academic Program**

#### **COLLECTIVE LEADERSHIP**

Building Continuous Improvement Plans (CIP) are derived from the District Strategic Plan, found on the [District Communications Page](#). Collective Leadership Teams (CLT) author goals in order to improve student learning. This is a state mandated process used by schools in order to reach an “Effective” or “Excellent” rating on the state report card. Each building’s CIP is available for viewing and/or printing on the teacher/common drive of the computer network.

Teachers who would like to contribute to the planning of our building CIP are encouraged to join the CLT. The CLT meets on a regular basis. The staff members and our building administrator discuss monitoring of current goals and how they may be improved. They also will develop goals for the following school year. The CLT also likes to use outside research and resources such as journals and experts to improve our learning and ultimately raise our standing on the state report card.

Some CIP goals may also be developed through our subject teams. Language Arts/Social Studies, Math, and Science teachers meet in teams to develop goals and strategies for the improvement of instruction and learning within their discipline. Subject teams are given meeting time monthly.

\* All teachers are responsible for the goal implementation and monitoring as listed on the CIP.

## **CURRICULUM PROCESS GUIDE**

The district has developed a curriculum process guide which is posted on the Groups Drive in the Curriculum folder. Please refer to this guide for additional information on the following: 21<sup>st</sup> Century Skills, AESOP, Field Trips, Grants, Professional Development, Progress Book, NWEA, State Testing, Total Reader, Textbooks, and Yearly Progress Pro.

## **RIGOR/RELEVANCE/RELATIONSHIPS**

Piqua City Schools are committed to improving the rigor and relevance of our instruction by increasing the number of lessons, projects, and homework that falls within the more advanced domains of the Rigor and Relevance chart. Please refer to the Curriculum Pow-Wow for information on using the Rigor and Relevance framework to enhance student learning. The Curriculum Pow-Wow can be found [here](#).

## **HOMEWORK**

Homework is a critical part of student learning. It provides for the reinforcement and practice of important skills learned in the classroom. Homework also guides student study and assists in the retention of new knowledge. Responsibility for the completion of homework resides with the student. However, it is important for both the parent and the teacher to communicate about the homework, the success of the student on homework assignments, and issues with the student in terms of homework completion.

To provide for communication each student is issued a calendar/planner. Students are to use the planner to record homework assignments. Teachers will post homework assignments in the classroom for students to record. Parents are encouraged to review the planner and compare what students have written to what has been accomplished. Parents are also encouraged to contact the teacher as soon as possible should any questions arise.

To provide for communication regarding homework assignments, teachers will post grades on Progress Book. Both students and parents are encouraged to review these grades frequently.

To provide for communication regarding issues of student homework completion, teachers will contact the parents by letter or by telephone weekly to provide detailed information regarding missing assignments. Parents are asked to make sure that students complete any missing assignments as soon as possible. Although the assignment may be late, the learning is still important.

## **STUDENT RECOGNITION**

All academic subjects will be used in figuring the honor roll at the close of each grading period. Piqua Junior High School recognize three honor rolls: Honor Roll for those students who earn a 3.75 to 4.0 GPA, Honorable Mention for those students who earn a 3.5 to 3.749 GPA, and Commended List for those students who earn a 3.25 – 3.49 GPA.

Piqua Junior High also will recognize students who qualify for the Renaissance Program. Requirements include a GPA of at least 3.25 and no unexcused absences or tardies.

Each team will on a monthly basis, select students to be recognized as Students of the Month.

## **STUDENT ASSISTANCE/SPECIAL EDUCATION**

### **RESPONSE TO INTERVENTION**

The RTI process will involve a group of staff members that meet to discuss options to help students who may need additional individualized instruction. Teachers will use RTI to administer individualized instruction and monitor student growth in response to the RTI plan.

### **INCLUSION MODEL FOR SPECIAL EDUCATION**

Piqua Junior High is committed to using the inclusion model for the education of students with disabilities. To the extent possible, students with disabilities will be included in the regular classroom.

Student files are kept in the office. IEP, MFE and quarterly progress reports are filed in the main student files in the office.

All regular education teachers and specials teachers that come in contact with a student on an IEP need to be provided with a copy of the IEP At a Glance that is on the IEP writer.

See the Special Education Handbook for IEP and MFE guidelines and procedures.

IDEA handbooks are kept in the office.

# **BUILDING PROCEDURES**

## **ARRIVAL**

Faculty members are to report to the building by 7:30 a.m. Please refrain from asking for early dismissal except in an emergency or for unusual situations/circumstances.

Students will report to the gymnasium/commons immediately upon arriving to school.

## **DISMISSAL**

School is dismissed at 2:28 p.m. Teachers are responsible for students in their care until the students leave school or another staff member assumes responsibility for the students.

1. Proper conduct of students throughout the school can be maintained only when all faculty members assume a full and equal share of responsibility.
2. It is imperative teachers follow duty schedules closely.
3. During all duties, please monitor student behavior to promote safety.

## **SUBSTITUTES**

Please log-on or call AESOP prior to 6:00 a.m. if you are ill.

For absences known in advance, notify Cathy Barhorst to assign substitute.

Each teacher is to have a Substitute Teacher Folder. This will include general classroom information, a discipline policy for your classroom, seating charts, and emergency lesson plans for two days. Folders will be kept in the main office.

If you have a substitute teacher who is unsatisfactory, please let the principal know as soon as possible. Please be specific about the problem.

A substitute teacher should not have to call you to get plans over the telephone! Keep sub folders current. Word searches, puzzles, etc. are not lesson plans.

## **TECHNOLOGY**

A variety of technology equipment, software, and expertise is available for teacher use. Please contact the district technology department for assistance with technology or to review resources that are available.

## **FIELD TRIP PROCEDURES**

Please see the [Curriculum Process Guide](#) for the latest information on the proper use and preparation for field trips.

## **SCHOOL FEES**

### **Handling Procedures-Homeroom Teachers**

Teachers are not to handle student fee money. Send students to the office.

### **Handling Procedures-Secretary**

The secretary is to prepare a receipt book(s) for the school year.

The receipt book is to have the school year clearly labeled on the front.

The receipt book is to have the name of the school clearly labeled on the front.

The receipt book is to have the beginning and ending dates of the receipts enclosed clearly labeled on the front.

The secretary is to accept all fee payments directly from the student or parent.

When receiving payments, the secretary is to complete a receipt immediately.

The receipt is to include the student's full name.

The receipt is to include the student's homeroom teacher.

The receipt is to be dated with the day, month, and year.

The receipt is to include the purpose of payment. (Such as 2012/2013 School Fees or Past Due Fees.) If there are multiple purposes, include the amount for each purpose.

The receipt is to include the balance due for each purpose.

The receipt is to include the type of payment.

The receipt is to be given to the payee immediately upon completion.

The duplicate receipt is to remain in the receipt book.

The secretary is to update DASL files daily to reflect payments received.

The secretary is to deposit all fee money daily in accordance with procedures dictated by the treasurer's office.

### **CLASS CHANGES**

The student's purpose is to learn. To create the best possible environment for that learning, teachers are to keep students quiet in the hallways during class changes. One way to accomplish this is by teachers all being visible in the hallways. Remember, not all students will be changing classes at the same time.

### **FACULTY MEETINGS/INSERVICE**

Piqua Junior High is a learning community. All teachers and students are engaged in the process of learning so that maximum benefit can be realized for all students. Staff meetings will be held regularly. Monthly dates will be provided at the beginning of the school year. Teachers should reserve these times.

### **WORKMAN'S COMPENSATION**

The Workman's Compensation Act covers every teacher in the school district, if you are injured while on duty. If you are ever injured while on duty, you should complete the necessary forms on the Public School Works website.

### **TEACHER CERTIFICATE/LICENSURE**

All licensed or certified personnel must hold a certificate or license valid and on file with the superintendent for the position to which they have been assigned. It is the responsibility of each teacher to see that his certificate or license is renewed at the correct time.

You must have a valid Individual Professional Development Plan (IPDP) on file with the Local Professional Development Committee (LPDC). Consult your contract for forms and details. Mr. Jared Askins and Mrs. Diane Fox are the PJHS members of the LPDC and serve as a resource for questions.

## MAINTAINING SAFE ENVIRONMENTS

To ensure the safety and well-being of all students and staff, all staff must work to ensure that they aid in maintaining safe environments. The following is a basic list of procedures that must be followed.

All food is to be stored in plastic or metal sealed containers.

An MSDS is to be secured and kept on file for all chemical items. Board purchased items will have an MSDS on file with the custodian. The staff member is responsible for securing an MSDS for any other items brought in by that staff member.

All TV's are to be properly and completely secured to the shelf, rack, cabinet, or cart on which they are located.

Teachers are to report any hazardous or potentially hazardous conditions through [Public School Works](#).

Teachers must report all accidents to the office and document them using [Public School Works](#).

## PROFESSIONAL AND PERSONAL LEAVE

Professional Leave-If you will be attending any in-service or professional meeting, you must complete a professional leave request on [Employee Kiosk](#) if the meeting takes place during regular hours. **State law requires that these be completed and approved before attending the meeting.** The PCS/PEA negotiated agreement requires a minimum on 10 days of advance notice for professional leave and one week for personal leave. Failure to do so could result in a finding for recovery by the state auditor which means that you could end up paying for the sub. If you are attending a professional in-service for which you wish to be reimbursed, the failure to complete and have these forms approved in advance could allow the district to deny the leave meaning that you would be responsible for all costs. Complete the forms early and keep your money. You work too hard for it.

## PURCHASES

Be sure that you plan your purchases well in advance. Complete the requisition form and turn it into the principal for approval. If approved, it will be forwarded to the board office. Once both the treasurer and the superintendent have approved a requisition, a purchase order will be issued. The purchase order is the authorization to make a purchase. No purchase shall be made by you, on your behalf, or on the behalf of Piqua City School District without a purchase order. It is illegal to make any purchases without following this process. You will not be reimbursed for any expenditure without prior approval through a purchase order.

Once a purchase has been made using a purchase order, the packing slip, invoice, or receipt is to be given to the building secretary who will process it for payment.

### TEACHER'S PRESENCE IN THE CLASSROOM

Students are not to be left alone and without supervision. When it is necessary for you to leave the room, the teacher next door should be alerted. That teacher would then be expected to be in charge. Legal viewpoints must be observed. **If you put a student in the hall because he has misbehaved in your room and that student then gets into trouble in the hall, you are legally negligent.**

### STUDENT RESTROOMS-MONITORING

Teachers are expected to monitor student behavior in the restrooms. However, this must be done appropriately. Limit the number of students permitted in the restroom at one time. When sending a group of students into the restroom, be aware of any potential for misbehavior. Remain near the doorway to listen for issues. **Only enter student restrooms when there are concerns for the safety of students or property regardless of gender to avoid any appearance of misconduct or undue interest. This protects both the student and the teacher.**

### MEETING WITH STUDENTS AFTER SCHOOL

If you keep a student after school, you are responsible for that child until approved transportation arrives. Students may be kept after school with prior parental approval and signed transportation plans for tutoring, club meetings, to assist the teacher, or as a disciplinary action. If you leave any child without transportation or supervision, you are legally negligent. This includes any students you may find as you are leaving the building. As soon as you see them and see that they have no parent supervision, they are your responsibility.

Guidelines:

- 1) If the student is being picked up by someone, make sure you have a parent signed note indicating who is picking up the child. **You must make sure that the child is actually picked up.**
- 2) If the child is not picked up, you must come to the office and make contact with the parent or an approved source of transportation. **NOTE-We can only release students to the**



**people for which the parents have given prior written consent.** This can be in the form of a note sent in that day or from the list of contacts on the EMA. Understand that you could be with the child until late in the afternoon or early evening if the parent does not show and you have trouble reaching an emergency contact.

Remember-You are responsible for the child until the parent takes over or until you have given responsibility over to another staff member who has agreed to take responsibility. (You can not send the child to the office and assume the office staff will take your responsibility. We may be able to help you out sometimes, but you must ask each time. This should be fairly rare.)

### **STAFF DUTIES**

All teachers will share the responsibility for supervision of students. Duties may include arrival, breakfast, lunch, dismissal or others. Duties will be scheduled during times in which teachers do not have instructional responsibilities, but at no time will duties prevent teachers from having the state-mandated minimum 200 minutes per week of planning time.

### **WORK PERIOD**

Conference and planning periods should be used to make out tests, develop lesson plans, grade papers, and confer with parents so that you do not have to use class time for such purposes. Staff and team meetings will also be scheduled during this time.

### **PERSONAL SAFETY AND PERSONAL PROPERTY**

Please do not leave valuables or money in your classroom desk or file. Also, avoid leaving open beverage containers in your classroom.

### **ANNOUNCEMENTS**

Please email announcements to Diane Fox for the daily video news the night before they are to be made. Announcements will be made during 7<sup>th</sup> period. Only emergency announcements will be made at the end of the school day. Please be sure to date your announcements.

### **BEFORE LEAVING**

Teachers should be sure to close and lock windows, turn off lights, straighten blinds, and close classroom doors before leaving in the afternoon. Have students remove excess paper from the floor at the end of day. Present a tidy room.

### **CLASSROOM CONDUCT**

Be assertive when dealing with classroom discipline problems. You will receive 100% backing from the office *on anything that is right*. Be fair. **Be consistent.**

If you find it necessary to send a child to the office, the child must bring a note from you explaining the situation or you may call the office to let them know you are sending a student down for discipline issues. Additionally, a referral must be submitted through [Public School Works](#) as soon as possible.

Teachers also have authority over all other students in the building. If you observe student behavior that is not acceptable, you should take the necessary steps to correct the situation. (Be aware that special circumstances may exist for some students. Consult with their teachers for suggestions on handling their behavior.)

### **ATTENDANCE**

Piqua Junior High Schools use Progress Book for recording attendance. Teachers will enter absences on the teacher computer and electronically transfer these to the office by 8:00a.m.

### **GUIDANCE**

The school guidance counselor is available to discuss educational, vocational, and personal problems with students. Teachers may recommend conferences with the counselor. The counselor cannot assume your responsibility for mandatory reporting of suspected child abuse or neglect. In cases where you suspect such or have heard of such (credible or not), you must report the information to Children's Services immediately and directly.

### **HEALTH SERVICES**

The nurse will be on duty half day at PJHS and half day at PHS. All students who wish to see the nurse must first report to the office. No one is to go to the clinic without contacting the office, except in extreme emergency. For concerns regarding the medical condition of students, you may consult with the nurse. The nurse cannot assume your responsibility for mandatory reporting of suspected child abuse or neglect. In cases where you suspect such or have heard of such (credible or not), you must report the information to Children's Services immediately and directly.

### **ORAL MEDICINE**

NO ORAL MEDICINE is to be administered to any student except by the nurse or through the office.

### **MONEY PROJECTS**

Money-making projects must be approved in advance by the principal. Those projects must be kept at a minimum. When money is not needed the project will be refused. The general rule is only one fund raising project per student group.

### **AFTER SCHOOL MEETINGS OF STUDENT GROUPS**

Teachers should have announcements made at least a day in advance when asking a student group to remain after school, or if you want them to report back for an evening meeting. When you hold a meeting in the evening you should notify the principal of both the starting and ending times of the meeting. The teacher is to place this event on the on-line calendar. The custodian will open the building when the teacher arrives and not for the students who report early. You must be here with the group from the time they arrive until the last one leaves. You are responsible for the building when you call a meeting. Specify the exact time and place they are to meet. They are not to run all over the building. It is up to you to control your group and not the responsibility of the custodian. Teachers must be the last to leave.

## **NUMBERING OF TEXTBOOKS**

Each textbook will have a number. When issuing the books, record the number issued to each student. Take time when issuing books. Be sure that each student writes his name using ink in the place provided when issued a textbook. Please check on the condition of each book as it is issued. Record any damages to the book on the inside front cover with the date and your initials. This will prevent students from being charged for damages that were preexisting. Beginning in 2011, student textbooks will be issued from the school library with each new adoption.

## **ETHICS**

The ethics of Piqua Junior High School teachers should always be above reproach.

Each of us is here for the same purpose and that is educating the youth of this school district. There is no place for bickering on this staff. Please be professional. Do not permit students to talk about other teachers in this school system. You should never discuss other members of this staff with students. When students come to you with complaints about other teachers, put a stop to this in a hurry. Let it be understood that students are never to address you by your first name, your last name alone, or nickname. They must use the appropriate title such as Miss, Mrs., Ms., Dr., or Mr.

## **FIRE EVACUATION INSTRUCTIONS**

The instruction and understanding of fire evacuation procedures is important. By making students aware of the proper method of building evacuation, fire safety will become part of their regular school program. We must remember that our primary concern is for the safety of the children. Fighting a fire is not the priority, however, any staff member not assigned to students may assist in attempting to control or extinguish any fires.

The following points should be read to the students and posted, along with the evacuation plan and attendance forms, near the classroom door:

1. All staff members should know where the fire alarm systems and fire extinguishers are located.
2. Anyone discovering fire in the building should trip the alarm immediately. As soon as the alarm is given that person should contact the principal's office and give the exact location of the fire.

3. The office will contact the alarm company.
4. On hearing the fire alarm, all students and school personnel will evacuate the building immediately. Each child should stand and begin filing out of the room in an orderly manner, according to instructions of the teacher, and proceed directly to the exit as marked on the diagram. One or two students sitting near the window should be assigned the task of closing the windows and the classroom door. The teacher will lead the class outside assigning the last student to close the door. The teacher will choose an alternative escape route if the planned route is blocked.
5. These instructions and diagrams must be posted in each classroom, intervention area, other instructional areas, and the cafeteria.
6. Ohio law requires that every school building have a fire drill nine times per year.

### **TORNADO DRILL PROCEDURE**

If a tornado warning has been issued, the following procedures shall be used:

1. If we have power, an announcement will be made over the public address system that we are having a drill (assuming enough advance warning) or an alarm will sound.
2. If we do not have power, we will use a hand horn, or we will send a “runner”. We will give two blasts on the horn and repeat the two blasts several times. Immediately upon learning of a tornado alert, all building occupants should quickly and quietly assemble in the shelter areas designated below. Be sure to place students away from doors and windows.
3. Students are to stay with the teacher to whom they are assigned at the time of the alarm.
4. All students are to bring a book with them for cover. Students are to be instructed to move quickly and quietly. We will be very crowded and some of the younger students may become frightened, so it will be very important that we get into position quickly and quietly. *We may also need to make adjustments on seating locations depending on building occupancy.*
5. As soon as students are in position they will sit on the floor and wait for further instructions. Teachers will stay with their students and check for missing students. Missing students are to be reported to the principal. Students are to be instructed that when danger is imminent a command of “heads down” will be given. The head is to be down on the knees and

their books placed over the back of the head. If students have a coat or sweater, they should use it to cover their head.

6. Teachers not assigned to students during a drill will assist with hall traffic and the seating of students.

## **Piqua City Schools**

### **General Energy Management and Conservation Guidelines**

All staff members are expected to be an “energy saver” as well as an “energy consumer.” Staff members are expected to cooperate with the administration and operations manager in implementing these guidelines. The operations department will continue to maintain a preventive maintenance and monitoring plan for the facilities and systems.

The principal and operations manager shall work together to monitor energy usage at each building and will work together to help staff implement the energy management plan. The head custodian in each building is responsible for implementing the guidelines of this policy in all the common areas of the building, such as hallways, gyms, commons, etc. The teacher is responsible for implementing the guidelines of this policy in the classroom during his/her normal working hours.

#### **Energy Conservation Measures:**

Classroom doors should remain closed whenever possible. Outside doors should be closed as much as possible. Notify principal of any temperature control issues.

All office machines (copy machines, laminating equipment, etc.) shall be turned off each night and during unoccupied times. Fax machines should remain on.

All computers shall be turned off each night. This includes the monitor, local printer, and speakers. Other computers and/or printers may be excluded on a case-by-case basis upon approval. **Network and server equipment is excluded.**

The technology department will program all capable PC's for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure that the monitor “sleeps” after twenty (20) minutes of inactivity.

Classrooms shall not have refrigerators, microwaves, coffee makers or other appliances unless they are used for instructional purposes.

All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom empty. Utilize natural lighting whenever

possible. Only security lighting should be on after school hours. Exterior lighted signage shall be turned off at night.

All outside lighting shall be turned off during daylight hours.

Gym and multi-purpose room lights should not be left on unless the room is being utilized. However, gym lights may be left on in consideration of the amount of time it takes for the lights to be fully on after being turned off.

Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning and thereby increases the use of electricity necessary to cool the room.

10. No auxiliary electric heaters allowed.

11. Reduce, Reuse, Recycle as much as possible.

### **STUDENT FILES**

Student records are official records that are restricted in terms of access. In accordance with board policy 8330, only persons with authorized access are permitted to review student files. A list of authorized users is posted near the student record file cabinets. If your name is not on this list, you must see the principal (Custodian of Records) to determine if you should have access to student files.

Each time an authorized user accesses a student folder, the user must sign on form 8330f3 which is in each student's file. If you do not find this form in the student's file, you must report this to the building secretary who will add the form. Only persons with legitimate educational interest in a child are permitted access to the child's record. "Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

Student Records are to remain in the office at all times. They may not be removed from the office area except for the transfer of records due to a change in enrollment status.

### **VOLUNTEERS**

All volunteers must complete the district fingerprint background process before volunteering in the building. The final component of the process is board approval. Volunteer fingerprints are good for five years. The office can check to see if a volunteer completed the background check process. Check with the office before inviting a volunteer to participate.

## **LESSON PLANS**

Weekly lesson plans are required of each teacher. Make sure that your lesson plans are available for review and easy to follow. They need to include:

1. ODE standard
2. class activities
3. assessment

## **ASSEMBLY PROCEDURES**

1. Before attending an assembly, please preview the topic and appropriate audience etiquette.
2. If you are supervising a class at the time of an assembly, you are to sit with your students and supervise their behavior.
3. If it is not your planning time, you are to report to the assembly and assist with the supervision of students.

## **PARENT CONTACTS**

Parent contacts are essential. Direct contact should be made for:

- “good things”
- academic concerns (required if a student is failing your class)
- disciplinary help
- any other important information

## **PCS BOARD POLICY**

All staff members are expected to conform to the expectations set forth in the PCS Board of Education policies, which can be found at the top, right-hand corner of the PCS Board of Education [website](#).