

**SUNRIDGE MIDDLE SCHOOL**

# **STAFF HANDBOOK**

**2015 – 2016**



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## TEACHER DUTIES

**Lesson Plans:** Lesson plans are to be planned and implemented around state curriculum standards. The objective of each lesson should be clearly tied to a state standard.

**Student Contact Time:** Teachers are to dedicate the full class period to instructional practice and engagement with students.

**Course Syllabus:** At the beginning of the school-year, teachers are to review their academic expectations for the year (or semester). A copy of academic expectations should be sent home to parents in the form of a course outline or syllabus.

**Semester Grading/Progress Reports:** Midterm grades will be prepared and given to students at four and a half weeks into each nine-week grading period. Progress reports will be mailed home at nine-week grading periods.

Grade information is available to parents online. Teachers are responsible for making sure this information is accurate and as current as possible.

It is the teacher's responsibility to communicate failing grades or any changes in a student's academic standing to the parent as soon as possible.

**Early Dismissal:** Students are not to be dismissed from class before the bell. When classes are required to travel or change rooms during the period (traveling to the computer lab or library) students need to stay together and be accompanied by the teacher.

**Hall Supervision:** Teachers are to help monitor the hallways outside their respective classrooms during passing time. Teachers are to use the time as an opportunity to meet, greet and connect with students.

**Inclusion:** Students with an IEP who are placed in regular education settings are the responsibility of the teacher of that class. Students with an IEP may or may not be accompanied by a teaching assistant in each classroom. Teachers are to refer to each student's IEP and utilize case managers for assistance.

**Movies:** All movies are to be approved by the building administrator and district administration at least five days prior to showing. Movies must be directly tied to the state curriculum standards (refer to board policy AR-IIABB).

**Parent Contacts:** Teachers are encouraged to contact parents regularly to extend praise of a student. Likewise, if behavioral or academic concerns arise regarding a student, parents should be contacted immediately, preferably via phone call.

**Attendance:** Accurate attendance records must be maintained. Teachers (not students) will take attendance each day at the beginning of the class period. Teachers must update attendance when a student arrives late. Parents will receive an automated message when their student is absent from one or more classes during the school day.

**Tardies:** Students arriving to class after the tardy bell has sounded, without a pass from a staff member will receive a 'tardy'. Teachers are to review any other criteria that may constitute a 'tardy' in their respective classroom. Teachers are encouraged to utilize bell-work and other beginning of class activities which prompt students to arrive and start working before the tardy bell.

**Hall Passes:** Teachers are discouraged from sending students out of the classroom during the class period unless it is an emergency. Students must have a signed planner to be out of the class for any reason other than supervised group activities. Hall passes will not be given during the first 10 and last 10 minutes of any class period.

**School-Wide and Classroom Expectations:** At the beginning of the school year, Advisory time will be dedicated to teaching the school-wide expectations. At Sunridge Middle School a successful student is:

Prompt

Prepared

Productive

Responsible

Respectful

Dedicated Advisory time will be used throughout the school-year to re-teach and practice expected behavior aligned to these five agreed upon prompts. Teachers are encouraged to positively reinforce students when they are observed meeting these expectations.

Specific behavioral expectations are written in this document and in the student handbook.

**Classroom Expectations:** In addition to school-wide expectations, each teacher should develop, explicitly teach, and regularly reinforce their own classroom expectations. These expectations should also be aligned to the same five agreed-upon school-wide expectations.

Teachers should first teach these at the beginning of the school-year in their classroom, then revisit, review and reteach behavioral expectations throughout the school-year as needed. Sending a copy of classroom expectations home is encouraged.

**Communication:** If a teacher has had a difficult interaction with a student or parent, they should report the interaction immediately to an administrator.

**Classroom Teacher Expectations for a Guest Teacher (Substitute) When Absent:** The teacher should prepare and provide the following for the guest teacher (substitute):

1. An up-to-date seating chart
2. Attendance sheet(s) to be filled out for each period, sent to the office throughout the day.
3. A copy of the daily schedule with exact times, duties/supervision, lunch, passing times, breaks, etc.
4. Detailed daily lesson plans for all subjects to be taught and specific instructions of work to be completed.
5. A copy of the current emergency procedures with evacuation routes.
6. A copy of the teacher's discipline plan.
7. Specific instructions as to students with special needs and/or medical needs or modified schedules.
8. Any other information necessary for a smooth and successful school-day.

## STUDENT CONDUCT

In order to maintain a safe and effective educational environment, Sunridge students are expected to behave appropriately at school during the regular day, in or around the school campus, at any school-related activity regardless of time or location, at the bus stop and while being transported in district provided transportation.

Not all behavioral expectations are in writing. Instead, they are based on good citizenship and common sense. It is impossible to cover all possibilities and situations which may arise during the school-day and throughout the year. Therefore, the behaviors listed below should serve as a guide only.

Students will be subject to discipline, including detention, suspension, expulsion and/or referral to law enforcement officials for the following, but not limited to:

1. Theft
2. Disruption of the school environment
3. Damage or destruction of school or personal property
4. Physical aggression, fighting or threats of harm to self or others
5. Possession of weapons or replicas of weapons
6. Possession, distribution, or use of tobacco, electronic cigarettes, alcohol, drugs or drug paraphernalia
7. Violations of transportation rules
8. Academic dishonesty
9. Leaving campus or school-sponsored events without permission.
10. Using profanity, vulgar language or obscene gestures
11. Insubordination, disobeying directives from school staff
12. Name-calling, ethnic or racial slurs or derogatory statements
13. Inappropriate physical or sexual contact
14. Offensive conduct of a sexual nature whether verbal or physical
15. Bullying/Hazing/Harassment/Menacing/Cyber bullying/Intimidation
16. Failure to follow City, State, or Federal laws
17. Possession of matches, lighters, or other incendiary devices
18. Trespass

## Progressive Discipline Plan

It is the responsibility of all members of Sunridge Middle School to maintain a safe and orderly school environment. A student not behaving appropriately will be subject to disciplinary action that may include one or more of the following consequences:

1. Intervention by teachers, counselor and/or administration
2. Detention
3. Suspension
4. Loss of privileges (hall passes, activities, dances, athletics, etc.)
5. Modified schedule/shortened school-day
6. Expulsion

Disciplinary consequences are applied depending on the nature of the offense. Additionally, the SMS discipline plan is progressive in nature meaning that consequences for violations become more severe for repeated offenses. If a student commits drug, alcohol and/or tobacco-related offenses, possess a weapon or commits any other criminal act, they will be referred to law enforcement officials.

- **Detention:** Students may receive detention during class-time, before school or lunch-time
- **Suspension:** Students may be suspended from school for inappropriate behavior, including conduct which materially and substantially disrupts the rights of others to an education and/or endangers the student, other students, or school property. Each suspension will include a specific reason for the suspension, the length of the suspension and a plan for readmission into school. While under suspension a student may not be present on any Pendleton School District property, attend after school activities or participate in activities directed or sponsored by the district. School work may be made up upon the student's return to school. On a multiple day suspension, homework may be provided upon parental request.
- **Expulsion:** A student may be expelled for severe or repeated violations. No student may be expelled without a hearing unless the student's parent/guardian waives the right to a hearing. An expulsion will not exceed a 12-month period. The school will provide expulsion notification including hearing procedures, student and parent/guardian rights and alternative education provisions.

## **Gangs and Gang Behavior**

A gang, as defined by the Pendleton School District, is any group of persons whose ongoing behavior includes the commission of illegal acts. The Pendleton School District chooses to prohibit the existence of gangs and gang activities through its discipline procedures as follows:

- Students shall not wear, possess, use, distribute, display nor sell any clothing, bandanas, jewelry, emblem, badge, symbol, sign or other items that are evidences of membership or affiliation in any gang. The display of offensive writing or pictures on clothing, backpacks, binders or lockers will not be allowed. Sagging of pants, hanging belts and chains are not permitted.
- Students shall not use any speech, verbal or non-verbal gestures, handshakes, etc. that show membership or affiliation in any gang.
- Students shall not use any speech, verbal or non-verbal gestures, handshakes or commit any act of omission (withholding information or concealing contraband) in furtherance of the interest of any gang or gang activity.

## **Sexual Harassment**

Sunridge Middle School is committed to maintaining a learning environment that is free of sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. If students believe they have been victims of sexual harassment or if they have questions about the issue, they should seek the help of adults such as teachers, the counselor and/or the principal or assistant principal.

Title IX of the Education Amendment of 1972 states:

- No person shall, on the basis of sex, be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any education program or activity.
- Students who believe they have been discriminated against should contact the school administration who are responsible for compliance with Title IX

## DRESS AND APPEARANCE

Students are expected to dress according to the Sunridge dress code guidelines as established by the administration and Pendleton School Board policy (JFCA). Personal appearance should not distract from the teaching and learning process nor create a safety hazard to the student or to others. Clothing should be clean, comfortable and appropriate for school activities. Dress code guidelines apply to extra-curricular participants. Students not meeting proper dress code guidelines will be required to change. In the event the student does not have an appropriate alternative available, parents will be notified.

Sunridge Middle School enforces the following guidelines:

**Bare Skin Should Be Limited:** Clothing that reveal midriffs, bare backs, navels, cleavage, buttocks or excessive skin are not acceptable. Students are discouraged from wearing tank tops to school. Sleeveless shirts must have a shoulder width of at least two inches. Skirts and shorts must completely cover the student at least to the mid-thigh.

**Undergarments:** Clothing should be worn in such a way that the student's underwear is not exposed. Pants may not have holes above mid-thigh. Exposed bra straps are not allowed.

**Pajamas and Slippers are not allowed**

**Slogans on Clothing/Jewelry:** Clothing and accessories may not have any sign of or promote graffiti, alcohol/drugs, racism, gang affiliation, tobacco, profanity, drug paraphernalia, sexual connotations or violence.

**Safety First:** Student dress, grooming and hygiene should not cause disruption or act as a safety or health hazard.

**Hats:** Hats are allowed before school, during lunch and after school only. All other times they must be kept in in a locker. Bandanas are not hats and are not allowed at Sunridge in any capacity.

**Students are expected to comply with staff decisions regarding the appropriateness of their attire.** Since fashion trends change quickly, the school administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in the above guidelines.

## **CELL PHONES AND ELECTRONIC DEVICES**

Students bringing cell phones and/or personal electronic devices to school do so at their own risk. School administration may or may not help in the recovery of a lost or stolen cell phone or personal electronic device.

Sunridge is committed to providing a positive educational learning environment free of distraction from electronic devices such as cell phones and other electronic devices during school hours. As stated in school board policy (JFCEB), “The mere possession of such devices must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy of others.” Students are responsible for personal communication devices they bring to school. Sunridge shall not be responsible for loss, theft, or destruction of devices brought onto school property, even when confiscated.

The following rules apply:

- Electronic devices are allowed before school, during lunch and after school. At all other times, they must be turned off and kept in a locker.
- Electronic devices are not permitted in the bathrooms and/or locker rooms.
- Students are not allowed to take photos or videos of any kind at school unless under the direct supervision of a teacher or other staff member.

Students using cell phones or personal electronic devices during class will have their phone or personal electronic device confiscated and taken to the office. On the first offense, students may retrieve their phone or device at the end of the school-day. On subsequent offenses, students must have their parent pick up their cell phone or personal electronic device.

Sunridge administration reserves the right to confiscate and hold a cell phone or electronic device for an extended period of time, up to and including holding the item until the conclusion of the school year.

## BREAKFAST AND LUNCH EXPECTATIONS

**Food and Beverages:** Breakfast and lunch are to be consumed in the Commons, not in the hallways or outside. Students are expected to clean up after themselves before leaving the Commons. Drinks are permitted in clear containers only. Energy drinks have no place in school and will be confiscated.

### Lunch

- **Purchases:** Lunch purchases are made before school. Sunridge Middle School provides a reduced price and free lunch program for student of low-income families. Applications for free/reduced lunch plans are available in the office. All information pertaining to the free/reduced lunch program is confidential.
- **Eat Your Own Lunch:** Students may not borrow money or share food in the Commons. If students forget their lunches, they will be provided a sandwich from the cafeteria.
- **Activity:** Students are to be in the Commons or outside area after eating lunch. Students are not permitted to enter the hallway or a classroom unless they have a pass. Students must take coats to lunch – they will not be allowed to return to lockers. Students are to sit but not run, jump or stand on the blocks, benches and picnic tables outside. Students may play basketball, shoot baskets, play football or walk the track during activity. No tackling or wrestling will be allowed. Students must stay in visual sight of staff at all times during activity. Staff on duty will have the final call regarding field access and activities.
- **Lunch Passes:** Parents/guardians taking their student to lunch must first check them out through the office. The student must sign back in when they return to school.

## HALLWAY EXPECTATIONS

All students must have a signed planner when out of the classroom. Students will not be allowed to leave a class during the first ten minutes or last ten minutes of each class period. While in the hallways, students are to walk to the right courteously and quietly keeping hands, feet and objects to themselves.

## ODDS AND ENDS

**Backpacks:** Students must store backpacks, book bags and purses in their lockers during the school day.

**Cameras/Photos:** Taking photos at school is prohibited. In certain circumstances and under the direct supervision of a teacher, taking photographs may be allowed for educational purposes only.

**Bicycles, Skateboards and Scooters:** As required by law, students riding bicycles to school must wear a helmet. Students must walk their bicycles, scooters and skateboards when arriving or leaving the Sunridge campus. Sunridge is not responsible for lost or stolen bicycles, skateboards and scooters.

**Visitors:** Visitors are required to check in at the office and receive a visitor's pass. Sunridge encourages parents/guardians to visit our school. Student visitors may be permitted during lunch only with pre-approval from the Sunridge administration.

**Bus Passes:** Students who need to ride a different bus home in the afternoon must bring a note from a parent/guardian and present the note to the main office in the morning before school. The office will then issue a signed bus pass allowing the student to ride a different bus for that day. Bus passes then need to be presented to the bus driver upon loading.

**Accidents:** Any student who has an accident at school resulting in an injury should report the incident to a teacher or the main office. First aid is available in the office.

### Student Recognition

- **Bronc Dollars:** Sunridge staff strives to recognize positive behavior. Staff members hand out Bronc Dollars to recognize students 'Caught in the Act' of displaying positive behavior. Bronc Dollars can be turned in for drawings and prizes throughout the school-year.
- **Student of the Month:** Sunridge has a behavioral character trait assigned to each month. Teachers then recognize students of the month who display positive behavior related to the month's character trait. Students of the month receive a signed certificate with a personal note from the nominating teacher and names are also displayed on the school website.

## DISCIPLINE REFERRALS

When a discipline referral is issued the teacher must make a judgment of the severity of the referral and choose one of the following options:

**Minor Infractions:** The student is issued the referral with a clear explanation written as to the circumstances. The student takes the referral home to be signed by a parent and the teacher makes a phone call home. This is a discipline issue between the teacher and student only. It does not involve the school administration or use of ISD. It is up to the teacher to ensure the student follows through.

**Referrals to ISD:** When a teacher warrants the infraction serious enough or distracting enough, the student may be sent to ISD during the class period. The teacher fills out the referral form, keeps the yellow copy, and sends the white/pink copies with the student to ISD. Instead of sending the referral with the student, the teacher may call ISD to inform staff that the student is on the way with the referral to follow later. The teacher is still required to make a parent phone call the same day the referral is issued.

**Referrals to the Office:** When a student is found to be involved in more serious behavior (behavior that warrants immediate attention from a member of the administrative team) they are sent directly to the office with the white/pink copies in hand. Usually in these circumstances the teacher/aide will escort the student to the office.

### **Documentation:**

Parent contact should be made as soon as possible to help the student correct their behavior and successfully participate in class. Teachers are encouraged to contact parents via phone call (and not email), if possible.

If a parent cannot be contacted, the white copy is given to the student who must get it signed by a parent and return it to the teacher/administrator.

The pink copy is recorded on the student's permanent computer file the same day by the ISD room supervisor and shredded. The yellow copy is kept by the teacher or administrator that wrote it until the issue has been properly resolved.

## CLASSROOM INTERVENTIONS

The checklist below is a sample list of interventions that should be utilized prior to removing a student from class. For minor behavioral infractions, the focus should be on teaching the desired behavior and redirecting students to engage in classroom activities.

The checklist is designed for minor disruptive behavior. Building administration should be involved immediately when the behavior involves major behavioral infractions such as fighting, drugs, truancy, willful disobedience, disrespect with profanity, vandalism and sexual harassment.

### Guidelines for Implementing Behavioral Intervention:

1. Be consistent
2. Simply state rule or consequence
3. Utilize proximity
4. Make direct eye contact
5. Utilize positive reinforcement; catch the student being good
6. Don't embarrass the student in front of peers
7. Be firm and angry free when giving consequences
8. Do not accept excuses, bargaining, or whining

(see *Curwin and Mendler (1999) Discipline with Dignity*. ASCD)

## SUNRIDGE MIDDLE SCHOOL GRADING POLICY

In most classes students will receive three grades on their report card: an academic grade, a personal management grade, and an overall course grade.

Grades for Core + More classes and select electives will be based only on personal management.

Advisory classes, teacher's aides and Indian Education will only report a "pass or no pass" grade based on personal management; 70% or higher receiving a "pass" and below 70% a "fail".

**Academic Grade:** What do you know and what you can do based on the standards and curriculum taught.

1. In each class students will have a minimum of six standards based assessments per each 18 week grading period (semester). This includes but is not limited to; multiple choice, short response, extended written response, performance, common assessment, chapter test, unit test, etc. These assessments are based upon what has been taught in the class.
2. If students score below a 70% on one of these assessments, they are provided an opportunity to retest, after additional practice or instruction has taken place. The highest score is awarded. Assessments must be retaken within 10 school days.
3. No extra credit of any kind is awarded towards the academic grade.
4. Students with any missing assessments are not eligible for any school activity (athletics, dances, etc.). Students who are absent are given at least three school days to make-up the assessment before being considered ineligible.
5. The academic grade represents 70% of the overall course grade.

**Personal Management Grade:** a reflection of attendance, daily work, classroom behavior, and organizational skills.

1. The Personal Management grade is based on four categories; Attendance, Daily Work, Classroom Behavior, Organizational Skills. Each teacher will clearly communicate what will be recorded in the grade book for personal management.
2. A minimum of 18 entries are required for the personal management grade over the course of the semester (one per week).
3. Students with a personal management grade below 70% are not eligible for school activities (athletics, dances, etc.).
4. The personal management grade represents 30% of the overall course grade.

**Overall Grade:** A combination of the academic grade and personal management grade to represent an overall final course grade; the academic grade representing 70% of this grade and personal management representing 30%.