

Sunridge Middle School

# Staff Handbook



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## TEACHER RESPONSIBILITIES

**Lesson Plans:** Lesson plans are to be planned and implemented around state curriculum standards. Each lesson should have an objective 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 academic 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 and 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 online through the Home Access Center. Teachers ensure 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 in helping students succeed.

**Movies:** Any movies should be used to enhance instruction and must 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 [IIABB-AR](#).

**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 instead of email.

**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 are automatically notified twice daily 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 may 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 pass to be out of the class for any reason other than supervised group activities. Hall passes will typically not be given during the first and last 10 minutes of any class period.

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

Ready

Responsible

Respectful

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

Specific behavioral expectations are written in the student handbook.

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

Teachers should first teach these at the beginning of the school-year in their classroom, then rehearse and reinforce behavioral expectations throughout the school-year. Posting a copy of classroom expectations is expected and teachers are also encouraged to share them with parents.

**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 day's schedule with exact times, lunch, 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 behavior management 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.