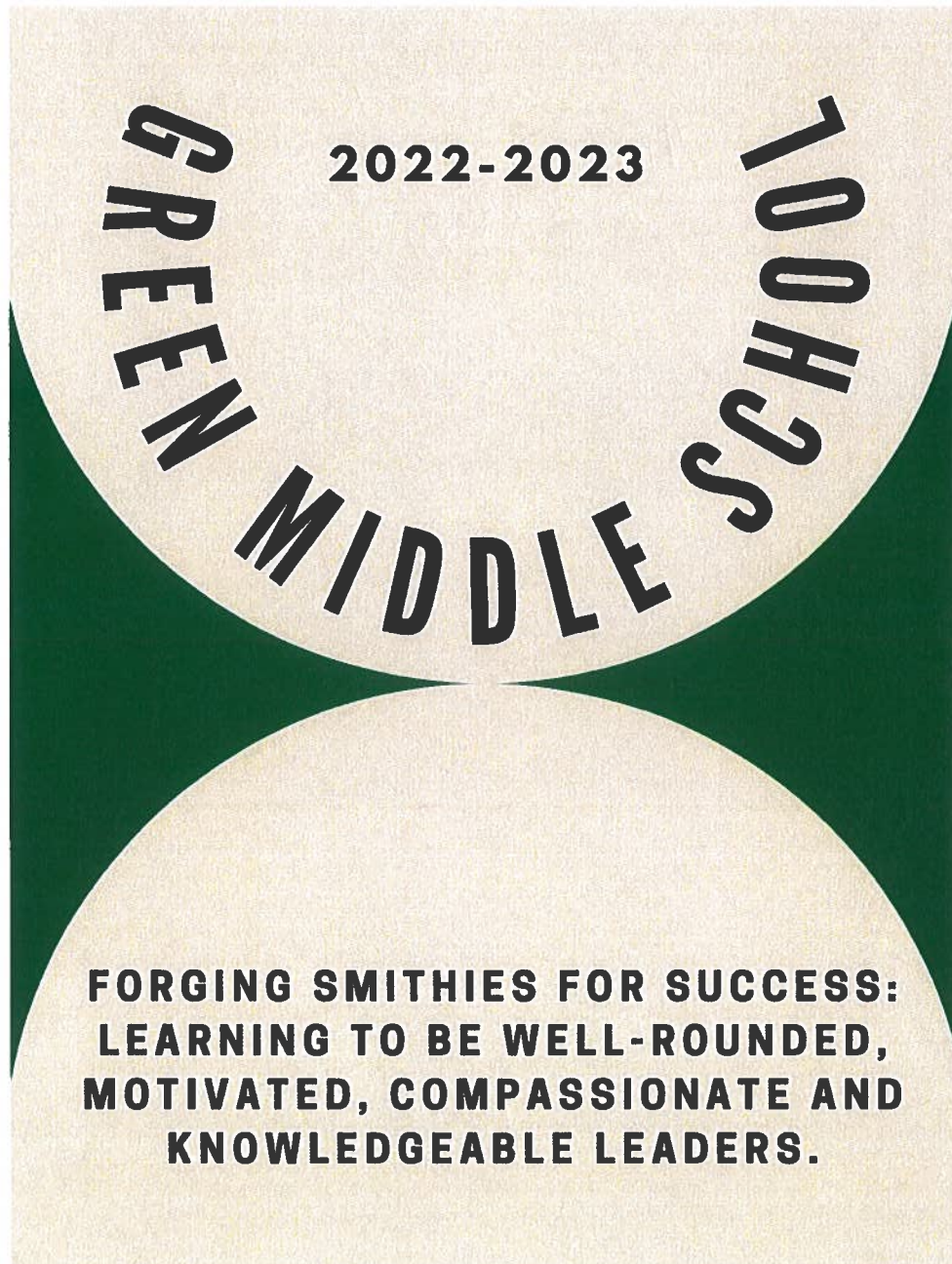


# Green Middle School Faculty Handbook

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Young adolescents in the Green Middle School reflect the variety of family backgrounds and community influences that exist within our society. They represent diverse economic backgrounds, differing family circumstances, and unique social/emotional conditions. As responsive middle school teachers and professional adults, you make an effort to recognize and meet the distinctive needs of each of your students. Always be aware that the relationship you have with your students may be critical to each child's life, now and later.

This handbook is designed as a resource to assist you with the many duties you encounter daily. Being an educator is an awesome responsibility and a true joy.

Sincerely,

*Jennifer Shutt*

Jennifer Shutt  
Green Middle School Principal

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### Staff & Room 2022-2023

● Tammy Hershey	Grade 6 Science	Room D220
● Greg DeRodes	Grade 6 Social Studies	Room D222
● Susie Brookover	Grade 6 Math	Room D221
● Kirstie Mahas	Grade 6 ELA	Room D219
● Trude Karley	Grade 6 IS	Room D216
● Kelly Jodon	Grade 7 Social Studies	Room D215
● Courtney Bee	Grade 7 Math	Room D214
● April Jenson	Grade 7 ELA	Room D218
● Erik Dravenstott	Grade 7 Science	Room D213
● Denise Rader	Grade 7 & 8 IS	Room D211a
● Jill Frizell	Grade 8 ELA	Room D203
● Katie Ramseyer	Grade 8 Science	Room D202
● Ben Mahas	Grade 8 Math	Room D201
● Ethan Hamilton	Grade 8 Social Studies	Room D200
● Kelly Yerian	Gifted Coordinator	Glass Room
● Lizzie Franks	Para - Pro	Room D217
● Rose Navratil	Para - Pro	Room D217
● ...		
● Susan Burnett	Guidance Counselor	Room D206
● Susan Keserich	Band	Room C101
● Richelle Swineford	Choir	Room C102
● Alli Uhl	Art	Room C113
● Jennifer Winkler	Art	Room C112
● Ted Naumoff	Construction Tech	Room C116
● Stephen Heppe		Room C119
● Leslie Burns	PE	Gym
● Joe Combs	PE	Gym
● Joni Reichenbach	Intro to World Languages	Room D103

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### **Professional Responsibilities**

As educators, we are expected to present ourselves in a manner that is considered professional. Please be aware of timelines, behavior, dress, various relationships (teacher-student, teacher-teacher, teacher-parent, etc) responses both verbal and non-verbal, accountability, responsibility and other actions that present you as a true professional. As we look to create leaders in the classroom, we want to create a culture that empowers our students to become leaders, coach potential, and inspire trust. Our academic success is based significantly on the way we engage and build relationships, not solely on the rigor we present in the classroom.

### **Academic Pathways**

As students leave Green Middle School, each individual student should see their time here as being beneficial and preparing them for their high school education..

#### **Considerations regarding the issuing of grades**

1. Effective communication regarding grades are expected with students and parents.
2. Grades are to be shared with students and parents in a timely fashion.
3. As a staff, grades are meant to be a form of communication. When entering grades, the length of the assignment, or time a student spent on the task, and the grade turnaround should be the same.

#### **Options for determining a student's grade can be, but are not limited to:**

1. Oral Response
2. Written Work
3. Quality of Homework
4. Tests/Quizzes
5. Participation
6. Other evidence of understanding (i.e. projects, etc.)

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### **Appearance**

Please allow your attire to reflect your professional status as a teacher.

It has been tradition to dress down on Fridays, or the end of the week. Please wear school colors and spirit wear for these days.

### **Attendance**

Teacher reporting time is at 7:00 a.m. and the day will conclude at 2:30. Please try to schedule out of school appointments around the workday and on days that an after school meeting is scheduled. Meeting dates will be provided at the beginning of the school year.

### **Classroom Instruction**

Classroom instruction is meant to challenge our students and be designed based on the needs and ability levels in the classroom. Instruction is meant to be from the beginning to the end of the period. While some lessons differ, students at Smithville High School will be engaged the entire period. This models good behavioral expectations that show we are focused on growth and engagement.

### **Faculty Room**

The faculty room is provided for your R & R. Use it professionally, socially, and positively. "NO KILLER STATEMENTS ALLOWED." Help keep it clean and let it help you recharge.

### **Lesson Plans**

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Please be prepared on a daily basis. Teachers are not required to turn in lesson plans. However, a written lesson plan can be requested by the administration.

### **Mailboxes**

Mailboxes have been provided for your convenience in the main downstairs office. You will also be provided with a mail service to the teacher workroom once a day. The mail container will have a folder with your name where you can check for mail. . All middle school teachers should check their mailboxes regularly.

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### **Staff Communication**

Communication via e-mail account, phone and staff mailbox will be some ways that information will be distributed throughout the year. Such items as meeting invitations,

pertinent daily functions of the building and collaborative efforts will be made through our district email. Please respond to emails, voicemails and mailbox items in a timely fashion. Please remember that email is considered public record.

We will use Google Staff Sites to help organize information. Please bookmark these sites to access them quickly:

[GMS Staff Site](#)

[Anvil Answers](#) (district site)

### **Staff Meetings**

Faculty meetings outside the workday are limited to two (2) maximum meetings per month for no longer than one (1) hour each and must be immediately before or after the work day. No more than one (1) meeting may be used for business work and the remaining shall be used growing you as a professional. Meeting dates will be provided at the beginning of the school year.

### **Student Supervision**

Please maintain visibility in the hallways as students are beginning their day, changing periods, or the end of the day. Greeting your students as they enter the classroom is a great way to begin the period and helps promote interaction with our staff members and students.

Please be in your classroom at all times. If you need to leave the classroom please notify another staff member or Principal to cover your class for the short duration you are out. If an incident occurs while you are out of your room, it is difficult to discipline a student or explain the event that took place if the student was injured.

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### **Procedural Expectations**

Please refer to the Student Handbook for general information, student expectations, academic information, behavior, code of conduct, and student discipline.

### **Abuse/Neglect Reporting**

Based on state law, any school employee who has knowledge of or reasonable cause to suspect that a child is being abused or neglected must immediately make an oral report to Children's Services. Failure to report an incident could result in one being found negligent of his/her obligation as a public employee. Additionally, an administrator must be made aware of such reporting.

When reporting an incident, it can be intimidating and uncomfortable. An administrator can be with you during the time of the reporting, however, it is not required that you consult an administrator prior to reporting. .

### **Accident Reporting**

In the event of an injury of a student, make sure to check the scene. If the child is disabled, send someone/call the office for help. **AT NO TIME IS AN INJURED STUDENT TO BE LEFT ALONE.** The emergency button located in your room will also contact the main office in the event of an emergency. The supervising teacher must complete an accident report for the child and provide the nurse/main office with the documentation. Accident reports can be found in the main office or teacher work room..

In the event a staff member is injured, please follow the same protocols as a student. If assistance is needed in the room, please contact the main office immediately.

### **Announcements**

GMS announcements take place at the beginning of the school day during Smithie Start. Announcements are also provided on [Anvil Answers](#) and the school website.

Submitting Announcements:

1. Provide brief but appropriate information in the Google Doc named, "Morning Announcements" found on the Google Staff Sites.
2. Submit your announcement before 7:00 am that day.

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### **Absence Reporting**

Students must be in first period by 7:30. Students who are in the building, but not in your class will be marked *tardy to your classroom*. Students who do not arrive at school by 7:30 will receive a tardy slip from the main office and are documented as *tardy to school*. Teachers should follow disciplinary guidelines for administering consequences based on the student handbook for tardiness to class in the event a student exceeds the maximum amount of times tardy allowed per semester.

Attendance is required to be reported home within the first hour of the school day. To allow this to take place, we must report student absences by 8:00. If a student is tardy to your classroom without a note from the office, and was marked absent, please notify the attendance office so that the student is accurately reported (ext: 3201).

### **Building and Rooms**

Please help take care of district property. Before leaving the classroom at night, please make sure that:

- Lights and electrical equipment are turned off (including computers, monitors, and printers to conserve energy).
- Have students clean up around desks after each class. (Each teacher is responsible for seeing that the students under his/her supervision do not mar, disfigure, write on, scratch, carve on, or in any way abuse or misuse the furniture, equipment, apparatus, building or school properties.) Form the habit of making periodic inspections of your room and equipment to detect any abuse or misuse of it.
- Use of candles or candle-warmers is not allowed.

### **Discipline Philosophy**

The first few days of school are especially important. Set the tone and establish procedures to be followed for the entire school year. Display your Classroom Expectations and review periodically with students. Good teaching is the best preventive discipline; therefore, planning is the essence of quality teaching. The teachers who organize their classrooms well, keep their students engaged, plan their work carefully, deal with parents tactfully and timely, and show a genuine interest in each child, will prevent many discipline problems.



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In the event discipline takes place, the classroom teacher will initiate the redirection of behavior and, if needed, refer the behavior to administration should the actions of the student go beyond the classroom.

### **Faculty Entering a Leave Request**

Please contact Mrs. Myers regarding a leave request. Mrs. Myers will input your absence into the system and she will communicate with you when a substitute is secured.

Please note that when entering a sick leave, the system is not capable of calling for a substitute if you submit your absence within one hour of the beginning of the school day. To the best of your ability, please contact Mrs. Myers regarding your sick leave prior to 6:00 a.m. This will allow for your vacancy to be filled through the substitute calling system.

### **Field Trip Approvals**

If you are planning an annual field trip that has taken place in the past, please fill out the Field Trip Form found on [Anvil Answers](#), our district Google site. This reserves a bus and places your trip on the building calendar. Annual field trips do not need to be approved by the administration. If you are planning a new field trip, please schedule a meeting with an administrator for approval before filling out the online form.

### **GMS Lighthouse Team**

The purpose of the Building Lighthouse Team shall be three fold:

- a. Act as a screening committee to present and consider alternative solutions to school wide concerns.
- b. To act as an advisory board to the building principal.
- c. To serve as a communication link to improve organization within the school and district.

### **Hall Passes**

Students must have a hall pass to be allowed out of the classroom and in the hallway for any reason.

If a student needs to report to your room from another classroom and this was predetermined, please provide that student with a pass that he/she can present to their future classroom before reporting to your room.

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### Sign-In/Leaving During the School Day

Staff members who need to leave the building during the school day will be required to sign-out and sign-in at the GMS upstairs office. A Sign-in/out log is posted at the front desk. It is important that we are able to account for all employees, especially in the event of an emergency.

### Substitute Folder

In addition to office-supplied content, your substitute folder should include the following information:

- Class rosters and seating charts for each class period.
- Daily schedule
- School emergency procedures - Classroom plans for fire/tornado/ALICE drills, lock-downs, location of emergency button, location of the Smithie To-Go bag etc.
- Insights into student needs and resources. If there is an issue, ask the substitute to find the administrator.
- Health concerns - For safety, it's important to include if any student has asthma, diabetes, allergies or restroom privileges.
- Special accommodations - If a student needs special accommodations through an IEP, 504, or behavior plan.
- Name and contact information of helpful colleagues and students
- Technology tips - How to turn on the Smart Board, answer the phone, use Google, store laptops, etc.

### WIN Expectations

The WHY: To empower students to take charge of their daily actions and learning.

**All students must check into their WIN class PRIOR to going to another class.**

- Students come prepared with books and materials
- Students work independently completing missing assignments and homework
- Students show ownership for their learning
- Students will progress monitor - using progress book
- Students remain in WIN - **pass required prior to WIN to meet with another teacher**
- Passes are a must to leave WIN class.
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- Teachers use time to assist and guide students. Also, help students with accountability and school success strategies.
  - WIN passes are ***for instructional assistance only***
  - Cell phone usage/earbuds (Teacher discretion)

If you find that a student is needing frequent help in your room during WIN, please contact the guidance office for a potential switch of WIN rooms for that student.