

The Illing Middle School Faculty and Staff Handbook

2014-2015



227 East Middle Turnpike
Manchester, CT 06040
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For every decision that needs to be made, ask yourself:
What's Best for Kids?



**Jump onboard the L-Train at Illing Middle School:
Leading, Learning, Listening, and Laughter**

Our Illing Middle School Mission Statement

Illing Middle School makes a daily commitment to foster respect and an appreciation for life-long learning while developing the gifts and talents of all students with a diverse community.

School Hours: 8:15 A.M. -2:40 P.M

First Bell: 8:05 A.M.

Second Bell: 8:10 A.M.

Homebase: 8:15 A.M.

<i>HomeChrome</i>	8:15 – 8:25
1	8:28 – 9:10
2	9:13 – 9:55
3	9:58 – 10:40
4	10:43 – 11:25
5	11:30 – 12:12
6	12:17 – 12:59
7	1:02 – 1:44
8	1:47 – 2:29
<i>ChromeHome</i>	2:32 – 2:40

ILLING FACULTY AND STAFF HANDBOOK 2014-2015 INDEX

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ABSENT CLASSWORK/HOMEWORK

Students who are absent for any reason are required to make-up work missed. Ordinarily, all work should be made-up within one week. Parents may request homework if their child is absent from school for more than three (3) days by making a telephone call to the office. For an absence of less than three (3) days, students should see their teachers for missed work upon their return to school. A teacher/team member must reach out to a child or parent in the case of multiple student absences – AND – contact the student's school counselor. It is ultimately the student's responsibility to obtain make-up work. A reminder from the teacher and follow-up can be effective.

ACCEPTABLE STUDENT BEHAVIOR

Illing Middle School students are expected to conduct themselves appropriately at all times. Use of improper language, gestures, or physical aggression or threats of physical aggression is unacceptable. This includes any type of “play fighting”, horseplay, or fooling around in a physical or verbally unacceptable manner. Students are reminded that the school reflects the expectations of the total community. Teachers are reminded to have pertinent discussions centering around student expectations during classes when and where appropriate.

ACCIDENTS AND INJURIES (STAFF and STUDENTS)

Any accidents or injuries occurring on school property or at any school related event must be reported immediately to the school nurse. The school nurse must fill out an accident form within 24 hours. Any and all injuries must be reported, within 24 hours, to our Workers’ Compensation Carrier. When a student is inadvertently injured in a classroom, instructional space, or special’s area, the teacher is required to notify a school nurse for direction. In addition, after the situation has been appropriately and promptly addressed, **the teacher should call the parent of the student out of concern and as common proactive practice.**

ACTIVITIES AND CLUBS

A wide variety of clubs and activities are open to Illing students and supervised by staff members. Please encourage you students to take an active role in school life at Illing. Teachers/staff who are paid a stipend to facilitate/advise after-school activities according to the union contract must do so after school hours. In addition, to validate and verify that the activity was conducted, regularly, a summary form (see *Club Summary Form*) must be completed and submitted to the club administrator by June 1, 2015.

ANNOUNCEMENTS

Each morning there will be the Pledge of Allegiance, followed by a moment of silence, consistent with the mandate of State Law. The Board of Education policy# 5145 allows each student and staff member an opportunity at the start of every school day to observe a moment of silence. This will be followed by morning announcements over the intercom system.

AREA OF REFUGE

In the event of an emergency that requires a building evacuation, there is a specific designated “Area of Refuge” on the second floor. This is where all wheelchair-bound individuals, those on crutches or anyone else who needs additional assistance, are to go and wait for a safe and quick exit from the building. The stairwell landing on the second floor, which is located between room 228 and the double fire doors, is that designated area.

ARRIVAL AND DISMISSAL FOR TEACHERS

Teachers must arrive to school at least thirty minutes before the start of the student school day and shall not be required to remain longer than thirty-five minutes after the end of the student school day. This translates to: **Teacher’s day “on” is from 7:45 a.m. to 3:15 p.m.**

AWARDS

Annually, during the month of June, grade seven and eight assemblies are held to honor achievement and excellence in academics and other subject areas. These recognitions should include invitations to parents of students getting special recognition. Each student who successfully completes the year will also be honored with a certificate of special recognition. Award assemblies **MUST** be scheduled in the morning due to parking and bus issues in the afternoon. Also, teams should plan to have “formalized” these assemblies in terms of using a microphone, award tables, established protocol for the proceedings, etc. Also, the administrative team must be invited to each assembly to address the parents and students as part of community and team esprit. **These assemblies are to be scheduled on the school master calendar in the fall, 2014.**

BADGES

As mandated by the Manchester Board of Education, all staff and students must wear their picture ID during school hours.

BEGINNING OF THE YEAR

The beginning of school is a critical time for classroom management. At Illing we practice the school wide process of PBIS (Positive Behavior Interventions and Supports) to define, teach and positively reinforce clear behavioral expectations for students. Effective managers use this time of the year to help students learn appropriate behavior. Typically, the first day begins with a discussion of classroom rules and procedures. This discussion often takes place in the context of introducing course requirements and teacher expectations. It includes a clear explanation of what is expected and what is not allowed.

Some “DO’S” and “DON’TS” will make the beginning of the year more efficient.

DO:

- Let the students know what is expected of them and, really, get to know your students – make appropriate connections.
- Consider individual differences by designing activities in which students can succeed.
- Provide students with clear learning objectives and essential questions and refer to them throughout the lesson.
- Provide students with clear directions and procedures that you want them to follow.
- Stay assertive, be visible, be helpful, and be encouraging.
- Monitor student behavior and provide corrective feedback when needed.
- Show enthusiasm about the exciting things students will learn in class.
- Always allow a student a “way out” of a conflict or confrontation. If they leave the classroom without permission, don’t confront them. Let them leave and contact security or SRO.

DON’T:

- Force students to guess what they are allowed to do or not do.
- Allow confrontations to escalate, seek a solution or seek assistance from administration, social work or guidance.

- Assign difficult work at the beginning of the year until you know the students and are prepared to help those in need.
- Use complex or unusual activities until students have settled into regular routines.
- Assign “busy work” or use additional assignments as punishment.
- **YOU CANNOT DENY A STUDENT ACCESS TO THE BATHROOM WHEN REQUESTED.** If there is a problem with a specific student’s use of the bathroom (i.e. frequency, length of time etc.) please contact an appropriate support staff.

BEVERAGES

Teachers and Staff are to refrain from hot beverages or ANY open container in classrooms and hallways at ALL times. This is simply a safety protocol.

BOARD OF EDUCATION POLICIES

The Board of Education Policies are located on the Town of Manchester CT Home Website. Once you to the site, click on the Menu item located on top labeled “Education”. This brings you to the Manchester Board of Education Website. Go to “Board of Education.” From here, select the link “BOE Policies,” in the “General Information” box. This contains a complete list of board policies, and each policy can then be found in its entirety.

BUILDING SECURITY PROCEDURES

In our continuing efforts to strengthen our safety measures at IMS, we ask that parents/visitors/guests become familiar with the following protocol:

- 1) Visitors will need to stand in front of the camera near the door buzzer and be asked for identification;
- 2) Upon entering the building, visitor(s) will be asked to present your picture I.D. to the greeter at the front desk in the main foyer;
- 3) The front desk greeter will ask for identification, something with a photo. A driver’s license is preferred. The visitor will need to sign in on the *Visitor Registry* log and write down the identification number or type of identification you presented. He/she will be asked who he/she is here to see. If the visitor is picking up a student the visitor will need to go to the main office and show his/her identification again.
- 4) The visitor will also be issued a visitor pass/sticker and informed that this must be worn at all times while in the building. The visitor will be directed to the location he/she is going or escorted by security/staff.
- 5) At the main office the emergency card of the student the visitor is here for will be checked to confirm that the visitor has access to this same student.
- 6) Upon leaving the building the visitor(s) will be asked to sign out on the *Visitor Registry* log.

(Everyone must check in. If there are multiple people waiting to enter the building only one person can enter at a time.)

BULLYING POLICY

In accordance with Connecticut State Law, bullying will not be tolerated. Any acts of bullying may result in serious consequences. Please refer to policy # 5131.1.

CAFETERIA – LUNCH AND BREAKFAST PROGRAM

All students, regardless of whether they bring their lunch or buy it at the school, will be required to go to the cafeteria to eat. Food is not to be eaten in or brought into the classrooms or corridors **UNLESS there is an unusual circumstance or a pre-arranged function or initiative.**

Students are expected to behave themselves in an orderly fashion, remain seated, and practice good manners in the cafeteria. If necessary, the administration may choose to give certain students alternate lunch accommodations such as eating in a designated office area. Students will clean up around the table before leaving the cafeteria.

Teachers/teams are required to walk students in an orderly manner to lunch and pick students up from the cafeteria after lunch for return to class – when the master class schedule allows.

CARE OF SCHOOL PROPERTY

Every effort should be made by the faculty to help students to develop responsible attitudes towards the care of property. To save unnecessary expense to the school for materials and repairs, the following recommended procedures should be followed:

- Remind any student whom you may observe being careless of property, in any way, of his/her responsibilities.
- Inspect desks regularly for markings.
- Inspect textbooks regularly, especially if the same books are used throughout the year.
- Practice reasonable conservation of school equipment, school supplies, water, electricity and paper.
- Use electric lights when needed, but turn them off when not in use.
- Use reasonable care in the distribution of supplies. Any short tests can be given on partial sheets of paper or on paper of inferior grade. Whenever possible make copies back to back.
- Use the back of paper, especially for printing draft copies of writing.
- Do not use scotch tape to affix paper or posters to wall surfaces. It leaves unsightly and hard-to-remove marks on wall surfaces.
- Deposit any trash/litter in appropriate receptacles.

CELLULAR PHONE USE BY STAFF

Faculty and staff members are not permitted to use cellular phones in their classrooms, teaching stations, workstations, or during class time. When it is necessary to use your cell phone, it should be in the staff room, staff cafeteria or the privacy of an office.

Cell Phone/Electronic Use by Students

No cell phones or similar electronics (iPods, iPads, tablets, MP3 players, etc.) are to be visible or heard from 8:05 a.m. until the student exits the building at the end of the school day.

1. Upon arrival to Illing, all students are required to turn off devices and place them in her/his locker.
2. If a cell phone is seen or heard by a staff member, whether in use or not, it will be confiscated, placed in a plastic bag along with a small violation form/card.

- a. The staff member will bring the device to the main office as soon as possible and contact the parent, documenting the call in a call log.
 - b. By presenting his or her ID, the student may pick up the item after dismissal on that day. The card will go to team leaders to document incidents.
3. Repeat offenses will be dealt with in accordance with the school's *Code of Conduct*.

Steps to Confiscating an Electronic Device

1. Student is asked to turn off device and place it in his/her backpack or locker;
2. A student who does not follow these directives or has been seen with the device must forfeit the device to an adult, immediately;
3. Team teacher should contact the parent/guardian of the child to remind the parent of our policy and possible consequences if behavior is repeated;
4. **UNDER NO CIRCUMSTANCES SHOULD THE STAFF MEMBER TAKE AND/OR HOLD THE DEVICE FROM THE STUDENT for the staff member's own protection;** the student should be asked to place the device in a plastic ziplock bag or brown envelope and the student's name and team is immediately written on the sealed container. ALSO, the student signs off on the envelope (signs his/her name upon return as well);
5. The receptacle with the device is brought to the main office by an adult to be secured by office personnel or appropriate school person;
6. Administration is alerted to the electronic device and a parent is then notified immediately. The device is NOT returned to the child unless specified to do so at the end of a school day by the student's parent/guardian. **Pickup of all electronic devices will be only at 2:30 p.m. daily in the main office.** Students must come down with a pass from the teacher with the student's full name on the pass.
7. School administrators reserve the right to have the adult who confiscated the device or team teacher to contact the student's parent;
8. Multiple offenses with misuse of an electronic device must be brought to the attention of a building administrator and an office consequence is given to the student.
9. Cell phone use by students is prohibited UNTIL the student is outside of the school building or ONLY by permission from an adult in the building after school hours.

CHARGES FOR LOST OR DAMAGED SCHOOL PROPERTY

The school issues school books and equipment to students. If the student loses or damages school books or equipment, he or she will be billed and issued another book. Teachers must immediately report these damages or losses to the office.

CHEATING

Cheating is unacceptable and the students involved will receive a zero (0). Parents are to be notified. Additional interventions may also occur.

CHILD ABUSE AND NEGLECT POLICY AND GUIDELINES FOR REPORTING

P.A. 96-246 has recently amended the requirements and procedures for the mandated reporting of suspected child abuse in the Connecticut General Statutes. The law is very strict and has designated all professional school employees as mandated reporters. Procedures for reporting have also been amended. The Manchester Board of Education is very explicit in its guidelines and procedures for the reporting of child abuse and neglect by its employees. Please refer to policy # 514.2.

CHROMEBOOKS

The goal of the Chromebook program at Illing Middle School is to create a 21st century environment for all learners. It supports anytime access to online resources for learning by providing portable devices for use at school and Google accounts for each student to use anywhere. This ensures that students can access what they need from wherever they are – school, home, anywhere with an internet connection. Illing is implementing the *one-to one* Chromebook initiative to further personalize the way each student uses time, receives support to master essential skills, and deepens understanding of content. Each morning, students will collect their personalized Chromebook in Homebase and return it to the charging station at the assigned time at the end of each school day. A separate Chromebook handbook will be distributed at the start of each school year which contains specific procedures, policies, usage directives, etc. **Teachers are required to bring their teacher Chromebook to each faculty meeting.**

CHROME-HOME AND HOME-CHROME

In lieu of our past practice with the I.C. (*Illing Connections*) period, there will be a short time slot (*Chrome Home*) at the front end of the school day and one (*Home Chrome*) at the end of each school day. These will be utilized specifically for student ChromeBook pick up and drop off. This retrieval and return process should be conducted in an orderly, organized format. In addition to returning the Chromebook to the power receptacle station in each Homebase, teachers should check all student planners/agenda to be sure homework and planning has been completed by students for each school subject.

CLASSROOM ATTENDANCE

Each teacher will take and record attendance at the start of each class and every period. Accurate attendance is an essential part of school safety and management. The actual attendance record may serve as a part of a legal document.

CLASSROOM MANAGEMENT GUIDELINES (See *STARS PBIS Packet*)

CODE OF CONDUCT

Illing Middle School has developed a school-wide *Code of Conduct* that exists as a guideline when addressing student behavior. This is still a working draft and should be used as a reference by staff and the administrative team. Each team is required to follow this format and produce a similar grid for classrooms in an effort to achieve consistency and continuity amongst and between teams and grade levels. **This *Team Code of Conduct* MUST dovetail with the schoolwide Code of Conduct. An example is included at the end of this handbook.**

ILLING MIDDLE SCHOOL Code of Conduct Guidelines



The *Illing Middle School* discipline procedures are strategically linked to our S.T.A.R.S.' program. Such rules and logical consequences are implemented to ensure the safety, welfare, and respectful treatment of every student and staff member. Our goal is to maintain a positive atmosphere that supports learning. Our expectation is that every student will comply with school rules and regulations, which are based on the Manchester Board of Education's policies.

The grid below outlines consequences for inappropriate conduct. Alternate initiatives, including those outlined in the MAPS (Manchester Agencies, Police and Schools) process, may also apply. Notice, too, this document contains intervention strategies which are inherently linked to any consequence levied.

(Please note - Guidelines imply flexibility within the consequence category)

**Grade 7 Administrator – Mr. Osunde
Grade 8 Administrator – Mr. Keith Martin
Student Support Administrator – Ms. Fuini**

Conduct	Definition	1 st Offense	2 nd Offense	3 rd Offense
Alcohol and Drugs A. Use/ Under the influence B. Possession C. Distribution on school grounds, to or from school, or at a school-sponsored event off school grounds	A. under the influence of an intoxicant of any kind of illegal substances. B. The possession of any drug, drug paraphernalia, alcoholic beverage, or other illegal substance. C. The distribution of any drug, alcoholic beverage, or illegal substance.	A. Up to 3 Days ISS; parental notification, substance abuse assessment referral; Police notification. B. Up to 10 days out of school suspension; Police notification. C. Up to 10 days out of school suspension; Police notification; Possible recommended expulsion.	A. Up to 5 days ISS ; Parental notification; Police notification. B. Up to 10 days out of school suspension Police notification Possible recommended expulsion. C. Up to 10 days out of school suspension; Police notification; Possible recommended expulsion.	A. 5 days ISS; Parental notification; Police notification. B. 10 days out of school suspension Police notification Possible recommended expulsion. C. 10 days out of school suspension; Police notification; Possible recommended expulsion.
Assault	An unprovoked physical act causing harm to any person; minimal or no retaliation on the part of the victim.	Up to 5 days OSS parent notification At the discretion of the administrator, additional consequences may apply Police notification Possible recommend expulsion	Up to 10 days OSS, parent notification At the discretion of the administrator, additional consequences may apply Police notification Possible recommended expulsion	10 days OSS parent notification At the discretion of the administrator, additional consequences may apply Police notification Possible recommended expulsion
Bullying / Harassment	Overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student; <i>Note: Formal investigation required</i>	Conference with administrator, parent notification Follow district policy At the discretion of the administrator, additional consequences may apply.	Up to 3 days ISS ,parent notification Follow district policy At the discretion of the administrator, additional consequences may apply.	Up to 5 days ISS, parent notification Follow district policy At the discretion of the administrator, additional consequences may apply.
Class Cut	Unauthorized absence from class. Leaving class without permission	Teacher detention, parent notification.	Two office detentions, parent notification.	1 day ISS, parent notification.
Detention – failure to serve	Failure to serve office detention, repeated failure to serve teacher detention.	Up to 1 day ISS, Play by the Rules, parent notification.	1 day ISS, parent notification.	2 days ISS, parent notification.
Disrespect/Defiance towards staff	A. Failing to comply with a proper and authorized direction or instruction of a staff member B. Responding in a rude or impertinent manner (chronic) C. Written, verbal, or non-verbal (physical?) abuse directed at a staff member D. Obscenity or obscene gesture directed to or intended for a staff member	A. <i>Play by the Rules</i> , lunch detention, office detention, parent notification. B. <i>Play by Rules</i> , lunch detention, office detention, parent notification. C. 1 - 3 days ISS, parent notification. D. 1 –3 days ISS, parent notification.	A.1 day ISS, parent notification. B. Multiple lunch detentions, office detentions, parent notification. C. 1 – 3 days ISS, parent notification. D. 1-3 days OSS, parent notification,	A.2- 3 days ISS, parent notification. B. 1-2 days ISS, parent notification. C. up to 5 days ISS, parent notification. D. Up to 3 days OSS, parent notification.
Disruptive behavior (chronic)	Disruption of the educational process, interference with teaching or learning, or unnecessary physical contact. (i.e. horseplay)	<i>Play by the Rules</i> , office detention, parent notification.	Multiple office detentions 1-2 days ISS, parent notification.	1-3 days ISS, possible OSS, parent notification.
Dress code violation	See dress code posters and/or student-parent handbook for specific information	Student required to comply or Team directed alternative setting Parent notification.	Student required to comply Administration alternative setting Office detention, parent notification.	Student required to comply 1 Day ISS, parent notification.

Endangering health and safety of self and/or others	Conduct as determined by an administrator which causes a serious threat of danger to the physical well-being of the student	ISS or OSS at the discretion of administration Parent notification Risk assessment where appropriate.	ISS/OSS at the discretion of administration Parent notification Risk assessment where appropriate.	ISS/OSS at the discretion of administration Parent notification Risk assessment where appropriate.
Fighting	Involves the exchange of mutual, physical contact, such as pushing, shoving, hitting, or punching, with or without injury	ISS/OSS at the discretion of administration Parent notification Police notification Possible recommendation for expulsion	3 to 10 days ISS/OSS Parent notification Police notification Possible recommendation for expulsion	10 days ISS/OSS Parent notification Police notification Possible recommendation for expulsion
Misuse of Electronic Devices – Personal or Public	A. Unauthorized use of all personal electronic device B. Unauthorized use of public electronic devices	A. Confiscation of the device and give to office/ Return to student at the end of the school day B. Remove from computers for the duration of the assignment. Parent notification. At the discretion of the administrator to apply additional consequences.	A. Confiscation of the device and given to the office/ Return to parent B. Lose computer privileges for the duration of the trimester, Office detention, parent notification. At the discretion of the administrator to apply additional consequences.	A. Confiscation of the device and given to the office/ Return to the parent Office detention, possible ISS, Parent notification. B. Loss of privilege to use the computer for the remainder of the school year 1-3 days ISS, parent notification. At the discretion of the administrator to apply additional consequences.
Profanity / Vulgarity / Racial Slurs	Profane, obscene or abusive language (written or spoken) or gesture which constitutes insubordination or disruption of an activity	Office Detention 1-3 days ISS, Possible OSS at the discretion of administration Parental notification Possible police notification.	3 -5 days ISS/ OSS Parental notification Police notification.	1-5 days OSS Parental notification Police notification Possible recommended expulsion.
Theft / Possession of Stolen Property	Taking property belonging to the school, individual, or group without permission. Having in one's possession property obtained without permission of owner.	1-3 days ISS Parent notification Restitution Police notification.	1- 5 days ISS/OSS Parent notification Restitution Police notification.	Up to 10 days OSS Parent notification Restitution Police notification.
Threatening/Verbal Altercation	The act of threatening (verbal, written, physical) to strike, attack or harm any person in school or at any school sponsored or supervised activity.	ISS/OSS at the discretion of administration Parent notification Police notification	3-10 days ISS/OSS Parent notification Police notification Possible recommendation for expulsion	10 days OSS Parent notification Police notification. Possible recommended expulsion
Vandalism A. Minor B. Major	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the school.	A. 1 day ISS Restitution, Parent notification. B. Up to 3 days ISS, Parent notification Restitution. Police notification. Possible recommended expulsion	A. 1 to 3 days ISS/OSS Restitution, Parent notification. B. 3-5 days OSS, Parent notification Police notification. Possible Recommended expulsion.	A. 1 to 5 days OSS Restitution, Parent notification. B. Up to 10 days OSS, Parent notification Police notification Recommended expulsion.
Weapons and Dangerous Instruments including firearms whether loaded or unloaded, whether functional or not	A student shall not possess or use any weapon or any implement that can be deemed to be a weapon including guns, pistols, pellet guns, knives, razor blades, live ammunitions, fireworks, explosive devises, metal knuckles, clubs and any other dangerous object	10 days out of school suspension. Superintendent notified immediately Police notification Recommended expulsion.	10 days out of school suspension Superintendent notified immediately Police notification Recommended expulsion.	10 days out of school suspension Superintendent notified immediately Police notification Recommended expulsion.
Willful Disobedience of School Rules	Purposeful violation of school rules	Up to 10 days out of school suspension	Up to 10 days out of school suspension	Up to 10 days out of school suspension

Description of Consequences

Play by the Rules – Sessions held to determine ways to improve their behavior

Office Detention - Held Mondays, Wednesdays and Thursdays from 2:45 – 4:00 p.m.

Lunch Detention – Loss of privilege to eat lunch with peers

I.S.S. – In-School Suspension; privileges waived for the day/week of suspension (i.e. all extracurricular activities and field trips, sports, dances, club participation, etc.)

Out of School Suspension – Students are not allowed on campus for a full day; privileges waived for the day/week of suspension (i.e. all extracurricular activities and field trips, sports, dances, club participation, etc.)

Expulsion – Students excluded from school entirely up to 180 days (2 hour a day tutoring provided by district)

District Policy Response – As found on the BOE website, specific to particular behaviors (i.e. bullying)

Interventions

The administrative team and Illing Middle School staff will continually employ a variety of interventions that include but are not limited to:

- **Behavior Intervention Plan**
- **Conferencing**
- **Parent Meeting**
- **Community Service Program**
- **Mediation**
- **Mentor**
- **Referral to School Counseling/ Social work**
- **Student Assistance Team Interventions**

COLLECTION OF MONEY FROM STUDENTS

There are different times during the school year when you are required to collect money from students. Make sure that the money you collect is turned in to the office before you leave school that day. Since the responsibility is yours, do not leave any sum of money in your desk overnight or anytime during the day when you are not present in your room. You may make use of the school safe. Please put it in an envelope plainly marked with your name, the date, room number and any other information necessary.

COMPUTER LABS

The Labs are available for classroom use on a sign-up basis. Please see Media Center staff for more information.

CORPORAL PUNISHMENT AND RESTRAINT

Corporal punishment is the infliction of bodily pain as a penalty for doing something which has been disapproved of by the punisher. Manchester Board of Education policy prohibits the use of corporal punishment. Physical restraint should only be attempted by staff members that have received the appropriate training and when there is a genuine concern for safety. Appropriate documentation must be filed and submitted to Central Office within 24 hours of a restraint. Parents must be notified by telephone and in writing.

CORRESPONDENCE TO PARENTS AND PUBLIC

All written correspondence sent by school personnel to parents or to the public about classroom programs and events must first be approved by the administration. In addition, teachers must remember that all communications, forms, and announcements should be placed on the school website. Teachers should never send personal or unofficial communications home to parents. The expectations to this would be writing in a student's planner or daily comments when blue books are used. Point sheets are official documents. Remember that anything you write down can become part of a legal record in a civil or due

process hearing. Reminder that our district has a policy with regard to the circulation of emails reflecting opinions, political views, etc. are inappropriate to be circulated within the school and professional setting.

CRISIS INTERVENTION

Any teacher or staff member can recommend a student who is “at risk”, i.e. harmful to themselves or others, at any time to be referred to the administration, nurse, social worker, and/or guidance counselor.

DAILY PLANNER/STUDENT HANDBOOK

Every student will receive a Daily Planner/Handbook at the beginning of the school year. It includes school policies and expectations. The Daily Planner is to be used to help students organize their day, to record short and long-term assignments, and as a method for teachers and parents/guardians to communicate. Teachers will provide time for students to record homework, tests and projects. These planners must be used as the student’s pass anytime a student leaves your classroom. **Student must wear their ID badges at all times when traveling the building.** The planner should be checked on a regular basis. “NO WORK” or “NO HOMEWORK” should not be the entry for the day. There is always some work, something to study, class notes to review, or an assignment that is due soon (i.e. reminder about a test to study for or the due date of an upcoming project). Teachers may be asked to sign planners of specific students by the administration or support staff.

DANGEROUS AND INAPPROPRIATE ITEMS

Anytime you suspect a dangerous item is in school, notify the Administration or School Resource Officer immediately. In general, students should only bring to school items that have an educational purpose and use in school. While a comprehensive list of these items can never be compiled, the following items are among those banned from school:

<i>Guns</i>	<i>Tobacco Products</i>
<i>Facsimiles of Weapons</i>	<i>Matches</i>
<i>Firecrackers</i>	<i>Cigarette Lighters</i>
<i>Sling Shots</i>	<i>Drugs and Alcohol</i>
<i>“Cap” Guns</i>	<i>Facsimiles of Drugs</i>
<i>“Stink Bombs”</i>	<i>Drug Paraphernalia</i>
<i>Martial Arts Weapons</i>	<i>Laser Pointers</i>
<i>“BB” Guns</i>	<i>Trading or Collecting Cards</i>
<i>Razor Blades or Box Cutters</i>	<i>Playing Cards</i>
<i>Knives of any size or kind</i>	<i>Water Pistols</i>
<i>Chains</i>	<i>Water Balloons</i>
<i>Mace or Mace-like Substances</i>	<i>Spit Balls</i>
<i>“Caps” and/or “Poppers”</i>	<i>Rubber Band Guns/Shooters</i>

A student who brings an inappropriate item to school or on the school bus, may, before discovery, turn the item over to an adult. No disciplinary action will be taken, provided the item has actually been turned in, and the possession of this item is not illegal for a middle school student.

Illing Middle School - Important Dates, 2014-15

Professional Development Dates - Full Days - August 25, 26, 27.....½ Days: 9/17, 10/22, 12/10, 2/4, 3/25, and 5/13

Team Tuesdays – (3:00 p.m. Tuesdays in Team Leader’s room) – Sept. 2 , Oct. 7 , Dec. 9, Jan. 6 , Feb. 3, March 3, Apr. 7, May 5, June 2

Staff Meetings – (3:00 p.m. Tuesdays/Media Center) Sept. 9, Oct. 14 , Dec. 16 , Jan. 13 , Feb. 10 , Mar. 24 , Apr. 21, May 12, June 9

Department Meetings – (3:00 p.m. Tuesdays in Dept. Fac.’s room) Sept. 16, Oct. 21, Nov. 18, Dec. 23, Jan. 20, Mar. 31, Apr. 28, May 19

P.L.C. Tuesdays - (*Professional Learning Communities* – 3:00 p.m. Tuesdays in Media Center) – Sept. 23, Oct. 28, Nov. 25, Jan. 27, Feb. 24, May 26

Administrative Leadership Meetings – Wednesdays 3:00 p.m. in the Conference Room

School Gov. Council Mtgs. (6:00-7:00 p.m.) – Sept. , Oct. , Nov. , Dec. , Jan. , Feb. , Apr. , May, June

PTA Mtgs. (7:00-8:00 p.m. IMS Cafeteria) – TBA

Team Leader Meetings – Sept. 2, 16 ..., Oct. 7, 21 ..., Nov. 18 ..., Dec. 9, 23..., Jan. 6, 20..., Feb. 3, 24...,

Mar. 24 ..., Apr. 7, 28 May 12, 26 ..., June 9 (at 7:15 a.m. in rm. 135)

Safe School Climate Committee Mtgs -

Open House – Sept. 17, 2014 – Grade 7 and Sept. 18, 2014 – Grade 8

Positive Phone Call Logs (Due Dates) – 12/19/15 and 5/29/15

MHS Elective Fair- TBA

8th Visit to MHS (Usually occurs in January right after our return from break)

Student Pictures – 9/15 & 9/16...Picture re-takes - 10/31/14.

Career Fair – TBA

Mock Student Elections - School wide mock election - November 1st in the media center

Student Council Dances – TBA

A.C.E.S. (All Children Exercising Simultaneously) – May 1, 2015

Music Concerts and Rehearsals – TBA

Parent Conference Dates – 11/12 and 11/13...3/10 and 3/11

8th Grade Washington, D.C. Trip – May 6-8, 2015

8th Grade Washington, D.C. Trip - First parent meeting - September 24, 7:00 p.m.

8th Grade Washington, D.C. Trip Bottle-Drive Fundraiser –

8th Grade Washington, D.C. Trip Silent Auction for Staff –

8th Grade Washington, D.C. Trip - Mandatory DC parent meeting - IMS café –

NWEA Testing – TBA

SBAC Testing – TBA

NAEP Testing - NAEP testing is scheduled to be on January 28, 2015. They are testing the 8th grade only, and the test is anticipated to take approximately 90 minutes.

Instructional Rounds – TBA

Town Meetings – TBA

Team Award Assemblies – TBA

National Junior Honor Society Teacher Committee Mtgs – 9/4, 9/11, 10/2, 11/6, 12/4, 1/8, 2/5, 3/5, 4/2, 5/7, and 6/4

- NJHS Induction Ceremony Rehearsal – 5/26 (A.M.)

- NJHS Induction Ceremony – 5/28 – 6:00 p.m. in Cafeteria

Pinwheels for Peace – Monday, 9/22 and raindate- Sept. 23rd

Fall Sports Tryouts Meeting – Thursday, 9/4

DISCIPLINE POLICY

The Manchester Board of Education has adopted a policy on discipline and punishment, which complies with the state law. Please refer to policy # 5144.

DISCIPLINE

School Rules/Positive Behavioral Interventions and Supports (PBIS)

The Illing staff expects all students to demonstrate the elements of good character: respect, responsibility, trustworthiness, caring fairness, and citizenship. These themes are reinforced in all activities and through the procedures in each classroom. In addition to expectations of good character, the faculty and staff will be implementing a Positive Behavior Support process designed to promote a positive school climate.

S.T.A.R.S. System of Behavioral Expectations

An important key to a school's success is the degree of discipline it maintains. Discipline is everyone's job! It is incumbent upon all classroom teachers, special teachers, administration, and supporting school staff to work together in maintaining appropriate student behavior and promoting a positive atmosphere. Discipline is built upon fairness, firmness, and consistency. Commendable behavior as well as inappropriate behavior should be attended to where ever it occurs in or around school – whether the students involved are in your class or not. **Please utilize the S.T.A.R.S. language, worksheets, documentation, etc. to address behavioral improprieties.**

Children should not be sent to an administrator unless circumstances warrant such action. Call the office and alert the administration *before* sending a child to the office. **Use the classroom CTC as part of your classroom management strategies.** In extreme circumstances, security will come to the classroom to escort the child to the office.

When an administrator becomes involved in a matter it should be of a serious nature and warrant immediate follow-up to the home. Such instances would deal with physical abuse to another student or teacher or aide; use of extreme profanities; and, any malicious damage to school property.

DETENTIONS

In accordance with our *I.M.S. Code of Conduct*, teachers are required to assign a “teacher detention” for their students who warrant a punitive consequence in violation with a classroom infraction. Teachers should do everything in their power to invoke restorative discipline initiatives and address infractions through the use of the CTC and dialogue for “teachable moments” with students.

S.T.A.R.S. PROGRAM

Any successful, holistic discipline plan begins with a positive, proactive process whereby students can be recognized for “doing the right thing” rather than merely reacting to negative behaviors with punitive consequences. The *STARS* program is the backbone to our Illing Middle School PBIS system. Essentially, the essence of character education and the expected behavioral protocol for all students in and out of the classroom is encompassed by the acronym: *S.T.A.R.S.* – *Scholarly, Truthful, Aware, Respectful, and Safe*. All school rules are aligned with these themes. Therefore, to ensure the program's success, wording and subsequent teaching must utilize language that encourages students to “reach for the STARS” by practicing scholarly, truthful, aware, respectful and safe behavior. These are life-long behaviors – values that must be embraced by all. The *STARS* program is discussed in its entirety in a packet to parents and students during the first few days of school.

DRESS CODE

The dress code at Illing Middle School prohibits students from wearing outerwear, including jackets and hats, in the building during the school day. This rule is in effect between the hours of 8:05 A.M. and 2:45 P.M. and during school sponsored events/activities. Students must place hats and coats in their lockers

prior to the start of the school day. Staff must be consistent in enforcing the dress code. If you have any questions or concerns, please speak with an administrator.

Illing Middle School Uniform Dress Expectations, 2014-15

All students attending Illing Middle School will be required to wear and follow an approved school uniform dress code. The designated uniform dress shall be as follows:

1. Tops:

Short or long sleeved collared (polo) shirts from a vendor recognized by Illing Middle School/ District in approved colors with an Illing School/ District designated logo.

All optional clothing choices must have our school administrations approval. Only approved Illing/district shirts can be worn under an approved top garment (Illing/District Fleece). Both of these garments must have a logo approved by the district.

- a. Students are only allowed to wear approved optional clothing on special days designated by administration.
- b. Items purchased through the Athletic Department, Clubs or other Student Organizations are NOT part of the approved school uniform.
- c. Students will be allowed to wear non-uniform apparel that represents a school sponsored group only on days approved by the administration.
- d. Shirts must be tucked into skirts or pants.

2. Bottoms:

a. For boys and girls: casual or dress pants sized to fit the student in solid colors of navy blue, black, or tan khaki. All pants must be worn at the top of the hips and students are expected to wear a belt.

b. For girls: skirts or *shorts* that are not more than 3" above the knee, sized to fit the student in solid navy blue or tan khaki may be worn. Capri-type pants in navy blue, black, or khaki may also be worn.

c. Tight fitting skirts, pants, tight fitting shorts, or tight fitting Capri-type pants are not permitted.

d. Solid navy blue, black, or tan khaki shorts may be worn but must be appropriately sized. Shorts that are too short (3" or more above the knee) are not permitted.

3. ID badges: ID's are considered to be part of the uniform and **must be worn at all times**. Replacement ID's may be purchased in the Main Office.

4. Footwear: Footwear must have a rubber or other non-marking sole. Open toed shoes, moccasins, slippers, flip-flops, sandals, slides, spiked and platform footwear or other athletic-type footwear are not allowed.

5. Dress Casual/Dress up Days/Special Recognition: The principal or his/her designees may allow for special occasions or to recognize academic, athletic, or special events, activities and achievements by allowing exceptions to the daily uniform requirement, i.e. a special fundraising activity or honor roll, athletic contest, etc.

6. Field Trips: Students are required to comply with the school uniform dress code on field trips unless otherwise determined by the principal or his/her designee.

7. Accessories: Distracting, detracting, oversized, offensive, or derisive jewelry, garments, and belt buckles are not permitted. **Only a lanyard with a valid, current school I.D. should be visible around the neck and over the school shirt.**

8. Religious and Health Accommodations

Where the bona fide religious beliefs or health needs of a student conflict with the school attire policy, the schools will provide reasonable accommodation. Any student desiring accommodation shall notify their school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

9. Compliance: Students are expected to enter and exit the building wearing the approved school uniform. In all matters relating to student compliance with the dress code, the school principal and his/her designees shall have the final determination on whether a student is keeping with the expectations of the school uniform-dress policy. School administrators and teachers are encouraged to use positive reinforcement to obtain compliance. However, when a student fails to comply with the uniform-dress expectations, administrative intervention(s) and or appropriate disciplinary consequences may be imposed.

DRUGS, ALCOHOL & TOBACCO POLICY (STUDENT)

The administration and staff of Illing Middle School, in cooperation with the students and parent/guardian, will work to educate, prevent, and intervene in the abuse or use of all drug, alcohol, tobacco and mood-altering substances by any member of the student population in accordance with state law. This will be accomplished through the use of curriculum, classroom activities, community support and consistent administrative and faculty effort.

DRUGS, ALCOHOL & TOBACCO POLICY (STAFF)

Staff members are not permitted to smoke or use any tobacco type product on school grounds at any time. Failure to comply will result in disciplinary action. This applies to all Illing staff members.

ENTRY AND EXIT PLANS FOR STUDENTS

There are specific procedures which have been established for students entering the building in the morning and exiting the building at the end of the school day. At 7:55 each morning, students are permitted to enter the front doors (only) and elect to move directly to the gym (Grade 7 – Tedford Gym and Grade 8 – Kelley Gym) where they are to sit with their respective team peers. Teachers, on duty, are required to have students sit on the gym floor (or bleachers) while students await the 8:05 bell to move to their homebase. Students may choose to have breakfast. These students must travel directly to the cafeteria and proceed to the breakfast line. No students will be permitted to loiter in the front foyer of the building OR any other area of the building prior to the 8:05 bell. No student will be dismissed from the cafeteria after 8:00 a.m.; instead will be picked up by a team representative. Those teachers assigned to morning duty in the main hallway leading to the gym, should be strategic about staggering themselves throughout the middle of this hallway and “greet” students. Exit the building at the end of the school day should also be orderly. Bus riders will be dismissed first followed by those students who walk home. **NO STUDENT IS ALLOWED TO LOITER IN HALLWAYS OR CLASSROOMS AFTER THE 2:45 P.M. BELL**, unless he/she is staying afterschool with a teacher for additional instruction or extra help. Obviously, members of an Illing sport's team are required to attend practice and must move directly to a gym or specified area at the end of the school day.

Reminder to teachers/coaches: students remaining after school hours for educational, athletic, or other activities should be under the direct supervision of designated staff members until their departure from school grounds.

EXTRA HELP AND MAKE-UP (Homework Club)

An extra help period, available to all students, is scheduled Monday, Wednesday, and Thursday beginning at 2:50 p.m. During this time, students are expected to report to their teachers for help. Each teacher will make arrangements to be available for make-up.

FANS, HEATERS AND OTHER ELECTRICAL APPLIANCES

As per direct orders from both the fire Marshal and Central Office, no teacher is to have in their room or use any of the following: heaters, fans, coffee pots, microwaves, refrigerators, hotplates or any other type of electrical devices. Any exceptions must be cleared with the administration prior to use.

FILM, DVD & VIDEO POLICY

All films or videos that are not approved by the Board of Education (i.e. appear in a specific curriculum) must be approved by the administration prior to use.

FIELD TRIPS

Field trips can greatly enhance class work with proper planning. Before any field trip is taken, Field Trip Checklist and Field Trip Forms must be submitted. These can be obtained in the main office. All field trips must be approved by the administration.

FIELD TRIP CHECKLIST:

To be completed during the planning process:

1. Check the Master Calendar on our website or in the main office. If no other activities interfere, schedule your trip with the designated secretary in the main office and with our Media Specialist.
2. Submit a copy of the permission slip, along with the "Field Trip Form" to Mrs. Hayes for approval prior to having it duplicated for distribution to students.

To be completed one month prior to the trip:

1. Submit notice of the approval "Field Trip Request Form" to Mrs. Hayes.
2. Submit copies of the approved "Field Trip Form" to the Cafeteria manager indicating how many students will be participating in the field trip.

To be completed three weeks prior to the trip:

1. Submit to the Main Office Manager, Nurses and Attendance a final alphabetical list of students participating.

To be completed one week prior to the trip:

1. Submit an alphabetized list of students and respective staff on each bus and the students who will remain at school. Prepare a student schedule for the day. Please include coverage and room locations.

Each teacher chaperone should have appropriate Lesson Plans available for the students who are not participating and on the day of the trip, pick up the "medical bag(s)" from the nurse.

Please note that a detailed *Field Trip Procedures and Preparations* packet is available in the main office for teachers and dates for signature MUST be adhered to or may be denied.

Chaperones

Any teacher organizing a field trip should plan to have one adult for every ten students as a chaperone. Parents may be contacted to volunteer for these field trips. In cases where there are not enough chaperones, the field trip should be canceled. Teachers and other staff are only allowed to act as chaperones for students whom they work with. All exceptions must be cleared with the administration.

FIELD TRIPS: ADDITIONAL INFORMATION

A parent must sign a permission slip for a student to participate. All rules and regulations of the school apply to students attending field trips. The goal is to take all students on field trips. If you want to exclude a student, administrative approval must be obtained at least one week prior to the field trip.

FIELD TRIP MOVIES

Only movies that have a “G” rating may be shown to students on the bus while on field trips. If you have questions about a specific movie, please check with the administration.

FIRE DRILL/EMERGENCY PROCEDURES

Fire drills are conducted at regular intervals and are required by state law. It is essential that students understand the seriousness of a fire drill so that we can expect 100% cooperation. Along with fire drills, other emergency drills, including lockdowns, will be conducted throughout the year.

Some key points:

- Everyone must exit the building during a fire drill.
- No talking is allowed during a drill. This permits emergency instructions to be issued and ensures safety.
- All windows and doors must be closed and lights turned off.
- Be sure to take and complete the Fire Drill Attendance Form and return to office immediately following drill.
- Please review fire drill procedures and routes for evacuation with each class and have them posted at all times.
- Form lines to move the evacuation as quickly as possible and in an orderly fashion.
- Students may not stop at lockers during an evacuation or drill.
- Elevators are not to be used during an evacuation or drill.
- The middle stairwell on the second floor (near room 228) is a designated area of refuge for physically limited students/staff.
- Always wait for the signal to return to the building.
- No doors are to be pegged open at any time during school hours.
- See lockdown plans for details on lockdown procedures.
- Staff members are not permitted to leave school grounds during a drill or actual emergency without administrative approval.

- If the alarm sounds during a class change, staff will need to direct students to the closest exit while other staff escort the students to a safe waiting area and listen for directions.

GAMBLING

Playing cards, flipping or matching coins, trading items, rolling dice for money or any other form of gambling will not be permitted. Teachers will confiscate any materials and money, and refer the student(s) to an administrator. Card trading is also prohibited.

GANG AND GANG-LIKE ACTIVITIES

Illing Middle School and the Town have a zero tolerance position with regard to any gang-like activity. The wearing of colors, bandanas gang related symbols or signals are strictly prohibited. Parents will be contacted and immediate disciplinary consequences will be taken whenever gang and/or gang-like activity are observed.

Students will be given the opportunity to remove or change items, or have their parents bring appropriate clothes to school. If a student refuses to follow this policy he/she may be suspended from school and possibly referred for expulsion. Staff and teachers are encouraged to report to the administration any incidents of gang-like activity.

GENERIC QUIET SIGN

Adult’s hand goes up, student mouths close, and immediate attention on speaker. While in class, students should be reminded to **S.L.A.N.T.:**

- S* = Sit up straight
- L* = Lean Forward
- A* = Pay Attention
- N* = Nod to demonstrate focus
- T* = Track with their eyes

GRADES

The following chart is a guideline to understand letter grades and grade points:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
	(4.3)		(3.4)		(2.5)		(1.6)
A	93-96	B	83-86	C	73-76	D	63-66
	(4.0)		(3.1)		(2.2)		(1.3)
A-	90-92	B-	80-82	C-	70-72	D-	60-62
	(3.7)		(2.8)		(1.9)		(1.0)
					F		0-59

Failing grades will be assigned zero grade points. Unified Art teachers will need to override their final grades so that they are a Pass (P) or an F (Fail) for the fourth quarter. **In addition, parents of any student whose grade drops a letter score should be contacted by the teacher.**

GREETING STUDENTS AND ONE ANOTHER

To continue with our mission and thrust of formulating and sustaining an invitational setting, teachers are asked to model invitational and positive interactions at all times with students and one another. This translates to greeting students in the hallway and during passing, especially students entering classrooms. We should always remember our school's *Working Agreement* and apply it to how we conduct ourselves every moment we are in school.

HANDICAPPED PARKING

Handicapped spaces are provided in front of the building and in the parking lot. These clearly designated spaces are only to be used by vehicles with the proper permit and or license plate.

HEALTH OFFICE

The goal of the school Health Office is to provide emergency care, assist with routine medical conditions, and promote good health practices. Immediate attention will be given for all emergency situations. All students entering the Health Office must have a pass issued by the teacher from whose class the student has been excused.

Nurses

The school nurses are in their office every day to see pupils who are excused from physical education (before period one), or who need treatment for illness or injury. Do not deny any child's requests to see the nurse. Always send a pass with the student. In an emergency or situation when you do not think that a student should go alone, contact the nurse and follow her directions.

HOME ACCESS CENTER (H.A.C.)

Teachers must become accustomed to using the Home Access (on-line grading through *E-School*) program for posting grades and keeping class information up-to-date. **This must be done on a weekly basis and will be checked by the administrative team for accuracy and consistency.**

HOMEBOUND INSTRUCTION

Homebound instruction is not intended for short-term absences. Guidelines indicate that homebound instruction cannot be considered for absences of less than three weeks. However, when it is known that the student will be required to be absent more than three weeks due to illness, hospitalization, surgery, or an accident, the homebound instruction should begin as soon as possible. Medical documentation must be submitted requesting homebound instruction. Homebound instruction is coordinated by our counseling office.

HOMEWORK

The Manchester Board of Education believes that homework is a necessary and beneficial component of the educational process for all students throughout the Pre-K-12 curriculum. Homework is an effective tool that is vital to students' academic success.

HONOR ROLL

The school prepares an Honor Roll at the end of each of the four marking periods. Student names are forwarded to the local newspapers. A student makes the Honor Roll when he/she has all A's and B's in any given marking period. Students are allowed one C per marking period.

IN-SCHOOL SUSPENSION (*Center for Change*) PROCEDURES

The purpose for our *Center for Change* is to provide an optional learning environment for students whose behavior is determined by an administrator to be unsafe and or seriously impacts school climate and/or the learning environment. The goal of supporting a positive learning environment is to provide a safe and respectful school that supports student achievement. The *Center for Change* (In-School Suspension) is utilized primarily as a place for supportive intervention and refocus. The main objective is to help a student become more cooperative and engaged in the learning process. Students are assigned to our *Center for Change* typically for a minimum of one day and maximum of two. However, at the discretion of the administrator, the amount of time a student remains in the center (ISS) reflects the seriousness of the incident. As part of the process, and as students receive academic support, counseling and strategies for behavioral compliance, a student must earn a level of points to earn their way out of the center and back into the classroom. A student failing to earn sufficient points based on a behavior and academic rubric, will remain in *C.C.* until he/she has earned his/her ability to exit the process. This program serves as an alternative to out-of-school suspension and has a system in place that looks to reform unacceptable behavior through specialist that intervene youth who at the time have a disconnect to the learning process.

SAFE HARBOR

The purpose of "Safe Harbor" is a response to inappropriate student behavior that directly impacts classroom climate and the teacher's ability to maintain a productive learning environment. *Safe Harbor* is designed to serve as a place where student behavior can be addressed outside the classroom through use of student support personnel and administration. Our trained staff will address student behavior through use of our CTC (Critical Thinking Center) and restorative discipline that includes redirection, counseling, and allowing a student to reflect and self-direct their behavior with the belief they can be returned to the classroom and re-engaged into the learning process. Staff responding to classroom disruption will ultimately determine where a student will be directed upon removal from a classroom. **Teachers/Staff are NOT to send a student directly to *Safe Harbor* as a form of discipline and students are not to remain in this room for more than one period.** Staff must call security in Safe Harbor, also our Security Office, to request a student's removal and upon security personnel escorting the student from the class provide a CTC form that a student has completed as part of the redirection and re-engagement process. **When a student is removed from class and directed to Safe Harbor, the teacher/staff person must notify the parent/guardian that day.**

ILLING MIDDLE SCHOOL NEWSLETTER

The Illing Middle School Newsletter is published and posted on our school website throughout the school year. Hardcopies are available in the main office for families without the ability to access our school website. Staff members must submit items that are appropriate for recognition, informational or newsworthy at any time.

ILLING PTSA

The Illing PTSA has become a vital organization at Illing over the past few years. They are always seeking new members and ideas for programs. All staff members are strongly encouraged to join the PTSA and attend meetings whenever possible.

INCLEMENT WEATHER

Listen to any local radio or TV station for closings, delayed openings and early dismissals. The Manchester Public Schools follow a 90-minute delay during inclement weather. There are two late opening schedules that are used on alternate days. This prevents the same classes from being missed whenever there is a late opening.

INSTRUCTIONAL AND CLASSROOM EXPECTATIONS

All teachers are expected to keep an up-to-date and well-crafted plan book. In addition, teachers should always have the following highlighted and outlined on the whiteboard in their classroom:

- ✓ Essential Questions
- ✓ Lesson Objective(s)
- ✓ Homework Assignments

In addition, for reasons of school continuity and consistency, classrooms should clearly post:

- Team Code of Conduct;
- Classrooms rules linked with the S.T.A.R.S. program and their team colleague's rules;
- An uncluttered and "useable" CTC area;
- A classroom sign-out sheet;
- Fire exit diagram and instructions;
- Reference/Posters relevant to the Team's college name (i.e. Team Syracuse);
- STARS posters and references;
- Teacher name and Team outside the classroom door;
- The following posters:
 1. Mission Statement (Building)
 2. STARS Posters
 3. Making Good Decisions Poster

Classroom Projects:

All major projects must be turned in **no later than two weeks prior than the end of the school year**. All work assigned within the remaining two weeks cannot significantly impact the grade as we need to be able to calculate who needs to attend summer school.

LATE BUS

There are special late buses available for students who stay after the regular school day for a variety of reasons including; extra help, detentions, intramurals, etc. The buses run throughout the school year. Check with the Main Office for specific details regarding the routes and other information. The scheduled days for these buses are Monday, Wednesday, and Thursday. Students are issued a special bus pass on a daily basis for late bus use. Late buses will begin Monday, September 15, 2014.

LOCKERS

Each student will be assigned a locker. All lockers remain the property of the Board of Education. Students will receive locks on the first day of school during first period from their classroom teacher.

During the year, new students should obtain one from the office. The school reserves the right to examine lockers at any time; and to implement this, the school reserves the right to remove any lock.

LOITERING ON SCHOOL PROPERTY

Students must not loiter on school property, nor should they visit or be on the property of other Manchester schools while those schools are in session without receiving prior written permission from the schools' office. Please report any issues to an administrator.

LOST OR DAMAGED BOOKS

Please keep a careful record of textbook assignments (number of book, condition, etc.). When books are collected in June, assess fines for lost and damaged books and turn in fines and a record of them to the office. By doing regular book checks we can reduce the extremely large list of book bills that are handed out at the end of the school year.

MASTER SCHEDULE

The Master Schedule is a comprehensive day-to-day operational schedule whose primary function is to facilitate the successful implementation of curriculum, instruction and student assessment. Furthermore, an ancillary purpose of the Master Schedule is to support and foster a collaborative professional culture at Illing. The Master Schedule allows for the Illing Middle School community to collectively move towards achieving its mission of fostering respect and an appreciation for life-long learning while developing the gifts and talents of all students within a diverse community.

MEDIA CENTER

The purpose of our school media center is to provide students with research materials and assistance. Materials include periodicals, books, and available technology. Teachers may reserve the media center for class use. Audio-visual equipment scheduling must be done three days in advance. While in the media center, it is essential that a quiet atmosphere be maintained. Teachers who use the media center are responsible for the supervision and behavior of their classes.

MEETINGS

There are four planned after school meetings a month. Teachers should refrain from scheduling meetings and/or appointments on Tuesdays from 3:00-4:00 p.m. since these are earmarked as meeting times for staff.

NATIONAL JUNIOR HONOR SOCIETY

Illing Middle School is proud to have the Louis M. Gamache Chapter of the National Junior Honor Society. The society's five goals are: Scholarship, Leadership, Service, Character and Citizenship. Performance in all five areas is the selection criteria for membership. In order to be eligible a student must have a cumulative B+ average with no D's or F's. Outstanding behavior is also primary criteria for membership. Being on the honor Roll does not automatically qualify a student for NJHS.

Eligible seventh and eighth grade students will be considered at the end of each school year. The faculty Council will evaluate student applications to determine evidence of leadership, service, character and

citizenship. During the school year, members of the NJHS are responsible for being on the Honor Roll every marking period.

NINE C's

<p style="text-align: center;">The Nine "C's" at Illing Middle School</p>
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We are Committed to the following as a school community:

- **Collaboration – decision-making, teaming, and administrative practices...**
- **Connections – creating viable and important connections with ALL students so necessary for any school's success!**
- **Communication – timely, consistently to parents/students/one another/community...**
- **Credit – embracing positive programming – holistically and by teams – constant, meaningful, and purposeful!**
- **Cultural Celebration - cultural awareness, diversity, sensitivity, understanding, and teaching for all;**
- **Common Core Concentration – continuity with rigor in and outside of classrooms.**

NON-DISCRIMINATION POLICY

It is the policy of the Manchester Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including, employment, on the basis of race, color, religion, creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

NOTICES AND BULLETINS

No notices will be circulated except through the office. Please read any item students should be aware of. Teachers may receive printed notices in their office mailbox before school; please keep them on hand for reference in the classroom.

OFFICE DETENTIONS

Detentions are scheduled Monday, Wednesday, and Thursday after school in room 135. Detentions are 60 minutes in length (2:24 p.m. – 3:45 p.m.). All students are expected to serve assigned detentions. Students who defy school rules and/or miss detentions will receive discipline consequences.

ORDERING SUPPLIES

- Your team leader orders regular supplies through the main office manager on a requisition form. A purchase order must be approved for any supplies or materials requiring a vendor or service provider.
- Agents and salespersons will not be permitted to solicit business or to display materials for sale in classrooms or other parts of school building without approval from the Superintendent's Office.
- Do not order supplies or materials, or make "on approval" orders, expecting the Board of Education to reimburse you for them. Such reimbursements cannot be made. Any necessary ordering of this nature must be done via the business manager's office and with the approval of the department facilitator and an administrator.

- Do not order sample copies of textbooks.

PARKING GUIDELINES

All staff members are required to park only in designated parking lots. Do not park along perimeter areas, by rooms or in posted areas such as fire lanes, reserved spots, or handicapped areas. Please do not park in any area that is not lined and designated for parking. No parking is allowed in the marked triangle areas of the parking lots. There is absolutely no parking behind the gym, or outside of the Tech-Ed and Art rooms. Please obey all signs regarding parking. There are no exceptions. Staff who park in unauthorized or no-parking areas will be subject to disciplinary action and may have their cars towed at their expense.

PASS REGULATIONS AND USE

- All teachers must issue a pass whenever it is necessary to send students to a place other than his/her regular classroom. All passes are to be issued through the use of the Student Agenda and signed by the teacher and include the time the student left the class. Do not write any negative or derogatory comments on a pass. When necessary, follow-up with a call or stop and see the appropriate administrator during non-teaching time. Do not leave your class unattended to bring a student to the office or to meet with an administrator.
- Students will be permitted to go to the office when called over the intercom system. Do not confront a student who is insisting on leaving the room. No staff member can deny a student access to the lavatory when they request to be excused. If he/she leaves without permission, simply notify security.
- Any abuse of the pass privileges must be reported via an office referral.

POSITIVE PHONE CALLS

Every teacher is expected to get into the habit of making at least two positive phone calls a week.

This is important and reflects on the climate and community spirit we continue to build at Illing Middle School. All of us need to build positive relationships with parents early and often since we are a two-year school. Phone logs will be collected periodically from each teacher throughout the school year.

PROCEDURES TO COPE WITH HOT WEATHER

- Anticipate hot weather conditions. Draw shades on windows with strong sun; move classes to cooler locations whenever possible. It is important to take these actions early to ensure that rooms stay as cool as possible.
- The custodial staff will open up the building as much as possible early in the morning to let out accumulated heat.
- Specific suggestions for students are to limit physical activity, to drink plenty of water and to wear light clothing in accordance with the uniform policy.
- Fans are not to be used in rooms without prior administrative approval.
- In extremely hot weather, teachers are to permit students to bring clear plastic bottles of water into class.
- In classrooms with air-conditioning, please keep doors and windows closed while the air-conditioning is in use.

PROGRESS REPORTS

Midway during each quarter, a progress report is issued to each student. This report is available online. It is very important that parents are kept informed of student progress at all times and in all situations. It is especially important when students are borderline or failing. **Teams are expected to create a plan of action for those students who are borderline or failing.** No “F’s” are to be given without parents receiving information in advance regarding below average or failing work.

RETENTION POLICY

The Manchester Board of Education has established a policy to address promotion and retention. Students are expected to pass 4 of 5 academic classes for the year. Failure to pass may result in a recommendation for retention and or attending summer school. Parents will be notified following the close of the second and third marking periods if their child is in danger of retention. Follow-up communication will also occur in May and June. Parents may, at any time, contact the guidance department, team leader, teacher, and/or administration for details of their child’s progress. Please refer to policy # 5120.

SAT (Student Assistance Team) PROCESS

The **S**tudent **A**ssistance **T**eam is designed to assist teams in the development, delivery and/or evaluation of student academic and/or behavior interventions.

Students who do not respond to Tier I interventions attempted in the classroom setting are to be referred to SAT. It is critical that interventions are implemented with fidelity and documented. Data collection becomes an integral part of strategizing interventions. *Parent communication is critical; if you are referring a student, please make certain a conversation takes place with the parent so that they are aware of the referral.*

SCHOOL ACTIVITIES, SPORTS, AND DANCES

Each year a number of dances are held. Students are expected to conduct themselves as responsible participants under all circumstances. Students who fail to behave themselves in an orderly manner will be asked to leave. Students who are on suspension are not allowed to attend dances or to participate in other activities. Students who are absent or sent home ill on the day of the dance or activity may not attend or participate.

SCHOOL COUNSELING CENTER AND SOCIAL WORK OFFICE

Counseling services are available to all students. Many issues, concerning school, home, peers, and one’s personal life can be helped by counseling. Teachers and staff are asked to call the counseling center prior to sending a student to be sure that a counselor is available. Teachers and staff are encouraged to maintain contact with the school counselors and social workers.

SCHOOL LUNCH ACCOUNTS

It is the policy of the Manchester Public Schools to allow students to charge meals when the student does not have cash available or there is no money left in the student’s mealtime account at schools operating under the Traditional School Meal Program. Full priced or reduced priced middle and high school

students will be allowed to charge three meals. Students owing three meals will no longer be allowed to charge meals; these students will be provided with an alternative meal for two consecutive days. The alternative meal will consist of a cheese sandwich or peanut butter and jelly sandwich, fruit/vegetable, and milk.

Alternative meals are designed for and served to students who do not have cash or funds in their mealtime account. Every effort will be made to let the student know when funds within an account are low. In addition, notification will be sent to the parent or guardian. It is the responsibility of the parent or guardian to monitor account status for their students. Parents or guardians can monitor their student's mealtime account by utilizing the online payment system at www.ezschoollpay.com. If parents or guardians need more information regarding the use of the online payment system, they can reach Nutritional Services at (860) 647-3461.

District policy states that, the parent or guardian of the student receiving alternative meals will be expected to pay the cost for all alternative meals served.

SCHOOL RESOURCE OFFICER

A school resource officer is available to visit classes and teach relevant subjects in addition to serving as a resource for students needing support or help.

SCIENTIFIC RESEARCHED-BASED INTERVENTION (S.R.B.I.)

Federal laws have issued clear expectations for schools regarding their obligations to educate diverse groups of students well. This legislation includes the No Child Left Behind Act of 2001 (NCLB), a reauthorization of the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). These revisions encourage the implementation of research-based interventions that facilitate success in the general education setting for a broad range of students. The basic principles underlying this initiative hold considerable promise for helping Connecticut schools to improve education for all students and address the large disparities in performance within the state. In summation, S.R.B.I is systematic approach to meeting both the academic and behavioral needs of at-risk students. All teachers will be expected to meet with State regulations and S.R.B.I. legislation as it applies to students at Iling Middle School.

SEARCH AND SEIZURE POLICY

The Manchester Public Schools respect and uphold the privacy of individuals, and respect the Fourth Amendment, which guarantees against illegal search and seizure. In providing for the health and safety of students and employees, school administrators and others designated by the Superintendent are empowered to search for drugs, alcohol, weapons, stolen property, and contraband when there is a reasonable suspicion that a search is justified. Please refer to policy #4013. The creation of an intimidating, hostile or offensive situation is referred to as Hostile Environment Harassment, which is also illegal.

“SETTING THE TABLE”

An extremely important process which is imperative to a smooth beginning to each school year is referred to as “setting the table.” This means that all teachers and teams NEED to be thorough and complete when it comes to the start of a new school year. Students should learn and re-learn the rules as they are led by

the teacher through the hallway and in the classroom. *WORFS (Walk On Right For Safety)* should be ingrained in how they move about as well as the rules to using the lavatory, expected conduct at assemblies, lunch, etc. More time must be spent on *setting the table* with homebased students as well: 1) Practicing *WORFS* and walking students around the building until they are comfortable; 2) Practicing Table Manners at lunch; 3) Walking students from Gym/Café in the mornings AND from team areas in the PM; 4) CTC demonstration...*In/Ready to Learn* pockets; etc. STARS and general behavioral assemblies should be followed up by all teams during the school year – before or after all-school STARS assemblies with administration.

SPORTS

Illing Middle School offers interscholastic sports throughout the school year. Encourage students to try out and support their efforts.

Academic achievements as well as good school citizenship are first and foremost. It is expected that each Illing athlete will achieve at least a passing grade in all subjects. Special help, makeup and other schoolwork after school always takes priority over athletic practices or contests. Teacher detentions and office detentions also take priority over athletics as well. A teacher will give the athlete a pass to practice or a game on days when he/she is detained. Good school citizenship for athletes is mandatory. In-school suspensions and out-of-school suspensions will cause athletes to miss practices or contests. For repeated violations, students may be excluded from a team.

STUDENT CONDUCT

Implementation of the discipline policy calls for sensitive, tolerant, intelligent action on the part of the school staff. The fostering of the rights of the individual along with due process must always be present in disciplinary situations. Proper emphasis should be placed upon the student's ability to self-regulate. Calm, decisive efforts should always be used and the goal should be to prevent escalation.

STUDENT PROGRESS

Any time a student's performance drops one full letter grade or more, their parent(s) and/or guardian must be contacted. This particularly important between the time progress notes go home and the end of the marking period.

STUDENT RECORDS

The information, which constitutes the student record, is collected for educational purposes that include instruction, guidance, assistance and research. The administration is responsible for the collection and storage of data used in safeguarding the rights and privacy of the student and his/her family.

Student records are confidential; therefore, their contents are available only to parents, guardians or school staff who has a legitimate educational interest. These records shall be made available to other upon written authorization of the parent. Please refer to policy # 5125.

STUDENT SUCCESS PLANS

The *Student Success Plan (SSP)* is an individualized student driven plan that will be developed to address every student's needs and interests to help every student stay connected in school and to achieve postsecondary educational and career goals. The SSP will begin in the 6th grade and continue through

high school to provide the student support and assistance in setting goals for social, emotional, physical and academic growth, meeting rigorous high school expectations, and exploring postsecondary education and career interests. The *Student Success Plan* and supporting structures such as student portfolios and academic/personal records should be electronic and portable following the student from school to school and district to district.

STUDENT WORK SAMPLES

As part of the Manchester Public Schools expectations for all teachers, student work samples are collected, discussed, analyzed, and ultimately assessed. Teachers receive feedback as to information gleaned from work sample review. The expectation is for work sample review to be completed by teachers, themselves, to take place during *Team Tuesdays* or during *PLC Tuesdays*.

TARDINESS

The classroom teacher will keep a record of tardiness to classes. Students who arrive to homeroom late or late to any class period should be marked late and receive appropriate consequences from the classroom teacher. Students who arrive late to school after 8:35 a.m. must report to the attendance office. Repeated lateness to classes may result in consequences being assigned by the administration. In efforts to eliminate students that wander the halls, please do not send students who arrive late without a pass back out of your room to get a pass.

TEACHER ABSENCES

If you need to be absent, call the Kelly Automated Scheduling Services (KASS) at 1-800-942-3767 or go to www.kellyeducationalstaffing.com and follow the directions. You must also call the school and leave a message on the answering machine at 647-3401. If no substitute is required, you are still responsible to call in to report your absence. It is essential that you call for a sub as soon as possible. Lesson plans should be accessible to substitutes in a designated place in your classroom. These plans should be checked periodically and changed after each absence. Substitute emergency folders should be left in the Main Office.

Teachers requesting an approval absence for personal reasons must complete a form that is available on the district website. After it is completed and signed it is to be forwarded to the principal's administrative secretary. Please refer to the appropriate section in your contract. When conditions require your absence before the form can be filled out, it is understood that the form will be presented immediately after the absence.

KAST SchoolReference Guide Kelly Educational Staffing Absence and Scheduling Team (KAST) 1.866.KELLY.98 (1.866.535.5998)

Refer to this guide to understand when to contact KAST and when to contact your local Kelly® office. *Remember, calling KAST or the Local Branch should always be secondary to you entering the absence directly into KASS (the Kelly Automated Scheduling System) ... KASS is the primary source of entering absences.*

Contact KAST at 1.866.KELLY.98:

To request support in logging absences in the Kelly Automated Scheduling System (KASS) for the following non-routine situations:

Same-day absences after the absence cut-off time (specific to each school and established by your administrators)

Absences exceeding five consecutive days

For absences that are complex, such as itinerant teachers who travel between schools throughout the course of the school day

If you have not been issued an ID or PIN and cannot gain access to KASS

If you do not receive a confirmation number after you enter an absence in KASS

Special requests for a substitute by name a specific requests for substitute employees will be honored

when possible-but cannot be guaranteed-please allow a minimum of two days advance notice

To notify Kelly about cancellations; extensions; or modifications to existing absences (including absence reason changes, and/or classroom switches)

(School Administrators)To inquire about status of last minute assignments, or late arriving substitutes

(School Administrators)To report any school cancellations (e.g., snow days, building issues)

Contact your local Kelly office at 860.674.1710 or toll free at 800.535.5934

To provide performance feedback on substitute employees

To update your substitute preferred or excluded list

(School Administrators) To add a school employee to KASS or update existing employee information
To update school location information in KASS
(School Administrators) For invoicing/billing questions
To report any incidents involving a Kelly substitute employee
For assistance with KASS reporting requests
To refer new substitute employee applicants to Kelly

E-mail all non-urgent support requests to KAST at **KESSCHEDULE@kellyservices.com**.

What is KAST?

KAST (also referred to as The Scheduling Team) is your dedicated, central resource for all scheduling activities that occur outside of the normal, standard Kelly Automated Scheduling System (KASS) processes. This enhancement will centralize the manual order creation, fulfillment and other scheduling activities.

How is KAST Different than KASS?

KAST does NOT replace KASS. KAST is a support center that works in conjunction to support the technology web-based system of KASS. Think of KAST as the human support for the technological system of KASS.

When should I contact KAST?

You should use the Kelly Automated Scheduling System (KASS) for creating absences and scheduling activities. KASS should be your primary source for creating absences. However, contact KAST for any absence or scheduling activities that happen outside of the standard KASS process, such as assistance with logging absences after the absence cut-off time (for same-day requests), absences exceeding 5 consecutive days, and special requests for substitutes by name. You will also contact KAST directly (verses your local Kelly Branch) to notify them about any absence cancellations or updates, and to obtain support on KASS functionality. For a more comprehensive list of reasons to contact KAST, refer to administration

How do I contact the Kelly Educational Staffing Absence & Scheduling Team (KAST)?

You can contact KAST toll-free at 866-KELLY-98 (1-866-535-5998). Send any non-urgent questions/requests via e-mail to KAST at **KESSCHEDULE@kellyservices.com**.

When will KAST representatives be available?

The KAST center is open from 5:00A.M. EST to 8 P.M. EST Monday through Friday. The KAST voicemail is available to you to leave messages outside of their normal work hours.

Who will contact the school to confirm any last-minute substitute employee assignments or provide updates regarding unfilled classrooms?

A KAST representative will contact appropriate school representatives to confirm last-minute scheduling assignments and/or to provide updates regarding unfilled classrooms.

Will KAST representatives assist me with a specific substitute employee request?

Yes. KAST representatives will accept (but cannot guarantee) substitute employee requests by name, however you must provide a minimum of 48 hours advance notice. If there is less than 48 hours' notice, KAST will fill the absence with another qualified and available substitute employee.

When should I contact my local Kelly branch?

Contact your local Kelly branch to provide substitute employee performance feedback, to report any incidents, and to update your school's preferred substitute or excluded lists. Your local Kelly branch will also assist you with all billing/invoicing questions, reporting requests, and updates to KASS school or employee data. Your local Kelly Branch will also work directly with you to identify qualified long term substitutes to fulfill those needs. For a more comprehensive list of reasons to contact your local Kelly branch, refer to your KAST Reference Guide

What should I do if I need to log a same-day absence request and the absent employee has not been entered into KASS, or the absent employee's information needs to be updated?

A KAST representative can assist you with entering/updating the absent employee's information in KASS and logging the absence.

What happens if I need to provide important substitute employee performance feedback or report an incident and my local Kelly branch is not open?

Although your Kelly Branch will be the primary contact for these reasons, should you need to report such matters outside of the local Branch's normal working day, a KAST representative can gather the necessary information from you (and may take any appropriate action regarding substitute employee follow-up) and then relay the information to your local Kelly branch.

Can my local Kelly branch assist me with scheduling activities?

While your local Kelly branch will always be available to you as a resource to discuss any concerns, questions, or requests you may have, KAST has been established to provide you with dedicated support for scheduling activities. KAST will manage all scheduling activities. Refer to your KAST Reference Guide for a more comprehensive list of when to contact KAST and when to contact your local Kelly branch.

TEACHER RESPONSIBILITIES

Teachers must meet the obligations imposed by school regulations. These include carrying out regulations listed in the teachers' handbook, directions from the administration and the Central Office. Staff duties including Cafeteria and AM/PM duty are not optional assignments. Staff must carry out these duties and be on time. Please adhere to the following:

- Teachers are to do book checks and issue book bill at the end of each trimester.
- Teachers must set examples for students regarding punctuality and the keeping of appointments
- Staff members are to check their mailbox every morning, after lunch, and after school.
- Students are not permitted in the teachers' lounge.
- When sending students on errands they must have a signed pass.
- Students must never be sent out of the building without supervision, this includes trips to the dumpster or staff vehicles.
- Do not leave students alone in any room when they are under your supervision. In cases of emergency, ensure that another staff member will supervise on your class.
- Check with the office or an administrator for approval if it is necessary to leave the building.
- Notify the office immediately in case of an accident, loss of valuables, damage to property, suspicious absence from class, or teacher illness.
- If you change location of your class for a period, please notify the office as to your new location AND place a note in a prominent location on your classroom door.
- When requested to do so, teachers must show their lesson plans to the administration.

TEAM

Teaming provides a better opportunity for students and teachers to get to know each other. Teachers discuss their students and other important issues at these meetings. This time is also used by teachers to plan projects, programs, special events and to hold parent conferences. All teachers assigned to a team are expected to attend meetings, unless they are teaching during that time. For parent meetings it is essential to get updates for all specials and unified arts teachers.

TEAM LEADERS

Team Leaders are considered "*teacher leaders*" and reflected in this role is modeling practices of leadership traits. Team Leaders are required to fulfill the following protocol and logical expectations:

- ✓ **Prepare an annual meeting schedule for team meetings;**
- ✓ **Develop a specific agenda for all team meetings;**
- ✓ **Discuss student academic and behavioral data with team member and collaborate about ideas for student assistance and instructional adjustments;**
- ✓ **Schedule end-of-year award assembly posted on the school's master calendar;**
- ✓ **Schedule and organize (or assign the organization of) monthly Town Meetings reflected in the school's master calendar;**
- ✓ **Post all newsletter information, team forms, and pertinent team information on the school website in a timely manner;**
- ✓ **Plan for team sharing items at all bi-monthly team leader meetings;**
- ✓ **Share pertinent information and discuss with team members;**
- ✓ **Coordinate field trips in accordance with the field trip protocol/timeline;**

- ✓ **Coordinate parent conferences with the school counseling center personnel as well as organize parent conferences to include multiple teacher representation during conference with parent/student.**

TEAM (TOWN) MEETINGS

Once a month, teams are required to hold an all-team meeting (*town meeting*). All such meetings should be reflected in our building master calendar. At these meetings, students should be recognized for demonstrating STARS-like behavior and practicing our system of PBIS. Also, this is an excellent opportunity to re-visit expectations and create an interactive environment with team students.

TEAM NORMS

There are many ways to label what a group does to establish a working relationship and guidelines. The terms ground rules, guidelines, rules, norms and working agreement can be used to mean the same thing.

The Significance of Team Norms -

When all is said and done, the norms of a group help determine whether it functions as a high-performing team or become simply a loose collection of people working together.

Positive norms will stick only if the group puts them into practice over and over again. Being explicit about norms raises the level of effectiveness, maximizes emotional intelligence, produces a positive experience for group members and helps to socialize newcomers into the group quickly.

Norms of High Performing Teams

- Willingness to consider matters from another's perspective;
- Accurate understanding of spoken and unspoken feelings and concerns of team members;
- Willingness to confront a team member who violates norms;
- Communicating positive regard, caring, and respect;
- Willingness and ability to evaluate the team's own effectiveness;
- Seeking feedback about and evidence of team effectiveness from internal and external sources;
- Maintaining a positive outlook and attitude;
- Proactive Problem-solving;
- Awareness of how the group contributes to the purpose and goals of the larger organization.

TEAM TUESDAYS

Tuesdays are meeting days at Illing Middle School. There will always be important information and collaboration which is planned to occur on the various Tuesday meeting days. Teachers should refrain from scheduling appointments and meetings for these afternoons.

TITLE IX

Title IX is a federal law which states: "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance."

Manchester's Title IX Coordinator is:

Terri Smith, Human Resources Specialist

Manchester Public Schools

45 North School Street

Manchester, CT 06042

Phone: 860-647-3595 Fax: 860-647-3327

**MANCHESTER PUBLIC SCHOOLS
NON-DISCRIMINATION NOTICE**

Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, access to boy scouts or other designated youth groups, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Manchester Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Manchester Public School's nondiscrimination policies should be directed to:

Terri Smith, Human Resources Specialist/Title IX Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3595

Shelly Matfess, Assistant Superintendent for Pupil Personnel Services
Section 504 Co-Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3452

or

Linda Hodgkins, Coordinator of School Health Services
Section 504 Co-Coordinator
Manchester Public Schools
45 North School Street
Manchester, CT 06042
860-647-3324

WORKING AGREEMENT

In 2012-13, the Safe School Climate Committee helped staff formulate a protocol from which to follow with regard to conducting ourselves positively and professionally at all times. The tenets below are a compilation of that agreement:

Be welcoming, friendly and kind.

Support one another.

Mentor, encourage and share with an open mind and kindness.

Be consistent in supporting school policy.

Focus on having proactive discussions.

Respect the confidentiality of staff and students.

Treat everyone with respect.

WE ARE A TEAM!

