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TEACHER HANDBOOK

PREFACE

This teacher handbook has been prepared for the purpose of keeping all members of the faculty informed concerning responsibilities, general and personnel information as well as safety procedures. Parts of the handbook are repeated from the previous year. Other information is new and will pertain to all staff members. **Please read and become familiar with the handbook.**

NCMS has a GREAT TEAM of faculty and staff. We strive to *maximize student learning so students meet their individual potential*. Two important practices that we follow are the Professional Learning Community (PLC) and Positive Behavior Support (PBS) models. Fidelity is key to their success and the success of everything we do on a daily basis. Our goal this year is to:

- Challenge yourself.
- Challenge your students.
- Be patient with yourself and your colleagues.
- Always get to know your students.
- Doing what is best for students should drive every decision we make.
- Make communication a priority when dealing with students, staff, and parents.

Will every day be perfect? No. However, having positive attitudes will lead to positive outcomes. Our glass is half full, our doors are always open, and we will assist you in any way that we can.

Brenda and Jason

MIDDLE SCHOOL BELL SCHEDULE

7:00 a.m. First Bus Arrives
7:15 a.m. First Bus Duty Teacher Arrives
7:30 a.m. Second Bus Duty Teacher Arrives
7:30 a.m. All Teachers Arrive
7:45 a.m. Students Dismissed from Cafeteria/Gym

1st Hour **7:50 a.m. – 8:39 a.m.** **(49)**

2nd Hour **8:43 a.m. – 9:32 a.m.** **(49)**

3rd Hour **9:36 a.m. – 10:25 a.m.** **(49)**

4th (REC Hour) **10:29 a.m. – 10:58 a.m.** **(29)**

5th Hour **11:02 a.m. – 12:11 p.m.** **(69)**

"A" Lunch **11:11 - 11:31** **(20)**

"B" Lunch **11:21 - 11:41** **(20)**

"C" Lunch **11:31 - 11:51** **(20)**

"D" Lunch **11:41 – 12:01** **(20)**

"E" Lunch **11:51 – 12:11** **(20)**

6th Hour **12:15 p.m. – 1:04 p.m.** **(49)**

7th Hour **1:08 p.m. - 1:57 p.m.** **(49)**

8th Hour **2:01 p.m. - 2:50 p.m.** **(49)**

2:50 p.m. Bus Duty Teacher Reports

MIDDLE SCHOOL *LATE START* BELL SCHEDULE

7:00 a.m. First Bus Arrives
7:15 a.m. First Bus Duty Teacher Arrives
7:30 – 8:15 a.m. All Teachers Arrive - meet in PLC's
8:18 a.m. Students Dismissed from Cafeteria/Gym

1st Hour **8:23 a.m. – 9:12 a.m. (49)**

2nd Hour **9:16 a.m. – 10:05 a.m. (49)**

3rd Hour **10:09 a.m. – 10:58 a.m. (49)**

5th Hour **11:02 a.m. – 12:11 p.m. (69)**

"A" Lunch 11:11 - 11:31 (20)

"B" Lunch 11:21 - 11:41 (20)

"C" Lunch 11:31 - 11:51 (20)

"D" Lunch 11:41 - 12:01 (20)

"E" Lunch 11:51 - 12:11 (20)

6th Hour **12:15 p.m. – 1:04 p.m. (49)**

7th Hour **1:08 p.m. - 1:57 p.m. (49)**

8th Hour **2:01 p.m. - 2:50 p.m. (49)**

2:50 p.m. Bus Duty Teacher Reports

MIDDLE SCHOOL EARLY-OUT BELL SCHEDULE

7:45 a.m. Students Dismissed from Cafeteria

1st Hour	7:50 a.m. - 8:22 a.m.	(32)
2nd Hour	8:26 a.m. - 8:59 a.m.	(33)
3rd Hour	9:03 a.m. - 9:36 a.m.	(33)
6th Hour	9:40 a.m. - 10:13 a.m.	(33)
7th Hour	10:17 a.m. - 10:50 a.m.	(33)
8th Hour	10:54 a.m. - 11:27 a.m.	(33)
5th Hour	11:32 a.m. - 12:35 p.m.	(63)
"A" Lunch	11:35 - 11:55	(20)
"B" Lunch	11:45 - 12:05	(20)
"C" Lunch	11:55 - 12:15	(20)
"D" Lunch	12:05 - 12:25	(20)
"E" Lunch	12:15 - 12:35	(20)

12:35 p.m. Bus Duty Teacher Reports

In case of inclement weather, class and lunchtimes will be based upon dismissal time and will be announced over the intercom.

FACULTY RESPONSIBILITIES /INFORMATION

North County Middle School PBS

Positive Behavior Support (PBS) is a systematic approach to preventing and responding to classroom and school discipline problems. PBS consists of school-wide systems that support staff to teach and promote positive and appropriate behavior in all students. By reducing behavior problems, PBS creates and maintains safe learning environments where teachers can teach and students can learn. Developing routines and using respectful language throughout the entire school in order to achieve our desired appropriate school behavior is what makes PBS so effective. Our PBS Code of Conduct is: I will be Ready, I will be Respectful, I will be Responsible, and I will be a Positive Learner.

School Day

The schedule is built around an eight (8) period day with seven (7) periods forty-eight (49) minutes in length and one period (Raider Enrichment Class-REC) twenty-nine (29) minutes in length. All faculty members are scheduled for instruction or supervision of students for seven (7) periods each day with one (1) 49-minute planning period each day. Teachers should review the bell schedule for the exact times for the different class periods.

Teacher Arrival and Departure

Faculty members must report to the building and be supervising the area near their classroom by 7:30 a.m. unless you have a duty and report time is earlier. Faculty members should remain in the building until approximately 3:05 p.m. **Teachers are to be available during their conference or planning periods. However, if it becomes necessary for you to be away from the building during this time, notify the principal's office before you leave.**

School Dress

Since students tend to "model" staff behavior, manners, and dress, it is expected that each staff member dresses in a professional manner. Certain types of classroom dress that are appropriate for a particular classroom might not necessarily be appropriate out of the classroom on the rest of the school campus. When shorts are worn they must be kept at knee length or below. A walking short or capris are acceptable. "Leggings" or "tights" should be accompanied by appropriately covering tops. While buildings' attire may vary due to in-school activities, celebrations, etc., professionalism and respectability are the priority. When casual attire is

approved, school affiliated clothing is approved as well.

Teacher Duties

All faculty members will perform duties which extend beyond the classroom, i.e. morning, bus, restroom, etc. In order to make these assignments work well for all involved, it is important that EACH teacher perform these duties in the same manner. If our supervision is consistent, the students will respond in a more consistent manner. Two teachers are required for morning duty. **Duty teacher one will begin supervision at 7:15 in the cafeteria. Duty teacher two will begin supervision at 7:30 in the cafeteria. There are two after school duties. The p.m. bus supervision duty teacher should report immediately after school to the p.m. bus loading area. The second duty teacher needs to report to the entrance by the principal's office immediately after school.**

Supervision of Students

It is the responsibility of all school personnel to supervise students while on school property. Faculty members will assist in supervising the hallways from 7:30 a.m. to 7:50 a.m. In addition, **all faculty members are expected to be at their doorway or in a student restroom during all passing periods.** Restroom supervision during passing periods will follow the distributed schedule.

Assembly Supervision

All teachers are required to attend every assembly to help supervise and sit with their class.

Leaving Classes Unattended

Faculty members should never leave their class unattended. If it is necessary for the teacher to leave their class, he or she should ask a neighboring faculty member to "watch" the classroom, or the teacher should notify the office for assistance.

Planning Period/Lunch Period

Faculty members are expected to remain on school property during school hours. They may leave for lunch; however, they must not be late returning to school. If a teacher finds it necessary to leave the campus for any other reason, it must first be cleared by the principal. Classroom preparation (running off papers, etc.) should be done during the planning period, before 7:30 a.m., or after 2:45 p.m. (in the classroom or copy workroom). **Do not**

send students to the office to make copies for you.

Lesson Plans

Faculty members are to keep daily lesson plans for each class period scheduled. Teachers should have prepared lessons for at least one (1) full week in advance, and they are to make sure that sufficient materials are included in their substitute teacher folder in case of a teacher absence from school.

REC Responsibilities

You are a liaison between the classroom teacher and parent for each of your REC students. We want to make parents aware of their child's progress in each class. You will not be able to answer subject-specific questions; however, you can suggest that the parents contact a specific teacher for assignments or testing information.

On a weekly basis, check to see if any of your REC students is on the missing assignment list.

Contact the parents if a REC student has 3 or more missing assignments. **It is very important that each teacher update the missing assignment lists by the end of the school day every Thursday.** If a student turns in a missing assignment, remove the assignment from the list (Don't strikethrough.) Depending on the number of missing assignments, you may want to check his or her attendance.

A parent should also be contacted if your REC student has a grade lower than a C on any progress or quarterly report card.

You will have an opportunity to conference with your REC students if they are in your room working on missing assignments during Fun Fridays.

You will hand out your REC student's progress and quarterly report cards. Students must take the report cards home to have them signed by a parent/guardian by the following week. Contact the parent if you do not receive the signed report card by the following Friday.

I strongly suggest that you keep notes, a log of phone calls, etc. in SIS for your REC students.

Grade Books

Faculty members are responsible for keeping accurate records of student grades in the grade books provided each year. Students should never be allowed to possess, mark in, or look in the teacher's grade book. Teachers will be required to

turn in their grade book at the end of each school year. Student attendance should be marked in the grade book on a daily basis. Accuracy in this matter is necessary for auditor-checking purposes. All grade books should have a key/legend in the front (grading scale, etc.) Additional information: Number of points possible for each assignment and specific identification of the assignment (i.e., Chapter 5, Worksheet A). Hard copies of electronic grade books may be used in the grade book in place of hand reported grades.

STUDENT ABSENCES - ASSIGNMENTS/MAKEUP WORK

All students with an excused absence will have the privilege of making up work. Student absences falling on the day of a test or the day that an assignment is due shall be treated as follows:

1. Advanced assignments are those which are assigned at least 10 school days in advance. **These will be due on the day the student returns to school.**
2. Late assignments will receive a 10 % grade reduction for each day the assignment is late up to 5 days. From days 6-10, students will earn a grade no higher than 50% of the total points possible on any late assignment. Therefore, students are encouraged to turn in all assignments to receive some type of credit.
3. A student shall have additional time, outside of school time, equal to the amount of time he or she was absent, to turn in these assignments as long as the absences are verified. **It is the student's responsibility to find out what work was missed when absent and make arrangements for turning work in to the teacher.**
4. If a student misses a major test, it may be made up on the day that the student returns to school if the student chooses or the student may have additional time, outside of school time, equal to the time he was absent from school to make up the test. Unannounced, "pop" tests (worth 10 points or less) may not be made up if the student is absent.
5. Students may not make up benchmark exams unless they have gotten prior permission from the Administration, have extenuating circumstances, or the absence was verified by a parent/guardian.
6. Students who are absent for an extended period of time should have their parents contact the office in advance of the absence.
7. If a student has not missed three consecutive days and the absences are verified, a student will need to speak to his or her teachers to find out what work was missed when absent and make arrangements for turning work in to the

teacher. **Missing work must be completed before additional work is requested.**

Student Work/Grades

All work assigned to students will be graded and returned to students for review. Teachers may choose to have students return the graded work to keep in a file after the students have had an opportunity to review their work/grade. Teachers are expected to return work to students **and record grades** in a timely fashion. **Teachers must record at least two grades per week/per student in SIS.**

Daily/Hourly Attendance

Student absences and tardies should be posted at the ***beginning of each hour.*** **In your absence, you should have class rosters for each class. Substitutes will record students absent or tardy on a sheet of paper and send it to the office.**

Grading System

All faculty members will use the following grading scale:

95-100	A	73-76	C
90-94	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	F

All semester grades will be determined by dividing 1st and 2nd/3rd and 4th quarter percentages by two.

Progress Reports

Progress reports are given to each student midway through each quarter and at the end of each quarter/semester. These reports address both unsatisfactory academic success, as well as unsatisfactory behavior exhibited by a student. Teachers should check all appropriate reasons for unsatisfactory work or conduct and provide necessary documentation to substantiate the reason. Recommendations for improvement should also be provided for parental assistance. If a student has a D+, D, D-, or F grade, a progress report must be issued. **Students will be required to have his or her parent/guardian sign and return all grade cards to their REC teacher.**

UNPREPARED FOR CLASS (PER CLASS)

Unprepared occurs when a student reports to class **without** his or her necessary materials for class, i.e. textbook, pencil, paper, **reading material**, **Chromebook**, etc. or by turning in 50% or less of an assignment; per class. Unprepared for the quarter will

be handled in the following manner:

- 1st unprepared - Warning
- 2nd unprepared - Teacher notifies the parent
- 3rd unprepared - One day AEP
- 4th unprepared - Two days AEP
- 5th unprepared - Three days AEP or Sat. School

TARDY POLICY (per quarter) – (Revised 8/1/2014)

All students are expected to be on time for every class. An unexcused tardy is:

1. A student who arrives late to class after the tardy bell rings without a signed pass from a school official.

Tardies will be tracked by the administration based on the total number of tardies for all classes per **quarter**. Unexcused tardies will be handled in the following manner:

- 5th Tardy - Discipline referral/Warning from Principal
- 7th or more tardies - One (1) day AEP for each tardy exceeding the 7th.

An excused tardy shall only consist of a signed pass from a school official, indicating the student was detained.

Classroom Environment

A positive classroom environment is critical for the learning process to occur. Teachers are expected to keep their rooms organized and well-maintained at all times.

Class Time

No one is to interrupt your class. The most important thing we do in this school is teach. When we teach, learning is taking place, and that is why we are here. We must keep students in the class at all times. It is our job to convince students that class time is the most important time that we have. Learning is essential. If you need a student or teacher during class time, it must wait until between classes or before or after school. This will be a priority during the school year.

Passes

Students are not permitted to be in the halls during class period without a corridor pass from the office or a teacher. The pass must state the date, name of student, and a signature of the person issuing the pass. Anyone who meets a student in the hall while classes are in session will be required to ask that student for their pass. If the student has no pass, they will be sent back to their room. The best policy is: students are not to be released from class unless it is an emergency! **Teachers must keep a list of all students leaving class with the time and date.**

Student Discipline and Classroom Management

The primary responsibility for these matters rests with the individual teacher. The teacher should exhaust ALL means of dealing with a student before sending him/her to the office. The principal and/or the assistant principal will provide assistance in those situations that are considered "BEYOND THE CONTROL OF THE TEACHER." Each teacher should do his or her best to involve the parents of those students who are creating problems or are not working in class. Teachers should keep accurate records of acts or misbehavior in the classroom.

THE KEY TO SUCCESSFUL CLASSROOM MANAGEMENT IS PROPER PLANNING ON THE PART OF THE TEACHER. TEACHERS WHO KEEP STUDENTS ON TASK WILL EXPERIENCE FEWER DISCIPLINE PROBLEMS. KEEP STUDENTS INVOLVED IN MEANINGFUL ACTIVITIES. KEEP "FREE TIME" FOR STUDENTS TO A MINIMUM.

Note: The above statement also clearly applies to planning and providing sufficient materials for substitute teachers for AEP assignments. Always provide too much rather than too little material whether planning for your own instruction, a substitute teacher, or AEP Instructor.

Student Control

It is the responsibility of each teacher to conduct his/her classes in such a manner as to promote the greatest educational growth that constructive thinking and teaching can develop. Each teacher is responsible for student conduct in class and anywhere in the school building or on school grounds. Teachers are responsible for supervision of the halls and restrooms between classes and should step to the door of his or her room between classes. Students have to be supervised in halls **at all times** including before school, at lunch, and after school. At the end of each class, teachers are to be the first person out of their classroom. It is expected that any discipline problem observed at any time (including extra class activities) will be sufficient reason for you to participate actively in correcting that particular problem. Teachers should be on the alert at all times and, if irregularities occur, do something about them. The student, if sent from class for disciplinary reasons, should be told to report to the office and not just told to leave. Fill out the Discipline Form and state specifically what the student did and send it to the office. Do not generalize on these Discipline Forms. The only student's name that should appear on the referral is the student that is being written up. When you request a student to report to the office,

refrain from telling him/her he can never return to the class.

Discipline

It is not the principal's job to discipline your students. Take care of your students all the time. Don't turn your back on a problem and don't send problems to the office unless you can't handle them. When a teacher sends a student to the office without attempting to solve the problem themselves, then the student is not given a fair chance. Remember, we are here to teach. The more times a student is sent to the office for minor problems, the more times minor problems will become major ones, and we will be in danger of losing the student. Notify the parents of the problem. The principal, in all cases, will ask if you have contacted the parents. If parents have no phone, write a note and drop it in the mail. We must notify parents.

Line of Authority

All teachers are directly responsible to their immediate supervisor – the principal. Teachers are expected to consistently carry out the instruction of the principal. The teacher's direct line of communication with the administration is to originate with the principal.

FACULTY INFORMATION

Daily Announcements

Teachers will receive daily announcements via e-mail by fourth hour. These announcements will be read **4th hour EVERY DAY** in REC class. During late-start Wednesdays, daily announcements will be read during **5th hour**. Faculty members who wish to have an announcement included that day should turn it into office no later than 9:30 a.m.

Faculty Meetings

Faculty meetings will be held on the second late-start Wednesday of the month. Meeting dates are September 16, October 14, November 11, December 9, January 13, February 10, March 10, April 14, and May 12.

Classroom Inventory

All teachers are expected to maintain a complete classroom inventory of all books, supplies, equipment, furniture, reference material, etc., for insurance purposes. Inventory control is now a new program on your computer. When you receive or purchase new items, you should enter the new items and delete any inventory you no longer have on the inventory program. A completed inventory with all items and estimated value should be given

to the principal the last day of school. Personal items are not to be included with school inventory.

Room Care

Each faculty member must see that a certain amount of room maintenance is performed at the end of each class period and at the end of each school day. Teachers should require students to pick up all loose paper on the floor and straighten their chairs before leaving the classroom. Please have students clean desktops periodically. Teachers cannot burn candles, use candle warmers, nor have any deodorizing items plugged into the electrical outlets as this is a fire/safety hazard.

Computers

Jump drives from outside the school cannot be used on the network unless they have been checked by a virus control program. Please do not allow any disks in school computers unless they have been checked. Also be reminded that **ALL** faculty and 7th grade students must have a signed internet agreement usage sheet on file.

Textbooks

All textbooks are to be numbered, and accurate records are to be kept of who the book has been issued to and the condition of the book (new, good, poor). All student book numbers should be marked in the teacher's grade book. Students who lose or damage a textbook will be required to pay for it, regardless of the age of the book: 1) new book: full price; 2) two years old: 80% of cost; 3) three years old: 60% of cost; 4) four years old/older: 30% of cost. All teachers are responsible for keeping a record of the original cost of their individual texts.

Use of Outside Resources

The use of all possible resources to accomplish an objective in the classroom is encouraged by the administration of the building. Prior to contact with the outside resource, the faculty member should contact the principal for approval. All guest speakers should sign in at the office prior to going to the teacher's classroom.

Use of Films, Videos, or Outside Resources, etc.

All video material shown at North County Middle School will give support to the instructional learning objectives, and be directly relevant to the grade level and subject area for which the videos will be used. Teachers must be able to justify the relationship of the video to the curriculum or lesson being taught and give an acceptable rationale for such use.

The Library Media Center will distribute a list to the teachers of educational videos that have been purchased to support the curriculum. These videos are G-rated or non-rated because of the educational content. Teachers will use these videos at their discretion.

The Principal must be notified when a **PG** or **PG-13** video is to be viewed in the classroom. The teacher will fill out a **Video Notification Form** from the office, and provide the rationale for viewing the particular video. In addition, for any **PG-13 videos, parental permission must be obtained for each student who will be viewing the video.** Parents may choose to withhold permission. Those students without permission will be sent to the library to read about the subject matter presented in the video. If an assignment is made to go with the video, the students not viewing the video will have an alternative assignment which will be as close to the original assignment as possible.

Copyrighted Materials (BP6243)

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received. Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies. The Board does not sanction illegal duplication in any form. **Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.** Any materials produced by an employee (or employees), during the time he/she is paid for production of said materials, shall be owned by the School District and any civil rights of authorship are forfeited with payment by the District for production of materials.

Fundraising

Approval by the principal and the superintendent's office will be required **one month** prior to any final arrangements being made to conduct the fund-raising project.

Bus Requests for Trips

The Transportation Department requires you to submit your requests for bus transportation two weeks prior to the actual date of trip.

Taking Students out of Class

Whenever students are taken out of class for a class trip, activity function, sports contests, etc., it is important that you notify the office with a complete list of those students who will be absent. Also, advise the office of any changes or corrections in the list submitted. This information is necessary for attendance purposes, as well as letting other teachers know of upcoming absences so they may plan their lessons accordingly. **The list should be provided one week in advance of the activity.**

Permission Slip to Attend School-Sponsored Activities

Faculty members who schedule activities that will take students away from the school campus must make certain that a "PERMISSION SLIP" has been signed by the parent or guardian and returned to the teacher. Teachers should make certain that all participants attending the activity have returned their permission slip. Those students who do not return their permission slip will not attend the activity. The teacher may attempt to make telephone contact with the parent or guardian on the day of the activity if they so desire. If no contact with the parent or guardian is made, the student may not attend the scheduled activity.

NO STUDENT WILL BE ALLOWED TO GO ON A SCHOOL-SPONSORED TRIP IF THAT STUDENT HAS AN OVERDUE LIBRARY BOOK, OWES A FINE FOR A BOOK, HAS LOST/DAMAGED A CLASSROOM TEXTBOOK, OWES AN EXTRACURRICULAR FEE, OR HAS ACCUMULATED ANY OTHER FINE.

Bus Trip Procedures

This procedure applies to all bus trips made for a school-sponsored activity. Should any student not be on the bus when you are prepared to return, you are to:

1. Contact the Police Department in the community where the student is missing.
2. Wait for the police to arrive and provide them with all relevant information.
3. Contact your building principal. We will notify the transportation department of the problem, and you will be told to return at that point.

Extracurricular Duties:

These duties are performed on a volunteer basis. We will continue to schedule activity duties in this manner until we are unable to cover all positions with volunteers.

Club Sponsors

The sponsorship of our various clubs is determined by the interests and desires of our faculty members to assume the responsibility for the club. The purpose of clubs is to provide all students an opportunity to participate in an extracurricular activity. Sponsors are required to submit a list of all club member names to the office. The lists of all the clubs will be copied and returned to all staff members for use during the year. Club dates for this year will be September 13, November 15, February 13, and May 11.

Student Accident Report

A Student Accident Report is to be filled out covering any incident where a student is harmed or injured in any way, without exception.

Medical and Safety Procedures

1. Anytime that there is a medical emergency, call the office and clearly state what the problem is, such as, "I have a medical emergency in my room, and I need assistance immediately. The student's name is _____."
2. Anytime there is a situation dealing with safety, call the office and state, "I have a safety problem in my room and need assistance immediately." If the police are needed, clearly state this at that time.
3. Anytime that you see a person who is not supposed to be in the building, please call the office and clearly state, "There is an unknown visitor in the _____ hallway" (or location) of the building.
4. If you see any student with an inhaler, make sure that he/she has filled out the proper paperwork through the nurse. Subsequently, when you see a student with an inhaler, contact the nurse or the office to see if we have the medical records.

Nurse Referral Process

Classroom Setting:

1. When students request a visit to the nurse, teacher should evaluate the request based on information from the student as to whether the need is immediate or can wait until the end of the class lesson.
2. The teacher writes student a pass to the nurse documenting day, time, general need, e.g., nausea, headache, rash, laceration.
3. If a student appears shaky, weak, or states such verbally to teacher, either assistance with ambulation to nurse should be provided, or nurse should be called to classroom for assist.

4. If a student suffers trauma due to accident on school grounds, an accident report should be filed by both teacher and nurse.
5. If a student needs immediate medical attention as determined by school staff member and the nurse is at another campus, she is to be notified immediately to address this incident of illness or injury.
6. Staff members should follow basic first aid protocol until arrival of nurse to scene. (See Emergency First Aid Procedures.) As stated in first aid protocol, if student is unconscious, parents and 911 are notified. If student is not breathing, initiate rescue breathing on the scene, activate 911 and notify parents. If student is without pulse, initiate CPR until AED is activated. Notify 911 and parents.
7. After nursing assessment and possible intervention, student may return to class, be sent home with parents, and/or be referred to physician.
8. If unable to contact parents/guardians, persons listed on emergency cards will be notified to act in student's best interest. If unable to contact any persons for student, based on nursing assessment, student shall: a) be sent back to class; b) remain in nurse's office for observation and care; c) be transported to hospital with nurse for required treatment and care.

Teacher Absences from School

Whenever it becomes necessary for a teacher to be absent from school due to illness, Lisa Barnes should be notified. To request a sub, please do the following: dial 431-3300, when the recording starts dial *1199, which will take you to Ms. Barnes voicemail. **Be sure to speak clearly and give your name, attendance center, teaching assignment, and date the substitute is needed.** Please use this voicemail system for all sub requests. Please do not email or call Ms. Barnes directly with your sub request or attempt to find your own sub. This is the best way to avoid errors.

If you are in need of a same-day sub and you are calling in after 7:00 a.m., Ms. Barnes can be reached at the Primary, ext. 2004.

When you fill out a PD leave form, your building secretary will contact Ms. Barnes for your sub.

If you have problems with the voicemail system, please email me.

Substitute Teacher Folder

Each faculty member must have a substitute folder turned into the office by **September 4**. Please

keep folders updated, **especially at the beginning of 2nd semester**. The following information should be included:

1. Class schedule
2. Lesson plans
3. Class rosters
4. Seating charts
5. Duties/Lunch Shift, Plan Period
6. Emergency/evacuation procedures
7. Name of reliable student
8. Any special instructions, i.e., special medical information for applicable students

Evaluations

All non-tenured teachers will be evaluated six times a year (announced and unannounced). All tenured teachers will be evaluated four times a year (announced and unannounced). All first and second year teachers will be assigned a mentor to help serve as a support system.

The evaluating administrator will provide the teacher with all necessary forms needed for the evaluation process throughout the school year.

The Initial Professional Development Plan will be due by **October 2, 2020**. **All** teachers will only have to complete **(1) one Initial Plan**. Teachers will have the option to choose which focus strategy they would like to use whether it is an individual, department, or building choice.

Follow-up Plans will be completed and reviewed with the evaluating administrator during the month of April.

Professional Development Plans will be tied to the teacher's summative evaluation. Administrators also have the option of requiring teachers to complete more than one Initial Professional Development Plan, based on the need of the teacher.

Professional Development Days

Professional Development Days have been scheduled throughout the school year. Refer to the school district's calendar for specific dates.

PERSONNEL SERVICES

Absences, Leave, Personnel Leave, Paid Leave

District employees will be granted one (1) day of leave per month of their contract plus one (1) additional day. Days of leave may not be pooled, granted or shared. All leave requests should be presented to their immediate supervisor and/or building principal in sufficient time prior to the date of non-attendance to allow review and determination of approval by the immediate supervisor and/or principal and superintendent. Any leave days requested prior to or immediately

following any vacation or break in the school calendar (includes all legal holidays observed and any day before an extended weekend) must be approved prior to that time by the immediate supervisor and/or building principal and superintendent. Approval will be granted based on an emergency situation or extenuating circumstances. Under these conditions, emergency leave should be presented to the immediate supervisor and/or building principal for consideration prior to the day the leave is requested to allow notification and review of the superintendent. Any leave requested or taken for a period of more than two (2) consecutive days may require the employee to provide a physician's statement of illness or prior approval by the employee's immediate supervisor and/or principal and the superintendent. It is the responsibility of the employee to call the office of his/her principal and sign all necessary documentation or records prior to the next payroll day after returning to work. Failure to notify the proper office and sign the records of absence could result in a payroll deduction on a full-time basis. The Superintendent/designee may request a physician's statement regarding any absence, and or verification that the employee is able to return to work. Unused leave may be accumulated to a maximum of ninety (90) days (effective August 21, 2008). Employees with accumulated days beyond 90 as of August 21, 2008, will retain the total days they had accumulated as of June 30, 2008.

Leave Request

A "Leave Request" form is required for professional or district business (e.g., activity, meeting, conference, convention, etc.). **Submit the form for approval two (2) weeks prior to the activity** and a copy will be returned for your files. A leave request must be filled out for any activity that results in reimbursement of expenses, including days when school is not in session. All expenses incurred, including mileage, meals, etc., should be listed on a mileage/trip form. Tips are **NOT** to be included when purchasing meals with the school's credit card.

Pay Period

Faculty members will be paid once a month on the fifteenth (15th) of each month. If the 15th falls on a Saturday or Sunday, payment will be made on the preceding Friday.

Cafeteria

Lunch prices for staff have increased to \$2.85.

There will be a cap placed on staff meal charges of \$20.

Mail Delivery

Interoffice mail is picked up from the office between 7:00 – 8:00 a.m. Monday through Friday and is taken to the administration office for distribution. Interoffice mail is delivered to the Middle School office between 2:00 – 2:30 p.m. each day. There is an "interoffice" mail tray located in the office. General delivery mail is picked up around 9:30 a.m. An "outgoing" mail tray is provided in the office.

Copy Machines

Please do not make excessive copies, but use all you make and make only what you need. **Do not send students to the office to copy homework or make copies for your classroom.** It is your responsibility to be prepared for class daily.

Purchasing Procedure

All **purchases MUST** be approved through the office prior to purchase. The general rule of thumb is: if an invoice will be part of the transaction, then a purchase order must be processed to cover it. **This applies to all activity accounts, as well as textbooks, supplies, repairs, services, etc. It also applies to registration or motel fees.** A purchase order: 1) gives authority to make the purchase 2) guarantees that the purchase will be *tax exempt 3) leaves a reliable audit trail.

1. Use a current catalog for ordering. Include all information, and the full address of the vendor. List quantity, catalog number and description, unit price, and extended price. Total the order, and add 10% shipping and handling costs (unless specific amount is available) for a total purchase order amount. Also include any special instructions (check to accompany order, printing, etc.). If an order requires immediate attention, attach a note marked "RUSH" with an explanation.
2. Give the purchase requisition to the office for processing, approval, and forwarding to the main office.
3. The purchase order will then get mailed or faxed to the vendor for processing. You will get a copy of your P.O.'s for you to use when receiving items.

When items are received, date, sign your name, attach any shipping, packing lists, etc., to the copy of your P.O. and indicate if all items are received and that the P.O. is complete and "ok" to pay. Erica will then forward all the information to the Administration Office for payment.

If you are going to pick up supplies at (Wal-Mart) – you should take along the Wal-mart credit card and tax exempt card. Return the cards and receipts to Erica for the same process as above for payment.

Since delayed payments are often subject to late charges, it is important to return the paperwork as soon as possible. Accounting will not make payment until she has received the “ok” to pay/order complete from Erica.

*** Since we are tax-exempt, the tax amount on any purchase made without a purchase order cannot be reimbursed.**

Mileage

Travel reimbursement for mileage is 45 cents per mile.

Money for Deposit

All activity money turned in for deposit should be counted and identified. Money will not be held in the office overnight. Additionally, teachers should not keep money in their rooms. Sponsors of clubs and organizations: Please advise any participants that all checks should be made payable to **North County Middle School.** For tracking “bad checks”, **all checks need to have the following information: current phone number, birth date, and driver’s license number.** There are reconciliation forms for any sales: tickets, fund raiser, etc. in the office forms rack. These will need to be attached when sending deposit information to the main office.

Repairs

Faculty members who need repair work done in their classroom should go to our District website. Work order requests can be found under the Staff tab. The password is Helpme.

Staff Communications to the Board

All communication to the Board of Education from certificated professional staff or non-certificated professional staff or support staff employees of the School District concerning personal matters or personal complaints shall be filed in writing with the Superintendent. However, this procedure will not be construed as denying the right of any employee to appeal to the Board (regarding alleged misapplication of policy or administrative decisions) provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with Board policies and regulations on staff complaints and grievances. Moreover, this policy will not be construed to preclude resident staff members from exercising

their rights to discuss matters of public concern in the same manner as other District residents.

All regular meetings of the Board are open for the public to attend. As such, they provide an excellent opportunity to observe at first-hand the Boards deliberations on problems of staff concern. Staff members may participate in Board meetings in accordance with the policies and regulations regarding public participation at such meetings. Further, at times and with the knowledge of the Superintendent, the Board may invite staff members to speak at Board meetings or to serve on advisory committees to the Board.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ such media as are appropriate to keep the staff fully informed of the Board’s concerns and actions.

Visits to Schools

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will inform the Superintendent who will arrange such visit(s) through appropriate principal(s). Official visits by Board members will be conducted only with the full knowledge of the Superintendent and principal(s) involved.

No Smoking Policy (Adopted April 1993)

All buildings, facilities, school buses and related vehicles under the auspices of North St. Francois County R-I School District is a smoke-free environment. Certified and non-certified staff who must smoke shall only do so off of school grounds. Students will not be permitted to have “tobacco products” in their possession and will not be allowed to chew, dip, or smoke. All references to staff or students include any occupancy at any time in the building, as well as other extracurricular, school-related activities.

The general public will also maintain a no-smoking ban and must smoke outside the building. Appropriate signs will be visible throughout each facility as a reminder of our commitment to a “smoke-free environment.”

Violations of this policy will be dealt with, with respect to established employees and student discipline measure. Your cooperation and

understanding of this policy is encouraged as it is the district's wish to provide the best and most healthful environment for instructional and extracurricular activities.

Grievance Policy

It is the intent of the Board of Education that, through this staff complaints and grievances procedure, employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against, nor will reprisal be attempted against an employee because a complaint was filed.

I. Definition

Complaint - An employee's assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a district policy, regulation or procedure, or of an employee handbook, employee contract or existing law, or by any other action that affects the employee's performance of assigned job responsibilities.

II. Exclusions

This regulation shall not apply to complaints for which state law establishes a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher's contract, or about any other official Board action, shall be directed to the Board; and a hearing on the same, unless required by state law, shall be discretionary with the Board.

III. Procedures

Complaints will be processed according to the step-by-step procedures outlined below.

A. Working Site Level (Step 1)

1. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing and submitted to the immediate supervisor.
2. Within five (5) workdays of receiving the written complaint, the immediate supervisor will render a decision in writing to the complainant and the person or persons originally involved in the complaint.

B. Site Level (Step 2) This stage may be omitted if the principal serves as the immediate supervisor at Step 1.

1. Within five (5) workdays after receiving the decision at Step 1, the complainant may

appeal the decision in writing to the principal.

2. The principal will, within ten (10) workdays of receipt of the appeal, investigate and render a decision in writing to the complainant, immediate supervisor and to the person or persons originally involved in the complaint.

C. District Level (Step 3)

1. Within five (5) workdays after receiving the decision at Step 2, the complainant may appeal the decision in writing to the superintendent.
2. The superintendent will, within ten (10) workdays of receipt of the appeal, investigate and render a decision in writing to the complainant, the principal or immediate supervisor and to the person or persons originally involved in the complaint.

D. Governing Board Level (Step 4)

1. Within five (5) workdays after receiving the decision at Step 3, the complainant may appeal the decision to the Board of Education.
2. The Board will schedule the matter for a hearing within twenty-five (25) workdays the complainant, the immediate supervisor and to the person or persons originally involved in the complaint.

The decision of the Board of Education will be deemed final. Adopted: (MSBA) 9/91

Asbestos Abatement

St. Francois County R-1 School District has taken necessary steps to comply with the Asbestos-Containing Materials in Schools Final Rule. This Rule was promulgated under authority of the Asbestos Hazard Energy Response Act, Title II of TSCA. The District Management Plan is available at the Superintendent's Office, 300 Berry Road, Bonne Terre, Missouri. Building management plans are also available in the principal's office at each campus. Inquiries regarding the management plan may be directed to Jeff Levy at 573-431-3300, Extension 6 or the United States Environmental Protection Agency.

Non-Discrimination Policy

North St. Francois County R-1 School District is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In

accordance with the law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated as the District's Compliance Coordinator to handle inquiries or complaints regarding the District's non-discrimination policies: Ms. Katie Bockman, Associate Superintendent, North County R-1 Schools, 300 Berry Road, Bonne Terre, Missouri 63628, telephone 573-431-3300.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Unauthorized Visitors in the Building

Should anyone appear at your door or come into your room without prior notice from the office, please notify the office immediately. I assure you that no one will be coming to visit your classroom without discussion with you first. Should you notice anyone "wandering" around the building make sure that contact is made with the office.

SCHOOL/COMMUNITY RELATIONS:

School Volunteers

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

Visitors to Schools

Principals and teachers shall welcome and encourage visits by parents/guardians, Board Members, volunteers, and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may continue with his/her assigned duties without

undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

CRISIS RESPONSE ACTION PLAN – Revised 05-2019

CRISIS TEAM MEMBERS (PRIMARY):

Principal, Assistant Principal, Counselor – main responsibility with students/staff outside of building

*2 staff members Math/Science hall

Mr. Dicus/Mrs. Pigg

*2 staff members Fine Arts hall

Mrs. Murphy/Mrs. Tomlinson

*2 staff members Social Studies/Language hall

Mr. Goeller/Mrs. Herman

*2 staff members Gymnasium/AEP hall

Mr. Easter/Mr. Mitchell

*1 staff member & nurse

Mr. Herman/Mrs. Black

Main responsibility to treat injured outside the building. The student office worker will run the AED to scene as needed.

* These team members will secure their classrooms/lab areas first, and then respond to the given "CODE" that has been enacted.

"CODE BLUE" denotes a threat requiring evacuation (fires, earthquake, bomb threat, etc.)

"CODE RED" denotes a *PROBLEM* in the building (gun, fight, hostage, intruder, etc.)

In the event a crisis would occur, the OFFICE STAFF (Mrs. Wigger or Mrs. Cook) will announce

the

"CODE". If RED, they will ask the appropriate hallways RESPONSE TEAM MEMBER to assist.

The OFFICE STAFF will notify 9-1-1 and the District Office/Administrators if it is a "CODE BLUE". In a "CODE BLUE" situation, the Media Coordinator for the Middle School will be responsible for informing/discussing information with the news media.

EVACUATION/REACTION PROCEDURES
ALL EVACUATION PROCEDURES SHOULD BE POSTED IN ROOM AND REVIEWED WITH STUDENTS.

Should the crisis situation be determined to be of such a nature that immediate evacuation of the MIDDLE SCHOOL is deemed necessary – 'CODE BLUE' – the students, staff, and all others will evacuate the building and move away from the building (i.e. across the street, to the parking area). Once the class has moved to the initial staging area and the teacher has checked the official class roster, the teacher/students will relocate to the MIDDLE SCHOOL FOOTBALL/TRACK area behind the BASEBALL BACKSTOP in the SOUTHEAST CORNER of the stadium. The evacuation shall be by the safest route deemed necessary by the instructor to arrive at the DESIGNATED AREA. Teachers should follow the procedures already established for EARTHQUAKE EVACUATIONS, unless the situation prohibits such routes being used. The fenced area will provide a controlled perimeter for crowd control. Upon arriving at the designated area: ALL instructors will take roll to insure ALL students are accounted for. Any missing students should be reported (in writing) immediately to any crisis team member. Parents will check students out from the check out point which will be

located at the gate near the ticket booth located at the EAST END (Harding Street) of the stadium.

A designated staff member (Mrs. Wigger/Mrs. Cook) will be assigned to have a MASTER LIST (from middle school office) of students for each grade level. This person will be located at the gate located in the SOUTHEAST CORNER of the stadium. This will be the designated check-out point. Any students leaving must be signed out by parent and/or guardian, and they must sign the master list. Maintenance Personnel will address public utilities issues for the affected building. The TRANSPORTATION DIRECTOR will contact bus drivers to assume a "STANDBY" status in case evacuation to another site is necessary.

INTERNAL INTRUDER REACTION PROCEDURES

In the event an INTRUDER has been reported to be in the building the following announcement will be made: THERE IS AN INTRUDER IN THE BUILDING IN THE _____ HALLWAY. PLEASE FOLLOW PROPER PROCEDURES. Upon hearing this page each teacher should quickly scan the hallway outside their room, bringing any student who appears NOT to be involved in the situation into their classroom, lock their classroom door and windows, turn off the lights, and assemble their students in an area that is not easily viewed from the door or window, OR evacuate if at all possible. Keep the students protected in the described manner until the "ALL CLEAR" IS GIVEN OVER THE INTERCOM.

BOMB THREAT (By phone, note, or verbal statement)

In the event of a BOMB THREAT, the following page will be made over the intercom. 'THIS IS A 'CODE BLUE' ANNOUNCEMENT: TEACHERS, PLEASE ESCORT YOUR STUDENTS TO THE ASSIGNED AREA ON THE FOOTBALL FIELD, WE ARE CONDUCTING AN UNSCHEDULED EARTHQUAKE DRILL.'" Teachers should follow the procedures already established for EARTHQUAKE EVACUATIONS. The building will be under the control of the responding civil authorities. Before leaving their classroom, teachers will examine their classroom quickly, but carefully, for anything out of the ordinary place in the room. After the building has been evacuated the CRISIS TEAM members will execute a locker search to determine if any explosive device(s) has been placed in the building.

ACTUAL BOMB EXPLOSION

In the event of an actual BOMB EXPLOSION, teachers will react to the situation in the same manner as they would to an actual EARTHQUAKE DISASTER. Teachers will escort their students to the designated staging area on the FOOTBALL/TRACK area behind the BASEBALL BACKSTOP in the SOUTHEAST CORNER of the stadium. The evacuation shall be by the safest route deemed necessary by the instruction to arrive at the DESIGNATED AREA. Teachers should follow the routes already established for EARTHQUAKE EVACUATION, unless damages due to the explosion prohibit such routes being used.

Upon arriving at the designated staging area ALL instructors will take roll to insure that ALL students are accounted for. Any missing student(s) or those with known injuries should be reported (in writing)

immediately to any crisis team member.

As teachers are exiting their classroom and the building, they would check rooms as they go by to make sure that the teacher is capable of escorting their class to the DESIGNATED staging area. Should the teacher be UNABLE to escort their class, the passing teacher will instruct the students to accompany his/her class to the DESIGNATED staging area. Upon arriving at the designated staging area, teachers would identify (in writing)

the names of known injured teachers to any crisis team member.

Injured students and teachers should not be moved and remain where they are until they can be attended by the proper medical personnel.

ACTUAL FIRE IN THE BUILDING

In the event of an actual fire in the building, teachers will respond appropriately by following the already established procedures for a fire drill. Once it has been determined that there is an actual fire, teachers should escort their students from across the street (on Chestnut and School) to the staging area of the FOOTBALL/TRACK field behind the BASEBALL BACKSTOP. Teachers should use the safest route deemed necessary to arrive at the designated area.

EVACUATION PROCEDURE IN THE EVENT OF INCLEMENT WEATHER

In the event that a crisis situation exists that results in the evacuation of the building during an inclement weather period (rain, snow, sleet, extremely cold weather, etc.) the REASSIGNMENT of students to an INTERIOR secure setting (auditorium or gymnasium) will be the primary consideration. The DIRECTOR OF TRANSPORTATION would be contacted immediately to provide as many buses as possible to house students and/or transport them to the pre-arranged safe shelter of the First Baptist Church located at 411 N. Harding Street in Desloge. The placement of students on the buses would be used where ever students would be located (gymnasium, auditorium football/track field, bus lobby, etc.)

MISSING STUDENT PROCEDURE

In the event a student has been determined to be missing, the following page will be announced over the intercom. "THIS IS A "CODE AMBER" ANNOUNCEMENT: PLEASE TAKE TIME TO VIEW THE SIS CONTROL SCREEN FOR FURTHER INFORMATION." Information regarding the student will be placed on the control screen of SIS. This

will provide an opportunity for teachers to view a photograph of the student. At this time, all teachers should take a look at sign out sheets and attendance sheets to gather information regarding the last known whereabouts of the student, and then report all pertinent information to the office. Once this announcement has been made, the building administrators and counselor will begin a sweep of the school grounds. Also at this time one member from each of the aforementioned crisis teams should begin a sweep of their designated location. If the sweep results in the student not being located, the proper authorities will be contacted. This will also activate the second step of the procedure where the following individuals will be asked to begin a sweep of the surrounding blocks around the school grounds. The assigned individual will begin the sweep on the school grounds and move outward to an approximated range of 5 to 6 blocks. This will overlap with the sweep that the local authorities will also be providing. The teacher providing the sweep coverage will pass the responsibility of their class to a neighboring teacher till the incident is remedied.

SURROUNDING PROPERTY SWEEP ASSIGNMENTS

North face of the school – Mrs. Hampton
East face of school – Chad Easter
West face of school – Jacob Goeller
South face of school – Mr. Toney

Sweep assignments will report to Jason Toney and continue search until the authorities are given full responsibility for the search.

NORTH COUNTY MIDDLE SCHOOL CHAIN OF COMMAND

Principal	Brenda Hampton
Asst. Principal	Jason Toney
Counselor	Danielle Scott

In the event that the PRINCIPAL and ASSISTANT PRINCIPAL would BOTH be out of the building, district, injured, incapacitated or unavailable at the time of crisis, persons on the Chain of Command would move up and assume the needed positions of authority and responsibility.

All media contact should be directed through Central Office. No members of the Middle School staff should attempt to make contact

with the media or provide information to outside sources.

NORTH COUNTY MIDDLE SCHOOL
EMERGENCY PROCEDURES:

Building Evacuation Procedures
(Fire/Earthquake, etc.)

The following instructions are to be followed in case of a situation where the building would need to be evacuated.

1. Exit the building at the closest available exit with the teacher that is responsible for you.
2. Proceed to the sidewalk area away from the building.
3. Continue to the east end of the football field with your assigned teacher.

Designated Shelter Areas (Storm/Tornado)

The following instructions are to be followed in case of a severe storm or tornado warning.

Rooms 1, 2, 3, 4 and Counselor and Principal's office: Exit room and proceed to the inner wall of the auditorium annex.

Rooms 5 & 7: Exit room and proceed to boy's bathroom in hallway by library.

Rooms 9 & 11: Exit room and proceed to girl's bathroom in hallway by library.

Rooms 6, 8, 10 & 17: Remain in or proceed to room 6.

Rooms 13 & 15: Exit room and proceed to hallway between the library and auditorium.

Computer lab, nurse's office, and library: Remain in or proceed to storage areas in library.

Room 14: Remain in room or proceed to storage area.

Rooms 19 & 21: Remain in or proceed to middle hallway teacher's lounge.

Room 16: Remain in room or proceed to storage area.

Room 18: Remain in room or proceed to storage area.

Room 20 & 22: Exit room and proceed to the teacher lounge.

Rooms 28,30,31,32,33,35,40,42,43ABC: Exit room and proceed to girl's locker room go downstairs to tunnel area on left side moving as far back as possible.

Rooms 45 & 46, Boys P.E., Girls P.E., A.D. office: Proceed to girl's locker room go downstairs and turn right and move to the rear of dressing room.

Cafeteria: Remain in the cafeteria Raiders' Roost area away from windows or outside walls.

Each area of the building should have directions to sheltered areas.