



**DELAWARE VALLEY and DINGMAN-DELAWARE**

**MIDDLE SCHOOL**

**TEACHER HANDBOOK**

**2019-2020**

## INTRODUCTION

It is the teacher's responsibility to read and become familiar with the information in this handbook. Due to unforeseen circumstances, procedural policies herein outlined are subject to change.

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## PHILOSOPHY OF EDUCATION

### **Delaware Valley and Dingman-Delaware Middle Schools**

1. The Middle School should be child-centered and concerned with the developmental issues of preadolescent and adolescent children.
2. The instructional emphasis should be on the overall education and development of the child rather than primarily on academic specialties.
3. The Middle School should promote an atmosphere in which the child can make a gradual and **comfortable** transition from elementary school dependence to secondary school independence.
4. The Middle School should also provide an atmosphere that will allow its students to develop their natural instincts for inquiry.
5. The organizational pattern should be sufficiently flexible to provide for the social, emotional, physical, and academic needs of each child as an individual.
6. The staff, besides being competent teachers, must be a group working only for one goal – the success and preparedness for the life of this child.

### GRADE POINT VALUES

100 – 98	A+	86 – 84	B	73 – 70	C-
97 – 94	A	83 – 80	B-	69 – 65	D
93 – 90	A-	79 – 77	C+	Below 65 is failing – F	
89 – 87	B+	76 – 74	C		

### MIDDLE SCHOOL HONOR ROLL

The Honor Roll will seek to recognize those students who have maintained high academic standing during a nine-week marking period and have displayed positive citizenship. Major components are:

<b>High Honors</b>	3.49 – 4.33
<b>Honors</b>	3.00 – 3.48

1. Averages will be computed after each nine-week marking period, using grades for that quarter only.
2. Students who receive grades of D, F, I, or U or their equivalent will be ineligible regardless of their grade average. Students who do not make up incomplete grades will also be ineligible.
3. Grades in all subjects will be included in determining eligibility.
4. Students must display good citizenship during the quarter to be eligible.
5. Students attaining High Honors or Honors will be recognized by having their names posted on a school bulletin board, having their names released to local newspapers, and having a letter sent to their parent(s)/guardians.

### Point Values Assigned to Grades

A+ = 4.33	B+ = 3.33	C+ = 2.33	D, F or other failing grade
A = 4.00	B = 3.00	C = 2.00	automatically causes honor
A- = 3.66	B- = 2.66	C- = 1.66	roll ineligibility
		D = 1.00	
		F = .00	

### PROMOTION/RETENTION

Promotion or retention will be based on the instructional reading level of the student as indicated by achievement test scores and by teacher grades. If necessary, a comprehensive competency exam will be given in the areas of mathematics and language arts. In individual situations where questionable data exists, placement determination will be made by a placement team consisting of a teacher, administrator, school counselor, and the reading supervisor. This placement team will utilize the above data in reaching their decision.

At the middle school level, grades 6 through 8, the basic subject areas consist of language arts, mathematics, science, and social studies. Failure in two of these basic subject areas, or work at least six months below grade level, indicates that retention is necessary. Failure in other subject areas of art, physical education, health, technology education, family and consumer sciences, music, and foreign language in conjunction with a basic course would also indicate that retention or placement in an alternative program is necessary.

### CONFERENCES WITH PARENTS

Parental conferences may be arranged at any time of the year. It is important that the teacher contact the parents at the first sign of any difficulty, academic or otherwise.

Conferences may be held before school, during planning time, or after school. Plan what you would like to say in advance. Be professional in offering suggestions and indicating problems. Use a positive approach. Convince the parents of your concern for their child and your willingness to work for a positive outcome.

There should never be an instance when parents are surprised by an unusually low grade. It is the teacher's responsibility to contact the parents before it becomes a grade on a report card. This is especially true if the poor grade is due to inattention in class, lack of or poor homework or frequent absenteeism.

## **STUDENT CONDUCT**

The administration recognizes that each teacher may have certain behavior expectations for their students. Different activities and settings will require modification of some expectations. However, it is essential that all members of the staff universally hold a basic, consistent set of expectations. Teachers should expect that:

1. Students will show regular attendance and be punctual.
2. Students will use facilities properly.
3. Students will sit in assigned seats.
4. Students will not disrupt or disrespect teachers or other students.
5. Students will be prepared for class.
6. Students will complete all assignments.
7. Students will pay attention in class and respect their teachers.
8. Students will obey all other rules and procedures set by the school.
9. Students will follow the disciplinary code as it is outlined in their student handbook.

## **DISCIPLINE PROCEDURES**

Every teacher will have his or her own way of maintaining classroom order and control. With well-chosen activities, reasonable but challenging expectations, good planning and organization, consistency and a good sense of humor, discipline problems will be kept at a minimum. Effective teaching cannot take place without classroom order and control. The following are suggestions for the teacher to correct misbehavior and maintain control of the classroom:

1. Call the problem to the student's attention at the appropriate time and place.
2. "Lay down the law" firmly and consistently.
3. Never threaten without intending to follow through.
4. Deny classroom privileges.
5. Modify the student's program.
6. Telephone the parents or arrange for a conference.
7. Consult with guidance counselor.
8. Refer the problem to the office.

Before sending a student to the office for discipline the teacher should do everything in his/her ability to discipline the child. If you have exhausted all methods of correction, and the student still performs acts which hinder the educational process, then the student should be sent to the office. It is expected that a teacher will call the parents of any student who is sent to the office to advise the parents of details of the situation.

## HALL SUPERVISION

Between periods, all teachers are expected to assist in student control in the room and in the hall areas outside of the room. Being present in your doorway allows you to see both areas.

## SCHEDULED CLASS RESPONSIBILITIES

The office **must be notified** anytime that a class is **not** meeting in its regularly scheduled location. If you plan an activity outside your classroom, please call one of the secretaries.

Subject content as outlined in the School District Curriculum Guide must be followed. In addition to a variety of instructions in the academic realm, students gain experiences through activity periods, assemblies, and instruction in areas such as physical education, technology, family and consumer science, art and music. Therefore, each teacher must adhere to the content of his/her assignment. **Planned interdisciplinary experiences are encouraged.**

Teachers must have administrative permission before scheduling classroom parties.

Attendance must be taken each period of the day at the beginning of the period during warm-up activities. All absences that cannot be accounted for by checking the absentee list, music lesson list, or other official notification should be referred to the office.

## RESPONSIBILITY FOR ROOM, MATERIALS AND EQUIPMENT

Fortunately, nearly every teacher has his/her own room. It is the teacher's responsibility for the maintenance of the room assigned. The following are some tips that should be kept in mind.

1. Have a regular seating chart for pupils so that responsibility for damage can be established.
2. Do not dismiss a class until the room is in order.
3. Turn off the lights when not in use.
4. Request repairs and maintenance when needed.
5. Request appropriate texts, materials and supplies as needed for the program and in accordance with the budget.
6. Keep the room neat and clean.
7. Do not paint anything, add anything to a room, move furniture or throw away items without the permission of the administration.
8. Do not use permanent hangers or drive nails into any wall without consulting the administration.
9. Do not use tape of any kind on drywall surfaces.
10. Keep your classroom doors locked at all times.

## TEXTBOOKS

Distribute textbooks as soon as possible at the beginning of the school year. On forms supplied by the office, list the book assigned to each student with the book number and condition of the book. Submit one copy of the form to the office.

If a book is lost or damaged, please fill out a lost or damaged material form and give a copy to the student and a copy to the office. The office will maintain lists of student obligations and parents will be notified if payment is not made in a reasonable time. If a book is lost, issue the student another textbook **after** receiving a receipt of payment from the office.

## PHOTOCOPY PROCEDURE

The Xerox copy machine is located in the Middle School faculty room. This machine is to be operated by teachers and instructional assistants only. **Students are not to have access to the copiers.**

## SUPERVISORY ASSIGNMENTS

Refer to Duty List.

## ASSIGNMENT DESCRIPTIONS:

**CAFETERIA:** To direct and discipline students in the proper routine of the cafeteria period.

**DISMISSAL:** To assure that students leave the classrooms and building in an orderly, respectful manner. All teachers are to be actively involved in this process, especially outside of classrooms.

**ARRIVAL AND DEPARTURE:** These designated areas are to be supervised in the morning before classes and at the end of 7<sup>th</sup> period until all students are dismissed.

**OUTSIDE STATIONS:** To assist in the orderly movement of students outside of the school.

If assigned to a specific duty; cafeteria, hall, lavatory, etc., **the teacher is expected to be at the proper station on time** and to carry out the supervision until the need for such supervision has been fulfilled. All teacher coverage must be requested and approved through the Main Office.

**ALL STAFF WILL BE RESPONSIBLE TO ASSIST IN WHATEVER SUPERVISORY DUTIES MAY ARISE DURING THE SCHOOL YEAR, PLANNED OR OTHERWISE.**

## **ASSEMBLY AND GYM PROGRAM PROCEDURES**

Whenever a program is to be attended by the group to which you are assigned, please impress upon students the need for orderliness and quietness while moving to the area of the program.

Teachers and students will be directed to assembly programs by the P.A. system or a special procedure bulletin. At the time scheduled for your group, have students proceed to the hallway, move them quickly and quietly to the program area and have students sit where assigned. A teacher **MUST** accompany each group as it proceeds to the assembly program. All teachers are responsible for supervising.

### **ALL SCHOOL ASSEMBLIES**

During all school assemblies, students will be seated by class. Teachers are required, when appropriate, to remain with their class groups.

Instructions will be given at the time students are called from class.

### **GUIDE TO LIBRARY USE**

The library serves as a place where instruction is given on the use of various reference tools, where students and faculty members can find both print and non-print materials to support the work of the classroom, and where students can find materials on various topics that interest them.

Teachers are welcome at any time to use the facility for browsing, reading or planning. Individual students are welcome anytime their schedule permits, but they are required to have a pass from a sending teacher. Arrangements may also be made for a whole class to conduct research or to be involved in some form of library study. Teachers are asked to schedule such class time in the library at least a week in advance.

It is hoped the library will add support to the curriculum and be beneficial to both teachers and students.

### **PUBLIC ADDRESS SYSTEM**

Public address announcements must be written on an announcement form and placed in the office by 7:50 a.m. Please include your name and the day(s) that the announcement is to be made.

It will be the policy to avoid announcements during the day, especially if the announcement can be handled via the daily bulletin. Classes will not be interrupted.

There will be one regular announcement period during the day; in the morning at 8:05. All students should listen to the announcements.

All announcements to be placed on the daily bulletin must be handled through the main office. All teachers must sign the intended announcement so that any clarification may be made.

## **LESSON PLANS**

Teachers will place a copy of the lesson plans for the upcoming week in a file provided in the office or by email to Assistant Principal and Student Management Secretary on the first day of each school week. When lesson plans are placed in the file, initial by your name for the appropriate week. A substitute folder must be on file in the main office containing individual teacher schedule, seating charts, and emergency plans as well as a weekly lesson plan.

## **SCHOOL ACTIVITIES**

During the year there will be numerous student activities after school. In no case are students to be left in the building or to use school facilities unless they are under the direct supervision of a staff member.

Band and Chorus practices will be held during regularly scheduled times. The music sectional program will be scheduled by the Music staff on a rotating basis so that no student will miss the same class two times in a row. A student must be excused from class for sectional practice by the subject teacher.

Also, there will be many activities and special programs during the school year that will supersede regularly scheduled classes. All teachers are responsible for supervising students during activities and special programs.

## **HOMEWORK POLICY**

Homework, when properly utilized, has an important place in the instructional program. The nature of homework and the amount given will vary with the teacher and subject. Here are some suggestions that should be considered:

1. There should be some degree of coordination between teachers to provide for a reasonable distribution of homework assignments over a period of time. Major tests and projects due on the same day should be avoided.
2. Long-term assignments may be made. Anticipate that some students will wait to the last minute, a checking system for student progress is desirable.
3. Homework should reinforce information that has been gained in the classroom. Students should possess the necessary skills to complete the assignment at home without tutoring assistance.
4. There should always be some follow through on each homework assignment. Whether a check in a grade book or an actual grade, successful completion of homework must be recognized.
5. It is good to consider that some students put in a long day. An average collective assignment might range from one-half hour to two hours. This does require coordination among grade-level teachers.
6. Establish a format to be followed by each student.
7. Students not completing assignments without legitimate reasons should suffer some consequences. Legitimate excuses should be accepted and extra time provided.

8. Students who have an extended absence should make arrangements through the guidance office to have assignments sent home or gathered to be picked up at the school.

Teachers are required to put daily homework assignments on the homework hotline.

### **CHECKLIST FOR STUDENT WORK**

1. Does the paper have a proper heading with name, section, date, subject and subject assignment? If more than one paper is used, is your name on each one?
2. Does your paper have proper margins? Did you make sure you did not write on the last line? If paper already has left hand margins, did you provide a half-inch on the right?
3. Is your paper neat? Are there smudge marks, erasures, holes?
4. Is your penmanship legible? Is it done in ink? Is there proper spacing between words?
5. Did you indent the first word of each paragraph?
6. Did you capitalize all proper nouns and the first word of each sentence or quotation?
7. Did you use correct punctuation in each sentence, including correct end punctuation?
8. Did you check your spelling?
9. Does your topic sentence express the main idea of your paragraph?
10. Do the detail sentences tell the topic sentence?
11. Do all sentences express a complete thought?

Before you hand in your final draft, be sure to read your paper **OUT LOUD**. Check for any word you may have left out and for run-on sentences.

### **TEACHER OBSERVATIONS**

In order to meet the requirements under Pennsylvania's Act 82 of 2012 the Delaware Valley School District has adopted a Differentiated Supervision/Evaluation plan beginning in the 2013-2014 school year. By using a differentiated model, we hope to foster continuous improvement for all district professional employees. This Differentiated Supervision Model will utilize a Clinical Model (PAETEP) and anecdotal evidence may be included as part of the overall annual evaluation.

The administrators will utilize the clinical model for non-tenured professionals for one, two or three years, depending on the annual summative evaluation (PDE 82-1 or 82-3) Evaluators may assign additional professionals to the annual clinical observation cycle based upon evaluation data or at the request of a professional employee.

#### **Clinical (Traditional) Model**

Under this model, professionals will be evaluated using the four domains of the *Danielson Framework for Teaching (2013)*. The formal **Clinical Observation** process includes: establishing Student Learning Objectives (SLOs), observation lesson planning, pre-observation conference, observation, feedback and post observation conference. These will be utilized as part of the clinical evaluation process. All professionals will be formally observed using this process one or more times per year. **Walk Through** observations may also be conducted to provide additional artifacts/evidence for the professional summative evaluation. (Non-tenured employees will be observed using at least one Clinical and one

Walk Through observation.) Walk Through observations for both tenured and non-tenured employees are conducted at the discretion of the supervising administrator.

### **SUBSTITUTE TEACHERS**

Substitutes will be provided with necessary routine information such as referral sheets, substitute report forms, time schedules, etc.

In preparation for the need for a substitute, the regular teachers will provide the following for their folders that will be kept in the office:

1. Seating charts
2. Updated copies of class rosters
3. Accessibility to cabinets, cupboards, keys, desks, teacher manuals, etc.
4. Any other written information that would help the substitute to use the emergency plan or to carry on with the planned work
5. Teachers may wish to give additional information to substitutes regarding emergency or regular lesson plans by attaching plans in Frontline/Aesop attendance system or by phone.
6. Building emergency procedures including 'go-kits.'
7. Pertinent student information should be included: medical alerts, appropriate accommodations/modifications as per student IEP, Chapter 15 or student needs.

### **STUDENT ACTIVITY ACCOUNT**

All money collected or spent by teachers, students or school organizations that is not part of the regular district budget will be considered part of the Student Activity Account. This includes money collected by teachers for book clubs, receipts from activities, yearbooks, drama, etc.

A school voucher must accompany all deposits and withdrawals. If you have money to be deposited, please complete the appropriate form and submit it along with the money to the financial secretary. If you wish to have a check written, submit a request on the appropriate Activities Fund Form to the appropriate financial secretary. Teachers are not permitted to have school funds that are not deposited in the Student Activity Account.

### **EXTRA PAY**

Staff who expects extra payment for supervising activities not considered a part of the normal school activities must receive pre-approval from the principal.

### **POOL (DVMS only)**

All students will be involved in an aquatic program as part of their health/physical education instruction. Please become familiar with the rules for pool use as outlined in the Student Handbook.

The pool will be available for adult use after school and during the evenings. These programs will be detailed in the Adult Education Program offerings.

### **BUSES - DVMS**

All buses will load and unload in designated areas.

Students who wish to disembark from their regular bus, but at a stop other than their assigned one, are required to submit a written request from parents to the principal no later than 8:30 a.m. on the day of the request. If permission is granted, a special pass will be issued to the student prior to dismissal.

DVMS late buses will depart from the High School at 4:30 p.m. and 6:00 p.m. to transport students home from after-school activities.

### **BUSES - DDMS**

All buses will load and unload in designated areas.

Students who wish to disembark *from their regular bus* at a stop other than their one assigned are requested to submit a written request from parents to the Assistant Principal. If permission is granted, a special pass will be issued to the student prior to dismissal by the Assistant Principal.

Students are ***NOT*** permitted to walk from the middle school to the elementary nor primary school without parental and administrative permission. Students with permission will meet in the Library immediately after school and will be dismissed and walk together.

Late buses will depart from the middle school at 5:00 PM Monday through Friday to transport students home from after-school activities. An additional bus will run at 4:30 PM on Tuesdays and Thursdays.

### **CLOSING EXERCISES**

At the end of the day, students should be assigned to assist in straightening the room, cleaning chalkboards, picking paper up from the floor, etc. Teachers are expected to secure their seventh period room by closing all windows and doors. Movable equipment must be secured in locked areas.

### **FACULTY ROOM**

A faculty work room and lounge has been provided. This area should be kept **NEAT** and **CLEAN**. No furniture, vending machines, etc. are to move in or out without administrative approval. Cafeteria trays, etc. **ARE TO BE TAKEN DIRECTLY BACK TO THE CAFETERIA**. Your effort and cooperation to keep the faculty room neat and orderly will be appreciated. **STUDENTS ARE NOT PERMITTED IN THE FACULTY ROOM AT ANY TIME**.

## **STUDENT HANDBOOK**

Each student will receive and sign for a student handbook. Homeroom teachers are requested to discuss and familiarize the students with school procedure and the student handbook.

### **STUDY HALL COVERAGES - DVMS**

1. PASSES - Students should be made aware that being excused for enrichment is a privilege.
  - a. Guidance - only one student will be allowed to go to the guidance office and only when he/she shows a pass from the guidance office.
  - b. Lavatory - no more than one boy and one girl should be sent out of the room at the same time.
  - c. Library -The librarian will determine the number of students allowed and the timeframe these students are allowed to access the resources.
  - d. Classroom Rules- each teacher has the right to establish their own classroom policies and procedures which promote an environment that is conducive to learning.
2. STUDENTS ARE NOT PERMITTED TO DO THE FOLLOWING IN STUDY HALL:
  - a. Converse with one another unless permission has been granted by the teacher.
  - b. Eat food of any kind.
  - c. Waste time doing "nothing." All students are expected to report to enrichment prepared to keep themselves occupied and/or busily engaged in completing assignments.

### **Study Hall and Directed Study Coverages - DDMS**

Study Halls are provided for students to complete assignments and other school work in a quiet atmosphere. The following guidelines are to be followed by all teachers in order to create a consistent Study Hall/Directed Study.

1. Assign seats on the first day.
2. Spread students out throughout the Study Hall/Directed Study wherever possible.
3. Insist that students bring books and materials as they would to academic classes.
4. Do not allow students to "work together" unless absolutely necessary.
5. Limit passes to the lavatory to one boy and one girl at a time.
6. Limit passes to the School Counseling Office to those students who have a definite need.
7. Since students are to arrive at Study Hall/Directed Study prepared to work, passes to lockers should be unnecessary.
8. Students may be sent to the Library. However, it is up to the Study Hall/Directed Study teacher to determine that they have a legitimate need. Students should not be sent to the Library to complete assignments that could be completed in Study Hall/Directed Study.
9. Study Hall/Directed Study should be treated as a regularly-scheduled class. In order to create the proper atmosphere, teachers should circulate among the students rather than becoming totally engrossed in work or conversation unrelated to Study Hall/Directed Study supervision.
10. It is necessary and recommended for all teachers to communicate with the Study Hall/Directed Study teacher on a consistent basis to ensure that upcoming assignments/assessments, due dates, and any additional preparation can be addressed with the students in a timely manner.

## **HOMEROOM TEACHER RESPONSIBILITIES**

Homeroom teachers are responsible for the following each school day:

1. Accurate attendance
2. Room and hallway supervision
3. Flag salute

(Attendance should be submitted on the computer after the second bell.)

A.M. supervision includes not only the assigned room, but also periodic checks of the hall, lavatories and locker area closest to the room in order to move students into homeroom as quickly as possible after their arrival. During morning homeroom, teachers may allow students to talk quietly; however, students should be silent during morning announcements over the P.A.. Other homeroom teacher duties include collection of school insurance forms, assisting in the collection of overdue library books, as well as escorting students to and from assemblies.

## **CONFERENCE/WORKSHOP APPROVAL**

Teachers who are planning to attend conferences, workshops, or seminars must obtain the proper application form from the school secretary. This form should be completed at least one month prior to the Board Meeting preceding the conference and submitted to the building principal or supervisor for approval. (The form must also be approved by the business manager and the Superintendent.)

Teachers are eligible for 75% of expenses prior to attendance at the conference. This amount should be indicated in the proper space on the form together with the date the check is needed. The advance check will be made payable to the applicant and can be picked up at the Administrative Offices on the specified date, provided all timelines and conditions are met.

Upon their return from the conference, teachers will resubmit the approval form indicating final expenses. Receipts must document these expenses. NO expenses will be reimbursed without receipts.

## **CLASSROOM TARDINESS**

The teacher or cafeteria supervisors should deal with students who report to class, homerooms, or other assignments late and without a pass. Students may be sent back to their previous teacher for a pass. If tardiness resulted from use of lockers or lavatories, teachers should use their discretion. Options include verbal reprimand, special assignments, behavioral contracts, and withdrawal of privileges. Students should not be sent to the office for passes unless they have left there without a pass.

Teachers should make note of students who are chronically late to class and report this pattern to the office for further disciplinary action. Teachers should make a phone call home if a student is consistently late to homeroom and inform the parent how this will impact the student's grade.

## **SUPPLIES**

Teachers are expected to order the appropriate quantity of supplies needed.

## **SCHOOL NURSE**

A child's request for permission to visit the nurse should be granted. When a determination is made by the nurse as to the inadvisability of continued visits, the classroom teacher will be notified.

**IN NO INSTANCE** should any staff member prescribe and/or administer any kind of drug. In special cases, the school nurse will regulate parental permission.

## **FIRE EVACUATION PROCEDURES**

1. Evacuation directions for all rooms are listed in this handbook. Specific directions for each room will be posted near the door.
2. Close classroom doors and windows. Turn lights off.
3. Take your class register and gradebook.
4. Escort your class from the building through the exit assigned to your room.
5. Be prepared to direct your class to the next closest exit in the event yours is blocked.
6. See that there is no talking by students during a fire evacuation in order that directions, when necessary, may be heard.
7. Take attendance after students have been lined up at least 100 feet away from the building. During the drill, send the attendance report to the secretary located near the light pole nearest the visitor's parking area.