



2016-2017 School Year:

O'Leary Middle School's Mission Statement:

Partner with parents and the community to empower students by cultivating lifelong learners and positive individuals.

Excellence: Everybody, Every Day, Every Minute ~ No Exceptions

Twin Fall's School District's Mission Statement:

"Provide a Quality Education Necessary For Students To Be Successful in Life"

The Ripple Effect

(Taken from: The Tao of Leadership)

Your behavior influences others through the ripple effect.

A ripple effect works because everyone influences everyone else.

Powerful people are powerful influences.

If your life works, you influence your family.

If your family works, your family influences the community.

If your community works, your community, influences the nation.

If your nation works, your nation influences the world.

If your world works, the ripple effect spreads throughout the cosmos.

Remember that your influence begins with you and ripples outward.

So be sure that your influence is both potent and wholesome.



O'Leary Middle School Staff Handbook

O'LEARY MIDDLE SCHOOL ADMINISTRATION

WHAT YOU CAN EXPECT FROM US AS YOUR ADMINISTRATION:

- Professional
- Accountable For What We Do
- Proactive
- Address Issues
- Lead By Example
- Express Gratitude
- Communication
- Listen
- Levelheaded and Calm
- Positive
- Follow Policy
- Fair and Consistent
- Approachable
- Supportive
- Problem Solve
- Forward Thinking
- Involved
- Visible
- Flexible
- Work Hard
- Team Player
- Look at the Big Picture
- Data Driven Decision Making
- Preserve Your Time (I will not waste it)
- Make Decisions
- Smile
- DO WHAT IS BEST FOR STUDENTS

OUR EXPECTATIONS FOR YOU

- Professional
- Fair and Consistent To All Students
- Accountable For What You Do
- Proactive
- Communicate With Students, Parents, Us, Each Other,
- Follow and Enforce Policy
- Be Prepared and On Time
- Timely Feedback to Students and Parents
- Inform Parents When a Student is Struggling In Your Class (while there is still time to fix the problem- no surprises for parents at conferences or report card time – do not rely on them checking PowerSchool)
- Accommodate and Adapt according to IEPs, 504s, and Student Needs
- Keep Grades Current (at least weekly updates)
- Be a Team Player
- Supportive of Students, One Another, and Administration
- Problem Solve
- Involved
- Positive
- Engage Your Students
- Provide High Quality Instruction
- Manage Your Classroom
- Teach to the Idaho Core Standards/Prepare Students For High Stakes Testing
- DO WHAT IS BEST FOR STUDENTS

OMS TEACHER EXPECTATIONS

Lesson Plans (Domain 1): Evidence of lesson planning must exist. This can be shared in a form of your choice, electronic, hard copy, etc. Lesson plans are not required to be turned in to administration unless requested but must be available immediately upon request. Plans should be visible during Walk Through observations. Lesson plans must include at a minimum the 5 items from the Every Class – Every Day instructional framework.

Classroom Management Plan (Domain 2): New teachers are required to submit a classroom management plan to the Administrator over your department no later than the first day of school. Returning teachers must have a classroom management plan in place and be able to share it with admin upon request.

Every Class –Every Day Instructional Framework (Domain 3) : Teachers are required to incorporate this in classrooms. It will play a major role in classroom management and student achievement.

Seating Charts (Domain 2): New teachers are required to make seating charts for all classes. Another classroom management tool and will also help you learn students names.

Grades (Domain 4): Grades must be updated in PowerSchool on a weekly basis by **Monday mornings at 8 am.**

Parent Contacts (Domain 4): Parent contacts must be made for any student who has excessive absences or tardies (more than 3 in your class). Contacts should also be made when a student's grade drops below a C and for all students with Ds or Fs before Parent Teacher Conferences and prior to the end of each quarter and semester. All contacts must be logged in PowerSchool.

Daily Objectives (Domains 1 and 3): Content and language objectives must be posted on board and referred to throughout lesson daily. Content objectives include what is being taught and language objectives include how it is being taught. Language objectives deal with reading, writing, speaking, and listening. Objectives should be written in student friendly language. The intent is that students clearly understand what it is they are supposed to learn and be able to do as a result of the lesson. Research shows that when students understand this, they are much more likely to learn it.

Formative Assessment (Domain 3): Teachers are required to use formative assessment measures as a part of the lesson each day. Formative assessments can take many forms. The purpose is to provide teachers a measure of how well students are understanding the lesson and meeting the objectives.

Log Entries (Domain 4): Teachers are required to make log entries in PowerSchool for students. Log entries should be made any time a teacher meets with a student or makes a parent contact. Also make log entries for discipline issues or other pertinent information.

Mileposts (Domain 4): Teachers are expected to access and use Mileposts. It is a data system that contains academic information for students including test scores, IEP, 504, LEP, and other information and plans. We will be using Mileposts for the RTI process as well.

Duties (Domain 4): Teachers are required to fulfill morning or after school duties. A duty sheet will be provided.

Dress Code (Domain 4): Although the district does not have a staff dress policy, staff members are expected to dress professionally. It is imperative that staff set a positive example by being appropriately and professionally dressed. Students, parents, and community members are more likely to view you as a professional if you are dressed professionally. Business professional and business casual attire should be the norm. It is understood that physical education, art, and

vocational education teachers will wear clothes that are appropriate for their instructional needs. Blue jeans may be worn on Friday.

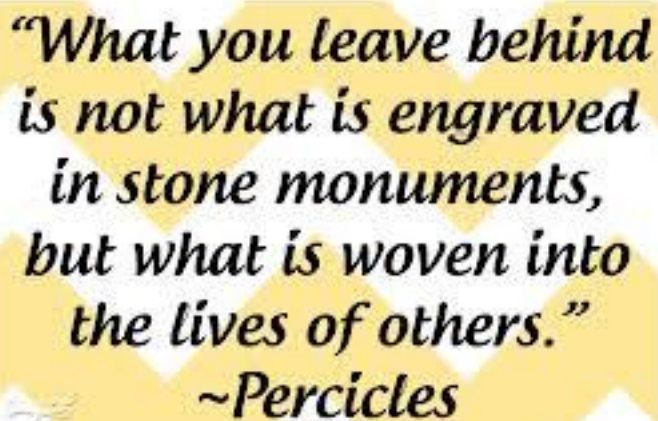
Sub Plans (Domains 1 and 4): When the need arises for teachers to take leave, sub plans must be provided. Sub plan should be detailed and inclusive of all information that a person not familiar with the class may need including student rosters, seating charts, materials, policies, activities for the day, etc. Plans should be submitted to the administrator over your department and cc'd to Julie Anderson no later than 7:00 am on the day you will be gone.

IEP/504 Meetings (Domain 4): Teachers are required to attend IEP and 504 meetings as requested by the case manager. If extenuating circumstances will prevent your attendance, you must get this approved by the case manager and grade level administrator prior to the meeting. Additionally, you must provide pertinent information to the case manager prior to the meeting.

Movies (Domain 3): Using short clips of movies or videos that incorporate your curriculum and match your instructional objectives is appropriate. However, showing full length movies is rarely, if ever, appropriate. Prior approval from your department administrator is required before showing anything longer than a short clip.

Events/Activities (Domain 4): Teachers are strongly encouraged to attend events and activities outside of school hours whenever possible. Your attendance has a major impact on students. It will make a huge difference in how students relate to you and will positively impact students' behavior in your classroom.

*****BUILD RELATIONSHIPS:** The most important thing you can do is build positive relationships with your students. Your students must know you genuinely care about them!!



*“What you leave behind
is not what is engraved
in stone monuments,
but what is woven into
the lives of others.”
~Percicles*

PROFESSIONAL CONDUCT

Be professional at all times. If you have concerns about policies or programs in our school, you must address those concerns to the appropriate people at an appropriate time. We have an excellent school, and like any school, we can be even better. However, if we malign our school in the community, we are not contributing to the improvement of the system, but are becoming part of the problem within the system. Think carefully about how the public interprets what you say and do. It is also critical that you address problems with students and differences of opinion with other staff members professionally. Maintain dignity, common sense, a sense of humor, and empathy in your dealings with all stakeholders. Deal with problems directly and at the appropriate level. This will help us to develop a workplace built on trust and mutual respect.

SECURITY AND SAFE SCHOOLS

Security and emergency procedures are outlined in school policies and procedures. In today's world you are expected to know these procedures. Make sure that you have an exit map posted near your door, if you are the primary teacher in a classroom. Expect evacuation practice drills once a month. As part of security, your keys have been issued to you. Do not lend your keys out.

FACILITY CARE

The Following regulations (1-4) come from state code and the remainder are general facility care concerns that need to be followed by staff:

1. NO Extension cords. So, please use power strips only. Custodial staff are instructed to pick up extension cords.
2. Absolutely NO burning candles, candle hot plates, or scented plug-ins to electrical outlets. Custodial staff are instructed to pick up these type of decorations.
3. 24" between rows of desks and tables. Make sure exits are clear at all times.
4. Maximum of 30% of the wall can be covered with any decoration under fire code.
5. No staples on wooden doors.
6. Hall displays of student work need to be appropriate to size and placement. They should not be so large they set off motion alarms or fall from the walls.
7. Do not drag furniture, boxes, etc. on any hall or classroom floor (carpet or tile).
8. No duct tape or masking tape on carpet, walls, tile, or wood floors.
9. Turn off the lights and all computers and lock the door when you leave your room.
10. Students must be supervised in classrooms, the weight room, the gym, and the auditorium at all times.
11. ALARMS: Alarms are set during evenings, weekends, vacations and holidays. Please follow alarm procedures.

12. Our custodial staff has a tremendous responsibility; please do all you can to help them out. At the end of each class period, have your students straighten the room and pick up any trash that may be on the floor.