

GALLUP-MCKINLEY COUNTY SCHOOLS

CROWNPOINT MIDDLE SCHOOL



2016-2017

Staff Handbook

“Soaring beyond the heights of success.”

Michael M. Cubacub, Ed.D.
Principal

Mission Statement

The mission of Crownpoint Middle School (CPM) is to provide a positive learning environment that instills the desire and prepares all students to succeed.

Vision

*Every student achieving.
Every student successful.
Every student responsible for their lifelong learning.*

Crownpoint Middle School

P.O. Box 1110
Crownpoint New, Mexico 87313

Telephone: (505) 721 – 5400

Fax: (505) 721 -5499

Office Staff

Principal:	Michael Cubacub, Ed.D.
Counselor:	Linda Venable
Instructional Coach:	Sheila Ganzon
Head Teacher:	Sandy Pace
Bookkeeper:	Kylendria Miller
Secretary:	Myrna Williams

FACULTY/STAFF
HANDBOOK
SCHOOL YEAR 2016 - 2017

MASTER SCHEDULE:

General Schedule

7:15 – Buses will begin arriving
7:10 – Principal & Head Teacher will report
7:30 – All Staff Report (Sign-in)
7:35 - Morning Duty Staff must report to assigned station
7:57 Morning Bell
8:00 Mentoring Period begins with Breakfast in the Classroom
3:30 – 5 After school tutoring (Monday & Thursday)

Lunches

All teachers will monitor hallways and direct students to the cafeteria during the first three minutes.

All teachers will be out in the hallways when the bell rings for students to return to classes.

Teachers will have 40 minutes off duty lunch.

Teachers leave times

Teachers not assigned to after school activities may leave at 3:45. If you are a sponsor, coach, or after school tutor, you may leave after all students participating in your activity are picked up or left with after school activity bus.

Delayed Start Monday for Staff Meetings

As a UVa Turn-Around school, Crownpoint Middle is required to schedule a 90 minute block of time each week for teachers to consult on the progress of students, receive

professional development, and conduct common planning time.

Every Monday, starting with the second week of school, will be a delayed start day. Busses for middle school students will run 90 minutes later than normal. School will begin at 9:30 AM every Monday. Breakfast and lunch will be served on delayed start Mondays.

WEATHER-RELATED DELAYED SCHOOL START

When the weather/road conditions are not bad enough to close schools, but not appropriate or safe for a normal start time, a delayed day may be called.

This means that school will start two hours later than normal starting time. (10:00 AM)

- Buses will run exactly two hours later than normal.
- Breakfast and Lunch is served on delayed days.
- Listen to the local radio stations, the Albuquerque TV stations, or call GMCS Central Office at (505) 721-2233 for updated information regarding delayed start days.
- Families with working phone numbers and email on record with the school district will also receive telephone and/or email notification by the district auto dialer.
- Doors will not open for students until 9:30 A.M. or when morning duty staff has arrived. Parents are not supposed to send their child to school earlier than 9:30 A.M.

Principals, Office Staff, and Custodians_

Report as close to regular reporting time as conditions allow for safety purposes. Employees will assess the conditions for travel and determine a reasonable time to report to work, as conditions allow. If the employee will arrive late, she/he will call or text his/her supervisor to inform the supervisor about late arrival.

Instructional Staff_ Certified employees are required to report to their worksite two (2) hours after their normally scheduled report time.

School Support Staff – Classified employees are required to report to their worksite two (2) hours after their normally scheduled report time.

CLOSING FOR BAD WEATHER

When GMCS schools are closed due to bad weather, the announcement will be made by approximately 6:15 AM.

- Announcements will be made on the Gallup/Window Rock local radio stations.
- Albuquerque TV stations will run the closures at the bottom of the screen.
- For updated information on the status of schools CALL THE CROWNPOINT MAIN OFFICE at 505-786-5663 and enter option 2. On delayed days the main number will not be answered until 9:30 am.
- You may enter one of the following to be directed to a school employee:

The 5 digit extension of the person you are calling

- 2 – Status of Schools**
- 3 – Attendance**
- 4 – Counseling Office**
- 5 – Nurses Office**
- 6 – Administration**
- 7 –Library**
- 8 – General Announcements**
- 9 – To leave a message**
- 0 – Operator**

CANCELED SCHOOL DAY

Who Does or Does Not Report to Work/School?

SCHOOL STAFF

All Employees Who Are on a 184 Contract
– DO NOT REPORT TO WORK/SCHOOL

Current Collective Bargaining Contract requires these days to be made up at the end of the year.

All Principals and Employees who are on a contract longer than 184 days – Report as close to regular reporting time as conditions allow for safety purposes. Employees will assess the conditions for travel in and around their residential area and make a decision on a reasonable time to report. If the employee will arrive late, he/she will call his/her Immediate Supervisor by telephone to inform him/her of late arrival.

CROWNPOINT MIDDLE LESSON PLANS

The purpose of the lesson plan is:

1. To organize the lesson, to focus student attention on the objective and to direct attention on the objective.
2. To direct student learning effectively and efficiently.
3. To help the teacher plan appropriate learning activities, collect and organize material.
4. To focus on the English as a Second Language (ESL) component of the program, or English Language Development (ELD) high yield strategies.
5. To help a substitute make a smooth transition in the event that the classroom teacher is absent.
6. To keep instruction focused on lessons must be Common Core standards based with lessons must use differentiated activities and a variety of resources used.
7. Lesson Plans should always be out and being used. Lesson plans must show all

events and activities that are done for each day. Write in them on a daily basis showing your thoughts on what worked and what didn't. Plans must be used daily.

Lesson Plan Guidelines:

- Prepared bi-monthly. Lesson Plans are to be uploaded in the teacher's folder Google Drive by **11:59 PM, the Saturday before the scheduled two weeks.** (Please refer to the lesson plan calendar).
- Must show what you are doing from bell to bell.
- Teacher must print a copy of their lesson plan and posted in assigned area in the classroom.
- Available for substitutes as well as classroom visitors.
- Teachers need to be flexible in order to allow for unanticipated outcomes or interruptions.
- Lesson plans may be checked during teacher observations to see that you are teaching in alignment with your lesson plans.
- Teachers will be evaluated on the implementation of adopted curriculum, teaching to standards and differentiated instruction.
- Emergency lesson Plans for at least 2 days must be on file in the office no later than August 18, 2015. Teachers will be the one responsible in updating emergency lesson plan.
 - Remember, emergency plans are for emergencies only and do not replace the detailed lesson plans that you leave when you know you are going to be gone.
- **All teaching staff will have lesson plans checked: PE, Arts, Sped Teachers,**

Navajo Language and Culture and all regular classroom teachers. Plans start Aug. 10, 2015.

FAILING TO PLAN IS PLANNING TO FAIL!

PROGRESS REPORTS/GRADING POLICY

Teachers will keep a careful record of the grades assigned to students. **Two grades must be posted to Power School Gradebook weekly.**

Written reports to the parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary.

- Teachers will confer with parents when necessary concerning academic progress and discipline of students.
- Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness.

CPM School Grading System:

40% Test Grades
25% Assignments
25% Projects
10% Homework
*3 Test Grades Required

Report Cards and Records:

An average of **two (2) grades per week** must be kept in numerical values in the PowerSchool grade book for each subject. Average numerical values for the **nine (9) weeks** will also be recorded in the PowerSchool grade book.

When appropriate, Interim Assessment (TLI) scores (adjusted) will be included as the quarterly exam (maximum of 25% of the final grade).

Teachers will consult with the Special Education Staff when assigning grades to students with IEPs.

Student Progress Reports:

If appropriate, a failing or unsatisfactory notice will be sent via the student or through the mail to the parents/guardians no later than the FIFTH WEEK of each nine-week term. If a student begins to fail at any time after the midway of the grading period, a progress report MUST be sent home. Progress reports are printed from POWERSCHOOL. Copies of progress reports are to be filed with the SAT chairperson, along with notes from conferences held with parents of failing students.

Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. An SAT referral will be submitted following the parent conference at the discretion of the teacher. If improvement is not noted within 1 week of the parent conference, an SAT referral is required.

A parent shall be notified no later than the end of the second grading period that their child is failing to make adequate yearly progress, and a conference consisting of the parent and the teacher shall be held to discuss possible remediation programs, including possible retention, available to assist the student in attaining adequate yearly progress.

GMCS CORE VALUES

GMCS employees model professional behavior, are committed to the education profession, and dedicated to ensuring that all students are academically successful. *Character Counts!* is the GMCS character education program. As an employee of the district it is your obligation to embed the Six Pillars of Character by:

TRUSTWORTHINESS

- Committing to the GMCS vision
- Demonstrating loyalty to the educational profession

RESPECT

- Treating all people with dignity and respect
- Recognizing each student for his/her individuality
- Respecting the diversity of all students
- Respecting the right to privacy of confidential information

RESPONSIBILITY

- Pursuing educational excellence for all students
- Acknowledging and adhering to legal and ethical guidelines
- Ensuring a high level of performance

FAIRNESS

- Committing to continuous improvement
- Treating all people with consistency and fairness

CARING

- Being considerate and knowledgeable of student safety and individual needs
- Providing a safe and healthy learning environment

CITIZENSHIP

- Adhering to the responsibilities of the education profession and the GMCS Code of Conduct
- Demonstrating positive leadership as a role-model at all times
- Cooperating and communicating with supervisors, faculty, staff and parents

In order to embed these Core Values, each district employee agrees to be a member of the

STAFF DRESS CODE

- All staff members are expected to dress professionally. We are all role models for our students.
- Staff may not wear t-shirts except on Friday. On Friday, staff may wear any Crownpoint t-shirt that they have.
- Staff may wear jeans as long as they are worn appropriately and do not have any tears, frays, holes, and/or distract from the instructional process. This is for all days of the week. Sweats, jogging pants, and shorts are NOT acceptable.
- Dress slacks are preferred.
- Skirts may be worn. When you put your hands down to your side the length of the skirt must extend past the tips of your fingers.
- Staff may wear polo, buttoned up shirts or any other dress shirts.
- The exception to some of the dress code policies is the Physical Education teacher. The teacher may wear work-out clothes that are appropriate for the instruction being given. These clothes must be professional looking.

Remember, WE ARE ALL PROFESSIONALS AND MUST DRESS AS ROLE MODELS FOR OUR STUDENTS, especially since they are expected to follow the mandatory uniform policy. Thank you!

DISCIPLINE REMINDERS

Discipline Goals:

- Increase student responsibility
- Improve behavior and motivation in all school settings.
- Reduce office referrals

- Improve school climate
- Improve staff consistency with school-wide discipline

Disciplinary Policies relating to students are included in the Gallup McKinley County School Board Policy.

Classroom misbehavior should be handled by the classroom teacher or duty assistant at the time it occurs. Misbehavior in the halls and on the playground should be reported to the classroom teacher. **Classroom discipline techniques should be fair and firm. Most of all, discipline MUST BE CONSISTENT.**

All teachers will use the same classroom rules as developed by the Building Leadership Team. These rules and appropriate consequences **MUST** be posted in the classroom for students, parents, substitutes and principal to see. If a student continually breaks the rules and disrupts instruction, the teacher will contact the parent and consult with them about the problem. If the parent conference does not help, the teacher needs to meet with the principal to discuss the situation. Documentation of parent conference will need to be provided. Referral to the Student Assistance Team would then be considered.

When a staff member refers a student to the principal, the appropriate discipline referral form must be completed and attached to the student's (and any witnesses') statement.

IMMEDIATE office referrals will be made for the following behaviors:

1. fighting, violent behaviors, dangerous tactics
2. serious threats
3. substance abuse; illegal activity
4. weapons or the threat to bring a weapon
5. sexual harassment/touching; indecent exposure
6. hazing; bullying
7. repeated stealing

PROCEDURE FOR GETTING A SUB And LEAVE REQUEST POLICY

This is for all staff that needs to get a substitute when absent:

All teaching staff and personal care assistants.

Call or text Ms. Williams **by 8:00 p.m. the evening before** the day you will be absent (Monday through Thursday) or **no earlier than 6:00 a.m. the morning of** the day you are absent (Monday through Friday); **No later than 5:30 p.m. on Sunday** if you will need a substitute for Monday. You must also call or text Dr. Cubacub, (832) 794-7960. Please include your name.

1. This means that you will need to make a decision and NOT wait until the last minute to call that you will need a sub. If you are feeling sick or for any other appropriate reason and suspect you will need a sub, call ASAP within the above guidelines. You can be asked to come in until we can find coverage for you.
2. If you put in for a sub for half of the day and find that you will need the sub for the rest of the day you **MUST** call Ms. Williams 2 hours in advance for her to be able to ask the sub to stay the full day or call in another sub if needed.
3. When calling in for a sub, the call needs to come from the **STAFF** person themselves, not other family members or friends. This is your job, not theirs.
4. Remember: Ms. Williams has family just like you. Please use common courtesy and respect when calling in since it often takes all morning to get a sub.
5. Staff who abuses this policy will meet with the principal and will be put on a growth plan regarding not following/abusing school staff absentee procedures.
6. **PLEASE DO NOT call the school's voicemail when you need a sub or will be absent and do not call the secretary's or Principal's work number before 7:30 AM. Principal and secretaries may not get your message in time to call a**

substitute and you will still be responsible for coming in. You must receive leave approval before you do not show up for work. This is part of your job responsibility. A request for leave is just that, a REQUEST. You must make sure that there is a scheduled substitute teacher to cover your class.

7. If you are at the school and know you will need a sub in the future, complete the substitute/request for leave form. This form can be obtained from Ms. Williams in the office. Once it is filled out give the form to the principal for approval. The principal will then give it to Ms. Williams.
8. If the request to leave form is not filled out correctly, it will be returned in your box with a note on what is missing. You can then re-submit it to the principal.
9. **PERSONAL LEAVE** must have the approval of the Principal at least 1 week in advance.
10. **SICK LEAVE** after 3 days of leave; must have a doctor's note brought in when you return.
11. If you have any **DUTIES** you must get with another staff person to cover your duties. This is very important and part of your job. This includes duties before school, during and after-school.
12. Each classroom teacher will be responsible for providing detailed **LESSON PLANS** for your substitute. Please let Ms. Ganzon and Ms. Williams know where your plans can be found. Should the substitute not find your lesson plans, your emergency plans will be used. You will then need to submit new emergency lesson plans.
13. If you will be using your **EMERGENCY Lesson Plans**, it is your responsibility to keep them current and let Ms. Williams, Ms. Ganzon or the principal know that those are the plans that you will be using due to an emergency leave request. We will pull these plans out for the sub. Please update them if they are used due to an emergency if you cannot make it to the school to leave lesson plans. Emergency plans must be enough for 2 days.

14. Each staff member will strive to make doctor's appointments after 3:20 p.m. Monday through Friday. If you are not able to do this it will be responsibility to find coverage and let the principal know who will be covering your classroom before you leave. You must fill out a leave slip prior to leaving.
15. Teaching staff and Instructional Assistants are to be present for Professional Development. Professional Development and collaborative planning meetings will take place every Monday from 7:50 – 9:20 AM.
16. **Professional Leave – In District:** It is your responsibility to complete a professional leave request form as soon as possible to reserve a sub for your classroom.
17. **Professional Leave – Out of District:** It is your responsibility to complete a professional leave request form as soon as possible to reserve a sub for your classroom. District travel forms must be completed 2 weeks in advance. Out of district/out of state travel requires School Board Approval. Plan ahead and get these requests in at least 2 weeks prior to the board meeting before the scheduled trip. If you need a school car, you must enter that request into Trip Direct. A printed copy of TripDirect approval form must be attached to your leave request form. Remember, if you drive your own car, you may or may not be reimbursed for mileage.
18. Please keep in mind that we ask students to have perfect attendance; as adults we should model this behavior as well.
3. A leave slip must be filled out the day you return with any documentation (i.e. Dr. Statement) attached to the leave slip.
4. DO NOT call the school's voicemail when you will be absent. Principal and secretaries may not get it in time and you will still be responsible for coming in. You must receive leave approval before you do not show up for work. This is part of your job responsibility. A request for leave is just that, a REQUEST.
5. If you are at the school and know you will need to take leave in the future, complete the substitute/request for leave form. This form can be obtained from Ms. Miller. Once it is filled out give the form to the principal to approve. The principal will then give it to Ms. Miller.
6. If the request for leave form is not filled out correctly, it will be returned in your box with a note on what is missing. You can then re-submit it to the principal.
7. PERSONAL LEAVE must have the approval of the Principal at least 1 week in advance.
8. SICK LEAVE after 3 days of leave; must have a doctor's note brought in when you return.
9. Each staff member is asked to make doctor's appointments after 3:00 p.m. Monday through Friday. If you are not able to do this it will be responsibility to find coverage and let the principal know who will be covering your assignment before you leave. You must fill out a leave slip prior to leaving.

Educational Assistants are to be present for Professional Development. Professional Development and meetings will take place every Monday from 7:50 – 9:20 AM. All that we do is done to help us support and teach students to be life-long learners.

Other CLASSIFIED STAFF Leave Procedure

1. All Classified staff who do not require a substitute MUST call or text the principal and Ms. Miller to request leave. All calls need to take place as soon as you know you need to take leave.
2. Once the leave is approved, you are responsible for getting all your duties covered. You then need to let the principal and Ms. Miller know who will be covering your duties.

1. Professional Leave – In District: It is your responsibility to complete a professional leave request form as soon as possible to reserve a sub for your duties. Approval Document must be attached to your leave request form.

2. Professional Leave – Out of District: It is your responsibility to complete a professional leave request form as soon as possible to reserve a sub to cover your duties. If you need a school car, you must enter that request into Trip Direct. A printed copy of TripDirect approval form must be attached to your leave request form. Remember, if you drive your own car, you may or may not be reimbursed for mileage.
3. Please keep in mind that we ask students to have perfect attendance; as adults we should model this behavior as well.

HEAD COOK AND COOK HELPERS

LEAVE PROCEDURE

1. Head Cook must call the principal by 6:00 a.m. and let him know who will be coming in to substitute. The head cook then must call at least one other cook helper to discuss the procedure for the day by 6:30 a.m.
2. Cook Helpers must call the head cook when they will be absent by 6:00a.m. the day of or by 8:00 p.m. the night before. The Head Cook then will call a substitute that is on the sub list to come in.
3. Head cook will let the principal know of the cook helper's absence and who the substitute will be for that cook helper.
4. All Substitutes must be told to sign the substitute book in the office when they arrive and when they leave.
5. All Cooks must fill out a leave slip the day they return to work and give this to the principal.
6. All Cooks must fill out a leave slip one week prior to taking any personal leave. Sick leave forms should be submitted just like other employees and get approval by the principal prior to taking leave if they know they will be out prior to the leave day asked for
7. All cooks will strive to get all appointments after 1:30 p.m.
8. It is important that all cooks exchange phone numbers to make sure they are able to contact on another when necessary.

USE OF SCHOOL TELEPHONE SYSTEM

- The School Phone is for school business only.
- Long Distance Calls: You are responsible for logging each call with the Main Office secretary. Long distance calls of a personal nature are to be made with a credit card, charged to another number, or called collect. Personal long distance calls are not to be charged to the school.
- Other calls of a personal nature will be taken care of before or after school hours. In case of emergencies make these calls as short as possible
- You will not be called out of your classroom or interrupted for a phone call unless it is an emergency.
- All calls will be transferred to your voice mail so you can retrieve your messages outside of instructional time.
- Faculty/Staff members will be responsible for checking assigned phone messages and school mailboxes at least twice daily.
- School Phones within the classroom are set to ring before and after school, therefore it is very important that teachers check their class phones for messages left throughout the day on voicemail.
- **Students are not allowed to answer or to use the phones unless it is school business and the teacher has given them permission and is nearby as they do so.**

STAFF CELL PHONE USE

- **Cell phone use is prohibited during instructional times. Cell phones need to be on vibrate or silenced and used only for school business. It is your responsibility that your time at work is instructing students and ensuring their safety at all times.**
- Personal cell phones use **MUST** be done during your lunch and prep times, when you are not instructing or responsible for students if it is not work related business.
- **Please stay OFF your cell phone while you are supervising students! It is**

important that all your attention is to the students and their safety.

- No cell phone use during duty times.
- No cell phone use during Professional Development times. Return calls after PD is over.
- Staff members who consistently abuse this policy will have a meeting with the principal to review the cell phone policy for Crownpoint Middle School. Continued abuse of the policy could result with a growth plan put in place.
- This cell phone policy is DISTRICT-WIDE and will be followed at Crownpoint.

STUDENT SUPERVISION GUIDELINES

- Students should be supervised at all times.
- In case of emergencies where a teacher or assistant must leave the room or duty area, these guidelines should be followed:
 1. Ask another school employee to cover the class or duty area.
 2. Call the office for help.
 3. Send a responsible student to the office for help.
 4. Call the office for the CPI team if the student is a threat to him/herself or others (CPI call is “Delta”)
- Examples of emergencies might include:
 - i. Health and physical emergencies of staff or students.
 - ii. Serious injury...does not move the individual.
 - iii. Major student behavior problem where someone might get hurt

CLASSROOM TEACHER RESPONSIBILITIES

- All classroom doors must remain unlocked while the teacher is in the classroom.
- A teacher is responsible for the entire classroom. This includes all equipment, supplies, books, etc. Any equipment broken or not useable

should be brought to the office. No equipment can leave the school without prior approval from the principal. All materials bought by school funds are school property.

- If the children will be using paint, glitter, glue, etc. that could damage the classroom floor, walls, or furniture, the teacher must make sure the students work on the tiled section of the room, or that some kind of protective covering is placed over the work area.
- Please keep your room neat, clean, and organized for an optimal learning environment.
- Please do not block doorways or stack objects too close to the ceiling (clearance 18”).
- Please make sure classroom lights are off and classroom door is locked before you leave at the end of the day. If you leave your classroom at lunch, please also lock your door.
- Students sent to the Health office must have a note from the classroom teacher indicating what medical problem the student is exhibiting.
- Daily attendance **MUST** be taken within the first five minutes of each class period. Contact the technology center if you need help as soon as possible. There is a district-wide call to parents telling them that their child is not at school in the morning.
- All grades and attendance will be kept on your workstation computer. All teachers will use the Power School attendance/grading software. Many of our state records are taken from Power School therefore it is of utmost important that it is kept up to date, accurate and used appropriately.
- PowerSchool: parents will be able to log into the site and look at their child’s grades and any messages being posted. It is very important that at least 2 grades per week be recorded into Power School.

- All teachers are **REQUIRED** to send a syllabus to all of your classroom parents/guardians, including classroom rules and regulations, sometime during the first week of school. You must include a signature section for acknowledgement. A copy of the syllabus will be submitted to the Instructional Coach as well.
- All teachers are required to receive approval from the principal of all parent/guardian letters, memos or notes that you send home **BEFORE** you send them home. This is a school policy.
- Teachers must make sure students have passes with them when going to the library, office, health office, and most importantly **RESTROOM**.

CLASSROOM VISITS

The principal will conduct classroom visits. These will be informal observations, for data reports and to assist in evaluations. When other consultants and the Instructional Coach visit classrooms it is for instructional support and program implementation support. The principal is the only person who conducts formal evaluations, not any of the consultants or IC.

Here are some of the things the principal will be looking for on the visits.

- Data chart showing students' assessment results.
- Daily learning and language objectives clearly written on the board and reviewed daily with students.
- Utilization of Bloom's Taxonomy at the higher levels.
- Grade level appropriate instructional materials.
- Clean and safe classroom environment (**NO CLUTTER!**)
- Classroom environment conducive to learning and student safety
- Classroom management practices conducive to student learning and student nurturing.

- Grade level standards posted for that quarter.
- Discipline policy posted and implemented consistently.
- Classroom rules posted and evidence in student behaviors that they are being enforced.
- Data folders up to date and showing ongoing growth.
- Fire Escape Plan posted in your classroom next to the door.

Teachers may be put on a Professional Growth Plan following the very first classroom observation if they are not following the above guidelines or school and district policies.

SCHOOL SECRETARIES

The school secretaries are assistants to the principal. They also play a very important role in greeting the community and public in general. They are the school's first communicators with parents, community and district offices. They perform secretarial and clerical work for the principal and are responsible for maintaining the school's office. Secretaries are responsible for keeping records on students, finance, purchasing, safety, inventory, incoming/outgoing mail, and work as liaisons between parents and the school along with various other duties. If time permits, they are always willing to help the staff with other tasks. Please submit these requests in writing.

Secretaries need to know where all classes are at all times. Teachers must notify the office of any type of activity where in which the students will leave the school grounds. Secretaries need to know the exact locations and times of departure and return. Please notify the office if you as the staff member will be leaving school grounds during school hours.

CUSTODIANS

The school is cleaned each evening (unless the custodian assigned to that area is absent then the head custodian and other custodian will empty trashes.) To assist the custodians and to develop good housekeeping habits, students need to put the chairs on the desks or tables and pick up all items off the floor. If you have activities that need additional clean-up, set aside some time during the activity so that students can help clean up. This is good practice in responsibility.

If you have live animals, make sure the cages, aquariums, etc. . . are kept clean as well as the surrounding area. Negligence may create health concerns for the students. All live animals should be taken out of the school during extended holidays or breaks. Dogs and cats are not allowed to be kept as classroom pets or be brought into the building.

Maintenance work request forms are available in the office. Whenever custodial work is needed for your work area, complete one of these forms and submit it to the principal for approval. These requests are monitored by the principal and will be given to the custodians.

INSTRUCTIONAL COACH

The Instructional Coach is not an evaluator. Our IC will conduct data walks and is here to assist classroom teachers in providing support and instruction on how to be an effective and efficient teacher. Please utilize this support within your classroom. The IC works closely with the principal to help the school be successful. Support for school success include but not limited to:

- working directly with staff,
- 90 Day Action Plan input,
- meeting with the BLT
- school decision-making input

The IC will help conduct professional development. Our IC is here to support you

to be successful in helping student achievement.

HEALTH ASSISTANT

The school health assistant performs a variety of duties including prevention, intervention, and health promotion. Students who are injured or feeling ill should be escorted to the Health Assistant's Office with a note and pass. The health assistant also controls and monitors any medication that needs to be administered. **Students should never have any type of medication with them at any time (prescription or over-the-counter).**

The health assistant will do regular "head checks" to prevent outbreaks of lice. Do not single out one student if it is suspected. The whole class should be taken down and parents can be told that it is done as a whole class as a safety measure to protect everyone's confidence and health. There will be other types of prevention campaigns that will involve all students meeting with the health assistant. Teachers need to work cooperatively in scheduling these.

The school health assistant is not a nurse and cannot diagnose severe illnesses or situations. Students may not call home from your classroom if they are sick. They must see the health assistant and s/he will do a write-up and make a recommendation if the student should go home. S/he will contact the classroom teacher shortly after this takes place to make sure the classroom teacher knows so the teacher can get their materials and homework ready.

When the health assistant is out, only serious situations should be referred to the office.

STUDENT ASSISTANCE TEAM

Crownpoint Middle provides students, teachers and parents/guardians with the Student Assistance Team. The SAT works with teachers and parents/guardians to provide academic, behavioral, social,

emotional and physical interventions for students who have been identified by teachers or parents/guardians in need of assistance.

It is very important that teachers making SAT referrals complete all the required paperwork and keep ongoing documentation of the student being referred to SAT.

It is every staff member's ethical responsibility to make sure that students are receiving instruction with fidelity and if there are concerns that a child is not progressing you must refer a student to the support team with the required paperwork in place.

DO NOT fail to refer a child to the SAT because of the required paperwork. It is your job to help all students be successful!

COUNSELOR

This year our school counselor will be in charge of the following programs: Academic counseling, Behavior Counseling, Group Counseling, One-on-One Counseling, Red Ribbon Week, Mediation, Family/School Crisis Committee (deaths in student families), Abuse/Neglect Staff Training, All referrals to Social Services, and other issues that may come up during the year. She will coordinate voting for student and staff member of the month. The counselor will be available for staff counseling and parent counseling.

FIELD TRIPS

- All field trips should somehow be tied to standards. The purpose of these trips is to enhance classroom learning experiences. When students return they can use the experience in their writing, oral language development, etc.
- All field trips must be appropriately chaperoned. ALL NON-SCHOOL EMPLOYEES that are going to chaperone must have a current background check,

including fingerprints on file with the Personnel Office. Make sure parents that want to chaperone are aware of this requirement. There is a fee for this that the parents must pay. Must also have an Approved Volunteer Application on file in the Personnel Office.

- Bus requests for field trips must be submitted very early in the school year (September).
- Field trips should not be planned or taken unless the students' regular classroom teacher, or another teacher from the building, will take the trip with them. Substitute teachers should not be utilized for field trips unless there are extreme circumstances. All teachers should accompany their students on the field trip.
- Please turn in all your field trip requests to the principal for approval. You must list standards being addressed in order to justify your field trip.
- Requesting sack lunches for your field trips must be done at least 3 weeks in advance. The form to fill out is in the lounge or you can get one from Ms. Miller. Make sure you include the bus driver and chaperones in your lunch count.

BREAKFAST IN THE CLASSROOM

Breakfast is known to be the most important meal of the day. The benefits related to students eating breakfast are well documented. Everyone wins...students, teachers, parents, principals, and the Student Nutrition Program. Research shows the following positive effects when students eat breakfast:

- ✓ Attendance improves
- ✓ Behavior problems decrease
- ✓ Visits to nurse decrease
- ✓ Attention span improves
- ✓ Achievement scores go up
- ✓ Student nutrition improves

The process for the program is as follows:

Cooks will prepare a breakfast for every student in the school.

- Breakfast will be delivered to the classrooms

- Students can share their unwanted food with each other.
- The custodians will place trashcans specifically for the Breakfast Trash in the hallways. Do not use the classroom trash cans for the Breakfast trash.
- Every child eats breakfast in the classroom for free at Crownpoint Middle School.

LUNCH PROCESS

- All of our students at Crownpoint receive free lunch.
- All teachers must be in the hallway during the passing period and direct all students to the lunchroom.
- Lunchroom duty personnel will take over the supervision of the lunchroom.
- It is important for teacher and duty personnel to be on time.
- Students will be allowed to wash tables, sweep or do other lunchroom jobs at the discretion of the principal and head teacher.

SOFT DRINK PROHIBITION

School Board Policy States:

- Soft drinks and food are not to be sold at school. Only soy milk or bottled water may be sold during school hours.

As a staff, we must model this policy, therefore:

- All soft drinks purchased in the lounge must be in another container (dark colored water bottle or other container where students do not suspect soda is in it) if taken out of the lounge and into the classrooms or hallways. We must set an example for our students.

SNACKS

- If parents want to bring snacks for their child's birthday, encourage them to bring healthy snacks. All snacks must be purchased, not homemade.

- Please remember to keep the food healthy (state law mandates that and it is our school policy).

TECHNOLOGY

When you have problems with the technology or telephone in your classroom call the help desk at extension 12250. Be sure to leave a message (your name, school, extension and problem) if the call goes to voicemail. Someone will return your call to assist you as soon as they can. They are often pretty busy, but prompt with returning calls.

For problems that are not critical in nature use the Online Help Desk Ticket Feature in eChalk. This will create a ticket and as the ticket is worked you will receive emails detailing the progress.

It is your responsibility to make sure that you are able to access your e-mail and phone. This is part of your job. Technology often sends out e-mails letting the whole district know if there is a problem or if something is being worked on. Otherwise, contact the technology center for help if you find that you have any problems with your phone or computer.

TECH SUPPORT/HELP DESK: Including Phone Help ext. 12250

All technology must be checked out through Ms. Perry. You should not have any type of computer, laptop, camera, or technology item that has not been checked out through Ms. Perry. All items **MUST** have a GMCS number or Crownpoint name on it. If it does not, please see the bookkeeper for one.

NO TECHNOLOGY equipment will be checked out of the building or leave the building for any reason without the principal's approval with the exception of your school issued laptop. This is district policy! Please see Dr. Cubacub for the proper form if you would like to do so.

BUILDING LEADERSHIP TEAM

- Building Leadership Team (BLT) – The purpose of the BLT is to provide leadership, guidance, communication, and resources to the learning community and to inform the decision making processes.
- Members of the BLT meet as needed to discuss progress towards goals, and analyze CBM data. They make recommendations and provide communication in all aspects of the learning community.
- To support strong communication across the school, it is vital that goal team membership reflects a cross section of the staff. Each person brings their unique perspective and expertise to the goal team, allowing all voices to be heard in the spirit of collaboration.
- All staff members are expected to serve on a goal team in order to support the school and district Educational Plan for Student Success (EPSS) goals.

GOAL TEAMS & STRATEGIES

Goal Teams will meet to discuss the issues that are raised. Participants will be expected to participate in the discussion on a weekly basis.

ELA Goal Team: all students will perform at or above grade level in reading as measured by Riverside Pre and Post Tests, TLI short cycle assessments, PARCC, NMSBA Science, and bi-monthly Curriculum Based Measures (CBMs).

- ✓ ACE Rubric
- ✓ ELL strategies
- ✓ Marzano Strategies
- ✓ Tier II intervention groups
- ✓ Tier III interventions
- ✓ Collect, analyze and publish data
- ✓ Make suggestions for next steps
- ✓ Make recommendations for reading and language issues

Math Goal Team: All students will perform at or above grade level in math as measured by Riverside short cycle assessments, PARCC, and Curriculum Based Measures.

- ✓ ACE Rubric
- ✓ Tier II Intervention groups
- ✓ Tier III Interventions
- ✓ Implementation of MyMath
- ✓ Collect, analyze and publish data
- ✓ Make suggestions for next steps
- ✓ Make recommendations for math issues

Climate and Culture goal team: all staff and students will work and learn in a safe and loving environment.

- ✓ Reward and recognition
- ✓ Student satisfaction
- ✓ Custodians
- ✓ School environment
- ✓ School safety plan
- ✓ Perfect attendance/tardy policy
- ✓ Implementation of school-wide discipline policy
- ✓ SAT
- ✓ Parental Involvement
- ✓ Advisory School Council
- ✓ PTO
- ✓ Collect, analyze and publish data
- ✓ Make suggestions for next steps
- ✓ Make recommendations for solutions to issues

Crisis Prevention Intervention (CPI) Procedure

- A “DELTA” is a call to the office for help when a student becomes a danger to themselves or their classmates/teachers.
- If the adult in charge needs help to control an out of control student, please follow this procedure.
- A “DELTA” should never be used as a threat (i.e.: “I will call “DELTA” for you if you do not calm down.”)
- A “DELTA” is an immediate call for help in a serious situation.

- If a student is out of control and a danger to themselves or others, call the office and ask for a “**DELTA to room #__.**”
- After a CPI trained staff member arrives, direct your students to leave the classroom to join you for a walk around the building or another appropriate location. The point is to remove the audience from the potential harm. You will leave with them. You can have them line up outside the classroom until a team member has arrived to supervise the student who needs help.
- The team should arrive within seconds of the call. The team will then be responsible for the situation while you take the others to safety. Someone will let you know when to return to your room.

CPI “DELTA” Team Members

A CPI Team will be assembled from the staff that is trained. The employees selected for the team will be based on individuals that will have the least impact on the educational process.

Other staff members that have been trained will respond to the “DELTA” calls as backups on an as needed basis or a dire emergency.

Once a CPI call has concluded the team will meet in the principal’s office to review what just occurred and to complete the CPI incident report.

Crownpoint Middle School
(505) 721-5410

Library and Computer Lab Procedures

1. Classes must be supervised by the teacher at all times.
2. Keep the Library and Lab clean. Please have students pick up around their area.
3. No food, gum or drinks allowed.
4. The lab is for student academic use only. Keep your students on task to avoid any misuse of computer time.
5. If you sign on to a computer, it is your responsibility to sign off.
6. Do not make any changes to the startup screen, home page, or favorites list.
7. Each person is set up with a library account, therefore all items must be checked out.
8. All reservation for equipment or use of the Library or Lab must be made one day in advance. Make all reservations with the Librarian Assistant.
9. The Library, Lab and audio visual equipment may be reserved for five days in a row, with a five day “rest” period in between.
10. Teachers and Substitutes are responsible for picking up and dropping off equipment.
11. Equipment pick up is between 7:30 a.m. and the beginning of school.
12. Equipment must be returned to the Library by 3:30 p.m. on the last day of your reservation.
13. The care and condition of the equipment is closely monitored.
14. It is your responsibility to return all items in the condition that you have received them.
You are held accountable for all items that your students handle.
15. When the Librarian Assistant is absent, the library is not available for use.
16. Do not send students to the library for discipline issues. You may send them to do make up work, tests or are in need of a quiet area. Please make arrangements with the Librarian Assistant ahead of time.
17. Priority of computer lab usage is for core classes and intervention classes. Reserve the lab with the Librarian Assistant ahead of time.
18. After school library usage is for staff meetings and after school tutoring.

Crownpoint Middle School

Field Trips:

1. All trips must be approved by the Principal.
2. All trips must be educationally focused and support the school EPSS.
3. Read & follow the GMCS Support Services Activity trip guidelines.
4. Teachers must complete the following record keeping at least two (2) weeks in advance:
 - a. Trip request via Trip Direct on the district website.
 - b. Cafeteria/Lunch form or arrangement for meals.
 - c. Permission slips signed by the student's parent/guardian.
 - d. Provide a list of students going on the trip to the secretary along with names of all chaperones including their contact information.
 - e. Provide a trip itinerary with contact information of the teacher.
5. Adequate supervision must be arranged by the sponsor/teacher. One adult per 15 students, one male and one female require for mixed groups.
6. Teacher must take copies of permission slips with emergency information including a contact number for each student.
7. Final list of students/adults going on the trip must be left in the front office prior departure.

Check List:

1. ___ Principal Approval.
2. ___ Itinerary to office (date, destination, departure/return time, etc.)
3. ___ Trip request in Trip Direct.
4. ___ Lunch Request Form.
5. ___ List of students to the attendance secretary.
6. ___ Chaperones Verified _____ & _____.
7. ___ Permission slips signed by student's parent/guardian.
8. ___ List of emergency numbers for students and chaperones.
9. ___ First Aid Kit, ice chest filled with ice and water, etc.

The policies and procedures from this handbook are subject to change as necessary. CPM and GMCS administration reserve the right to update and modify this handbook based on the need to improve the classroom and school environment.

Crownpoint Middle School

Staff Handbook Receipt Acknowledgment

I, _____, hereby acknowledge receipt Crownpoint Middle School Staff Handbook. I agree to abide by the rules and instructions governing employment in CPM. My signature verifies that I have read and understand the aforementioned requirements. The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. The information in this handbook is subject to change as situations warrant, and I understand that changes in the policies may supersede, modify, or eliminate CPM and GMCS policies summarized in this booklet. I accept responsibility for keeping informed of these changes. I hereby acknowledge that I may access Board policies by visiting the District's website.

This handbook is neither a contract nor a substitute for the official GMCS policy manual. , it is a guide to, and a brief explanation of, CPM and GMCS policies. District policies and procedures can change at any time. For more information, employees may confer with their supervisor, call the appropriate District office, or refer to District policy on-line. I understand that I have an obligation to inform my supervisor or department head of any changes in personal data, such as phone number, address, etc. I also accept responsibility for contacting my supervisor and/or Personnel Office if I have any questions or concerns and need further explanation.

Employee Signature: _____

Date: _____

Please complete the above information and return to the Principal Office no later than August 22, 2016.