

Tazewell Middle School
2011/2012
Faculty / Staff Handbook

This handbook contains information, policies, and procedures pertinent to each TMS employee.

Contact Information

We have included contact numbers in order to keep all personnel informed of unexpected situations that may occur outside school hours. Please inform the office if any numbers are incorrect. **Please take a copy home.**

Substitutes

Each teacher will contact their own substitute. If you know **prior to the day** of your absence you will need a substitute - write the date down and give to Kathy Hicks. Kathy will only contact substitutes during school hours! **Substitute list, provided by the office** are the only people that may be contacted for work.

Equipment / Supplies / Materials

Equipment / Materials

Every teacher is responsible for the care / proper use of all school property. Any damage or theft of school equipment is to be reported immediately.
Classroom inventories are to be completed upon request- this is required for insurance purposes. Marsha Tarter is our technology contact – if you have questions / concerns regarding equipment / library issues email Mrs. Tarter.

Textbooks

Every teacher is responsible for a class **textbook loan sheet** when issuing books at the beginning of each school year. Please make a copy for administration. This sheet is to be **completed** at the close of the school term as a requirement for check out. TMS is required to submit a complete book inventory – these loan sheets are necessary for this process.
Please notify Mrs. Smith with any additional textbooks / workbooks request.

Receipts / Disbursements for School Funds

Use brown envelope **every** time money is turned into the office.
Write receipts to students for **any** money collected.
Money must be counted and put on a form with receipts / forms may be picked up from Kathy.
Request for checks must be supported by complete documentation. (purpose of purchase)
No reimbursements without receipts for the exact amount.
Notify Kathy (in advance) 24 hours for any reimbursement – any purchases made.

This information is mandated for school audit.

Lunch/ Breakfast

Student / breakfast / elementary / middle / high = \$1.00

Student / lunch / elementary = \$1.60

Student / lunch / middle / high = \$1.90

Adult / breakfast = \$1.50

Adult / lunch = \$2.75

Lost and Found

Place lost items in the designated lost and found room. If the item is a purse, phone, electronic device, or considered “at risk” to disappear please bring to the office. **Do not open personal items (administration will take care of identifying items)**

Classroom Procedures

Passes

Each student is required to have a signed planner / note to move throughout the building after tardy bell. The pass should include student name, time/date student left classroom, teacher’s name, and student destination (passes have been made). These passes will allow school personnel to monitor student activity. Faculty, when you see students in the hall - ask to see their planner / hall pass.

Any teacher granting permission for a student to come early (before school) or keeping a student late **MUST** provide a pass. If a student does not have a pass – he / she will not be allowed past the morning teacher on duty.

(Teacher) Classroom Policies

Each classroom teacher establishes a climate that is conducive for academic and emotional growth. Classroom expectations are to be written and posted within the classroom. Spend time (verbally) stating these expectations the first days of school and then remind students throughout the school year.

Classroom Procedures

ESD Guidelines to be followed

Teachers - be on time and prepared to greet your students. Behavior problems will be reduced if hall / locker areas are supervised. Monitor from your door - as the students walk in expect them to be seated! Do not leave your students without supervision. **This is a liability!!**

Cell phones should only be used during your break / lunch period. No texting permitted during class time.

1st offense - verbal warning

2nd offense - conference with administration / written reprimand stating noncompliance with procedures.

We cannot hold expectations for our students if we do not hold the same expectations for ourselves as professionals.

Dress Code

Teacher dress code aligns with student dress code. We are professionals, dress accordingly.

Jeans are worn on “dress down” days upon administration approval.

Work Days

Please make arrangements for your children to remain with a caregiver. Children arriving after school need to remain in **your** classroom. This is a safety concern. **Children are not to be left unsupervised by parent.**

Leaving School (during the day) is discouraged

If it is necessary to leave school during the day (planning) notify **administration for approval**, sign the form located on the office counter (binder) and inform Sherri / Kathy. If your class needs coverage complete the appropriate form.

Attendance is to be completed by the end of first period each morning – the daily memo will be emailed upon receiving attendance.

Discipline

Tazewell Middle School is an ESD School (Effective School Wide Discipline) - procedures have been established by our team and we are pleased with our progress. Our ESD Team plans to review procedures and address any changes during staff meetings prior to school beginning / throughout year as necessary. New faculty members will be meeting with Allison Gillespie to discuss ESD policy.

“Positive Praise”

Teachers, email Mrs. Smith positive reports and a phone call will be made from the office. Administration will share with parents “teacher’s comments” This is another great way build and maintain communication.

Communication

We realize privacy is necessary when discussing student progress / behavior - We now have two phones available for faculty use. The conference room and the record room may be utilized for phone contacts.

Mail

Please check your mailbox in the morning, after lunch (bus notes) and in the evening before leaving school.

E-Mail

Please check your email daily. We forward information as it is received – this is time saving and decreases class disruptions.

Homework

Guidelines are available for you at TCPS Home page /Documents / Policy Manual / Instruction / IKB Homework

Be mindful of the following:

Homework should be assigned after introduction and through explanation of the skills necessary to successfully complete the assignment.

Homework should not be used for disciplinary purposes.

Homework hotline – UPDATE

Bulletin Boards

Schedules have been provided for the year. Keep your bulletin boards attractive. They are viewed by visitors and our students. Remember to clear your bulletin board at the end of the month – so it is ready for the next person to complete.

Dances

Schedules are included in this handbook. It is your responsibility to make arrangements with a colleague to cover for you in your absence. Inform administration of any changes.

Lesson Plans

Lesson plans are to be completed each week and submitted by email to Mrs. Smith/Mr. Brown. Refer to list (in your packet) If you are planning to be absent leave plans for your substitute. If it is an unplanned absence please have a plan available for your substitute or email Mrs. Smith/Mr. Brown your plans.

The following teachers will be on full evaluation cycle for the 2011 / 2012 school year. There will be a full evaluation meeting Tuesday, August 16, 2011 in the library.

<i>Patti Gail Cecil</i>
<i>Michele Carlock</i>
<i>Ellen Davidson</i>
<i>Allison Haga</i>
<i>Sherry Hale</i>
<i>Katie Hurley</i>
<i>Ben Jackson</i>
<i>Rebecca Kaylor</i>
<i>Adam Lallande</i>
<i>Jennifer Lowe</i>
<i>Ashley Reeves</i>
<i>Cindy Tabor</i>
<i>Marsha Tarter</i>

MENTORS

<i>New Teacher(s) out of county</i>	<i>Mentors</i>
<i>Ben Jackson</i>	<i>Kathy Claytor</i>
<i>Allison Haga</i>	<i>Marsha Parsons</i>
<i>Caitlin Hutchison</i>	<i>Allison Gillespie</i>
<i>Melissa Mullins</i>	<i>Ashley Reeves</i>

<i>New Teachers within county</i>	<i>Buddy "go to person"</i>
<i>Cindy Tabor</i>	<i>Donna Cornett</i>
<i>Sherry Hale</i>	<i>Melissa Thompson</i>
<i>Crystal Elswick</i>	<i>Sarah Surber</i>

Submit lesson plans by email (weekly)

Mrs. Smith	Mr. Brown
Wayne Cochran	Mary Brown
Donna Cornett	Michele Carlock
Lori Sharpe	Patty Gail Cecil
Randy Cordle	Katie Hurley
Allison Gillespie	Ellen Davidson
Tammy Hilt	Crystal Elswick
Kathy Claytor	Sherry Hale
Lori Hypes	J.C. Higginbotham
Becky Kaylor	Ben Jackson
Mairlyn Kiser	Adam Lallande
Bill Mitchell	Jennifer Lowe
Marsha Parsons	Renee McAvoy
Melissa Mullins	Ashley Reeves
Cindy Tabor	Justin Gray
Marsha Tarter	
Lee Walker	
Tammy Wilson	

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**TMS Committees
2011 / 2012**

Leadership Team	ESD Team	Crisis Management	Social Committee	SOL Rewards
<i>Susan Rash *</i>	<i>Allison Gillespie *</i>	<i>Lori Hypes *</i>	<i>Jennifer Lowe *</i>	<i>Marilyn Kiser *</i>
<i>Adam Lallande</i>	<i>Paula Sparks *</i>	<i>Wayne Cochran</i>	<i>Michelle Smith *</i>	<i>Donna Cornett *</i>
<i>Marsha Parsons</i>	<i>Michelle Smith</i>	<i>Ellen Davidson</i>	<i>Marsha Tarter</i>	<i>Becky Kaylor</i>
<i>Michele Carlock</i>	<i>Sherry Hale</i>	<i>J.C. Higginbotham</i>	<i>Cindy Tabor</i>	<i>Sarah Surber</i>
<i>Debbie Wallace</i>	<i>Adam Lallande</i>	<i>Michelle Infante</i>	<i>Kathy Claytor</i>	<i>Tammy Wilson</i>
<i>Paula Sparks</i>	<i>Ashley Reeves</i>	<i>Melinda Smith</i>		<i>Patty Gail Cecil</i>
<i>Melissa Thompson</i>	<i>Marilyn Kiser</i>	<i>Chad Brown</i>		<i>Bill Mitchell</i>
<i>Melinda Smith</i>	<i>Donna Cornett</i>			<i>Lee Walker</i>
<i>Chad Brown</i>	<i>Katie Hurley</i>			<i>Renee McAvoy</i>
	<i>Ben Jackson</i>			<i>Justin Gray</i>
	<i>Melinda Smith</i>			
	<i>Chad Brown</i>			

** Indicates Committee Chair*

Renee McAvoy is our TEA representative. Please contact Renee with any questions / concerns – she will provide information throughout the school year (when received)

**Dance Schedule
2011 / 2012**

October 20th 3:30-5:30	December 8th 6:00 – 8:00	January 12th 3:30 – 5:30	March 24th 3:30-5:30
<i>Chad Brown</i>	<i>Donna Cornett</i>	<i>Ben Jackson</i>	<i>Mary Brown</i>
<i>Kathy Claytor</i>	<i>J.C.Higginbotham</i>	<i>Patty Gail Cecil</i>	<i>Sarah Surber</i>
<i>Debra Wallace</i>	<i>Sherry Hale</i>	<i>Allison Haga</i>	<i>Ellen Davidson</i>
<i>Marsha Tarter</i>	<i>Melissa Thompson</i>	<i>Michelle Smith</i>	<i>Cindy Tabor</i>
<i>Tammy Hilt</i>	<i>Bill Mitchell</i>	<i>Paula Sparks</i>	<i>Michele Carlock</i>
<i>Katie Hurley</i>	<i>Lori Hypes</i>	<i>Lee Walker</i>	<i>Jennifer Lowe</i>
<i>Rebecca Kaylor</i>	<i>Wayne Cochran</i>	<i>Marilyn Kiser</i>	<i>Renee McAvoy</i>
<i>Ronda Sheppard</i>	<i>Allison Gillespie</i>	<i>Adam Lallande</i>	<i>Tammy Wilson</i>
<i>Marsha Parsons</i>		<i>Susan Rash</i>	<i>Ashley Reeves</i>

It is your responsibility to make arrangements with a colleague to cover for you in your absence. Inform administration of any changes.