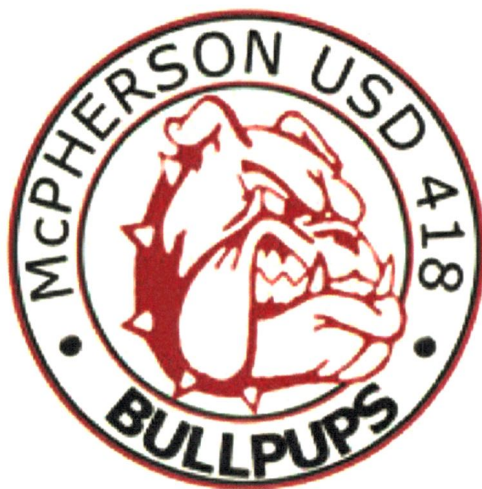


**McPherson Middle School  
700 East Elizabeth  
McPherson, Kansas 67460  
620-241-9450 (Main)  
620-241-9456 (Fax)**

## **Staff Handbook 2018-19**



**“Future Ready Through Balanced Personal Learning”**

Social Emotional Learning, Academics, Civic Engagement

**Brandon Simmelink, Principal**

**Inge Esping, Assistant Principal/Activities Director**

McPherson Unified School District 418, McPherson, Kansas, does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in admission or access to or treatment of employment in its' programs and activities. Questions regarding the above should be directed to Mr. Gordon Mohn, Superintendent, 514 North Main, McPherson, Kansas, 620-241-9400.

BOE Approved: 8/13/2018

## Table of Contents

3	Mission Statement
3	Vision Statement
3	Middle School Goals
3	Announcements and Important Notices
3	Building Teams, Section 504, GEI Meetings, and IEP Meetings
3	Care of Building and Classroom
4	Copying and Building Copy Machines
4	Chrome Books
4	Pack Time
4	Personalized Learning Time(PLT)/Self-Directed Learning (SDL)
4	Mentoring
4	Make-up Work
5	Tardies
5	Human Sexuality
5	Study Times/Tutorial
5	Citizenship Characteristics
6	BARK Discipline Matrix
6	Lockers
6	Telephone
7	Hall Passes and Hall Supervision
7	School Newsletter
7	Progress Reports
7	Keys and ID Badge System
7	Grading Scale
8	Sexual Harassment
8	Student Agenda Books/Electronic Calendars
8	Student Textbooks
8	Teacher Weekly Lesson Plans
8	School Cancellation
9	Discipline Plan
10	Faculty and Staff Meetings
10	Professionalism
10	Semester Parent/Teacher Contact Logs
10	Teacher Absences/Substitute Procedures
10	Building Budgets/Purchasing Procedures/Leave Requests
10	USD 418 Video Policy
12	Teaching Teams and Departments
13	School Wide Committees
14	AM/PM Supervision Schedule
15	Supervision Procedures and Expectations
17	Emergency Drill Procedures
19	Emergency Drill Schedule
19	Calendar of Events
20	2018-2019 Lunch Schedules
21	MMS Daily Schedule
22	11:30 AM Dismissal Schedule
23	12:30 PM Dismissal Schedule
24	MMS Assembly Schedule
25	2:00 PM Assembly Schedule
26	2-Hour Late Start Schedule

**Mission Statement**

The purpose of schools in McPherson USD 418 is to prepare students to be successful in life, which includes citizenship ready, college ready, and career ready skills. To this end, students should be skilled in effective writing, communication, study skills, technical/critical reading, problem solving, critical thinking, working with others, and cooperation.

**Vision Statement**

“Future ready through balanced personal learning”

**Middle School Goals**

To provide a respect for education and what it has to offer, the goals of McPherson Middle School will be to provide students with:

- A balanced curriculum, which includes: language arts, mathematics, physical education, science, social sciences, technical education, and the fine arts.
- Skills for success in goal setting, organization, critical/logical thinking, and decision making.
- Opportunities to develop self-esteem, self-reliance, and self-discipline.
- Social skills that will help them interact effectively, cooperatively, and respectfully.
- A variety of experiences, which explore many areas and develop individual talents and interests.
- A realization of their responsibility as contributing members of the large community.

**Announcements and Important Notices**

Administration will send weekly communication to all staff outlining upcoming events on a weekly basis via email or google docs. This will be sent out no later than Sunday night. One bulletin board in the teachers' workroom will be used for general announcements such as: staff parties, job vacancies, MEA news, etc. and one bulletin board will be used for in-service opportunities. Other daily teacher announcements will be communicated through email or on PowerSchool announcements. Daily student announcements will be communicated via google docs or through district email.

**Building Teams, Section 504, GEI Meetings, and IEP Meetings**

Teachers are expected to provide input for General Education Intervention (GEI), Individualized Education Program (IEP), Section 504, and building team meetings for students enrolled in their classes. If the meeting is scheduled at a time you are unavailable, a concise written report regarding the student's current progress should be given to the principal or the person scheduling the meeting. Watch for notices of meetings in the staff memos, google docs, Google Calendar, and email messaging.

**Care of Building and Classroom**

If custodial services are needed, please contact the assistant principal or secretary. The following suggestions may be helpful in keeping the building clean and in good order:

- Keep desks and tables free from unnecessary clutter.
- Teach students to put all waste paper, towels, etc., in proper containers.
- Notify custodians immediately if ink, acid, or other liquid is spilled.
- Blackboards/Whiteboards will be cleaned regularly. If you want certain board work saved, let the custodians know.

## Middle School Staff Handbook

- Before class dismissal, give students adequate time to clean up any paper around their desks, get books, and straighten up chairs and desks. This helps create an atmosphere of orderliness and neatness for the incoming class.
- Custodians are responsible for keeping restrooms free from obscene marks. Since most of the marking is done during class hours, cooperate by not allowing students to leave the room during class periods except in emergencies. Please report any observed vandalism immediately.
- Materials should be kept in cabinets or shelves. Please do not keep materials in boxes that are stacked in classrooms or on top of cabinets that are within 2 feet of the ceilings.
- Teachers should model neatness and orderliness.

### **Copying and Building Copy Machines**

Each floor will have a combination copier/printer, which is password protected. Staff will be able to print to the copier/printer throughout out the day. Faculty and staff are the only ones permitted to use the copiers/printers. Do not allow students to pick up copies or give out your password. Copyright laws are to be observed by staff members. The locations of each copier/printer are as follows:

- 1<sup>st</sup> Floor – Main Office**
- 2<sup>nd</sup> Floor – Library**
- 3<sup>rd</sup> Floor – Room 301**

### **Chromebooks**

All students, grades 6-8, will be issued a Chromebook. They will be checked out to them through the library and will be checked back in to the library at the end of the school year.

### **Pack Time**

**Purpose:** Pack Time should be used as a Tier 1 intervention to provide Social and Emotional Learning to students throughout the school. The purpose of this time is to build relationships between teachers and classmates, and to start the day on a positive note to help prepare students for learning throughout their day.

<b>IS</b>	<b>IS NOT</b>
Integration of Social Emotional Learning through vocabulary and daily conversations. Consistency in this area is vital to the success of our students.	Optional to Integrate Social Emotional Learning
Time to recap activities/happenings/interests outside of school	Academic time – This is not a time to check on missing work, to work on homework, or to have an academic focus
Time to interact with classmates and participate in social discussions/activities	Free time on Chromebooks or cellphones (Pack Time should be tech free)
Facilitated by the teacher with active engagement and involvement in the student activity	Disengagement by the teacher (this is not an additional time to prepare for upcoming classes)
Positive and uplifting	A time for negative discipline or lectures

### **Suggested Activities**

**2-3 minutes:** Flag Salute and Announcements

**9-10 minutes:** Conversations and Activities

*The Guidance Office will be providing conversation starters and activities for the teacher and the students to participate during Pack time. The following is a list of additional ideas to continue to conversations and activities. Please understand that this list is not exhaustive.*

- Recognize birthdays of students in your Pack
- SEL conversations and mini lessons.
- Student lead conversations about issues that matter to them
- Ask questions such as:
  - “Share one fun thing you did this weekend”
  - “What’s going on?”
  - “How are you doing?”

Breakfast should be allowed in Pack Time if students have not had breakfast.

### **Personalized Learning Time(PLT)/Self-Directed Learning (SDL)**

MMS utilizes a Self-Directed Learning (SDL) model throughout core content classes. Students will have additional work time for SDL during Personalized Learning Time (PLT) on Mondays during ELA, Math, Science, and Social Studies as well as during 7<sup>th</sup> hours on Tuesdays-Fridays. Please use [this](#) resource to view the roles of the student and the teacher in the PLT/SDL process. On Mondays during 7<sup>th</sup> hour, teachers will utilize the time to conduct Second Step and Naviance Lessons to their classes. A schedule will be provided for these lessons.

### **Mentoring**

Mentoring is defined as the **weekly**, one-to-one connection between a student and an assigned teacher in the school. The purpose is to have a **weekly** 10-minute check in, following a rigorous and customized process to assist students in setting goals, strategies, and reflection. The conversations can be generalized to assess how personal habits are helping/hindering academic, extra-curricular, and personal successes; as well as looking at where additional support may be needed to continue in the development of strong habits and meeting of academic outcomes. Please use [this](#) resource for additional information on the mentoring process. Mentoring may take place during Monday PLT times or during 7<sup>th</sup> hour on Tuesday-Friday. The team may decide the model that is most effective for their students.

### **Make-up Work**

Parents may request make-up work when students are absent for more than one day. Requests for assignments may be made by calling the school office before 9:00 AM. Assignments may be picked up between 3:15 PM and 4:00 PM. Following any absence, a student is entitled to full academic make-up privileges with no penalties. For short absences, the student will be given two (2) make-up days for each day absent. Students that have been suspended (OCS, ISS, OSS) will be able to make up assignments they missed. The suspension will be counted as a regular excused absence. Make-up time for longer absences will be determined in a reasonable manner so the student will not be unnecessarily penalized. Teachers will give needed assistance in make-up efforts.

### **Tardies**

Prompt arrival at school and to classes is expected of all students. Late arrival disrupts class and a loss of instructional time. A student will be counted tardy if they are not in the classroom at the time the bell rings. The only exceptions are students with signed passes. Be consistent in this process.

**Procedures:**

1. All tardies to class will be dealt with by the classroom teacher. Excessive tardies are detrimental to academic success and are discouraged.
2. Two tardies in any one class in a quarter will result in a student serving a 30-minute detention after school.
3. Three tardies in any one class in a quarter will result in a student being referred to the office.

Due to board policy, it is the school's responsibility to determine the reason each student is not in school by 9:00 AM. It is imperative and expected that teachers take attendance at the beginning of every class period and notify the office immediately if you suspect any students are absent without permission.

**Human Sexuality**

McPherson USD 418 policy provides parents a provision to request that their child be excused from instructional topics which (a) involve human sexuality and AIDS, or (b) topics that are objectionable on religious grounds. Families who believe either situation applies for their child should contact the school principal for detailed information about the procedures.

**Study Times/Tutorial**


Study times may be issued to students having incomplete or late assignments. This study time is to be served in the classroom of the issuing teacher. Procedures include:

- Study times will be served on the day following the notice.
- Students skipping study times will receive a detention to be served the following day.
- Students receiving more than one study slip in one day have the responsibility of arranging alternative study times with the teachers involved.
- Reasons for study times will be left to the teacher's discretion, unless specifically stated in the handbook.
- Assigned study times will not be considered formal disciplinary detentions.



**Citizenship Characteristics/McPherson Middle School BARK Discipline Matrix**

At McPherson Middle School, student citizenship grades are based on students following of the BARK Discipline Matrix included on the next page. Every student will start off the school year at the "Meets Expectation" level. Students will move on the rubric to either "Exceeds Expectations" or "Below Expectations". Detentions and office referrals will also be based on the BARK Discipline Matrix.

**McPherson Middle School BARK Discipline Matrix**

	<b>Be Prepared</b>	<b>Act Responsibly</b>	<b>Respect others</b>	<b>Keep safe</b>
 In the classroom	*Be in the classroom, when the bell rings  *Have required supplies  * S.L.A.N.T.	*Completes assignments on time  *Write assignments into agenda  *Participates in class activities	*Respect school property  *Listen politely and speak with good purpose  *Follow adult request quickly and without complaint	*Keep body and objects to self.  *Know the emergency procedures and take practices seriously

## Middle School Staff Handbook

 On Campus/ Restrooms	*Follow dress code  *Be in assigned location only  *Obtain a written pass	*Accept consequences without complaint  *Silence and put away all electronic devices during school hours unless approved	*Use quiet voice  *Speak with good purpose  *Apologize when violating personal space	*Use proper stairway directions  *Walk to the right in the hallway
 In the cafeteria/ recess	*Bring lunch or money to the cafeteria  *Be in assigned location only	*Use good table manners  *Follow lunch room rules  *Follow adult requests quickly and without complaint	*Maintain position in line  *Say “Thank-you” to those who serve  *During transitions, allow learning to continue in classrooms	*Walk with purpose to and from the cafeteria  *Keep area clean  *Follow designated route to recess

**Lockers**

Lockers will be cleaned out by students and checked by school personnel each semester. There may be additional locker checks throughout the year.

**Telephone**

Teachers will not be called out of class to receive telephone calls except in emergencies. Please check individual mailboxes and email for messages before school, after school, and during planning times. Personal long distance phone calls must be charged to home phone numbers. Meetings, notes, emails and/or telephone calls to parents are effective forms of communicating with parents. Please return calls to parents within 24-hours. Family contacts outside of the contracted day may be recorded in the [Parent/Teacher Contact Log](#).

Students may use the phone in the gymnasium corridor or their personal cell phones before and after school. With teacher permission, the counseling office phone may be used for emergencies such as sickness or teacher initiated study times.

**Hall Passes and Hall Supervision**

A hall pass is required if students leave classrooms during class time. Class breaks are for drinks and restroom needs. Do not allow students to use the restroom and get drinks during regular class time except in emergencies. Teachers should be at their classroom doors before school, after school, and during passing periods greeting and supervising students. Teachers are responsible for students assigned to their classroom at all times. Students should not be placed in the hall or in another room without supervision.

**School Newsletter**

The school newsletter will be published once a month and is available online at <http://mms.mcpherson.com> . Teachers are encouraged to contribute to “The Bullpup Express” by leaving a note in the secretary’s box.

**Progress Reports**

At the conclusion of each grading period, families will be notified that final quarterly or semester grades are available on PowerSchool. Parents will be able to request a paper copy of grade cards by contacting the Office. To ensure accurate record keeping and for eligibility checks, grades should be updated no less than once weekly.

**Keys and ID Badge System**

Interior building keys may be obtained from the assistant principal. Teachers are responsible for locking classrooms. Keys are not to be loaned to anyone and may be returned before leaving for the summer. Staff ID badges are utilized for outdoor keys to the building. Please contact the Office immediately if your ID badge is lost or stolen to have it deactivated.

**Grading Scale**

Teachers are expected to consistently document student performance results in order to evaluate progress and assign achievement grades at the end of each semester grading period. The following scale will be used:

A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

Teachers will personally notify the families of students that are not making adequate progress and are in danger or earning an F on any report card prior to grades being handed out.

Content comprises 30% of a student’s grade: 21% through Power Focus Areas, which are required, and 9% through Additional Focus Areas, which are optional, but highly encouraged. The remaining 70% of a student’s grade is based on the cognitive skills applied and learning that takes place during the deeply enriching project time. The rating of the cognitive skills is based on the utilization of the Cognitive Skills rubric.

**Sexual Harassment**

McPherson USD 418 policy states, “District employees shall not sexually harass, or permit sexual harassment of a student by district employee, student, non-employee, or non-student.” Students who believe they have been subjected to sexual harassment should discuss the problem with the principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

**Student Agenda Books/Electronic Calendars**

All students will keep a record of daily and/or weekly assignments in all classes. Students will have two options to record daily assignments. Agenda books will be given to students during the first period on the first day of school. Students should record daily assignments in the calendar



## Middle School Staff Handbook

section of the agenda. Students will have the option to utilize an electronic calendar in place of the written agenda. Students may utilize Google Calendar on their school issued Chromebooks. Teachers will write daily or weekly assignments on the board, including due dates. Assignments should also be given orally for those students who are auditory learners.

### Student Textbooks

Teachers are responsible for checking out textbooks when necessary to students. Conditions of textbooks must be carefully recorded since students are charged for damaged books returned at the end of the school year. A list of students and the number of book assigned to them must be turned in to the office by the end of the first week of school. Student names must be written in ink in all books assigned to them.

### Teacher Weekly Lesson Plans

Instructional planning takes a lot of time, but is essential for high quality instruction. Teachers are to utilize the district's essential learning skills and curriculum guides when planning instruction. All teachers are required to complete weekly lesson plans before beginning instruction each week. While utilizing the Summit Learning Platform, it is essential to complete prior planning to ensure that the materials are appropriate for the age of our students as well as match our community values. Lesson plans must contain:

- A brief student performance objective (describe what student behavior will be observed).
- Activities to be carried out in class (procedures).
- Materials to be used.
- Form of evaluation to be employed.

### School Cancellation

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation. The following media stations will receive notification by 6:30 AM, if possible:

McPherson:	KNGL	1540 AM
	KBBE	96.7 FM
	Television: Channel 13	
	Website: <a href="http://www.mcpherson.com">www.mcpherson.com</a>	
Salina:	KSAL	1150 AM
	KFDI	1070 AM
	KFDI	101.3 FM
	Television: Channel 12 (KWCH)	

The district's automated calling system will be utilized to notify parents of cancellations, announcements, and other important events. Notify the Office to have phone number changes reflected in the calling system.

### Discipline Plan

Detentions and office referrals are based on students not following classroom and/or building rules and expectations. Administration reserves the right to use the discipline plan as a guide on office referrals.

- Detentions – Detentions will be issued for misbehavior, unexcused absences, or missed assigned teacher study time.

## Middle School Staff Handbook

- Detentions will be served in the room of the teacher assigning the detention.
  - Detentions will be served at a time that is the discretion of the teacher.
  - Students who do not fulfill their detention requirement will receive a double detention, and then a referral if the double detention is not served.
  - Students should be given at least a 24-hour notification of detentions, study times, etc. This will allow the student and family time to arrange transportation.
- Office Referral Progressions for disruptive conduct, academic apathy, and skipping detentions:
    - 1<sup>st</sup> Referral: Administrative conference and out of class suspension for the remainder of the period and/or the next day with parental contact by the administrator.
    - 2<sup>nd</sup> Referral: Three day out of class suspension for that class with parental contact by the administrator.
    - 3<sup>rd</sup> Referral: One day in school suspension\* with parental contact by administration.
    - 4<sup>th</sup> Referral: Three day in school suspension\* with parental contact by administration.
    - 5<sup>th</sup> Referral: One day out of school suspension with parental contact by administration.
    - 6<sup>th</sup> Referral: Three day out of school suspension with parental contact by administration.
    - 7<sup>th</sup> Referral: Five day out of school suspension with a formal conference between parents and building administration.
    - 8<sup>th</sup> Referral: Five day out of school suspension with a hearing to consider long-term suspension or expulsion.

\*In school suspension time is 8:10 AM – 3:10 PM. While either serving in school suspension or out of school suspension, students will not attend any school functions held during or after the school day.

- Serious Violations such as fighting, harassment/bullying, illegal activities
  - 1<sup>st</sup> Referral: One to three days out of school suspension depending on the violation.
  - 2<sup>nd</sup> Referral: Three to five day out of school suspension, referral to the police, and a possible hearing.
  - 3<sup>rd</sup> Referral: Five day out of school suspension, police referral, and a mandatory hearing for long-term suspension or expulsion.

### **Faculty and Staff Meetings**

All teachers are expected to attend regularly scheduled staff meetings unless excused in advance. Teachers not in attendance will need to submit appropriate leave. Classified staff members are welcome to attend staff meetings. Staff meetings will be held in the commons area. Staff meetings are held the 3rd Thursday of each month from 7:00 AM – 7:50AM, unless otherwise designated and are located on a shared Google Calendar. *Please see the google calendar for dates and times.*

### **Professionalism**

- Appearance: Professional attire M-Th; jeans with school spirit shirt on Fridays.
- Language: Positive tone of voice; yelling not acceptable.

- Timeliness: Be on duty on time by 7:55 a.m. Be to meetings on time and participate for the entirety.
- Attitude: Welcome/Greet every student at the door with a handshake.
- Visibility: Being in the hallways; owning every child

### **Semester Parent/Teacher Contact Logs**

Teachers are expected to complete a minimum of five (5) hours of parent contact time each semester. The contact time must come outside of the contracted duty day. Time spent doing the duties of a coach may not be included in the Parent/Teacher Contact Log. Examples of contact time include, but are not limited to; IEP meetings, GEI meetings, before/after school parent conferences (building parent/teacher conferences not included), telephone contact, email correspondence, and building events. An electronic copy of the parent/teacher contact log will be sent to each teacher to utilize. Family contacts outside of the contracted day may be recorded in the [Parent/Teacher Contact Log](#).

### **Teacher Absences/Substitute Procedures**

Teachers are expected to enter all absences into the USD 418 sub-finder system (AESOP). It is good practice to notify the office of any absences, planned or unplanned. School business hours are 7:00 AM - 4:00 PM, 620-241-9450. Please ensure that substitute plans are detailed enough that anyone that enters your classroom can teach that days lesson, as well as, know your daily routines and procedures. For example, include a seating chart, safety drill expectations, IEP/GEI needs that are pertinent for your classroom to run smoothly. Best practices will be to always have an emergency set of plans for a substitute available in the case of an emergency absence.

### **Building Budgets/Purchasing Procedures**

The general fund-building budget will be divided by department. Each department will have an allocated amount of money in their general fund each school year. A purchasing card transaction log (purple sheet) or a requisition form (carbon copy) must be completed and approved before making a purchase. Please understand that the expectation is that district purchasing cards should be utilized for school related purchases. Teachers may not be reimbursed for purchases made with personal funds. Once approved, all original sales documents and the original itemized charge slip shall be submitted to direct supervisors within 24 hours.

### **USD 418 Video Policy**

Any video being shown in the classroom should be used to enhance instruction. Here are the parameters outlined in the USD 418 District policy for video usage that would apply to MMS:

Commercially-made videos/DVDs/Blu-Ray discs may be shown, in whole or in part, for *instructional purposes\** within the following guidelines:

Movies rated G--PreK-12

- Parent notification or permission not required

Movies rated PG--Grade K-7

- Parent notification or permission not required
- Principal approval required

Movies rated PG-13--Grades 6-7

- Timely parental notification required

Movies rated PG-13--Grades 8-12

- Parent notification or permission not required

Movies rated R—Grades K-7

- Not allowed to be shown

Movies rated R--Grades 8-12

- May not be shown in their entirety
- Clips of movies rated R may be shown with principal approval and timely parental notification.

Movies, which are not rated, such as documentaries, may be shown in grades PreK-12 without parent permission, as long as the movie is tied to class outcomes and is age-appropriate (teacher will use professional judgment and/or consult with principal to determine age-appropriateness).

**Non-commercially-made video content** (ie. Ted Talks/You Tube videos) may be shown, in whole or in part, for instructional purposes\* within the following guidelines:

- Online video content may be shown in grades PreK-12 with principal notification, as long as the content is tied to class outcomes and is age-appropriate. Parental notification is not required.

*\*Instructional Purposes*

- Teachers should ensure the movie has a clear, direct link to course content/ outcomes /standards.
- Teachers should include the movie in his/her lesson plans.
- Teachers should take care to not use a movie in its entirety, when a clip will fulfill the needs of the lesson.
- Teachers should be aware of all content of the movie prior to showing to students (best practice = preview the movie).
- Teachers will provide an alternate assignment to students whose parents request they not view the movie.
- Teachers should inform the principal/assistant principal when providing parent (notification or permission)

### MMS Teaching Teams and Departments

Grade Level Teams 18-19				
<b>6th Grade Red</b>		Cummings Whitmer (IR- Red Team)	<b>6th Grade White</b>	
<b>Math</b>	Tully		<b>Math</b>	Colgrove
<b>ELA</b>	Nye		<b>ELA</b>	Kanitz
<b>Sci</b>	G. Myers		<b>Sci</b>	J.Myers
<b>SS</b>	Gottwald		<b>SS</b>	Kinnamon
<b>7th Grade Red</b>		McCasland (IR- Red Team)	<b>7th Grade White</b>	
<b>Math</b>	Martin		<b>Math</b>	Huxman
<b>ELA</b>	Hendricks		<b>ELA</b>	Vetter
<b>Sci</b>	Specht		<b>Sci</b>	Niehage/Maxey
<b>SS</b>	Ellsworth		<b>SS</b>	Wash
<b>8th Grade Red</b>		McCoy (IR-Red Team)	<b>8th Grade White</b>	
<b>Math</b>	Fish		<b>Math</b>	Hoffman
<b>ELA</b>	Vernon		<b>ELA</b>	Pfannenstiel
<b>Sci</b>	Courtney		<b>Sci</b>	Duree
<b>SS</b>	Thimesch		<b>SS</b>	Bohnenblust
Hultberg-ELO			Jackson-PBS	
			Klassen-Functional Academics	
			Whitmer-PAWS	
			Wingert-Life Skills	

**Mathematics**

Colgrove  
Fish  
Hoffman  
Huxman  
Martin  
Tully

**ELA**

Hendricks  
Kanitz  
Nye  
Pfannenstiel  
Vetter  
Vernon

**Science**

Courtney  
Duree  
Maxey/Niehage  
G. Myers  
J. Myers  
Specht

**Social Studies**

Bohnenblust  
Ellsworth  
Gottwald  
Kinnamon  
Thimesch  
Wash

**Music**

M. Griggs (Vocal)  
N. Griggs (Vocal)  
Mann (Strings)  
Russell (Band)  
Unruh (Band)

**Technology**

Burk (Lab)  
Kornhaus (Lab)  
Niehage  
Cheek

**IPS/Counseling**

Jeff Allmon A-G  
Joan Schieferecke H-O  
Kim Krase P-Z

Brown  
Hultberg  
Labertew  
Sullivan(Psychologist)

**Special Education**

Cummings  
Jackson  
McCasland  
Whitmer

Harvey  
Klassen  
McCoy  
Wingert

**Art**

Bowers  
Watson

**Physical Education**

Adrian  
Montgomery  
Cheek

**School Wide Committees**

\*School Committees will be set in the fall\*

It is important that teachers take part in the various workings of the school building. We will have multiple committees for teachers to be a part of and will work to set those committees early in the Fall Semester.

## Staff AM/PM Supervision Schedule

\*Supervision schedule may be adjusted at any time based on building needs\*

<b>AM (7:55 – 8:05)</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>6th Grade Auditorium/Auditorium Entry/Outside</b>	Colgrove Kinnamon Tully	Gottwald Kanitz Nye	Gottwald Kinnamon Myers, J	Myers, G Kanitz Myers, J	Colgrove Nye Tully
<b>7th Grade Main Hall/Main Entry/Outside In-climate Weather-1 supervises Gym Balcony</b>	Huxman Martin Wash	Ellsworth Hendricks Vetter	Ellsworth Specht Wash	Niehage Specht Vetter	Hendricks Huxman Martin
<b>8th Grade Gym Hallway/Gym Entry/Outside In-climate Weather-1 supervises Gym Balcony</b>	Bohnenblust Fish Hoffman	Pfannenstiel Thimesch Vernon	Bohnenblust Courtney Thimesch	Courtney Duree Pfannenstiel	Fish Hoffman Duree
<b>Back Entry AM</b>	Kornhaus Bradshaw	McCasland Mann	Adrian Montgomery	Adrian Montgomery	McCasland Bradshaw
<b>Breakfast</b>	Counselors Reiss	Counselors Reiss	Counselors Reiss	Counselors Reiss	Counselors Reiss
<b>PAWS/ED</b>	Jackson/ Whitmer/ Labertew	Jackson/ Whitmer/ Labertew	Jackson/ Whitmer/ Labertew	Jackson/ Whitmer/ Labertew	Jackson/ Whitmer/ Labertew
<b>PM (3:10-3:25)</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Outside PM</b>	Hultberg McCoy M. Griggs	Bowers Duree McCoy	Cummings Myers, G M. Griggs	Bowers Niehage Russell	Cheek Cummings Maxey
<b>Back Entry PM</b>	Wingert	Klassen	Burk	Klassen	Wingert

### **Supervision Guidelines/Procedures**

#### **Supervision Expectations for STUDENTS:**

- Students should not be in the building prior to 7:55 without a pass.
- Students should be outside at the assigned door for their grade level.
- Students should stand behind the line at the end of the railing.
- Students may enter the building when the bell rings at 8:05.
- Students should walk their bicycles/scooters on campus.
- Students should be able to take their instruments to the band/orchestra storage room beginning at 8:00.
- Students should be off campus by 3:25 unless in an activity.
- Students should abide by normal school/classroom expectations.
- Students that ride the bus should enter the building on the North side, unless it is raining.
- Students may participate in non-contact activities before and after school. ie-playing catch, tag, etc.

#### **For Inclimate Weather (32 degrees or colder, raining, etc):**

##### **Auditorium:**

###### 6th Grade:

- Students should put backpacks along back wall or neatly in the hallway.
- Students should not climb over the seats.
- Students should sit in the first 8 rows from the back; stay in seat.
- Students should stay in the auditorium once they have entered. Except for breakfast
- Students should ask permission to leave for restroom, etc.
- Students may use electronic devices.
- Students will be dismissed by section.
- Students should put seat back up when leaving

##### **Gym Balcony:**

###### 7th and 8th Grade:

- Students in the 7th grade sit on the East Side.
- Students in the 8th grade sit on the West Side.
- 7th Grade Students should enter the Gym doors, unless they have a pass.
- Students should be sitting in the stands not on the railings and not blocking stairwells.
- Students should stay in the gym once they have entered. Except for breakfast.
- Students should ask permission to leave for restroom, etc.
- Students will be dismissed by section--8th Grade will be dismissed first at 8:04.

#### **Supervision Expectations for STAFF:**

- Staff should be present at their assigned duties on time.
- Staff should be outside supervising, meeting, greeting students during duty times.
- Staff should find a “sub” if they will not be in the building on assigned duty day.
- Staff should talk to students during duty. Great time to connect with kids.
- Staff should ensure duty is in their substitute plans if they have duty when they are going to be absent.

#### **For Inclimate Weather:**

##### 6th Grade doors:

- One staff in Auditorium/ One at 6th Grade doors/ One in the hallway

##### 7th Grade doors:

- One staff in Gym Balcony on East side/ One at 7th Grade doors/One in the hallway

##### 8th Grade doors:

- One staff in Gym Balcony on West side/ One at 8th Grade doors/One in the hallway



## **Lunch Expectations**

The MMS lunchroom is a place for students to eat and have conversation with the peers they are sitting with. During lunch students should follow the procedures and rules below while in the lunchroom and at recess.

- Students will proceed to one of the two lines, unless they brought their lunch.
- Students should stay in their seat after getting their lunch.
- Students should not be moving around the cafeteria during lunch.
- Students should only be out of their seat to throw away trash, get water, or make additional purchases.
- Students should only talk to others at your table, and use a proper volume level.
- Students will be dismissed by an adult by table to go to recess.
- Students will need to get permission from an adult before leaving the lunchroom for restroom, medication, etc.

### **Lunchroom Rules**

- Students should not be saving seats.
- Students will place their binders, backpacks, and Chromebooks in their lockers.
- Students should use conversation voices only.
- Student cell phones should be put away during the lunch hour.
- Students should not be throwing food or trash at any time.
- Students will follow the directions of the adult supervisors.

### **Gym Recess Procedures**

- Students are to follow the hallways to get to the gym from cafeteria (don't cut through Commons).
- Students will sit in their assigned side. They should be inside the rails and stay in the seat they chose.
- Students should not be running or participating in horseplay.
- Students may use their cell phones during recess.
- Students may only play non-contact games during outside recess.

### **Auditorium Recess Procedures**

- Students are to follow the hallways to get to the Auditorium from cafeteria (don't cut through back hallways).
- Students will sit in their assigned areas. They should be seated and stay in the seat they chose.
- Students should not climb over the seats.
- Students should ask permission to leave for restroom, etc.
- Students may use cell phones during recess.
- Students will be dismissed by section.
- Students should put seat back up when leaving

### **Hallway Behaviors**

#### **Hallway expectations for Students:**

- Students should walk in the hallways.
- Students should use an indoor voice while in the hallways.
- Students should use the West stairwell for moving down stairs.
- Students should use the East stairwell for moving up stairs.
- Students should not use public displays of affection.

#### **Hallway expectations for Staff:**

- Staff should be actively supervising the hallway during passing periods
- Staff should be greeting students at their door as they enter their classrooms.

## Emergency Procedures

During emergency situations, we will utilize plain English to describe the building for emergencies both in and out of the building.

**Medical Emergency-** During a medical emergency in the building we will make an all call and use plain English to inform you of the situation and location. Please keep students in the classroom and continue to teach.

### **If the threat of an intruder is OUTSIDE the building:**

This Alert Signal will be given:

“We are in situation- (Tell what it is and location). All students and staff should take immediate precautions.” Students and staff should take quick action to clear the hallways.

\* New information will be updated as available.

\* Cancel by announcing: “The situation is over. Please resume normal activities.”

\*\*An example of this could be something that local law enforcement is working nearby and need/want to ensure the safety of our students and staff. In a scenario such as this, please keep students in the classroom and continue to teach.

### **If the threat of an intruder is INSIDE the building:**

It is the responsibility of any staff member that becomes aware of the intruder threat (i.e. hears shots or other violence) to use the phone intercom system with the following alert:

“Attention: There is an intruder in (identify the area of the building and description, Police have been notified and are coming.)

Level of Contact + Your Location = Response

Considering this formula, the teacher is authorized to determine the safest response...

### **Run - Hide - Fight**

**RUN:** (If the intruder is NOT in your immediate area or you cannot get to a room that can be locked/secured)

1. Take your group of students and run to the nearest exit or even ground floor windows. Break windows if necessary.
2. Evacuate to a safe zone or designated rally point far enough away from the building that there is no longer a threat to you and your students. Teachers should establish with students, two different safe zones outside of the building and should use the exit closest to the safe zone. Caution should be taken NOT to exit in front of the building but rather to put immediate distance between teacher and students and the building. Then proceed to the designated evacuation site.
3. Students should stay with class, walk quickly and quietly and stay close to the curb, not in the middle of the street. (To avoid emergency vehicles.)
4. Provide an update to the office or 911 when you can do so safely.

**HIDE/LOCK and SECURE** your door: (If the intruder is in your immediate area and you can lock and barricade your room.)

## Middle School Staff Handbook

1. Lock classroom door. Tie down or barricade door by using large furniture, desks, chairs, ropes, etc. Cover the window in your door area. Move to the safest, out of sight location in the room. Shut off lights and cell phone ringers. Remain QUIET and calm. NO TALKING.
2. Take role to determine missing students or additional students that are not typically under your supervision at that time. Attempt via texting or email to report missing or additional students to the office.
3. Evacuate the building via exit or windows as soon as possible. Evacuation is typically the best option.

**FIGHT:** (If the intruder poses serious danger to your safety or the safety of others and you cannot RUN or HIDE. FIGHT IS THE LAST RESORT)

1. Attempt to incapacitate the violent intruder. If others in your group are capable, lead them to assist as well.
  2. Act with aggression and commit to your actions.
  3. Use improvised weapons (fire extinguisher, hammer, chairs, etc.)
- \*\*An example of this would be in the case of an active shooter. In this scenario the Run, Hide, Fight process for the best practice in how to proceed in your area of the building.

### BOMB THREAT

- Fill out the bomb threat worksheet as the call is being received or as quickly as possible afterwards. Each secretary will have the worksheet at their desk in close proximity to the phone.
- Give the information to the building administrator/superintendent immediately AND CALL 911.
- Immediately turn off all electronic devices which emit radio signals (including those used by the hearing impaired)
- The building administrator/superintendent must decide with law enforcement if a search or response is warranted.
- Teachers and staff may be instructed to perform a search of their own areas. Search teams may be dispatched to search the remainder of the premises.
- Report results of search to building administrator. Do not touch suspicious objects.
- If suspicious object is found and evacuation is required, start with rooms closest to the object. Use alternate exit route to avoid increasing proximity to object.
- Law enforcement may call for Bomb Squad at this time.
- Isolate utilities to the area.
- After evacuation, take attendance of students and staff.
- Secure the building from re-entry.

### FIRE

#### Signal: Fire Alarm Sounds.

- Do a quick check of the outside of your classroom for any unknown objects or fire.
- Take a class list and/or laptop
- Evacuate to predetermined location.
- DO NOT allow students to take purses or backpacks
- Take roll.
- Report missing students to secretary.
- Administer basic first aid only.
- Return students to building when cleared by the administration.

## TORNADO

### Signal: Tornado Alarm Sounds or Administrator Dismisses Class to Shelter Areas

- Take a class list and/or laptop
- Evacuate to predetermined location.
- Take roll.
- Report missing students to secretary.
- Get students into proper safety position.
- Wait for the all clear.
- Return to class

OR if a tornado occurs:

- Take roll after it passes
- Report casualties to secretary
- Evacuate building as directed
- Provide first aid to students in need.

## HAZARDOUS MATERIALS

### INSIDE THE BUILDING:

- Notify the administrator
- Move students away from immediate danger.
- Building Administrator will determine the urgency of the situation and call 911 if necessary.
- Administrator will then initiate evacuation (if needed), avoiding area where spill occurred.
- After evacuation, take attendance and wait for instructions from emergency responders.
- Do not return to the building until it is determined to be safe.
- Do not light matches, candles or other fires that could cause an explosion.

### OUTSIDE THE BUILDING:

- Notify building administrator. Initiate Shelter in Place and follow procedures for SIP. Call 911 for further information and instruction.
- Move students away from immediate vicinity of danger (reverse evacuation)
- Do not leave the building unless instructed to do so by law enforcement.

### Emergency Drill Schedule

- *During the 2018-2019 school year, we will have a total of 16 drills, which will include a minimum of 4 fire drills, 3 tornado drills and 9 crisis drills. Per state statutes, we will not be able to announce these in advance.*

### Calendar of Events

- MMS District (Mrs. Esping adds activities to the calendar)
- MMS Facilities Use (Mrs. Esping reserves the use of facilities)
- MMS\_Staff\_Meetings (Mr. Simmelink)
- MMS\_IEP\_GEI\_Meetings 18-19 (Mr. Simmelink)

\*Lunch schedules may be adjusted based on enrollment and building needs\*

## 2018-2019 Daily Lunch Schedule

*Students will report to lunch based on 4<sup>th</sup> Hour Classes*

### *1<sup>st</sup> Lunch Shift*

11:04 AM – 11:34 AM

Adrian  
Bohnenblust  
Burk  
Cheek  
Courtney  
Duree  
Fish  
Hoffman  
Pfannenstiel  
Russell  
Thimesch  
Vernon  
Open SPED 8

### *2<sup>nd</sup> Lunch Shift*

11:58 PM – 12:28 PM

Bowers  
Bradshaw  
Colgrove  
Cummings  
Gottwald  
Hultberg  
Kanitz  
Kinnamon  
Montgomery  
Myers, G  
Myers, J  
Nye  
Tully

Special Education  
Jackson  
Klassen  
Whitmer  
Wingert

## 2018-2019 12:30 Dismissal Lunch Schedule

*Students will report to lunch based on 7<sup>th</sup> Hour Classes*

### *1<sup>st</sup> Lunch Shift*

11:30 AM – 12:00 PM

Bohnenblust  
Courtney  
Duree  
Ellsworth  
Fish  
Griggs  
Hendricks  
Hoffman  
Martin  
McCasland  
McCoy  
Pfannenstiel  
Russell  
Specht  
Thimesch  
Vernon

### *2<sup>nd</sup> Lunch Shift*

12:00 PM – 12:30 PM

Colgrove  
Cummings  
Gottwald  
Huxman  
Kanitz  
Kinnamon  
Maxey  
Myers, G  
Myers, J  
Niehage  
Nye  
Tully  
Vetter  
Wash

Special Education  
Jackson  
Klassen  
Whitmer  
Wingert

**McPherson Middle School**  
**2018-2019 Daily Schedule**  
**50 minute classes**

<b>Pack Time</b>	<b>8:10 – 8:22</b>
<b>1<sup>st</sup> Hour</b>	<b>8:26 – 9:16</b>
<b>2<sup>nd</sup> Hour</b>	<b>9:20 – 10:10</b>
<b>3<sup>rd</sup> Hour</b>	<b>10:14 – 11:04</b>
<b>1<sup>st</sup> Lunch</b>	<b>11:04 – 11:34</b>
<b>4<sup>th</sup> Hour</b>	<b>11:38 – 12:28</b>
<b>4<sup>th</sup> Hour</b>	<b>11:08 – 11:58</b>
<b>2<sup>nd</sup> Lunch</b>	<b>11:58 – 12:28</b>
<b>5<sup>th</sup> Hour</b>	<b>12:32 – 1:22</b>
<b>6<sup>th</sup> Hour</b>	<b>1:26 – 2:16</b>
<b>7<sup>th</sup> Hour</b>	<b>2:20 – 3:10</b>
<b>Tutorial</b>	<b>3:15 – 4:15</b>

**McPherson Middle School****11:30 AM Dismissal****2018-19**

<b>1<sup>st</sup> Hour</b>	<b>8:10 – 8:37</b>
<b>2<sup>nd</sup> Hour</b>	<b>8:41 – 9:06</b>
<b>3<sup>rd</sup> Hour</b>	<b>9:10 – 9:35</b>
<b>4<sup>th</sup> Hour</b>	<b>9:39 – 10:04</b>
<b>5<sup>th</sup> Hour</b>	<b>10:08 – 10:33</b>
<b>6<sup>th</sup> Hour</b>	<b>10:37 – 11:02</b>
<b>7<sup>th</sup> Hour</b>	<b>11:05 – 11:30</b>

**Class Length – 25 minutes**

**McPherson Middle School**  
**12:30 PM Dismissal**  
**2018-19**

<b>1<sup>st</sup> Hour</b>	<b>8:10 – 8:40</b>
<b>2<sup>nd</sup> Hour</b>	<b>8:44 – 9:14</b>
<b>3<sup>rd</sup> Hour</b>	<b>9:18 – 9:48</b>
<b>4<sup>th</sup> Hour</b>	<b>9:52 – 10:22</b>
<b>5<sup>th</sup> Hour</b>	<b>10:26 – 10:56</b>
<b>6<sup>th</sup> Hour</b>	<b>11:00 – 11:30</b>
<b>7<sup>th</sup> Hour/1<sup>st</sup> Lunch</b>	<b>11:30 – 12:00</b>
<b>7<sup>th</sup> Hour/2<sup>nd</sup> Lunch</b>	<b>12:00 – 12:30</b>

**Class Length – 30 minutes**



**McPherson Middle School**  
**Assembly Schedule**  
**2018-19**

<b>Pack Time</b>	<b>8:10 – 8:20</b>
<b>1<sup>st</sup> Hour</b>	<b>8:24 – 9:09</b>
<b>2<sup>nd</sup> Hour</b>	<b>9:13 – 9:58</b>
<b>3<sup>rd</sup> Hour</b>	<b>10:02 – 10:47</b>
<b>1<sup>st</sup> Lunch</b>	<b>10:47 – 11:17</b>
<b>4<sup>th</sup> Hour</b>	<b>11:21 – 12:06</b>
<b>4<sup>th</sup> Hour</b>	<b>10:51 – 11:36</b>
<b>2<sup>nd</sup> Lunch</b>	<b>11:36 – 12:06</b>
<b>5<sup>th</sup> Hour</b>	<b>12:10 – 12:55</b>
<b>6<sup>th</sup> Hour</b>	<b>12:59 – 1:44</b>
<b>7<sup>th</sup> Hour</b>	<b>1:48 – 2:33</b>
<b>Assembly</b>	<b>2:37 – 3:10</b>
<b>Tutorial</b>	<b>3:15 – 4:15</b>

**45-Minute Classes**

**McPherson Middle School**  
**2:00 PM Assembly Schedule**  
**2018-19**

<b>1<sup>st</sup> Hour</b>	<b>8:10 – 8:54</b>
<b>2<sup>nd</sup> Hour</b>	<b>8:58 – 9:40</b>
<b>3<sup>rd</sup> Hour</b>	<b>9:44 – 10:26</b>
<b>5<sup>th</sup> Hour</b>	<b>10:30 – 11:12</b>
<b>1<sup>st</sup> Lunch</b>	<b>11:12 – 11:46</b>
<b>4<sup>th</sup> Hour</b>	<b>11:50 – 12:28</b>
<b>4<sup>th</sup> Hour</b>	<b>11:16 – 11:58</b>
<b>2<sup>nd</sup> Lunch</b>	<b>11:58 – 12:28</b>
<b>6<sup>th</sup> Hour</b>	<b>12:32 – 1:14</b>
<b>7<sup>th</sup> Hour</b>	<b>1:18 – 2:00</b>
<b>Assembly</b>	<b>2:00 – 3:10</b>

**42-Minute Classes**

**McPherson Middle School  
Two-Hour Late Start  
2018-19**

<b>First Bell</b>	<b>10:05</b>
<b>1<sup>st</sup> Hour</b>	<b>10:10 – 10:45</b>
<b>2<sup>nd</sup> Hour</b>	<b>10:49 – 11:24</b>
<b>3<sup>rd</sup> Hour</b>	<b>11:28 – 12:03</b>
<b>4<sup>th</sup> Hour/1<sup>st</sup> Lunch</b>	<b>12:03 – 12:38</b>
<b>4<sup>th</sup> Hour/2<sup>nd</sup> Lunch</b>	<b>12:38 – 1:13</b>
<b>5<sup>th</sup> Hour</b>	<b>1:17 – 1:52</b>
<b>6<sup>th</sup> Hour</b>	<b>1:56 – 2:31</b>
<b>7<sup>th</sup> Hour</b>	<b>2:35 – 3:10</b>

**Class Length – 35 minutes**