

EDUCATOR HANDBOOK
BLOOMFIELD MIDDLE SCHOOL

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Bloomfield, KY 40008

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bms.nelson.kyschools.us

School Colors: Red, White, Blue

School Mascot: Blazer

School Mission Statement: Bloomfield Middle School is a student-centered school that exists to serve the unique academic, physical, social, and emotional needs of each student as they transition from elementary to high school. The staff of Bloomfield Middle School is committed to providing a safe, supportive learning environment with opportunities for each student to develop the skills and knowledge to become responsible, successful citizens.

Vision:

Blazing a Trail of Excellence

Belief Statements:

Be Responsible.

Be Respectful.

Be a Team.

Do it...The Blazer Way!

Teacher/Staff Handbook
Bloomfield Middle School
2015-2016

Welcome to all staff members as we prepare for the 2015-2016 school year. We have the best students and programs here at Bloomfield, and together we will become the premier school in the Commonwealth of Kentucky. Let's continue what we accomplished last year in Nelson County and build on that to become #1 in the State!

The following are expectations of how professional employees should conduct themselves/business at Nelson County High School:

- Call us! We are available for you! Traci Burke: 270-735-3532; Rodney Morgeson: 502-507-6184
- In order to create a positive attitude, a welcoming atmosphere and a safe environment at the beginning of each day for our students, teachers will stand in their classroom doorways and greet students until the bell rings for class. We want to begin this practice at 8:15 am each morning. Teachers will also stand in the doorway of their classroom between all class changes (unless assigned supervision elsewhere) to provide order and help for our students. Greeting a person by his/her name makes all the difference in the world!
- E-mail must be read daily by staff members. This is part of your responsibility and job.
- Regular, prompt communication with parents should be the norm. All parent calls should be returned within 24 hours—sooner if possible. It is our responsibility to keep parents informed of the progress of their children!
- Teachers may leave their job assignments at 4:00 pm (3:40 if on morning duty rotation). In the event of an emergency, a staff member may request permission to leave early by contacting Mrs. Burke or Mr. Morgeson.
- Teachers will not leave their classes unattended.
- Professional dress and professional actions will be expected from all staff. Students learn from watching adults and often from imitating adults.
- Finally, good instruction and high levels of learning are our main focus. We can accomplish this by making sure that planning times are used for instructional planning for student learning. Our students should receive focused, high-level instruction that is congruent to standards. This will be monitored through lesson plans and classroom observations.

We will strive towards “zero announcements” on the intercom during instructional hours of the day. Announcements to large groups should be written in memo format and handed out at a practice or in a meeting after school. Please do not ask the front desk to call down a whole team or deliver messages to whole groups of people. This only creates a crowded and noisy office. We simply cannot do that, especially since the sign-in/sign-out procedure takes place in the main office.

ACCIDENTS, ILLNESS, AND INJURIES – REPORTING AND HANDLING

It is the responsibility of all teachers to report all injuries on the school grounds to the office, whether it is in the classroom, the hallway, the gym, or on the practice/playing field. Accidents shall be reported on the school accident form which can be picked up in the front office. Complete and return it immediately to Mrs. Holt. The teacher will need to give additional information if the student is hospitalized or requires a visit to the doctor.

ACCOUNTING PROCEDURES FOR ACTIVITY ACCOUNT

Receipting Money

Teachers, sponsors, or students shall use the Multiple Receipt Form (Form F-SA-6) when collecting money. All money collected by a teacher or sponsor shall be given to the school treasurer on the day collected or, if the money is collected after school business hours for evening or weekend events, on the next business day. There is a depository safe in the main office to drop collections in after hours. All money collected and dropped in depository safe must be in an envelope or clipped together with the multiple receipt form filled out completely and with a signature and date. Students third grade and above must sign the Multiple Receipt Form. All teachers or sponsors will be given a copy of the receipt.

Fundraising

Fundraising is defined as an organized activity of soliciting and collecting money for school or nonprofit purposes. Contributions and collections derived from school-sponsored fundraising activities shall be deposited in the school's activity fund bank account. The local Board shall approve (as well as the school principal) all school-wide fundraisers, including the proposed use of funds. The Fundraiser Approval (Form F-SA-2A) shall be completed **before** the fundraiser begins.

Fundraising proceeds must benefit the entire group of students involved, regardless of participation in the fundraising activity. There will be no fundraisers tracked by individual students. Fundraisers where items are sold, whether they are purchased or donated or both, require the use of the Fundraiser Worksheet (Form F-SA-2B), which is used to recap the profitability of a fundraiser sales cycle. The activity sponsor shall complete the Fundraiser Worksheet (Form F-SA-2B) within one week of the completion of the fundraising period or event.

Fundraiser activities such as concessions (**), bookstores, pencil machines, and other activities involving inventory for sale shall use the Inventory Control Worksheet (Form F-SA-5). The Inventory Control Worksheet recaps the flow of inventory monthly and identifies overages or shortages; it is not designed to measure profits.

(**) Concession sales reporting is imperative to track all food sales, food donations, and lost or damaged food items.

Ticket Sales

Pre-numbered tickets shall be used with ALL events for which admission is charged (including athletic events, dances, concerts, plays, prom, or season passes). The Requisition and Report of Ticket Sales (Form F-SA-1) is to be used to report and reconcile the number of tickets sold and the funds collected.

The person in charge of sales records the beginning ticket numbers and notes the amount of change received or "none" if none is received, and notes that the number of tickets collected is reconciled with

the number of tickets sold and signs the Ticket Requisition section of Form F-SA-1. The amount of cash collected and the total sales amount is compared to the amount to be deposited. The total amount of cash and checks collected is compared to the number of tickets sold with any Cash Over/Short identified before turning the form and money into the school treasurer.

The money and the report are to be given to the school treasurer the first business day following the event. Money collected shall be deposited in accordance with the requirements in Receipts.

Charitable Gaming

Charitable gaming is defined as fundraisers that involve games of chance for a charitable purpose. All charitable gaming fundraisers require approval first from principal and board then held at Central Office level for ticket distribution, rules, and procedures.

Purchasing

School activity fund purchases shall comply with Kentucky Revised Statutes (KRS), Kentucky Administrative Regulations (KAR), and local board policies. All purchases must be approved by the school principal before being ordered. Submit desired purchases on a Purchase Order (Form F-SA-7) to initiate a purchase, including for independent contractors and reimbursements to district employees. The purchase order shall be prepared and approved by the sponsor and principal before the payment is obligated. The sponsor's signature indicates there are funds available to pay for the purchase in the specific activity account. BEFORE being processed, each disbursement shall be documented by a completed purchase order and an original vendor invoice. If a vendor invoice is not available, the disbursement shall be supported by a Standard Invoice (Form F-SA-8), which must be signed by the payee.

Cash Advances

A Club sponsor/teacher may receive cash advances only if there are students participating in a class trip or club outing. Cash advances and expense reimbursements shall be supported by the Expense Report (Form F-SA-9). The completed form, related receipts, other support documents, and unused cash shall be returned by close of the next business day after the trip.

Credit Cards

Cards may be checked out to individual **employees only** using Credit Card Sign-In/Out Log (Form F-SA-13). All charges on the card require a **prior-approval** purchase order and a signed itemized store receipt. Employees shall be responsible for reimbursing any charges made without prior approval. The card and itemized store receipts shall be submitted no later than the close of the next business day.

Reporting

The school treasurer shall provide each activity account sponsor with a monthly reconciliation report of their charged activity account.

The above Accounting Procedures is in short detail. All forms listed above can be acquired from the treasurer. Please see Annette Holt, treasurer for any questions or concerns you have before starting any accounting related plans.

ADDITIONAL DUTIES

All certified staff will be expected to supervise students in general areas of activities (i.e., early morning duty, bus duty, class change duty, restroom duty). Duty schedules will be distributed by administration.

ANNOUNCEMENTS/PLEDGE

The "Pledge of Allegiance" will be recited at the beginning of 1st period each day. Announcements will be made each day at the beginning of 1st period and end of 7th period (if different/necessary from morning). The announcements to be read in the morning and afternoon are to be brief, written by a faculty member and will need to be submitted at least a day in advance. You may e-mail your announcements to Ms. Pozgay at margaret.pozgay@nelson.kyschools.us

ASSEMBLIES/PEP RALLIES

Teachers are responsible for monitoring students during assemblies and should sit in the assigned bleacher rows with their students. Teachers will escort students in and out of the gym and groups will be dismissed in an orderly manner. Students will use only the stairways when entering the bleacher seats. Seating arrangements will be distributed by administration prior to assemblies.

ATHLETIC EVENTS

All athletic events will be held after school. Coaches are not allowed to leave school early in order to get in front of traffic. Keep this in mind in setting up schedules. Teachers will be required to work gate at home athletic events. Mr. Morgeson will provide the schedule of those rotations. It will also be appreciated if coaches could notify the front office with return times/practice schedules so that the office staff will be able to answer any parent phone calls.

ATTENDANCE

1. All teachers shall check the class roll at the beginning of each period.
2. Absences are posted on the Infinite Campus classroom module. The 1st period absences must be posted no later than 8:40 am.
3. If the student was marked absent by mistake OR if a student was left off by mistake, please call Mrs. Gillis immediately.
4. It is also imperative that teachers also keep written attendance in some manner. If BMS experiences an attendance audit, you will be required to submit your written records.
5. Any student whose name appears as absent must have a note from the office to be admitted to class. Please send the student back to the main office to secure a note. The student should keep this pass/note for each class the remainder of the day.
6. Please post attendance each period on Infinite Campus. Mrs. Gillis will review attendance each period and look for discrepancies in the attendance record.
7. After the 3rd time that a student is late to your class, the parent/guardian must be notified. Please contact the parent as soon as possible and document the communication in Infinite Campus.

8. If any students are to be out of the building for a field trip a list of names in alphabetical order, should be turned in one week in advance to Mrs. Gillis.

BRING YOUR OWN DEVICE

Students are permitted to bring a device (phone, iPad, computer, etc.) to school. Students are allowed to use these devices ONLY for instructional purposes with teacher permission and/or during lunch time. If a device is being used inappropriately, then the teacher shall confiscate the device and send it to the main office. On the student's first offense, he/she may come to the office at the end of the day to retrieve the phone. On the second offense, a parent/guardian will be called and must come and pick up the phone. The device privileges during lunchtime may be revoked at any time.

CHAIN OF COMMAND

In the event that Mrs. Burke is not available, Mr. Morgeson can be consulted on a school matter.

CLASSROOMS

Please do not cover the window in the door during a regular class day. Teachers who have rooms with tables and chairs should have the last period students set the chairs on the tables just before leaving the room. **Your classroom is a reflection of the instruction that occurs within it.** Let's keep as a goal this year to leave the classroom as clean and neat as possible at the end of each period so that the next group of students/staff in the room has a pleasant and inviting atmosphere in which to learn

If you take your students from your classroom to visit the library, another room/lab, or for an outside lecture, you MUST notify the main office.

PLEASE DO NOT KEEP MONEY IN YOUR ROOM! Teachers will be held accountable for any lost funds.

COACHES/SPONSORS

Coaches/sponsors should be in compliance with all required trainings and must follow the BMS eligibility requirements for participation. The BMS SBDM has a policy stating that all students participating in an extracurricular activity must maintain an overall "C" average and shall not have an average of an "F" in any class during the current nine weeks grading period. Any student who falls below this standard will be suspended from the activity for a period of Saturday morning until Friday afternoon and until the grades are brought up to standards. We have an online calendar. All schedules and other pertinent information should be sent to Mrs. Burke so that it can be placed on the school wide calendar. Other procedures to follow:

- Medical forms/physicals with permission to treat injured/sick students should be kept at all times in the event of an emergency.
- Coaches should ensure that there is an ample supply of cold water readily available when needed.
- Please ensure that buses are kept clean and keys are in the office.

Coaches who hold camps, clinics, or tryouts should submit that information to the main office.

COMPUTER LAB PROCEDURES

Please see the library media specialist for information on the use of the computer labs for your class. She has a schedule in binders where you can sign up for lab use.

COVERAGE DURING DUTY HOURS

We are a team at Bloomfield Middle School so when you are asked to cover for someone, please be flexible. It is our desire for our teachers to be present every day. A substitute cannot offer the level of instruction that is attained through the regular teacher. Please make every attempt to be at school every day. The climate of our building and the success of our students are negatively affected when you are not present.

CUSTODIAL/MAINTENANCE ISSUES

For any custodial or maintenance issues, call Mrs. Burke or Mr. Morgeson. In the case of an emergency, such as smoke, fire, spills, or illness you may contact the main office to radio a custodian or a principal.

DATE TO COMMUNICATE FOLDER

Every other Friday, a date to communicate folder will be distributed to each student during 1st period. Any information that you want to provide to students through this folder should be sent to Mrs. Gillis in ample time for her to get in the folder.

DISCIPLINE

The districtwide discipline code for Nelson County Schools is currently in effect and is contained in a separate document. Teachers are responsible for the conduct of all students and should resolve most disciplinary problems as they arise; however, the principal, assistant principals, and counselors are available when a situation arises that the teacher feels is serious enough to warrant help. When dealing with a difficult student, please take intervention steps such as a phone call to a parent/guardian or consult a counselor, prior to a discipline referral, unless the behavior warrants immediate attention by an administrator. If the behavior warrants a referral, please use the appropriate form (see back of handbook). An administrator will talk with the student and use the behavior sequence (see back of handbook) to come up with the best consequence for the action.

DRESS CODE

The student dress code has been established by the district, and we will follow those guidelines. "Spirit Days" will be announced by Mrs. Burke. On such events, select denim may be worn with BMS wear. Faculty dress should be professional. On designated Fridays, faculty and staff may wear jeans.

FACULTY MEETINGS

General faculty meetings will be scheduled the first Wednesday of every month and additional meeting dates will be established as needed. Everyone will be expected to be in attendance. Meetings will be held in the library/media center and will begin promptly at 3:45 pm. A schedule of meetings will be distributed on opening day.

FAX MACHINE

The school fax machine number of (502) 349-7203. This machine is available in the front office for school business.

FIELD TRIPS

Any teacher who plans an activity that requires students to miss other classes or their assigned class must report this to the principal for approval two weeks in advance. A list of the students who will be excused from classes must be distributed to all teachers and the principal weeks in advance; the teacher planning the trip is responsible for this list and it can be communicated via email. Teachers supervising the trip must also provide a bus seating chart. Students not meeting academic standards (any student with a failing grade for the grading period) will not be eligible to miss classes for trips. It's the sponsoring teacher's responsibility to check for eligibility.

The cost of a bus and driver will be whatever the current rate is. Budgets should show anticipated travel expenses. Costs of substitutes will need to be figured into the budget as well.

GRADE CARDS AND PROGRESS REPORTS

Grade cards or progress reports are teacher generated by computer. Grades are entered into the computer by each teacher using Infinite Campus (IC). These grades are to be input as assignments are graded. ALL GRADES MUST BE UPDATED BY WEDNESDAY MORNING SO THAT ACCURATE ELIGIBILITY REPORTS CAN BE RUN. Parents and students may view grades through the grading period. Grade cards will include the student's grades in all classes. Grade cards and progress reports will be given out through 1st period using the Date to Communicate Folder. Refer to the school calendar to see when progress reports and grade cards will be issued. Every effort will be made by the teacher to communicate with parents by telephone if a student's grade becomes unsatisfactory between the interim progress report and the end of the grading period.

GRADING PROCEDURES

Grades are perhaps the single item that causes the most problems to students, parents, and teachers. They represent an evaluation of what a student has accomplished at a given time, in a given place, and for a given person. Each faculty member should develop academic standards of expectations for each class. The academic standards should reflect the ability level of the students. The academic standards should challenge each student to reach his/her maximum potential. Students must be made aware of the academic standards of expectations at the beginning of the class. Students that do not meet the academic standards set for the class will not receive a passing grade in the class. Students should be assessed both formatively and summatively frequently. The results of these assessments as well as daily assignments can be used by the faculty member as a measure of how well students are progressing toward the standards of expectations.

Grades will be updated weekly (by every Wednesday) by teachers in IC to assist with athletic grade checks.

A student is entitled to see the grades that a teacher has recorded for him/her in the Class Record Book and/or IC provided he or she has made proper arrangements in advance to see his/her grades. The Class Record Book should be used in conducting Parent-Teacher conferences to indicate to the parent the

progress that the student is making. Teachers should use every precaution to ensure that the Class Record Book and IC are utilized for the recording of student grades and attendance and is treated as the important record that it is. It should never be allowed to float around the room with any student looking at any part of it that s/he desires. Students should not be allowed to look at other students' grades.

Teachers should not use school work (sentences, themes, reports, etc.) as a disciplinary tool. School work should be enjoyable and not associated in any manner as being disagreeable or unpleasant. Withholding the privilege of doing school work or assigning extra work as punishment is unacceptable.

INCLEMENT WEATHER

The Superintendent or designee has the authority to close schools when weather or other emergency conditions would make operating the bus fleet unsafe. Parents, students, and employees are requested to listen for a phone call from the One Call Phone System and/or listen to radio stations. Television stations (WAVE, WHAS, WLKY, and WDRB in Louisville) will also be requested to make announcements of closings.

KEYS

Bloomfield is a large facility and security of the building is of primary concern. No one will take a key without first contacting the principal or the assistant principal, and no one should ever take a key to be copied at a local store. If a copy needs to be made, please see Mrs. Burke or Mr. Morgeson.

Please make sure doors are secure and locked after you enter and when you leave. This is everyone's responsibility.

LESSON PLANS

Lesson plans will be monitored. Lesson plans should be completed the Friday a week in advance to when it will be implemented. (For example, starting Aug. 7th lesson plans will be due for the week of Aug. 17-21). Lesson plans may be completed in the format you choose, but must be shared with Mrs. Burke using Google Drive. Lesson plans shall include the following:

- Standard to be taught
- I Can statement
- Bellringer
- Instructional activity used
- Closure
- Assessment

Lessons that are well planned (congruent to the standard) along with good instructional practices leave little time for discipline problems.

LUNCH PERIOD

No student will leave the cafeteria unless given written permission by a teacher or administrator. It is the responsibility of classroom teachers to make sure that all students arrive in the lunchroom on time; therefore, teachers shall escort their students to the lunchroom daily. Each teacher, counselor and

administrator will stay on duty during his/her assigned time of duty. If you are absent, it is the teacher's/counselor's/administrator's duty to get a replacement.

MAILBOXES

The staff member mailboxes are located in the teacher workroom. Please take mail ONLY from the mailbox with your name on it. Phone call messages for staff members will be placed in mailboxes.

MOVIES/VIDEOS

Full-length videos/movies are not to be shown during instructional time. Showing short video clips for instructional purposes is appropriate. A reminder: all materials (pod casts, video clips, video streams) should be previewed before being shown to a class and must be connected to the instructional standard.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY/REGULATION

Please review the board policies regarding non-discrimination and anti-harassment. All employees must annually review these policies.

OFFICES IN THE SCHOOL BUILDING/OFFICE APPEARANCES

Much of the official business and public relations of the school are conducted in the offices. It is where we serve our "customers" and "clients." We are striving to make the office areas appear much more "customer friendly." When entering the offices where the public is present, please be considerate.

The workroom and the conference rooms located in the main office area should also stay neat and professional so that we can conduct necessary business in those rooms. Please clean up after yourself when using the workroom area and/or the conference rooms.

The phones in the business offices are for office use. The office phones are needed to answer incoming lines and incoming calls. Please do not use the office phones before school and after school either, as these are some of the busiest and most hectic times in the offices.

ONE CALL PHONE SYSTEM

Occasionally, the school district superintendent or Mrs. Burke may use the district's One Call System to call your home and leave a message. It is possible to use this resource for important calls home to parents and students. Please notify Mrs. Burke if you would like to use the One Call System to make important announcements.

PAY DATES

Paydays are on the 5th of each month. MUNIS Self Service is the District's service for Nelson County School Employees. It is a secure website for employees to view payroll and personal information. The link can be found on the District's home page nelson.kyschools.us under MUNIS Self Service.

Extra duty time sheets (detention duty, custodial duty during building rental, etc.) shall be submitted to the school's treasurer's office no later than the 18th of each month.

PONY

Interoffice envelopes are available in the front office to send documents to the Central Office. .

SICK/AND OR PERSONAL LEAVE

All leave shall be processed through AESOP. Personal leave request MUST be approved by the principal prior to the requested date- two weeks in advance. When requesting a personal day, first check the personal leave calendar in Mrs. Holt's office to check availability, and then proceed with the request and get approval through Mrs. Burke.

The Superintendent of Nelson County Schools must approve any personal leave taken before or after a holiday or a calendar break. You must submit a letter explaining the reason for the request (out of town wedding, family reunion), and a personal day request form to Mrs. Holt at least 3-4 weeks in advance.

STUDENT ACTIVITIES – BEFORE AND AFTER SCHOOL

All staff members conducting activities before or after school shall be responsible for the conduct of those students involved. All practices should be set on a time schedule and strictly followed. At least two days notice should be given for special called meetings or practices in order to enable parents to make transportation arrangements. Please limit the scheduling of student participation in activities that would interfere with Sunday family/church/community activities.

SUBSTITUTE – CALLING FOR A SUB

To arrange for a substitute when a teacher is out, the Nelson County School District uses the AESOP system. AESOP can be accessed through the district web-site. Employees should have a user ID and password that will allow them to log on. Contact Mrs. Holt if you have questions about your ID or password. AESOP will not allow you to call in after 6:30 am. Therefore, if you are going to be out and it is after 6:30 am, you should call Mrs. Burke (270) 735-3532 or Mrs. Holt (502) 507-3962 so that arrangements can be made to get a sub. AESOP will allow you to log an absence months in advance, so if you have an appointment you know about, please go ahead and put it in AESOP.

SUBSTITUTE FOLDER

Each faculty member will be provided with a substitute folder. Materials placed in the folder should enable an individual to come into the classroom and function efficiently. The completed substitute folder, including the list below will be stored in Mr. Morgeson's office.

The folder should contain the following:

1. Emergency phone number to contact you during absence.
2. Daily schedule (including courses taught and time).
3. Class rosters and blank attendance sheet for each class period.
4. List of duties, their locations, and the time involved.

6. Emergency lesson plans – one that is not dated by course content, but could be used if teacher is unable to prepare a lesson plan.
7. Fire/Tornado drill information.
9. Information concerning the location of the Emergency Procedures.

TEXTBOOKS

It is very important to have accurate and complete records of specific textbook numbers assigned to and returned by each student. Textbook sign-out sheets must be kept up to date and in the teachers' files.

Be sure to collect the correct textbooks from the student when he/she withdraws from school. It is the responsibility of each teacher to inventory his/her books at the end of the year and to give students debt forms if they do not turn in an assigned book.

TIME AWAY FROM CLASS

Any teacher who has to leave school early for a central office meeting, emergency, or any other reason, shall be responsible for securing another teacher to substitute for the period(s) missed and duty missed. Any teacher needing to leave school early or during planning period, regardless of the reason, shall notify Mrs. Burke or Mr. Morgeson, and sign out in the main office. Teachers should sign back in when they return. If you have an emergency, suddenly become ill at work, children become ill, or things like this, you need to let Mrs. Burke or Mr. Morgeson know. If the time away is more than two teaching periods, it will count at least ½ sick/personal day. If you are gone less than two teaching periods and it is indeed an emergency, this will not count against you.

USE OF SCHOOL FACILITIES

Any club or organization that wishes to use the gym, cafeteria, or library for any activities such as dances, banquets, meetings, etc., must first check with Mr. Morgeson for his approval. The club sponsor or coach is responsible for leaving the area clean including returning all tables and chairs to their original places. Garbage must be removed and taken to the dumpster. Please check with Mr. Morgeson to determine if a custodian will need to be hired for the event.

VISITORS TO THE SCHOOL

BMS requests that all visitors first report to the main office, identify themselves, and state their business. If visitors have legitimate school business, they will be issued a temporary ID pass. We try very hard not to give out passes to visitors while a teacher is teaching. The front office staff members explain this to visitors and ask them to come back during the teacher's planning period or before or after school.

It is the responsibility of each staff member to ask any person who is not a student for a visitor's pass. If the individual has no pass, he/she is to be escorted to the office immediately.

WORKERS COMPENSATION

Any employee injured on the job must contact an administrator immediately. Injured employees should go to Bardstown Ambulatory Care. A worker's compensation first report of injury or illness form must be filled out and submitted to Mrs. Holt after notifying the administration.

WORK DISPLAY

Each teacher is responsible for updating and displaying student work in the hallway near your classroom.

Expectations for displaying student work:

1. Standard number and standard must be present.
2. Written prompt aligned with standard must be posted.
3. Rubric must be attached.
4. Feedback to student must be evident.