

District Mission Statement

The ultimate goal of education is to prepare each student to live in an unknown future. Consequently, the challenge of educators is to equip students with knowledge, skills, and values that will enable them to live effectively, productively, and enjoyably in tomorrow's world. Inherent is the intent to help each student to reach his/her full potential as a human being.

Reno Valley Mission Statement

The mission of Reno Valley Middle School is to create a learning community that values academic rigor, positive personal growth, effective communications and a nurturing environment for all individuals.

Absences for Staff

The principal and secretary will make all necessary arrangements for substitutes. If you know in advance you will need a sub, please work with Mrs. Rice at the earliest possible time. In case of illness, contact Mrs. Wilson at **728-0786 in the evening. In the mornings, call 727-1360.**

A teacher absentee report (blue) is to be completed and turned into the secretary after each absence. The report should be completed on the day of your return.

Discipline

Overall school discipline and climate begins in the classroom. If we **all** take care of the little things, we can avoid some of the major discipline issues that schools face daily. Therefore each teacher is responsible for maintaining limits for behavior within and around his/her area, in the halls and in the classroom. The purpose of these limits is to foster an atmosphere where safe, constructive, and worthwhile learning activities can take place.

Minor discipline problems are best handled by the teacher in charge. Students have more respect for their teachers if they know they must behave in their class. The principal will handle continued minor infractions that have not been altered by the teacher's discipline and major discipline problems.

When sending a student to the office, fill out the discipline referral form and send it with the student. If another teacher can watch your class, you may escort the student to the office. Feel free to contact the office if you are unable to escort the student.

Dress

Educators are professionals. As such, it is my expectation that each one of us dresses in a professional manner.

Hall Duty

All teachers are expected to be outside their classroom doors to assist in hall supervision before school, during passing periods and after school.

Lesson Plans

Lesson plans should be completed and in a visible location on the teacher's desk by 7:55 am each Monday. Included in the daily plan should be **the objective of the lesson, the activity and the type of evaluation.**

Master Calendar

The master calendar is located in the main office area. All activities must be **first approved by the principal** and then placed on the calendar.

Maintenance

When there is maintenance need within your area, please fill out a maintenance request in the main office.

Notes Sent Home

Please give a copy of notes prepared for parents concerning classroom activities and schedules, or notes to clarify misunderstandings, to the principal before they are sent home.

Planning Period

Teachers are expected to use their planning period to prepare for their classes or activities sponsored. Leaving the building during this time should be kept to a minimum.

Staff Bulletin

Each week teachers will receive a faculty bulletin with important information and a two-week calendar to help in planning.

Staff Meetings

Regularly scheduled staff meetings will occur once a month. The meetings will **begin sharply at 7 am.** Other special meetings may be called as needed. Teachers will be expected to attend and participate in all staff meetings unless the principal has been consulted in advance.

Substitute Folder

Teachers will turn their sub folder into the office by **Wednesday, August 24.**

Work Day

The workday for teachers is from **7:25 to 3:25 pm.** If you need to leave early, please advise the principal.

After school Detention

An after-school detention runs from 3:00 to 3:25 pm on a daily basis. Any student out for sports who receives a detention will serve it that day. If it is game day, the detention will be served the following day. Students who are not out for sports will serve the detention the day after it was assigned. The student is responsible to inform parents of the detention. Students will be responsible for arranging their own transportation.

Failure to serve an assigned detention will be made up by serving two additional detentions (one for the original detention and one for failure to show). Failure to serve two consecutive detentions will result in a parent/guardian conference.

When a student is assigned detention, a three-part form will be filled out stating the date to be served, the reason for the detention and the teacher who assigned it. Students will receive one copy of the form. The second copy of the form will be sent to the parents when progress reports are sent. The final copy is for the office records.

All teachers, including specials, will supervise detention in their room on a rotating weekly basis. Teachers will sign up for the weeks they would prefer to hold detention.

Announcements

Announcements will be made at the beginning of each day. Please see Mrs. Masterson to have information added to the announcements.

Attendance

Teachers will record attendance using the PowerSchool program for each class period.

Child Abuse

All school personnel are to report promptly to the principal evidence of physical or mental abuse or neglect inflicted upon any student. The principal will report the possible child abuse to the proper authorities.

Confidentiality

All information concerning a student is considered confidential communication. All staff will deal with student information professionally and appropriately. It is not to be used in idle conversation at any time.

Field Trips

Field trips provide excellent educational experiences and should be utilized whenever possible. A field trip form and bus request should be completed and submitted to the principal for approval at least two weeks ahead of time.

Parents/guardians will sign a permission slip during enrollment that will allow students to attend all school-sponsored field trips. Students will not be denied an academic field trip due to poor grades. They may, however, be denied a field trip due to behavioral concerns.

Lunch Period Procedures

Please walk your students to the cafeteria at the appropriate time.

Student and Locker Searches

According to school board policy, only the principal is allowed to search a student.

No law enforcement officer may search a student's locker without a search warrant or the principal's permission.

Teachers who desire to search a student's locker must first obtain the principal's permission.

Students and Other Classes

Please refrain from keeping students late after class. This causes real problems for the student and his/her next teacher. If it is necessary to detain a student, the teacher will be expected to issue a tardy pass explaining the reason for the delay.

Please refrain from taking students out of other teacher's class unless prior arrangements have been made.

Student Passes

Any student in the hall will need a hall pass. It is the teacher's responsibility to make sure each student has a hall pass.

Tardies

Continual school tardiness is serious and tends to develop a pattern that is followed throughout life according to recent studies. Being on time is a responsible and desirable behavior for RVMS students. In order to encourage students to be on time, the following guidelines have been adopted.

1. Tardy slips for late morning arrivals must be obtained in the office before reporting to class. All tardies to school in the morning will be considered unexcused unless a note or telephone call is received by 10 am that day by a parent/ guardian giving the reason for the tardy. If it is considered an excusable reason, the tardy will be excused.
2. Upon the third late morning arrival, the student will be assigned an after school detention. On the fourth late morning arrival, a parent/guardian conference will be held.

3. Students who change classes during the day and are tardy to any hour will be the last in the lunch line the following day.
4. Students who obtain their third tardy in the nine weeks will serve an after-school detention. On the fourth tardy of the nine weeks, a parent/guardian conference will be held.