

Alton Middle School Faculty Handbook

2009-2010

The children now love luxury: they show disrespect for elders and love chatter in the place of exercise. Children are tyrants, not the servants of their households. They no longer rise when their elders enter the room. They contradict their parents, chatter before company, gobble up dainties at the table, cross their legs and tyrannize their teachers.

Socrates 469-399 B.C.

I see no hope for the future of our people if they are dependant on the frivolous youth of today, for certainly all youth are reckless beyond words....when I was young we were taught to be discreet and respectful of elders, but the present youth are exceedingly impatient of restraint.

Hesiod, Greek 8th c. B.C. poet

“I’ve come to a frightening conclusion that I am the decisive element in the classroom. It is my personal approach that creates the climate. It’s my daily mood that makes the weather. As a teacher, I possess a tremendous power to make a child’s life miserable or joyous. I can be the tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated and a child humanized or de-humanized.”

Haim Ginott

ALTON MIDDLE SCHOOL
ASSIGNMENTS FOR 2009-2010
MAIN BUILDING

**1st FLOOR – 6th GRADE HOUSE – MAIN – John Ducey
ILLINOIS HOUSE**

Darlene Arnold	Speech	
Teresa Callies	LA	
Krista Ginestra	Sci / SS	
Melodee Hughes	Sci / SS	
Craig Stark	LA	
Janet Jaffry	Sp. Ed	Donna Richie
Ashley Jones	Sp. Ed	Amanda Randol
Sue Liles	Sp. Ed	
Bridget Lyles	Sci / SS	
Sandy Nicolet	Title 1	
Michele Peretti	Math	
Brenda L. Powers	LA	
Becky Retzer	Sp. Ed	
Tammy Roach	Math	
Wendy Roady	LA	
Tonya Shores	Sp. Ed	Gladys Caldwell
Brian Zurek	Math	
Donna Monroe	Office Clerk	

ALTON MIDDLE SCHOOL
ASSIGNMENTS FOR 2009-2010
MAIN BUILDING

**2nd FLOOR – 7/8th GRADE HOUSE – MAIN – Roger Hetge
PIASA HOUSE**

Jamie Crouch	Sci / SS	
Jamie Beal	Math	
Christy Gerstenecker	Sp. Ed	Patricia Everett
Donna Gobble	Sp. Ed	Kim Wiegand
Amy Golley	BD	Tonya Jackson
Amy Gresham	Math	
Kristy Mandrell	LA	
Darren Lamere	LA	
Kate Page	Sci / SS	
Angela Relford	LA	
Stephaine Rosser	Sp. Ed	Wanda Chapman
Kacie Stearns	Math	
Brad Bolt	Sci / SS	
Fabia D'Amore	Art Therapy	
Barb Raya	Office Clerk	
Laurie Arieux	Guidance Counselor	

ALTON MIDDLE SCHOOL
ASSIGNMENTS FOR 2009-2010
OLIN BUILDING

**6/7/8th GRADE HOUSE – OLIN – DAVID SCHWARTZ
OLIN HOUSE**

Kevin Baker	Alternative	TBA
Emily Cross	Intensive BD	Robert Jackson / Cara McFarlane
Jane Pitts-Greer	Social Worker	
Marj Burgett	Librarian	Peggy Lyons
Aaron Tighe	Social Worker	

ALTON MIDDLE SCHOOL
ASSIGNMENTS FOR 2009-2010
MAIN BUILDING

**3rd FLOOR – 7/8th GRADE HOUSE – MAIN – Latasha LeFlore-Porter
FIELDS SUMMIT**

Mike Alikonis	Sci / SS	
Katherine Pellouchad	LA	
Barbara Jacks	LA	
Veronica Galletta	Sp. Ed	Sandy Monroe
Bill Ingersoll	Sci / SS	
Kyle Lask	Math	
Patty Paustian	Math	
Vickie Reeves	Sci / SS	
Janelle Sprague	Sp. Ed	Norma Henderson
Michelle Sherwin	Sp. Ed – BD	
Terri Morgenroth	LA	
Sara Tojo	Math	
Sean Tyus	Sp. Ed	Terri Ingram
Julie Kurtz	Social Worker	
Betty Jemerson	Social Worker	
Elizabeth Lumpkin	Office Clerk	

ALTON MIDDLE SCHOOL
ASSIGNMENTS FOR 2009-2010
ANNEX BUILDING

**1ST FLOOR – 7/8th GRADE HOUSE – ANNEX – BRIAN SAENZ
MISSISSIPPI HOUSE**

Lisa Craig	Math	
Nancy Mayfield	Sp. Ed.	
Sarah Kane	Sci / SS	
Emily Lamb	Sp. Ed. – MI	Kathy Croxton
Carolyn Meyer	LA	
David Nelson	Sci / SS	
Jenna Underwood	Math	
Tim Rister	Sp. Ed	Kim Allton
Kathy Snyder	LA	
Melissa Edwards	Math	
Sig Utgaard	Sci / SS	
Laverne White	LA	
Kara Santoni	Autistic	Kim Terrell
Marci Sedabres	Sp. Ed	Yvonne Stevenson

ALTON MIDDLE SCHOOL
ASSIGNMENTS FOR 2009-2010
ANNEX BUILDING

**2ND FLOOR – 6TH GRADE HOUSE – ANNEX – SUE SCHMIDT
EAGLES NEST**

Tricia Admire	Speech	
Kim Anderson	Math	
Nancy Coalson	Sci / SS	
Nicole Marconi	LA	
Amy Smith	LA	
Crystal Tucker	Math, Science	
Janet Heinz	Sci, SS	
Allison Martychenko	Math	
Christina Coy	LA, SS	
Sue Seymour	Sp. Ed.	Debbie Maloney
Rose Wilson	Sp. Ed.	Collette Lee
Diane Sims	Sp. Ed.	Jamie Laughlin
Maxine Hughes	Office Clerk	

ALTON MIDDLE SCHOOL
ASSIGNMENTS FOR 2009-2010
ANNEX BUILDING

**2nd FLOOR – 7/8th GRADE HOUSE – ANNEX – Cindy Schuenke
LIGHTHOUSE**

Kelly Flounders	Sp. Ed	Shantell Jones
Michael Cooper	LA	
Chris Dreith	Sci / SS	
Ruth Dwiggin	Sp. Ed – MI	Marian Nelson
Sarah Thomas	Sci / SS	
Lisa Harris	Sci / SS	
Sheryl Molloy	Sp. Ed	Tabitha Randolph
Tom Neuendank	Math	
Judy Northway	LA	
Laura Whitehead	LA	
Lori Epps	Math	
Ronna Watt	Sp. Ed	Brandis Mitchell
Rachel Sackman	Math	
Janet Huber	Office Clerk	

ALTON MIDDLE SCHOOL
ASSIGNMENTS FOR 2009-2010
Unified Arts

ART

Mimi Almonroeder	Main
Linda Barton	Main
Mark Kennedy	Annex
Angel Weber	Olin
Wade Neal	Olin

PE / HEALTH

Robert Kaiser	Annex	
Terry Mitchell	Annex	
Wade Neal	Annex	
Steve Ogden	Main	
Brett Huff	Annex	
Kim Wheeler	Annex	Athletic Director
Leon Wright	Main	
Chandra Koger	Annex	
Zac Allen	Main	
Emily Parker	Main	

COMPUTER

Claire Clancy	Annex
David Jacks	Main
Debbie Kanyo	Main
Theresa O'Connor	Annex
Robert Miller	Olin

Music

Fariga Drayton	Annex & Main
Ruth Jackson	Annex
Tim Jarden	Annex
Debbie Kanyo	Main
Ken King	Annex
Julie Carter	Annex

Eagles Nest/
Illinois

8:00-8:20	Advisory
8:21-9:01	
9:02-9:41	Block 1
9:43-10:23	
10:24-11:03	Block 2
11:07-11:37	Lunch
11:40-12:19	
12:20-12:56	UA
12:59-1:38	
1:39-2:14	Block 3
2:16 - 2:57	Flex

Mississippi/Piasa

8:00- 8:20	Advisory
8:21-8:59	
9:00-9:40	Block 1
9:42-10:18	
10:19-10:57	UA
10:59-11:40	Flex
11:44-12:14	Lunch
12:18-12:57	
12:58-1:37	Block 2
1:38-2:18	
2:19-2:58	Block 3

Lighthouse/Fields Summit

8:00-8:20	Advisory
8:22-9:00	
9:01-9:37	UA
9:40-10:21	
10:22-11:00	Block 1
11:01-11:41	
11:42- 12:21	Block 2
12:24-12:54	Lunch
12:57-1:38	Flex
1:40-2:19	
2:20-2:58	Block 3

ABSENCES FROM WORK / SUBSTITUTE FOLDER

We will continue to use the automated system, the Substitute Employee Management System (S.E.M.S.). Call the system or put absence in computer by 6:03 am or the night before to ensure a substitute is found as quickly as possible.

Please make sure you follow all instructions. Remember, if you are calling off using the computer, you can send your lesson plans to them directly.

If you call the system after 6:30 a.m. you will need to contact Jeanne Nasello @ 474-2160. If you prearrange a sub, make sure you call them in advance to remind them of the job.

SUBSTITUTE FOLDER

Your classroom will run more effectively if there is clear information given to the substitute. Your schedule, duties, rules and attendance procedures need to be communicated easily when a substitute takes over for you. Students should be made aware that the same expectations for appropriate behavior exist whether you or a substitute are in the classroom.

As you know, substitute teachers face many difficulties when they enter a new classroom. Anything we can do to make their jobs easier helps everyone in the building and will make your return to class easier. In order to accomplish this, **please complete/revise the information sheets in the Substitute Folder if needed and turn in to your house clerk by the end of the first week of school.** The substitute folders for new and returning staff have been placed in your mailboxes. Substitute Folders will be kept in the office and given to the substitutes upon their arrival. **PLEASE DO NOT KEEP SUBSTITUTE FOLDERS IN THE CLASSROOMS.**

TEACHER ASSISTANT SUBSTITUTE FOLDERS

Your services are valuable to the successful functioning of Alton Middle School. When you are absent, we want the day to go as well as possible. In order to help facilitate this, please complete a Substitute Folder which should include:

1. Your **schedule** so the sub knows exactly where to be throughout the day.
2. A **description of your responsibilities** throughout the day.

PLEASE TURN IN TO THE HOUSE CLERK.

AFTER SCHOOL DETENTION PROCEDURES

Detention will be from 3:00 until 3:50 P.M. Monday through Thursday in the **Annex** and the **Main** buildings. The following information should be discussed with students in the first week of school.

1. Students should go directly to their lockers immediately after 3:00 dismissal. They should get all materials they will need to take home, including their coats.
2. Students should report to the assigned detention room and be seated by 3:05 P.M.
3. Detention lists are printed on the daily attendance sheet. Students should be reminded about their detention as privately as possible.
4. Students should bring school materials to detention and may complete homework there. Students without classwork will be provided a packet of enrichment activities.
5. Attendance is mandatory. **Skipping detention will result in in-school suspension and detention.** Only an excused absence from school or a signed note from a parent is valid for missing detention.
6. Students will be given one day to make transportation arrangements. Students will not be allowed to serve same day detentions unless their parent has been contacted and consent given.
7. Further inappropriate behavior in after school detention will result in additional consequences.

AFTER SCHOOL DETENTION ROOM RULES

1. **STUDENTS WILL REMAIN SEATED.**
2. **STUDENTS WILL REMAIN QUIET.**
3. **STUDENTS MUST BRING PEN OR PENCIL.**
4. **STUDENTS WILL WORK THE ENTIRE PERIOD.**
5. **STUDENTS WILL NOT EAT, CHEW GUM, DRINK OR SLEEP IN DETENTION.**
6. **ALL REGULAR SCHOOL RULES ARE IN EFFECT DURING DETENTION.**

Tentative 2009 / 2010
Assessment Schedule

Sixth, Seventh and Eighth Grades

Quarterly assessments:	October 5 - 9 December 14 - 18 March 15 - 19 May 10 - 14
ISAT:	March 02 – March 12
Writing Sample Portfolio:	May 14
Language Arts Assessment Portfolio:	May 9 - 14
AIMS Web Sweeps:	September 8 – 10 January 5 – 7 May 4 – 6
Maze:	September 20 – 25 January 18 – 22 May 10 - 14

LOCKDOWN PROCEDURE

- Remain calm and don't panic.
- An administrator/office staff will announce the following over the P.A. system, "May I please have your attention, teachers, Code Red, repeating, Code Red."
- Teachers will close and lock doors if they are not already locked. It is recommended that doors are always locked then you won't have to waste time searching for your keys and locking the door.
- **All building doors are to remain locked during lockdown.**
- Close and lock all windows.
- At this time, do not allow anyone to enter or leave the classroom until you have been notified that Code Red has ended.
- Take attendance.
- Please inform students who are already in the hallway at this time that they should report to the library, main office, nearest administrator's office, or the social worker office.
- Slide a green piece of paper with your room number on it under the door into the hallway if you have NO PROBLEM.
- Olin students should report to the Olin library for safe haven.
- Close blinds & pull shades
- Do not cover door windows as Emergency personnel need to be able to look inside.
- Lockdown supersedes all other building drills. Ignore all alarms during a lockdown.
- Continue instruction

CAFETERIA GUIDELINES

Please review the following procedures with your students during the first two days of school.

PROCEDURES:

1. Students should report directly to the cafeteria and should not loiter in hallways and restrooms.
2. Students may sit at the table of their choice. **They will get in the serving line as soon as they enter the cafeteria unless otherwise directed by the supervisor to go to a table.** They are expected to talk quietly using indoor voices while they wait in line or at their table.
3. Students should have their ID's ready to be scanned when entering the cafeteria.
4. Students must remain in their original seat at their original table.
5. While it is expected that students will talk, shouting is not allowed in the cafeteria.
6. Students should clean up their area of the table and return trays and utensils.
7. No food is allowed to be taken out of the cafeteria.
8. **Cafeteria supervisors will raise their hands signaling the beginning of "Quiet Time" five minutes prior to the end of the lunch period. Students will simultaneously raise their hands and cease talking.**

Calendar / Make-up Work / Movies

ADDING ITEMS TO THE CALENDAR

1. Check the calendar when planning activities.
2. **Submit a request in writing to your house administrator for approval by Wednesday.**
3. Weekly calendars will be sent to your email by 3:00 Friday for the next week.
4. If approved, please notify the Olin office to add the event to the school calendar.
5. Events will be approved on a first come first serve basis based on the needs of the building.
6. An annual calendar will be developed and updated monthly. It will include district, school, and house events. Email events to Donna Martin no later than one week prior to this date.
7. Check your mailbox for notification(s).

MAKE-UP WORK

Students who miss school due to any out of school suspension or unexcused absence will receive partial to full credit for any assignment.

MOVIES

Notify your house administrator when you are showing a movie for a reward or educational purpose. All movies must be rated "G".

EMERGENCY PROCEDURES

Chemical Exposure

According to the Illinois Department of Public Health, the following paragraph summarizes treatment advice for a healthy individual exposed to a material on the skin or in the eyes, who is not otherwise injured, is mobile, is not bleeding, is not in respiratory distress or convulsing, has no allergic reaction or other medical condition. It also may not apply if the chemical exposure results in frostbite, for biological agents, and does not address ingestions or antidotes. Suspicious materials should be reported to appropriate officials.

*The best action to take if an unknown chemical (and in many cases, for known chemicals) splashed into eyes or onto skin is to **start rinsing with water as soon as possible and rinse continuously for up to 15 minutes**. Clean drinking water at a temperature that is comfortable is preferred. Powdery substances may need to be brushed off carefully prior to rinsing, being careful not to get into eyes, nose, or mouth. Clean (sterile) saline solutions can be used for eye rinses if available. Eyes should be held open with cleaned hands. Clothes that were splashed should be removed if they can be without injuring the eye further. Mild soap will help to remove material that appears to be oily. Seek medical attention as soon as possible.*

Please notify the school nurse immediately.

Disaster or Tornado Procedure

Disaster drills shall be conducted during March and April. The bell shall be sounded 3 short rings and repeated 4 times. When the alarm sounds, teachers are to quickly and quietly usher their students from the classroom to the designated areas. Students are to assume a protected position by facing the wall on their knees with their hands clasped behind their head. Students should not be positioned next to a glass door or where broken glass may easily fly. It may be necessary for the students to form double lines. The teacher should **leave the classroom door opened**, take attendance book, and check attendance when the students get to the assigned evacuated areas. If the teacher is unable to account for a student (s) the principal should be informed immediately.

The following rules shall be adhered to:

1. Students shall walk quickly and quietly to the assigned evacuation area.
2. Students shall not attempt to gather their possessions during a drill.
3. If students are in the hall or restrooms at the time of the drill, they shall report to the nearest teacher.
4. Disaster drill exit routes are to be posted in every classroom and shall be reviewed annually by the principal.

Bomb Threat

The following procedures have been prepared for use when a bomb threat is received by a school:

1. Notify the house administrator.
2. Do not touch suspected items.
3. **Always keep rooms locked when not in use.**
4. Teacher should be the last person to leave a room.
5. Follow same evacuation plan as fire drill.
6. If parents come by to pick up their child during this situation, an administrator must be notified before they may leave.

A plan of action for a bomb threat and a checklist for bomb threat calls is in the district Crisis Plan. Persons interested may look at the copy in the Assistant Principal's Office.

Earthquake Procedures

During a major earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. The school population is safest finding immediate shelter under desks, tables, or counters. Some of the first indications of an earthquake may be:

- A gentle shaking
- Swaying of hanging plants or light fixtures
- Sound of objects wobbling on shelves
- A violent jolt (similar to a sonic boom)
- Sound of a low (and perhaps very loud) rumbling noise

It is important to take "quake-safe" action at the first indication of an earthquake. The following actions should be taken:

INSIDE BUILDING: (if inside, stay inside)

- Move away from windows, shelves, heavy objects and furniture that may fall
- Students should be instructed to remain quiet and listen for instructions.
- Move to an inside wall or corner in the classroom, turn away from windows, bend head close to the wall, cover sides of head with elbows and clasp hands firmly behind neck.
- If notebook or jackets are handy, hold these over head for added protection from flying glass or ceiling debris.
- If possible, extinguish all burners before taking cover in laboratories. Stay clear of chemicals.

When earthquake is over, leave building using fire drill route. **DO NOT RUN!**

OUTSIDE BUILDING: (if outside, stay outside)

- Move to an open area away from buildings, power lines and trees.
- Lie down or crouch low to the ground.

Always look around for dangers that could demand movement.

COMMITTEE MEMBERS

Black History

Theresa O'Connor
Tonya Shores
Kara Santoni
Doc Randol
Angel Weber
Terry Mitchell
Betty Jemerson
Kate Page
Felicia Alexander
Gladys Caldwell
Rita Dread

Curriculum Council

Judy Northway
David Nelson
Wendy Roady
Christy Gerstenicker
Sarah Tojo
Allison Martychenko
Kathy Bredenکوetter

READING NIGHT

Nicole Marconi
Kim Anderson
Trisha Admire
Amy Smith
Felicia Alexander
Allison Martychenko
Christina Coy
Sheryl Molloy
Rachel Sackman
Sarah Kane
Carolyn Meyer

Kathy Snyder
Lavern White
Kristy Mandrell
Stephanie Rosser

ISAT ASSEMBLY

Kim Anderson - Chair
Janet Jaffry
Judy Northway
Kate Page
Barb Jacks
Christina Coy
Jamie Crouch

PC WET

Janet Heinz
Nancy Coalson

SIP

Marcella Sedabres
Kate Page
Lisa Harris
Marj Burgett
Wendy Roady
Shonna Schrock
Sue Liles
Sue Seymour
Vicki Reeves
Emily Parker

LEADERSHIP

Melissa Berner
Brad Bolt
Deb Kanyo
Janet Jaffry
Nicole Marconi
Sheryl Molloy
Sue Liles
Vicki Reeves
Chris Dreith
Craig Stark

COMMITTEE MEMBERS

Honors Banquet

Donna Richie
Sue Liles
Amy Gresham
Ruth Dwiggins
Lisa Harris
Amanda Randol
Susan Elmendorf

Power of Peers

Pat Gorman
Courtney Vallade
Meghan Winter
Sandy Crawford - Chair
Jane Pitts-Greer
Wendy Post
Betty Jemerson
Julie Kurtz

Red Ribbon

Marge Burgett
Angel Weber
Emily Lamb
Lavern White
Terry Mitchell
Tabitha Randolph
Allison Martychenko
Deb Kanyo
Kristy Mandrell
Michelle Sherwin
Whitney Page
Kara Santoni
Steve Ogden
Ruth Jackson
Sandy Crawford

SPELLING BEE

Chris Dreith
Terri Morgenroth
Bill Ingersol
Teresa Callies
Brenda L. Powers
Tom Neuendank
Kathy Snyder
Wade Neal
Craig Stark

JR. OLYMPIAD

David Jacks
Mike Alikonis
Patty Paustian
Krista Ginestra
Bridget Lyles
Michele Peretti
Brian Zurek

SHADOW DAY

Michelle Sherwin	Sarah Tojo
Tim Rister	Chris Dreith
Teresa Callies	Sig Utgaard
Tammy Roach	Kathy Snyder
Amy Smith	Ken King
Lisa Craig	Brenda Powers

COMMITTEE MEMBERS

Student Council

Tonya Shores
Brad Bolt
Jamie Beal
Sig Utgaard
Crystal Tucker
Kate Pellochoud

United Way

Sue Seymour
Tim Rister

Math Night

Bridget Lyles
Kacie Stearns
Jamie Beal
Kyle Lask
Marge Burgett
Sara Tojo
Allison Martychenko
Tammy Roach
Brian Zurek
Sherly Molloy
Rachel Sackman
Lisa Craig
Emily Lamb

Students of the Week

Angela Relford
Tonya Shores
Rose Wilson
Becky Retzer
Julie Carter
Janelle Sprague
Ruth Dwiggin
Nancy Coalson
Jamie Crouch
Steve Ogden
Chandra Koger

Young Authors

Carolyn Meyer
Angela Relford
Wendy Roady
Laura Whitehead
Teresa Callies
Amy Smith
Kristy Mandrell
Sandy Nicolet
Christy Sales
Sean Tyus
Melissa Crader
Jerome Jackson

National Junior Honor Society

Michele Peretti
Chris Dreith
Stephanie Rosser
Marge Burgett
Jamie Beal
Lori Epps
Barb Jacks

Recycling

Felicia Alexander
Victor Jordan

COMMITTEE MEMBERS

PBIS Universal

Amy Smith
Nicole Marconi
Janet Jaffry
Melodee Hughes
Chris Dreith
Michael Cooper
Laura Whitehead
Kristina Mandrell
Ruth Dwiggin
Veronica Galletta
Barb Jacks
Patricia Paustain
Janele Sprague
Rob Miller
Chandra Koger
David Jacks
Jamie Beal
Amy Golley
Brad Bolt
Angela Relford
Bill Ingersoll
Donna Gobble
Kristina Mandrell
Tim Rister

PBIS Secondary - SOS

Melodee Hughes
Teresa Callies
Krista Ginestra
Allison Martychenko
Crystal Tucker
Nancy Coalson
Cristina Coy
Rose Wilson
Tom Neuendank
Judy Northway
Lori Epps
Rhonna Watt
Rachel Sackman
Lisa Harris
Sarah Tojo
Lisa Craig
Sean Tyus
Kate Pellouchoud
Michael Alikonis
Sandy Crawford
Courtney Vallade
Vicki Reeves
Terri Morgenroth
Jamie Crouch
Amy Gresham
Kacie Stearns
Daren Lamere
Kristina Mandrell

Tertiary – SOS

Kim Anderson
Sue Seymour
Brian Zurek
Tammy Roach
Becky Retzer
Shonna Shrock
Sheryl Molloy
Kyle Lask
Megan Haycraft
Julie Humphrey
Stephanie Rosser
Kristy Gerstenecker
Sandy Crawford
Courtney Vallade

YEARBOOK

Felicia Alexander
Tonya Jackson

COMMITTEE'S

R t I

Nicole Marconi
Becky Retzer
Christy Gerstenecker
Cindy Inman
Ann McLaughlin
Jerome Jackson
Lisa Harris
Mike Alikonis
Veronica Galletta
Nancy Mayfield
Sarah Kane
Sue Liles

S E L

Barb Jacks
Felicia Alexander
Gaileen Hoenig
Laurie Arieux
Jenna Underwood
Kate Page
Laura Whitehead
Melodee Hughes
Mary Plocher
Nicole Marconi
Pat Gorman
Sandy Crawford
Sarah Meyer
Sue Liles
Tina Kristoff

ALTON MIDDLE SCHOOL EVALUATIONS

09 /10

MAIN BUILDING

<u>ILLINOIS HOUSE</u>	<u>PIASA HOUSE</u>	<u>FIELDS SUMMIT HOUSE</u>
Melodee Hughes	Kacie Stearns	Sean Tyus – P2
Krista Ginestra	Angela Relford	Janelle Sprague – P2
Tammy Roach	Jamie Crouch – P4	Annette Jacks – P3
Bridget Lyles	Jamie Beal – P2	Sarah Tojo – P4
Becky Retzer	Brad Bolt – P3	Patty Paustain
Craig Starks – P3	Stephanie Rosser	Katherine Pellouchoud – P3
Wendy Roady	Donna Gobble	Terri Morgenroth– P3
Tonya Shores – P4	C. Gerstenecker	Michelle Sherwin – P4
Ashley Jones – P3	Kristie Mandrell	Veronica Galletta – P4
Brian Zurek	Amy Gresham	
	Darren Lamere	

ANNEX BUILDING

<u>MISSISSIPPI HOUSE</u>	<u>EAGLES NEST HOUSE</u>	<u>LIGHTHOUSE</u>
Sigurd Utgaard – P4	Amy Smith – P4	Lori Epps – P3
Marcella Sedabres – P3	Allison Martychenko – P4	Michael Cooper – P3
Whitney Page – P2	Kim Anderson	Sarah Thomas – P2
Lisa Craig	Christa Coy – P4	Kelly Flounders – P1
Nancy Mayfield – P3	Misty Monroe – P1	Ruth Dwiggins
Meilssa Edwards – P3	Crystal Tucker – P3	Lisa Harris – P4
Carolyn Meyer	Diane Sims – P2	Rachel Sackman – P4
David Nelson	Nancy Coalson	Chris Dreith
Tim Rister	Trish Admire	Laura Whitehead – P3
Kathy Snyder	Sue Seymour	Sheryl Molloy
Laverne White		Judy Northway – P4
Kara Santoni – P4		Jennifer Willman – P1
Jenna Underwood – P2		

OLIN HOUSE (DS) Emily Cross – P1

<u>UA</u> - (LP) Robert Miller – P4	(DS) Clare Clancy – P4	(CS) Ruth Jackson – P4
(CS) Julie Carter – P4	(LP) Angel Weber – P4	(JD) Leon Wright
(CS) Ken King	(DS) Zac Allan – P2	(SS) Chandra Koger–P3
(SS) Rob Kaiser – P3	(JD) David Jacks – P3	(SS)Tim Jarden
(JD) Emily Parker –P3	(SS) Brett Huff – P3	

Social (JD) Julie Humphrey (BS) Courtney Vallade – P4 (JD) Megan Haycraft – P4
Workers (DS) Aaron Tighe – P1 (DS) Laurie Arieux – P1 (CS) Leslie McMahon – P1

TITLE (SS) Melissa Crader – P2 (BS) Christy Sales – P2 (DS)Sandy Nicolet – P3
(RH) Jerome Jackson – P2

EXTRA PAY FOR COVERING CLASSES

Sometimes it is necessary to ask teachers to cover a class during their prep time. While the assistant principals will make every effort to avoid doing this, they'd like to know which teachers are willing to cover a class for extra pay.

Please fill out the bottom portion of this form and place it in the house administrator's mailbox by **Friday, September 3**. We will make a list of those who are interested and will ask teachers to cover classes on a rotating basis. Please note that situations may occur where it will be necessary for them to ask a teacher to cover a class even though they marked the sheet as not being interested.

EXTRA CLASS AVAILABLE

NAME _____

MY PREP TIME: _____

_____ **YES, I'M INTERESTED IN COVERING A CLASS IF NECESSARY DURNING MY PREP.**

_____ **NO, ONLY CALL UPON ME WHEN OTHERS ARE UNAVAILABLE.**

EXTRA DUTY AVAILABLE

_____ **YES, I'M INTERESTED IN TAKING A PAID DUTY IF NECESSARY BEFORE OR AFTER SCHOOL.**

_____ **NO, ONLY CALL UPON ME WHEN OTHERS ARE UNAVAILABLE.**

FIELD TRIP CHECKLIST

<u>Item for Trip / Info</u>	<u>Date Completed</u>	<u>Initials of Organizer And Asst. Principal</u>
Location of trip:	_____	_____/_____
Date of trip:	_____	_____/_____
Put on school Calendar (Olin)	_____	_____/_____
Transportation Provided by:	_____	_____/_____
Phone #	_____	_____/_____
Contact Person:	_____	_____/_____
Cost:	_____	_____/_____
Billed to:	_____	_____/_____
Called to confirm:	_____	_____/_____
Events/Places to attend during trip/times and or phone #'s	_____ _____ _____	_____/_____ _____/_____
Lunch: Bring / Buy	_____	_____/_____
If buy: Location:	_____	_____/_____
(Call ahead with dates and number of diners)	_____	_____/_____
Café. Lunches Needed:	_____	_____/_____
(order from Café at least 1 week before event)		
Type of trip: Educational	_____	_____/_____
(all students must be included)		
Reward	_____	_____/_____
(points decided and announced in advance)		
Permission Slip Created:	_____	_____/_____
(Ask that chaperones be 25 years old or older and get contact information on them)		
Call Chaperones:	_____	_____/_____
(Call 1 week in advance to thank & remind them of events)		

Collect Permission Slips: _____ / _____
(Collect 1 week in advance of trip. Get final count of students & chaperones)

Submit a list to Nurse: _____ / _____
(1 Week before trip) (Assign one staff member to pick up medications the day of the trip)

Submit a list to House Clerk: _____ / _____
(For attendance)

Submit a list to Asst. Principal: _____ / _____
(1 week before trip to be given to UA teachers)

Organize students into groups: _____ / _____
(Assign to chaperone keeping groups as small as possible)

Make chaperone info packets: _____ / _____
(should include contact info, student names, directions, times, events, lunch info – EVERYTHING)

DAY BEFORE OR DAY OF THE FIELD TRIP!

- 1. Get emergency medication / supplies from Nurse _____
Remember to get a first-aid kit.**
- 2. Give final attendance slip to House Clerk just before you leave.**
- 3. Take all permission slips and medications on trip w/ chaperone contact info. DOUBLE AND TRIPLE CHECK!**
- 4. Take attendance every time you make a departure – NO CHAPERONE OR CHILD LEFT BEHIND!**

Bus request forms and permission slips may be obtained from your House Clerk / Asst. Principal

First Days with Students – Staff Responsibilities

Our Schedule will be as follows:

7:45 A.M - All staff based in the **Annex** will report to the Annex Café or the Annex Gym. Staff based in the **Main** will report to the Auditorium and Main Café.

8:00 – 8:15 A.M. – Welcome – The House Administrators will explain procedures for the day.

8:00 – 11:15 A.M. – All students report to their first hour class for attendance.

TEAM teachers should provide orientation to agendas, which covers school rules. You may do this in whatever classes you choose these first few days with the understanding that the rules have to be covered in their entirety. It is important to get sign-off page in the agenda returned with a guardian's signature.

Areas of focus during the first half day and the next ½ day(s) of school are:

- 1. Attendance sheets are due to the house office by 8:30 A.M. On 6th day enrollment sheet only: once you count a student present, continue to count them present even if absent.**
- 2. DISTRIBUTE ALL FLYERS** to students. Keep extra flyers for students who show up late.
- 3. EXPLAIN THE STUDENT AGENDA** and how it should be used. The school rules in the agenda should be taught well to every student. The better our students know and understand the rules the easier it will be for all of us.
- 4. Sixth grade teachers** should spend specific time being certain the students know their schedules for the first full day of school.
- 5. Students new to our school system** are the only students that need to fill out a State TEXTBOOK form. Team leaders should collect these and return them all to the house clerks by September 11, 2009.
- 6. ALL PHYSICAL FORMS AND OTHER FORMS DEALING WITH SPORTS** should go to the house clerk as soon as you receive them. Athletics have already started this year but a few students may be turning in forms for WINTER sports. House clerks will see that the nurse and the Athletic Director receive the forms that they will need.
- 7. Team leaders** will be given a complete copy of all student schedules. If students lose their schedules, you should use these to let the students copy their schedule.
- 8. All textbooks** are in the classrooms. See Sue Liles for additional copies.
- 9. DO NOT ALLOW STUDENTS INTO YOUR CLASSES UNLESS THEY APPEAR ON YOUR CLASS LIST.** If they are new students, they will have a schedule to show you and a schedule will appear in your mailbox. Add them to your class list once you get a copy of their schedule. Check the add and drop list daily. This will be on the morning absentee list. Drop students from you class list and your goldenrod copy of the attendance sheet by checking the absentee sheet daily.

GENERAL INFORMATION

ANNOUNCEMENTS

All school announcements need to be emailed to the Piasa office to Barb Raya (braya) no later than 8:00 a.m. that morning. In the subject area, type “announcement”. P.M. announcements will only be made as needed.

AGENDAS

If students lose their agendas they will have to pay \$5.00 for a new one. The student agenda will also serve as the handbook.

ASSEMBLY SEATING

The auditorium can seat approximately 500 students not including the balcony, therefore, when we have assemblies, we will have to have three, by house schedule based on UA classes. House administrators will determine the seating for their house

COPIERS

See your house administrator for the copy code to use. Copiers are located in the following locations.

Annex: 2nd floor – Riso & Photo copier

Main: 2nd floor – Riso (teachers lounge) Photo copier (Piasa office)

COMPUTERS/COMMUNICATIONS

Please check daily for e-mail messages. Call if you need a response within 24 hours.

FIELD TRIPS

Transportation Request Forms are available in the house office.

Bus requests must be signed by the house administrator with the account number on it; otherwise the bus won't be reserved.

NO STUDENT SHOULD BE EXCLUDED FROM AN EDUCATIONAL FIELD TRIP.

The teacher / person initiating the request is responsible for verifying or canceling the bus with the bus garage on the day preceding the trip.

GENERAL INFORMATION

ACADEMIC ELIGIBILITY FOR SPORTS

1. Based on cumulative average
2. Grades should be checked each week. Coaches are to put eligibility list in teacher's mailboxes each Friday. Students marked ineligible are ineligible to participate in games but may practice.
3. For athletic purposes, averages will start over at each quarter. Students are ineligible with a "F".
4. **Teachers** must inform parents and child prior to placing a child on the eligibility list.

504 PLANS

Some students may have a 504 plan. Please look at these and if you find one, let the Social Workers know. If a parent says, my child has ADD or ADHD and needs a 504, tell them that before we write one, we have to have a written diagnosis from their doctor and then we will inform the Special Ed office.

LESSON PLANS

Good Planning is essential to good teaching. Keep good lesson plans available, not only for yourself, but the substitute that may be in your room. Lesson Plans will be checked monthly. Note the standard that your lesson relates to. This standard does not have to be written. Lesson objectives should be written.

GUIDELINES FOR ROOM USAGE

- Nothing should be taped to walls, chalkboards, windows, or doors. One inch tack boards may be installed to facilitate hanging decorations or class work.
- Nothing should be hung from ceilings in an unsafe manner. While wires may be hung by the Maintenance Department for hanging decorations, mobiles, etc., potted plants, and other heavy objects should not be hung from the ceiling.
- Nothing should be stored on top of room unit ventilators or stacked in front of them to prevent circulation of air.
- Desks should be examined for graffiti at the end of each day or anytime there is a change in the group occupying a room.
- At the close of the day, windows should be closed and the shades adjusted to a uniform height.
- If a non-standard arrangement of furniture is used in the classroom, desks and chairs should be placed back into position at the end of the day to facilitate cleaning.
- No debris (paper, books, etc.) should be left on the floors at the end of the day.
- If permission has been obtained from the principal to eat in the classroom, no food should be left in the classroom no wet or sticky objects placed in the waste cans. Food should not be left in desks.
- The principal should be consulted concerning the number and type of plants, insects, or animals to be kept in a room.
- Money should NEVER be left in desks, file cabinets, etc.
- Candles are NOT allowed to be burning in any classroom or any other part of the building.
- It is the building principal's responsibility to distribute and review this information with his/her staff at the beginning of the school year.

Level I Infractions – do not require a referral form

- 1) Tardies
- 2) IDs
- 3) Homework or missed homework detentions
- 4) Supplies (paper, pencil, eraser, etc)
- 5) Nonparticipation
- 6) Food and Drink outside of the cafeteria

Level II Infractions

- 1) Gross Misconduct or Gross Disobedience
- 2) Habitual Level I Infractions
- 3) Those items listed in the ACUD #11 Student Conduct Handbook for the middle school, not including initial Level I infractions

GYM / HALL SUPERVISION

BEFORE SCHOOL

1. Students arriving by bus should leave the bus in an orderly manner and enter the building in a single file line.
2. Students must stay in the gym, cafeteria or designated bus room until the dismissal bell unless they have pass. The pass should be obtained the day before. **As students enter the hallway, please remind them to use a 12 inch voice.**

AFTER SCHOOL

1. Students who do not ride a bus should exit the building immediately unless they are authorized to stay for a specific school activity. They should exercise extreme care crossing streets and on the school parking lot.
2. Dismissal will be staggered according to the following schedule:

6TH GRADE - 2:54

7th GRADE - 2:56

8th GRADE - 2:58

3. Remaining bus students should report to their designated area. While there they should :
 - a) Stay in their designated area
 - b) Refrain from running, pushing or shoving
 - c) Use appropriate indoor voices
4. Students staying after school to watch a game should stay in the fans' section of the gym. They should not leave school grounds or be in other areas of the building.

INCLEMENT WEATHER PROCEDURE / COATS

If inclement weather or other weather patterns exist that present unsafe conditions for our students if they move from one building to another, an announcement will be made to hold students in their current class until further notice.

If students are in their core classes within their house, they will follow the schedule designated for their house until it is time to go to UA classes. Students in the Annex will remain in the classrooms and administrators will assign UA teachers who have classes in that building and/or classroom aides to those classes. Students in the Main will be directed to report to the auditorium and UA teachers who have classes in that building will help supervise students. These arrangements will allow core teachers to have their planning periods.

If students are in UA classes at this time, they will remain in that classroom until further noticed instead of passing to their 2nd UA class.

11:25 – If weather conditions are still unsafe at 11:25, an administrator, security, or hall monitor will go to UA classrooms to escort students from Fields Summit and the Mississippi Houses to the cafeteria, so UA teachers can go to lunch and take their planning periods.

Mrs. Schmidt and Mr. Ducey will communicate with one another and with the 6th grade teachers in their houses regarding schedule changes for that day.

Students may wear coats during cold weather if they have class(es) in another building, but they must remove the coat once they enter the classroom. Coats are not to be worn in the building when students are going from one classroom to another within the building

PAYCHECKS

Paychecks will be placed in an envelope and will be held by the House clerk on the 25th of the month. New certificated staff will receive one-half a paycheck after the first few weeks and after the first four weeks. After that, you will receive one per month. Support staff – please see your House clerk for your paychecks.

LEAVING SCHOOL DURING THE WORK DAY

WHEN YOU LEAVE OUR SCHOOL DURING THE WORK DAY, YOU NEED TO SIGN OUT AND SIGN IN WHEN YOU RETURN. THE SIGN OUT SHEETS ARE IN THE HOUSE OFFICE. Please keep in mind that planning / prep time is a part of your work day and is to be used in preparing for student instruction.

DEAL WITH PROBLEM STUDENTS EARLY

Within the first three weeks of school, you should be able to identify the students who are going to test you in your classes. Teams are strongly encouraged to meet with these students as soon as their testing begins. Once you meet with the student, if the testing continues, you should call for a conference with the student and parents. Your next step will be to call for another conference with the same people as above and this time invite an administrator. We want to establish our expectations as soon as possible. Do not wait too long into the school year to react to negative or poor behavior. Unified arts teachers are encouraged to talk to the team teachers. As a common courtesy, team leaders should inform the impacted UA teacher of planned meetings with parents. If they are experiencing problems with the team students, most likely they will be creating problems for all staff. Each team will submit a classroom behavior management plan to the house administrator by September 17, 2007. This will assist the administrative team in understanding the wide variety of discipline procedures and intervention strategies used by all teams of teachers.

VOLUNTEER BOOK

Parent volunteer sheets have been produced for each team leader, Unified Arts team leader, EMH/TMH, BD, library and the office. These sheets are in our Black Book and should be transferred to your team notebook for easy accessibility. Towards the end of the year we will ask you for all the parent volunteers you have had this school year. Keeping the volunteer sheets up to date will make this an easy process for you later in the year.

Positive Behavior Interventions and Supports (PBIS) at Alton Middle School

PBIS is a systems approach for establishing a positive social culture within the school environment. PBIS promotes school-wide practices for the management of behavior that center on proactive responses to misbehaviors. When collectively implemented, PBIS helps to maintain safe and effective learning environments. PBIS promotes the social/emotional skills needed to succeed at school and beyond. Federal educational requirements contained in the NCLB Act, and IDEA 2004 are embedded in the PBIS process. PBIS integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois' educational goals and mandates.

At Alton Middle School we have three distinct PBIS teams that address these concerns and provide positive behavior supports for all students.

The Universal Team is made up of approximately 20 persons who meet monthly to:

- *review school-wide data and analyze patterns and trends to determine universal needs for positive interventions and supports,

- *plan, organize, and coordinate school-wide celebrations and student and staff recognition,

- *monitor continually the teaching, modeling, and re-teaching of school-wide behavior expectations.

The Secondary Team is made up of approximately 40 persons divided into three separate S.O.S. (Secondary Opportunities and Supports) Teams that meet weekly to:

- *review students referred by staff as in need of greater supports and interventions academically and/or behaviorally,

- *review data on students with frequent misbehaviors and low academic achievement,

- *formulate intervention plans for students at risk,

- *review student responses to interventions on a regular and systematic basis.

The Tertiary Team is made-up of approximately 18 persons on six separate house centered teams that meet monthly to:

- *review data regarding students who are referred by the secondary teams as not responding to universal and secondary interventions

- *institute intensive individualized interventions for students who are at high risk of more restrictive placements.

- *consider the need for 504 Plans,

- *initiate specialized behavioral and academic consultations,

- *develop multi-setting (home, school, and community) Functional Behavioral Analysis (FBA) of problem behaviors and intensive Behavior Improvement Plans (BIP),

- *refer students and their families for intensive mental health and/or community services

- *initiate school-based wrap arounds for students and their families that are guided by the use of data to develop interventions in multiple settings,

- *initiate LAN wrap arounds for students and their families in need of specialized community resources.

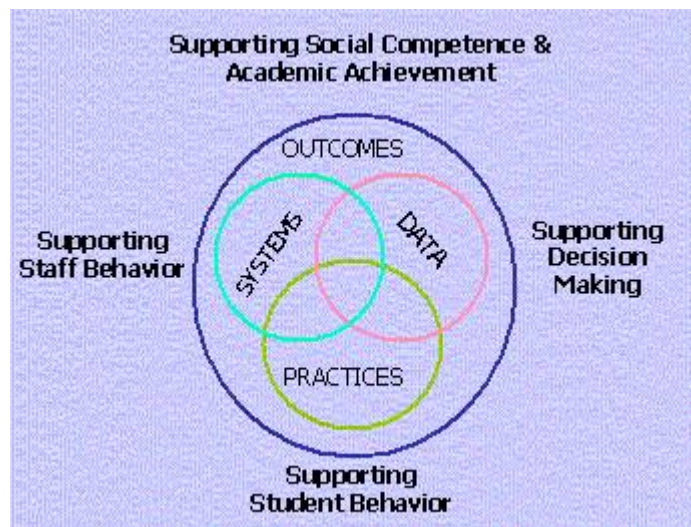
Universal, secondary and tertiary teams work in concert to establish a positive school environment that teaches and acknowledges three basic overall behavior expectations, **The Three R's --- Respect for Self, Respect for Others, and Respect for Property**. These teams integrate the elements of Data, Practices, and Systems to create a common language, common values, and common experiences that define student membership in a positive learning

community.

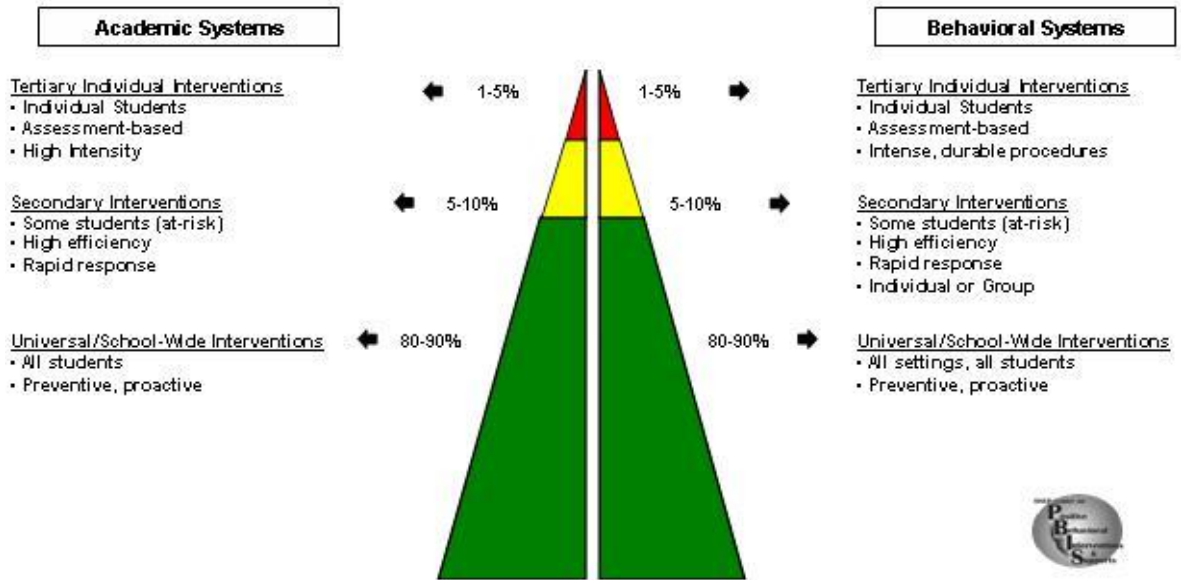
The overall goals of the PBIS program are to:

- *reduce the number of Office Discipline Referrals as measured annually by increasing the use of pro-active strategies to address negative behaviors and reducing the use of reactive responses to these behaviors,
- *reduce the number of students in highly restrictive placements,
- *reduce the number of students in need of tertiary level supports and interventions,
- *increase student achievement as measured by the number of school honor roll participants and scores from group standardized tests (Gates Reading Tests, District Quarterly Assessments, and ISAT),
- *increase the number of students who participate in school-wide PBIS rewards and recognitions,
- *increase staff confidence in their ability to utilize data based decision-making strategies for the management of student behavior.

PBIS has been a part of the Alton Community Unit School District's unified approach to student instruction and behavior management since 1998.



Designing School-Wide Systems for Student Success



TEAMING GUIDELINES / LESSON PLANS

The guidelines below are expected to be followed throughout the year.

1. Meet and establish consistency within your TEAM. Discipline, homework, team rules, etc., should be consistent and reinforced by each TEAM member.
2. Begin plans and establish dates with your house administrator a minimum of two interdisciplinary units. All dates should be finalized and on the school calendar by October 1, 2006.
3. Establish a format for your team meeting. Please refer to your team notebook. It is best to establish a daily TEAM agenda and stick to it. Discuss and agree on responsibilities for each TEAM member, home contacts, ordering VCR tapes, obtaining supplies, scheduling TEAM meetings with disruptive students, administrators, providing the house administrator with WEEKLY reports as to what has been accomplished, monthly rewards, counselor, etc. **Each team will receive a team notebook which is to be completed and turned in by 2:00 on Friday to the house administrator. Please turn in your team summary sheets, not the notebook.**
4. Grade level meeting times will be determined by the house.
5. TEAM leaders are to report to the house administrator any time their TEAM is NOT meeting and if any TEAM members are ABSENT from TEAM meetings. ALL teachers are expected to attend TEAM meetings. This is NOT a time to do personal errands.
6. Subject matter teachers, i.e., performance and Unified Arts teachers should meet daily to discuss curriculum and related middle school projects.

LESSON PLANS

Lesson plan books will be viewed once a month by the house administrator. Ms. Young will check UA lesson plans.

Note the standard that your lesson relates to. The standard does not have to be written in detail. Lesson objectives should be written.

TEXTBOOK DISTRIBUTION

The following are procedures to be followed when issuing textbooks.

1. All students should receive textbooks on the first ½ day of school even if they have not paid their supplementary fees.
2. Student's name must be written legibly in ink and **the teacher should initial the text behind the student's name.**
3. The Book Rental Records form should be filled out properly and must include the student's name, book number and the condition of the book as it is issued. Book fines at the end of the year will be assessed using this information, so please make the student aware of your classification of the book as new, good, average.
4. Please complete the Textbook Distribution Forms and turn them in to the House clerk. Use the following as a guide to assess the condition of the books:

Good - no torn or missing pages, sturdy binding

Average – reconditioned, taped cover, worn

Poor – torn pages, broken binding, missing pages, writing on pages