

# Teacher Handbook

## Paul Revere Charter Middle School



### 2014-2015

This is a living document. Please keep it on hand and note that periodic additions will be added. You are responsible for becoming familiar with and complying with all material contained in this document in accompaniment with district and board policies.

# TABLE OF CONTENTS

<b>Basic Operations/Staff Abents .....</b>	<b>1-3</b>
<b>Daily/Student Attendance .....</b>	<b>3-5</b>
<b>Class Coverage .....</b>	<b>5</b>
<b>Class and hallway supervision.....</b>	<b>5</b>
<b>Teacher Mailboxes .....</b>	<b>6</b>
<b>Passes/Professional Development.....</b>	<b>6</b>
<b>IEP's/504/SST .....</b>	<b>7</b>
<b>Keys/Gates .....</b>	<b>8</b>
<b>Clubs/Assemblies .....</b>	<b>8</b>
<b>Teacher Roles and Responsibilities .....</b>	<b>9-13</b>
<b>Marking Practices .....</b>	<b>14</b>
<b>Visitors/Guest Speakers .....</b>	<b>16</b>
<b>Field Trips .....</b>	<b>16-17</b>
<b>Student Agenda .....</b>	<b>18</b>
<b>District Policy Films/Movies .....</b>	<b>19</b>
<b>Parent Conferences .....</b>	<b>20</b>
<b>School Safety/Staff Parking .....</b>	<b>21</b>
<b>Emergency Drills .....</b>	<b>22</b>

## HANDBOOK—NUTS AND BOLTS

This section of the Handbook is a general overview of the basic operations and a general guideline to how we do business at Paul Revere Charter Middle School. The second section is an alpha index of all the major and minor items both at Revere, in the UTLA contract and in the district bulletins and reference guides. This notebook should serve as a reference and will continue to be honed and refined.

This is a living handbook and you will continue to receive inserts throughout the year. These critical pieces of information are your responsibility to place into this Handbook so it remains an up to date and accurate document. (Please note that this document refers often to the UTLA contract. If you are not familiar with this document, you may want to download it or request a copy from UTLA).

### Basic Operations

#### Sign in and out—

##### **BEGINNING/ END OF THE SCHOOL DAY:**

Teachers must sign in on their sign in card no later than 6 minutes before the start of school per UTLA contract. Teachers should be signed in by **7:43am**. Note that board policy states that employees will be at their work station by the assigned time, not walking through the door when the work day begins. The passing bell rings at **7:45am** and students are on campus and heading to class at this time. You contracted **Instructional day** begins at **7:55am**. This means that all students should be seated in class by this time with the teacher prepared to begin the day.



At the end of the school day, staff must sign out in the main office. **No staff member shall sign in and out for the same day prior to the end of school or for any future day.** *For your own safety if you plan to remain on campus late, please notify an administrator and the main office.* **ALL TEACHERS** need to vacate the campus by 5:30pm.

##### **LEAVING CAMPUS DURING THE INSTRUCTIONAL DAY:**

During the course of the work day, if you leave campus during your conference period, you must sign out. Your conference period is part of your instructional day as is your duty free lunch. For liability and accountability and as part of the district's directive, it is imperative that this policy be followed. There is a notebook in the main office where you must sign out and then back in upon your return to Revere.

#### Doctor's Appointments and Off Campus Appointments:

If you need to leave school to attend an appointment and you will need classroom coverage to attend the appointment, **you must acquire 24 hour approval from an administrator.**



Doctor's appointments are made with advance notice and staff should be able to seek approval and coverage well in advance. Each time you are off campus and require coverage, you directly impact the instructional program. ***Please remember to try and avoid making Doctor's appointments on Tuesdays after school; this has a direct impact on both faculty meetings and the schools Professional Development which you are contractually required to attend. Also, be advised that you will need to sign out according to the policy stated above. If you are leaving during your conference period, you still need to seek administrative approval and sign in and out according to policy.***

#### **Reporting Absences –**

- Teachers should report absences as close to 24 hours in advance as possible.
- Teachers call the sub line to request a substitute. Directions should be left for the substitute as to where they will find lesson plans, seating charts and class rosters.
- On the morning of the absence, teachers need to call Revere @ 310-917-4822 or email [amm9055@lausd.net](mailto:amm9055@lausd.net) and confirm that their absence was received by the sub line.
- Teachers need to call in to school BEFORE 2:00PM to let the site know if they will be returning the following day. If the school does not have notification that a teacher will be returning the following work day, we reserve the right to hold over the sub for the next work day. If a sub is held over and the teacher appears on the next school day, the substitute remains at Revere for the course of the school day and the teacher returns home and incurs the sick/ PN day.
- Upon return to school, please note that a return from absence form will be placed in your box. Please completely fill out all information and submit it within 3 days of your return to work. Please note that this is a legal time reporting document that you are certifying. Falsification of this document is equivalent to falsifying your time card.
- An absence of 5 or more days requires a doctor's note upon return to work.
- Employees taken off work by their doctor need to receive a return to work clearance from their doctor and potentially the district doctor. Said employee will not be able to return to work until all documentation is presented and cleared by an administrator at PRMS.
- If your doctor returns you to work with accommodations, you will need to meet with the appropriate administrator to review restrictions and come up with a workable agreement. If the site cannot accommodate the restrictions or a viable agreement cannot be reached, you will need to contact the office of reasonable accommodations. (Email: [riskmanagement@lausd.net](mailto:riskmanagement@lausd.net) or the Website: [www.lausd.net](http://www.lausd.net): select Offices, Division of Risk Management, Services, Integrated Disability Management)
- There are very specific guidelines for what makes an illness day, a personal necessity day, or an unpaid absence. Note that when you are filling out your reason for absence form it is your professional responsibility to accurately report your absence by the guidelines outset by the contract.
- For more information regarding notification of Absences please refer to UTLA Article 6.0.

## LAUSD Substitute Unit - Sub Finder Instructions for Employee

- 3.1 Teachers who find it necessary to be absent due to illness or for personal reasons, should call **(877-528-7378)** (the Personnel Division Automatic answering Service-**Sub Finder**) as soon as possible between noon of the day before the expected absence, and 6:30 a.m. of the day of the expected absence. The earlier the better.

This notification is an automatic request that a substitute be sent to the school.

Any cancellation of the request must also be placed on the automatic recorder before 6:00 a.m. on the day of the anticipated absence.



### Attendance Procedures:

Teachers must take roll period by period through MISIS on-line attendance system within the first 15 minutes of the class period on a daily basis and all of your classes must be submitted by 3:00 p.m... Teachers may not delegate this task to a student T.A. or adult aids.

All teachers are responsible for the punctuality and attendance of their students.

- Delineate school standards to students the first day of class. Make sure students understand that punctuality is a priority on our campus.
- **Stand at your door during the passing period and encourage students to proceed to and enter their classroom promptly.**
- Begin your class on time.
- If a student is not in class when taking attendance do not mark them present.
- **Only students in class should be marked present.**
- Establish an incentive system for punctual students.
- Establish a system of consequences for tardy students.
  - Counsel students
  - Send attendance notice home to parent.
  - Telephone contact with parent.
  - Referrer student to grade level counselor/Dean.

**Hourly Teacher Discrepancy Memo:** This report will be placed in your mailbox in the main office at the end of each day, please take the time to review the report and make the appropriate corrections. Once the corrections have been made, return the report to Ms. Robles in the Attendance Office. In the absence of Ms. Robles make sure that the report is submitted to Mr. Koretz.

**Procedures for clearing absences:** Students must report to the Attendance Office in the morning before the warning bell rings. A student will clear previous absences by submitting a note from home or the doctor. The attendance will be cleared in the Attendance Office.

**Procedures for taking attendance:**

Please consult the districts MISIS website for policies and procedures on taking daily attendance. Copy the following link to find the attendance portal informational outline. <http://achieve.lausd.net/Page/6104>

**TARDIES**

Admit all students to class who arrive less than 15 minutes late. The student does not need a blue “Tardy Not Excuse” pass from the Attendance Office, if he/she is already in your class.

If a tardy sweep is announce, students must have a pass from the Student Services office to be admitted back to class.

**TRUANCIES AND CLASS CUTS**

*E.C. section 48260 defines truancy as absence from school without a valid excuse; three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.*

You are not obligated to give any make-up work to students with verified truanies. A fail may be entered for each of the days the student was marked truant.

**CHRONIC ABSENCES**

All teachers are required to notify parents of excessive absences. Telephone calls are made to parents on the first day of student’s absences by the Attendance via the district MISIS system Office via Connect-Ed.

**REQUESTS FOR EXCUSE FROM CLASS**

Students should be given permission to leave the classroom during class time only for emergencies. If permission is granted, the teacher will write the student’s name, destination, date and time on the student’s agenda.

## CHECK OUT FORMS

When a student checks out of school, they must circulate a check out form. On the form, teachers will input the student academic grades along with cooperation and work habits. If a student has been in your class more than 15 days you must give them a grade, if not you may give them a No Mark (NM) for those under 14 days.

### Tardy Sweeps

Tardy Sweeps are conducted on a daily basis. When a tardy sweep is announced it is the teacher's responsibility to:

1. Close your door at the sound of the tardy bell.
2. Do not admit any student who arrives after the tardy bell.
3. Send all tardy students to the Student Services Office
4. Do not admit any student who was caught in the tardy sweep without a tardy slip from the Student Services Office



### Class Coverage:

If you know you will need a class covered please notify Ana in the main office at least **24 hours** in advance. Teachers please notify Ana if you wish to cover classes on a regular basis, otherwise the office will do its best to distribute the coverages on an equitable basis.



### Classroom and Hallway Supervision—

Teachers and staff should be at their classroom door or in the hallways monitoring student behavior during the passing periods. Passing periods are part of instructional minutes and supervision of students is expected and mandatory.

**Students in classrooms are to be supervised at all times.** Teachers are legally liable for the students in their classroom during instructional time and during any activity held in the classroom under the teacher's supervision. A certificated adult must be with students at all times.

Students left/sent out into the hallway are still under a teacher's supervision responsibilities and should be monitored. **No students should be left alone in the hallway unattended.**

### Teacher Mailboxes—

It is expected that teachers check their mailbox when they sign in and out. There is often critical information placed in boxes as a means of communications.

No mailings shall be put in all teacher and staff mailboxes without administrator consent. UTLA flyers are the exception since they already have district approval.

Students should not be sent to collect materials from teacher's boxes. There is often confidential information placed in boxes that should not be seen by students.

### Student Passes—

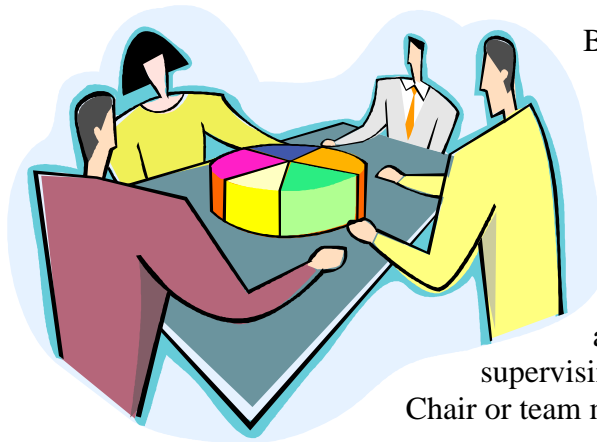
**No student should be out of class during the first 10 or last 10 minutes** of class unless there is an emergency and he/she has been summonsed or there is a medical need to send the child to the nurse.

Students should only be allowed out of class if it is urgent, their work is complete and they will not miss valuable instructional minutes. Students out of class are not learning. We provide bell to bell instruction and it is imperative that students be in class.

No student should be out of class without a pass that indicates the following: Date, Time, Student Name, Destination, and Teacher Signature. Please use the student agenda as the students pass, there is a section just for student passes.

In order to maintain a good relationship with other teachers, **do not detain students after the passing bell.** However if it is necessary to keep a student after the bell the detaining teacher should issue a tardy excused pass for the student.

### Professional Development and Faculty Meetings:



Both meetings are held on Tuesday. Professional Development is held every Tuesday and your timeliness and attendance are expected.

Teachers should be in their PD session no later than 1:40pm. Faculty meetings begin promptly at 3:10pm and all teachers should be seated and in Town hall at this time. If for any reason, you will not be attending either of the above meetings you must always notify your supervising administrator at all times and your Dept. Chair or team members for PD's.



Please remember to try to avoid making Doctors and other appointments on Tuesdays your consistent attendance will allow for continuity between meetings. Please fill out and submit the PD meeting form to your supervising administrator for each department, committee or grade/subject alike meeting.

### **My Professional Growth System**

All certificated staff is evaluated under the Professional Growth System. Certificated staff with permanent status is evaluated the first year they become permanent and a minimum of once every 5 years after that. All other non-permanent certificated staff is evaluated yearly. If you are being evaluated this year the evaluating administrator will contact you within the first week of school.

### **SST's, 504's, and IEPs –**

Teachers are expected to attend SST's, 504's, and IEP's (Individualized Education Plan). Notices will be given in advance and will be dispersed amongst teachers. The goal is to ensure that each student has access to a rigorous curriculum in the least restrictive environment.

SST's/504's (Student Success Team) are designed to create supportive intervention plans to ensure the success of a student. The attendance of the child's general education teachers is critical to this process.

### **Professional Dress –**

The expectation at Revere Middle School is that teachers will be in professional attire Monday –Friday. As we create an environment of scholarship, part of our modeling is our dress. Looking the part of a professional serves as mentorship practice for Revere Students. Please review the guidelines set for professional dress in the Board Policy.



### **Classroom Keys and Lost Keys –**

Classroom keys are issued through the plant manager. Each teacher will sign out keys that provide access to locations related to the teacher's assigned duties. No teacher should have a key that provides campus access without approval. Students should never be in possession of school keys. Keys found in the hands of students may be confiscated.



Lost keys should be reported immediately. A replacement key is a minimum of \$50.00. If the loss of a key results in the need to re-key a section of the school, the teacher signed out the key is liable for the cost. Please make sure you read the key policy thoroughly and always keep your keys in a safe and secure place.

**Gates –**

Gates should be locked during the course of the school key. If you have an approved gate key, please ensure that you lock gates during school hours. This is a safety precaution and ensures the safety of the campus. Please report any broken locks to the plant manager.

**Classroom Repairs, maintenance, emergencies –**

If you have a classroom repair or maintenance request that is not an emergency, please complete the form available in the main office and place it in the plant manager's mailbox. Plant staff should not be disrupted during the day for routine maintenance items. The plant manager creates a schedule that ensures that all items get fixed in a timely fashion. Note that some requests items can be handled by the school site and others need to be sent out to district offices. In the case that it is an item that needs district repair, the timeline is out of the sites control.

Emergency forms should be completed and submitted to the main office. All staff on campus should have an up to date contact list of phone numbers in case the school needs to contact a family member of friend to support you.

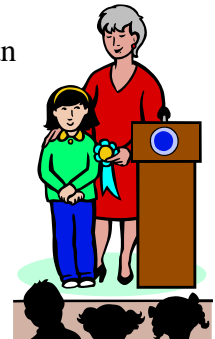
**Clubs & Activities –**

Teachers may sponsor activities during lunch and even after school on the days that we provide late buses. **Clubs and activities need to be submitted and approved by administrator and students must be supervised at all time.**

**Assemblies and Activities:**

Teachers must stay with their students and actively monitor at all times during an assembly – whether the assembly is required or optional. The teacher should monitor all student behavior and relocate students as necessary to maintain an appropriate listening environment.

Teachers planning on having outside speakers on campus must first secure permission from the supervising administrator of their department, and Mr. Hubbard with the name of the guest speaker 48 hours in advance of the proposed speaking date.

**School Wide Behavior Plan and Processes**

Managing student behavior is everyone's responsibility. It is of primary importance that these behavior expectations are understood and enforced. That is the purpose of the Discipline Plan. This plan does not take precedence over, but is a complement to the LAUSD Student/Parent Handbook that is distributed to all students and staff. We expect everyone to follow Revere's basic standards of behavior: Be Respectful, Be Responsible and be Prepared. The Districts Behavior Expectations can be found in the Revere Student Planner please review and familiarize yourself with its contents; you will be expected to follow the protocols for discipline outlined in the plan.

## ROLES AND RESPONSIBILITIES

### **TEACHERS Bell to Bell Instruction:**

Bell to bell instruction is expected at Revere. The expectation is that students are seated when the tardy bell rings and instruction begins. Procedures and protocols should be put into place that ensures this happens. In addition, the class closure and ending activities should take instruction to the ending bell. *Please, no personal use of phones or cell phones during your scheduled instructional time.*

### **Agenda/ Objective:**

A daily measurable objective should be posted on the board in addition to the state standard. Daily measurable objectives indicate what the students will be able to do at the end of the lesson – their learning.

An Agenda will be posted outlining the journey of the lesson. Agenda's should be copied into the student's Agenda Book. They should be clearly visible to an observer and give students an idea of the expectation of the day.

### **Homework:**

A minimum of 15minutes of homework should be assigned 3 days a week. Homework should be an extension and reinforcement of the days learning/ mastery. Homework should connect one day of instruction to the next and support the skills acquired.



### **Professional Duties:**

Each employee is responsible not only for classroom duties (or, in the case of non-classroom teachers, scheduled duties) for which properly credentialed, but also for all related professional duties which include but are not limited to:

- instructional planning
- preparing lesson plans in a format appropriate to the teacher's assignment
- preparing and selecting instructional materials
- reviewing and evaluating the work of pupils
- communicating and conferring with pupils, parents, staff and administrators
- maintaining appropriate records
- providing leadership and supervision of student activities and organizations
- supervising pupils both within and outside the classroom
- supervising teacher aides when assigned
- cooperating in parent, community and open house activities
- participating in staff development programs, professional activities related to their assignment, independent study and otherwise keeping current with developments within their areas or subjects of assignment
- assuming reasonable responsibility for the proper use and control of District property, equipment, material and supplies

- attending faculty, departmental, grade level and other meetings called or approved by the immediate administrator

### **Lesson Plans:**

Lesson plans or evidence of planning in a format appropriate to the teacher's assignment, shall be furnished by each classroom teacher upon request from the teacher's immediate administrator. No special format for a lesson plan shall be required.

## **PROFESSIONAL RESPONSIBILITIES**

### **Faculty Meetings:**

Every teacher, unless excused by the Principal, is expected to attend all faculty meetings. Staff Development meetings are planned and scheduled by the administrative staff in conjunction with faculty representatives.

### **Safety of Students:**

Faculty members are at all times responsible for the general health and safety of pupils under direct or indirect supervision.

### **Child Abuse**

Reporting Requirements – Section 11166. Of the California Penal Code Mandates the reporting to designated authorities all cases of suspected child abuse as follows:

*“any childcare custodian, health practitioner, or employee of a child protective agency, who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, shall report to known or suspected instance of child abuse to a child protective agency immediately or as soon as practically by telephone and shall prepare and send a written report thereof **within 36 hours of receiving the information concerning the incident.**”*

### **Child Abuse Includes:**

- Physical Abuse – Physical Injury such as bruise, welt, and burn, cut inflicted by other than accidental means on child by another person.
- Sexual Abuse – Sexual Assault, sexual exploitation, annoyance or molestation of a child, Sexual activities between an adult (18 years or over), and under certain circumstances, sexual acts between children.
- Neglect – The negligent failure of a person having the care or custody of a child to protect the child and/or to provide adequate food, clothing, shelter, or supervision where no physical injury to the child has occurred.
- Life Endangerment, Willful Cruelty, Emotional Abuse – Any act by a person who willfully causes, inflicts or permits any child to endure cruel or inhuman corporal punishment, mental suffering, or causes or permits the child to be placed in a situation in which his person or health is endangered as in instances of domestic violence.

**When Abuse might be suspected in child-on-child situations, any one of the following guidelines is sufficient reason to report.**

- Age – there is a decided difference in age (at least two years or more between the victim and the offender)
- Size – the offender is substantially stronger and/or larger in physical stature.
- Number – the victim is outnumbered, i.e., more than one assailant.
- Power – the victim is overpowered by use of threats, intimidation, fear, bribery, etc.
- Situation – the actions/behaviors that occurred are particularly inappropriate, unusual, worrisome, bizarre, violent, etc.

**Whether welcome or not, sexual contact between adults and minors is a criminal act.**

**RESPECTFUL TREATMENT OF ALL PERSONS**

All staff members will adhere to the Board Resolution Reaffirms Commitment to Respectful Treatment of All Persons. (See LAUSD Bulletin)

**CODE OF CONDUCT WITH STUDENTS**

All staff members will adhere to the Code of Conduct with Students. (See LAUSD Bulletin)

**LAUSD EMPLOYEE CODE OF ETHICS**

All staff members will adhere to the LAUSD Employee Code of Ethics. (See LAUSD Bulletin)

**WILLIAMS/VALENZUELA COMPLAINT PROCEDURES**

All staff members will adhere to the Williams/Valenzuela Complaint Procedures

**ABOLITION OF CORPORAL PUNISHMENT**

All staff members will adhere to the Abolition of Corporal Punishment

**SEXUAL HARASSMENT POLICY**

All staff members will adhere to the Sexual Harassment Policy

**NONDISCRIMINATION STATEMENT**

All staff members will adhere to the Nondiscrimination Statement

**ANTI BULLYING POLICY**

All staff members will adhere to the Anti-bullying Policy

**HATE-MOTIVATED INCIDENTS AND CRIMES POLICY**

All staff members will adhere to the Hate-Motivated Incidents and Crimes Policy

**The complete list of Bulletins and Memorandums can be found at:**

**<http://www.lausd.net/ESCW/Operations.html>**

**Curriculum and Instruction**

Paul Revere Middle School

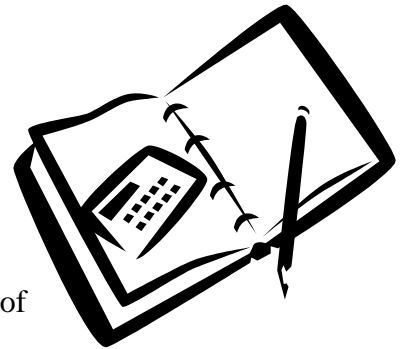
SETTING THE CLIMATE FOR LEARNING

**The Learning Climate Starts With You**

- A. Students learn what you model. Serve as a positive model for your students.
- B. Students behave and learn according to your expectations.
- C. Project a friendly, concerned, but business-like attitude.

**The Crucial First Week**

- A. Starting with the first day, plan to spend at least one portion of the period in teaching something of high interest, something each student can experience successfully. If students can take something tangible home to show parents, that would be ideal.
- B. Review your classroom rules with reasons why those rules are necessary. Also review your grading system and the standards that will be taught.
- C. Begin each class as soon as the bell rings. Take time to prepare the room for the next class.
- D. Plan to use the entire period for teaching or learning. Don't allow free time for socializing.
- E. Assign homework. Academic classes should make a short, interesting homework assignment the first day.
- F. Expect students to come to class prepared. Be specific.
- G. Plan for diversity in assigning squads, teams, committees, and seating assignments.
- H. Be sensitive to different learning modes. Some students learn best through verbalization and grasp abstract ideas easily. For others you need to be more concrete and use visual aids.
- I. Teach study skills. Students need to be taught to organize themselves for most effective study. Have students keep a day by day assignment sheet with due dates and record of completion collected and graded on a regular basis. Have student practice summarizing, listening and summarizing, reading and summarizing by taking good notes. Short-term assignments may be more realistic than long term assignments with younger or below average students. Inform your students of due date and give them regular reminders. Teach the different reading techniques such as skimming, reading for detail information vs. reading.



**District expectations for classroom instruction:**

## ENGAGING &amp; SUPPORTING ALL STUDENTS IN LEARNING

- I – 1 Connecting students’ prior knowledge, life experience, and interests with learning goals
- I – 2 Using a variety of instructional strategies and resources to respond to students’ diverse needs
- I – 3 Facilitating learning experiences that promote autonomy, interaction, and choice.
- I – 4 Engaging students in problem solving, critical thinking, and other activities that make subject matter meaningful
- I – 5 Promoting self-directed, reflective learning for all students



## PLANNING INSTRUCTION &amp; DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS

- 4 • 1 Drawing on and valuing students’ backgrounds, interests, and developmental learning needs
- 4 • 2 Establishing and articulating goals for student learning
- 4 • 3 Developing and sequencing instructional activities and materials for student learning
- 4 • 4 Designing short-term and long-term plans to foster student learning
- 4 • 5 Modifying instructional plans to adjust for student needs

## ASSESSING STUDENT LEARNING

- 5 – I            Establishing and communicating learning goals for all students
- 5 – 2            Collecting and using multiple sources of information to assess student learning
- 5 – 3            Involving and guiding all students in assessing their own learning
- 5 – 4            Using the results of assessments to guide instruction
- 5 – 5            Communicating with students, families, and other audiences about student progress

### **Departments:**

Each teacher is part of a department, which is a group of teachers in a similar field, and provides an opportunity to work with colleagues to assure that students in each content and at each grade level are receiving a rigorous and appropriate education. Departments determine instructional timelines, critical benchmarks, mastery, and spend time analyzing data.

### **MARKING PRACTICES**

The marking practices used by each teacher should conform to the policies of L.A.S.U.D. and should be explained to the students at the beginning of each contract. Explanations of your grading must be explained to the parents/guardians of your students this helps avoid any future misunderstandings between yourself and the families of your students, school personnel or outside agencies. This would be consistent with the California Educational Code 10753.

Criteria for marking student's subject achievement, work habits and cooperation are found in Bulletin No 15, February 21, 1980, Office of the Associate Superintendent, Instruction.

### **EXPLANATION OF MARKS**

#### **Subject Achievement**

- A – Produces markedly superior work
- B – Produces superior work
- C – Demonstrates satisfactory work
- D – Needs to improve progress in work
- Fail – Demonstrates little or no progress in work



Work Habits and Cooperation

E – Excellent

S – Satisfactory

U – Unsatisfactory

**TRANSFERS AND WITHDRAWALS**

Any student enrolled in class more than 15 days must be given a grade. Students that are transferring from class to another, the student must have a “Change of Class Program Form.” The form is to be signed and return to the student which will be later return to the administrator responsible for this task.

**NOTIFICATION OF PARENT/GUARDIAN REGARDING POSSIBLE FAILURE OF PUPIL**

If the possibility ever exists of a student failing your class, the parent must be given proper notification prior to issuing the failing mark to the student. Teacher must make the attempt to hold a conference with the parent(s)/guardian(s) to discuss student achievement and how he/she can be assisted at home.

A parent can be notified by the following means: Report to Parents-Unsatisfactory Form (form 34-H-128), phone call home or teacher generated letter notification.

**BULLETIN BOARDS IN THE CLASSROOM**

Bulletin boards should be neat and attractive displaying current student work.

**WEEKLY BULLETIN**

Teachers should read the bulletin items to stay ahead of upcoming events and special schedules. If you wish to place an announcement on the daily bulletin, please see Ms. Vogel in the main office.

**MASTER CALENDAR**

All school activities must be cleared through the administrator responsible for the master calendar. To reserve dates for major activities, you must make an appointment to finalize the calendar with the administrator responsible for the master calendar.

**PUBLIC ADDRESS SYSTEM ANNOUNCEMENT**

Make sure to get information to main office the day before PA announcement needs to be made.

**DISTRICT STAFF EMAIL**

Your district email is a vital link to all school and district information, not to mention a bridge between teachers and their student families. **All teachers should check their district email daily.**

## WEEKLY CALENDAR

The Weekly Calendar is intended to look ahead for the week to assist you in planning your classroom activities. Weekly Calendars can be found on the Revere Web site.

## VISITORS AND GUEST SPEAKERS

All visitors with the exception of school officials and authorized personnel must obtain a "Permit to Visit" from the Main Office. Parents should also follow the same procedure before entering school grounds.

Guest speakers are not to be brought into the classroom without specific permission from the Principal. Board Rule 1265 states: "Activities of Outsiders: No person shall visit or audit a classroom or other school activity, nor shall any person remain on school grounds, without the approval of the Principal or an authorized representative."

Guest speakers must comply with this Board Rule. In order to comply with this ruling, all teachers are asked to adhere to the following:

1. Request permission to invite a speaker to your class from the Principal at least two (2) days prior to the scheduled event.
2. Be aware that any event that involves recruitment must be voluntary on the part of the students and that no speaker may approach an individual student for the purpose of recruitment.



## FIELD TRIPS

Scheduled field trips must meet the requirements set forth by Reference 2111.0 which states that supervision must be provided by certificated staff at all times, that field trips have a curricular significance and that the standards of behavior have pre-established for the students who are participating on the field trip.

Teachers wishing to take students on a field trip must adhere to the following procedures:

1. Complete and submit the following forms to the administrator responsible for field trips to obtain Principal approval and set calendar date for the field trip:
  - a. Field trip justification form.
2. For field trips that cause a participating student to miss several classes, permission to miss class must be obtained from the teachers of those classes at least 48 hours in advance. *Teachers may or may not wish to sign the trip slip if they do not have advanced notice.*
3. Maintain a file of the Parent's/Guardian's permission for a field trip and authorization for medical care forms for every student participating on the field trip. This file is to be taken on the field trip by the teacher. The top portion of the Parent's/Guardian's permission for a field trip and authorization for medical care forms is left in the Main Office prior to leaving on the trip. In addition a final alphabetized list of attending

students must be submitted to the attendance office 1 week before your trip.

4. **Reminder:** Trips may not be required for grades, no teacher may require trips of students during any vacation time, and a first aid kit must be carried on all school trips.
5. **UNDER NO CIRCUMSTANCES:** *Students may not be transported in personal vehicles, trailers and/or the cargo space of trucks/vans.*

### **Types of Field trips:**

1. Field Trip: an umbrella term for all District-authorized trips, including District-authorized school journeys, educational trips, and excursions that are curricular, educational, or extracurricular in nature. If a field trip is District-authorized, the District is responsible for ensuring supervision and that all eligible pupils may participate.
2. School Journey: field trips that are arranged through the School Journey Unit, Transportation Branch (see bulletins for more details)
3. Curricular Field Trip: A field trip where participating pupils are enrolled in a particular course to which the trip is aligned; the teacher created a lesson plan including the field trip and aligned it to the curriculum as well as an alternative lesson for students who opt not to attend the field trip; the principal approved the lesson plan and trip in advance; the trip takes place during class time; and the trip counts toward the student's grade/credit in the class.

For the "List of Authorized Sites" approved by the LAUSD please contact the administrator who oversees field trips.

### **OFF-CAMPUS ACTIVITIES**

Off-campus activities must have the approval of the Principal or a designated administrator. Unauthorized activities that do not fall under the parameters of the school policy and Board of Education guidelines are not school activities and may not take place with school sponsorship or assistance.

If the field trip is approved, the faculty sponsor of the off-campus activities must be in attendance and provide appropriate supervision at all times. The faculty sponsor has the authority to enforce rules and regulations in the same manner as when the activity is held on school grounds.

Activities that may be approved include club banquets, athletic banquets, Farewell Dance, Student Body Dances, etc.

## **PUBLIC PERFORMANCES**

The “C” average eligibility standards must be adhered to for all activity participation.

1. An eligibility list must be submitted to the administrator responsible for all productions in which students represent the school. Activities may include plays, musical programs, oratorical contests and dance productions.
2. If rehearsals are held outside of class time and it involves using the school facilities, staff member must get approval from administrator who sets a calendar for school civic center permits.
3. Parents of each student who is to participate in a major production or activity should receive a letter indicating what is expected of the student in regards to rehearsals. The Principal must approve all such school events.

## **RESERVING FACILITIES**

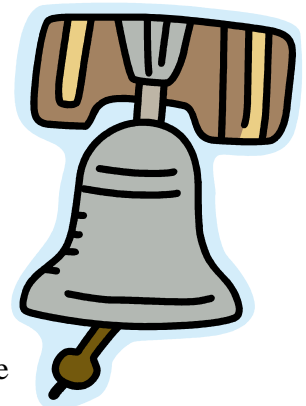
Request for the use of school grounds (i.e. classrooms) must be arranged with the administrator responsible for Civic Center Permits. This request must be on an “Activity Clearance Form” obtained from the administrator. Only forms that contain all required signatures will be processed.

## **SPECIAL EVENTS**

The Principal approval is necessary for activities that are out of the ordinary or if they involve student body funds not previously budgeted. Special events such as off-campus activities, field trips, paid entertainment, etc.

## **ROOM ENVIRONMENT**

Classrooms must be kept clean and orderly at all times. Students must be taught to keep floors free of paper and no tagging of desk, books or any school property. Safety is our main priority, make sure not have any clutter in class that would jeopardized student health/safety.



### **Student Agendas:**

Each student will receive an agenda book at the start of the year. Agenda books are used by the students to keep track of assignments and communicate between home and class. Replacement agendas are available in the Services office. Agendas should be monitored in class and used to support communication between school and home. **Student agendas should also be used as out of classroom passes.** There is a section in the back of the agenda that should be used for out of

classroom passes. This running record will also allow you to see the frequency of out of classroom time spent by students. This can be part of your classroom policy.

The front of the student agenda book is the student handbook. There are many critical pieces of information in this book that will help familiarize students with the way we do business at Revere Middle School

**Internet Access:**

Students must have a waiver on file in order to access the internet. No student may access the internet in your classroom, the library or in a lab without the release form on file. Grade level counselors will enter the data into the system. Internet forms are a parental release form to give individual students access. Please note your students access privileges when talking them to the computer lab or to the library to work on a project. You should also be aware of their access privileges when allowing students to use computers in the classroom.

**THE USE OF FEATURE FILMS, MOVIES, AND/OR VIDEOS IN CLASSROOM**

The District has asked us to reemphasize our guidelines regarding the use of films and/or videos. Parents have expressed concerns over the use of feature films and videos. These concerns were centered on content and the excessive use of videos during class instruction time.

**CLASSROOM USE OF VIDEO/MEDIA MATERIALS**

Videos, DVDs or any media material must be approved in advanced by an administrator. Review chart below for clarification:

**SUMMARY OF LAUSD POLICY REGARDING THE USE OF AUDIOVISUAL MEDIA**

<b>AUDIENCE</b>	<b>MPAA RATING</b>	<b>COMMENTS</b>
<b>Elementary School</b>	NC-17, R, and PG-13	May not be shown
	PG	Needs principal and parental approval
	G	Needs teacher review for appropriateness and principal approval
<b>Middle School Grade 6</b>	NC-17, R, and PG-13	May not be shown
	PG	Needs principal and parental approval
<b>Middle School Grades 7 and 8</b>	NC-17	May not be shown
	R and PG-13	Needs principal and parental approval
	PG	Needs teacher review for appropriateness

**Parent Conferences:**

Parent conferences can be requested not only by teachers, but by the parent. Forms will be available in the main office for parent requested conferences. These will be scheduled by the main office in conjunction with the teacher and you will receive a conference form in your mailbox.

**Grading Policy/ Syllabus/ Parent Letter:**

A syllabus should go home to your parents at the beginning of each semester. This syllabus should outline course standards, expectations, and objectives. It should also clearly outline your grading policy. Students and parents should know what is expected in your classroom. Syllabus should also clearly outline how you would like your parents to communicate with you and set up meetings and conferences. Some system should be created for securing parent communication and confirmation that they received your course outline.

**Emergency Drills and School Safety:**

Please review emergency procedures with your students. They should know fire drill, earthquake and lockdown procedures. Students should be familiar with the exit route from your classroom.



Teachers must take their class roster with them and their class during any emergency situation. Please refer to the Emergency Drill and Safety procedures in the attached bulletin.

**Classroom Rules and Protocols:**

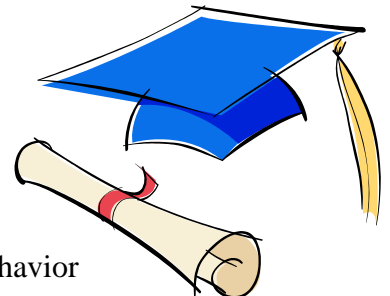
Classroom rules should be posted. A clear protocol for how they will be enforced should also be posted and visible and an active part of instruction. It should be clear to students and visitors what the expectations are for student learning in your classroom and the system for correcting behavior should be equally visible.

The class period runs with clear organization. Students should know the basic operations of your classroom: how to ask for help, what to do when taking notes, how to submit homework, sharpen a pencil, gather materials, throughout paper, etc.

No food, gum, candy, or pop/ soda should be permitted for consumption during instruction unless deemed medically necessary. ***Classroom parties are not permitted during school time.***

**Learning Environment:**

Classrooms must have current student work posted. Walls should also contain content centered and text rich material that is related to content covered. Classrooms must be clean and orderly. Trash left on the floor needs to be picked up by departing students.



Teachers and staff should circulate the classroom regular to monitor for behavior

and potential aberrant behavior.

**School Safety:**

Please notify the Main Office immediately if you observe strangers loitering on campus. When you see a stranger on campus without a visitors pass please offer assistance. If you are concerned about their presence you should contact the proper security personal.

**Student Dress Code:**

The student dress code can be found in the Student Agenda Book which all students are given at the start of the year, please be familiar with what is and is not acceptable dress for Revere Students.

**Photo Copies and the Copy room.**

J3 is open before during and after school for teachers to make copies for their students and class. If you wish to have copies made by the copy center forms are available in J3 and require 24 hour notice.

**Staff Parking**

Staff parking is available along both the East and West Driveways. Limited staff parking is available in the front of school in the horse shoe drive. **Staff is not to park in spots marked Visitor.** All staff members are to have a Revere parking permit; permits can be obtained in the main office.

LOS ANGELES UNIFIED SCHOOL DISTRICT

**CONDUCTING EMERGENCY DRILLS**

Event:	<b><i>Fire Drill</i></b>
Signal:	Tone for 10 seconds; pause for 5 seconds; Tone for 10 seconds – repeat sequence.
Action:	Evacuate to outside assembly area.
All Clear:	One long (10 second) tone or oral notification by staff that drill is over.

Event:	<b><i>Earthquake drop/cover/hold</i></b>
Signal:	Command of <b>DROP</b> given by teacher or staff member.
Action:	Drop to knees; take cover under desk; hold onto leg of furniture.
All Clear:	Given by teacher or staff member.

Event:	<b>Drop/Take Cover</b> (Used for explosions, airplane crash, shooting incident, etc.)
Signal:	Alternating long and short tone; command of <b>DROP</b> given by teacher or staff member.
Action:	Take immediate cover. Drop, facing away from windows or hazard. Bury face in arms to protect head. Close eyes tightly. Remain in position until directed to evacuate or until emergency is over.
All Clear:	One long bell (10 seconds) or oral notification by staff member that drill is over.

Event:	<b>Lock Down</b> (Used to secure school during police action or a campus intrusion emergency, hazardous material leak).
Signal:	One long continuous Tone, intercom word of mouth, or other system of warning developed by the school.
Action:	Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain inside until emergency is over.
All Clear:	One long bell (10 seconds) or oral notification by staff member that drill is over.

**ALTERNATE SIGNALS: manual ringing of bells, bull horn, messenger, intercom, tone, others.**