



# Willard South Elementary

*Empowering all to SERVE, LEARN and LEAD*

2019-2020

## New Staff Members

- |                      |                                |
|----------------------|--------------------------------|
| • Taira Jackson      | 3rd Grade                      |
| • Sally McQueen      | SPED                           |
| • Rebecca Champ      | SPED                           |
| • Amy Sinclair       | SPED                           |
| • Jessica Ulbrich    | Speech                         |
| • Steven Kleinsasser | Speech (WC/WS)                 |
| • Caitlyn Hall       | Title Reading (WC/WS)          |
| • Trudy Puckett      | Title Reading (WOHE/WS)        |
| • Karen Barrett      | Art                            |
| • Chris Litt         | Computer Lab                   |
| • Emily Gifford      | Office Secretary               |
| • Eric Henry         | SPED Para                      |
| • Jacquelyn Saunders | MSU Intern (4-Hendrix)         |
| • Karissa Reno       | MSU Intern (3rd-Allen/Hartman) |
| • Haillie Williams   | MSU Intern (2nd-Wilson)        |
| • Micaela Edwards    | MSU Intern (2nd-Motlagh)       |

## Bus Drivers

- |               |        |
|---------------|--------|
| • Bus #3 (73) | Bebe   |
| • Bus #33     | Jack   |
| • Bus #51     | Randy  |
| • Bus #64     | Alexis |
| • Bus #69     | Kathy  |
| • Bus #71     | Rhonda |

**Instructional Excellence:** We will continue to have IE this school year. I will send out building totals, requirements, and documents once they become available.

**Voicemail:** All passwords should be 1234. You should not have a private or secret voicemail password. **PLEASE DOUBLE CHECK your voicemail message!** You can change your message by following the prompts on your phone. These need to be set up by the end of the day on MONDAY, AUGUST 12th. We are already getting phone calls to transfer to you. :)

**Movies/TV/Recess:** You know my philosophy on movies! I only want this to be a once in awhile activity and NOT a recess option. Children should not be required to sit quietly during recess so teachers can get an extra break. (not that you don't need or deserve one) Recess is MANDATORY and should be geared around children not adults. Please make sure you are providing children options during inside recess that does not include a movie. (ex. centers, puzzles, bean bag activities, play dough, board games, extra computer time, use the cafeteria or gym if available...)

**Lunchroom:** ***Please make sure you are on time.*** We will have numerous staff members on duty to help the first few weeks. Students will be seated against the wall by the windows for you to pick up. You will also need to bring your class behavior chart with you to lunch each day. You can place them at the end of the table by your students. PLEASE make sure students are not touching or picking at our freshly painted walls. Carrie will be printing student lunch cards with barcodes. Nancy will be scanning those again this year.

**Sub Folder:** Include a weekly/daily schedule, discipline plan, additional notes for particular students (special ed. schedule), building drill procedures, and DETAILED emergency lesson plans... ***These will be turned in to the OFFICE by THURSDAY, AUGUST 29th.*** We will give the subs your folder when they check in at the office along with a SUB lanyard.

**Meet the Teacher Night:** All staff members are expected to be at Meet the Teacher Night on Tuesday, August 14th 5:00-6:00 for PK-Kindergarten and 6:00-7:00 for 1st-4th Grade. All PKI-Kindergarten students can go to the cafeteria for Tiger Tales during your parent informational meeting. Please direct parents to the bus drivers for transportation questions (in the GYM) and Yvonne for Tiger Tales questions (in the CAFETERIA). Please make sure you have parents sign up to volunteer online with the link Sarah, our counselor, will be sending out. Emily and Carrie are getting all of the supplies/forms sorted for you to handout to parents. They include...

- \*Free/Reduced Lunch Form (1 per family to fill out)
- Meal Charge Letter
- \*Health Form
- Fluoride Form
- Breakfast/Lunch Menu
- \*MO HealthNet (1 per family to fill out)
- School Calendar
- Car Tags for K ONLY
- Online T-shirt size spreadsheet (LINK ON MY BLOG)
- Online Volunteer Form from Sarah Baumgardner--PLEASE make sure you have this pulled up for parents to fill out!

\*New students to the district have already filled out these forms—just in case a parent says they have already filled these out! They do NOT need to fill out another form.

**Cell phones:** Please do not have these turned on during class time. You should not be on your cell phone when there are students present. I would also prefer that you not wear them during times that students and/or parents are here. You are welcome to check your messages during your breaks. Let Stan/Carrie know if you are expecting a phone call otherwise we will try to send phone calls during the school day directly to your voicemail. I don't want to be the CELL PHONE POLICE so please follow the guidelines above.

**Dress code:** Look professional.....Act professional.....Be professional! **FRIDAYS are our t-shirt days so please limit jeans to FRIDAYS ONLY.** Your attire does make a difference in your overall impression to others. So...look the part and be a well dressed educator. :)

**Official times:** Teacher contract time is 8:10-3:50. ALL students will be released from the bus at 8:15 for breakfast and/or class. Official school times are...

- Student Arrival-8:15
- Announcement Bell-8:35
- Tardy Bell-8:40
- Student Dismissal starting at 3:32. (except Mondays-3:02 and half days at 12:25)
- Community Time M-W-F 8:25-8:45

**Dismissal Routine/Bells:** Teachers will walk ALL students to the front of the building using the back hallway as the path. All bus riders will go out the gym doors. Car riders will exit through the Tiger Tales Office doors. Below is the bell schedule and location for Tiger Tales.

- 3:32 K-1st Grade (Monday 3:02 and half days 12:25)
- 3:37 2nd-4th Grade (Monday 3:07 and half days 12:30)

**TIGER TALES**

- K-1st Grade Cafeteria
- 2nd Grade Galloway's Classroom
- 3rd-4th Grade Gym

**Absences:** You will still need to call/notify me anytime you are going to be absent. **MY CELL PHONE NUMBER IS#417-761-0077** (even planned absences) If you need a sub you will submit your dates through AESOP. Below is some additional information...

- Do not schedule appointments on Monday early-out or special days on the calendar. These will be declined. You will need to look ahead on the calendar when making appointments.
- Plan to be at work until 4:30 on Mondays.
- If you need to leave before 3:00 you will need to take a 1/2 day and request a sub.
- If you need to leave AT 3:00 it is your responsibility to find someone to cover your class or your duties. Please do not take advantage of your teammates by asking them to watch your class all the time. You will also need to check with me and notify the office prior to leaving.
- Personal days = You receive THREE personal days each year. USE THEM WISELY!
- Excessive absences - Using all of your sick and personal days is considered excessive absence.

**Emergency procedures/fire/tornado drills/Code Red:** We will practice drills as a building on the schedules calendar dates/times. Make sure you have the legal sized color coded chart by your classroom door along with the emergency map. I have placed extra copies in the workroom mailboxes.

**DRILLS FOR BEGINNING OF THE YEAR**

- August 27th at 3:15 TORNADO DRILL
- August 28th at 3:15 FIRE DRILL
- August 29th at 3:15 LOCKDOWN DRILL

**Student handbook:** I am NOT copying these handbooks for parents. I have an updated handbook on our school website. You need to add the handbook to your classroom blog also. Please show parents your link during Meet the Teacher Night. If they want a paper copy, please have them pick one up in the office.

### **Student Discipline:**

- Please make sure you are following our behavior/consequences matrix for you classroom. (Pink--Purple--Blue--Green—Yellow—Orange—Red)
- Students are able to clip up/down throughout the day----Don't let a couple of bad moments ruin the entire day!
- Special class teachers will be sharing our schoolwide behavior expectations (slideshow and plan) during specials 6he week .
- MODEL, MODEL, MODEL...that is the key to student success!
- You can find the discipline referral form on my blog. PLEASE make sure you make contact with parents also.
- REMEMBER you cannot include the names of other students on a discipline referral due to confidentiality.
- ALWAYS fully investigate the situation. I don't have time to play detective and find out who/what/when/where...If you are not sure about referring this student to my office, get all of the facts first and then give me a call.
- DO NOT RESTRAIN STUDENTS! We have certified CPI staff members in the building who can help remove students from the classroom. If you need help with a student who is causing injury to himself/herself or others----CALL ME FOR HELP. SAFETY IS KEY!
- 2007-2008 Building Totals: 183
- 2008-2009 Building Totals: 158
- 2009-2010 Building Totals: 171
- 2010-2011 Building Totals: 167
- 2011-2012 Building Totals: 88
- 2012-2013 Building Totals: 84
- 2013-2014 Building Totals: 105
- 2014-2015 Building Totals: 133
- 2015-2016 Building Totals: 104
- 2016-2017 Building Totals: 124
- 2017-2018 Building Totals: 145
- 2018-2019 Building Totals: 105
- **LAST BUT NOT LEAST**----I am always here to help! My main goal in handling discipline is to help you and the student. Please let me know if you are having difficulty with students and need help to find ways to make them become successful. I am confident that we can implement a strategy that helps everyone.

**Buses/Pick Up:** ALL HANDS ON DECK these first few weeks of school. (bus duty, lunch duty, pick-up, hallway supervision, bathroom...)

**Grade Level Mtgs:** Laurissa and I will be meeting with you in her office every Tuesday during your grade level planning time. I also want you to plan together as a grade level on Thursdays during your collaborative planning time. Here is the schedule for Tuesday meetings.

- 9:05-9:55----4th Grade
- 11:05-10:50---3rd Grade
- 10:05-11:50---2nd Grade
- 1:00-1:45---1st Grade
- 1:55-2:40---Kindergarten

\*\*\*Special Education, Reading Recovery and Speech/Language teachers, please let me know what grade level meeting you will be attending

**Daily Blog:** Please check your email daily for important info and/or a link to my blog. I will send a link to each posting. You will need to read the post within 24 hours. If there is something you would like me to address to the staff on the blog, please email me. You need to make sure you are looking at the calendar of events on a regular basis. You can email me with events to add to the calendar throughout the year.

**Lesson plan expectations:** Classroom teachers will be using an online lesson planner this year. If you do not have an account and would like to use this resource, let me know. Lesson plans should be **DETAILED**. I expect more than a page number, worksheet title, read pgs 2-10. Plans need to be visible at all times, so that I can see them when I visit or in case of an emergency. You need to document standards in some way. Don't forget to state the object to your students prior to, during instruction and for closure!!! If they don't know what they are suppose to be learning...you are not being effective. My recommendation is to include the objective, technique, and materials needed. You can bind these plans in a notebook or folder, keep them on your desk and/or have them pulled up on your computer. These will be collected or shared with me at the end of the year. I will also be checking these throughout the year. I will comment on your lessons plans during walk-through observations.

**Evaluation Process/TalentEd:** We will continue to use TalentEd for evaluations, Student Learning Objectives (SLO's), and Professional Development Plan. [Here is a link!](#) It is also located on my blog. I will be sharing a calendar this year with my scheduled weekly observations.

Below is the evaluation process:

1. Probationary Teacher years 1-2
  - Professional Development Plan (Construct a Plan for Growth)
  - Self Reflection Rubric (Reflect on individual Growth)
  - District Growth Hours (six hours)
  - Parent Survey Information
  - Student Learning Objectives (SLO--more info in September)
  - 7 Mini Observations
  - Summative Evaluation
2. Probationary Teacher years 3 & 4
  - Professional Development Plan (Construct a Plan for Growth)
  - Self Reflection Rubric (Reflect on individual Growth)
  - District Growth Hours (six hours)
  - Parent Survey Information
  - Student Learning Objectives (SLO--more info in September)
  - 5 Mini Observations
  - Summative Evaluation
3. Probationary Teacher year 5 (Tenure Eligible)
  - Professional Development Plan (Construct a Plan for Growth)
  - Self Reflection Rubric (Reflect on individual Growth)
  - District Growth Hours (six hours)
  - Parent Survey Information
  - Student Learning Objectives (SLO--more info in September)
  - 5 Mini Observations

- Summative Evaluation
4. Tenure Teacher year
- Professional Development Plan (Construct a Plan for Growth)
  - Self Reflection Rubric (Reflect on individual Growth)
  - District Growth Hours (six hours)
  - Parent Survey Information
  - Student Learning Objectives (SLO--more info in September)
  - 2 Mini Observations
  - Summative Evaluation

**Copies:** We will continue to use PRIVATE PRINT to make copies. All teachers will use the workroom copiers.

**Confidentiality:** Please make sure you are respectful of ALL students, parents, staff members...We need to be very cautious of what we say at all times. You never know who is listening!

**School Website and Facebook:**

Sarah Baumgardner is the Digital Media Coordinator for the school. If you are having an "event" in your room let her know so we can write up a news segment for the webpage or maybe post pictures on Facebook. (Examples: class pet, experiment, celebration) If you are not keeping your blog updated let Sarah or Whitney Burrell know so they can remove it from the website. If you would like me to add you as page editor to our WS FB page, let me know. Dr. Teeter loves seeing pictures and what is happening in the district. Our webpage and social media accounts are monitored by Central Office.

**Office Etiquette:** The most important thing to me is that you find the office and staff to be personable and helpful!!! Our job is to help you and patrons. Please keep in mind that this is also our only work space. It can be quite difficult to complete detailed tasks with continuous interruptions, loud conversations and print jobs from various locations. Your consideration and help with promoting and maintaining a confidential and friendly work office is appreciated. :)

**Mandated Reporting:** When making a Hotline phone call it is extremely important to document, document, document. It is your job as a state mandated reporter to report anything suspicious regarding a child. You will need to inform Sarah Baumgardner and myself. It is NOT your responsibility to decide whether someone is guilty, it is your responsibility to report! **You will be making the hotline calls----I can help!** However, it is your responsibility to keep me informed and provide documentation of any such events.

**Security:** Our school is a public facility. Please lock your classroom door when you leave in the evenings. If you do NOT have a B20 key, please let me know! You should keep your door locked during the school day and use the magnetic strip to keep it accessible for students.

**Supervision:** We are responsible for the children from the time they step on the bus in the morning until they arrive at their doorstep after school. STUDENTS SHOULD BE SUPERVISED AT ALL TIMES! Use your buddy teacher if you have students making up work etc. Don't hesitate to address students who are in the halls or empty classrooms.

**Playground supervision:** It is your responsibility to ensure that all students can be seen and are safe while playing outside. Please spread out so the entire playground is covered. If there is anything damaged, unsafe, graffiti... please report this to the office. Don't forget to take out the radios! Two teachers on duty at all times.

**1st day of school:** First impressions say everything! Make sure yours is a true reflection of who you are as a person. Remember these students will be with you for the next nine months soooooo cherish these moments. These students look up to you and want your guidance and structure. Please make sure your students get plenty of water breaks and check the weather conditions prior to going outside.

**What do I need from you by THURSDAY, AUGUST 29th:**

- Class Schedule
- Sub Folder (ALL CLASSROOMS--Special Ed, Classroom, Special Class)
- Recess DUTY schedule