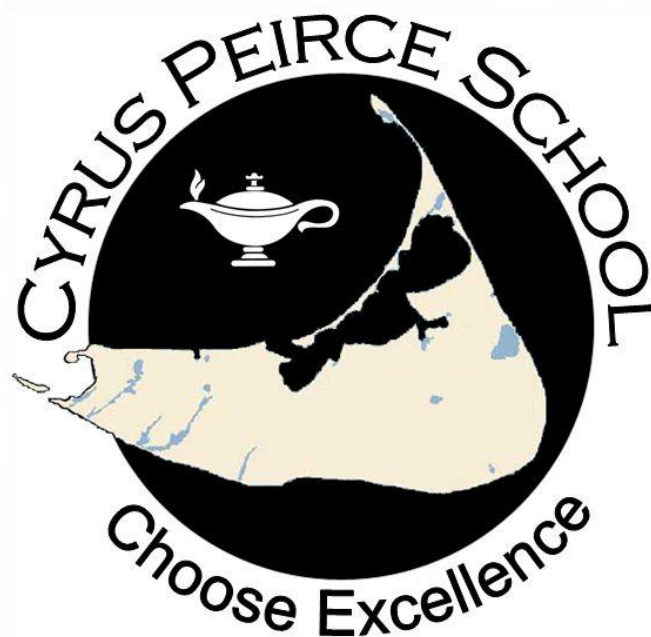


CYRUS PEIRCE SCHOOL

DO THE RIGHT THING

TEACHER HANDBOOK

2016-2017



Peter Cohen, Principal
Donna Johnson, Assistant Principal

We, as a CPS learning community, value and believe in:

High standards and challenging curricula coupled with appropriate support

Academic achievement

Learning as a collaborative, creative and adaptable process

Effort

Responsibility

Providing opportunities for 21st century academic, social, and civic success

Respect

Integrity

Dedication, determination and self-discipline

Engagement as diverse learners and involved citizens

IMPORTANT DATES

STAFF MEETINGS

September 6 & 20	February 7 & 21
October 4 & 18	March 7 & 21
November 1 & 15	April 4
December 6 & 20	May 2 & 16
January 3 & 17	June 6 & 20

PROFESSIONAL DEVELOPMENT DAYS

Monday August 29-Thursday September 1 (Full Days)	Wednesday December 7 (Early Release Day)
Friday October 7 (Full Day)	Wednesday January 25 (Early Release Day)
Wednesday October 19 (Early Release Day)	Wednesday May 10 (Early Release Day)
Tuesday November 8 (Full Day)	

SCHOOL ADVISORY COUNCIL MEETINGS THURSDAYS 3PM

September 15*	February 9
October 13	March 9*
November 10	April 13
December 15*	May 11
January 12	June 15*
*Combined school council meeting – NES, CPS, NHS	

PRINCIPAL'S COFFEE

Friday September 16 at 8am	Wednesday February 15 at 6:30pm
Wednesday October 19 at 6:30pm	Wednesday April 12 at 4:30pm
Friday November 18 at 8am	Friday May 12 at 8am
Friday January 13 at 8am	Friday June 9 at 8am

MAP, ACCESS, & PARCC TESTING WINDOWS

MAP	September 12-16	Math, Reading Comprehension, Language Usage, Science
MAP	January 9-13	Math, Reading Comprehension, Language Usage, Science
ACCESS for ELLs	January 5-February 8	ELL
MCAS-ALT	February 23 – March 31	Special Education
MCAS	April 3-May 26	Math & ELA & STE
MAP	June 5-9	Math, Reading Comprehension, Language Usage, Science

OTHER IMPORTANT DATES

School Pictures	Wednesday September 21
Open House/ Curriculum Night	Wednesday September 28 th at 6:00pm (All Grades)
5 th Grade Parent Information Night	Wednesday May 17 at 6:00pm
8 th Grade Celebration	Tuesday June 20 th (if no snow)
6 th & 7 th Grade awards	Tuesday June 20 th (if no snow)
8 th Grade Promotion Ceremony	Wednesday June 21 st (if no snow)

PROGRESS REPORTS & REPORT CARDS

Trimester	Progress Reports	Grades Close	Grades Due in Aspen	Report Cards Published in Aspen
1	October 20	December 2	December 7	December 9
2	January 26	March 17	March 22	March 24
3	May 3	June 16	June 19	June 21

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Accident Reports

Every accident involving a student should be brought to the attention of the principal, the assistant principal, and the school nurse. The incident must be documented. The date, time, circumstances, and the extent of the injury should be included in the report. This report should be submitted the day of the accident or incident to the principal or assistant principal.

Advisory

Advisory takes place at the start of each day and serves as a homeroom for students. Attendance must be taken and submitted via the ASPEN student information system. Advisors should coordinate locker time with the rest of your grade level team to avoid an entire grade level being at lockers at the same time. Additionally, advisory is a time to listen carefully to announcements. Advisors must establish the routines so that this is not a time for students socializing in the hallway, particularly while morning announcements are taking place.

Note: As a middle school we should consider expanding advisory in the future. During this time, based on solid relationships that are formed, students could participate in team building, receive extra help or support, learn about current events, or participate in school and grade level activities.

Goal: expand advisory by 2018-2019 school year.

After School Student Attendance

As a safety precaution and for student accountability, teachers and teaching assistants need to have students sign in on a sign-in form indicating the student stayed with a teacher for a club/activity, a conference, after school help etc. No student should be in the building without a staff member supervising him/her. All students should be out of the building by 3:00pm, unless working directly with a teacher. Please use the accountability form to track student attendance after school.
<https://goo.gl/forms/URCRj4nW035ZRVvy2>

Announcements

The principal or assistant will make morning announcements principal with assistance from students. This will include the pledge of allegiance. If you have an announcement to be read, be sure to drop off the typed/written message at the CPS office by 7:45am. Advisory is a time to listen carefully to announcements. Advisors must establish the routines so that this is not a time for students socializing in the hallway, particularly while morning announcements are taking place.

Every effort is made not to use the P.A. during scheduled class time.

Assemblies

Teachers are expected to accompany their classes to assemblies and stay with that class unless relieved by another teacher. Additionally, each teacher is responsible for the behavior of his/her students during the assembly. Teachers should model courteous assembly behavior for all students. Therefore each teacher should give his/her full attention to the performance or speakers during an assembly. Teachers should not be doing paperwork (i.e. reading materials, grading papers, or reports, or completing forms, etc.) during assemblies. It is imperative that teachers help students make good choices for seating during an assembly. Teachers should not be sitting in the back of the auditorium; rather they should be with their class. Classes or advisory groups should sit together. The classroom/advisory teacher should split poor combinations of students up prior to the start of an assembly.

Attendance

The official attendance is taken daily, during advisory and submitted using ASPEN by 8:00am. Attendance should also be taken at the beginning of each class. Teachers should use ASPEN to view the daily attendance. For safety reasons, teachers should report any discrepancies with the daily attendance to the office, at the beginning of each period so that we can quickly locate a “missing” student.

Building Usage: Cafeteria/Auditorium/LGI

Use of the cafeteria, LGI, conference room, and auditorium for class or team activities is available on a sign-up basis. Please use the form sent out from the administrative assistant in the facilities department to check for availability.

Calendar of Events

A calendar is maintained on the CPS website. All clubs, sports events, field trips, special activities, etc. are included. Additions to the calendar should be given to Kristen Holdgate, Peter Cohen, and the assistant principal via email.

Cell Phones

We at CPS recognize that the majority of our students own a cell phone. While Cell phones may be brought to school, they may not be used during the school day. They should be turned off upon entering the school and not turned on again until after dismissal from school. Cell phones may be stored in a students’ advisory classroom for the day or kept in a locker. Parents are discouraged from sending text messages to students during the school day, as cell phones should not be in use during school hours. Cell phones should not be used during the school day any reason including, but not limited to text messages, social media, or phone calls. Violation of this practice will result in progressive discipline consequences. Repeated violations will result in articles being confiscated with students allowed to pick items up at the end of the school day. For further offenses, the item will be held until a parent can pick it up. In addition, students are not permitted to take pictures or record video with cell phones on school property or at school-sponsored events without teacher/chaperone/coach permission. If the parent has any questions or concerns regarding any items the student may wish to bring to school, please call the CPS office at 508-228-7283.

Change of Address/Telephone Number

If your address or telephone (including cell phones) number changes during the school year please notify the CPS office immediately. It is critical that we change our records. Teachers should also notify the central office of any updates to contact information.

Classroom Management/Discipline

Every effort is made at all levels to help our students assume responsibility for managing their own affairs within the school setting. Teachers have the responsibility for maintaining order both inside and outside their classrooms. A teacher is expected to develop reasonable procedures and measures for maintaining and solving his/her own discipline problems. The teacher should try to resolve a problem by utilizing classroom disciplinary measures.

Discipline at CPS should be progressive and instructive: teachers should use a variety of resources, strategies and tools to enlist students to help resolve any classroom issues. Research in adolescent development strongly notes the importance of including students in active problem solving in order to attain an environment of mutual respect.

When working with a student keeping the following questions in mind may help the student to take responsibility for his/her behavior:

- What happened to bring you here?
- Is this behavior helping you?
- What could you have done differently in this situation?
- What do you do well to gain recognition in a positive way?
- How can I help you to change this behavior?

It is recommended that each grade level team develop consistent, team expectations for the classroom. If a problem persists remember a team approach may be extremely helpful and is recommended. Seek the help of your team, the guidance counselor, parents, the assistant principal, or the principal. Violations listed in the Student Handbook should be referred to the principal or the assistant principal.

Note: Join Google Classroom for all documents regarding CPS classroom management and discipline.

Red Card System: If the aforementioned interventions are used, and no significant improvement occurs, the Red Card System should be utilized. This system provides students with clear expectations for their behavior as well as a consistent response to misbehavior from the staff. In addition, the card system allows each staff member to discipline all students thereby creating a team approach to student behavior. The Red Card System is meant to be used as one tool for staff to utilize. It is not meant to replace individual and team responses to school rule infractions; rather, its purpose is to supplement techniques already in use. When issuing a red card, please be sure to communicate this consequence to students. Staff should continue to contact parents if the situation warrants it.

Minor Infractions: Minor infractions will be addressed through the use of progressive discipline. Three yellow cards equal a red card.

Major Infractions: Major infractions will be addressed through the use of Red Cards. This procedure should be used to issue a Red Card at <http://tinyurl.com/CPSredcard>

Removal From Class: Sometimes, a student may be asked to leave a particular class where, in the teacher's judgment, the student's presence is a persistent disruption to the academic process. That student should be given a pass and sent to the office. The teacher should also call ahead to alert the office that the student is on his/her way. The student will meet with the assistant principal or principal. Classroom ejections should be used sparingly.

Contacting Parents/ Parent Meeting Procedure

Effective communication is a primary goal at Cyrus Peirce School. Teachers are encouraged to keep in close communication with students and parents regarding student progress and behavior. Communication should reflect both the positive and the areas for needed improvement or growth. Contacting a parent directly is the most useful action that can be taken to improve student behavior and classroom grades. It lets parents know we care about their child and can greatly improve how parents perceive the staff and the school. Teachers are to contact parents via phone or face-to-face meeting whenever a student is in danger of failing, when progress has seriously deteriorated, or when there is a disciplinary problem. Teachers should call parents frequently with good news as well as concerns. If parents contact a teacher, they should receive a response within 24 hours and never longer than 48 hours later.

Parents and teacher teams may schedule a meeting with one another at a mutually agreed upon time. These meetings may be coordinated directly by the teacher or, for a team meeting through the Guidance Counselor. In addition to conferences, teachers are strongly encouraged to continue communication

through phone calls, emails, and additional progress reports when needed. While keeping the ASPEN grade book up to date is required, it does not take the place of direct communication with parents.

Phone calls and face-to-face meetings are highly encouraged in place of email.

Copy Machines

Copy machines are available for teacher use in the teacher copy room. Teachers should not attempt to fix a malfunctioning copier, but should immediately report it to the CPS front office. Please make every effort to go paperless by posting documents online.

Curriculum Night/Open House/Back to School Night

"Back to School Night" will be held on the last Wednesday of September for all grade levels. Our annual "Back to School Night" is an opportunity for parents to follow their child's schedule and meet their child's teachers. It is also an opportunity for teachers to introduce themselves and describe the academic program to parents. All teachers are expected to attend.

Daily Teacher Procedure

Upon arrival to School, each teacher is encouraged to check his/her mailbox in the CPS front office. Please notify the office ASAP if a colleague is not present and no substitute has arrived.

Before the start of the school day, it is also expected that each teacher will check his/her email as important communications for the day are often sent the evening before or early in the morning from the office. This includes your Outlook account (@nps.k12.ma.us), your Gmail account (@npsk.org), and Google Classroom. It is recommended that these accounts be set up on your cell phone and that you have notifications for Google Classroom turned on so as not to miss up to date information.

As students are dismissed from the cafeteria and lobby at 7:45 a.m., teachers are expected to be in the hallways and stairways outside of their classrooms at this time when possible.

Opening Procedures: All students should be in their Advisory room by 7:50 a.m., prepared to listen to the announcements. Students who fail to report to class by 7:50 a.m. are considered tardy and must have a pass from the office to be admitted to class.

The following will take place each morning, beginning at 7:51am:

- The Pledge of Allegiance will precede announcements.
- Announcements will be made over the P.A.
- Students are to be quiet and attentive as important information is given during this time.

Teachers must submit their daily attendance through ASPEN by 8:00am.

Corridor Supervision (Ongoing): Research shows that teacher presence in the corridors reduces the instance of bullying and other violence in schools. With this in mind, teachers are to be visible in the corridors especially during the changing of classes. Teachers are responsible for the supervision of students in and around their classrooms during the changing of classes as well as the time surrounding the lunch blocks. A system for when students with top lockers and bottom lockers visit their locker is recommended. This is not optional. At least one teacher should be present in the hallway during each passing time and ideally all teachers will be present with "eyes on the street."

End of the Day Procedure: At 2:20p.m. a bell will ring indicating students are to be dismissed from last period. At this time, students may go to their lockers and/or leave the building. All teachers should assist

with hallway and stairway supervision at this time. Teachers are expected to stay in the hallway surrounding their classroom/supervisory area until 2:25p.m. Supervision of the lobby and exits will be assigned as duties each afternoon Monday thru Thursday to clear the hallways of students with the school administration taking this on for Friday afternoons.

Dropped Off Items

All materials (except money and valuables) brought to school by parents for students will be left on the bookshelf, in the office hallway. Students are to check the bookshelf on their way to lunch or periodically during the day. Except in time sensitive situations, classes will not be interrupted for messages.

Electronic Devices

Students may bring electronic devices such as cell phones, ipods, etc. to school, but should be turned off during the school day. The only exception to this rule is if a teacher has given specific students permission to use their cell phone as part of an instructive, educational and supervised activity within their classroom. An electronic device that is being used without explicit staff permission for educational purposes may be confiscated and given to the office. Confiscation should only take place when phones are used to text or photograph without teacher permission, therefore presenting a distraction to the class. See updated Cell Phone policy above.

Email

Teachers should check their NPS email accounts every morning as there is often important and time sensitive information posted. Email should be checked periodically during the summer months. This includes your Outlook account (@nps.k12.ma.us), your Gmail account (@npsk.org), and Google Classroom. It is recommended that these accounts be set up on your cell phone and that you have notifications for Google Classroom turned on so as not to miss up to date information.

Expectation Letters

At the beginning of the year it is recommended that each teacher and/or team send home a letter of expectation for his/her class describing the course, expectations, grading procedures, list of supplies, make-up policies, etc. These letters should set a positive tone because, in most instances, this is the first communication from the teacher to the family. Letters can be posted on websites and/or emailed home. It is not necessary to send them home via snail mail. Please provide a copy of this letter for the principal and assistant principal. Reminder – homework may not count for more than 10% of a student's trimester grade as per school committee policy. Additionally, a pacing guide must be completed and posted on the website for every course at CPS. Submit updated pacing guides via Google or Word to the principal by September 1 of each year.

Extra Help for Students

Extra help after school is an accepted part of every teacher's professional responsibilities and is to be offered to all students whether or not it is requested. Teachers are required to be available in their room for extra-help Monday - Thursday from 2:20-2:50 p.m. Teachers may work with students before school but must coordinate this with the students and parents. Students are to be informed in advance of the days you will not be available after school for this service. When possible, keep a logbook to record attendance. A teacher may require a student to stay after for extra-help if the student is in academic crisis. If we partner with parents, we can mandate attendance at after school extra-help sessions.

Faculty Meetings

Teacher attendance at Faculty Meetings is mandatory unless previously excused by the principal. Therefore, all appointments or other non-school related obligations should be scheduled for alternative days. In addition, all teachers are expected to stay until the end of each meeting unless previously arranged with the principal or assistant principal. Please see the important dates listed at the beginning of this handbook for the dates of these meetings. Teachers who are coaches are excused from faculty meetings on game days, but practices should be canceled for faculty meetings unless cleared in advance with the principal or assistant principal.

Failing Students

If a student is in danger of failing a class for the trimester or for the year, a phone call must be made to the parents/guardians notifying them of their child's status at least two weeks prior to the close of the trimester and four weeks prior to the end of the year. The principal, assistant principal, and guidance counselor must also be notified via email of a potential student failure.

It is also advisable to contact the parent/guardian via an additional progress report, phone call or email, if a student's grade takes a serious dip in a term (i.e. from a C to a D- or an A to a B-, etc.).

Field Trips

Teachers requesting a field trip must do so using the proper forms. Teachers must submit their requests at least three weeks in advance of the trip. Arrangements for transportation are to be made by the teacher. Money collected from the students should be given to the administrative assistant in charge of finances who will deposit the money in the appropriate account. Please be sure to follow all of the procedures as outlined on the form before turning it in to the office. Be sure to notify everyone (encore teachers, cafeteria, etc.) of field trips as soon as they are scheduled.

Educational field trips should be planned and conducted in accordance with the Nantucket Public School Field Trip and Student Travel Policy. Below are guidelines to be followed when planning a field trip:

1. The teacher will review the value of the trip with the principal or assistant principal and receive approval prior to making arrangements for the trip.
2. A parental permission slip is required for each child participating in trips that present inherent risks or includes driving.
3. The teacher will provide the parents with information concerning the purpose and destination of trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
4. Participating students will pay a pro rata share of costs for any special transportation, admission fees, etc. However, funds may be available for students needing assistance with such expenses.
5. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the principal or assistant principal. Teachers are responsible for informing accompanying adults of their responsibilities.
6. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of children. Students who cannot be controlled may be excluded from field trips. All school conduct policies must be followed during school-sponsored field trips.
7. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
8. Students' safety will be a primary consideration, with first-aid kits required on all field trips.

9. Should an emergency situation occur, the teacher is responsible for notifying the main office or principal by telephone as soon as possible.
10. School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips. The use of private vehicles by staff members for transporting small groups of students may be authorized, provided the driver has the required liability insurance. Transportation by students is not permitted without special circumstances and authorization as well as written parental consent.
11. Requests for school bus transportation will be channeled through the main office to the business office. Any requests for special commercial transportation will be submitted to the school principal.

Grading System

Students receive a numeric grade for each class using the following parameters:

A	90 or Above
B	80-89
C	70-79
D	65-69
F	Below 65

When a student is absent for a prolonged period of time near the end of a marking period, he or she may receive an "I" (Incomplete) on the report card. The mark is temporary and must be remedied by the end of the next trimester. Any Incomplete mark not remedied by the end of the following grading period will be changed to a Failure (60).

The 6th grade will begin full implementation of standards-based grading. Additionally, the faculty will discuss the merits of the above grading system. The 6th grade scale will include:

MS – Meets Standard: Student has consistently demonstrated understanding and application of standard

PS – Appropriate Progress to the Standard: Student has not yet demonstrated full mastery of standard

LS – Limited Progress to Standard: Student has shown minimal understanding of or progress toward standard.

NP – No progress toward the standard

Homework

Homework is most effectively used as practice of concepts learned in class as opposed to introduction of new material. Students should be assigned reasonable amounts of homework each school night in every appropriate class (this might include reading, writing in a journal, application of concepts learned in class, continuation of work on a project, interviewing someone for information, library research, etc.). In the spirit of professional courtesy, notify your colleagues if you plan to assign a homework assignment or project that exceeds normal expectations and will require extra time spent out-of-school. Homework may not count for more than 10% of a student's trimester grade on the report card as per school committee policy. In terms of time, a middle school student on any give night should have no more than:

6th Grade = 60 minutes of homework

7th Grade = 75 minutes of homework

8th Grade = 90 minutes of homework

Informal Progress Reports

In addition to the trimester progress report at mid-trimester, teachers may choose to send additional progress reports at any time during the marking period. It is extremely important to keep parents pro-actively apprised of their child's progress throughout the trimester. If a student exhibits a significant

change in performance or attitude, there should be communication with the home through an email, a phone call, a note, an additional progress report etc.) Additionally, the guidance counselor should be notified. *Rule of thumb: No report card grade should ever come as a surprise to a parent.*

Leave Request

When needing to take a day or half day for personal or medical reasons (workshops, personal days, medical/sick day, jury duty, etc.), staff members are required to fill out a Request for Leave form prior to the requested day. Teachers will also need to notify Kristen Holdgate to arrange for coverage. If a staff member is out for an unexpected absence, the form must be filled out upon return to school. These forms are found in the front office.

Leaving the Building (Staff)

During the teaching hours of 7:35am to 2:50pm, teachers who need to leave the building for emergencies or school-related business are to notify the office before leaving. Staff may leave during their assigned lunch period without notifying the office. Any staff member leaving the building during other times must use the sign-out/in sheet in the front office.

Library

The Library Media Center serves students and faculty in the Cyrus Peirce Middle School and Nantucket High School. It is open from 7:30 a.m. to 5:00 p.m., Monday – Friday. Students must have a pass from their classroom teacher to come to the Library during the school day. Teachers are asked to schedule class visits in advance; please call even when sending a small group of students to the library. The library staff looks forward to working on projects with classes. The librarian encourages teachers to bring classes to the library and is also available to co-plan curriculum projects. Teachers should make prior arrangements with the librarian prior to bringing classes there. Teachers are encouraged to sign up in advance to get their first choice of times.

The library collection includes books, newspapers, magazines, videos, DVDs, and audio books. Several electronic databases and other online reference sources are accessible through the library webpages of both schools and from home. The library has two computer labs, as well as other individual computers for faculty and student use. Scheduling the use of the computer labs is done in the library. In addition, mobile labs are available for circulation to the classrooms. All audiovisual equipment circulates from the Library Media Center. Teachers are asked to sign out the equipment at the circulation desk. Library staff members deliver the equipment, but teachers are responsible for returning or routing the equipment when they have finished with the equipment. Students may be denied library privileges if materials are overdue from the library. Students and/or parents are responsible for the full cost of replacement of any lost item and any item defaced beyond repair.

Maintenance Requests

When a staff member observes the need for a repair to the facility or a piece of equipment, they are requested to submit a Maintenance Request form to the assistant principal. These forms may be found in the front office. Please turn the completed form into the administration's administrative assistant. If after one month the repair has not taken place, please notify the front office. Requests should not go directly to Dimo or Diane.

Movies

Only videos of educational value are to be used during class time. It is the administration's opinion that very few feature films contain the educational value to justify using substantial class time.

Movies are a valuable educational tool that enhance student understanding when used properly. Often times, the most powerful message can be relayed in the viewing of a series of clips, while at other times it is beneficial for a class to watch an entire movie. It is critical that when planning for the use of movies in the classroom, teachers keep in mind the following questions:

- What is the overarching objective of the unit/lesson?
- Is student learning enhanced by watching this film?
- Would showing a series of short clips achieve the same objective?
- How is the movie introduced? What activities are done prior to the showing of the movie to provide the appropriate background information?
- How will the movie be processed by students and applied to the overall unit of study?
- What will the parent perception be of the validity of this movie?

Once the teacher has previewed the movie, keeping these questions in mind, he/she should get permission from the principal or assistant principal before showing the film. No film should be shown in the classroom that is rated R. If approval is granted, the teacher must have a signed permission slip from each parent before students may view the film.

Feature films are not to be used as a reward during class time. Movies are not to be shown as filler or right before a vacation unless there is to be appropriate and meaningful follow up which is difficult to attain when a week has elapsed.

Nurse

The Nurse is located in the CPS side of the cafeteria and is available from 7:45 a.m. to 2:50 p.m. Teachers are to issue a hall pass to any student who is sent to the clinic and the nurse will send the student back with a pass noting the time they are leaving the clinic. If a student is feeling dizzy the teacher should send an adult escort with the student or call the office for assistance. The nurse should evaluate any student who is not feeling well before a call is made to request dismissal from school.

The nurse should administer all medications unless she delegates medication administration to another adult. Students are not allowed to have any form of medication in their locker except Epipens and inhalers when ordered by a physician. If a teacher notices any medication, over-the-counter or prescription, the teacher should take that item and deliver it to the clinic. Please let the nurse know the name of the student and the locker number and she will also notify administration.

Feel free to contact the nurse if you are concerned about a student.

Positive Recognition Program (Whaler Tickets)

Whaler Tickets are used to recognize students for doing the right thing. Whaler Tickets should be given to recognize students for living up to our core values of Whaler Pride:

- Pride
- Respect
- Integrity
- Dedication
- Excellence

Press Releases

Events in school, no matter how small, are important news to the students and to the community. The faculty is encouraged to promote Cyrus Peirce School as much as possible to maintain and to foster our positive image in the community. All releases should be given to the Principal or the Assistant Principal for distribution to various news and social media sources – Inquirer & Mirror, Facebook, and Twitter. If your classes are doing something you want highlighted, contact the Principal or the Assistant Principal and they will contact the appropriate news sources.

Purchases

All requests for purchases must be submitted to the administrative assistant in charge of finances on a Purchase Order form. Before submitting your request please check on the current level of your budget to ensure there is money in your account.

School Evacuation

During a fire drill or evacuation of any type, everyone is required to leave the building. All teachers should read and be familiar with the crisis plan outlined in the emergency procedures folder.

Please also familiarize yourself with the fire drill procedure, which should be clearly posted in your classroom. Make sure that as you leave your room all windows and doors are shut and that you have your class roster. Teachers are to remain with their classes during the entire drill.

Do not prop open classroom doors.
Every advisory has a backup adult for attendance purposes.

See Google Classroom (Classroom Management – About section for all documents related to building evacuation procedures.)

Section 504 Accommodation Plans

The CPS assistant principal is the 504 Coordinator for Cyrus Peirce School. The AP will circulate 504 Plans at the commencement of the school year.

School Doors

All outside doors are to remain locked during the school day and should not be propped at any time. Groups who go outside are to check out with the office.

Student Handbook

Advisory teachers are encouraged to schedule time during the opening days of school to review the Student Handbook with students. Please discuss as a team how to best accomplish reading and reviewing our school's expectations with students.

Teacher Attendance

In the event a teacher is unable to attend school and a substitute is needed, it is his/her responsibility to notify Kristen Holdgate as early as possible to ensure substitute coverage by calling/texting/emailing her. If a substitute is not required, the teacher should still email Kristen with the plan for coverage.

It is recommended that every teacher complete an emergency substitute teacher folder by the end of the second week of school. This folder should be kept in an easy to locate spot in your classroom.

This folder will be utilized by a substitute in the event of teacher absence where current plans are unavailable and should therefore contain the following:

- Class rosters
- Class rotation/schedule
- Seating charts
- Emergency procedures
- One copy of three generic lesson plans to be used in the event of an unplanned absence

Teacher Website

The Cyrus Peirce School website is one of the many possible forms of communication between home and school. The new website hosted by SchoolWires has a page available for each teacher. Each teacher website will include basic contact information. Teachers may wish to seek out training to add to their website. Links to other websites and/or Google Classroom may be included on your page upon request. The pacing guide for each course should be available on your webpage.

Team Meetings

We will continue to focus on the middle school team model this year because research shows that high performing, effective teams are the cornerstones of an exemplary middle school. The effectiveness of the team meeting is an integral part of a high performing team.

Teams at Cyrus Peirce School meet on a regular basis. All teachers should consult the Team Meeting Schedule from your team leader to see when their team is scheduled to meet with Administration and/or Guidance.

One primary use of the Team Meeting block is to use student work and assessment data to inform instruction.

Team Website

Each grade level team is expected to create a introductory blurb for the website. Classroom and/or team newsletters are encouraged and Smore is a recommended format as links to this online newsletter can be added to your website.

The purpose of the newsletter is to provide an update about what takes place in each classroom as well as to highlight team activities. This will replace all paper newsletters issued from the school. As a team, you should decide how your newsletter will be written. Will it be a preview of upcoming learning/events or a summary of what took place?

Please provide Kristen Holdgate with any updates to your team website by September 1 each year.

Trimester Grade & Progress Reports

Grades are to be completed in ASPEN. Report cards will be issued for all students in all areas all three trimester marking periods. The trimester Progress Report is used to inform students and parents of the student's achievement level midway through the marking period. See above for recommendations on communicating with parents. Grades should be entered in Aspen at least once every 12 school days (Once per every two six-day cycles). Reporting dates for Report Cards and Progress Reports can be found in the Important Dates section of this handbook.