

BUFFALO PRAIRIE MIDDLE SCHOOL

A Community At Work!



**Teacher Handbook
2016-2017**

**Dr. Jeremie A. Akins, Principal
Mr. Ian R. Margreiter, Assistant Principal**

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BUFFALO PRAIRIE MIDDLE SCHOOL FACULTY HANDBOOK APPENDIX

School Operations

Contracted Work Day

The school day for faculty members is a continuous 7 hour and 45 minute time period between the hours 7:40 a.m. and 3:20 p.m. If you are scheduled for a morning duty, please arrive at the duty by 7:35 a.m. and remain on duty until all students are released for class at 8:00 a.m. Faculty members are expected to be on site, with the exception of the lunch period, for the entire length of the teacher workday. Administrator approval is required for any exceptions.

At the start of the day, faculty members who have either a first hour class or an assignment are to be at that assignment promptly at or before 8:00 a.m. to supervise both their classroom and the hall outside their classroom by being at their own classroom door. Faculty members who have a morning duty are to be at that assignment starting promptly at 7:35 a.m. Those teachers are expected to remain at that location until all students are released for class at 8:00 a.m. At the close of school, faculty members who have an 8th period class are expected to remain at their classroom door until students have cleared the hall. Faculty members are to be on site until 3:20 p.m. and available to students for additional help.

Students Arrival at School

We ask that students arrive at school no earlier than 7:40 a.m. unless specifically requested to do so by their teacher, or unless arrangements have been made through the school office.

Students in the 6-8th grade, arriving between 7:40 and 8:00 a.m. should go directly to the gymnasium. Students wishing to eat breakfast should go directly to the cafeteria for breakfast. There is a designated eating area for all BPMS students. All 5th grade students will remain in the cafeteria until the 8 a.m. bell rings.

If the temperature and/or wind chill is below 50 degrees, or, if it is raining or snowing, students in grades 6, 7 and 8 will wait in the gym and grade 5 will wait in their designated seating area of the cafeteria. Students wishing to eat breakfast should go directly to the cafeteria for breakfast.

Breakfast is served in the cafeteria between 7:40 and 8:00 a.m. At 8:00 a.m., students will be allowed to head to their first hour class. First hour will begin at 8:05 a.m.

Teacher Absence Procedure

- Teachers must use AESOP for all absences.
- Personal days, professional development days, and student activity days must be approved in advance by Dr. Akins.
- If you are on duty that day, please inform the principal you speak with or in the message you leave.
 - Jeremie Akins – 417-733-0190
 - Ian Margreiter – 417-288-8905
 - If you cannot return to school the following day, please use AESOP as soon as possible to help secure a substitute.

Sub Folder

Teachers should prepare a substitute file of general information to assist the substitute while absent. This file will be kept in the office and used only in emergency absences. Please prepare lessons accordingly for scheduled absences. This file should be turned into the school office and updated periodically. If you are aware of an upcoming absence, please leave your lesson plans on your desk. Alternate plans should be available in the sub folder in case the previously planned activities do not lend themselves to the substitute's expertise.

Class Record Books

A class record book is the official tool for recording students' attendance and grades. BPMS teachers must use SISK12. Records must be kept up-to-date and all information accurate and complete. Students must receive an appropriate amount of grades per quarter. Class record books are subject to review by the principal and superintendent upon request.

In accordance with Missouri Department of Secondary and Elementary Education rules regarding class record books, teachers' class books are to be retained within the building for 2 years and in the district for five years. Accordingly, all teachers will be required to surrender their class record to the main office at the end of each school year.

Taking Student Attendance

Teachers will receive a roster for their classes and attendance will be taken during the start of each class period on SISK12. It is recommended that teachers keep a daily back up of their grade book.

Morning Announcements and Pledge of Allegiance

Teachers are required to start each school each day with the morning announcements and Pledge of Allegiance.

Dropping Students from the Class Roll

Students should not be dropped from the roll nor should teachers stop reporting absences until students are officially dropped in SIS.

Planning Period

The period that you are not teaching is provided so that you may prepare for classes. It is not a free period and never should be looked upon as one in which to do your personal business outside the building. You may be asked to cover for a teacher during your preparation period when a substitute is not available. You will be paid for covering a class and will need to fill out a form in the office to be turned in to the Central Office for payment. Teachers should never leave the building without first checking with the principal.

Bison Time

Bison Time will be a 35-minute period at the end of each day (except late-start Wednesdays). During this time teachers will be expected to check students' assignment books and provide assistance to students who need it. Small group tutoring and/or peer-to-peer tutoring can be utilized during this time as well. Students who do not use this time to work on school assignments are expected to read. This is not to be used primarily as a social time.

Location of Class

Classes may be held outside as long as the weather is appropriate. Please stop by the office and notify either the secretary or principal where your class can be found. Students should not cause a disruption in the hallway when traveling to other locations.

Classroom Supplies

Small supplies, such as pens, folders, tape, paper clips, note cards, etc., need to be ordered by each classroom teacher. If you run out of an item or need more supplies throughout the year, fill out a requisition and submit it to the building principal.

Assemblies

Teachers must attend all assemblies, even if it is during a scheduled plan period. Teachers should be alert to misconduct and reprimand students on the spot in a non-disruptive way. If necessary, they should be removed from the assembly. The names of the students should be reported to the assistant principal.

School Messenger

The School Messenger calling system will notify all staff members and students of days school is canceled due to weather. The system may also call staff members for informative reasons as well.

School Cancellation

Whenever school in the Dallas County R-1 School District must be canceled due to inclement weather, the announcement will be made periodically over the local TV/radio stations and the School Messenger calling system will be activated.

Press Releases

Teachers who have news items for the media should submit them to the principal's office for approval. School news should also be sent to the BPMS office and placed on the middle school web page.

Fundraising

The following district wide administrative guidelines for student fund raising activities are stated below:

- Student fund raising events shall be kept to a minimum. No fund raising activity of any type shall take place without the prior written approval of the building principal. A fund raising request/approval/accounting form is available from the principal. (Form Included)
- Those engaged in fund raising activities should make clear the school organization for which the funds are being raised.
- Fund raising projects shall be limited to items and activities not generally funded through the school district budget.
- Fund raising activities should not interfere with the regular operation of the school.
- Approval of the principal is required for house-to-house solicitation for any fund raising activity. No direct solicitation of money on a house-to-house basis shall be permitted.
- House to house solicitation is permissible if a product is sold. The principal shall approve the product for sale and shall be concerned with both the cost and the quality of the product.
- No student shall be required to sell anything as a condition for participation in any school sponsored activity. Participation in fund raising shall be voluntary.

Counselor Services

The counselors will be available to counsel students at Buffalo Prairie Middle School. Please notify Kyle or Kristie if you have any concerns.

Lunch and Breakfast Prices for Staff

\$1.20 - Breakfast

\$2.75 – Lunch

Staff members are not allowed to have a negative balance on their breakfast/lunch accounts.

Bell Schedule

Period	Grade	Time	Elapsed
1st Period	5th-8th	8:05 - 8:55	50
2nd Period	5th-8th	8:59 - 9:46	47
3rd Period	5th-8th	9:50 - 10:37	47
4th Period	5th-8th	10:41 - 11:28	47
Lunch	5th/6th	11:28 - 11:58	30
5th Period	5th/6th	12:02 - 12:49	47
5th Period	7th/8th	11:32 - 12:19	47
Lunch	7th/8th	12:19 - 12:49	30
6th Period	5th-8th	12:53 - 1:40	47
7th Period	5th-8th	1:44 - 2:31	47
8th Period	5th-8th	2:35 - 3:05	30

Student Academics

Report Cards and Progress Reports

Grade books should display accuracy. Teachers should communicate with parents ahead of time before they see a D or an F on a progress report of grade card. If students' grades drop a letter grade, teachers should communicate with parents ahead of time.

Teachers will be notified in advance about importing grades. Progress reports will be sent out every third week. Grade cards will be given to students within a 5 day period following the end of the quarter.

Late Assignments – Missing Assignments

Students are expected to turn assignments in on time and with quality. Students are expected to put forth their best effort each time a learning opportunity presents itself.

If students show apathy toward assignments and turn them in late, it causes problems. Students should avoid turning assignments in late unless given specific permission from teachers. Students may face consequences for excessive late or missing assignments.

Student Make-up Work

Regular attendance in each class is necessary for students to reach their full potential. Students who attend school on a regular basis make better grades, have higher levels of achievement, and are better prepared to pursue careers after high school.

Students with frequent absences cannot entirely regain lost instructional time even by extra instruction, tutoring, or makeup assignments. The entire process of education requires continuity of instruction, classroom participation, learning experiences, and studying.

- Students are ultimately responsible for obtaining and completing all missing work in a timely manner. Students will be given a minimum of two class periods per class period missed regardless of the reason. Teachers have the discretion to allow students more than two days depending upon the nature of the assignments. Teachers also have the discretion to alter or exempt students from certain assignments.

- Students who do not complete work in a timely manner may be required to complete their work in an alternative setting.
- If students refuse to do their work in a timely manner, teachers may refer students to the office for discipline.
- Students who need to make up assignments due to suspension related absences will be given the opportunity to complete for full credit.
- Upon returning to class and during instructional time, teachers may require students to participate and do make-up work at a later time.

Featured Films (Movies)

Full length featured films are not permitted to be shown during instructional time. Teachers are permitted to show clips of movies in segments of approximately 10 minutes in length without principal permission during instructional time as long as the video clip aligns to the curriculum. Teachers are permitted to show full length educational videos at their discretion as long as they align to the curriculum.

Parent Teacher Conferences

Parent/Teacher conferences will take place over a two-day period about one week after the first quarter ends. Parent/Teacher conferences will take place in the middle school. Teachers are encouraged to be creative in setting up their conference area. If you have special chairs that you would like to use, special plants, treats, etc., you are certainly encouraged to do so. The more inviting we can make the conferences the better response we will get.

Dinner is provided on the evening of the first night.

Teachers are invited to display student projects during parent/teacher conferences. If your students have been busy with art projects, wood projects, science projects, etc. this is a great time to show off their work and to get feedback from parents.

Guest Speakers or Visitors

Teachers wishing to schedule outside speakers into the classroom are asked to keep the office informed. When your guest speaker arrives, please have them stop at the office, sign in and obtain a visitor's pass to wear while they are on campus. If the guest speaker is going to be on campus all day, please speak with the principal about lunch arrangements for them. It is expected that a "Thank You" card/note be sent to the guest speaker immediately. Supplies of cards are available in the office. We can never say thanks too much for those who go out of their way to help our students.

Student Behavior

Correcting Misbehavior

Teachers should correct students engaged in any unacceptable activity or behavior such as vulgar or profanity, teasing or bullying, fighting or shoving, horseplay, etc. and write a referral. Students who are insubordinate to teacher directives should be sent to the office and teachers must write a referral. Teachers should communicate with the office when students are sent to the office for misbehavior. Teachers should redirect minor misbehavior and use the discipline flow chart for how to manage repeated offenses.

Behavior Timeout

Teachers can choose to send students to the hallway for a timeout of about 10 minutes should the need arise. If students have a pattern of misbehavior that results in time being missed for instruction, a principal should be notified.

Classroom Management

Ready to Learn

Students should be ready to learn when the tardy bell rings for class each period.

Classroom Environment

It is the responsibility of teachers to manage their class well. Teachers should set up clear expectations that are firm and fair. Teachers should emphasize the expectations in the beginning of the school year and remain consistent throughout the year. Teachers must promote a safe learning environment for all students. Teachers must strive to provide lesson plans:

- that engages students cognitively
- that motivates students to learn
- that provides relevance to students

Dismissal Bell

Teachers should move to the doorway of the classroom at the sound of the dismissal bell each period.

Hall Passes

Students are to be in class during instructional time. In the event it is absolutely necessary for students to leave the class, teachers must fill out the hall pass in the student planner belonging to specific students. The hall pass must note the time of departure, destination, and time of return. Students who do not have their hall pass should not be allowed to leave unless there is an emergency. Students should not have to fill out their planners for emergencies. A student found in the hall without a pass will be escorted back to the classroom. At this time, the instructor will have to stop teaching and write a hall pass for the student, or cancel the out of class trip.

We must protect and guard classroom instruction time; our students will pick up on that fact and raise their expectations as well. Students must sign the out of class form in your room as well, so we are able to investigate any mishaps that occur throughout the year. (Form Included)

Teacher Supervision and Responsibilities

Passing Periods

During passing periods, teachers must supervise the hallway. As students enter the room, teachers must greet students at the doorway. Exceptions should be rare. Teachers should step into the nearby restrooms frequently to help supervise.

Supervision Duty

While on supervision duty, please stay visible and approachable. Students should be able to determine which staff members are on duty. If for some reason you cannot fulfill your duty, please make arrangements with another staff member to assume your duty and communicate your switch with a principal.

Cafeteria Supervision

- When on duty, teachers should eat while monitoring the students. Once teachers are finished eating, teachers should walk around and monitor or interact with students.
- Teachers should monitor to make sure students are served in a first come, first served order.
- Teachers should monitor to make sure students do not cut in line or hold places in line.
- Teachers should monitor to make sure students do not sit on the seats of the tables and not the tabletops.
- Teachers should monitor to make sure students do not take food outside of the cafeteria.
- Teachers should monitor to make sure students do their part to help keep the cafeteria clean from trash and food messes.
- Teachers should monitor to make sure students do not enter the hallways.
- Teachers should monitor who goes into and out of the restrooms.
- Teachers should close hallway doors during lunch to help keep noise volumes down for other classes that are in session.

Playground Area Supervision

- When on duty, teachers should monitor to make sure students who play football only play touch football. If teachers see the intensity of the game escalating, the game should cease for the day.
- Teachers should monitor to make sure students leave the playground area clean and free of any trash.
- Teachers should monitor to make sure students stay in the playground area.
- Teachers must be visible and approachable during recess. Teachers should have a close proximity for supervision and strategically place themselves where all students are in line of sight.

Keeping Students After School

Teachers may not hold students after school for discipline. If teachers want to hold students after school for discipline related matters, a discipline referral must be filled out and a principal will make the final determination. Teachers are encouraged to communicate with parents regarding behavior.

If teachers desire to hold student after school for academic related issues such as tutoring or interventions, parents must be notified in advance and there needs to be either an Email confirmation or a parent note on file with the teacher. Those arrangements can be made to fit the needs of the teacher, student, and parent.

Custodian/Maintenance/Technology Request

- Please communicate all concerns regarding maintenance to the principal. The principal will advise on whether or not to submit a request for maintenance.
- For custodial needs, please ask the office to locate a custodian for immediate services. For non-immediate needs, please discuss the needs with the principal.
- If you have a technological need, please submit your specific question or concern to help@bisonpride.org. This will create a ticket for tech. Please do not submit multiple tickets for the same problems.

Money, Fines, and Fees

Any teacher who handles money belonging to the school, its sponsored activities, or any teacher who is in charge of students who are handling money must see that a careful record is maintained so that an accounting may be made at any time. Never keep money overnight in a classroom, office, locker, at home, or any other non-secured place. Deposit the money with the office secretary before she leaves for the day. All staff members are encouraged to let the office handle any money that is taken for any reason and to place in an SA account.

Remember, all fundraisers, sales, or solicitation of funding must be approved in advance by the principal.

Requisitions

- Teachers must have prior approval before submitting requisitions.
- All requisitions will be entered into SISFIN (found on the school website) or submitted to Julia. Each requisition must be completed in its entirety with the client's name, address, phone number, fax number, teachers name, account name (ex. MS Instructional Supplies or Account Code), the account's balance etc.
- The principal will sign requisitions only if it is submitted to Julia, otherwise requisitions entered through SISFIN may be electronically approved through the office. A PO number will not be given without an "approved requisition." Once the principal and the central office have approved a requisition, a purchase order will be returned to you for ordering or faxing.
- Teachers must fill out the requisitions, purchase orders, and check requests. Julia will be glad to help if you have any questions.

Purchase Orders

- Once you have received your school supplies, textbooks, etc., please check the items with the purchase orders Julia places in your mailbox. If everything has been received and is satisfactory, return the purchase orders to Julia with a note that states, "OK to pay."

- When we have received the bill or invoice, a copy of the purchase order and the invoice or bill will be sent to central office for payment.
- Please keep in mind that central office may receive a bill without a name or PO Number.
- When you have received the items you have ordered, you must return your copy to Julia with an attached note stating you have received all items and that it is okay to pay the invoice. Remember, the amount ordered on the purchase order may not be the same as the final bill. If you want to verify the final bill, please have it sent to the middle school address 926 W. Truman St. Buffalo, MO 65622. Once Julia has received the bill, she will place Copy 1 of the bill in the teacher's box for validation and your approval to pay. Copy 2 of the purchase order and the invoice will then be sent to the central office for payment.
- Purchase orders will be paid by approval of the board at their monthly meeting held on the third Monday of each month. To ensure payment of a purchase order, the purchase order should be submitted to central office with the bill by the first of each month.

Check Requests

- Follow the same procedures as for a requisition. All information must be included on the requisition with the addition of the following:
 1. Attach Receipt(s).
 2. Name and address of person or business to which the check is to be issued.
 3. Instructions advising if you want the check returned to you or mailed to a person or business.
- In the upper left-hand corner of the requisition please write "CHECK REQUEST." You may wish to highlight the words CHECK REQUEST as well.
- Your cooperation with the requisitions, purchase orders, and check requests procedures is greatly appreciated and is a must. If you have any suggestions you feel would benefit this procedure, feel free to contact Julia at the middle school office.

IEP's

Federal regulations mandate testing modifications for many students. The determination of a student's eligibility for these modifications is primarily the responsibility of the Special Education faculty and staff, in accordance with the Missouri Department of Secondary and Elementary regulations and Policies of the Dallas County R-1 Board of Education.

The use of testing modifications allows for the fair evaluation of learning by providing students with the opportunity to demonstrate mastery of skills and the attainment of knowledge without being unfairly hindered by the presence of a disability. Guidelines specify that testing modifications are to be the minimum necessary, yet sufficient enough to allow the student to participate on an equal basis. In administering the required modifications, it is the intent of Buffalo Prairie Middle School to provide fair and equal testing for all students.

1. Testing Modifications Procedures
 - a. The use of some or all-testing modifications is to be determined by the specific testing needs of the individual student.
2. Notification to Staff
 - a. A memo will be distributed to all staff outlining specific procedures to be followed when testing modifications are being used.
 - b. To clarify questions, which have been raised concerning test modifications, suggestions are as follows:
 - i. Link the test modifications to a student's disability, not simply a weakness or problem area; be specific and individualized in the test modifications; and include test modifications on IEP's which alter the purpose of a test to the least extent necessary.
 - ii. Use "words read that students cannot decode when cued by student" instead of "tests read" or "questions read" if appropriate. In a similar vein, "essay questions dictated to scribe" might be more appropriate than "answers recorded" for many students.

- iii. Special location" only in very unusual situations and with the specific location indicated. A teacher or principal always has the authority to schedule any test in any location, thereby allowing a much greater level of flexibility.

Textbooks

Teachers should keep their own record of the textbooks distributed to students. Please make sure student and teacher names are written in ink in each book. This does not apply to textbooks that are only used at school.

Professional Conduct

Children of Staff

The following are guidelines for your child's presence at Buffalo Prairie Middle School:

- Children are welcome before and after school as long as they are supervised.
- Children should not be present at or enter meetings in progress.
- Sick children should not be at BPMS.
- Your child should not attend school with you on a contract day –this includes in-service days (PDC).

Classroom Cleanliness

Classrooms and homerooms should be maintained in a neat, orderly fashion. Bulletin boards should be inviting and kept up-to-date. It is the responsibility of teachers to keep a close check of the condition of all desks and equipment in the room. The marking or defacing of desks or other school property should not be tolerated. Desks should be kept free of debris. Teachers should see that the desks in the classroom are emptied frequently.

Broken or faulty classroom equipment should be reported to the principal. Students are to place chairs on top of desks at the close of the school day in special area rooms, which do not have "chair/desk" units.

The custodial staff sweeps the floors of each classroom every evening and washes the whiteboards upon request.

Students are not to sit on desktops, tables, or countertops in classrooms. Teachers should see that the room is left in proper order at the end of the day (floors free from waste paper, desks arranged, door secured, and the lights turned off).

Teachers should monitor student desks and equipment frequently throughout the day. Thermostats should be kept at an appropriate level. Personal coffee pots, microwaves, refrigerators, etc. should not be in the classrooms.

When teachers exit their classroom, it should not be left unlocked. Keys should never be given to anyone else. Any lost building keys should be reported to one of a principal immediately.

Student Contact and Relationships

Teachers should never leave students unattended while in the classroom. Use of profanity by staff members in the presence of students or directed towards students may be grounds for dismissal. Any physical contact with a student in a controlled situation should be restraint only and even restraint is not recommended in most situations. At all times, teachers should maintain a professional relationship with students.

Communications with Parents

It is important that teachers communicate with parents. A telephone call, Email or a personal note home is appropriate to communicate initial concerns about grades or behavior. Successes should also be communicated to parents.

Teachers should keep record of all parent communication in SISK12.

When students show apathy toward their assignments, teachers must communicate with parents in a timely manner and log the contact in SISK12. Teachers are encouraged to create newsletters or other informational pieces that go out at least monthly to keep parents informed about class activities and assignments.

E-Mail and Mailboxes

Check your e-mail and mailbox at least on a daily basis for messages, announcements, and other school communication.

Personal Appearance

Attire should be comfortable but always professional. Teachers will be allowed to wear jeans on the last work-day of each week as long as it is accompanied with school spirit attire.

Basic guidelines of professional dress:

- No shorts
- No spandex or Leggings
- No sweats pants
- No low cut tops
- No midriffs bared
- No T-shirts, except those with school logo on Spirit Days
- Jeans on Friday only or the last school day of that week
- The only exceptions are made for coaches; physical education teachers, shop teachers and anytime the instructional activities would require other dress due to the activity. During field trips teachers may wear appropriate dress of jeans, wind pants, shorts, T-shirts and tennis shoes.

Teacher's Lounge

The teacher's lounge is provided as a place for you to relax, eat your lunch and have refreshments. Please remember that tobacco is not allowed anywhere on the school campus. Thank you for helping keep the lounge tidy and clean. Gossiping about students, parents, board members, administrators, or peers is unprofessional and inappropriate.

Teacher Cell Phone Usage

Personal cell phone usage will not be permitted during working hours including faculty meetings and Professional Development days. Teachers must follow the guidelines of the district staff handbook for reasons for using a cell phone during the school day.

Safety

Accident Reports

If students are involved in an accident or are injured during class, an accident report must be filed in the superintendent's office within twenty-four hours after the accident has occurred.

Emergency Procedures

- Familiarize yourself with the Emergency Crisis Handbook.
- Familiarize yourself with the fire and tornado drills procedures. Post the fire and tornado procedures in your classroom and explain each to your classes.
- Listen for vocal instructions over the intercom system or other means of communication.

Fire

- Fire siren will be a short ring and the code word in plain language for a real fire will be 'FIRE'.
- In case of a fire, do not attempt to put the fire out; instead, call for help and move students to a safe place.
- During fire drills always, teachers must take their roster to take roll upon arrival of the designated area.

Tornado

- The Tornado siren will be a high/low continuous sound.
- Observe the designated shelter areas posted in your classrooms when a tornado or other severe weather occurs.
- During fire drills always, teachers must take their roster to take roll upon arrival of the designated area.

Intruder

In case of any persons entering the building in a threatening manner (i.e. firearm), do not attempt to stop them. Report the situation to the office and remove yourself and students from the area as soon as possible.

Listen for instructions from the office over the intercom. The instructions will be in plain English. Place yourself and students behind something, lock your door and turn out the lights. If a fire alarm is pulled to draw people out of the building, listen for the code word 'fire.' If you do not hear any message in plain English announcing there is a fire, remain in your area and keep your students down and out of sight.

Biological/Chemical Attack

In the event of a biological/chemical attack, the following measures will be taken to ensure safety:

- Everyone stays inside the school building (lockdown mode)
- No doors or windows will be opened
- Ventilation systems will be shutdown.
- Vents and window seals will be covered if possible (duct tape)
- Open communication (phones)
- Post red or green cards in the windows
- Cafeteria will have a supply of food and water

Student Activities

Master Calendar and Scheduling

A master calendar will be made available for collaboration at the beginning of each school year. It is highly suggested that you get every special event possible placed on the master calendar as soon as possible. The master calendar is located in the Middle School Office. Please see office staff to place your events on the master calendar. The following guidelines need to be reviewed:

- The principal must approve all dates prior to an activity being placed on the master calendar.
- Please be sure to make every attempt to avoid conflicts between activities.
- Please be sure to make every attempt to avoid conflicts between activities.
- Once approved, place all dates for activities on the calendar in the office.
- There will not be any school activities scheduled on Wednesday evenings, Sunday mornings, or Sunday evenings.
- Bus transportation requests need to be signed (by the principal) and faxed (to transportation) at least ten (10) working days before the date of the scheduled trip.

Practices

- Practices must end by no later than 6:00 p.m. on Wednesday evenings.
- Practice for activities must not take place during Thanksgiving or Christmas break.

School Sponsored Activity Trips during the Day

Throughout the year, students will be involved in many BPMS sponsored activity trips. As soon as you know your team/organization is going to be involved in a trip during school hours, you must notify the principal in an Email. A list of students attending must be submitted and approved in plenty of time. Transportation arrangements must be made through the principal.

All Buffalo Prairie Middle School rules and regulations apply during these trips. Students must ride to and from the activity on the bus, unless written permission is obtained from the principal ahead of time. Students given permission to not ride the bus may only ride with their parents unless written permission from parents is given with principal approval. At no time may students ride with another student, or another student's parents without written authorization.

Students are responsible for all missed assignments. Whenever possible, if the trip date is known ahead of time, students should make every attempt to complete assignments prior to going on the trip. Teachers should not modify instruction to meet the needs of students attending the trip. Students are responsible for the balance of co-curricular and academic activities.

Field Trips

Field trips are often used as off campus educational enhancers. There are many positive educational outcomes associated with field trips. Four weeks prior to the field trip date, the sponsoring teacher must turn in a written request for the field trip. The instructional objectives must be clearly outlined on the field trip request form.

Because of Buffalo Prairie Middle School's use of a traditional schedule, it is unreasonable to request all field trips take place within the same class hour that they are serving. It is expected that BPMS faculty members will respect the instruction time of their peers and do everything possible to plan trips carefully. When students are going to miss another teacher's class, they are responsible for getting their assignments done prior to taking the field trip. It is the responsibility of the sponsoring teacher to follow up in this area.

Teachers are expected to have one adult sponsor for every 10 students. This is a great way to involve parent volunteers. All Buffalo Prairie Middle School rules and regulations are in effect during the entire field trip time. Once approved the field trip sponsor must submit a bus request for bus transportation to the office. Funding for the transportation costs will be the responsibility of the department taking the field trip. Make sure you have adequate monies available. When necessary, and approved by the principal, students may be charged a fee to attend the field trip to help offset the costs of the transportation. However, students may not be denied attendance on the field trip if they are unable to pay.

The sponsoring teacher shall present a dismissal list for the field trip to the principal and staff members five (5) full teaching days prior to the trip date.

The following guidelines apply to all field trips:

- Teachers are not to submit field trip requests during MAP week.
- A faculty member must accompany each bus, and any student who goes on the bus must return on it unless he/she has written permission from parents and principal to do otherwise.
- Chaperones attending the field trip may not ride the bus with their child.
- Parental permission slips are required for all field trips.
- School rules relating to student conduct also apply on all school trips.

Personnel

Evaluation Procedures

Buffalo Prairie Middle School's Evaluation Program is designed to promote the professional growth and development of its teaching staff, and as a result, improve the quality of instruction. BPMS will utilize the Network for Educator Effectiveness program.

Transcripts/Certificates

The administration shall maintain a personnel file in the Superintendent's Office for each teacher that is employed. The teacher shall be responsible for submitting the following credentials during the first week of school:

1. An official and complete transcript of college credits.
2. An official and valid Missouri teaching certificate for subjects or grades being taught.
3. Withholding exemption certificates-federal and Missouri.
4. Membership number in the Public School Retirement System of Missouri.
5. Social Security Number.
6. Teacher data sheet (address, phone, birth date, etc.)
7. Contract Amendment for additional college hours.

Pay Day

Payday is on the fifteenth of each month. If the fifteenth falls on a weekend or holiday, you will receive your check on the last workday of the week before the regular payday. Direct deposit is available. See Brenda Rice at Central Office if interested.

Professional Development Committee (PDC)

For reimbursements, you must have a reimbursement form filled out and signed by your building administrator. Please make sure that you fill out the entire form, including MSIP Goal Correlation. Your PDC Building Representative must sign it. It must have your signature. Send all completed forms to your PDC representative who will turn in the form to the PDC Chairperson.

Library Media Center

Scheduling

A calendar located in the library media specialist's office is provided for staff to reserve the library media center. The LMC can accommodate two (2) classes during one class period.

Equipment Checkout Policy

The library media center has several types of equipment, which are available to the staff. Teachers must accompany all technology equipment during transport at all times.

LCD Projector (cart)

The library media center has four (4) LCD projectors and computers available for check out. Only teachers may check out LCD projectors and computers. Three (3) of these carts have Smartpads.

Book Checkout Policy

Books and videos are available for classroom use. These items may be checked out for an entire semester. Materials not being used should be returned as soon as possible so others may use them.

Computers

The library media center has fifteen (15) reference computers, two (2) staff computers, two (2) OPAC (card catalog) computers, and two (2) circulation computers, which have Internet access as well as subscription databases.

Print Sources

The library media center offers resource materials including encyclopedias, magazines, videos, reference books, dictionaries, and professional literature.

Custodial/Non-Custodial Parents' Rights & Responsibilities

When parents of a student are estranged, separated, or divorced, school personnel will uphold the parents' rights. Both parents have the right to:

1. view the child's school records;
2. receive school progress records;
3. visit the child briefly at school;
4. participate in conferences.

The only exception is when a court order (provided by the custodial parent) restricts any of the above rights for the non-custodial parent.

The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate possible student abduction (by the non-custodial parent or any other person), law enforcement officials will be notified.

It is the responsibility of the custodial parent to:

1. Keep the school office informed as to the address of residence and how he or she may be contacted at all times.
2. Provide a copy of any legal documents, which restrict the rights of the non-custodial parent.

The non-custodial parent is to inform the school office of the phone number and address where he or she may be contacted regarding the student.

Permanent Records

Permanent records will be kept in a filing cabinet in the office. A sheet listing the names of those who have access to the files is on the side of the cabinet. Any person not listed must obtain permission from the principal before examining a student's folder or any of the information contained therein. Parents have every right to see their child's folder; however, they should do so in the presence of the classroom teacher or the principal.

When records are removed from the filing cabinet, it is important that they are properly cared for. A record should never be left where it is accessible to students nor should it be taken out of the building.

Confidentiality/Student Records/Student Medical

Student records and files carry a comprehensive school history of each student from the time he entered the school system. Included are test scores, grades, family status, and comments on past academic progress. Because of the nature of these records, all professional staff members must observe strict confidentiality.

Medications in School

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. While parents carry the primary responsibility for their child's health, they may need to delegate some of this responsibility to school personnel who may or may not be health professionals. If a physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

Prescription Medications

When a student is to receive medication during school hours, the parent or guardian must provide the medication in the original prescription bottle plainly marked with:

1. Pupil's name
2. Physician's name
3. Date
4. Name of medication
5. Dosage and time of administration.

Non-Prescription Medications

School district personnel will not provide any non-prescription medications at any time. Over-the-counter medications for allergies, colds, coughs, headaches, etc. will be given when accompanied by a written request from parent or guardian. This request must include 1) date, 2) dosage, and 3) time medication is to be given. All medicines must be properly identified and in original container. Do not send medications in envelopes, plastic wrap, lunch boxes, etc.

Sexual Harassment

Dallas County School District Policy

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate behavior. Sexual harassment can be expressed in many forms. Physical, written, and verbal conduct are the most common forms of sexual harassment.
- It is the policy of Dallas County School District R-1 Board of Education to maintain a learning/working environment that is free of sexual harassment.
- It is a violation of this policy for any employee of the school district to sexually harass a student, a teacher, or any other employee of the school district.
- It is also a violation of this policy for any student to sexually harass other students or employees of the school district.
- All allegations of sexual harassment shall be fully and in confidence, investigated and immediate and appropriate corrective or disciplinary actions shall be taken.
- Filing a complaint or otherwise reporting a sexual harassment incident(s) will not reflect upon the individuals' status, nor will it affect future employment, grades, promotion, or extracurricular activities.
- Complaints concerning alleged sexual harassment by an employee or student of Dallas County School District R-1 shall be made directly to the director.
- The Administrator will then make the Superintendent of the school district aware of the situation.
- The Administration of Dallas County School District R- 1 will conduct an investigation of a complaint of alleged sexual harassment.
- Complaint files containing allegations of sexual harassment shall be separately maintained and shall be confidential to the extent of the law.
- Employees or students who believe their complaint has not been satisfactorily resolved may utilize the normal grievance procedures as per Title IX of the 1972 Education Amendments.
- A substantiated charge against an employee of Dallas County School District R-1 shall subject that staff member to disciplinary action including discharge.
- A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.
- The Dallas County School District R-1 recognizes that false accusations have serious effects. Therefore, false accusations will result in the same disciplinary action applicable to one found guilty of sexual harassment.

Grievance Procedures

Dallas County School District R-1

Whenever individuals work together, there will be occasions when misunderstandings, disagreements, or questions arise. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may from time to time arise affecting the welfare or working conditions of all personnel. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure. (See MSBA Board of Education Manual)

Nondiscrimination

Dallas County School District R-1 Policy

- The Dallas County School District R- 1 Board of Education believes the inherent worth of every individual and the right of every student to receive equal opportunities in all educational programs and activities conducted by the School District. (See MSBA board of Education Manual)
- The Dallas County School District R- 1 Board of Education, pursuant to Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in educational programs and activities of the district. (See MSBA Board of Education Manual)