Teacher’s Handbook

Middle Settlement Academy
4747 Middle Settlement Road
New Hartford, NY 13413
(315) 223 – 6030 x6043
LOCATION

Middle Settlement Academy
4747 Middle Settlement Road
New Hartford, NY 13413

SESSION DATES

WEEK 1: July 1st – July 3rd
WEEK 2: July 8th – July 11th
WEEK 3: July 15th – July 18th
WEEK 4: July 22nd – July 25th
WEEK 5: July 29th – August 1st
WEEK 6: August 5th – August 8th
WEEK 7: August 12th

August 13th & 14th report to Proctor High School as assigned

CLASSROOM PERIODS

Period 1: 8:10 – 9:50
Period 2: 10:00 – 11:40

COURSE OFFERINGS

English 6, 7, 8
Mathematics 6, 7, 8
Science 6, 7, 8
Social Studies 6, 7, 8

CONTACT INFORMATION*

Mary Lourdes Tangorra 223 - 6030 Supervising Principal (mtangorra@oneida-boces.org)
Angela Evans 223 - 6070 Building Principal (aevans@oneida-boces.org)

* Use only the numbers listed above. Please do not call the home district phone numbers.
INSERT FLOOR PLAN HERE
FACULTY INFORMATION

HOURS

Hours for summer school teachers are 7:50 am to 11:50 pm.
Student Managers/Nurse/Clerical hours are at the discretion of the building principal, but will range from 7:30-12:00.

ABSENCES

For anticipated absences, please notify Mrs. Boyd as soon as possible. If a last minute absence is necessary, please call (315) 223 – 6030 x 6043. Upon your return, a form regarding your absence must be filled out and returned to Mrs. Boyd. Any teacher who allows students into their room from other classrooms due to the lack of a substitute will not receive extra payment. Doing so, however, would be greatly appreciated.

PAY SCHEDULE

July 5th – Half pay
July 19th – Full pay
August 2nd – Full pay
August 16th – Half pay

MEETINGS

Faculty meetings are mandatory. In the event that you have a conflict, please contact Ms. Evans. It is your responsibility to obtain the information covered, should you be unable to attend. All faculty meetings will be held in the library-media center (Room 337).

MEETING DATES:

TBA
TEACHER RESPONSIBILITIES

LESSON PLANS

Teachers are expected to have daily lesson plans prepared. Teachers will also be required to hand a copy of these plans in to the main office during the first week of summer school. These will be used as a back up in case of an unforeseen emergency.

PHOTOCOPYING

Teachers are responsible for their own photocopying. A copier will be designated for summer school use and copy paper will be available. Photocopying should be completed outside the normal class periods. In the event that it is necessary for copies to be made during class time, a student manager should be called and asked to make the copies on your behalf.

GRADE BOOKS

Teachers are free to fill in their grade books using the system which they are most comfortable with. However, at the end of the summer school session, teachers will be required to fill out a “Class Summary” (see page 11) which presents a detailed overall view of pertinent information.

SUPERVISION

Under no circumstance should a teacher leave students or their classroom unsupervised at any time. If a teacher needs to leave the classroom, a student manager may be used to supervise the room. Student managers, however, should not be left alone in the room for extended periods of time.

DISCIPLINE AND REFERRALS

In the event that a student’s behavior is considered to be either a detriment to the learning environment or unsafe, the student should be removed from the classroom immediately. Removal from class counts as a full absence and a discipline referral (see page 9) must be completed and provided to Mrs. Evans or Mrs. Boyd as soon as possible.

DISMISSAL

At the conclusion of period 2, all teachers are required to walk with their students to the front of the building. Staff should then act as monitors of the entire group until all students have left the premises.
**CELL PHONES**

Cell phone use by teachers is prohibited during class time as well as in any area in which there is the possibility of student contact. Students are not allowed to use cell phones and staff are, therefore, required to model similar behavior. If contact from someone outside the building is necessary during working hours, those individuals should be given the school's main number (315-223-6030 x 6043) and Mrs. Boyd will inform the staff member of the call. Should a teacher have the need to make an emergency call, a student manager may be used to briefly monitor the classroom.

**EXIT INTERVIEW**

At the conclusion of summer school, before leaving on the final day, all teachers are required to report to Mrs. Evans for an exit interview. During this interview, all required documentation will be reviewed. Once all requirements have been examined and deemed acceptable, the teacher will be released.

**PROCTORING OF REGENTS EXAMINATIONS** (See schedule provided on the last page of booklet)

All middle school employees are expected to assist the high school faculty in the proctoring of Regents examinations to be administered at the Thomas R. Proctor High School on August 16th and 17th. Staff will be notified in advance of the time (morning or afternoon) that they are scheduled to proctor.
STUDENT INFORMATION
(To be reviewed with each class on the first day of summer school)

ATTENDANCE POLICY

A student is allowed only three illegal absences. After the third absence, a student will not receive credit for the course; however, he or she may continue to attend on an audit basis. An appeal process exists. Three tardies / early dismissals under fifteen (15) minutes will be considered a partial period absence. Three (3) partial period absences will count as a full period absence. Any tardy / early dismissal over fifteen (15) minutes is considered a full period absence.

EXCUSED ABSENCES

Personal illness, serious illness in the family, impassable roads due to weather, religious observances. Quarantine, court appearance, attendance at health clinics, approved cooperative programs, approved college visits, military obligations, and disciplinary detention as an incarcerated youth or any other reason approved by the Commissioner.

Only students with excused absences will be allowed to make-up missed work, etc. it is the student’s responsibility to see the teacher about making arrangements to do so. All excused absences / tardies / early dismissals require a written excuse from a parent / guardian with time / date, reason, contact numbers and signature. Written excuses WILL ONLY be accepted within five (5) days of the student’s return to school.

If a student exceeds four (4) excused absences, it is imperative that the parent contact the school to schedule a parent / teacher conference to determine the student’s academic standing. Furthermore, if a student exceeds four (4) days excused, it is required that he or she brings in an official excuse from a doctor, court, religious leader, etc., or the absence will not be regarded as legal.

UNEXCUSED ABSENCES

Unexcused absences include, but are not limited to, vacations, babysitting, work, hair cuts, obtaining a learner’s permit, driver’s road test, oversleeping, needed at home, inclement weather, missing the bus, lack of transportation.

TRUANCY AND UNLAWFUL DETENTION

Truancy is the absence of a student from school without the parent’s knowledge or consent. Unlawful detention is the absence of a student with the parent’s knowledge or consent for any reason other than those listed under “Excused Absences.”

APPEAL PROCESS

Students who have exceeded the maximum number of absences specified may appeal the denial of credit to an Academic Credit Review Board. The appeal must be in writing and submitted to the building principal with ten days of the time the maximum number of absences is reached. The principal will schedule a Review Board hearing to be held within five school days of receipt of the appeal.
STUDENT ATTENDANCE PROTOCOL

DOCUMENTING ATTENDANCE

This year, we will be using a web-based attendance program which can be accessed through any device which has access to the Internet. We will have a couple of laptops available in the main office (B117), should you wish to make use of these for attendance purposes.

EXCUSE PROTOCOL FOR 1ST PERIOD TEACHERS

If a student has been absent and has a second period class, read the excuse, initial it, return it to the student and inform them to provide the excuse to their second period teacher. If the student does not have a second period class, put the excuse in the envelope provided by the office and return the envelope to Mrs. Boyd at the end of the week. On your attendance sheet, document the excuse as described below under “Documenting Excuses.”

EXCUSE PROTOCOL FOR 2ND PERIOD TEACHERS

If a student has been absent, read the excuse, initial it, place the excuse in the envelope provided by the office and return the envelope to Mrs. Boyd at the end of the week. On your attendance sheet, document the excuse as described below under “Documenting Excuses.”

DOCUMENTING EXCUSES

Place a “/E” after the “A” or “T” if the excuse meets the “excused absence” criteria (p. 6)
Place a “/U” after the “A” or “T” if the excuse does not meet the “excused absence” criteria
Place a “/U” after the “A” or “T” if you did not receive the excuse by the 5th day of their return
If you are unsure of whether an excuse meets the criteria, please see Mrs. Boyd
If you are unsure of the legitimacy of an excuse, call the student’s parent or guardian
Please do not accept excuses that are more than five days late.

INFORMING STUDENTS OF ABSENCES

As excuses are handed in by the students, please inform them of how many absences they have incurred and remind them that they could be placing themselves in jeopardy of not receiving credit for the course.

When a student has exceeded the number of allotted absences, please inform administration. Administration will inform the student that, although they will receive no credit for the course, they may audit the class. Should they choose to do so, they must be treated as equals of their peers and attendance and grades will be kept for them. No one except an administrator can inform a student that they are no longer able to attend summer school.
CODE OF CONDUCT
(To be reviewed with each class on the first day of summer school)

Unacceptable behavior includes:

- Violence, and weapon possession.
- Harassment, physical contact, unwanted and unwelcomed behavior (sexual or non-sexual in nature) with the intent to annoy, threaten, or provide for a hostile school environment.
- Bullying, acts of teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, spreading rumors about someone, leaving someone out on purpose, embarrassing someone in public, hitting, kicking, pinching, spitting, taking or breaking someone else’s possessions.
- Cyber-bullying acts that occur through electronic transmission
- Assault, possession or use of illegal substances, alcohol, tobacco, tobacco paraphernalia, electronic cigarettes, open containers, energy drinks.
- Inappropriate dress, all garments that expose underwear, cleavage, midriffs, thighs (short shorts, skirts, revealing tops) are unacceptable. Students will be asked to cover the area, be sent to time out, call a parent for a change of clothing etc. to rectify the issue).
- Gang-related, vulgar, obscene, libelous clothing items.
- Disruptive behavior in the classroom, hallways, and bathrooms.
- Inappropriate language that is profane, lewd, vulgar.
- Violating BICES acceptable use policy for electronic communications.
- Insubordination.
- Unauthorized use of MP3 players, iPods, cell phones.
- Destruction of school property, misuse of school property.

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, sex or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their school work because of the other students, race, color, weight, national origin, ethnic, group, religion, religious practices, disability, sexual orientation, gender, sex or for any other reason.

It is against school rules for any student of school staff member to do this by physical actions or be verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school sponsored events. You should always feel safe in school. If you do not, for any reason, please tell your teacher or principal. You will not receive any consequences for reporting a violation of the Code of Conduct.
DISCIPLINE REFERRAL FORM
Summer School 2019

STUDENT NAME: ___________________________  DATE: _______________

HOME DISTRICT: ___________________________  TIME: _______________

REPORTING STAFF: ___________________________

INCIDENT: _________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
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DISCIPLINARY ACTION TAKEN: __________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

REPORTER’S SIGNATURE: ___________________________________________

ADMINISTRATION’S SIGNATURE: ____________________________
“CLASS SUMMARY REPORT” INSTRUCTIONS

On the following page, you will find the “Class Summary Report.” Each teacher is required to complete this document at the close of summer school and turn it in to the principal. This report is used by administration to answer any questions which may be asked by parents or the student’s home district after the summer school session has ended.

INSTRUCTIONS:

Where “TEACHER” is indicated, please enter your name.

Where “CLASS” is indicated, please enter the subject and grade level taught (Ex. English 6).

Where “PERIOD” is indicated, please enter a 1 or a 2 to depict which period the class was offered.

Under “STUDENT NAME,” please list your class roster.

Under “HOME DISTRICT,” please list that student’s corresponding home district.

Under “DAYS ATTENDED,” please indicate the days in attendance and total days possible (Ex. 21 / 24).

Under “FINAL GRADE,” please indicate the student’s final mark for the course.

Under “COMMENTS,” please write anything which you feel may be significant regarding this student.

In the event that you feel there is nothing significant, the comment section may be left blank. Again, however, keep in mind that if questions arise regarding a student’s lack of success in the summer school program, it is hoped that the rationale, other than attendance which is clearly reported, would be documented in the comment section.
INSERT CLASS SUMMARY REPORT HERE