

Lewisburg



*Middle School
2010-2011
Staff Handbook*

Teachers Policies and Expectations:

Absences:

Teacher absences must follow school board policy. Absences for day(s) which do not meet board policy will result in forfeit of that day's pay. When it is necessary to be absent, notify the assistant principal as soon as possible so arrangements for a substitute can be made

Accident Report:

Employee: Any accident that occurs while on duty that could result in an injury claim/workman's compensation claim must be reported immediately to the office and to the Central Office in order for claims to be valid.

Student: Any student accident that occurs in a school situation must be reported to the Director of Schools and should be documented in careful detail for legal purposes immediately. (A student/parent has one year from the accident to file a suit.)

Arrival at School/Departure:

Teachers must be on duty at their classroom door every morning by 7:35 a.m. Teachers will be on duty until 3:05 p.m. daily and additional time as needed to be determined by administration.

Assemblies:

A special assembly schedule will be used when assemblies are called. Students will return to homerooms before assemblies. **No books are to be brought to assembly.** Teachers will bring students to assemblies and **remain with them for the assembly.** Teachers are responsible for student discipline. Students will be dismissed from assemblies with teacher. While in assemblies in the gym or in the auditorium, students will be seated by homeroom. A seating chart for the auditorium and the gym are included.***

Athletic/Co-Curricular Activities Students

Students who participate in athletic activities/co-curricular activities will be released at the designated time and behavior/supervision becomes the responsibility of the coach/sponsor. When dismissed for athletic practice/activity, students must report directly to (and remain with) the assigned coach/sponsor. Students who do not report directly to (and remain with) the assigned coach/sponsor may lose athletic/participation privilege. **Coaches must submit a practice schedule with the office.** This schedule must have a beginning time and an ending time, coaches are expected to follow this schedule at all times. Head coaches are responsible for supervision of their team until parents arrive to pick up students after games/practices. Any changes to the practice schedule must be approved by the administration or athletic director in advance. Coaches will check the TSSAA web-page and assure that they are in compliance with all rules, requirements, and regulations involving coaches and their sport.

Attendance Report:

Teachers are responsible for turning in **correct attendance reports** for each class. Check reports for accuracy each day before leaving school. Teachers shall collect absentee notes

from students who were not in attendance in their class the preceding day and sign them. The last period teacher each day will collect these slips and send them to the office. **First period teachers will always check with the students who were absent the previous day to make sure they went to the attendance window to pick up an absentee slip. Students who do not pick up these slips by 7:50 a.m. will be reprimanded.**

Bulletins:

A daily bulletin will be e-mailed each day. Absentees are to be checked for corrections each day before leaving school.

Bus Arrival/Departure:

Bus students will be unloaded at the back of the gym, will enter the gym, then proceed to the auditorium where they will be assigned their seating area. Students who eat breakfast will report to the cafeteria at 7:00 a.m. and will remain in the cafeteria until the 7:45 bell rings.

Afternoon bus students will report directly to the gym and be seated in assigned bus rows. Students will be dismissed by teacher on bus duty out the back door of the gym in order of bus arrival.

Bus Duty:

Teachers will be assigned early morning and afternoon bus duty. Early bus duty will begin at 6:50 (arrival of 1st bus) and end at 7:35. Afternoon bus/car riders' supervision duties are over when the last bus student is loaded on a bus or car rider transportation is arranged and student is picked up.

Cell Phones/Beepers:

Teachers' personal cell phones and/or beepers, and personal communication devices, will be turned off during assigned instructional time. **Under no circumstances should a faculty member use their cell phone in the presence of students nor shall a faculty member leave their classroom to use the phone in the hall.** Family emergencies, if known, where individual consideration may be required, should be reported to the office at the beginning of the school day.

Child Abuse:

Suspected or actual child abuse should be reported to the administration immediately. The administrator will determine what steps should be taken.

Classroom Duty:

Teachers are expected to arrive at school prepared to teach. Lesson plans and materials for classes should be complete before leaving school. (Teachers who have chosen to perform extra paid duties [supplements] are also expected to be prepared before leaving for those duties.)

Teachers are expected to properly prepare and instruct/monitor for the entire class period.

Students assigned to a teacher are to be supervised by that teacher at all times. **Never, under any circumstance, may a teacher leave a room with unsupervised students in it.** In the event of a personal emergency, the office **must** be notified and made aware of any arrangements for a fellow teacher/staff member to assume responsibility for the students. (Negligence according to the court is any situation that results in harm or injury to a student that could or should have been expected/anticipated by a “reasonable” person.) **Students shall not be put out in hallways for any reason. If there is make-up work or tests to take, this should be completed after/before school or during ICU.** Never ask another teacher to let a student out of **their** class to make up **your** work. Use professional courtesy.

Teachers on leave, using sick days, are responsible for all lesson planning, grading, report cards, etc. until such time that a supply teacher is engaged to take the class at full salary. **All teachers will submit an emergency lesson plan folder to the office by August 13, 2010.**

Classroom Management:

Effective teachers must be able to “control the class” at all times. All teachers are expected to be effective. Effective teachers “train” their students to follow the class procedures and routines. Tips for good control are to be prepared; have a plan for every minute of class; have daily objectives and spi’s posted for each class; have homework assignments posted to be copied into agendas; have a seating chart; have routines (which have been taught and mastered) for every class expectation. Follow up on what you say for students to do. When students learn you are not going to check it, they determine it is not important and do not do it. **All teachers will submit a 5 step disciplinary plan with consequences to the office before the end of the first week of school.** The SRO is not responsible for discipline problems. **All** referrals should come through the main office.

When classes go to the library, computer lab, or any other area to which they are not assigned; the teacher should notify the office of the class’ location.

All teachers shall supervise the hall/**restrooms** during class changes. Any problem that occurs is to be addressed by the closest staff member.

Conference/Planning Time:

Planning/conference time for each teacher is designated in the schedule. Parents asking to meet with teachers will be provided with these times. Administrative meetings with teachers will be conducted during these times.

While unscheduled, this time is considered time on duty and teachers should remain in the building.

Copy Machine Use: Teachers will leave copies to be made by Educational Assistant(s) assigned to do so. **Teachers shall give the educational assistant these copies at least three days in advance of when they are needed.** A record of the number of copies used will be kept.

Disciplinary Referrals to Office:

Teachers will become familiar with school board policy on student discipline. School Board policy establishes a hierarchy of disciplinary measures that can be taken for a discipline offense on a hierarchy of levels of offenses. The office is to be the last step in discipline need until the offense is considered severe. A parent meeting/contact by the teacher will be required for any referral that is not severe. Teachers will provide documentation of other steps before a student will be seen by the office. **All disciplinary referrals shall go through Mrs. McKnight's office, unless it is severe and requires immediate attention.**

DOLs (Daily Oral Lessons):

Some form of a DOL will be on the board each day to be completed as students enter the room.

Dress:

Teachers are expected to dress professionally. Designated causal days will be announced by the administration.

Dress Code-Students:

Student dress codes are included in the student handbook. Any faculty questions concerning these should be addressed in a faculty meeting. LMS faculty are expected to enforce the dress codes as written by the Board of Education.

Emergency Medical Authorization:

Students should have an emergency medical authorization on file.

Equipment:

Equipment purchased or earned as a result of teaching belongs to the school. While school equipment is not for personal use it is sometimes necessary to use this equipment at home to prepare for classes. School insurance does not cover equipment on loan to a teacher so it is important to be sure your homeowners will cover you in case of accident or robbery. You will be held responsible for lost or damaged equipment on loan to you.

Evaluation:

Teacher evaluations will follow the evaluation plan of the Marshall County School Board. Teachers requiring evaluation will be notified as soon as the list arrives from the Central Office.

Extra Duties:

Teachers will be assigned extra duties as it becomes necessary by the principal and assistant principal. These duties will include, but not limited to, bus duty, gate workers, working dances, open houses, etc. If a teacher is assigned a duty and can not perform that duty because of illness or any other reason, it is the teacher's responsibility to find their replacement.

Faculty Meetings:

Faculty meetings will be scheduled twice a month. All teachers will be expected to attend. Teachers will be notified in advance of a meeting.

Field Trips:

Educational field trips are allowed. Permission for a field trip must be approved by the principal prior to arrangements. Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. These forms are to be kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent. The signed permission forms and an attendance list of those present and on the bus must be turned in to the office before departing on the trip. By each name on the list, there must be a contact number for a relative of each person on the list: students, adults/parents and any other school personnel. The office has field trip forms.

Fund Raisers:

Any fundraising activity which uses students in any capacity must be authorized by the Board and must be for the purpose of supplementing funds for established school programs and not for supplanting funds supplied by public funds. Funds raised must be spent on the purpose stated in the year the money is raised. All fund raising requests for the following school year must be submitted to the office by Aug. 1st of that year.

Gifted Program:

Students who have qualified for the gifted program have been determined to have special needs that are not being met in the regular classroom. They have IEPs as provided for by Federal Law. These students will be assigned to minds in motion classes.

Grade level meetings/Curriculum meetings:

Regular (at least monthly) meetings will be scheduled. Chairs for each subject will be chosen. All teachers in the grade or curriculum area are required to attend. **A list of those present, a copy of the agenda and a written report of meeting activities must be turned in to the principal within 24 hours.**

Grades/Grade Book:

Grades are to be kept with a backup. Computers crash...You must keep a current backup or hand written grade book.

Guidance:

Referrals to guidance will follow procedures outlined by guidance counselor.

Harassment: (See Board policy)

It is a violation of Marshall County School Board policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. If reported, it must be checked and actions documented.

Holidays:

For school staff, holidays begin one hour after the closing of school on the posted calendar date. Be sure you make your plans accordingly.

Homebound:

To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to anticipate that the student will be absent for a minimum of ten (10) consecutive school days. The student must be certified by physician as being health-impaired and unable to attend the regular instructional program. The services provided the homebound student should reflect capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school. Additional handouts outlining teacher responsibility will be provided.

Homework:

It is suggested that homework be assigned only when practice of a skill is needed. Homework, if assigned, must be graded and **should cover the standard(s) being taught**. Homework assignments must be posted on your web page for the entire upcoming week. **If you do not have any homework assigned, take time to post that information on your web page as well.** Some parents want to know!!!

Inclement Weather:

When school is canceled due to inclement weather, all school events/activities/practices will also be suspended. If the weather conditions improve, these events/activities/practices may be rescheduled with the permission of the Director of Schools and the Co-curricular Coach. The attendance of co-curricular participants at any rescheduled event/activity/practice will be the option of the participant/parent.

Infectious Diseases:

State law provides that students with infectious diseases will be separated from contact with other students. Refer any student with an infectious disease to the nurse.

Internet Use:

The Board supports the right of students/teachers to have reasonable access to various information formats and believes it incumbent upon students/teachers to use this privilege in an appropriate and responsible manner. Marshall County School Board policy will be followed on internet use by teachers and students.

Teacher information may be sent to the school internet address regularly. All teachers are expected to check this account daily and are responsible for knowing and/or doing what is required. Those without computers in your room can be assigned a computer for this purpose in the lab or library.

Internet use for checking of personal e-mail should be done during your scheduled planning or before or after school when students are not present. While you cannot control what is sent to your e-mail box, you are responsible if inappropriate mailing is read or viewed by students, even if accidental.

Interrogations: (Board Policy)

INTERROGATIONS BY SCHOOL PERSONNEL: Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

Interruptions to class time:

Every possible attempt will be made to prevent interruption of class time. The week preceding the end of a grading period (quarter) are to be free of any interruptions to classes. The office, as well as the teachers, are to make every attempt to assure that this uninterrupted time is honored. Field trips, and other activities, will not be permitted if it would result in students missing another teacher's class.

Inventory:

An inventory of all school materials and equipment is taken yearly. It is the teacher's responsibility to accurately document the material/equipment in the teacher's room. A copy of the inventory is kept at school and a copy is kept at the Central Office for auditors.

In-School Suspension:

To prevent interrupting the regular class, a set of "lessons" to fill up to 7 hours should be developed in case a student is sent to ISS and lessons are needed immediately. **Develop this lesson and send it directly to the ISS room to keep on file. This should be turned in before the first full week of school is completed.**

Lesson Plans:

Lesson plans will be required for each week. They are to be e-mailed to the office before leaving the building on Friday (before the week to be taught). Lesson plans will be checked for learning expectation (from state curriculum standards) and method of assuring student learning – assessment. Modifications for special education inclusion, 504, and students with learning disabilities should be included in the weekly plan.

Lunch:

Teachers will be provided a duty free lunch of the same length of student lunch time. **Teachers must escort students to lunch.** Students will be sent from the cafeteria as scheduled and **teachers must be present to take students back to class.**

Lewisburg Middle School Web Site:

LMS web site is maintained by the technology coordinator. Information that needs to be updated or changed should be placed in her mailbox. When time is available necessary updates will be made. (www.lms.marshall.k12.tn.us).

Maintenance Concerns:

Maintenance needs/concerns should be reported promptly to the office in writing. Include teacher name, room number if relevant, and date.

If building areas are being neglected or done poorly by the building cleaning staff, the principal should be notified as soon as possible in order that the problem be addressed immediately. Any teacher noticing an area being neglected should report it.

Nine Weeks Tests:

Tests will be given on assigned test dates. No other tests should be given on these days. The week preceding the end of a grading period (quarter) are to be free of interruptions to classes. The office, as well as the teachers, are to make every attempt to assure that this uninterrupted time is honored. Field trips and other activities will not be permitted if they would result in students missing another teacher's class. These tests must be in TCAP form. Every nine weeks, a copy of the test along with an answer key should be turned in to the office three days before testing begins. **Projects do not follow TCAP format and are not acceptable in place of nine weeks test.**

Nurse:

Students requesting a visit to the nurse must have a written pass from the classroom. All students seeing the nurse will sign in with name, time arriving, teacher, and time departing. The log will be available to teachers and to the administration.

Parent Meetings:

Tips for getting the parent on your side: Tell parents you have called them/asked them to meet because you are concerned about a "specific" (name the behavior) behavior and need their help. Be able to tell them how frequently the behavior is occurring (not just a general statement such as he/she talks in class). Ask the parent for any suggestions that they think will work. They have a plan to suggest if their plan isn't workable for you.

Parent Teacher Conference:

Parent teacher conferences are scheduled on the calendar adopted by the Board of Education two times annually. Mark your calendar. Except for emergencies, all teachers must attend Parent-Teacher conferences.

Parties:

Rarely if ever is it appropriate to take class time for a party. Any class time that will be used for a party must be pre-approved by the principal.

Personal Leave:

Board policy will be followed in the use of personal leave.

Planning/Conference Time:

Planning time for each teacher is designated in the schedule. Please observe and be considerate of others' planning times. Administrative meetings with teachers will be conducted during these times. While unscheduled, this time is considered time on duty and teachers are to remain in the building.

Physical Education:

Students are scheduled for physical education as required by the State of Tennessee. Students may not be removed from P.E. **except to attend ICU**. Please remind students that shoes and dress should be appropriate.

Progress Reports:

Progress reports will be sent with students on the dates as set by the school calendar. Grades from teachers must be in the office 3 school days before the date report cards will go out.

Purchases:

State law requires purchasing to follow certain rules and procedures. You will be expected to follow all rules and procedures in order to use school money to make a purchase.

All orders/purchases must be preceded by a purchase order from the bookkeeper

Teachers making purchases from catalog companies should fill out company's order forms completely before bringing the order to the bookkeeper.

Report Cards:

Report cards will be sent with students on the dates as set by the school calendar.

Retention:

Retention of student(s) may occur when, in the judgment of the teacher, such retention is in the best interest of the student. Decisions to retain a student are subject to review and approval of the principal and the promote/retain committee.

Roll Call:

Roll call must be accurately taken each day in each period. Teachers are responsible for being sure their rolls are accurate. When audited, roll books must match the attendance computer data. Bulletins should be checked each day. Errors in absentees must be reported before leaving each day.

Tardiness by Teacher or Staff:

A pattern of tardiness will be addressed if needed. (Failure to follow established school policies will be treated as insubordination.)

TCAP testing:

Testing dates are posted on the school calendar. Please mark these dates in your calendars.

Telephone:

The office phone is a business telephone. Limited use is necessary. Parents wishing to reach teachers about a student will be asked to leave a number and a time when the call can be returned. Teachers will not be called to the phone during instructional time except for an emergency. Teachers shall use the phone in the teachers' lounge for all calls. The phones in the office must remain open, so the office personnel can perform their duties.

Tobacco:

Use of tobacco or tobacco products is prohibited by law on school property.

Schedules:

Athletic schedules and class schedules are attached each year to this handbook.

School Rules:

School rules can be reviewed by the staff each year. When established all rules are to be enforced consistently by all. (If a teacher disagrees with a rule he/she is still responsible for enforcing the rule.)

School Board Policy: The School Board policy manual can be found on the internet at www.mcs.k12.tn.us. Teachers are responsible for knowing and following school board policy at all times. (Failure to do so could cause teacher liability insurance to be invalid.)

School Improvement Plan:

A school improvement plan and evidence of its implementation is required yearly by the State of Tennessee. Teachers will be asked to state in writing the progress made on goals as stated in the plan. This evidence will be compiled and sent to the State for approval as required.

Sick Leave:

Board policy will be followed in the use of sick leave.

Signing out/in:

If it should be **necessary** for a teacher to leave the school campus during the school day, he/she must sign out stating specifically the time and where he/she is going. Upon return the teacher must sign in, providing the time at sign in. **Teachers must make an administrator aware through personal contact before leaving the campus.**

Southern Association of Colleges and Schools (SACS):

Membership in SACS requires additional work for teachers; however, there are a number of extra benefits as a result of membership. Teachers and committees will have required meetings to gather the information needed for this report.

Substitutes:

When it is necessary to be absent, please notify the office (Assistant Principal) as soon as possible so arrangements for a substitute can be made. If subs cannot be obtained, students will be supervised by other teachers.

Substitute Plans:

A booklet of at least three days of lesson plans that can be used when a teacher is out will be prepared by each teacher. These plans should cover basic information (skills) that would be taught throughout the year. These should be beneficial and complete lessons that you will use even if no substitute is needed. **As a day's plans are used a new plan should be added to this folder of plans.**

Syllabus:

Each nine weeks a syllabus with the learning expectations (from the State Standards) for the current nine weeks is due on Friday of the first week of the nine week period (attach to lesson plans). **Pacing guide.**

Textbooks:

Teachers are responsible for maintaining their textbook inventory. Teachers should turn in to the office a copy of the completed list of textbooks issued to students no later than one week after the school year begins. It shall be the responsibility of the teacher to keep this list updated.

Visitors:

Except on occasions such as school programs, athletic events, open house, etc. all visitors will report to the office, log in, and be issued a visitor's pass. Access to the building may be controlled by the principal or designee. All visitors should have a visitor's pass. All staff must assist in the enforcement of this rule.

Work Schedules and calendar:

SCROLL BELOW

EARLY – LATE BUS DUTY SCHEDULE

MONTH	DATES	A.M. BUS	P.M. BUS
AUGUST	06 - 12	LYNN	RANDOLPH/JONES
	13 – 19	WILSON	PHIFER/LONG
	20 – 26	SLAUGHTER	MOFFETT/REESE
	27 – S. 02	M. WILES	STAPLETON/COLEMAN
SEPT.	03 – 13	PERRYMAN	HASTON/KILPATRICK
	14 – 20	MORTON	LOVELL/HILL
	21 – 27	PHIFER	KEYSAER/WILSON
	28 – O. 04	RANDOLPH	COOK/PAGE
OCT.	05 - 19	LOVELL	J. WILES/HAISLIP
	20 - 26	JONES	FOSTER/REESE
	27 – N. 02	REESE	PETREE/VILLINES
NOV.	03 - 09	HILL	KILPATRICK/LONG
	10 – 16	PETREE	VILLINES/DEARING
	17 - 23	FOSTER	HAISLIP
DEC.	N30 - 06	J. WILES	PIERCE
	07 - 13	COLEMAN	COOK
	14 – J. 05	KEYSAER	PAGE
SEMESTER BREAK			
JAN.	06 - 12	DEARING	MORTON
	13 - 20	JONES	PERRYMAN
	21 - 27	PIERCE	M. WILES
	28 – F. 03	HASTON	SLAUGHTER
FEB.	04 – 10	STAPLETON	WILSON
	11 - 17	MOFFETT	LYNN
	22 – 28	PAGE	KEYSEAR
MAR.	01 - 07	COLEMAN	SLAUGHTER
	08 - 14	M. WILES	MORTON
	15 – 21	PERRYMAN	PHIFER
	22 – A. 04	RANDOLPH	LOVELL

APRIL	05 - 12	HAISLIP	VILLINES
	13 - 19	KILPATRICK	HILL
	20 - 28	PETREE	FOSTER
MAY	A.29 – M. 05	COOK	J. WILES
	06 - 12	PIERCE	HASTON
	13 - 19	LONG	STAPLETON
	20 - 25	DEARING	MOFFETT

GRADING PERIODS

	ENDS	PROGRESS REPORTS ISSUED	REPORT CARDS ISSUED
1st 4 1/2 Weeks	September 7, 2010	September 16, 2009	
1st 9 Weeks	October 7, 2010		October 22, 2009
2nd 4 1/2 Weeks	November 16, 2010	November 23, 2010	
2nd 9 Weeks	December 17, 2010		January 7, 2011
3rd 4 1/2 Weeks	February 4, 2011	February 10, 2011	
3rd 9 Weeks	March 8, 2011		March 14, 2011
4th 4 1/2 Weeks	April 15, 2011	April 21, 2011	
4th 9 Weeks	May 25, 2011		May 25, 2011

Faculty and Staff of Lewisburg Middle School:

Randy Hubbell, principal

Cheryl Ewing, assistant principal

Chris Coleman, guidance

Susan Jones

Deborah Foster

Holly Cook

Carolyn Keysaer

Tamela Haislip

Nick Dearing

Estelle Long

Patty Hill

Jim Fullerton

Suzanne Lynn

Tracy Kilpatrick

Jessica Haston

Jeff Morton

Robin Minor

David Lovell

Lee Perryman

Sue Petree

Connie Page

Angie Phifer

Rebecca Reese

Terri Pierce

Nicky Randolph

Bill Smith

Julie Selvey

Chris Slaughter

Jeanne Wiles

Kathy Stapleton

Melanie Wiles

Edna Wilson

Benita Villines

Larry Curlee

Linda Cochran

Norma James

Michelle Thammavonga

Vicki Hardison

Trennda Johnson

Richard Moffett

Judy Harwell

Janice Liggett

Curtis Davenport

Kathy Hobby

Lisa Marcelli

Jane Allen

Gale Hutfilz

Dianne McKnight

Tom Childress

Ruth Isley

Gerard Randolph

Lori Reel

Doris Roberts

Annette Shelton

Clyde Shelton

Regina Staggs

Linda Wells

Marshall County Schools
2010-2011 Calendar (Approved by School Board 2/8/10)

2/9/2010

July 2010

					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

4-Fourth of July

August 2010

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

2-Opening Day
 3-Flex. Administrative Day for all except MCHS & SL
 4-Abbreviated Day
 5-Administrative Day
 6-First Full Day for students
 19 Instructional Days

September 2010

				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

6-Labor Day
 7-4 1/2 wks ends
 7-Prof Dev
 13-MS & HS P/T Conferences
 21 Instructional Days

October 2010

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

7-1st 9 wks ends
 7-Elem P/T Conferences
 8-15 Fall Break
 15 Instructional Days

November 2010

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

16-4 1/2 wks ends
 24-26 Thanksgiving Break
 29-Prof Dev
 19 Instructional Days

December 2010

		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

7-10 EOC/Gateway
 17-Abbrev Day & 9 wks ends
 20-31 Christmas Break
 13 Instructional Days
 87 Days 1st Semester

January

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

3-Administrative Day
 4-Students Return
 17-M. L. King, Jr Day
 19 Instructional Days

February 2011

		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

1-Writing Assessment
 4-4 1/2 wks ends
 10-MS & HS P/T Conf
 18- Prof Dev
 21-President's Day
 19 Instructional Days

March 2011

	1	2	3	4	5		
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

8-9 wks ends
 15-ACT
 Mar 28-Apr 1 Spring Break
 19 Instructional Days

April 2011

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

1-Spring Break
 11-22 TCAP Window
 15-4 1/2 wks ends
 22 & 25-Good Friday
 18 Instructional Days

May 2011

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

3-5 EOC/Gateway
 25-Abbrev Day
 26-Administrative Day
 27-Flex Adm Day for MCHS & SL
 30-Memorial Day
 18-Instructional Days
 93 Days 2nd Semester

Holiday Abbrev. Day
Admin Day 4 1/2 wks ends

June 2011

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

9 wks ends
 Parent/Teacher Conf Testing
 Prof Dev

To be added:

Athletic Games Work Schedules

TECHNOLOGY SUPPORT

In an effort to lessen the time a teacher or staff member has to wait for tech support and to keep abreast of how many work tickets are being created at each site, I have created two web pages. Soon the two links will be on the district homepage, but in the meantime you can add the pages to your browser as a bookmark by doing the following:

1. Hold the mouse over the link called Technology Support Request Form below in blue lettering. Hold down the control key on your keyboard and click on the link. Be sure to choose the right one for your school.
2. The form will pop up and you can bookmark it as a favorite by going to Favorites and choosing "Add to Favorites".
3. The next time you need help, just open your browser and pull up the page. Complete the form and click submit. You will get a confirmation email and evaluation form.

If you are located at the Central Office, LMS, MCHS, MES, Spot Lowe, Westhills, or Maintenance click on the following link to ask for help:

[Technology Support Request Form for TechTwo](#)

If you are located at Forrest School, Chapel Hill Elementary, Oak Grove, Cornersville Elementary, or Cornersville School click on the following link to ask for help:

[Technology Support Request Form for TechOne](#)

When the work has been completed, you will receive an evaluation form asking about the work that was done. Please complete the evaluation form and send it back to me. Thank you for your help.

Regards,

Suzanne Ingram

Marshall County School District

Supervisor of K-6 Elementary Education and K-12 Technology

931-359-1581 ext 42

ingrams@k12tn.net

PIERCE
HASTON

LUNCH	10:58 - 11:28	11:47 - 12:17	12:34 - 1:04
MORTON	X		X
SLAUGHTER	X		X
MINOR		X	
PETREE	X	X	