

**Bangor Middle/High School
Faculty Handbook
2024-2025**

“Providing Educational Excellence as a Pathway to Success”

Bangor Public Schools Mission Statement:

Providing Educational Excellence as a Pathway to Success

Bangor Public Schools Vision Statement:

Challenging and Guiding Each Student to Pursue Their Career.

Core Values:

Safety-

Each student learns in a SAFE and POSITIVE culture.

Value-

Each student is VALUED as a unique person full of potential.

Innovation-

Each student is engaged in INNOVATIVE learning environments.

Preparation-

Each student is prepared for the next level of maturity and success.

Growth-

Each student grows to have a positive impact on our school district, community, and world.



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ATTENDANCE

Accurate attendance reports are essential. Daily attendance is to be entered by each teacher in the PowerSchool system at the beginning of every hour within the first 10 minutes of class. If a student is not in a teacher's class during the class period they must be marked absent and the main office will make any necessary corrections for school-related absences etc.. On count day teachers must place a "P" in the attendance book if the student is present. If a student is absent on count day, a "P" must be placed in the book on the day that the student returns.

Remember:

- The signed attendance sheet is the official record of attendance.
- Students are never to record attendance.
- Additional instructions will be given prior to official count days.

GRADES

Each teacher must enter all grades in PowerSchool at least weekly. Students and Paraprofessional may not enter grades. Report card grades are due at the end of each 9-week marking period. Incomplete grades will become an "F" if not completed within four weeks from the end of the marking period. Seminar classes will receive a CR/NC and will need to be entered by the recording teacher. Please refer to the Bangor Public Schools Board of Education approval of the 50% grading policy.

PROGRESS REPORTS

Our district has moved to the digital format of PowerSchool; that is why it is very important to keep grades up to date.

ATHLETIC ELIGIBILITY

Athletic eligibility is calculated each **Monday** morning based on the grades recorded in PowerSchool. It is imperative that grades be updated on a weekly basis to maintain accurate eligibility records. If a student has been absent and makes up an assignment making them eligible for the week it is necessary for the teacher to notify that athletic office of the change in grade. Concerns with citizenship may be emailed to the athletic department.

TEACHING RESOURCES AND ASSISTANCE

COPYING

A building copier is available to teachers in the teacher workroom. This machine is connected to the network to allow print jobs to be sent directly from the computer to the copier. The machine also serves as a color scanner to email documents. Each teacher is assigned an access code for the machine. Teachers are asked to help control copying expenses by conserving paper and making only the necessary number of copies. In the event that the copier jams, breaks down, or is not working properly, the office should be notified immediately so service can be arranged. Teachers should not attempt to repair the machine because any further damage may not be covered by the maintenance agreement. The copy machine in the office is for office use only.

COMPUTER LABS

The computer lab and the library are available for teachers to check out. The sign-up calendar is available online. It is each teacher's responsibility to make sure that the lab is left in good condition at the end of the class period. It is the teacher's responsibility to monitor student computer use. Students must not be in the lab without adult supervision.

TECHNOLOGY STATEMENT

Technology support is offered by the technology department. A work order should be created to receive this support. This can be done by emailing tech support at helpdesk@bangorvikings.org. An automated work order will be created and assistance will be provided in the order it was received.

PARAPROFESSIONALS

Several paraprofessional staff members have been assigned responsibilities at Bangor Middle School. The para pros working under Title I are assigned to provide student assistance in the classroom. They are to be providing direct services to students. Paraprofessionals must not be asked to make copies, grade papers or do clerical work for the teacher. See administration if you have questions about the responsibilities of any paraprofessionals.

FIELD TRIPS

School field trips can be a positive educational experience and those that directly support the curriculum are encouraged. All plans must be prearranged with the office well in advance by

completing a field trip application form. Electronic copies of the form will be sent out to all teaching staff to have on file. **Bus request forms are due two weeks prior to the trip.** Parents/guardians must be notified of all trips and sign a permission slip which must be returned to the teacher before the trip. Cafeteria personnel must be notified if any students will be gone for lunch.

SUPPLIES

Some basic classroom supplies are kept by the office. In order to keep a record of supplies on hand, teachers are asked to complete a request for supplies and turn it in to the building secretary. Requests will generally be filled that day or within 24 hours. Please do not help yourself to items or expect orders to be filled immediately.

PURCHASES

Green requisition forms for general fund purchases are available in the copy room and must be filled out completely for school purchases. Please see the example below. Purchases must be pre-approved by the office as reimbursement is not guaranteed without pre-approval. Please complete requisitions in a timely manner to allow for processing time. Purchases made by Bangor Public Schools are exempt from sales tax, so tax will not be reimbursed. For reimbursements put your name in the Order from blank. For internal accounts such as class accounts or the principal's account, please use the white form. Checks will generally be written on Thursdays before the next pay period.

801 Arlington Rd.
BANGOR, MI 49013
Ph. 269-427-8800 Fax 269-427-8274

Order from: NASCO Middle School
Address: 901 Jamesville Ave. P.O. Box 901 Graydonus
Fort Atkinson, WI 53558-0901 Teacher Name
PHONE # 1-800-558-9595 FAX # 920-563-8286 (Home Use) (ACCOUNT NO.)

VEHICLE NO. 8-5-03

QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	AMOUNT
30		TR188417 Polymer Spheres	2.50	75.00
2		TR200757 Polymer Pyramid Set	26.50	53.00
2		TR199777 Money Dice	5.95	11.90
				175.60
		12 lbs. Zone 1		
		Shipping and Handling		7.97
		TOTAL		183.57

PLEASE DO NOT WRITE IN THE SPACE BELOW, FOR PURCHASING DEPARTMENT ONLY.

1. Requisitions being returned - specifications incomplete. 2. Vendor unable to supply. 3. No budget appropriation. 4. Goods ordered as requested. 5. Other: _____

6. Goods ordered as requested. 7. Other: _____

8. Goods ordered as requested. 9. Other: _____

ALUMNI FOUNDATION GRANTS

The Bangor Alumni Foundation provides grants for classroom or student activities that are outside of the regular general fund budget. You are encouraged to submit grants using the

grant application form available in the office. All grant requests are to be signed by the building principal and the original grant, plus 3 more copies to be turned into the Middle or High School office no later than the tenth of the month that the board meeting is to be held. Either the person making the grant request, or their designee, must be present at the board meeting to answer questions pertaining to the grant. **The Bangor Alumni Foundation scheduled meetings for considering grants are held at 7:00 pm in the High School Library on the fourth Thursday of September, October, March, and April.**

BUILDING USE

Any time a room or facility is used during non-school hours, a building use form must be completed in advance to prevent conflicts. Forms are available in the office. There is a fee schedule for non-school groups to use the facilities. This would include staff members who wish to use the school facilities for personal use.

VIDEOS AND DVDS

Any video or movie shown in class should be relevant to the curriculum and instruction. It should be clear from lesson plans how the particular video addresses appropriate standards and benchmarks. Many multimedia resources are available from REMC through the library. Instructional videos are also available over the internet in many aspects. See or email the librarian paraprofessional for more information on these valuable educational resources. Class time should not be used for recreational videos without a specific link to the curriculum. Only G or PG movies are to be shown during school. Please do not use any streaming service that is not approved by the District technology coordinator. Examples include Hulu, Netflix, Amazon Prime, etc.

PHONES

Telephones are provided in each classroom for teacher use. A phone is available in the office for students to use in urgent situations. Teachers are encouraged to make frequent contact with parents via phone and email. Phone calls for teachers that are received in the office during class time will be directed to the teacher's voicemail. **Teachers should refrain from using the phone during class time unless necessary.** Personal cell phone calls and texts should not be taken or placed during class time.

TEACHERS PROFESSIONALISM AND RESPONSIBILITY

CURRICULUM

Each teacher is expected to work with other content area teachers to make sure the curriculum for each course is written and aligned to the Michigan Curriculum. The results of the district and state assessments are to be evaluated to determine areas of weakness in the curriculum. The content of each course must follow the curriculum.

CLASS SYLLABUS

Each teacher is required to create a class syllabus for their core subject(s). The syllabus should be completed and ready to hand out to students by the end of the first week of school. All core course syllabi shall be submitted in the shared Google document folder Syllabus. 2nd semester syllabi should be completed before the start of the 2nd semester.

HALLWAY SUPERVISION

Students are expected to be in class at all times. If a student needs a pass, please give them a yellow Corridor Pass. In between classes, teachers are to stand outside their door and monitor the halls as students switch between classes.

STAFF MEETINGS

Staff meetings will generally be held once a month. Meetings will be scheduled 2:55-3:55 pm.

PERSONAL BUSINESS DAYS

Each staff member is entitled to 2 personal business days during the school year. To arrange a personal day please fill out an absent request form for approval. Once approved each teacher will enter their absence in Red Rover to request a sub. Each building is limited to one person per day who can be approved for a personal day. Personal days will not be approved for days immediately before or after vacations. It is the staff member's responsibility to arrange for a substitute.

SUBSTITUTE TEACHERS

In the event of illness, personal business, or professional development conferences, staff members will need to arrange for a substitute to cover their daily responsibilities. The earlier arrangements can be made the better. Substitutes will be arranged through an automated service. Whenever a substitute is needed, it is the responsibility of the teacher to provide adequate and meaningful work for the student to complete with the substitute. Clear instructions and a seating chart must be provided. Excellent substitute plans provide the best opportunity for success in your absence.

Remember:

- Emergency sub plans in a visible area on your desk
- Updated class rosters
- Keep an updated subfolder with daily schedules and important classroom information

PROFESSIONAL DRESS

Teachers are expected to dress professionally to encourage a quality learning environment and present a positive image to students, parents, and guests. Teacher dress should reinforce the expectations of the student dress code. Casual Friday attire should be considered “professional casual”.

BULLETIN BOARDS

All hallway bulletin boards are the responsibility of teachers and should be updated regularly. Teachers in each hallway should arrange a schedule for updates to hallway bulletin boards. If assistance is needed, the administrator would be glad to create such a schedule.

TEACHER EVALUATION

Teachers will be evaluated annually on the 5D+ teacher evaluation rubric as adopted by the Bangor Public Schools Board of Education. The 5D+ evaluation model will consist of Pre-conference meetings, walk-throughs, formal observations, mid-year meetings, Post-observation meetings, and a final written evaluation. Teachers will receive feedback, suggestions, and coaching throughout this designed process. It is highly suggested that teachers document items that pertain to the evaluation domains throughout the year.

EVIDENCE BINDER

Binders are to be created by classroom teachers as evidence of their teaching practices in each of the six domains of the 5d+ model. This binder will be turned in during the month of April for the administration to consider the evidence as started by the classroom teacher. All teachers are to submit a binder during this time to reflect on teaching practices as well as student growth that has occurred.

COMPUTER USE AGREEMENT

All Bangor Middle and High School staff members will be provided with access to the school computer network and a Google Apps email account. It is the staff member's responsibility to read and follow the acceptable use policies of the district. The policy is provided in this handbook.

21ST CENTURY LEARNING SKILLS

21st Century learning skills include the following four critical areas:

- Collaboration and teamwork
- Creativity and imagination
- Critical Thinking
- Problem-Solving

CLASSROOM AND SCHOOL EXPECTATIONS

CLASSROOM EXPECTATIONS AND DISCIPLINARY PROCEDURES

Bangor Public Schools Administrative Guidelines Section 5600a provide the following teacher guidelines with respect to student discipline.

Guidelines for Teachers

Teacher effectiveness and purposeful, well-planned activities are prerequisites to good discipline. Most students will exhibit "good" behavior when they perceive the teacher is competent, consistent, fair, and supportive of school policies. The following guidelines should contribute to effective discipline:

- A. Establish fair, workable, consistent, and educationally-productive procedures by which the classroom and other areas of learning will operate, based on an analysis of the program, the maturity level of the students, and their needs, abilities, and interests.
- B. Plan and conduct learning activities that contribute to accomplishing specified objectives and goals, stimulate and encourage application of thought, and require the active participation of the students. Long and frequent activities of data-gathering through lectures, readings, film, etc., without planned opportunities for students to process and apply the information can lead to boredom and indifference - a seedbed for discipline problems.
- C. Help set the tone for good discipline by modeling the behaviors expected of students.
- D. Inform students of the high expectations regarding discipline and persist in their fulfillment.
- E. Initiate parental contact where appropriate and necessary.
- F. Support District and building administrators in disciplinary matters and avoid undermining the supervisory guidelines.

Build positive relationships with students to promote effective discipline and student achievement.

Each teacher should provide students with a set of clear and consistent classroom rules and procedures. The following is a code of conduct for students divided into categories from least to most severe. A teacher checklist is included to assist with documentation of student behavior. If a student is sent out of the classroom for disciplinary reasons, the teacher is expected to contact the parent and document the outcome of the parent contact. Please give a copy of this documentation to the office to be filed in the student's discipline file.

CLASSROOM AND SCHOOL EXPECTATIONS

Bangor Middle/High School Behavior Rubric (Semester Rubric Reset)

Cell Phones, earbuds, smart watches, and other personal communication devices.

Any personal communication devices (PCD) are not allowed to be used in Bangor Middle/High School from 7:55-2:45. This includes lunch/recess in the middle school. If a staff member notices your child using their PCD in the above timeframe, your child will turn in their device to the office and may pick it up at the end of the day. The second time your child's PCD is taken, the parent/guardian has to come to the office to pick up the phone. For the third offense, your child will turn in PCD to the office to be retrieved by a parent/guardian. Additionally, the student will serve one day in OSS. Their PCD will be confiscated until a parent/guardian picks it up from the office. Repeat offense/refusal to turn in their phone, the student will serve 3 days OSS. Any acts of Insubordination will result in 2 days of OSS.

Dress Code Summary (See Handbook p. 31 & 32 for full details)

1. Shoes, sandals, and flip-flops must be worn at all times.
2. No coats are to be worn in class and book bags must be kept in lockers.
3. All shorts and skirts must come to the end of the fingers when arms are extended down.
4. No clothing designed to be worn as an undergarment is appropriate for school.
5. No spaghetti strap shirts are allowed without covering or wearing a shirt underneath it that has sleeves.
6. Belts are required for pants that will not stay above the hips. No "sagging" will be allowed.
7. Pants may not contain holes or frayed areas above the fingertips when hands are extended straight down. Appropriate patches must be sewn on the outside of the pants.
8. No hats/hoods, half-shirts, midribs, or shirts that don't cover the belly/back area completely cannot be worn.

Truancy

After 11 days of unexcused absences from school, we will make a report to the local authorities concerning the lack of parental responsibility in providing proper care and supervision.

Excused Absences

Students may be excused from school for one or more reasons (See Handbook p. 28) and will be provided an opportunity to make up missed school work and/or tests.

Tardies

1st-period tardies will count as .25 of an absence and will be counted toward the total truancy as indicated above. [4 tardies = 1 absence]

*Chronic tardiness in periods 2 - 6 will be assigned consequences via the code of conduct in middle/high school. The first tardy is a warning, the second tardy is a warning, the third through seventh tardy is lunch detention, the eighth tardy is a lunch detention/parent intervention, ninth tardy and beyond will be a suspension. The tardy count resets at the Quarter.

Handbook Link

<https://docs.google.com/document/d/1x99nMGC-wmlc5QzPpJ1X774CrDUpfS6NEP5dUU7KS-4/>

CORPORAL PUNISHMENT

The primary objective of student discipline is to produce a school environment in which appropriate attention may be directed to educational opportunities and experiences. Discipline is important in effectuating Bangor Public Schools' policies which emphasize learning in an orderly school environment. The policy of the Board of Education, as well as the law of the State of Michigan, mandates that corporal punishment will not be used in the Bangor Public School.

1. Corporal punishment is the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal Punishment does not include physical pain caused by reasonable physical activities associated with athletic training.
2. A person employed by or engaged as a volunteer or contractor for the Bangor Public School shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances.
3. A person employed by or engaged as a volunteer or contractor for the Bangor Public Schools may use reasonable force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:
 - a. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within school or school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
 - b. For self-defense or the defense of another.
 - c. To prevent a pupil from inflicting harm on himself or herself.
 - d. To quell a disturbance that threatens physical injury to any person.
 - e. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
 - f. To protect property.
4. The use of reasonable physical force or contact, in order to handle an act of student insubordination, should not involve enough discomfort to qualify as physical pain. However, when a student violently reacts to prudent hands-on assistance, a school employee, volunteer, or contractor may use reasonable force for the purpose articulated in paragraph three (3).
5. A person who inflicts corporal punishment as defined by this policy, or uses physical force for a purpose other than those articulated in paragraph three (3), may be appropriately disciplined by the Board of Education.

6. In determining whether an employee, volunteer, or contractor has acted in accordance with paragraph three (3) of this policy, deference shall be given to reasonable good-faith judgments made by that person.
7. The Principal is authorized to compile a list of alternatives to the use of corporal punishment, subject to the approval of the Board of Education. The Principal shall cause the list to be distributed to each employee, volunteer, and contractor engaged by the Bangor Public Schools.

Legal Reference: MCL 380.1312(as amended by Public Act of 1992)

HALL PASSES AND REFERRALS

Students are not to be out of class without a pass/agenda. If a teacher gives permission for a student to leave the classroom during class, then the teacher must issue a pass for that student to be in the hallway. The teacher issuing the pass is the first point of contact should there be any problems with the student in the hallway. Students should not be released during class time unless it is essential. If a student needs to see an administrator or counselor they must sign up in the office in advance. If a student is sent to an administrator for disciplinary reasons, he or she must have a completed referral form. If the office calls a student down while the student is testing, the teacher may ask for the student to remain. A teacher wishing to meet with a student during another teacher's class period must make prior arrangements with the teacher.

TARDIES

Students are to be marked tardy if they do not arrive to class in time and do not have a pass excusing the tardy. The teacher should mark the student tardy in the grade book attendance and inform the student that a tardy has been recorded. Students who are late to the first period are to check in at the office and present a pass when coming to class. Students may receive a morning or after-school detention for unexcused tardies. A student must not be marked tardy for any other disciplinary reason.

STUDENT FINES

Students may be assessed fines for lost and/or damaged school materials. If families are unable to pay the fine, arrangements can be made for the student to work off that fine. No student should be kept from participating in any program unless they are unwilling to work off their fine.

FUNDRAISING

All fundraising efforts must be approved by the principal and the district fundraising coordinator. The fundraising calendar is available on the school website. Fundraising efforts must be voluntary and not tied to a grade in any way.

EMERGENCY PROCEDURES AND CRISIS PLAN

FIRST AID

When an injury or medical need is reported to a teacher, the office must be notified immediately. If the student is alert and able to walk, they should be escorted to the office. In the event of a seizure, serious injury, or loss of consciousness, **the student should not be moved.** Call the office and, if appropriate 911. The teacher should assist in preparing an accident report following the incident.

FIRE ALARMS

A number of fire drills are required each school year. The principal must keep a record of all fire drills including the date and time of the drill and the length of time to vacate the building. Both announced and unannounced drills will be conducted. The following procedures are to be followed:

1. Students must know what to do when the alarm sounds:
 - a. Remain quiet.
 - b. Walk single-file to exit the building.
 - c. Proceed directly to the assembly area.
 - d. Remain with the teacher and class.
2. Teachers should be aware of exit procedures for each classroom to which he or she has been assigned. The escape route is to be posted in each room. Locate both primary and alternate evacuation routes.
3. Fire drills are to be treated as actual fire alarms:
 - a. Leave the building as you are.
 - b. Have students walk, not run.
 - c. Teachers must take attendance books with them when the alarm sounds.
 - d. Students should not stop within 500 feet of the building and leave driveways clear.
 - e. Classroom doors and windows should be closed and lights turned off unless it would cause serious delays to do so.
 - f. Students must be accounted for at the designated location. Missing students should be reported to the principal immediately.
 - g. Wait outside until directed to return to the building.
 - h. Do not call the fire department for the fire drills.
4. In case of an actual fire:
 - a. Sound the fire alarm.
 - b. Evacuate students.
 - c. The secretary will notify the fire department.

- d. Students must be accounted for at the designated location. Missing students should be reported to the principal immediately. If a student cannot be located the fire department must be notified.
5. The administrator is responsible for notifying the fire department in case of a false alarm.

**UNDER NO CIRCUMSTANCES SHALL ANYONE ATTEMPT TO PUT OUT A LARGE FIRE.
THE BUILDING MUST BE EVACUATED.**

TORNADO WARNINGS AND DRILLS

A minimum of 2 tornado drills are required each school year. Tornado drills and warnings will be signaled by a P.A. announcement. Please observe the highlighted locations on the Tornado Evacuation map. These are the locations that have been noted as the safest in case of a tornado. Since the middle school lies on the southwest side of the campus, it is very important that we evacuate most areas of the buildings. The safest areas include the boys' and girls' restrooms and the 5th/6th grade hallway, highlighted in green. The area in the 7th-grade hallway, highlighted in yellow, is to be used in case all of the other areas are full.

- Students in the 5th/6th grade hallway should move toward the cafeteria end of the hallway.
- Students from the 8th grade hallway should follow and move down as far as possible.
- Students from the counseling offices, Mrs. Aleman's class, and Ms. Embury's class should follow students into the 5th/6th-grade hallway.
- Students from the 7th-grade hallway should follow into the 5th/6th-grade hallway and fill the boys' and girls' restrooms. If all locations are full, any remaining students will be directed to the area along the lockers in the 7th-grade hallway.
- Students from the area of the building including band, art, technology, the health center, cooking room, and sewing room should fill the boys' and girls' bathrooms and the office conference room.
- All interior doors must be closed and latched securely.

Once you reach your assigned location stand quietly and patiently until you receive further instructions. After all students have moved to the safe areas, an announcement will be made releasing you to return to class.

TORNADO DRILL INSTRUCTIONS

Southwest Michigan periodically experiences severe weather including tornadoes. Events in the news show how destructive and deadly tornadoes can be. While we hope that such an event will never occur, we want to be prepared in case of emergency, so we can react quickly and appropriately

to get each person in our building to the locations identified as the safest. The middle school building has been inspected by a safety officer and the locations deemed to be the safest were identified.

In case of a drill, please leave all textbooks and bags behind. Walk in an orderly manner to the location where you are directed. It is very important that students remain quiet so that instructions can be heard. Leave the classroom and go to the safe area. Stand shoulder-to-shoulder, hands by your side, with your backs toward the lockers facing the center of the hallway. There should be 2 or 3 rows of students standing as if in a crowded elevator. Leave room down the center of the hallway for people to pass through. Do not stand in front of windows, doors, or in the area where a door swings open. Doors must be closed. There must be absolutely no pushing, or shoving, and students are expected to keep their hands and feet to themselves during the drill. As in the diagram, we're expected to place all of our students in a small area, but only for a short period of time.

Please observe the highlighted locations on the map. These are the locations that have been noted as the safest in case of a tornado. Since the middle school lies on the southwest side of the campus, it is very important that we evacuate most areas of the building.

- Students in the 5th-grade hallway should move toward the cafeteria end of the hallway.
- Students from the 6th-grade part of the hallway should follow and move as far down the hallway as possible.
- Students from the 8th-grade hallway should follow the 6th-grade and move down as far as possible.
- Students from the counseling offices, Mrs. Aleman's class, and Mrs. Embury's class should follow students from the 8th-grade hallway into the 6th-grade hallway.
- Students from the 7th-grade hallway should follow into the 6th-grade hallway and fill the boys' and girls' restrooms. If all locations are full, any remaining students will be directed to the area along the lockers in the 7th-grade hallway.
- Students from the area of the building including band, art, technology, the health center, cooking room, and sewing room should fill the boys' and girls' bathrooms and the office conference room.
- All interior doors must be closed and latched securely.

Once you reach your assigned location stand quietly and patiently until you receive further instructions. After all students have moved to the safe areas, an announcement will be made releasing you to return to class.

In order for a tornado drill to run appropriately, we need full cooperation from each individual. In the case of a real emergency, lives may be at stake. For this reason, substitute teachers are asked to

send any students who fail to cooperate or whose behavior is inappropriate during the drill to the office. Such offenses will be dealt with firmly.

EVACUATION PLANS

In the event that the school building should need to be evacuated other than a fire alarm:

Teachers are to close all doors and windows. Classroom doors should remain unlocked.

- Classes will be released over the P.A. system by grade level or area building. Do not leave the classroom until instructed to do so.
- Students are not allowed to bring anything other than coats with them for the evacuation.
- Teachers and paraprofessionals are to remain with the class and exit the building as directed over the P.A. The announcement will specify which exits are to be used.
- Teachers must bring attendance books and account for all students once outside the building.
- If the evacuation is to buses, attempts should be made to have entire classes together on the same bus.
- If the evacuation is to the football stadium, classes should walk along the sidewalk and sit together in the stadium.
- Before any students may be released to parents or guardians, the building must be completely evacuated and a central location will be established to sign students out.

LOCKDOWN PROCEDURES

In the case of a building lockdown, an announcement will be made over the P.A. system. Unless directed otherwise, the following steps are to be taken.

- Teachers are to close and lock all doors and windows.
- Teachers must account for all students in their classroom.
- Teachers must shut off all classroom lights.
- Students must remain seated and quiet.
- Teachers must have students remain quiet until notified by the principal or other building designee.
- Fire drill: loud, continuous blaring alarm
- Tornado drill: P.A. announcement to move to tornado evacuation areas
- Bomb threat: P.A. announcement with evacuation instructions
- Intruder: P.A. announcement and total lockdown

BUILDING RESPONSE TEAM

The Crisis Response Team members should be called in the following order in the event of an emergency.

- | | | |
|------------------|-------------------------|--------------------|
| • Tammy Wilson | Middle School Principal | 427-6824 ext. 2003 |
| • Steve Galvan | High School Principal | 427-6844 ext. 1003 |
| • Eugenio Aleman | Assistant Principal | 427-6824 ext. 2002 |
| • Angela Oliva | School Social Worker | 427-6844 ext. 1061 |
| • Karen Babcock | Middle School Secretary | 427-6824 ext. 2001 |
| • Megan Kozel | High School Secretary | 427-6844 ext. 1000 |

UNFAMILIAR PERSON IN THE BUILDING

Any staff member who sees an unfamiliar person in the building is expected to stop that person and ask their name and business in the school. All visitors are to be escorted to the office. Visitors must identify themselves to school staff and may be required to present picture identification. Visitors may speak with a student only in the office under reasonable supervision.

STUDENTS EXPECTATIONS

1. Be Respectful to yourself and others
 - a. Keep hands, feet, and other objects to yourself
 - b. Call others by their appropriate names
 - c. Keep voice at conversational level
2. Be Responsible
 - a. Walk at all times
 - b. Use appropriate language
 - c. Have a pass in the halls unless during passing times
3. Follow Staff Directions
 - a. Follow directions given by any staff member
 - b. Follow directions immediately
 - c. Acknowledge the directions with words/actions
 - d. If you disagree with the direction, follow it, then calmly arrange to discuss it later

BANGOR MENTAL HEALTH SUPPORT STAFF

GENERAL EDUCATION SOCIAL WORKERS:

- ❖ General Education Student Support (IEP's, Check-in's with students)
- ❖ 504 Plans
- ❖ Groups
- ❖ Screening for more intensive services
- ❖ Crisis response (Imminent danger suspected)
- ❖ PBIS ???

- ❖ Panorama Coordinator

ACADEMIC SUCCESS COACH:

- ❖ College and Career Planning/EDP's
- ❖ Classes/Scheduling
- ❖ Meetings with academic and at-risk students
- ❖ Academic support/organizational skills
- ❖ Transcripts/Graduation Requirements
- ❖ Xello planning EDP
- ❖ Minor Add/Drop students with conflicts
- ❖ Panorama Coordinator

MS/HS COUNSELOR:

- ❖ Outside agency visitor/tours
- ❖ Recruitment Opportunities
- ❖ Tech Center visits for 10th and 11th grade

MTSS/BEHAVIORAL INTERVENTIONIST:

- ❖ Behavioral referrals
- ❖ Peer Conflicts
- ❖ Bullying
- ❖ MTSS Interventions
- ❖ PBIS
- ❖ 11 min group coordinator
- ❖ 5-R first two reflects
- ❖ Cool down room coordinator

ISD MENTAL HEALTH INTERVENTIONS:

- ❖ Groups
- ❖ Individual therapy
- ❖ Crisis response
- ❖ Student Support Team Meetings
- ❖ Mild to moderate (PHQ-9 and GAD, CAFAS)

CMH MENTAL HEALTH CLINICIAN:

- ❖ Bangor Health Center Required

- ❖ Wanting as many kids as possible to be a part of the Health Center
- ❖ Individual therapy
- ❖ Coordinated therapy with medical provider
- ❖ Crisis response for students with caseloads
- ❖ Referrals from outside CMH

SPECIAL EDUCATION SOCIAL WORKER:

- ❖ SPED Students
- ❖ Students requiring RTI support
- ❖ Crisis response
- ❖ Behavior support
- ❖ Can overlap with any provider besides Gen Ed Social Worker

HEALTH CENTER(MIDDLE SCHOOL)

- ❖ Students with physical or medical complaints

SCHOOL NURSE

- ❖ COVID
- ❖ Health plans
- ❖ Medical check-in's