



# Warren Mott High School – “A Community Here For Each Other”

## Welcome Back





# Warren Mott High School

**"A Community Here For Other"**



## New Staff

- Laurie Wilson, **North House Assistant Principal**
- Dave Meengs, **West House Assistant Principal**
- Roseanne Miller, **TC**
- Erica Finn, **Spanish**
- Grant Syswerda, **Biology/Forensics**
- Doreen Dickman, **SSW**
- Jennifer Fisher, **ELA**
- Jeffrey Gray, **Astronomy/Intervention**
- Jennifer Kay, **Art**
- Stephen Bardelline, **History**



## WCS Vision & Goals Administrative Responsibilities





# Warren Mott High School

"A Community Here For Each Other"



## WCS Vision & Goals

**Student Achievement** – A focus on measurable student achievement in our Professional Learning Communities.

**Clear Expectations** – Clear expectations for every stakeholder, including students, staff and parents.

**Strong Relationships** – Strong relationships among all stakeholders, including teacher-student, parent-teacher, principal-teacher, superintendent-board member.



# WCS Mission Statement

**"A Community Here For Each Other"**



The mission of the Warren Consolidated School District, in partnership with families and community, is to create the best school system that will ensure the highest quality of teaching and learning to enable all students to become knowledgeable, ethical, and successful citizens.



# Warren Mott Mission Statement

**"A Community Here For Each Other"**



- ❑ Warren Mott High School is a teaching and learning community devoted to:
  - Providing the tools to acquire knowledge,
  - Mastering skills for success in a changing world,
  - Encouraging an appreciation of learning for a lifetime.
  - This process requires team work with shared responsibility and participation of the staff, the students and the public.



# Warren Mott High School

## ADMINISTRATIVE RESPONSIBILITIES



### John Dignan – Center

Budget  
Center House Supervision/ Booster Clubs  
Building Maintenance/ Custodians  
Building Policy Committee  
Café Service/Lunch Supervision  
Grade 9 Transition  
Library  
New Staff Hiring & Induction  
Advanced Ed/School Improvement  
Mission and Vision  
Public Relations/Newsletter  
Annual Report

### Evaluations

Athletic Dir/Athletic Program  
Band/Choir  
Physical Education/Health

### Carlie McClenathan – South

Student H-N Attendance/Discipline  
SH Supervision/ Evaluations  
SH Communication/Info  
Graduation  
Grade 9 Transition/8<sup>th</sup> Grade Orientation  
Go Green Initiative  
Student Handbook/Agendas  
Transportation  
Field Trips  
P/T Conferences  
Novels  
Disaster Procedures  
Communications (Marquee, Kiosks, Website, etc)  
Positive Behavior Intervention and Support (PBIS)  
Lunch Supervision

### Departments:

Art  
Foreign Language  
Business  
FCS  
English  
ELL



# Warren Mott High School

## ADMINISTRATIVE RESPONSIBILITIES



### Dave Meengs –West

Student (A-G) Attendance/Discipline  
WH Supervision/ Evaluations  
WH Communication/Info  
All Night Party  
Crisis Coordinator/Manual  
Dual Enrollment  
Room Assignments  
Lockers  
Guidance/Counseling  
Student Registration  
Report Cards/Progress Reports  
Scheduling  
Study Round-Up  
Technology  
Testing/Exams  
Substitute Teachers  
Powerschool  
Lunch Supervision

### Departments:

Math  
Social Studies

### Laurie Wilson – North

Student O-Z Attendance/Discipline  
NH Supervision/ Evaluations  
NH Communication/Info  
Convocation  
Parking/Security  
Prom/Dances  
Textbooks  
School Improvement Support  
Social Committee  
Staff Evening Duties  
Staff Handbook  
Student Teachers  
Open House  
Lunch Supervision

### Departments:

Science  
Special Education  
Student Activities/Student Government/Leadership



## Focus School





# Warren Mott High School –Focus Schools

**"A Community Here For Each Other"**



- On Thursday, August 2, 2012, the Michigan Department of Education released their list of Top-to-Bottom rankings. We're happy to say that we didn't land on the bottom 5% of the list which would have listed us as a "Priority" school.
- We were identified as a "Focus" schools. Focus schools are schools that rank in the bottom 10% of buildings with the largest achievement gaps, defined as the difference between the average score for the top 30% of students and the bottom 30% of students compared to the state average.
- Focus schools may have high average performance overall, but have a significantly large gap, suggesting struggles addressing low achieving students. Gaps are standardized between all students using a common assessment within a school, and then averaged for the school across all subject areas and combined, no longer just math and reading.



# Warren Mott High School – Focus Schools

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- ❑ This means that MEAP is compared to MEAP, Mi---Access is compared to Mi---Access, etc. and averaged for the building. Focus schools have shown higher concentrations of subgroups in the bottom 30% than other schools.
- ❑ Here is an overview from the state that may answer more of your questions.

For more information, visit [www.mi.gov/focusschools](http://www.mi.gov/focusschools).

If you have approximately 12 minutes to spare in your day, please click on the link below and watch this podcast from Vicki Markavitch, Superintendent of Oakland ISD. It starts a bit slow, but it has a powerful message and I think the way she explains the foolishness we find ourselves in right now and is really powerful. I think the way she frames her point would be interesting for our School Improvement Team to model as a potential frame for our district's data. It is possible that other ISDs, ESDs and RESAs may follow her format, as well. It seems like she indicates Oakland ISD had an understanding of all of this at a fairly deep level well before it was on other districts radar; at least, that is my impression from her comments pertaining to the waiver testimony they offered to the US Dept. of Education.

Here is a podcast on the new Focus School classification from the MDE:

<http://bit.ly/MWHLZe>



# Warren Mott High School – Focus Schools

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## Positive Growth on the ACT:

- The ACT average scores have gone up steadily at Warren Mott High School from 17.9 in 2007 to the most current data of 18.9
- This is out pacing the growth rate of the county and closing the gap.
- In the same time frame State ACT scores went from 19.2 to 19.5.



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## Positive Growth on the MME:

- Warren Mott High School is experiencing the same positive results with MME testing at the State level. We have surpassed the district average of students proficient in all areas except Science where we are one (1%) below the average.
  
- Over the last three years WMHS has seen constant growth of our students earning levels of 1 and 2 (Proficient and Advanced) on the MME in:
  - Reading (45% up to 51%)
  - Writing ( 39% up to 45%)
  - Mathematics (16% up to 23%)
  - Science ( 13% up to 15%)
  - Social Studies ( 31% up to 33%)



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## Positive Growth on the MME:

- ❑ Some of the largest gains we are seeing due to specific target areas, is lowering the number of students who are level 4 (not proficient) in:
  - Reading (26% down to 21%)
  - Writing (15% down to 9%)
  - Mathematics (45% down to 40%)

These are great achievements for our students and staff. We are now closing in on equaling the Macomb County Average Scores in each of these areas.



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- ❑ We need to continue to focus on specific reading strategies for all of our students.
- ❑ Each teacher will provide reading instruction within their classroom specific to their content area that will enhance literacy.
- ❑ This year we need to make a concerted effort to incorporate writing into our goals and standardize the process we write across the content areas (creating a cross-curricular writing rubric).

We expect to progress most students out of level 4 (not-proficient) as specific targets by implementing and using the strategies in place to improve scores of this student population.



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- We will expect academic excellence and we believe in investing in the power of our students.
- Their success is our legacy.
- Instructional time is sacred and if they are in our classrooms then we are responsible for their learning.
- Good instruction is the vehicle to student achievement.
- We have to be committed to building solid meaningful relationships with every child, parent/guardian and the community we serve.

**Our motto is: "A Community Here For Each Other"**



# Warren Mott High School – Focus Schools

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## Non Title I Schools - Title I Eligible Schools

### MDE Requirements:

- Placed in a 4-year cohort the first year identified (remain in the cohort even if you are off the list next year)
- First year is YEAR 1
- Revise SIP (Goals Management) by November 2012
- Revise DIP by December/January 2012



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## School Level: 10% School Set-aside:

- Professional learning on a multi-tiered system of intervention
- Provide daily/weekly time for teacher collaboration
- Contract w/ISD for Surveys of Enacted Curriculum (SEC)
- Contract w/ISD for School Improvement Review (SIR) which will give the school an external perspective on the processes that best support student achievement
- Professional learning in implementing Essential Elements for teachers with MI-Access students in bottom 30%
- Culture/Climate interventions, use of time analysis or culturally-responsive teaching interventions as needed



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## Services for Focus Schools:

### Multi-tiered System of Support (MTSS) K-12

This includes scaffolded instructional practices that begin with core instruction and includes Tier II and Tier III interventions. It is a systems approach to include all learners. It is a shift toward prevention and proactive instructional decisions. It is rooted in the belief that we can effectively teach all students. With MTSS, schools **identify** students at risk for poor learning outcomes, **monitor** student progress, **provide** evidence-based interventions and **adjust** the intensity and nature of those interventions depending on a student's responsiveness.

### Surveys of Enacted Curriculum (SEC) K-12

This is an opportunity for teachers to discover how closely aligned their content and cognitive-demands are with the Common Core State Standards. SEC is an online web-based survey tool for Mathematics, ELA, and Science. Survey results produce reports on the allocation of instructional time, depth of cognitive expectations, methods of instructional delivery, and alignment of course content with the Common Core Standards in user-friendly charts. It is one of the only tools that allow teachers and administrators to see a “picture” of the curriculum and instruction being implemented in their schools.



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## Data Dig and Dialogue K-12 (DIF for Title I Schools)

This service assists schools with uncovering root causes for gaps that exist among special populations and a school's top and bottom 30% gap. It will focus heavily on analysis of state and local data to determine if the instructional practices and strategies address the student learning needs uncovered. This will give schools an opportunity to understand the necessary SIP revisions needed if strategies in place are not yielding the targeted impact on student achievement

## Culture/Climate Interventions K-12

This service is an opportunity for schools to examine the culture and climate that currently exists on campus. Survey and/or inventory tools can be used to help schools look at their daily climate. After analysis of the findings, schools can choose to become culturally responsive. This could include the use of surveys or inventories, professional learning opportunities, and/or identifying specific instructional practices in order to create an environment that invites the highest level of learning for all students.

## Common Core Essential Elements (CCEE)

This Common Core for Mi-Access students. It will be the foundation for the MI-Access assessments being generated for 2012-2015 implementation.



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## Focus Schools Recap:

- ❑ School with the largest achievement gaps.
  
- ❑ Achievement gap is defined as the difference between the average scale score for the top 30% students and the bottom 30% of students.
  
- ❑ According to MDE, this methodology is an improvement over using a solely demographic –based gap methodology because it targets achievement gaps.



We Are All in this Together





# Warren Mott High School

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1. Base every decision on how it would raise student achievement, “What’s best for Kids”.
2. Close the Achievement Gap with the use of Universal Screeners and data.
3. Improve building and campus security to improve the learning environment and climate for students and teachers (focus on attendance and tardies, dress code).
4. Improve school climate by focusing on HIGH ACADEMIC EXPECTATIONS and RESPONSIBILITY to help develop school pride.
5. Draw athletics and extra-curricular activities into the system as truly co-curricular activities. Encourage ALL students to do some extra-curricular activity.
6. Raise overall and individual reading scores and Math skills.
7. Blur the line between middle school/high school and high school/post-high school.
8. Renew pride, passion and performance in Warren Mott academics and in everything we do.



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- Create more efficient ways for organizational flow.
- Put kids first, every question that is asked has to have at its core "what's best for kids".
- Build trust and compassion among groups, we have to galvanize groups for a common cause, enable and encourage others to act.
- Support others to act, make staff want to succeed.
- Set policy that's enforceable and require 100% compliance, keep everyone accountable.
- Never lose sight of our main goal and purpose.
- Become fiscally knowledgeable but creative enough to bring innovative programming that will best serve our students and staff (make investments).



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1.) **Define Our Roles:** I don't believe the job description alone would define any of us. We would need to craft specific roles that aligns with the specific "culture" and management style of the High School and district. We would have to be clear about what our role is within the school and be able to support the vision of the High School and District.

2.) **Take Charge:** Once the High School has defined the vision its crucial for everyone to "lead the cause" for effective implementation. While we would strive for collaboration, we wouldn't let the responsiveness of others deter us from meeting the mission set down by the district. This would entail our active involvement in the school, community and the mandates set down by the state and national governments. We would have to be one of the best advocates for the school's needs and seek out resources, skills, and individuals to help in the implementation of our mission. Organization of time and resources would be the essential skills to our success and in turn the success of the district.

3.) **Help to Establish a Conducive Learning Environment:** A clear, focused, and sustained leadership and mission can do this. As an educator you help to provide the model and the tone to ensure that type of learning environment.



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- 4.) **Accountability:** Set up clear lines of responsibility for programs, services and activities, and make the necessary commitment to them.
- 5.) **Consistency:** Establish a consistent form of school leadership. Have a plan and follow time lines. Be able to define programs and process with substance. Improve organizational flow.
- 6.) **Assess Hard Results:** Be open to look at all aspects of the school and programs with the ability to pinpoint the areas that are most in need of improvement. With other stakeholders, determine what areas we will target for improvement. Examples would be student attendance, teacher attendance, student achievement, retention, testing, evidence of curriculum integration, increased involvement of business/community partners, grant funding, junior testing, grading and the athletic programs/extracurricular activities.



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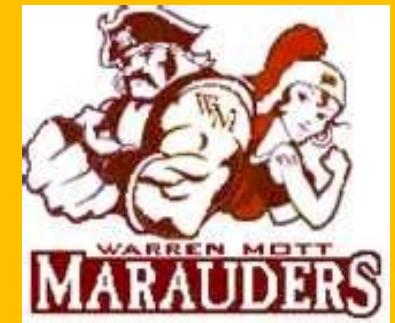


7.) **Recruit People:** The best programs meet success by recruiting the necessary resources and individuals to succeed. We would have to examine the strengths and deficits of the staff and be able to help match the talents of the staff to the tasks that need to be accomplished. This recruiting role will take the shape of reaching out to school, community, business, parent partners and potential partners to seek their expertise. It will also mean seeking to ensure that new staff to the high school are “ready” and supportive.

8.) **Communication:** In order for programs and staffs to be successful there has to be a clear, regular and useful line of communication in place for all those involved and affected by the process, event, or activity. As a school, we must ensure that communications get posted and announced for staff, parents/guardians, students, and community partners.



## Hallways





# Warren Mott High School

## Hallways & Building Supervision



### BUILDING SUPERVISION

Teachers and administrators must work together to create an effective learning environment throughout the school building. Good habits will not be formed and carried out by students unless all members of the faculty cooperate in insisting on rules being enforced. To aid in the overall control of the building, all staff members should:

- **Be in the hallway outside your classroom before and after school and during each passing time.**
- Check the restrooms in the area of your classroom.
- Prevent excessive noise, rowdiness, and writing on lockers and walls in the hallway.
- Prevent students from writing on classroom furniture.
- Ensure that the classroom is neat and orderly upon conclusion of class. After the last class of the day, chairs should be placed on top of the tables, windows closed, lights and electronics (computers) turned off, and the door locked.
- Check the classroom at the end of each hour for student possessions. Items left should be secured by the classroom teacher or sent to the Main Office.
- Bulletin boards should be kept in good condition.
- Whenever the room is unoccupied, such as your lunch period or at the end of the school day, the door should be locked.
- Excuse students from class only when absolutely necessary. Be sure all students leaving your classroom sign out and have a signed Agenda Planner or colored pass.



# Warren Mott High School



## ***CLASSROOM PROCEDURE***

1. It is necessary that each staff member assume the responsibility for general supervision. Standing at your door and being on hall duty assignments while students are passing is the best way of reducing tardiness, congregating, and horse-play in halls between classes. Ask for passes when necessary. Check lavatories near your room. Staff intervention should be exerted whenever the situation warrants action. No activities shall be allowed to function without adult supervision.
2. Students should have a reason to be in your class on time daily.
3. Take attendance at the beginning of each period throughout the day.
4. Your substitute folder must be kept current. (Due Monday, September 10)
5. Keep accurate and up-to-date lesson plans, *Post them on-line* for instant parent notification and positive community relations.
6. Passes to any other teacher's class must originate with the teacher involved and must be written in ink by the teacher.
7. Students are dismissed only at the end of the period. Do not allow students to leave before the bell tone.



# Warren Mott High School

## Hallway & Building Supervision



### HALL PASSES

Students are not to be in the hallway without a pass from a teacher. If you send a student from class at any time other than the passing period, provide the student with a pass in their agenda planner. The student must fill out a sign-out sheet in your class. The pass should be written in ink and should include the time and date of departure, the name of the student, the student's destination, and your signature. Please refrain from using any other form or replacement of a hall pass.

### TEACHERS REQUESTING STUDENTS FROM OTHER CLASSES

Teachers should not request a student's dismissal from other classrooms. If it is extremely important and a teacher needs to get a student out of class, the teacher should initiate the request well in advance and, in writing, directly to the other teacher. Compliance to the request is the classroom teacher's prerogative. The only exception might be if a teacher gave a pass in advance.

### TAKING CLASSES OUTDOORS

The following guidelines are to be followed to take classes outdoors:

- Please secure authorization in advance from the assistant principal assigned to you.
- Teachers are asked to notify the Main Office as to location before going outside.
- Students must be directly supervised at all times.

The important issues are supervision and communication. Some classroom activities lend themselves to outside work. Other activities are better accomplished inside. Please use your best professional judgment. Instructors in Physical education can radio the Main Office using their walkie-talkie when taking their classes outside.



# Warren Mott High School

## Hallway & Building Supervision



### Tardies

1. Be to class on time, every time (please discuss and post Bell Schedule)
2. 1st Tardy= Warning, 2nd Tardy= Call home, 3rd Tardy= Detention, 4th Tardy= Referral.
3. You must check in with your house office if you are more than 20 minutes late.
4. All absences must be called in to your house office; office information and phone numbers are in the agendas.
5. Students will not be allowed to make up work if the absence is unverified.



# Warren Mott High School

## Hallway & Building Supervision



### Dress Code

*Dress for success every day!*

1. Pants must be worn at the hips. If students do not have a belt, they will be offered a zip tie or asked to change into school issued clothing (sweats/t shirt).
2. Shorts/Skirts/Dresses must be fingertip length.
3. Leggings are not pants. All leggings must be worn with a shirt/dress that is longer than your fingertips.
4. Breasts, bellies, and backsides must be covered.
5. Tank tops are not allowed.
6. Students choosing not to follow the dress code will be asked to change into school issued clothing (sweats/t shirt). Their clothes will be returned at the end of the day.
7. Hats are not allowed on in the building (not even in a student's hand or on their waist).
8. Backpacks, hats, and large purses must be kept in your locker.
9. ID must be worn at all times (Safety and Security). New IDs cost \$5. New lanyards are \$3. No exceptions.
10. Dress code rules still apply during Spirit Week.



# Discipline





# Warren Mott High School



## Discipline

Only refer a student to the office when you have exhausted all possibilities of “reaching” that student, and are ready to admit that you have tried all techniques without success. The following are suggested appropriate procedures:

1. Individual student conferences
2. Change of seating, isolation, positive choices, etc.
3. Telephone conferences with parents
4. Parent/student conferences
5. Teacher/counselor conferences
6. After school detention
7. Discussions with administration

If you have failed with this student: Call a security guard at 13993 or call a house office to have the student escorted to the appropriate place. Do not send unescorted students out of your room.



# Warren Mott High School



## DISCIPLINE

### Discipline Referral Form

#### 1. Why:

- To modify behavior through discipline
- To enable others to learn
- To enlist help of parents
- To assist student to develop self-discipline

#### 2. When:

Following behavior that is mutually deemed INTOLERABLE BY YOURSELF AND OTHERS

Examples – Gross disrespect or disobedience, etc.

### A. PHILOSOPHIES AND CONCEPTS

Student control in the classroom is the teacher's responsibility.

The role of the principal is to SUPPORT the authority of the teacher.

No one has greater interest in a student than his own parents/guardians. Most parents/guardians expect their child to do his/her best, and to behave appropriately.

**THE ULTIMATE RESPONSIBILITY FOR A STUDENT'S BEHAVIOR RESTS WITH THE PARENTS/GUARDIANS.**

**CONTACT PARENTS/GUARDIANS WHEN YOU FORESEE A PROBLEM OR WHEN A STUDENT BECOMES A DISCIPLINARY PROBLEM. PARENTS/GUARDIANS ARE OUR STRONGEST ALLY.**

With a friendly phone call, solicit the help of the parents/guardians; fewer students will be able to continue to disrupt your class.



# Instruction





# Warren Mott High School

## Classroom Guidelines



- **CLASSROOM GUIDELINES AND MANAGEMENT**

Even the greatest teacher in the world would have a hard time teaching without good classroom management. The following guidelines may help.

- Be prepared for class. Ten seconds of idle time can develop into ten minutes of problems.
- Use the telephone and email. Let the parents/guardians work with you.
- Make your assignments reasonable and clear.
- Be **professional** in your appearance and demeanor.
- Be consistent.
- Keep rules to a minimum and make sure they have a purpose.
- Never say anything to a student in front of a class that you would not say in the presence of his/her parents or guardians.



# Warren Mott High School

## Classroom Guidelines



### CLASSROOM GUIDELINES AND MANAGEMENT

- Never humiliate a student in front of others.
- Students have plenty of friends. You don't need to be one –**be a teacher.**
- We teach high school; we are not *in* high school.
- Don't be afraid to apologize.
- Never argue with a student in front of the class.
- Be enthusiastic – it's contagious.
- Don't make studying a punishment.
- Know your students' hobbies, interests, problems, friends, etc. and show a sincere interest in these things.
- Keep parents/guardians, counselors, and administrators informed when dealing with problem students.
- Remember that all students report to a parent or guardian at the end of the day.



# Warren Mott High School

## Classroom Guidelines



The following are some classroom guidelines for the Warren Mott High School Staff:

### Tardy

It is expected that class begins as soon as the bell rings.

### Dismissal

Keep students engaged until the final bell rings. Retain students in your classroom until the bell sounds. Students should be in their seats until the bell sounds and not lined up at the door.

### Hall Passes

Only one student at a time should be allowed out of the classroom on a pass.

### Class Preparation

Students should report to their classes with necessary materials such as books, homework, paper and writing utensil.

### Classroom Behavior

**The following should not be allowed in the classroom:**

- Feet on the desk
- Sunglasses, hats or hoods
- Radios, CD players, iPods, or any other electronic device
- Writing on desks
- Sitting on desks
- Sleeping
- Inappropriate language
- Card playing
- Food or drinks (other than water and this is at the discretion of the teacher or a medical note)
- Inappropriate Dress (This should be addressed at the start of the day)



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## SUGGESTIONS FOR CLASSROOM ORGANIZATION

The Warren Mott High School Administration believes classroom organization is one of the most important components to teaching. Students want to know what to expect when they enter into a classroom. This is done by consistent and well planned out classroom organization. These are some suggestions and ideas that staff may be able to use;

1. Write daily activities on the board for each class (road map), with objectives or learning outcomes.
2. Hand out calendars every month for students to write down daily activities or have them use their Agenda Planners.
3. Start class period with a bell-ringer activity (This allows a teacher to take attendance at this time.)
4. Have a clip board that students sign for passes, to borrow a pencil, book, etc.
5. Have a parent phone log record calls.
6. Have bins for each hour to turn work into or a system in place.
7. Have bins for each day of the week for students to get work they missed due to an absence.
8. Have a student information binder with hard copies of each student's information.
9. Use a teacher lesson plan book to map out daily lesson plans or put it on a website.
10. Create a spot in the room to let students know when the next test or project is going to be.
11. Create a conducive learning environment through the physical layout of the room (power of the seating chart).
12. Let students help in the classroom clean-up.



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## LIABILITY

We are responsible for establishing a safe environment for students. Negligent conduct in its simplest definition is that conduct in which a reasonable careful person would not engage. Reasonable precautions should be taken. The more dangerous the situation, the more careful the teacher supervision must be. The law demands only what is reasonable and practical. Most teacher related torts involve negligent supervision. Some examples are stated below:

- Lack of proper supervision of the classroom
- Failure to note an absence and report it
- Failure to arrange student activity in a safe manner
- Failure to aid stricken students
- Creating danger by one's own conduct (issuing commands/requiring unsafe acts)
- Lack of care to avoid foreseeable hazards created by others
- Failure to handle dangerous chemicals or equipment properly and failure to instruct and warn students on their use
- Dangerous placement of gym or shop equipment
- Failure to adhere to established policies and procedures
- Administering medication
- Failure to notify the office of dangerous situations
- Failure to maintain accurate records



## Staff Communication





# Warren Mott High School

## STAFF COMMUNICATION EXPECTATIONS



*“The single biggest problem in communication is the illusion that it has taken place.” George Bernard Shaw*

- Check voice mail and email daily
- Return emails or phone messages within 24 hours
- Take attendance hourly
- Keep a standard phone log for attendance calls
- Update grades weekly

### • **STAFF BULLETIN**

Each teacher will receive a weekly e-mailed staff bulletin, which will include informational items and a schedule of upcoming events. Teachers may include items in the bulletin by submitting items for publication to the principal by providing the information to the principal a week in advance. Teachers are responsible for knowing about the information printed in the bulletin.

### • **BLOGS**

### • **MONTHLY NEWSLETTER**



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## MAILBOXES

Each faculty member has been assigned a mailbox either in the Main Office. Mailboxes are to be personally checked by staff members at least once each day, preferably each morning before school and prior to leaving the building for the day. **Students are not permitted to pick up mail or be in either mailroom.** Items of value and confidential items should not be left in the mailboxes.

- Administration & Counseling will meet every Tuesday from 8:00 – 9:00
- The Administrative Team will meet from 8:00 – 9:30 on Thursdays (After the meeting the staff will be emailed about the discussion and of upcoming events.



# Warren Mott High School

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Mailboxes, E-Mail, Daily Bulletin

- It is good practice to check your Mailbox and e-mail more than once each day.
  
- The daily bulletin will be updated for you by 7:20 each morning. This is in Power Teacher.



# Warren Mott High School

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## SCHOOL YEAR – EXPECTATIONS

**PUNCTUALITY AND MONITORING HALLWAYS:** Teachers are to be in their classrooms on time. Your room should be open to students prior to the warning bell. This will help alleviate hallway congestion. Please stand by your door in the hall and help direct students. Your presence is much needed in the halls before school, during passing times, and again at the end of school.

**HALL PASSES:** Students must have an approved pass from a staff member to be in the halls during class time. This applies to all students, including student leadership members, yearbook, class officers, independent study students, early dismissals, and those using restrooms. Passes, either in an Agenda Planner or a school-issued pass, must include the date, time of departure, intended destination, and be signed by the issuing staff member.

**CLASSROOM RULES AND POLICIES:** Establish and enforce consistent and positive classroom rules, regulations and grading policies. A copy of your classroom expectations and course syllabus should be given to the administrator assigned to you at the start of the year. It is strongly recommended that your expectations be shared with students and parents in writing.



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## Faculty/Staff Meetings

- All** teachers must be in attendance.
- Be punctual to begin the meetings.
- Do not schedule classes or appointments on Tuesday Afternoons.
- Don't put the Administration in a position we are forced to say "NO". Please plan ahead.



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- MAINTAIN UP –TO- DATE KALPA FILES
- EMPLOY ON-LINE LESSON PLANS/WEB PAGE
- SAVE COPIES OF EMAIL AND LETTER CORRESPONDENCES WITH COMMUNITY/PARENTS
- KEEP A PHONE LOG OF HOME PHONE CONTACTS  
SIGN OUT SHEET FOR PASSES & TARDIES
- FAMILIARIZE AND POST VISION AND PURPOSE OF THE SCHOOL IN YOUR CLASSROOM
- LOOK FOR ADDITIONAL TIPS FROM YOUR SIP TEAM!



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## ID's

- All Staff required daily to wear ID's**
- All Students required daily to wear ID's.***
- Must be on break away lanyard – around neck in front of the body.
- No other exception.
- Visitors must wear a visitors pass while in and around the building.



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## STUDENT ID/HALL PASS

- Student ID's must be worn every hour all day. NO EXCEPTIONS- stop non-compliance.
- Code of Conduct is online at: [WCSKIDS.net/wmhs](http://WCSKIDS.net/wmhs)
- Passes/Procedures - Student must carry and have signed pass. Sign out sheet in room
- Not worth your time, student stays in class



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## School Safety

- All outside doors will remain closed during the school day.
- You are responsible for the security of the outside doors closest to your classroom and around the building. If one is opened, it is your responsibility to close and lock it. Climate Control is an issue here also.
- Staff monitoring hallways and bathrooms.



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## Universal Precautions

- Be sure to handle all injuries with caution.
- Wear disposable gloves to treat anyone who may have blood or other bodily fluids that could come in contact with you.
- Be smart when treating cuts, scrapes and other injuries.



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## Student Expectations, Classroom Rules, Grading Policy

- Due by Sept. 10 to the in Main Office. (This is usually what you hand to students the first day)
- Do your lesson plans and save them by unit for later use. Post on the WEB to give parents better access to their students learning. Consistency between staff makes all of us look more competent.
- You can get directions for uploading Lesson Plans to the net from Angela.



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## OPEN HOUSE

THURSDAY, SEPTEMBER 6, 2012

### PROPOSED TIME SCHEDULE AND EVENTS

6:00 PM - Parents receive schedules, maps – Student Commons – Staff, parents proceed to cafeteria for a brief introduction.

6:30-6:48 - Dr. Livernois addresses parents and staff  
Mr. John Dignan– Introduction



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### OPEN HOUSE SCHEDULE -

\* Raffle winners –will pick up their prize in the main office at the end of the night.

6:48- 6:53	Move to 1 <sup>st</sup> Hour
6:53 -7:00	1 <sup>st</sup> Hour Class
7:00-7:05	Move to 2 <sup>nd</sup> Hour (please listen for raffle number)
7:05-7:12	2 <sup>nd</sup> Hour Class
7:12-7:17	Move to 3 <sup>rd</sup> Hour Class (please listen for raffle number)
7:17- 7:24	3 <sup>rd</sup> Hour Class
7:24 - 7:29	Move to 4 <sup>th</sup> Hour Class (please listen for raffle number)
7:29 – 7:36	4 <sup>th</sup> Hour Class
7:36– 7:41	Move to 5 <sup>th</sup> Hour Class (please listen for raffle number)
7:41– 7:48	5 <sup>th</sup> Hour Class
7:48 – 7:53	Move to 6 <sup>th</sup> Hour Class
7:53 – 8:00	6 <sup>th</sup> Hour Class



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## OPEN HOUSE

### SUGGESTIONS FOR TEACHERS

- Syllabus and expectations
- Textbook/materials
- Demonstrate Technology
- Bulletin Boards providing visual information about the subject
- Displays of projects
- Posters
- Question/answer session
- How you will impact their child's achievement

### Second Duty Options

- Ms. Wilson will get information out to staff at a later date.



# Warren Mott High School

## "What's Best for Kids"-Champions



Championship organizations, almost without exception, have one common denominator. They are comprised of individuals who have a burning desire to accomplish a mission. Championship organizations are dominated by selfless individuals who recognize that the welfare of the organization must always be paramount to any other considerations.

It's easy to identify an organization that is championship caliber. First, they celebrate individual successes as a team. They display tremendous emotion, excitement, and enthusiasm when one of their members does something well. They share success, they share victory.

Secondly, they recognize that the greater the challenge, the greater is their opportunity. They see what appears to be adversity as opportunity. They possess competitive toughness, which is essentially the ability to create and sustain peak performance state of mind regardless of the circumstances. They love the pressure and completion of the big task, and yet they have the maturity to prepare for every task with a consistent, intense work ethic.

***"One Team, One Mission"***



# Warren Mott High School

## "What's Best for Kids"-Champions



Third, they possess a unity and a single-minded determination to win that is obvious to everyone who watches them. They have great morale-great camaraderie. They care about each other. They are considerate of each other; and if occasionally they fail, they fail as a team. There are no cliques and there is no toleration among them for the complainers or finger-pointers.

Inevitably, during a championship year, which we have to have this year, great leadership emerges. It is never leadership based on arrogance or power. Rather it is leadership guided and directed by compassion and courage....Compassion for the members of the organization and courage to make the proper decisions, even when they are difficult or unpopular...Courage to take a stand, to stand alone if necessary.

Every organization must ultimately be confronted by the moment of truth; when they will – or will not be recognized as CHAMPIONS. Failure is not an option here, we're talking about the kids from our community.

***"One Team, One Mission"***



# Warren Mott High School

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## Thank You's

- Administrative Staff: Laurie, Carlie and Dave
- Counseling Staff: Camerone, Vic, Jennifer, Paul and Gina
- School Improvement Team
- The band, parents, and Mr. Miller
- Many parents who came in to help
- Daryl Boser and Custodial Staff
- Registration: Beth Piccin, Karen Lunau, Joann Garavaglia, Rose, Donna, Laurie Greenshilds, Barb Green, Dave Noble, Karen Edwards, Jeff Graus, Greg Garavaglia and the Booster parents.



## Calendar & Important Events





# Warren Mott High School –Calendar

**"A Community Here For Each Other"**



- September 6, Open House (6:30 pm)*
- September 10, 1<sup>st</sup> PLC Monday (8:04 Start)*
- September -Iowa Testing*
- September 25, Staff Meeting (2:30)*
- September 28, Homecoming Game*
- September 29, Homecoming Dance*



# Warren Mott High School



## We Will Have a Great 2012-2013 School Year

WARREN MOTT IS A GREAT PLACE TO BE.  
WE WILL MAKE IT EVEN BETTER BY WORKING  
TOGETHER, *ONE TEAM, ONE MISSION!*