

**Fort Scott  
Middle School  
Faculty and Staff  
Procedures**



## PREFACE

The purpose of these procedures is to provide a set of common guidelines for the faculty and staff of Fort Scott Middle School. Uniformity of action is the most productive means of gaining a common goal. Hopefully, this procedural guide will serve that end. It is important to be familiar with the Fort Scott Middle School Parent/Student Handbook and the USD 234 Employee Handbook. The result will be a school program that is both progressive and productive.

Brian Weilert  
Principal

Matt Harris  
Assistant Principal

If a child can't learn  
the way I teach  
Then I must learn to teach  
the way the child can learn.

## FSMS MISSION STATEMENT

The mission of Fort Scott Middle School is to prepare young adolescents for life-long learning and provide the opportunity for education in a safe, nurturing environment.

## USD 234 MISSION STATEMENT

The mission of the Fort Scott Public Schools is to prepare all students to be responsible, productive citizens in our ever-changing world.

## DISTRICT-WIDE EDUCATIONAL GOALS

- Demonstrate the foundation skills, including mathematics, science, communications, social science, and technology.
- Have knowledge of civic responsibility.
- Acquire desirable life and social skills.
- Learn the importance of good physical and mental health.
- Demonstrate creativity and have an appreciation for the cultural aspects of life.

The following list of rules and directives is a basic plan of operation for the faculty and staff of Fort Scott Middle School. There are many "unwritten rules" that govern the operation of a school that must be left to the professional experience and common sense of the faculty and administration. In order to function as a harmonious and progressive team of educators providing meaningful learning experiences for our students, the following rules and regulations must be followed.

## ATTENDANCE

All teachers are responsible for recording absences and tardies on their computers at the beginning of each class period. Please report any cases of suspected truancy to the office immediately. Excessive unexcused absences and tardies will result in disciplinary action by the administration. You will be notified of students who are truant from your class. The students must make

up all of the work that they missed during the truancy. Make-up work is required.

## ASSEMBLY SEATING ASSIGNMENTS

The supervision and control of the students while in assemblies is the responsibility of the faculty. Each teacher will have an assigned area in the gymnasium for assembly purposes. Faculty attendance at all assemblies will be mandatory. Teachers are required to sit in their designated areas and to keep control of the student group around them. Disruptive students will be removed and consequences administered. A seating chart will be issued to you as needed in the course of the school year.

## AUDIO-VISUAL EQUIPMENT AND MATERIALS

Most classrooms are equipped with overhead projectors and televisions. Tape recorders, slide projectors, video cameras, record players, LCD players, Dukane and Elmo projectors, and opaque projectors are available for checkout from the media center. Each grade level team will be assigned two TV/VCR/DVD's on a cart, one LCD projector, and one Dukane projector. Additional TV/VCR units will be available for checkout from the media center on a daily basis. An equipment checkout sheet will be used to allow teachers to reserve items as needed.

## BOOKS AND SCHOOL PROPERTY

All school property entrusted to a teacher for use, whether it is books, furniture, or audio-visual equipment, is the responsibility of that teacher for proper use and safekeeping. Do not allow the defacing of textbooks, desks, or abuse of school property in general. Book and room inspections will be made regularly by the classroom teacher or administrators to assess the care of school property. Students responsible for damaging or destroying school property should be disciplined for their actions. This is the responsibility of the classroom teacher and administrators. Any faculty member wishing to borrow a school textbook should check it out through a teachers' aide.

## CARE OF CLASSROOM

Classrooms are to be kept neat, organized, and clean allowing students a nice environment in which to learn. Teachers are required to give attention to the physical condition and appearance of their classrooms. In addition, teachers are to supervise the care of the school's materials and equipment. Administrators will periodically check classroom areas to make sure they are presentable.

## CLASSROOM AND PASSING DISCIPLINE

Please be in your classroom by 7:45 each morning (five minutes before the first bell). Students will be in the commons, gym, and hallways until 7:48 a.m. When your students come to your room, see that they stay there. If you will stand in the hall near your door during passing times, you will be able to help with the hall discipline