



New Staff Handbook

2015-16

Welcome to OABCIG Schools

We welcome you to OABCIG and wish you a great first year. This booklet will provide some information that will be helpful to you as you begin your years at OABCIG.

Some facts about OABCIG

- OABCIG has the premier Scholarship program in the state of Iowa. Last year we provided our 74 graduates with \$403,000 of all LOCAL money.
- OABCIG Iowa Assessment Scores:

HS Iowa Assessments % Proficient

Building	Grade	Reading	Math	Science	Social Studies
OABCIG HS	9	91%	85%	86%	92%
OABCIG HS	10	90%	92%	86%	94%
OABCIG HS	11	83%	83%	80%	85%

- OABCIG ACT Scores:

Year	English		Math		Reading		Science		Composite	
	School	State	School	State	School	State	School	State	School	State
2008		21.9		22.0		22.9		22.3		22.4
2009		21.9		21.9		22.9		22.4		22.4
2010	21.0	21.8	22.0	21.8	22.5	22.6	22.3	22.3	22.1	22.2
2011	20.5	21.7	21.5	21.8	22.2	22.6	22.3	22.4	21.8	22.3
2012	21.1	21.6	21.9	21.7	22.3	22.5	22.1	22.2	22.1	22.1
2013	21.4	21.5	22.5	21.6	22.3	22.5	22.1	22.2	22.2	22.1
2014	21.1	21.5	22.4	21.4	21.1	22.5	22.4	22.2	21.9	22.0

- 13 OABCIG teams have qualified for state competition, 11 All State Musicians, 6 All State Speech participants, and 30 Western Valley Conference Titles, in the last 5 years.

- **Mentor Information**
 - a. Meetings in Ida Grove.
 - b. Dates for Year 1 Teachers
 - i. October 6
 - ii. November 17
 - iii. February 9
 - iv. March 8
 - c. Dates for Year 2 Teachers
 - i. October 8
 - ii. November 19
 - iii. February 11
 - iv. March 10
 - d. Mentors
 - i. Taylor Clark– Year 1
 - 1. Julie Weeda – Tech Director
 - ii. Rebecca Maher– Year 2
 - 1. Neil Anders (MS Band)/Linda Johnson (Vocal)
 - iii. Angela Lensch
 - 1. Mary Schroeder retired counselor – Heather Spetman (Building Buddy)
- **Resources**
 - a. In House
 - i. Mistaya Hoefling
 - 1. Curriculum/STEM
 - ii. Julie Weeda
 - 1. Tech Integration, Technology
 - b. AEA
 - i. Cathy Heizelman–cheizelman@nwaea.org
 - 1. Special Education Consultant
 - c. Yearbook
 - i. Heidi Beck – hbeck@oabcig.org
 - d. Newsletter
 - i. Heidi Beck – hbeck@oabcig.org
- **Collecting Money**
 - a. Diligently Document
 - i. Use Green Sheet (in office)
 - b. Do not leave in room overnight
 - i. Bring to office to secure in safe
- **Tech Integration**
 - a. Expectations are that you use technology/chromebooks as a supplement to your classroom. Not necessarily as an every day tool.
 - b. STEAM (Science, Technology, Engineering, Arts and Math)
 - i. Implement STEAM type lessons where you can.
 - ii. DEFINED STEM info, work with Alicia Nelson

- c. Julie Weeda – Tech Integrationist
 - d. Use of computers
 - i. Reminder that school computers are public property and history of email, or browsing can be requested by press or public.
- **Professional Development Focus for 2014-15**
 - a. Working with At-Risk Students
- **Classroom Expectations**
 - a. Teach bell to bell
 - b. NO free days
 - c. Work on making connections with each student
 - d. Bellringers
 - e. Daily objectives on board
 - f. Expect students to be on task from day 1
 - g. Expect daily improvement from students
 - h. You will have some challenges
- **Lunch Schedule**
 - a. Lunch is divided into 3 shifts
 - i. A Lunch – 11:28-11:50
 - ii. B Lunch – 11:52-12:14
 - iii. C Lunch – 12:16-12:38
- **Lesson Plans**
 - a. By Friday please provide me with your lesson plans for the next week of school. We will do this for the first month of school. Possibly more.
 - b. Always prepare more than you can get in during a class period
- **Homework/Assessments**
 - a. Make homework meaningful. Do not assign busy work (i.e. Word Search)
 - b. Update frequently on JMC, do not go more than a week without updating.
- **Late Work Policy**
 - a. All will need to develop, talk to your building buddy or mentor on ideas.
- **Grading Scale**
 - a. 100-93 = A
 - b. 92-90 = A-
 - c. 89-86 = B+
 - d. 85-83 = B
 - e. 82-80 = B-
 - f. 79-76 = C+
 - g. 75-73 = C
 - h. 72-70 = C-
 - i. 69-66 = D+
 - j. 65-63 = D
 - k. 62-60 = D-

- **Emergency Plan**
 - a. Look for plan in your room, if you do not have one see me and we will get you one.
 - i. Fire Alarm – signaled by fire alarm as well as flashing strobes.
 - 1. Exit Building immediately. Do not allow students to pick up materials or stop at locker.
 - ii. Tornado Alarm – signaled by short ring of bells continuous, will also be broadcast over intercom.
 - 1. Move immediately to shelter location
 - b. **AED – Located in gym if needed.**
- **Absences**
 - a. Fill out form if you know ahead of time
 - i. Types of leave could include:
 - a. Sick
 - b. Personal
 - c. Bereavement
 - b. Call me if in morning 712-261-5120
 - c. **BE PREPARED FOR A SUB**
 - i. Class lists
 - ii. Seating chart
 - iii. Plan for day
- **Ordering**
 - a. Be frugal
 - b. Be organized
 - c. Don't buy without approval
 - d. Requisition in office
- **Supervision Duties**
 - a. Morning
 - i. Get to area on time, listed in staff handbook – watch students as they enter the building and supervise until 8:20 bell rings
 - b. Between Classes
 - i. Be in hallway
 - c. After school
 - i. Kids exit very quickly, but be in hall after bell rings for a minute or two
- **Evaluation Process**
 - a. All new teachers will have 2-3 formal evaluations.
 - b. I will be in and out of your room often.
 - c. I will ask questions about what you are doing.
- **Scheduling Morning Meetings with Students**
 - a. Mornings are typically reserved for fine arts
 - b. Meetings should begin at 8:00 (approximately)

- **Class sponsor**
 - a. Junior and Senior sponsors are expected to attend and supervise at prom
 - b. All class sponsors will help with homecoming activities.

- **Snow day/School cancellation**
 - a. Sign up with Wanda in Central office to receive notification of school cancellation.

- **New Staff Meeting Panel Discussions**
 - a. Dates (tentative)
 - i. August 29
 - ii. September 12
 - iii. October 10
 - iv. October 21

- **Building Information**
 - a. Address: 900 John Montgomery Drive, Ida Grove, IA 51445
 - b. Phone: 712-364-3371
 - c. Fax: 712-364-4463
 - d. Web site: www.oabcig.org
 - e. Business Manager – Kathy Leonard
 - f. Supt Secretary – Wanda Schiernbeck
 - g. High School Secretary – Tasha Tromp
 - h. Custodial – Pat Broderon (day)
 - i. Custodial – Jeff Nollen – (night)
 - j. Kitchen – Mary Renze, Robin Grell, Vicki Linman
 - k. Para – Sheri Conover, Nicole Taylor, Linda Friedrichsen, Melanie Eason, Shelly Schiernbeck (FLEX), Linda Friedrichsen (FLEX), Sharon Uhl, Susan Lund (EBCE and Job Shadows)
 - l. Library – Cindy Wilcke, Mary Rohlk
 - m. Your email address first initial last name @oabcig.org
(pmiller@oabcig.org)