



High School New Staff Handbook

2018-19

## 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 and Mr. Miller - the best principal ever!

- OABCIG has the premier Scholarship program in the state of Iowa.
- OABCIG Iowa Assessment Scores:

### HS Iowa Assessments % Proficient '17-18

Building	Grade	Reading	Math	Science	Social Studies
OABCIG HS	9	85.14%	86.49%	83.78%	89.04%
OABCIG HS	10	90.70%	90.70%	90.70%	94.19%
OABCIG HS	11	82.81%	84.38%	84.38%	92.19%

### • 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
2015	21.5	21.6	23.1	21.5	23.0	22.7	23.3	22.3	22.9	22.2
2016	20.8	21.4	21.7	21.4	22.0	22.7	22.5	22.3	21.9	22.1
2017	22.0	21.2	21.4	21.3	22.4	22.6	22.8	22.1	22.3	21.9
2018										

- 14 OABCIG teams have qualified for state competition, 11 All State Musicians, 11 All State Speech participants, and 39 Western Valley Conference Titles, 10 team or individual state champions in the last 7 years.

- **Mentor Information**

- a. Meetings in Ida Grove with Instructional Strategists and Teacher Mentors
  - i. Pippa Fineran - HS Instructional Strategist
  - ii. Julie Brown - MS Instructional Strategist
  - iii. Darla Ludvigson - BCIG Instructional Strategist
- b. Dates for Year 1 Teachers
  - i. Dates TBD
- c. Dates for Year 2 Teachers
  - i. Dates TBD
- d. New Staff Members - Building Buddy
  - i. Renee Fritz - Julie Staley
  - ii. Paige Whitney - Susie Maass
  - iii. Paul Weber - Carol Sadler

- **Resources**

- a. In House
  - i. Mistaya Hoefling
    - 1. Curriculum/STEM
  - ii. Julie Weeda
    - 1. Tech Integration, Technology, Facebook
- b. AEA
  - i. Cathy Heizelman-cheizelman@nwaea.org
    - 1. Special Education Consultant
- c. Newsletter, District Webpage
  - i. Amy Holst - aholst@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. Talk to Mistaya Hoefling for more information.
  - c. Julie Weeda - Tech Integrationist
  - d. Pippa Fineran - Instructional Coach
  - e. Use of computers
    - i. Reminder that school computers are public property and history of email, or browsing can be requested by press or public.
    - ii. Please see the building Staff Handbook for further technology policy guidelines.
- **Professional Development Focus for 2018-19**
  - a. APL
  - b. College and Career Ready
  - c. Culture
  - d. Peer Review
- **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
  - c. Always have sub information ready, and easily found. This should include class lists, seating charts, special instructions for tornado or fire drills, etc.
- **Homework/Assessments**
  - a. Make homework meaningful. Do not assign busy work (i.e. Word Search, crossword puzzles, etc)
  - 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.
- **CONTACT PARENTS:** If a student is struggling academically get parents involved immediately.
  
- **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 (forms in office)
    - i. Types of leave could include:
      - 1. Sick
      - 2. Personal
      - 3. 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, expect to see me in your room.
  - 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 Kelly Hewitt in Central office to receive notification of school cancellation.
- **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](http://www.oabcig.org)
- e. Business Manager - Kathy Leonard
- f. Supt Secretary - Kelly Hewitt
- g. High School Secretary - Tasha Tromp
- h. Custodial - Pat Brodersen (day)
- i. Custodial - Jeff Nollen - (night)
- j. Kitchen - Mary Renze
- k. Para - Sheri Conover, Melanie Eason, Shelly Schiernbeck (FLEX), Sharon Uhl, Susan Lund (EBCE and Job Shadows), Angie Rohlf, Allyson Iversen, Amanda Loger, Christi Ladwig
- l. Library - Mary Rohlk