

# CHS/CMS

## Staff Handbook 2018-2019



Providing a quality education that prepares our students for success in a diverse world.

This Staff Handbook has been designed for you to serve as a guide. It contains important information for the staff members of Chamberlain Middle and High School. Please read this material carefully. Staff should be familiar with the contents of this booklet and keep it handy for quick and easy reference. If you have suggestions for the improvement of this booklet, please notify the principal. The Staff Handbook will be brought up to date every summer.

### SCHOOL EXPECTATIONS

1. **C-Choose your attitude!** Be Positive, pay attention, and respect the needs of others.
2. **U-Understand your purpose!** Take charge of your education and be actively engaged in the lesson while being undistracted.
3. **B-Be here!** On time, prepared with work completed, and ready to contribute to the lesson.
4. **S-Succeed!** Dream big, set goals, and drive daily decisions on reaching those goals. Allow yourself to be helped and help others.

### MISSION

Provide a quality education that prepares students for success in a diverse world.

### CSD VISION

**We believe that the most promising strategy for achieving the mission of the CSD 7-1 is to develop our capacity to function as a professional learning community.**

**We envision a school district that:**

- Works collaboratively to achieve a common purpose and goals;
- Seeks and implements researched-based strategies for improving student achievement
- Monitors each student’s progress; and

- Demonstrates a personal commitment to the academic success and general well-being of all students.

### COLLECTIVE COMMITMENTS

In order to achieve the vision of a school district that functions as a professional learning community, the CSD 7-1 staff has made the following collective commitments:

- Align and utilize the South Dakota Content Standards to provide a guaranteed and viable curriculum for all students;
- Develop, implement and evaluate on a regular basis a School Improvement Plan that targets specific instructional areas and students identified by data analysis;
- Engage in meaningful, job-embedded staff development to enhance professional skills;
- Initiate individual and small group instructional programs to provide additional learning time for students;
- Provide parents with resources, strategies, and information to help children succeed academically;
- Utilize a variety of researched-based instructional strategies to promote success for all students; and
- Develop and implement effective local assessments and administer state assessments as directed.

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**NON-DISCRIMINATION POLICY** – The Chamberlain School District 7-1 does not discriminate on the basis of race, color, creed, religion, national origin, gender, age or disability in admission or access to, or treatment or employment in its educational programs and activities. Inquiries concerning Title VI, Title IX or Section 504 should be directed to Superintendent of Schools, 301 East Kellam, Chamberlain, SD 57325. Phone (605) 234-6867.

Complaints may also be filed with:

US Department of Education (816) 880-4202  
Office of Civil Rights (816) 891-0552  
10220 North Executive Boulevard, 8<sup>th</sup> Floor  
Kansas City, MO 64153-1367

**FERPA STATEMENT** – The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s educational records. A copy of the policies and regulations may be obtained in the building principal’s office or the superintendent’s office of the Chamberlain School District 7-01. Complaints regarding a violation of rights accorded parents and students should be submitted to the Superintendent of Schools of Chamberlain School District 7-1, 301 East Kellam, Chamberlain, SD 57325 or the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

**AHERA Regulation** The facilities of the Chamberlain School District have been inspected. All areas of concern regarding friable asbestos in the buildings have been corrected by removal or encapsulation for the protection of our students and others who work in, or have access to, the district buildings. Non-friable asbestos containing materials have been properly sealed to prevent alteration or destruction. A complete report of inspection information, testing results for the presence of asbestos, and

corrective actions taken in each building is available to any interested district citizen through either the office or building of the school involved, or in the administrative office for the entire school district facility arrangement. If you wish further information, or have questions about the district compliance with AHERA regulations as directed by the Environmental Protection Agency of the federal government, please contact Chamberlain School District Administrative Offices, 301 E. Kellam or phone 234-4477.

**Highly Qualified Teachers Parents** may request information regarding the professional qualifications of their children's classroom teachers. The district will provide a response to the parents' request in a timely manner. The request can be made to the Building Principal or Superintendent.

Parents must be provided timely notice that their children have been assigned or have been taught for four or more consecutive weeks by teachers who are not highly qualified.

If a parent makes a request for this information, the district will provide:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under "authority to act" status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

The notice and all information provided to parents will be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**DUE PROCESS** – All students and district employees are guaranteed due process rights as set forth by SDSL 13-32-4. Chamberlain School District 7-1 is in compliance with the standards established by the Board of Education. Those standards are:

- 1) Adequate notice of charges made

- 2) Reasonable opportunity to prepare for and meet the charges will be given
- 3) An orderly hearing adapted to the nature and circumstances of the situation will be conducted
- 4) A fair and impartial decision will be rendered
- 5) Article 24:07 of the Administrative Rules of South Dakota will be used to outline procedures and the definition of due process

**SEXUAL HARASSMENT** – The Chamberlain School District 7-1 acknowledges and endorses laws against sexual harassment. The district forbids any manner or form of infringement on the rights of others between and among the students and/or adults connected with the operation of the school district. Any student or employee who believes that they have been the object of physical or verbal harassment by another student or employee shall file a grievance with the appropriate administrator. Students or employees accused of sexual harassment of others shall be reported to the appropriate legal authorities and, if found guilty, shall be subject to expulsion from school or termination of employment.

**SURVEILLANCE CAMERAS** – Surveillance cameras are used on school premises. They are not monitored on a constant basis and may be periodically inoperable.

## **GRIEVANCE PROCEDURE FOR PARENTS, STUDENTS, AND OTHER PATRONS OF THE DISTRICT**

STEP 1- Informal: If a person has a grievance, they should first discuss the matter with the person who is directly responsible for the grievance in an effort to resolve the problem informally. Grievances (complaints) directed to the school board, administration, supervisors or other staff should be re-routed to include this informal step.

If the informal meeting fails to solve the situation, the grievance shall be filed with the immediate supervisor on a form supplied by the administration. The immediate supervisor will provide copies to both parties and seal one in an envelope to be delivered to the superintendent.

**STEP 2 – FORMAL: PRINCIPAL/IMMEDIATE SUPERVISOR:**  
Once a grievance form has been filed, a meeting shall be scheduled within five school or working days. If more than one school or supervisor are involved they all will be asked to participate. At the meeting both sides will present their side of the story. The principal/supervisor shall render a decision and its rationale in writing to both sides within five days.

**STEP 3 – FORMAL: SUPERINTENDENT:** If either side is not in agreement of the decision, STEP 2 will be repeated with the superintendent.

**STEP 4 – FORMAL: SCHOOL BOARD:** In the event of this formal appeal the Superintendent will schedule a Grievance Hearing with the School Board within five working or school days unless there are extenuating circumstances. The resolution offered by the School Board shall be the district’s final decision.

<b>Staff</b>		
<b>Name</b>	<b>Assignment</b>	<b>Room</b>
Carlson, Phil	HS Band	A2
Carruthers, Tom	7/8 Title Math	E5
Chilson, Lonna	Special Education	E6
Cox, Carrie	Chemistry/Physics	D2/3
Donovan, Amy	English	C10
Duffy, Allison	7 <sup>th</sup> Lang. Arts/7 <sup>th</sup> Title L.A.	E7
Dunaway, Jesse	Vocal Music	A1
Dyson, Melissa	8th Lang. Arts/8th Title L.A.	E8
Graves, Justin	Agriculture Science	B3
Giese, Lucas	PE/Health	E3
Gieseler, Susie	Title Language Arts/Speech	C7
Goltermann, Sandi	Special Education	E11
Hartman, Kelsee	MS/HS Art	D7
Kurtz, Bill	Social Science	B3
Larson, Bobbi	Special Education	C11
Longhenry, Amanda	MS/HS Life Science	D4

Long, Renee	English	C9
Nelson, Adam	7/8 Math	E4
Neuharth, Valerie	7 <sup>th</sup> & 8th Social Studies	E1
Richter, Brenna	PE/Health	E3
Pazour, Kelli	Math	D1
Powers, Cadena	7/8 Science	E13
Rademacher, Jeff	Math	C3
Schlaffman, Lisa	MS Computers	E9
Schlenkers, Katie	CMS Band	A2
	Sub	C5
Catoe, Walker	Social Science/Government	B4
Ten Eyck, Tom	Science	D5
Toering, Jerry	Math	D6
O’Grady, Peter	Building Trades	F1S/B6
VanderLey, Carissa	Social Science	B8
Waterbury, Brenda	English/Theatre	C8/C6
Wendt, Blake	MS/HS Math	E2
West, Sandy	Business Education	B9
Brownell, Jessie	Special Education	E10
Winter, Garry	Computer Science	C2
Donovan, John	CMS Science	F6
Hilson, Matthew	CMS Social Science	F7
Harbour, Hannah	CMS Math	F8
Toupal, Kari	CMS Language Arts	F9
<b>Para-Professionals</b>		
Brownell, Char	Special Education	
Hope, Marj	Special Education	
Hopkins, Sara	Special Education	
Hamiel, Wade	Media Center	
Titterington, Botany	Special Education	
Titterington, Janet	Special Education	
Todd, Linda	Special Education	
Sherr, Knippling	Online Learning	
<b>Traveling Staff</b>		
Carlson, Phil	9 <sup>th</sup> -12 <sup>th</sup> Instrumental Music	A2
Schlenkers, Katie	6th/7th/8th Instrumental	A2
Schlaffman, Lisa	Technology	E9
Hartman, Kelsee	Art	D7
<b>Custodians</b>		
Killion, Jim		B2
Graves, Evelyn		B2
Pazour, Zienta		B2
<b>Secretary</b>		
Natwick, Marlo	School	Office

**Administration, Counseling, and Support Staff**

High School Office .....	Office Number .....	234-4467
HS Principal .....	Jeff Steckelberg .....	234-4467
MS Principal .....	Rick Pearson .....	234-4467
Activities Director.....	Danny Hutcheson .....	234-4467
Counselor 6-12.....	Chelsey Tyrell.....	234-4467
Title Director .....	Tami Brown .....	234-4463
Public Health Nurse .....	Bridget Steckelberg .....	234-4463
Lunch Room.....	Lunch Time Solutions ..	234-4460
Superintendent.....	Debra Johnson .....	234-4477
Business Manager.....	Holly Nagel .....	234-4478
SPED Director.....	Karla Burke .....	234-4467
Technology Director.....	Nathaniel Winter .....	234-4467

**CHAMBERLAIN SCHOOL DISTRICT 7-1  
LINE OF COMMUNICATION**

As established in school board policy, the line of authority for the operation of district programs and facilities shall begin with the Board of Education. The daily operation of the district shall be delegated by the board to the superintendent. In the event that a designated officer is not present or otherwise unable to provide management, the following lines of authority are:

**GENERAL DISTRICT OPERATION:**

- Board of Education
- Superintendent of Schools – Debra Johnson
- HS School Principal (9-12)—Jeff Steckelberg
- MS School Principal (6-8) – Rick Pearson
- Elementary Principal (K-5) – Rocky Almond
- Activities Director (6-12) – Danny Hutcheson
- Counselor, Grades 6-12 – Chelsey Tyrell

Counselor, Grades K-5 – Kayla DeJong

**HIGH/MIDDLE SCHOOL OPERATION:**

- HS Principal –Jeff Steckelberg
- MS Principal – Rick Pearson
- Activities Director – Danny Hutcheson
- Counselor – Chelsey Tyrell

**ELEMENTARY SCHOOL OPERATION**

- Principal – Rocky Almond
- Counselor – Kayla DeJong
- MS Principal – Rick Pearson
- Activities Director – Danny Hutcheson
- Counselor – Chelsey Tyrell

Persons assuming the authority for the operation of the district or any division of its operation shall coordinate and communicate all decisions with:

- Dave Hrdlicka--Supervisor of Buildings and Grounds
- Foreman Services -- Director of Student Transportation
- Lunch Time Solutions -Food Service Director

**Student Supply List**

7<sup>th</sup> & 8<sup>th</sup> Grade

- Ear buds (headphones)
- 6-12 Pens
- 12-24 pencils
- Stylus for tablet
- Agenda Book (HS Office \$3.00)
- 6-spiral notebooks One-subject
- 6-two pocket folders
- 2- 3 ring binders (1.5 inch)
- Highlighter markers
- 2-Kleenex (for advisor class)
- Set of 12 colored pencils
- Glue Sticks
- Calculator w/sq root button
- 100 4x6 note cards

9<sup>th</sup>-12<sup>th</sup>

- 12-24 Pens
- 24 Pencils
- College rule Notebooks
- Folders w/pockets
- Scientific Calculator
- Daily Planner (HS office \$3)
- 12 Colored Pencils
- 100 index cards
- 2 boxes Kleenex (for advisory)
- Advanced Bio Supply**
- Notebook (1 subject or more)
- 1-inch binder or larger
- 100 Lined Notecards

**ALTERNATIVE ACADEMIC PROGRAMMING**

Our educational system provides alternative learning options for students who meet the criteria for assistance. In most cases, a referral is necessary to initiate the formal process of developing an alternative plan for the student. Prior to making a formal referral, it is beneficial to communicate with educators about the student in question. Much is to be gained by informal discussions prior to making a referral. Referrals are encouraged when enough information has been obtained. Referrals are not to be used as a strategy to remove a student from a classroom for convenience of the teacher. Several persons may refer a student. Parents/guardian, teacher, advocates, principal, and the student are examples of persons who may refer a student. Initially, referrals are to be made to the principal. In most cases the immediate director of the program will be contacted. The director will coordinate the necessary procedures such as obtaining parental permission to allow the district to make arrangements for further analysis, select IEP teams, and coordinate further multi-faceted testing, etc.

Below are the types of alternative learning options for students who meet the established criteria:

- Special Education Director**.....Karla Burke
- Teachers**.....B. Larson, J. Brownell, S. Goltermann, J. Richardson
- Paras**..... M. Hope, S. Hopkins, B. Titterington, J. Titterington, C. Brownell., W. Hamiel
- Title I Director**.....Donna Neeman
- Teachers**.....A. Duffy, T. Carruthers, K. Toupal, H. Harbor, M. Dyson, K. Pazour, J. Rademacher
- Speech**.....L. Chilson
- Guidance Counselor**.....C. Tyrell (6-12)

**Odysseyware**

Odysseyware is a computer based classroom program that allows students to work independently at their own pace on a variety of course offerings. Courses will need to be started at the start of semesters. This will allow students to take courses for: Credit Recovery, Summer School, Classes not offered at CHS, and courses that the student has failed in the past.

**Missing Assignment Policy**

All students are expected to turn in their homework at CMS/CHS. A centralized location for staff to track missing work is set up (the list) and will be utilized on a daily basis to run the missing assignment program. If a student is on the list **teachers can issue detention and** they can be required to work on missing work during the following intervention times:

- 1) Before school from 8:00-8:20, 2) During the students lunch period, 3) During the homeroom time, 4) after school from 3:25-4:00 p.m. (students will not be allowed to participate in extra curricular practices until after 4:00 if missing assignments).

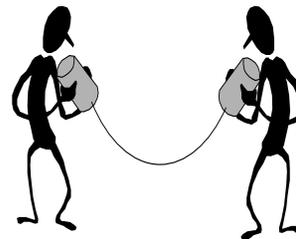
**\*\*NOTE: All students that have missed school regardless of activity, illness, etc. they will be placed on the Missing Assignment list.**

**SENIORS:** Seniors will be expected to stay during the Advisory Period if the students are not meeting the senior privilege expectations. It is a privilege, not a right!

**INCLEMENT WEATHER** - If inclement weather prevents school from starting on time or even being held, The CSD "School Messenger" program will be deployed. Announcements will also be made on KPLO radio 94 FM, and KWYR radio 1260 AM. Both KELO and KSFY television stations will also carry notices or use the school web page <http://chamberlain.k12.sd.us> and go to [cancellations.com](http://cancellations.com).

**GENERAL OPERATIONS**

**ANNOUNCEMENTS & Advisory** – A scheduled time has been set up to accommodate the ICU Program and Homeroom. Teachers who have items for announcements should have the information clearly printed and to the high school secretary, either in hard copy or by e-mail, by 8:45 AM.



**COMMUNICATIONS** - Much communication between the office and teachers as well as between teachers takes place over the Local Area Network (LAN). It is vital to the operation of the school and success of the staff member that everyone uses the computer and the

network effectively.

Internet communications during school time should be limited to business (educational) purposes.

There is a telephone available in each teacher's classroom. The phones are set up for local calls, 800 numbers, and voice mail. Long distance calls, other than 800 numbers, will need to be made

on phones set up for long distance (Counselor, Music, Office, Sped Director, and Technology Director.) Phones will not ring in classrooms while class is in session; voice mail will be activated if there are messages. Phone calls are not to be made when class is in session. Personal cell phones are not to be used when students are present.

**FAX MACHINES** - Available at the Central Office (234-4479) and the high school office (234-4476).

**COPYING** – Photocopy machines are available for teacher use in the workroom. Teachers must be aware of and abide by laws regarding copyrights.

**FOOD & BEVERAGES** – Students will be allowed to have beverage containers with screw on lids which seal the liquid in the container. No pop/soda will be allowed. Staff can ask the student to put the beverage in their locker. All beverages can be checked by teachers, SRO, or administration. No food items will be allowed in classrooms without permission from the principal.



**LOCKERS** – If a teacher has reason to believe that an illegal substance or item not condoned by school policy is located in a student locker, the principal should be notified so that a search can be conducted. Teachers should not conduct a search of a student locker by themselves. The same is true of book bags, coats, etc.



**MAILBOXES** - Each staff member has an assigned mailbox in the workroom. Mail is delivered daily from the District Administration Office. There is also a location in the HS workroom for outgoing mail and intra-district correspondence. Outgoing, school related mail receives postage at the District Administration Office. District mail should not be used for personal correspondence. Staff mailboxes should be checked at least three times daily (before school, at lunch, and after school).

CLASS SCHEDULES FOR REGULAR, LATE START, AND EARLY RELEASE			
Period	Regular Schedule	2-Hour Late Start	Early Dismissal 12:30
1	8:25-9:14	10:30-11:00	8:25-8:50
2	9:17-10:06	11:03-11:33	8:53-9:18
3	10:09-10:58	11:36-12:06	9:21-9:46
4	11:01-11:50	HS 4 <sup>th</sup> : 12:09-12:39 MS 4 <sup>th</sup> : 12:35-1:05HS	9:49-10:14
Lunch/ Advisory	MS Lunch: 11:53-12:16 MS Advisory: 12:19-12:45 HS Lunch: 12:22-12:45 HS Advisory: 11:53-12:19	HS Lunch: 12:42-1:05 MS Lunch: 12:09-12:39 (No Advisory Period)	MS Lunch: 11:41-12:04 HS Lunch: 11:13-11:36
5	12:48-1:37	1:08-1:48	10:17-10:42
6	1:40-2:29	1:51-2:31	10:45-11:10
7	2:32-3:21	2:34-3:21	11:39-12:30 (HS) 11:13-11:37 & 12:04-12:30 (MS)
Period	Early Dismissal 2:00	Early Dismissal 2:45	
1	8:25-9:05	8:25-9:09	
2	9:08-9:48	9:13-9:57	
3	9:51-10:31	10:00-10:44	
4	10:34-11:14	10:47-11:31	
Lunch/ Advisory	MS Lunch: 11:17-11:41 MS Advisory: 11:44-12:06 HS Lunch 11:43-12:06 HS Advisory: 11:17-11:41	MS Lunch: 11:34-11:57 MS Advisory: 12:00-12:23 HS Lunch: 12:00-12:23 HS Advisory: 11:34-11:57	
5	12:09-12:44	12:26-1:10	
6	12:47-1:22	1:13-1:57	
7	1:25-2:00	2:00-2:45	

**PHYSICAL INJURIES** – When a physical injury has occurred, the teacher should take appropriate steps to treat the injury and obtain assistance. The teacher must complete an Accident Report Form within 24 hours of the incident. The form may be obtained in the office.

**PRINTING** - Teachers may print from their computers to various printers in the building, the most typical and secure usually being the workroom printer. Teachers should be restrictive of students trying to print out volumes of information, especially off the Internet. Students should be encouraged to take notes from the screen rather than printing out entire documents, which also tends to lead to plagiarism.

**PROFESSIONALISM** – Teachers, staff, and other members should model professional behavior and conduct themselves appropriately at all times. Professional dress and behavior will help convey a sense of importance of school and will affect how students perceive the staff. Unless there is some special reason (Building Trades, Ag Science, & PE) or activity planned, blue jeans are not appropriate attire (no shorts). Staff may wear blue jeans and Cub Spirit wear T-Shirts on the designated Fridays set forth by administration. No T-Shirts, blue jeans or shorts are to be worn at any other times during the school year.



All staff should be in school on time. The school day for all teachers begins at 8:00 a.m. and ends at 4:00 p.m., provided employee responsibility for instruction and supervision has ended. On days when a late start occurs due to weather, employees are expected to report to work 30 minutes before the designated starting time. On Fridays, and days of early dismissal due to weather, employees may leave once instructional and supervision duties have been deemed completed by administration.

**Specific criteria for leaving early**

1. Students are gone for the day.
2. A parent or administrator does not need to meet with employee.
3. Teaching area and materials are left in an orderly fashion for the following teaching day in case the employee may become ill or have an emergency, and can not be present.

Teachers are expected to be in their classrooms at the above noted times unless extra-curricular assignments or professional or departmental meetings conflict. **Students must be supervised at all times. Do not allow students to be left alone in a classroom.** If, for some reason, you must leave the building during school time, other than lunch break.

Although teachers are asked to supervise hallways when classes are changing, unless there is an emergency, teachers should be in their classrooms when the bell rings.

**SECURITY** – Teachers are responsible for security of their classrooms and others area of the building they are using (locker rooms, offices, workroom, labs, weight room, storage rooms, etc.). Doors should always be locked and lights turned out when leaving a room. Students should never be left unattended, and valuables should always be secured.



Money should never be left anywhere in a classroom. All money should be kept in the secure room in office. Large amounts of money should be deposited with the District Administration Office.

Staff should never leave a computer unattended that they are currently logged on to. Passwords must be safeguarded, especially from students. If a teacher’s password has been jeopardized, a new one must be assigned immediately.

Teachers who use the building at night or on weekends or holidays must be certain the building is secure when they leave. Do not let students into the building if they are unattended.

**STAFF MEETINGS** – Regular meetings will be held for all staff members. All teachers are expected to be in attendance unless arrangements have been made with the principal in advance. Teachers wishing something to be placed on the agenda for a staff meeting should discuss it with the principal at least one day in advance. HS Meetings will be held in the Library and MS meetings will be held in the Makers Space classroom. Special staff meetings

may need to be held as the situation warrants, but every effort will be made to give ample notice for scheduling purposes.

**STAFF PARKING** – Spaces are available for staff parking in the front of the school building. Please observe spaces reserved for visitors and handicapped. **There is no parking behind the school** (north side.) If items are being delivered to the shop the vehicle needs to be unloaded and moved immediately.

**HS STAFF WORKROOM** – Teachers and staff may use the workroom, located off the main office, for a variety of purposes. The workroom contains the mailboxes, photocopier, and network printer as well as refrigerators, microwave, sink, etc. Space is available for reading or paper work, in addition to eating and conversation. The staff restroom is also located off the workroom. Students are not allowed in the staff workroom (Exception: student aides)

**STUDENT ATTIRE** – All staff are to monitor the school rules. Clothing promoting alcohol, drugs, sexual innuendoes, tobacco, racial slurs, obscene or questionable printing or slogans, which are in direct opposition to school goals, will not be permitted. See student dress expectations as written in the student handbook.

Any student that is in violation of the dress code policy will be sent to the office where they will be allowed the opportunity to wear a school issued shirt and or contact parents to have appropriate clothing brought to them.

**TECHNICAL ASSISTANCE** - The Technology Director is available to assist teachers with problems with their computers, printers, or other technology. Please be patient. Other staff members (particularly computer science teachers) can be another source of assistance. If a student Technology Aide is available, he/she can often solve the problem or answer the question. The Media Center Specialist is available to assist teachers and students with the use of equipment from or in the Media Center.



**TOBACCO FREE FACILITY** - Chamberlain High School is a tobacco free facility. No student, regardless of age, is allowed to

use tobacco in any form (including "E" devices or vapes) on school property.

## TEACHER PRACTICES & PROCEDURES

**ABSENCES** – Personal leave, professional leave, or absences due to school activities should be planned for and approved in advance as per district policy. Use the appropriate Leave Request form or the Travel Authorization Request form. In case of the necessity to use sick leave, please call the principal between 6:00 and 6:30 A.M. so arrangements can be made to find a substitute. Staff members should be certain that necessary items are available for a substitute to effectively conduct classes. Teachers should prepare a "Sub Folder" that might include such items as teaching schedule with times, locations, and course names, seating charts, designated lunch period and prep period, noon duty information, detailed lesson plans and instructions, names of students in each class that could assist and answer questions, etc. The Sub Folder should be left on the desk or in the teacher's mailbox.



**CONFIDENTIALITY** – Teachers must be aware of the confidential nature of much of the student information to which they have access. Discussions of a student's abilities, test scores, handicapping conditions, etc. should only take place when there is a need to know, and must not take place in open areas like hallways or workrooms where other people are able to overhear. Although student files are available in the office for teachers to review when necessary, they are not to be removed from the office at any time. Teachers should never discuss grades, attendance, or discipline of a student with another student or the parents of another student.

**ID (IDENTIFICATION) BADGES** – Each staff member will be issued two ID badges. Upon entering the building for the school day, staff members are required to wear an ID badge. ID badges may be removed at the end of the school day. An ID badge can be replaced, at the staff member's expense, at a cost of \$3.

**LESSON PLANS** – Lesson plans should be completed for at least one week at a time. Lesson plans are to be turned in by 8:30 a.m. of the week they are to be implemented. Lesson plans should include topic of lesson, daily objectives, textbook pages/chapter &

section for references, instructional method or activity to be completed, and materials to be used. The lesson plans need to be uploaded to the website created on [www.cubs.org/start](http://www.cubs.org/start)

### **Staff Procedures and Responsibilities to Ensure Implementation of FAPE**

1. Special education teachers will provide a copy of each student's present levels, goals, and services including behavior plans to all teachers and staff who work directly with that student within 5 days of the start of a new school year for existing special education students.
2. For students with current behavior plans, teachers and staff who work directly with the student will be informed in writing of any changes within 5 days after the meeting to amend the behavior plan.
3. Within 5 days after receiving student's records from previous school that includes a behavior plan, the special education teacher will inform teacher(s) and staff who work directly with the students about the plan and any subsequent amendments made to it.
4. Teachers and staff who work directly with the student will acknowledge on a signature page attached to the plan that they have received and read the IEP goals, services, and behavior plans and/or any amendments made. The signature page will be filed in the student's special education binder.
5. Special education teachers and staff are required to follow the behavior support plans as written. They will ensure data collection or progress monitoring has been completed as written in the plan.

**LOANING SCHOOL PROPERTY:** School equipment should not be taken from the campus without knowledge of the principal. Equipment is to be loaned to civic and charitable organizations only with approval.

**MAKE UP WORK:** Students have the right to make up assignments, tests, or other academic work missed when their absence is excused. Students have two days for the first day absent and one day for each consecutive absence thereafter. Work should be made up for absences due to school activities and preplanned absences before the student is gone or make

arrangements with the teacher.

**MASTER SCHEDULE/SCHEDULING OF EVENTS:** The school district master calendar is kept by the business office and is located in the administrative building. All school events, meetings, community use of school facilities, extra practices or rehearsals, etc. must be approved by the business office. From the business office, approval will be given and arrangements with other facilities/persons involved will be made. The master calendar is available online. When changes occur, the calendar will be updated.

**MEDIA CENTER** – Teachers may arrange for their class to use the Media Center with the media center para. Consideration should be given to how the Media Center is to be used by the class and how else the facility is being utilized at the same time. Coordination with other teachers may be necessary. Teachers should keep the media center para informed of research projects or outside reading assignments that will be required of students in their classes. Any special requirements or limitations for projects or assignments should be communicated.

**MOVIES/VIDEOTAPES/VIDEO CLIPS/DVDs** – Movies, videotapes, video clips, and DVDs that are shown during school hours must be related to curriculum objectives or for approved activities. No "R" rated showings are to take place without permission from the principal and written parental permission from all students' parents who are in the class.

**PLEDGE OF ALLEGIANCE:** The pledge of allegiance is to be given after the announcements. Students are expected to take part in this activity unless their religious or personal beliefs forbid participation.



**RECORD KEEPING** – Teachers should maintain accurate and up-to-date records for such things as textbooks checked out by students (identified by textbook number), other materials and equipment used by students, inventories, etc. Teachers are to also maintain a record of student attendance that can verify the records kept in the main office when necessary.

**SCHOOL PURCHASES:** All school purchases require a purchase order which has been approved prior to purchase. The various types of purchase order forms are available in the office.

**STAFF MEMBERS' CHILDREN:** When children come into the school with their mother/father they must:

1. Not detract from teacher prep time (8:00-8:30 a.m.)
2. Not detract from teacher work time after school (3:30-4:00 p.m.)
3. At no time should children enter a classroom when class is in session.

**STUDENT FIELD TRIPS:** All field trips must be cleared through the principal. Students are not allowed to drive vehicles for class purposes unless permission has been given through parents and the office. The person in charge of the group must check to make sure all students going have "yes" marked on their registration sheets for parental field trip permission. If a "no" is marked, further permission is required from the student's parent if they are to go. Anyone directing a field trip must make sure all students comply to rules associated with advance make-up slips.

**STUDENTS MISSING CLASS DUE TO ACTIVITIES:** There will be times when students will miss class or part of the school day due to a school activity. All coaches and activity directors are to provide an e-mailed list of students who will be missing, as well as the leaving time. The e-mail should be sent to all staff. This should be done at least three days in advance or as soon as possible.

**CMS:** The person in charge of the activity is to see to it that the students have advance make-up slips signed prior to leaving for the event. These should be collected by the person in charge of the activity and presented to the office before leaving for the trip. Students who fail to turn in or complete an advance make-up slip will not be allowed to leave school.

**STUDENT PASSES** – A staff member, who wishes to have a student come to their room during a time when the student is not assigned to that room, should issue the student a pass. Likewise, a teacher who wishes to allow a student to use media center during study hall should issue the student a pass to do so. A pass is to be issued for the use of the restroom.

**GRADES** – Although teachers are encouraged to utilize their computers for record keeping, they should also maintain a hard copy of grades for security. Records should be easily understood by anyone looking at the grades. Teachers will use the computer-grading program (Campus) on the LAN to issue midterm, quarter, and semester grades. Teachers are to up-date grades and record at least one grade in CAMPUS a minimum of once/week. Missing assignment grades will be changed to "T" symbolizing turned in on campus, as soon as assignment is turned in. If upon further review it is concluded the work is incomplete or not to standard the teacher can reassign "M" for missing to the assignment. Current grades for all students in all classes will be issued and disseminated to students and parents at midterm, as well as at the end of each quarter and each semester. Since HS semester grades are the official grades that determine if credit is issued, midterm and quarter grades are "running totals" of student grades to that point in the semester. Only quarter grades for 7/8 grade students are issued.

**SEMESTER TESTS: (CHS):** Semester tests are given at the end of each semester. The semester test will count 10% of the semester grade. The last three days of each semester are set aside for final testing. Semester test days are open campus with students only required to be in school during their testing times. A master schedule will be set up to accommodate semester testing and will be posted in teacher classrooms. Semester tests will need to be taken on the assigned dates of the tests. No tests will be allowed to be taken before the scheduled dates. Any tests that do need to be made up will take place after the assigned testing dates.

Students are eligible to be exempt from taking semester tests during second semester if they have missed five days or less of school (this includes medical /funeral absences) and have a "B+" (92%) average in each individual class (not cumulative). Seniors who scored proficient or higher on their SMARTER Balance exam will be issued a voucher to be exempt from one final first semester. The expectations stated above will apply to the SMARTER Balance incentive as well.

**Teachers are to keep semester tests on file until mid-term of the next grading period.**

**PARENT CONTACT-** CMS Awareness reports are to be sent out when a student is found to be deficient in a class (D or F) or has an Incomplete in a class. **CHS** A parent contact will be made by the teacher if a student is found to be failing a class or has an Incomplete in a class. It may be at

any time during the grading period.

AP Government/Honors Government  
Calculus

**8<sup>th</sup> Grade Algebra I High School Credit:** Students taking Algebra I in the 8<sup>th</sup> grade may receive up to one high school credit if they pass the HS level course and show mastery of the standards. The algebra I grade will be recorded on the high school transcript, with the unit of credit included in the requirements for high school graduation. The letter grade will be included in the high school cumulative grade point average.

All staff members are required to use the accepted grading scale below.

**Grading Scale and GPA Table:**

Percent Grade	Letter Grade	General Classes	Weighted Classes
100-99	A+	4.00	4.83
98-96	A	4.00	4.50
95-94	A-	4.00	4.17
93-92	B+	3.00	3.83
91-89	B	3.00	3.50
88-87	B-	3.00	3.17
86-85	C+	2.00	2.83
84-82	C	2.00	2.50
81-80	C-	2.00	2.17
79-78	D+	1.00	1.83
77-75	D	1.00	1.50
74-73	D-	1.00	1.17
72	F	0.00	0.00

**CHS & CMS Honor Roll**

**A Honor Roll:** Students must maintain an “A” average.

**B Honor Roll:** Students must maintain a “B” average.

**Weighted Classes:**

- Advanced Math
- Advanced Bio
- Physics
- AP English (11th & 12th)
- On-Line Course per principal discretion

**CHS General Classes**

***See Registration Handbook and Course Guide***

**Middle School Curriculum**

**6<sup>TH</sup> GRADE**

- Language Arts
- Social Studies
- Science
- Math
- Physical Education
- Reading

**7<sup>th</sup> & 8<sup>th</sup> GRADE**

- Language Arts
- Social Studies
- Science
- Math 7/Math 8/Algebra I
- Physical Education
- Health

**INCOMPLETES:** An incomplete is given only in those cases of absence or emergencies. An incomplete becomes an “F” after two weeks beyond the grading period (1<sup>st</sup> semester only.)

**Cheating Policy**

Any student in violation of cheating on an assignment at CMS/CHS will have the following consequences:

- 1) ISS for a length of 1 to 3 periods depending on the occurrence. (Office handles)
- 2) The student will be required to redo the assignment with the teacher, either before or after school, at a time set up by the teacher. (Teacher handles)

- 3) The student will be given 50 percent credit upon successful completion of the assignment. (Teacher handles)
- 4) If a student fails to come in and complete the assignment, teachers can leave the assignment missing as well as mark it as cheating through Infinite Campus. (Teacher handles)
- 5) Parent Notification will take place. (Teacher handles)

**(CMS)** All core subjects and exploratory classes will receive letter grades. Teachers must keep accurate records of student work to justify all grades. Any request for a grade should be provided in a timely manner.

**Independent Study** is designed to give a Junior or Senior student the opportunity to take a course that does not fit their regular schedule and/or a course needed for graduation. The student earns school credit for completing an individualized program of study not possible through the regular class schedule at CHS. An Independent Study takes one class period and earns .5 credits per semester. An Independent Study cannot count as one of the classes to meet minimum requirements, i.e. juniors and seniors must take at least six regular classes. Both teacher and principal approval is required and independent studies are only utilized as last chance options.

## **STANDARDS FOR PASSING (CMS)**

CMS grade students must have a 73% average in order to be promoted to the next grade. This average will be determined by using the five core courses the students are enrolled in each semester.

1. Special consideration will be given to students who do not meet the above requirements. Teachers, parents, principal, counselor, evaluators, etc. will be consulted in special situations.

## **STUDENT CONDUCT AND DISCIPLINE**

**INFRACTIONS:** These rules apply on school property and at school activities. In addition to the following infractions, other behavior, which is inappropriate, disruptive, or unsafe, will receive appropriate consequences.

CMS/CHS School Discipline Matrix				
Inappropriate Behaviors	Consequences			
<b>Class One</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<ol style="list-style-type: none"> <li>Classroom Disturbances</li> <li>Insubordination/Disrespect</li> <li>Unacceptable Behavior</li> <li>Profanity/Graffiti</li> <li>Inappropriate Dress</li> <li>Cell Phone Violation</li> <li>Technology Violation</li> <li>Missed Detention</li> <li>Three tardy marks</li> <li>Skipping (in building)</li> <li>Parking Violations</li> </ol>	Teacher Intervention with documentation shared with the office.	Teacher intervention or office referral w/ ISS	ISS	ISS or OSS w/ mandatory parent conference
<b>Class Two</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<ol style="list-style-type: none"> <li>Skipping &amp; leaving building w/o permission</li> <li>Severe offensive profanity/graffiti</li> <li>Falsifying information</li> <li>Significant Insubordination/Disrespect</li> <li>Tardy marks of 6+</li> <li>Accumulated Detention</li> <li>Cheating/plagiarism</li> </ol>	Parent contact and in-school suspension (ISS)	In-school Suspension	ISS or OSS	Parent contact and OSS w/ mandatory parent conference
<b>Class Three</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<ol style="list-style-type: none"> <li>Bullying/Cyberbullying/Harassment</li> <li>Vandalism</li> <li>Theft</li> </ol>	Parent contact and in-school suspension (ISS)	Parent contact and OSS	OSS w/ mandatory Parent Conference	Up to 10 days OSS or possible long-term suspension
<b>Class Four</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<ol style="list-style-type: none"> <li>Fighting on school property or at school sponsored activity</li> <li>Physical Assault</li> <li>Making threats towards staff or students</li> <li>Using Profane gestures or swearing at staff member</li> <li>Gang Activity</li> <li>Possession or use of tobacco on or at school property</li> <li>Possession or use of alcohol on or at school sponsored activities.</li> <li>Possession of drug paraphernalia/electronic vaping device on school property or at school sponsored activities.</li> </ol>	Parent contact and out-of-school suspension (OSS)	Parent contact and OSS	Parent contact and out-of-school suspension (OSS) up to 10 days and possible long-term suspension	Parent contact long term OSS.
<b>Class Five</b>	<b>Each Incident</b>			
<ol style="list-style-type: none"> <li>Alcohol Consumption/Possession/Distribution on or at school sponsored activities.</li> <li>Drug Consumption/Possession/Distribution on or at school sponsored activities.</li> <li>Arson</li> <li>Weapons Use/Possession/Distribution on or at school sponsored activities.</li> <li>Dangerous Threats</li> </ol>	Referral to Law Enforcement Authorities (SRO) and either suspension, long term suspension, or recommended expulsion from school.  Suspensions: 1-10 days Long term suspensions: 10+ days Expulsion: Remainder of school days			

**Bullying Policy:** Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

**CONSEQUENCES:** Students who misbehave, break school or classroom expectations, disrupt the learning of others, or are a threat to the safety and security of themselves or others are subject to the following consequences.

**Detention:** Students first offense detention will be assigned by the classroom teacher for up to 30 minutes of time. The staff member will issue a Detention Slip to the student stating the time, date and location of the detention.

All detentions issued will be served with the issuing teacher except the following exceptions:

1. If the student is on the list for missing assignments, detention will be at 4:00pm and served with the assigned detention supervisor.
2. If assigning teacher has after school commitments, detention will be served with the assigned detention supervisor.

Morning detentions 7:30-8:00am or lunch detentions will be served with issuing staff member.

**Detention Expectations:**

1. **Students will report to assigned detention by the time written on the detention slip.**
2. **All electronic devices (cell phones, iPod, iPad, etc.) will be turned over to the detention teacher or detention supervisor.**

**Office Referrals:** Students accumulating three office referrals will be assigned either In-School or Out-of-School suspension, depending upon previous incidents and will be handled by administration.

**In-School Suspension (ISS):** Students may receive ISS for more severe

misconduct or habitual misbehavior. Students spend from one class period to a full day working independently in an isolated area. Credit is given for completed schoolwork and assignments handed in the following day.

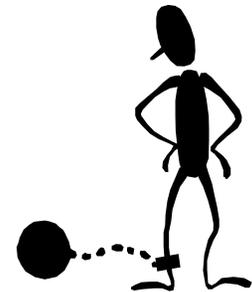
**In-School Suspension Expectations:**

1. All electronic devices (cell phones, iPod, iPad, etc.) will be turned over to the ISS supervisor or Administrator.
2. Time will be used to work on academic course work.
3. Failure to comply with these expectations will result in further intervention aligned with discipline levels. A meeting will be required with parents/guardians before the student can earn admittance back into their normal school environment/schedule.

**Out-Of-School Suspension (OSS):** Students may receive OSS for very severe misconduct or habitual misbehavior. OSS is considered an unexcused absence. Students on OSS will be given minimum a 73% credit for assignments turned in from missed school days. For the duration of the OSS the student may not be on school property, attend school functions, nor participate in co-curricular athletics or activities.

**Expulsion:** The School Board may expel a student for flagrant acts of misbehavior.

**CORPORAL PUNISHMENT** – The use of corporal punishment, defined as “any act of physical force on a pupil for the purpose of punishing that person,” is not acceptable in the Chamberlain School District and will not be tolerated as disciplinary measure. The term will not apply, however, to the use of reasonable physical force in the following situations:



- 1) self defense
- 2) protection of others from physical injury
- 3) protection of property of the school or others
- 4) removal of a student who has refused to comply with requests to refrain from disruptive behavior

5) restraint or control of a student who is out of control

By law (SDSL 13-32-2) physical force may be used by the superintendent, principal, supervisor, and teachers and their aids and assistants. This authority extends to any person delegated to supervise children who are authorized to attend a school function away from school premises and to school bus drivers. All employees, authorized by law, using physical force to control a student will document the incident in writing, with copies given to the principal and superintendent by the close of the following school day. The superintendent will keep the Board apprised of unusual or extreme incidents of the use of physical force.

**CLASSROOM RULES AND DISCIPLINE** – Each teacher should have clear rules and consequences established for student behavior in their classroom. These rules should be kept to a minimum and be simple to clearly understand and communicate. If appropriate, students may help establish the rules and consequences. These rules cannot supercede those of the school.



Consequences should be appropriate to the infraction.

They must be clearly communicated to every student and may be posted in the classroom. The goal of discipline is to induce the student to change undesirable behavior, not simply to punish. Discipline should be fair, consistently enforced, and appropriate to the situation

Although detention is a viable consequence for some infractions, it should be used sparingly and with some discretion. Detention slips are provided in the office and must be used properly by the teacher assigning detention. The teacher should give some consideration for the student's schedule when assigning a date for the detention. If the student does not attend the teacher's assigned detention, the teacher completes the Detention slip by assigning Official Detention (do not double the time, but make the minimum ½ hour), gives the yellow copy to the student for proper notification, and puts the pink copy into Official Detention Supervisor's mailbox. Students who miss the Official Detention will have their detention time doubled. Students who accumulate over two hours of detention will be assigned to In-School Suspension, unless they have already had their one allotted day of ISS, in which case they will be assigned Out-Of-School Suspension.

Teachers must remember that the result of issuing a detention could result in OSS very quickly for some students. Is the possibility of suspension an appropriate consequence for the infraction? Have other, perhaps more appropriate alternatives to detention been exhausted before the detention is issued? Teachers should consider that the real desired result is probably a change of behavior and more cooperation. Fairness and consistency is important in discipline, but so is concern and understanding.

## STUDENT ATTENDANCE

**RECORDING ATTENDANCE** – Teachers must record attendance with the office each period using prescribed procedures. This would normally involve identifying students who are absent or tardy on the classroom computer, which is linked to the office. If there is some problem with the network or the teacher's computer, written attendance information should be sent to the office periodically throughout the day.

**WITHDRAWAL FOR EXCESSIVE ABSENCES POLICY (WEAP): (CHS):** A student who accumulates more than 10 attendance points in one or more for-credit classes during a semester will be withdrawn from those classes with grades recorded as "F" and a resulting loss of credit. If one or more of these classes are at the start or end of the school day, the student is not to be on school property during those time periods. If one or more classes are in the middle of the student's daily schedule, he/she will be assigned to study hall. A student who accumulates more than 10 attendance points during a study hall period will be permanently assigned to study hall and further absences or unexcused tardies will be dealt with through the school discipline policy, starting at Stage 3.

The following procedures for notification of absence status will be enforced, although rapid accumulation of absences may preclude some steps. After a student has received absences from a class during a semester totaling:

**Five absences** – A letter will be issued by the administration for awareness purposes and the outcomes which are possible if attendance marks continue to add up. A period absent mark breakdown will be included and allow for parents to follow up with further questions.

**Eight Absences** – Parents/Guardians will be contacted to inform them of the situation and a meeting will be scheduled if possible. Students will have the option to make up attendance time by serving time with the classroom teacher after school, attending Saturday school sessions, or creating another plan with administration. **An attendance contract will be created and required to be signed by parents and**

**student at the meeting**

**Ten absences** – Ten absences –The attendance will be reviewed by the administration and a decision will be made based on the districts WEAP policy. Contact will be made with parents/guardian & truancy will be filed in cooperation with the districts SRO.

**Students 17 and under-** 70 total Absences/10 full days– Truancy charges may be filed based on individual situation. The count is based on semesters.

**WEAP** — The weaping of a student will be handled on an individual basis. If a student is weaped the student will be withdrawn from the class(es) and a failing grade(s) will be recorded. A letter of this action will be mailed to notify parents.



**Appeal** – If the parent or student wishes to appeal, they may contact the (1) Principal (2) Superintendent, and (3) School Board as per due process (see Grievance Procedures).

**SCHOOL ACTIVITIES:** Days missed for school activities do not count as attendance points, and therefore do not apply towards the Withdrawal for Excessive Absences Policy.

**MEDICAL:** A student who is absent from school because of being confined to a hospital or who has a note from a doctor indicating that he/she could not be in school, will be classified as medically excused. The absence will not count as an attendance point and therefore will not apply towards the Withdrawal for Excessive Absence Policy. The School Nurse is available on request.

**EXCUSED ABSENCES:** Each excused absence counts one attendance point. At the point of ten absences and the issuance of an Attendance Contract, exception can be made for medically related absences from school. Make-up credit will be given when class work or assignments are completed in the allotted make-up time, which is two days for the first day missed and one day for each additional day missed. Class work and assignments not made up in the time allotted will be given a grade of zero. THE NOTE OR PHONE CALL MUST BE RECEIVED IN THE OFFICE BY 4:00 PM OF THE FIRST DAY THE STUDENT RETURNS TO SCHOOL OR THE

**SATURDAY SCHOOL:** A student may choose to attend/or be assigned a Saturday School to decrease the number of accumulated attendance points. Saturday School will take place at least one Saturday per quarter at CHS from 8:30-2:00 pm. Time will be monitored by a staff member and students will be required to

document work completed during the time. Students will earn period attendance points for the full 5 hours.

**ABSENCE WILL BE RECORDED AS UNEXCUSED.** Examples of excused absences include the following:

- Personal illness excused by parents prior to the students return to class.
- Medical appointments including; doctor, dentist, counselor, etc.
- Professional appointments including court ordered appearances, attorney, etc. that could not be scheduled outside of the regular school day
- Serious illness or death in the immediate family
- Days missed for school activities do not count attendance points, and therefore do not apply towards the WEAP Policy
- Days missed for family/relative funerals do not count as attendance points, and therefore do not apply toward the WEAP Policy (maximum 3 days/year in-state, 2 additional days/year out-of-state.)

**UNEXCUSED ABSENCES:** Each unexcused absence counts as one attendance point. Credit recovery for class work or assignments will be given. Some unexcused absences may result in other disciplinary action. Examples of unexcused absences include:

- Suspensions, truancy, and absences unaccounted for by the school or home.
- Leaving school without properly checking out



**TARDY:** A student not present for any part of the first 15 minutes of any class, any period, will be counted "tardy." After 15 minutes the student will be counted absent. Students will be allowed three tardies per class per semester. For every tardy after the third, teachers are to assign detention. Habitual tardiness (six tardies) will be referred to the principal. When a student has reached seven tardies, the student will be given ISS or OSS, depending on previous incidents. 10 tardies will count as one period attendance point (one absent mark for that class.)

**SKIPPING:** Students in school but not in class will be considered skipping which will be recorded as an unexcused.

**SUPERVISION OF ACTIVITY/ATHLETIC EVENTS:** All certified staff members will be required to provide general supervision at a minimum of two school district events and will be compensated \$25.00 for each event for the school year. The events in need of supervisors will be identified by administration and a list will be distributed at the Fall Pre-service. Staff members may volunteer or they will be assigned a designated supervision post and be given specific guidelines to enforce.

**ACTIVITY COACHES/ADVISORS AND ACTIVITY/ATHLETIC ELIGIBILITY POLICY:** See Activities Handbook

## DRILLS AND PROCEDURES

### LOCKDOWN DRILL

**COMMUNICATION:** An emergency lockdown will be announced by intercom or other voice communication. If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact the office staff and provide as much information as possible. Fire evacuation alarms are not to be sounded.

### TORNADO AND/OR DISASTER DRILL

**FIRE & DISASTER DRILLS** – Law requires fire and disaster drills throughout the school year. Students should be informed in each class of the proper route and procedures for each drill.

The primary purpose of a tornado or disaster drill is to be certain that students get away from windows and areas where there might be falling debris from collapsing ceilings or walls in case of a tornado or other catastrophe.

**GENERAL PROCEDURE:** If the school is notified of an approaching tornado or disastrous storm, we will announce over the intercom that we are going to have a tornado drill and will ask

teachers to close their windows and doors and to take their students to the designated areas. All students should kneel down facing the wall, put their head down, and cover their head with their hands and arms. Be certain that they are not positioned in front of doors or near windows. You, as a teacher, are to remain with them and maintain order. No loud talking, pushing, shoving, sitting with friends, etc. Keep away from outside exits. An all-clear signal will be issued when everyone may return to their classroom.

### FIRE ALARMS/DRILLS

The following guidelines are to be followed:

The classroom teacher is to explain the exit procedures for their classrooms. EXIT PROCEDURE SIGNS AND MAPS MUST BE POSTED IN EACH ROOM. Refer to map of school insert for escape routes for each classroom. During the first two weeks of school, run through a few practices so students know what is expected of them. When the alarm sounds:

1. Close doors, windows, and turn out lights upon leaving the room.
2. Prevent noise and talking. If an emergency exists, administrators, police, fire department, and/or ambulance crews may need to communicate.
3. Once outside, remain quiet and in class groups. This will allow teachers to check roll to determine if someone is still inside the building. Teachers are responsible to see that students move a minimum of 50 feet from the building.
4. Watch for and stay clear of any/all emergency vehicles.

### SAFETY EXPECTATIONS



A top priority for every school system is to provide a healthy and safe environment for students. A continuous consciousness must be part of the total job performance regarding a safe learning experience and a safe environment.

Numerous case studies are available that directly clarify school accountability regarding safety expectancies. The courts have taken a stand that says parents send their children to school to

learn and/or experience activities and not to be involved in or subjected to injury because of risky practices of the school. Each individual in the school district needs to realize and be aware that being an employee of the school does not protect you from litigation as an individual, especially in cases where contributory negligence or overt negligence is determined.

Accidents will happen, even under sound safety practice. Too often a school employee finds themselves liable because of how they handled the situation after an accident took place. You are expected to know and practice the guidelines provided below and if you find yourself in a situation that is unique, try to remain calm and use COMMON SENSE.

#### GUIDELINES TO FOLLOW IN ORDER TO PROVIDE SAFETY PRACTICES TO BETTER PREVENT ACCIDENTS:

1. Assess and be aware of the potential safety risks associated with the learning experience. Examples: Type of science lab, welding projects, PE activities, kitchen labs, power tools, etc.
2. Make students aware of potential safety hazards and educate them to properly avoid risks.
3. Make it clear to students your concern for safety and make your expectations clear to them regarding their responsibility and accountability regarding proper behavior.
4. Address safety concerns frequently. Mentioning safety only at the beginning of the term is not sufficient enough; incorporate safety concerns frequently into your teaching strategies.
5. Report any dangerous activities or potentially dangerous situations to the office personnel.
6. Explain to your students what procedures will be followed if an injury or accident occurs.
7. The following are some basic examples (not all inclusive) of things which are to be avoided:
  - \*The throwing of any objects such as pencils, textbook, etc.
  - \*Students used to lift heavy objects
  - \*Students left unsupervised
  - \*Physical activities that appear to be in fun but are dangerous such as pushing/shoving

\*Jumping on someone's back, using equipment improperly, etc.

8. Make students aware of disaster and fire procedures for your teaching area.
9. Do not allow non-school (including alumni) to supervise or interact in any activities with students where there is propensity for injury.

## HOW TO HANDLE SITUATIONS IF AN ACCIDENT OR INJURY HAPPENS

If there is a serious injury, **do not leave** the injured person alone. This includes leaving them alone with other students, in most cases. Remain with the injured student, and have someone, another adult or student call or go for help, which ever best fits the situation. Try to remain calm as this will help to calm the injured person as well as other students. Remove remaining students or on-lookers from the area if needed. Keep the injured person warm and conscious if at all possible. Do not take action unless it is needed to stop excessive bleeding, to apply CPR, or to move the injured person from the immediate area because of exposure to further injury. DO NOT move the injured person if injury is to neck, back, or other body areas where the moving of the person may cause further injury. As soon as possible, and after medical help is called in the case of serious injury, notify appropriate school officials. Fill out accident report for all accidents/injury (minor or major).