

Hamlin School District
Middle/High School
2008-2009



Teacher's Handbook

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MISSION STATEMENT OF HAMLIN SCHOOL DISTRICT

To prepare and equip our students to become responsible citizens and succeed in an ever-changing world.

GUIDING BELIEFS

1. We believe that we will provide a non-threatening school environment for the well being of all students so they will have the ability to learn and develop.
2. We believe that students should be given every opportunity to learn all that they are capable of learning in the areas of academics and extracurricular activities to make them a worthwhile citizen in society.
3. We believe that the school has the responsibility to challenge, motivate, support, encourage, and believe in the abilities of all students in its care and to enhance their social and emotional well being.
4. We believe our staff will develop professionally so the use of the best educational practices will ensure a quality education for every student.
5. We believe that the unified school community should provide a model that they will foster in their students, which is the positive development of values, attitudes, and behaviors that make a responsible, productive citizen.

Hamlin Middle/High School 2008-2009

ART-----	PEGGY PROUTY
ALTERNATIVE HS-----	LORI ZIMPRICH
ATHLETIC DIRECTOR-----	BRENT SHEEHAN
BAND-----	JOSH EGGERS
-----	LISA PEDERSEN
BUSINESS-----	STEPH SAUDER
CHOIR-----	LISA PEDERSEN
-----	JOSH EGGERS
COMPUTERS-----	HEIDI NOEM
CONSUMER TECHNOLOGY-----	STEPH SAUDER
CURRENT EVENTS-----	LARRY GOEBEL
DRIVERS EDUCATION-----	LARRY GOEBEL
FAMILY & CONSUMER SCIENCES-----	STEPH SAUDER
GUIDANCE COUNSELOR-----	CAMMA MURPHY
HEALTH/PHYSICAL EDUCATION-----	LARRY GOEBEL
-----	CHRIS OWEN
-----	DARREL PORTER
-----	BRENT SHEEHAN
LANGUAGE ARTS-----	LAWANDA FEDT
-----	ABBY SCHULTZ
-----	MEGHAN WOUNDEDHEAD
LIBRARIAN-----	JOAN WASTWEET
MATHEMATICS-----	LARRY AHO
-----	BRAD NOEM
-----	RODNEY PALO
-----	DAN POPPEN
READING-----	GAIL KRAUSE
SCIENCE-----	MICHELLE BARTELS
-----	JANET JORGENSON
-----	CHRIS OWEN
SOCIAL STUDIES-----	ANGELA KESZLER
-----	GAIL KRAUSE
-----	DARREL PORTER
-----	LORI ZIMPRICH
SPANISH-----	KATIE SINGREY
SPECIAL EDUCATION-----	JANELLE SCHAEFER
-----	LISA MCINROY
STUDY HALL MONITOR-----	VICKIE KRACK
-----	JOY YORK
TECHNOLOGY COORDINATOR-----	TIM KOISTI
JR/SR HS SECRETARY-----	ROXY KERKVLIT
TUTOR/AIDE-----	PHYLLIS POPPEN
-----	MINDY EGGERS
-----	JOY YORK
PRINCIPAL-----	RICH SCHNEIDER

Chain of Command

The following chain of command should be used in the situation where the principal is not available: Elementary Principal, Assistant Principal, Athletic Director, Superintendent, and Business Manager. In the event that all of these personnel are unavailable, the administrator will designate a teacher/staff member to act in this supervisory role and deal with any emergency problems.

Computer Usage Guidelines

Students are required to follow all computer rules and guidelines. Students must log into synchroneyes at the teacher's request or will suffer consequences as outline in the discipline handbook and computer handbook. Students are not allowed to check out of study hall to go to the library to use their computer. The library is for reference and leisure reading only – not for using their computers out of the supervision of the study hall monitor.

Hamlin School District Phone Numbers

Junior High & High School Office -----783-3644
 Junior High & High School Fax Number -----783-3360
 Elementary/Main Office -----783-3631
 Elementary/Main Office Fax -----783-3632
 Hayti Gymnasium -----783-3913

Emergency School Closing

In the case of emergency school closings or inclement weather, which necessitates school closing or other modifications in the school day, the announcement will be made to Radio Stations (KWAT & KSDR) and/or TV Stations (KDLT, KELO, KSFY, & KTTW/KTTM) and will be followed up with the use of the calling tree. It is imperative that all people properly utilize the calling tree to ensure that it is successful.

Hamlin Board of Education

Board President -----Luke Holzwarth
 Vice President-----Mike Popham
 Member-----Joanie Butala
 Member-----Jeff Davis
 Member-----Paul Roe

Grading System:

Letter	Percentage	GPA	Description
A	93-100%	4.00	Excellent
A-	90-92%	3.67	
B+	87-89%	3.33	Above Average
B	83-86%	3.00	
B-	80-82%	2.67	
C+	77-79%	2.33	Average
C	73-76%	2.00	
C-	70-72%	1.67	
D+	67-69%	1.33	Below Average
D	63-66%	1.00	
D-	60-62%	0.67	
F (failing)	Below 60%	0	Did not meet expectations of class
I (incomplete)*			

Hamlin High School Graduation Requirements (Class of 2009)	Admission Requirements SD Board of Regents Colleges & Universities Northern State USD Black Hills State SDSU Dakota State SD School of Mines
English----- 4 Credits Computer Science ----- 1 Credit Mathematics ----- 4 Credits Fine Arts ----- 3 Credits Science ----- 2 Credits Social Science ----- 3 Credits Electives ----- 5 Credits Total Credits ----- 22 Credits	Top 60 % of graduating class OR ACT Composite Score of 18 or above OR High School GPA of 2.6 on 4.0 scale AND: A. 4 credits (years) of English OR ACT English sub-test score of 17 or above OR AP English score of 2 or above B. 3 credits (years) of advanced Math OR ACT Math sub-test scores of 17 or above OR AP Calculus score of 2 or above C. 3 credits (years) of Laboratory Science OR ACT Science Reasoning sub-test score of 17 or above OR AP Science Score of 2 or above D. 3 credits (years) Social Science OR ACT Social Sciences/Reading sub-test score of 17 or above OR AP Social Sciences score of 2 or above E. ½ credit (year) of Computer Science OR AP Computer Science score of 2 or above F. ½ credit (year) of Fine Arts OR AP Fine Arts score of 2 or above

*All course credits will be given credit on a semester basis only. In most every course, the student will receive ½ credit for each semester of work completed successfully. In other words, your transcript reflects whether you pass or fail each semester along with a letter grade. Your attendance will also be included on your transcript.

Pathways to Graduation (graduate of 2010 & beyond)

STANDARD Graduation Requirements (meets the requirements established for the basic high school program under SDCL 13-33-19)	ADVANCED Graduation Requirements (meets the requirements established for the recommended high school program under SDCL 13-33-19)	DISTINGUISHED Graduation Requirements (*) denotes offerings required to meet the South Dakota Opportunities Scholarship
English/Reading & Communication Art (4 units) (1.5 Writing and 1.5 Literature including .5 American Literature and .5 Speech)	English/Reading and Communication Arts (4 units) (1.5 Writing and 1.5 Literature including .5 American Literature and .5 Speech)	English/Reading and Communication Arts (4 units) * (1.5 Writing and 1.5 Literature including .5 American Literature and .5 Speech)
Social Studies (3 units) (1) U.S. History; and (.5) U.S. Government; and (.5) Geography; and (.5) World History	Social Studies (3 units) (1)U.S. History; and (.5) U.S. Government; and (.5) Geography; and (.5) World History	Social Studies (3 units) * (1) U.S. History; and (.5) U.S. Government; and (.5) Geography; and (.5) World History
Mathematics – (must include Algebra I) (3 units)	Mathematics (3 units) (must include Algebra 1, Algebra II, and Geometry)	Mathematics (4 units) * (must include Algebra 1, Algebra II, and Geometry)
Science (min. of 2 units of lab science) (2 units)	Science (min. of 3 units of lab science) (3 units) (must include Biology and Chemistry or Physics)	Science (min. of 3 units of lab science) (4 units) * (must include Biology and Chemistry or Physics)
Fine Arts (1 unit)	Fine Arts (1 unit)	Fine Arts (1 unit) *
Health or Physical Education (.5 units)	Health or Physical Education (.5 units)	Health or Physical Education (.5 units)
Economics or Personal Finance (.5 units)	Economics or Personal Finance (.5 units)	Economics or Personal Finance (.5 units)
Required Offerings: students must select (2 units) with any combination of) a. World Language, or b. Computer Studies; or c. Approved Career and Technical Education courses; or d. Mathematics courses in addition to meeting the math requirement above; or e. Science courses in addition to meeting the science requirement above.	Required Offerings: students must select (2 units) with any combination of) a. World Language, or b. Computer Studies; or c. Approved Career and Technical Education courses; or d. Mathematics courses in addition to meeting the math requirement above; or e. Science courses in addition to meeting the science requirement above.	World Language (2 years same Language) (2 units)* Computer Studies (.5 units) *
Electives (6 units)	Electives (5 units)	Electives (2.5 units)
Total Credits (22 units)	Total Credits (22 units)	Total Credits (22 units)

Accidents:

All accidents that take place on the school grounds must be reported and accurately described. Write a description of the accident and submit a copy to the office keeping a copy for your records. In order to keep record, a copy of the report will also be placed in the students file. The description should include the following:

1. date of accident.
2. location of accident.
3. name of individuals involved including witnesses.
4. full description of the accident.

Activity Tickets

Staff members will be **assigned** to work concessions **at least 2** home events based on the number of events offered. Although this is a condition of your employment, in exchange for working these events, staff members will receive a complimentary activity ticket. This is a requirement as part of your employment at Hamlin School District and as such, your cooperation is greatly appreciated. In order to support students and fellow staff members, you are encouraged to attend as many events as possible.

Adding & Dropping Classes

Any high school student may add or drop a **non-required course** from his/her course of study for up to one week from the beginning of each semester and will not receive a grade for the semester. Any drop-adds permitted (through the principal and being determined to be of extraordinary reasons) after this time will be entered as a withdraw-fail or withdraw-pass.

Advisory

Advisory period was added to the day to promote unity and an overall community atmosphere to the school. It also provides a consistent method for distributing and collecting information and monitoring the students academic progress toward the completion of their program of study. Students wishing to meet with an instructor during their Monday advisory period, will need to make arrangements with their advisor and the teacher they are going to visit. Reading day is designed so that all students are doing leisure reading (**not school work**) in order to provide a good setting for students to consistently read and increase their reading ability/volume. Teachers should be modeling this behavior by **reading themselves during this time**. **Unity day is meant for the students to do something together as a group and must involve all students collectively. This could include challenging another group to a competition of some sort (snowball, football, etc.) This is not another day for studying or reading and students should always be supervised.** The following days are designated for use and should be utilized as such unless approved otherwise by the principal:

- A. Monday - study hall/help session
- B. Tuesday - reading day (novels or books)
- C. Wednesday - activity/organization meeting day
- D. Thursday - leisure reading day (magazines, newspapers, or novels)
- E. Friday - Unity day

Students should be graded on the following criteria:

- a. Attendance and tardiness.
- b. Overall citizenship (polite and courteous participation in all activities).
- c. Preparedness (bring the correct supplies to class everyday including reading and/or study books, and planners – as necessary).
Students continually failing to bring a book or school work to class may receive a detention and/or have their grade docked.

Announcements

Announcements will be read daily at the end of the first HS period. A bell should ring and staff should not be instructing during this time to allow all students to hear the announcements. Students and staff are responsible for the information provided through the announcements. Teachers wishing to have information included in the announcements should submit that information to the secretary no later than 8:30 AM. Due to the hectic nature of the office in the morning, it is best to email the information as you would like it read in the announcements to Roxy the day before and give her a call to verify that she has it.

Budget Management & Requisitions

Teachers will be asked to fill out purchase orders for the purchase requests at the end of the school year (usually February). If these requests are approved, they will be ordered for you or in the case of local purchases or services, you will be allowed to order them as you need them. Donna will handle all purchase orders. Any purchases beyond this budget must be handled through the principal's office. Travel budgets will get approved on a case by case basis but will still need to be budgeted.

Care of Books & School Property

Each teacher is required to keep an accurate record of textbooks. Students should not be permitted to write in or otherwise deface school property. Any damage other than normal wear and lost materials should be charged to the individual student. Student fines or charges should be paid to the office. Let Roxy know the amount and send the student to her (to give the student a receipt). Textbooks should not be left where students would have "free access" to leftover copies nor should extra copies be handed out without good bookkeeping and accountability. Students will be required to pay for damaged or lost materials. Allowing students to leave their assigned books in your room is a practice that should be limited as students assume that the teacher will account for their book. Textbook numbers assigned to each student should be carefully recorded and used for collecting at the end of the year.

Church Night

Wednesday evening is considered Church Night and no activities should be scheduled for Wednesday nights. Organized rehearsals and practices will not be scheduled on Sundays without first discussing the situation and receiving approval from the administration. Students must be excused from any practices that are held on Sundays or Wednesday evenings.

Classroom/School Visitors

All classroom visitors must check in at the office before entering a classroom. The Principal should be informed prior to any special visitors. Students from another school may come to school for part of a day with prior approval and at the discretion of the administration. Student visitors must wear a visitor's badge at all times. Students failing to comply with rules or cause an inappropriate distraction should be referred to the office.

Classroom Expectations:

1. Teachers are expected to conduct class exercises in a manner which will ensure habits of fairness and honesty. Students should be forewarned of upcoming assignments and all areas that they are to be tested over.
2. Teachers should expect a high standard of excellence in their classroom. If there is a large percentage of failure in a course, this might be indicative of course material not presented within the comprehension level of the students.
3. Teachers should have their lesson plans and substitute folders ready at all times.
4. Teachers are expected to be in the hallways between classes to help monitor student behavior.
5. Students are not to be left unattended in classrooms. This includes advisory periods, study halls, and your planning periods. If a need arises to leave the classroom, please contact the office or send a student.
6. Students should not be detained from or pulled out of another classroom without the next teacher's knowledge or approval.
7. Teachers should dress and act professionally at all times.
8. Teachers should utilize a variety of different techniques which teach to the different styles of learning.
9. Students should be given time at the end of each period to ask for assistance and work on their daily assignments.
10. Homework should serve a useful purpose in the educational process and should not be used as punishment.
11. All great teachers have similar attributes: good organizational skills, ability to make learning relevant, practice effective collegiality, are passionate about their subject matter, are empathetic towards their students, are good listeners, and demand the best from themselves and their students.
12. As a general rule food and beverages should not be allowed in the classroom. Exceptions for rewards or special occasions can be made by contacting the office. JH students will not be allowed to chew gum or eat candy during school nor will they be permitted to have gum, candy, pop, or juice in their lockers.

Classroom Observations and Evaluations

The purpose of classroom visits is to assist the teacher and to offer constructive criticism and any assistance that is deemed necessary. All teachers in their first through third year of teaching will be evaluated using the summative evaluation instrument at least once per semester. All other teachers will be evaluated a minimum of once per year or based on the step in the optional three-year rotation cycle as outlined in the evaluation handbook. Informal visits will be used throughout the year to help provide sufficient feedback for both the teacher and the principal. Teachers should not be surprised by my presence in their classroom, as proper supervision requires regular observations of classroom activities.

Detentions & Detention Duty

It is more effective for disciplinary actions to be handled by the individual teachers. With this in mind, detentions should be served in your own classrooms whenever possible. Detentions assigned by the office will be served in staff members rooms on a rotating basis **or in the board room for lunch detentions.** At the beginning of the school year, staff members will be asked to sign up for a time to supervise detention.

Detentions should be served from **7:55-8:25** or **7:45-8:15** for those wishing to eat breakfast and **3:30-4:00** (except Friday afternoons, Monday mornings, or the day before breaks). The intent of the detention is for the student to spend additional time at school which may be an inconvenience. If the student cannot find transportation and miss the detention, the detention will be changed to a suspension which they will serve in the principal's office. Students wishing to eat breakfast in the morning should be assigned an earlier time (7:45) to permit their dismissal (10 minutes) for breakfast – make sure to communicate this to the detention supervisor. **Students who are late for detention should be assigned an additional detention (usually not documented) which is usually commensurate with the amount of time late (doubling the amount of time the student is tardy is a good standard) or may receive another detention at the discretion of the supervisor.**

Procedure for assigning detentions: If you assign a detention to a student, please make a copy and put it in the mailbox of the staff member assigned to supervise. If a teacher decides to supervise their own detention, the paperwork must still be submitted to the office.

Filling out detention paperwork:

1. The person assigning the detention is the person which will sign in the "office signature" blank
2. The offense will be carefully described in the offense space (2nd tardy, disruption of class, etc.)
3. In the space provided for "action taken" the staff member **must** write the following information concerning the consequence:
 - date detention will be served
 - time of detention (7:55-8:25, 7:45-8:15 - if eating breakfast, or 3:30-4:00) or lunchtime
 - supervising teacher
4. Make sure the students sign the form and give the student the original copy (white)
5. Make a copy (from the copy machine) and put it in the mailbox of the designated detention supervisor – a list will be posted on the bulletin board.
6. Give the other 2 copies to the office. We will mail one to the parents and retain the other copy for our records. **If you want a copy for your records, please make an additional copy from the copy machine.**

Supervising detentions. As a supervisor, it is necessary that the student bring ample homework to complete, especially if they were assigned a detention for failure to complete homework. Students should not be using a computer unless they are completing a project for a specific class. If they do not have any work, they should be reading a book/novel. Students will not be allowed to sleep or put their head down to rest during detention. If students are found in violation of these rules, they should be informed of the problem and if further problems occur the student may be assigned an additional detention. **Students assigned a lunch detention will eat their lunch in the board room or in another location determined by the supervisor and will not be allowed to communicate with their classmates and will be required to serve the entire period in the boardroom under the direct supervision of the assigned staff member. It is imperative that if a student misses a detention, the office is informed IMMEDIATELY so that it can be dealt with promptly.**

Discipline Strategies/Classroom Management

Staff is encouraged to use the lowest form of discipline in every situation. Strategies include – calling on them frequently, moving closer to them, reminding them of the classroom expectations, keeping them after class, keeping them after school, and detention. Effective teachers understand that a variety of strategies should be used before finally sending the student to the principal's office.

Dress Code

Teachers are expected to dress as professionals, and as such should be mindful of the expectations of this community. Shorts and tanktops should not be worn, except for special occasions as outlined by the administration such as Homecoming, etc. Blue jeans and a professional looking shirt are acceptable attire for casual Fridays.

Equipment Checkout

Teachers will be allowed to check out school equipment, which will assist them in the classroom. Teachers may checkout equipment for use at home. The forms for equipment check out should be obtained from the principal's office and must be completed before the equipment can be allowed to leave the building.

Fundraising

All activities designed to raise money for a school entity or other organization must be approved through the administration. If the organization has been fundraising for some time, they must complete an updated list to show what will be sold. No food, candy or beverages may be sold during school hours without special permission from the office.

Hall Passes and Student Planners

Junior High students are to have their assignment books (planners or agendas) with them at all time. Students who do not have an assignment book with them are not to leave your room **for any reason** except to visit the office or to visit another classroom for a **class**

requirement (ie – computer laboratory, library, etc.). The planners have a set number of passes to be used each quarter, after which time they cannot be used again. In other words, the passes cannot be transferred to the next quarter. Without these passes, students cannot leave your classroom, for any reason. If a student has lost their planner, they should be directed to the office, where they may be purchased for \$10.00. These new planners that will be sold by the office will not contain hall passes for the remainder of the current quarter except at the principal's discretion.

Incomplete Grades

Students who are absent from school just before the end of a quarter or semester may be given an incomplete grade on their report card and given extra time to make up the work. This allows the student to make-up all work missed during the absence without penalty. All incomplete grades are due 5 days following the end of the quarter/semester. Any student who does not have the work made up by this time will receive a zero on all outstanding assignments and the grade will be calculated and entered as such. The only exception to this policy will be for those students who have had an extension authorized through the office for a legitimate reason as deemed by the administrator. Students failing to turn in late or missing work will not be given the incomplete option.

Individualized Education Plans

The special education teacher will provide the classroom teacher with the list of goals for each student on an IEP. This information along with any information about who qualifies for special education is considered to be completely confidential and should not be shared with students or other non-school related personnel. The classroom teacher is responsible to see that the modifications described on an IEP are carried out in accordance with federal law. Classroom teachers are to make the necessary modifications under the direction of the special education teacher.

Inventories

Inventories help provide accountability of equipment for insurance purposes as well as capital considerations. Teachers are required to update their inventories by the end of each year. All items of value are to be listed on your inventory. These inventories should be kept on the server for adjustments throughout the year. New equipment or non-consumable supplies should be added immediately after receipt. Roxy will have copies and will explain how to gain access to these files.

Lesson Plans:

Teachers are expected to have the week's lesson plans filed in a **mail slot** located in the teacher workroom **no later than Monday at 8:00 am**. Use a format that is "user friendly" to you but the lesson plans **must** include all of the following:

Goals or objectives of the lesson.

Specific method to be used to present the material (small group discussion, jigsaw puzzling, lecture, etc.)

Content that will be covered – including page numbers or chapters.

Assignments to be given.

Assignments that are due or to be collected.

Lunch Duty

As part of the assigned duties of a teacher, they will be assigned to supervise noon lunch. As compensation for this duty, teachers are given a free lunch meal. Teachers are expected to be at the lunchroom a few minutes early and monitor the students in line and while they are eating ensuring that there are no problems. The supervisor should be **the last person to leave the lunchroom** ensuring that no food or drink leaves the lunchroom, there is no food thrown, condiments are returned to their proper place, etc. **The lunchroom monitor will also issue tardy slips to students that have cause to be late from the lunchroom to their regular classes and should be the last person to leave the lunchroom.**

Make-Up Work

Students will be permitted 2 days to makeup any missed work due to each day of excused absence.

Record-Keeping

In order to maintain accountability for the students, teachers are required to take attendance at the beginning of each period. The attendance does not need to be exported at the beginning of the period, if all students are present. However, the attendance needs to be completely accurate. If the student is absent, they will be required to obtain a makeup slip from the office and **should not be admitted to class without this documentation**. If the student comes to the class after being absent and they do not have an admit or makeup slip, they should be counted as an unexcused tardy and sent to the office to obtain the correct documentation.

A student is considered to have earned an unexcused tardy if they come to your class after the second (tardy) bell and they do not have a note from another teacher or the office. If a student is tardy, the teacher should ask the student for this pass which describes the reason for

their tardiness. If they cannot produce this pass, they should be counted as tardy-unexcused in your attendance. Students that have accumulated 2 unexcused tardies or more in your class, should be assigned the appropriate disciplinary action as outlined in the discipline handbook by the teacher, to be served as described earlier. The staff member needs to monitor the number of tardies any student has accumulated and take the appropriate disciplinary action.

Report Cards and Progress Reports (Midterms):

Report cards will be issued at the end of each nine weeks. They will contain the student's scholastic grade, attendance record, and in some instances, specific comments concerning student work ethic and conduct. A **personalized** midterm report **using the recommended form or a form approved by the principal**, will be sent home for any deficiency (D, F, or I) or a sudden decline in the student's performance and/or grade. Staff members should continually update student grades on the portal (**a MINIMUM of once every week – by Thursday afternoons**) and keep the students informed of their progress. Communication is essential to the success of all activities to include education. Parents and students should not be surprised by poor grades. These grades will be used to determine academic eligibility for activities. Phone calls and notes home to parents promote communication and alleviate further issues.

Requests for Professional, Sick, or Personal Leave:

Requests for professional, sick or personal leave should be handled through the principal with final approval through the superintendent. These requests will likely be approved pending the availability of substitutes and budgetary constraints. It will be your responsibility to locate a substitute for the requested days. Personal leave must be submitted for approval **at least three days in advance** of the anticipated absence. Exceptions to the three day notice may be granted by administration in cases of emergency and depending on availability of substitutes.

Professional leave will be granted on a case by case basis and may be subject to administrative discretion. Formal requests must be made to the office and approved before registering for workshops, making lodging requests, or other logistical arrangements. When requesting professional leave, please attach a copy of the workshop description or brochure to facilitate complete consideration. After completing the workshop, write a brief synopsis of the "high" points, a certificate of completion, and any benefits to the district that can be placed in your file.

All absences from school should be documented on a leave sheet to ensure that substitutes are paid and that your sick and personal leave accounts are accurate.

Only one staff member will be given professional leave for the DC trip for a maximum of 5 days to act as a chaperone.

School Keys

Employees are provided a key to the buildings as well as their room. These keys are for the staff members use only. It is illegal to make copies of the keys for anyone and/or borrow the keys out to anyone who is not an employee of the school without permission from administration. Checkout of the keys for the Hayti gym will be handled through the office. Students should not be given staff member keys to use as that grants them access to places that are intended to be accessed by staff members only. The school is equipped with a security system

Semester Test Policy

Students must meet **all** of the following criteria to be considered exempt from taking semester tests:

- a. 3 or less absences from your class period.
- b. 1 or less tardies from your class period.
- c. C or higher grade. **(Based on the average of the 2 quarters)**

Students may take the semester test to improve their grade and/or experience the pressure of a college type of examination.

Semester Test Schedule

Day 1	Day 2
Period 1: 8:31 – 10:05	Period 8: 8:31 – 10:05
Period 2: 10:08 – 11:45	Period 3: 10:08 – 11:45
Lunch: 11:45 – 12:20	Lunch: 11:45 – 12:20
Period 5: 12:23 – 1:55*	Period 4: 12:23 – 1:55*
Period 7: 1:58 – 3:30	*LAMD students may be late returning after lunch

- **LAMD bus will leave promptly at 9:25** and those students that do not meet the semester test exemption policy, will be **required** to

- attend as usual. Students not attending will be given zeroes for the days they are absent.
- Students arriving late or missing their test period will be expected to report to administration to be eligible to take the semester test. Without a viable and verifiable excuse, the students will be assigned a detention or will be retained in the office throughout the remainder of the day and/or all testing is complete. This is at the discretion of the administration.
 - Students that do not have outstanding disciplinary problems or do not have outstanding school work will be permitted to leave their classes after completing their test. There will not be any study halls conducted during these days for high school students. The bells will not ring for high school pass times, please watch the clocks carefully. **Students and staff are expected to be prompt and arrive for their tests at the appropriate time.**
 - Students should not be in the corridors, the gyms, weight rooms, or **unsupervised** in classrooms or the computer laboratory during this time. If they have computer projects, etc. to finish, staff need to supervise them. This is intended to create an environment which is conducive to **student's test-taking and studying**. This means students must **leave the building, go to the library, or sit very quietly in the hallway** when they are finished with their tests. Students should not be entering and exiting the gym and distracting the junior high or elementary students or interrupting classes.
 - Tests may not be rescheduled without permission from the principal. Students are not allowed to take their test at another time just to avoid coming to school on one of the days or because it is the only test they have during that day.
 - In order to promote the rigorous nature of such cumulative tests, the semester test should be long enough and rigorous enough to occupy **at least one hour** of the testing block for **ALL students**. **A copy of the semester test shall be submitted to the office at least one week prior to the test or if the test land on a Thursday & Friday, test must be submitted by 8:00 am on the Monday of the test week.**
 - **Suspensions will count as absences for semester test purposes.**
 - **Seniors will still be required to take semester tests like the underclassmen (remember to modify for the loss of days). Semester tests for seniors must be cumulative.**
 - **Semester grades will be weighted as follows:** Quarter 1 = 40%, Quarter 2 = 40% and Semester Test = 20%.
 - **Semester tests should not be open book and should be cumulative of both quarters and as such a comprehensive test of this nature should occupy a minimum of 1 hour. The test measures the student's understanding and retention of all necessary material and the teacher's ability to relay the material to the student. Students should be given ample time to prepare for the test and the teacher should allot time to help review the material, preview the material covered on the test, answer questions individual student questions or address possible misunderstandings. Textbooks should not be collected from students taking the semester test until after completion of the comprehensive testing activity. Other students in class those days may be given other useful and substantive material to complete to help stave off boredom and keep the student's attention.**

Staff Absences:

If you know you will be absent, contact the office as soon as possible and make arrangements for a substitute (an updated list will be provided at the beginning of the school year). In the event of an unplanned absence, call the office (783-3644) as soon as possible or Mr. Schneider (783-2108 or 881-8630) evenings or early morning (before 7:30 am). If you cannot reach the principal you may contact Roxy (628-2433) or Mr. Goebel (783-3852). Leave request forms (located in teacher workroom) should be completed immediately. If you are planning to be absent, please make arrangements with a substitute or if you are having difficulty locating a substitute, contact the office to request a substitute. Sick & personal leave will be charged by the hour if in-house substitutes are utilized.

Staff Meetings:

Occasionally staff meetings will be held. These will usually start at 8:00 am and be done at 8:25. These meetings are essential for the smooth operation of the school. These are **MANDATORY** meetings necessary to provide information including professional development. Excusal from such meetings must occur **prior** to the meeting and must be handled through the principal. Tardiness is unprofessional and unacceptable from students as it should be for professional staff members. **Promptness to these and all in-service and staff meetings may be reflected in staff evaluations and may be accompanied by other consequences if not immediately rectified.**

Student Aides

Student aides are directly under the supervision of the classroom teacher. They are not to be allowed to roam the building or to have pop or snacks during this time. Due to the confidential nature of materials located in the teacher workroom, they should not be in the workrooms without supervision or authorization.

Student Ineligibility for Activities

1. Students must meet grade requirements as set forth by the South Dakota High School Activities Association (SDHSAA handbook passing 4 courses the previous semester, has not reached their 20th birthday, etc.).

2. Students must maintain a D- average in each individual class. Grades will be checked every two week period to determine eligibility.
3. Procedure for administering the academic eligibility program:
 - A letter will be sent home each time a student is determined to be academically ineligible.
 - The Athletic Director will contact the Head Coach concerning student-athletes who are on this list.
 - The Head Coach will contact each effected student individually and that student will be directed to the Athletic Director where the student will sign a sheet outlining the eligibility rules with the grade/eligibility report attached to it. This method will be used to verify the student has been notified of the low grade.
 - Once a student raises their grade from this level, they are immediately eligible.
 - The effected students will then follow the phases listed below as a consequence:
 - A. The first phase the student will receive a one time (per semester) probation period. The student will continue to practice and compete.
 - B. The second phase the student must practice but may not compete until the grade is raised to a D- average. The student will be required to participate in the Teacher Assistance Program*. (see below for Teacher Assistance Program description)
 - C. The third phase the student may not practice or participate until the grade is raised to a D- average.

***Teacher Assistance Program:** Teachers will be required to provide daily assistance for the students (mandatory attendance) before or after school to work on their school work (until 4:00 or beginning at 8:00) until the student's work is complete **and** their grade has improved above the D- level. After completion of each mandatory help session, students must return to practice. Teachers having coaching duties will be required to provide this academic assistance and will miss part of their practice to help this student (before or after school based upon mutual agreement). Students not attending the daily mandatory help sessions will not be able to practice or travel with the team.

Substitute Folder/Materials

In an effort to maximize the educational value of each day, it is essential that we make the best situation out of any absence that may arise. The purpose of this substitute folder is to locate (in one convenient location) the necessary items to keep your class running and maximize the education of the students as you would desire in your absence. This folder should be located on your desk or in one of the drawers of your desk. Included in this folder will be the following items:

1. Class schedule (include special directions for special students).
2. Updated seating charts and/or attendance rosters.
3. Special supervisory directions.
4. Discipline plans, expectations or classroom rules.
5. Directions as to where extra things are in the classroom, where the copy machine is located, dismissal procedures, attendance procedures, necessary passwords, and any other pertinent information.
6. Special procedures for your class.
7. Copies of the teacher and student handbook

Syllabus/Course Outline

Teachers need to maintain and submit a course syllabus or outline to the office each year. The following items should be included within the syllabus:

1. list of rules
2. grading expectations
3. outline of course content
4. grading procedures
5. materials required
6. instructor information (phone number, email address, or method that you may be reached by a parent or student)

Teacher Workroom

Due to the confidential nature of the materials that could be found in the teacher workroom, students are not permitted in the workroom at any time. If students need copies, they should be directed to the library for assistance with that copy machine. If it is an **emergency**, please send a note or call Roxy in the office and she will help the student.

It is the teacher's responsibility to see that the workroom is left clean and orderly. Dishes and the microwaves should be cleaned after their use. Items should not be stored for extended periods of time in the refrigerator. Dirty dishes should be cleaned and put away the same day. Failure to comply may result in the forfeiture of the dishes. The staff mailboxes are to be checked and emptied on a regular basis to prevent clutter.

Teacher Workday

One of the most noticeable impressions that professionals can leave is their promptness and tardiness concerning meetings and their regular work day. Staff members are expected to be available for students, parents, staff, and other administrative functions from 8:00 am to 4:00 pm. Promptness is not suggested, it is required. On Fridays and the day before vacations, staff members are permitted to leave **after** all students have left the building. Please use the chain of command if you feel you cannot meet these times due to appointments or emergencies. This will eliminate the need for you to be contacted to ensure your safety.

Telephone Use

- Teachers will be provided a four-digit access code for long distance school related phone calls (business manager). It is in the teacher's best interest not to give this code out to anyone, as they will be billed for any non-school related phone calls.
- In order to promote the educational goal and prevent the number of interruptions from educational activities, telephone calls **should not** be made or taken during normal class or advisory time and should be limited to the teacher's planning time or their lunch time.
- Staff members expecting **emergency** phone calls should inform the office of the nature of the call and it will be forwarded, otherwise messages will be taken and given to the staff members at a later time.
- Staff members should not be using their cell phones during class time. Although it is not required, it is recommended that staff cell phones be left in their vehicle or turned to vibrate to decrease the chance of interruption to class.
- In order to best utilize the office staff, we ask that you remind your acquaintances or people that might be calling you frequently, that we will not forward non-emergency calls. Students **should not** be using staff member's phones. A phone has been provided for their use in the lobby of the school.

Title Compact Teacher Agreement:

Teachers will:

- Provide parents reasonable access to staff.
- Show respect for each child and his/her family.
- Provide parents with frequent reports on their children's progress.
- Provide an environment conducive to learning.
- Help each child grow to his/her potential.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the student and his/her families through parent teacher conferences at least annually
- Seek ways to involve parents in the school program (volunteer, participate, observe)
- Demonstrate professional behavior and a positive attitude.

Vacation Consolidation

The purpose of vacation consolidation is to ensure that students are responsible for the learning. Ensuring that all work is completed will encourage the student's responsibility and discourage the practice of consolidation of absences. Teachers will make every effort possible to ensure that students are given all material that will likely be completed during the student's absence. If a student does not complete the necessary homework, the teacher will inform the office and the student's attendance will be unconsolidated for that particular class.

2008-2009 CALENDAR

These dates are subject to revision due to weather and other unforeseen problems. To ensure proper planning for vacations, work, etc., please contact the office.

Aug. 25, 2008 – 1st day of classes
Aug. 29, 2008 – NO SCHOOL
Sept. 1, 2008 – NO SCHOOL (Labor Day)
Oct. 13, 2008 – NO SCHOOL (Native American Day)
Oct 23, 2008 – Dismiss at 1:30 (P-T conferences)
Oct 24, 2008 – NO SCHOOL (Teacher In-service)
Nov 26, 2008 – Dismiss at 2:30
Nov 27-30, 2008 – NO SCHOOL (Thanksgiving Break)
Dec 23, 2008 – Dismiss at 2:30
Dec 24, 2008-Jan 5, 2009 NO SCHOOL (Christmas Break)

Jan 5, 2009 – NO SCHOOL (Teacher In-service)
Jan 23, 2009 – NO SCHOOL Feb 12, 2009 – Dismiss at
1:30 (P-T conferences)
Feb 13, 2009 – NO SCHOOL (Teacher In-service)
Feb 16, 2009 – NO SCHOOL (President's Day)
Mar 19-20, 2009 – NO SCHOOL (Spring Break)
Apr 3, 2009 – NO SCHOOL (Teacher In-service)
Apr 9, 2009 – Dismiss at 2:30
Apr 10-13, 2009 – NO SCHOOL (Easter Break)
May 20, 2009 – Last school day (dismiss at 1:30)

2008-2009 Quarters, Midterms, and Semesters

Last update: 7/3/08

Quarter 1:

Begin: August 25
Midterms due to office: September 19 (mail out on September 22)
End: October 17
Quarter grades verified to office: October 21 (hand out at conference on October 23)
Days: 38
Conferences: October 23 (2:30 – 8:00)

Quarter 2:

Begin: October 20
Midterms due to office: November 21
End: December 23 (mail out on January 7)
Grades verified & due to office: January 6
Days: 40 (1 in-service day)
Semester Tests for HS students – December 22 & 23

Quarter 3:

Begin: January 6
Midterms due to office: February 6 (hand out at conferences – February 12)
End: March 6
Grades verified & due to office: March 10 (send out on March 12)
Days: 41 (2 in-service days)
Conferences: February 12th (2:30 – 8:00)

Quarter 4:

Begin: March 9
Midterms due to office: April 9 (send out on April 14)
End: May 20
Grades verified & due to office: May 20 or last work day(send out May 25)
Days: 48 (1 in-service day)
Semester Tests for HS students – May 19 & 20
Graduation: May 16th (Seniors failing grades due to the office 8:00 am May 13th)

Goals of 2008-2009:

1. Goals to incorporate technology into the daily classroom through regular monitoring of student progress, use of authentic and engaging activities, and support for their continued funding:

2. Develop goal for a vocabulary plan using some of the concepts from "Winning Words":

3. Identify one thing that frustrates you about your classroom/areas of supervision that you have control of:

4. Write a goal to help you overcome it:

5. Evaluation step (non-tenured = summative) - _____

- I intend to put a strong effort towards meeting these goals in the 2008-2009.
- I have read and agree to enforce and follow all guidelines in the student, evaluation, discipline, and teacher handbook:

(printed name) (signature) (date)

- I have read and agree to support this person (act as their critical partner) in their personal professional development goals:

(critical partner printed name) (critical partner signature) (date)

Must be completed and returned to Mr. Schneider by 12:00 (noon) on 8/20/08