

**DELL RAPIDS HIGH SCHOOL
STAFF HANDBOOK**

August 2023

TABLE OF CONTENTS

Non Discrimination Policy	3
High School Staff Directory	4
Teacher Work-Day.....	5
Lesson Plans.....	5
Instructional Materials	5
Teacher Leave.....	5
Substitute Folder	5
Supervision During The School Day	5
Discipline	6
Dress Codes/Inappropriate Language	7
Leaving Your Assigned Area Unattended	7
Administrative Announcements.....	7
Cellular Phone Use	7
New Teachers.....	7
Building Use Rules	8
Purchasing.....	8
Building Emergencies.....	8
District Line Of Authority	8
School Visitors.....	8
Local Soliciting.....	8
Attendance	8
Student Body Meetings.....	9
Concessions.....	9
Activity Funds.....	9
Accident Report Forms	9
Personnel Related School Board Policies.....	9
Crisis Planning.....	9
Request for Leave	9

NON DISCRIMINATION POLICY

The Board reaffirms the principle that every child -- regardless of race, creed, color, sex, cultural or economic background, or handicap -- should be given maximum educational opportunity for educational development.

Further, no student will, on the basis of sex, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The school district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

Students, their parents, and employees of the Dell Rapids District are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning the Dell Rapids School District's compliance with Title IX is directed to contact Mr. John Silvernail at 428-5473. Mr. Silvernail has been designated by the Board of Education to coordinate the school district's effort to comply with Title IX.

High School Staff Directory

Board of Education Members:

Troy Randall, President
Matt Weiland, Vice-President
Lee Bullock
Paula Harvey
Jeff Traill

Central Administration:

Dr. Donovan DeBoer, Superintendent
Barb Littel, Business Manager
Melissa Larsen, Special Education/Student Services Director
John Silvernail, Activities Director
Sara Taubert, Admin. Secretary

High School Administration:

Drew Bunkers, Principal
Eve Pickard, Administrative Assistant

Maintenance Service:

Bob Adams, Grounds and Event Facilities Maintenance
John Silvernail, Facilities Supervisor
Christine Schwebach, Custodian
Kyle Cavigielli, Custodian

Transportation Service:

Jeff Schmidt, Transportation Manager

Classroom Teachers:

Julie Barber, PE
Ashley Dunham, Art
Erica Fersdahl, Language Arts
Jason Fersdahl, Social Studies
Derek Genzlinger, Health
Jenna Gillogly, Science
Steven Hansen, Business
Kelsie Hauger, Spanish
Jordan Huska, PE/Fitness
Craig Jorgensen, Industrial Arts
Janna Kloth, Computers/Graphic Design
Eric Koithan, Math
Elizabeth Loosbrock, Science
Robert Michalscheck, Vocal Music
Sharon Mitchell, Language Arts
Melissa Nygard, Special Education
Karla Pulscher, Instrumental Music
Jann Saxon, Math
Jon Schulte, Social Studies
Dustin Steckler, Math
Nicole Stukel, Special Education
Shelby Vogel, Language Arts
Tom Wolff, Agriculture Education

Special Services:

Jeff Krumm, Technology Director
John Paul Jewett, Technology Assistant
Jennifer Ruesink, School Counselor
Rena Christensen, Psychologist
Ashley Henderson, Nurse

Associates:

Mona Aaker, Online Learning
Jennifer Krantz, Special Education
Sarah Lang, Special Education
Kendra LeBrun, Special Education
Laura Scott, Media Center
Patricia Wilson, Special Education

TEACHER WORK-DAY

The regular teacher workday is an eight-hour day. Teachers may arrive any time between 7:30 am and 8:00 am. Teachers may leave the school any time after 3:30 as long as they have put in the required eight hours. Teachers who need to be late or to leave early should obtain permission from the Principal.

High School Teachers are provided a 90 minute period during each day is to be reserved for:

1. Lesson planning to implement essential elements of instruction and principles of learning
 - a. creation of learning targets aligned to SD DOE adopted standards for each content area
 - b. design of teacher activities aligned to SD DOE adopted standards for each content area
 - c. design of student activities aligned to SD DOE adopted standards for each content area
 - d. integration of technology and 21st Century Skills
 - e. creation of formative and summative assessment
2. Collaboration with the principal and/or other teachers
3. Revision of current curriculum documents
4. Grading of student work and providing feedback regarding student progress and/or achievement
5. Meetings with the school counselor regarding utilization of test results
6. Peer Coaching activities
7. IEP meetings
8. Other activities approved by the Principal

LESSON PLANS

All teachers are required to create weekly lesson plans. These plans should be saved to the O-Drive (33-Tch-Tch_Common Core Alignment Documents_HS) or in Google Drive/Classroom. These lesson plans should contain well-crafted, specific, and content standards-aligned student learning targets. The plans submitted via book or on-line should not be considered to be all-inclusive. They should, however, be complete enough for a substitute to conduct classes in the event a teacher is absent.

INSTRUCTIONAL MATERIALS

Teachers should thoughtfully select materials to enhance students' learning. All materials must be appropriate for students at their age level and must be intellectually challenging and societally relevant. Special consideration should be given to the selection of rated movies. Movies designated as "R" rated are not appropriate for classroom instruction unless special permission has been granted in advance by the Principal.

TEACHER LEAVE

The BOE has established a sick leave policy under which a substitute will be provided and paid by the Board of Education for a maximum of 12 days per year, cumulative to 90 days, without deduction from the salary of the regular teacher. See the Negotiated Agreement for the appropriate use of sick leave. Teachers should contact the high school secretary and complete necessary paperwork as soon as he/she is aware a substitute is needed.

SUBSTITUTE FOLDER

Each teacher will create a folder in which to keep materials in the event of an absence. The folder must contain:

- General directions (attendance, bell times, location of points of interest, lunch duties, etc)
- Complete and up-to-date seating charts and class lists for all classes and study halls
- Suggested student helpers for each class period
- Teacher's daily schedule (with room assignments listed)
- Safety information (fire, tornado, stay put, secured perimeter, lockdown)
- Alternate assignments if possible
- Information relating to the location of equipment, supplies, materials, and lesson plans

All teachers should prepare students in each class for a substitute teacher by outlining his/her expectations prior to being gone.

SUPERVISION DURING THE SCHOOL DAY

All teachers are directed to be in the hall during passing periods. Maintaining an orderly and safe atmosphere is everyone's responsibility. Take an active role - silence is approval. Other duties may be assigned by the Principal.

DISCIPLINE

Teachers and directors of activities are expected to maintain control over students, whether in the classroom or during an activity. Discipline cases which are unusual and require assistance may be sent to the Principal. Alert the office when assistance is needed. Teachers are asked, however, to do this only as a last resort or in cases where the violation is unusual.

Though the word "discipline" is generally used to describe the level of attentive behavior necessary for students to be taught, it also carries two negative connotations of control through force and fear. Reward positive behavior and avoid harsh response to negative behavior. Separate the student as a person from his or her behavior. Reliance on force and fear destroys two relationships between teacher and student and should be avoided. The over-dependence on discipline, per se, may do little more than generate the lack of it as the hostility it breeds manifests itself through increased anti-social behavior caused by fear or anxiety. All this suggests is that the regimentation connoted by the word "discipline" is to be avoided.

The environment for learning, however, must be orderly enough so students are able to function in it and arrange themselves in it in order to learn. It is well known that learning is facilitated by learner curiosity and active involvement. One of a teacher's tasks is to establish this precondition and positive environment. A delicate balance must be maintained between orderliness and chaos as students are encouraged to test their own personal bounds of curiosity, discovery, and creativity.

Teachers who maintain a good classroom environment understand:

- Enforcement of trivial rules is a misdirection of energy. Concentration should be on critical issues and problems.
- There is a difference between busy "noise" (students actively engaged in an academic task) and chaotic racket.
- Planning various kinds of class activities prevents student boredom. Consider mental, physical, social, and developmental needs of students. What is appropriate for a senior may not be the best for a ninth grader.
- Opportunities for active participation help divert student attention from play to work.
- Fairness is crucial - standards apply to all.
- Classroom policies and procedures must be clearly understood and universally known.
- Having clear lesson plans (with learning targets) and starting at the beginning of the class is critical.
- Enthusiasm (selling the subject) is infectious and gives the student interest.
- Self-control is crucial.
- It is important to develop a personal style.
- Students have a right to be respected as persons.
- Positive thought and behavior sets the tone.
- Making mistakes is human - admit them.
- A good sense of humor helps establish a good atmosphere.
- Students have a sense of dignity which must be respected.
- There is a difference between a student and his behavior; the student must not be rejected along with his behavior.

Teachers must not:

- Over-react to every situation, levying maximum penalties for every infraction.
- Over-depend on single techniques.
- Give homework or additional school work as punishment.
- Threaten to do anything they are not prepared to do.
- Publicly humiliate a student.
- Risk punishing an innocent student by acting on suspicion.
- Physically abuse children. It is educationally unsound, psychologically dangerous, legally risky, and demeaning to all who engage in it.
- Arbitrarily establish sets of ex post facto rules to punish creative offenders.
- Get caught without something for students to do. All instructional time should have some purpose.
- Have favorites who can "get away with murder."
- Try to become "one of the students".
- Hesitate to seek help.
- Lose their tempers.
- Expect more than the classroom context can allow for.
- Regularly send students out of the room for misbehavior. This should only be done as a last resort.

Maintaining proper order in school and at school sponsored functions is the responsibility of all school employees. Discipline in the individual classrooms is the responsibility of the classroom teacher. All teachers should make policies, rules, procedures, and expectations regarding the operation of their rooms understood and widely known very early in the school year. In the event it becomes necessary for a teacher to send a student from the classroom, the student must be told to report directly to the office. When a teacher sends a student from the classroom to the office, he/she must notify the office the student is coming. The Principal will handle the situation based on the information supplied, the severity of the infraction, and the frequency with which the student has been in the office. The Principal will communicate his actions to the teacher.

Teachers are urged to take advantage of all tools at their disposal to deal with violations of school and/or classroom rules prior to resorting to send students to the Principal. These strategies include verbal reprimands, notes to parents, telephone calls to parents, conferences at school with parents at your request, conference with student before or after school, classroom detention, change of seating, conference with the principal, referral to the office. Communicate with parents; they want and need to be informed about their child's progress and behavior in school. Their help can be of great assistance in preventing future and/or more serious problems.

APPROPRIATE CONDUCT / APPROPRIATE LANGUAGE / DRESS CODE

All staff members are required to maintain appropriate communication with all students regardless of whether school is in session or not. This includes face-to-face and electronic communication. All communication from staff to student should be written as a professional representing the Dell Rapids School District. This includes word choice, tone, grammar and subject matter that model the standards and integrity of a district professional. Always choose words that are courteous, conscientious, and generally businesslike in manner. In addition, it is important for all the adults in the school system to set the example for what is proper and appropriate language and dress. For this reason, we will expect all employees of the Dell Rapids District to dress in a professional manner when at school. We would ask that staff refrain from wearing blue jeans during working hours unless given specific permission by building principal or another supervisor. Please note, some activities or events may require staff members to dress more casually.

LEAVING YOUR ASSIGNED AREA UNATTENDED

Teachers must not leave students assigned to them unsupervised in classrooms, study halls, or practice settings. Doing so may place the teacher, as well as the school district, in an indefensible position, and therefore cannot be tolerated.

ADMINISTRATIVE ANNOUNCEMENTS

Morning Announcements - The announcements will be e-mailed to teachers by the beginning of 2nd block each morning & will be read in classrooms at the teacher's discretion, not over the intercom. There will be a posted copy of these announcements in the office window for students to view throughout the day. Anyone who wishes to include information in these announcements should e-mail, phone or deliver their information to the HS office before 8:45 a.m.

Monthly Calendar - For the most up to date school events & activities, please consult the district website.

Opening School Duties For All Teachers - Teachers should submit transcripts of college credits and teaching certificate. These documents are kept on file in the Superintendent's office during the teacher's tenure at the school. Report any needed textbooks or supplies to the Principal on opening day. Indicate the exact title, author, edition (year), publisher, mailing address, company code or order number. Be sure books are numbered and stamped. The stamp is available in the office.

CELLULAR PHONE USE

It is important to set a professional example as a school employee. Teachers and staff should restrict their cell phone use to school and educational purposes if and when students are present. Personal use of cell phones should be done during their prep period or during lunch.

NEW TEACHERS

Teachers new to the system should file the following:

- Income tax withholding certificate
- Teacher's Certificates
- An official transcript of your credits from your college(s)
- Fingerprinting, DCI and FBI forms

BUILDING USE RULES

NO ONE IS TO GIVE STUDENTS OR NON-SCHOOL EMPLOYEES KEYS TO THE SCHOOL.

If you have an activity that requires use of school facilities, you must be present at the school at all times the students are present. When using the building in the evening for practices or non-public activities, the outer doors should be locked and latched behind you upon entering. If students are working with you, see that the door is secured after your group assembles. Take proper steps to exclude unauthorized persons from attending rehearsals. Parents, patrons, or adults having legitimate errands may be admitted. When leaving, be sure that all exits are locked and lights are off. Be sure to **DOUBLE CHECK!!!** Coaches, physical education instructors, music and speech directors or others working with student groups must remain until the **LAST STUDENT** leaves. Be sure that showers, heating units, and lights are turned off, **CHECK ALL EXITS!!!**

No school sponsored activity may be scheduled on Wednesday after 6:00 p.m. (church night), or on Sunday unless special permission is obtained from the Principal.

PURCHASING

Prior approval from the Principal is required for all purchases - no exceptions. Requisitions will be submitted online for approval.

BUILDING EMERGENCIES

In the event that the Principal is out of the building and unable to be reached for building level issues, the charge of the building will fall in the following order: (1) Superintendent, (2) Athletic Director, (3) Business Manager.

DISTRICT LINE OF AUTHORITY

In the event that the building Principal is out of the building and unable to be reached for issues requiring district level administrative decisions or action, administrative assistance should be sought through the following line of authority the in the respective buildings: High School – (1) Middle School, (2) Superintendent, (3) Facilities Director/Activities Director.

SCHOOL VISITORS

All visitors must first check in with the high school office and must be identified with a visitor lanyard. Please ask visitors if they have done so; if they have not, direct them to report to the office or escort them there. Notify the office of visitors.

LOCAL SOLICITING

Public soliciting, in which tickets or merchandise are sold or donations of cash or merchandise are sought, may be carried on by school organizations only after permission is granted by the Principal.

ATTENDANCE

Tardy to 1st Period - Students late to school **MUST** have a **tardy slip** from the office before being admitted to class.

Attendance will be during each period. Teachers will use the Campus attendance program to record all attendance data.

If a student becomes ill during the school hours, please send him/her to the office. Never let a child who is ill go home alone. We will provide transportation, call the parents, or send another student along.

Do NOT send students downtown on errands without the permission of the Principal. No student is to leave the school premises during school hours without the permission of the Principal.

Students Tardy To All Other Classes - Do NOT send students to the office to get a pass when late to class. Teachers should expect students to be on time, and **have consequences for habitual late arrivers**. Please mark the tardy in Infinite Campus. If a student's tardiness is excessive, please notify the principal.

STUDENT BODY MEETINGS

All group meetings will be scheduled through the Principal's office and with the approval of the Advisor. Advisors **MUST** be present at all meetings.

CONCESSIONS

Permission to sell refreshments at any school function will be granted only by the Athletic Director and/or Principal.

ACTIVITY FUNDS

Money earned by the various activities of the school shall be turned in at the Business Manager's office where a proper accounting will be made and funds of all groups deposited in a Trust and Agency account. Teachers who are assigned as advisors of activities are asked to make sure that the funds earned by their groups are handled in this manner. A receipt is issued for each deposit. Withdrawals are made by check upon written order signed by the advisor and Principal. A statement of the accounts of the different activities is made at the end of each month, and status of any particular account may be ascertained at the Business Manager's office.

ACCIDENT REPORT FORMS

In the event a student is injured while under your supervision, please complete the accident report form found in the office. Complete the form and turn it in at the office as soon as possible after the accident occurred, no later than at the end of that same day. Supply as much information as possible. In the event of an emergency, render whatever assistance is necessary first, contact the office or send a student for help, and complete the Accident Report as soon as possible.

PERSONNEL RELATED SCHOOL BOARD POLICIES

All staff members are responsible for knowing and adhering to all School Board of Education adopted policies. These policies are provided for you on the school website and in paper form within the district office.

CRISIS PLANNING

All staff members have been provided crisis plan materials and instructions. All staff members are responsible for knowing and adhering to the instructions provided them and following all district and building instructions in case of crisis drill or crisis event. Any staff member who is not confident of the proper procedures is required to notify the Principal and receive additional instruction. Regular drills (announced and unannounced) will be held during the school year. Staff members must be aware of the location of all crisis materials within each room they frequent (i.e. computer labs, classrooms, library). For example, teachers must be sure to know the location of the name sign, all class rosters, and crisis bucket.

REQUEST FOR LEAVE

Staff members requesting leave from their school duties must use the form(s) provided on the district webpage. Forms are then to be turned in to the Principal for consideration. All leave must be requested at least five days prior to the date(s) being requested... addition time is appreciated.