

**WYNDMERE  
HIGH SCHOOL  
TEACHER'S  
HANDBOOK  
2016-17**

**ADMINISTRATION AND BOARD OF EDUCATION  
WYNDMERE PUBLIC SCHOOL DISTRICT #42—2012-13**

Superintendent .....	Dan Dalchow	President.....	David Buskohl
Principal/HS.....	Scott Strenge	V. President .....	Chris Busche
Principal/Elem .....	David Hanson	Director .....	John Manstrom
Business Manager.....	Janice Illies	Director .....	Janet Bell
Secretary .....	Shari Hetland	Director .....	Melissa Johnson

**BOARD MEETINGS ARE HELD ON THE SECOND MONDAY OF EACH MONTH**

**HIGH SCHOOL AND JUNIOR HIGH EDUCATION:**

Scott Strenge.....	Principal, Activities Director, Varsity Football Coach, Asst. Track Coach
Cynthia Anderson.....	Business, Yearbook Advisor
Cara Cody-Braun .....	Spanish, 7 <sup>th</sup> English
Amber Fyre.....	Science, VB Coach
Tammy Goerger .....	Music Instrurctor, Student Council Advisor
Alison Orgaard .....	7-12 Counselor
Tamara Hanson.....	Math
Mikal Kern .....	Social Studies
Melissa Lunneborg .....	Math,
Mikal Kern .....	Social Studies, Varsity GBB Coach
Nanette Klosterman.....	ED
Jennifer Manstrom.....	Librarian, English, NHS Advisor
Desi Severance .....	Vocational Agriculture, FFA Advisor, Prom Advisor
Stacey Strenge.....	English

**ELEMENTARY EDUCATION:**

David Hanson.....	Principal, Technology Coordinator
Russ Gerhardt.....	Elementary Music
Brianna Stein.....	Kindergarten
Danielle Luebke.....	K-6 Counselor
Heidi Foertsch .....	Grade 2
Jane Groven.....	LD
Erika Illies .....	Grade 4, Asst. GBB Coach
Kelly Honl .....	Speech
Rae Hosford .....	Grade 3, Head Track Coach
Todd Hosford.....	Grade 6, Varsity Boys BB Coach, Asst. Football Coach
Deb Jacobson .....	Basic Skills K-12
Julia Hoffert .....	Grade 5
Michelle Orth .....	P.E., Health, Science, Head Track Coach
.....	After School Program
Bobbi Tompkins.....	Grade 1
Kelly Kohoutek.....	Grade 1, Elementary GBB Coach

Melissa Hulm, DeeDee Haberman, MaryJo Lothspeich, Marlene Mellem,  
Jessica Metcalf, Darla Strege, Patty Wittenburg ..... Teacher Aides

**OTHER SCHOOL PERSONNEL**

Cathy Bell .....	Custodian	Brian Muehlberg .....	Bus Driver
Rhonda Blazek .....	Cook	Karolyn Nelson .....	Head Cook
.....	Custodian	Karen Pinkham.....	Custodian
Larry Holmstrom .....	Bus Driver	Bill Reese, Jr .....	Bookkeeper
Tom Jones.....	Bus Driver	Randy Smykowski .....	Maintenance
Rhonda Blazek .....	Cook	Thedusa Stutesman .....	Cafeteria
Ronda Luebke .....	Bus Driver	Vance Vosberg.....	Bus Supervisor, Driver
Christine Busche.....	Cook		

**Teacher's Contract** A teaching contract is not valid in North Dakota unless a teacher holds a North Dakota Certificate to teach and has registered it in the office of the County Superintendent of Schools. Teachers should make their application for Certificate renewal well before the initial two or five year period. Questions concerning the contract or certification may be discussed with the Superintendent at any time.

**Social Security** The Wyndmere Public School System is under the Federal Social Security Act. Deductions for this fund will be made from each paycheck at the present rate until the maximum, by law, has been reached.

**Worker's Compensation** The Wyndmere teachers are covered by the North Dakota Workmen's Compensation Act. A teacher is covered in the active discharge of his work. It is important that any injury be reported immediately to the superintendent who will relay the information to the State Insurance Department. This does not cover going to and from work.

**Substitute Teachers** If, because of illness or special assignments which require the teacher to be absent, a substitute teacher is needed, Mr. Streng should be contacted as soon as possible after 6:00 A.M. or the day before. (701-238-0233). Ten days of sick leave is allowed per year, accumulated to 100 days.

**Teachers responsibilities between classes** All teachers are asked to be by their doors between scheduled classes. This is very important to curb potential discipline problems.

**Teacher's Mail** Please check you mail box daily. Do not send students for your mail at any time.

**Student Conference with Teachers** These conferences should be arranged between 8:00 and 8:30 in the morning, after school hours, or at a time where both teacher and student are available.

**Attendance Accounting Procedures** Each teacher will report students absent using the JMC program on your computer. The list of students gone will be listed on daily announcements given to each teacher via e-mail. Do not allow any student to return to class without a makeup slip.

**Tardiness** Tardy students will be admitted to class at the discretion of the teacher. If you feel the student has a valid reason for being late, admit them. If not valid, send them to the office, for a tardy slip. At the point where three tardies are reached, detention will be assigned. This could be on Saturday morning or during the week.

### **Classroom Procedures**

1. Accurate record of absentees
2. Supervise passing in and out of rooms and halls between classes.
3. Start class promptly and dismiss class promptly
4. Never leave your room while class is in session, unless there is an emergency.
5. Do not add or drop students from class without notification from the office.
6. Leave room orderly, close all windows, lock doors when you leave the building.
7. Teachers should be in the building from 8:00 am to 4:00 pm, except Friday (3:35 pm)
8. Teachers must notify the principal when they desire to leave the building early.

**Study Hall** Limit study hall sign outs to two students to the library. Students going elsewhere (computer room, shop, music room...) should have a pass signed by an instructor ahead of time. Keep the number of students speaking to what you can control, two or three is usually plenty. The study hall teacher should observe the work of the students by moving around the room occasionally. Make it clear to the students what you expect from them during the study hall.

**Room Maintenance** Contact the office or one of the custodians if you have a lighting or heating problem.

**Care of Furniture and Building** Let us be constantly alert for ways of improving the conditions and cleanliness of buildings and classrooms. Teachers are urged to give their room interest, color and personality. A neat tidy room usually assures good discipline.

**Advisors** Advisors of various classes and activities will be expected to be present at functions involving the activity under their control. Class parties will be chaperoned by all advisors whose classes are participating.

**Discipline** Some form of discipline will always be necessary. A well-prepared and organized teacher has little, if any, trouble in the classroom. Students respect teachers that can handle their own discipline problems. No teacher shall leave students in their departments at the close of the school day. The responsibility for their supervision rests solely with the teacher who retained them.

Guidelines to follow:

1. Never leave your students unattended.
2. Post your classroom rules in sight of your students. Included in the rules will be the sanctions.
3. Give a copy of your classroom rules to Mr. Strenge.
4. When a student is removed from class, the district discipline policy will be followed.

**Cumulative Records** These are available in the office. These records should be gone over so that you will become more familiar with the past accomplishments of your students. Please keep in mind that all records are confidential and must be treated as such.

**Student Parties** All evening parties are to close at 10:30 on school nights and 12:00 on Friday and Saturday evenings. These parties are to be scheduled in the office. Teachers/advisors in charge of these parties must remain until the end of the party and make sure all students have left the building and all lights are off and doors locked.

**Fire Drill** Fire drills are required and they will be held without notice. Procedures for dismissal should be posted and instructions for dismissal, reviewed with the students. Teachers leaving a particular room during a drill should make sure all windows and doors are closed. Record books should be taken so as to take roll.

**Phone System** We have an intercom system for the purpose of getting in touch with teachers and students.

**Parent/Teacher Conferences** Formal parent/teacher conferences will be held twice a year. Good public relations can be established if the conference is run professionally. If there is the need for conferences other than the scheduled ones, arrange the conference with the parents after school.

**Faculty Meetings** The high school staff will meet on Monday mornings or the first day of the week at 8:00. At this meeting.

**Extra-Curricular Activities** Each teacher in the system is expected to participate in some phase of extra-curricular activities of the school. An attempt will be made to balance the work among the members of the staff.

**Lesson Plans** All teachers will be required to have lesson plans submitted electronically to Mr. Strenge. These are to be turned in by 8:30 a.m. on Monday.

**Eligibility** Teachers will turn in their eligibility list at the faculty meeting on Monday morning.

**Report Cards** The report cards will be sent out on the Thursday following the completion of the grading period. Grades will be placed on the report card on Wednesday following the completion of the grading period. Grading will be as follows:

A+	100%
A	96-99%
A-	94-95%
B+	92-93%
B	89-91%
B-	87-88%
C+	85-86%
C	82-84%
C-	80-81%
D+	78-79%
D	72-77%
D-	70-71%

**Progress Reports** Progress reports will be given to all students at the end of the fifth week of the quarter.

**Student Handbooks** Make sure you know the contents of the student handbook. The handbook will be gone over with students at the beginning of the year by the class advisors.

**Personal Leave** The administration will deny personal leave requests the first and last two weeks of school unless there is an emergency or the leave is deemed necessary by the administration.

#### **Definition of Bullying**

Century Code 15.1-19-17.

"Bullying" means:

- a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
  - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  - (2) Places the student in actual and reasonable fear of harm;
  - (3) Places the student in actual and reasonable fear of damage to property of the student;  
or
  - (4) Substantially disrupts the orderly operation of the public school; or
  
- b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
  - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  - (2) Places the student in actual and reasonable fear of harm;
  - (3) Places the student in actual and reasonable fear of damage to property of the student;  
or
  - (4) Substantially disrupts the orderly operation of the public school.

"Conduct" includes the use of technology or other electronic media.