

Staff Reference Guide

The mission of the Wyndmere Public School is to create an environment where students and staff are safe, respectful, and responsible. The staff is committed to ensure all students are proficient and will graduate with the necessary skills to thrive as 21st century learners, workers, and citizens.

Personnel [2016-2017]

Dan Dalchow
Shari Hetland
Secondary Education

Scott Strenge
Cynthia Anderson
Tammy Goerger
Tamara Hanson
Amber Fyre
Jenny Manstrom
Alison Orgaard
Anthony Keavney
Cara Cody-Braun
Stacey Strenge
Michelle Orth
Rylan Gutzmer

Superintendent
Administrative Assistant

H.S. Principal, AD, Coaching
Business, Prom Advisor, Annual
Instrumental Music, Choral Music
Math
Science
Librarian, English
Guidance Counselor
Math
Spanish, Speech Advisor
English
PE- Social Studies
PE- Health, Coaching

Elementary Education

David Hanson
Brianna Stein
Bobbi Tompkins
Kelly Kohoutek
Heidi Foertsch
Rae Hosford
Erika Illies
Julia Hoffert
Todd Hosford
Russell Gerhardt
Rylan Gutzmer
Jane Groven
Kelly Honl
Danielle Luebke
Nanette Klosterman
Deb Jacobson

Elem. Principal, Tech Coordinator
Kindergarten
Grade 1
Grade 1
Grade 2, Cheerleading Advisor
Grade 3, Coaching
Grade 4, Coaching
Grade 5
Grade 6, Coaching
Elem. Music
Elementary Physical Education
L.D. Instructor
Speech
Elementary Counselor
EBD Instructor
Title One

INSTRUCTION-REPORTING

Assignments – The daily assignment, well planned, and carefully checked is an important part of effective teaching. According to the Falvo case and ruling on FERPA (2002), students are allowed to correct their own or other students work. However, to maintain a clear level of confidentiality grades are not to be reported orally or posted by student name. The student should spend an **appropriate amount of time in study outside the class period. (TBD)** Homework should be work students can do independently and have already practiced in the class.

Grading – All second-sixth grade teachers are required to use the Wyndmere Public School adopted grading scale. (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%) All teachers in grades 2-6 are expected to use PowerGrade. Quarter grades should be based on a variety and a quantity of assessments (daily work, projects, quizzes, test, etc.)

Report Cards – Grade 2-6 teachers will post their grades to PowerGrade on a **weekly basis** or more frequently as would best serve the class since parents have access to PowerGrade. All progress reports and report cards will be pulled from PowerGrade. It is the responsibility of the teacher to make sure all final grades are entered prior to the deadlines set by the administrators. Social & Work Habits are reported on a separate sheet. These sheets are to be placed in the student's cumulative folder at the end of the school year.

Kindergarten-First Grade

Grades/Marks will be placed on the Report Card four times during the school year. Social Habits and Work Habits will also be marked during these grading periods.

Mid-Term Reporting

The nine week grading period was implemented with the understanding that mid-term reporting (4 1/2 weeks) to parents. Parents are encouraged to use Power School to keep current with student progress.

STAR Testing- Star tests will be given to all students K-6 during the first two weeks of each school year. Students who receive academic interventions beyond the regular classroom will be progress monitored through the STAR Testing up to four additional times a year to determine if interventions are effective. Teachers are expected to use the STAR test results to target areas where students are not proficient in the North Dakota Common Core Standards and provide interventions/remedial instruction in those areas. New students will be tested upon entering our school system.

Study Hall- Study Halls are typically scheduled during the Title 1 time. Classroom instruction is NOT to take place during Title 1 intervention time.

Library – A weekly library time will be scheduled for each grade. (30 Minutes) Some classes may have to be split into two groups if deemed too large or if the class make-up dictates this split. In those cases, the classroom instructor would be responsible for the half that stay in the classroom. Otherwise the library time would be considered a prep time.

Academic Freedom – Like freedom in general, academic freedom implies corresponding duties and responsibilities. It does not, for instance, give any teacher the right to ignore provisions set forth in the course of study adopted by the school or to circumvent school instructions. If changes in the course of study are desirable for the improvement of teaching efficiency, the teacher is free to offer other suggestions to the administration. If the suggested changes are approved, there may be a deviation from the established course of study. Academic freedom does not give a teacher the right to impose upon students his/her personal opinion on such controversial subjects as politics, sex, birth control and religion, or to discredit in the presence of students, either directly or indirectly, the politics adopted by duly constituted school authority or by the principal for the administration of the school. Nor does academic freedom give teacher the right to suggest to students, much less to encourage, activities contrary to basic school policy. The teacher is free, at any mutually convenient time, to discuss school policies with the school authorities. Teachers should focus their time on the subject being taught and keep discussions relevant to the subject area.

PROFESSIONAL RESPONSIBILITIES-DUTIES

Schedules

You are required to turn in an electronic daily schedule for each day by the end of the first full week of school. This schedule should be shared with parents at the open house.

L.D. & Title 1 scheduling will be done for you. In order to meet the federal guidelines, students will not be able to leave the room during any instructional time unless they are leaving for a pullout subject. You will be asked to show what it is you are going to be doing in the room while your students are gone. (Daily Schedule)

You will turn in requests for Library and Counseling times. (3 options) Sixth & Fifth will be first in getting times. (Have Keyboarding to work in.)

MISO3 Reports:

The MISO3 Report is a state report showing the number of minutes that you are teaching each subject area. You will be given a complete list of the minimum requirements set up by the state to assist you in completing this report.

Parent-Teacher Conferences

Parent-teacher conferences will be held in all grades and shall be scheduled approximately at the middle of the first nine-week period, and in the middle of the third nine-week period. Conferences run from 3:30-9:30PM. Elementary conferences are scheduled ahead of time. Each conference is held for fifteen minutes. Some elementary staff send home time request sheets with the students prior to the scheduling meeting to get a better idea of when parents would be available. The scheduling meeting takes place approximately one week prior to conferences.

Evaluation – All staff members will be evaluated on a regular basis. **A new evaluation process is being implemented in the fall of 2014. (Marshall)**

Response-To-Intervention

Grade level meetings will take place four times a year. Special meetings will also be held as needed to discuss the progress of students and the interventions that are in place or are needed to meet individual student needs. Classroom instructors are an integral part of the RTI team.

Faculty Meetings – Faculty meetings are held on "As Needed" basis. Staff will be notified of these faculty meetings through email, daily announcements, monthly calendar and or daily bulletin. All certified staff members are expected to attend. If you cannot make the meeting because of an emergency, please approve the absence with the principal in advance. As a courtesy, grading and other paperwork should not be done during staff meetings.

Maintaining Professionalism – In order for the profession of teaching to garner the respect that it deserves, there are certain standards of behavior that we as professionals may expect from one another. As a group and as individuals it is our responsibility to uphold these standards as minimums of professional behavior. It would be helpful to keep in mind the following professional behaviors as we go about our missions:

- Help students and each other to accomplish goals
- Do no harm
- Have a positive attitude and work towards a "Win/Win" solution
- Fulfill administrative requests on time
- Respect the needs of others
- Maintain confidentiality. Discuss student and personnel issues when necessary, in appropriate places with appropriate personnel. **Do not gossip!**
- Follow chain of command-talk to person you have concern with
- Cooperate with special staff
- Show tolerance of individuals beliefs
- Read, understand, and enforce the student handbook
- **Never leave students unsupervised**
- Supervise your own children when they are with you before and after the school day. Supervise ALL children when they are in transition and not with their instructor.
- **Communicate with each other.** Don't assume someone knows- Communicate!

Substitute Folder – Each teacher should prepare a substitute folder to be kept in an obvious place in or near the teacher's desk. It should contain:

- Seating chart
- Daily program
- All schedules (fire drill procedures, etc., as appropriate)
- Plans for the day if you know you will be absent (these would be in addition to your regular plan book)
- Attendance procedures and computer access code if needed

Prep Period – During prep time, a teacher may be asked in cases of emergency to substitute for another faculty member. This period is as much a part of the teacher's schedule as is a class or study hall period and calls for the same responsibility level as does any other time in his/her schedule. Prep period should be used to plan and prepare for teaching. The teacher is not "**free**" to leave the building at will during his/her preparation unless there is a sufficient reason and he/she has made arrangements ahead of time with the principal or superintendent.

Open House – An Elementary Open House for Parents is scheduled in the evening during the first ten days of school. The event runs from 6:30PM-8:30PM. Classroom instructors are responsible to prepare a presentation (15-minute rotation) for the parents that come to their room. Topics should include but are not limited to; Discipline Plan, Grading Procedures, Communication and Academic Expectations.

Work Day - The workday for instructional staff in the Wyndmere School District will be eight hours long. Typically, the workday will begin at 8AM and end at 4PM. Beginning and ending times may be adjusted to meet the flexibility needs of the district. On Fridays and the day before a holiday break, teachers may leave at 3:30 with Principal approval. All teachers other than part time are expected to work a full workday. This may include any combination of classes and study hall or other duty assignments. In addition, staff members are required to attend parent-teacher conferences, staff meetings, or other meetings for purposes which include but are not limited to IEP planning, curriculum development, or department meetings after school.

Class Website- All teachers are encouraged to create and keep their website updated. Teachers need to seek assistance if they are unable to update their pages due to some type of technical concern.

Lesson Plans- Lesson Plans are due by 8AM the first day of school each week. They may be turned in electronically or by paper. Plans need to include enough detail so that a substitute can follow them when covering in an emergency.

Registration- At the beginning of the school year a registration sheet will have been mailed to your students. Please collect them and return them to Mr. Hanson as soon as possible. As a part of registration the students can purchase an activity ticket. This ticket is good for all regular season activities in the school. All money and registration sheets should be turned into Mr. Hanson. Be sure that no cash is turned in unless it has a note with the name attached.

Staff Absence from School – If it is necessary for a teacher to be absent from school, the principal should be notified not later than 7:00 a.m. on the day of the absence. If your administrator can't be reached, call the others administrator's on the list.

Mr. Hanson – 701-640-7859 (Cell) 701-439-2739 (Home)
Mr. Dalchow- 701-439-2287 (School)
Mr. Strenge- 701-439-2287 (School)

Chain of Command – All requests from personnel for travel, leave, purchases, scheduled changes, special permissions, etc. should go to building level administrator (Principal) **FIRST** for approval. If you have an issue with a fellow staff member, address it with them directly before bringing it to administration or taking it to the lounge. Be professional! If you should have a question about or a problem with an administrator, please address it directly with them.

Student Attendance – K-6 teachers are responsible for taking attendance in PowerGrade for both the morning and the afternoon (after lunch recess).

Tardies- An elementary student is tardy if they arrive before 9:30AM for the morning count and 12:30 for the afternoon count. Students would be absent a half-day if they come after 9:30AM and 12:30.

Activity Trips - Plans need to be made well in advance and approved with building principal. Plans must be complete and specific including itinerary, travel arrangements, chaperones, request for substitute, and plans for meals and lodging when necessary. Busses and vans must be reserved through the principal. It is the teacher's responsibility to make all appropriate arrangements and keep administration informed. The administration will arrange for a sub when one is requested. When traveling with students, teachers should make every effort to have 1 chaperone for every 10 students. It is recommended that parent chaperones are included. Teachers should have a signed permission slip from parents in advance of departure date. Teachers should carry copies of medical consent forms for students traveling with them and appropriate medications for those students who are required to take meds during the school day. Students on field trips are expected to follow the same discipline standards as in school. It is the teacher and chaperone's duty to enforce these standards.

K-6 Hall Duty, Lunch Duty, and Recess Duty – K-6 teachers are responsible to supervise their students during lunch and anytime they are in the hallway. They are not required to sit with them at lunch but may do so when it is deemed necessary. Teachers will be asked to help out with playground duty when regular playground supervisors aren't available. Staff should be outside the classroom door whenever students are coming in from outside or leaving for the day. You are to bring your students to and from all PE and Music classes unless otherwise arranged with those instructors. An adult is required to monitor the students when transitioning from one area to another.

Mail Box/E-Mail

Teacher should check their office mailbox for school announcements and other materials in the morning and afternoon. Teachers should check their e-mail in the morning and again at the end of the day.

Assemblies

All teachers unless excused, are expected to attend student assemblies. Teachers are responsible for the discipline in the assembly area to which their students are assigned and unless otherwise instructed, teachers are to distribute themselves and sit among the students. Elementary teachers will supervise students during scheduled music concerts as well.

Supervision

NEVER leave students unattended! You are responsible for your students. If you need something, send a student or call the office. Have a student stay in a different classroom during recesses if you need to be out of your room or have someone else come in to supervise.

Fire Drills

Each teacher is to become familiar with the exit routes for every room that he/she uses and to see that fire drill cards and exit routes are posted in their room(s). When the fire alarm sounds, the teacher should turn off all the lights, close the door, and be the last one to leave the classroom. Teachers should take their grade book and take roll once they have their students clear of the building and in the designated area. Teachers should keep their students quiet and listen for further instructions in the event it is not a drill.

PRACTICES-GENERAL INFORMATION

PROMOTION AND RETENTION

Placement, promotion, and acceleration and retention shall be made in the best interest of the student after careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. The educational program shall provide for the continuous progress of children from grade to grade. A student's achievement and readiness shall be reviewed before being assigned to the future grade level. This evaluation of student achievement will include all measures of skill and content mastery, STAR testing, and teacher observation of student performance stressing performance in the areas of reading and mathematics. Parents will be informed of the possibility of a retention recommendation by the classroom teachers involved and the principal as early as possible during an informal meeting or conference. Discussion shall consist of an explanation of the student's current academic standing and performance ability. The final decision whether or not to retain shall be made by the parents. Retention is preferred in grades K-3, but can be done in the 4th-6th grades. Every effort shall be made to identify special needs and talents of children early in their school careers so appropriate placements can be made.

Sick Leave/Personal Leave/Funeral Leave:

If you should happen to become ill and will not be able to teach on a given school day, it is important to let me know as soon as possible. You should call me by 7:00 AM if at all possible, so that I can get busy lining someone up. According to the school policy manual you must notify me two days prior to your need of personal leave. Professional leave is also handled on a prior notice format. For the specifics of the leave policies I would encourage you to read the policies handbook of the district.

Movies

Wyndmere School has a "Public Performance Site License" that covers most movies that are currently out on DVD. Please check with the office to make sure the movie you are planning to show falls under this license.

BELL SCHEDULE

8:00	Staff Arrive
8:25	Bells Rings to Come In
8:30	Warning Bell (High School)
8:35	School Begins
12:25	Recess Bell
12:30	School Resumes
2:25	Recess Bell
2:30	School Resumes
3:25	K-3 Dismissal
3:30	4-6 Dismissal
4:00	Staff Dismissal

Elementary Lockers

Grades 2,3,4,5,6 have lockers located in the hall. They are to be kept neat and clean. The only items that are allowed on top are band instruments. On nights of home basketball or volleyball games, items of worth should not be left in the lockers unless locked. Anyone that brings a lock for his or her locker must supply the principal with the combination or a key.

Safety Materials

Each year we receive safety materials from the National Safety Council. The materials are free and our only duty is to fill out an evaluation of the materials used. How they are used is up to you as the classroom instructor.

Prom

The prom is held in April. There is no real conflict with the elementary except for the potential of P.E. being outside or at a different time during that week. Classrooms in the past have come up on that Friday to see all of the decorations.

Poster/Coloring Contests

Throughout the year there will be opportunities for your students to participate in poster and coloring contests. In the past the coloring contests have been through the American Legion for Poppy Days, the FFA and any others I am not recalling at this time. The poster contests have been held for; Shrine Circus, Keep N.D. Clean, and the American Legion Poppy Poster Contest.

Parties

The past practice is to have a Halloween, Christmas and Valentine's Party. It is up to you to set up your own party, as you want it to run. A suggestion that I have is to have your parties in the afternoon. This will allow for a little more sanity during that day, as the students are less manageable during party days. Some staff has in the past had smaller parties as a reward for good behavior. This is fine as long as it does not become unreasonable as to the amount of party's taking place in a year. (Once a quarter?)

Tape on Walls

At no time are you to use any kind of tape on any painted walls in the elementary, whether they are in the room or in the hall. A putty substance for this need is recommended and is available in the H.S. office.

LAST Day

Grades 1-6 have been going to Wahpeton on the morning of the last day. Grades 4-6 go bowling and Grades K-3 go to the movie.

Spirit Week

Homecoming is generally held in October. Each day will have a special theme and suggested dress code. (Participation is up to the classroom teacher but I recommend you consider participating.) The elementary is welcome to attend the coronation and the pep rally but do not participate in the contests.

Elementary Parking Lot

The elementary parking lot is not a part of the playground, except during what we call the wet season. When the students have no where else to go, they do use this area. During these times, we park on the north end of the lot, or use the High School parking lot.

Instructional Assistants:

Designation of duties will be made during the first week of school. First priority is to work with and assist students. Instructional Assistants should not be grading papers when students are in the classroom. Their role should be to help keep students on task during instruction and to assist students during independent work time. If an Instructional Assistant is not assigned a different duty while students are out of the room, they are permitted to grade papers. Classroom Instructor should give specific directions for how they want papers to be graded. The Classroom Instructor should review all papers corrected by an Instructional Assistant.

Travel Reimbursement Rates – The Wyndmere School Board has adopted the following travel allowance schedule. This applies to all school personnel. A travel reimbursement form must be completed and submitted for approval. When reserving rooms use direct billing whenever possible and provide the hotel/motel with our **Tax Exempt Number (E-5250)**. In order to be reimbursed, school personnel must stay overnight.

Lodging Single Room: \$ 74.70 (Some locations have a higher reimbursement)

Meals: Breakfast	\$7.00
Lunch	\$10.50
Supper	\$17.50

Mileage: (State Rate) \$.575

SCHOOL CLOSING

In the event that school is called off, buses not running or early dismissal occurs, parents will be contacted using our Honeywell Instant Alert automated system. Please make sure that you respond to the prompts that you are given. Information on how to add email and additional contact numbers will be provided. These announcements will be made as soon as possible in the morning or at a time in advance of school closing during the day. Announcements can also be found on TV channels WDAY and KVLV. In the event that students cannot be sent home on the bus, they will be sent to their storm home.

VISITORS and PARENTS

All visitors need to report to the office immediately before continuing to the destination within the school. We encourage parents to visit the school and see their children as needed, yet if a simple message can be delivered, we ask that you call and the office staff can send your child's teacher a message. Should parents/guardians choose to visit in person, please understand that teaching staff cannot be expected to visit with you during instructional time. We ask that classroom visits be minimized during the first two weeks of school, the last day preceding a vacation, the first day following a vacation or the last day of a quarter. Parents will have a better idea of the work being done if these exceptions are observed. Please set up a specific time before or after school to do this. Student visitors are not allowed during the school day.

BICYCLES-ROLLERBLADES-SKATEBOARDS-SCOOTERS

No riding will be allowed in the school grounds during school hours. Bicycles are to be parked in the rack provided and taken home at the end of the day. Wheelies (Shoes) are not allowed inside the school building. Students are required to bring alternative shoes to wear inside the building or remove the wheels.

ACCIDENTS

In the case of an accident on the school premises during school hours, we will render first aid as needed and the parent will be notified via written notice and/ or phone call. If the accident is of serious nature, parents will be contacted immediately. Parents maintain full medical responsibility for their children attending public school.

COUNSELOR

An elementary counselor is available 1.5 days a week. A weekly 30 minute full class session will be scheduled. The counselor is also available for individual counseling or small group counseling as well. Your responsibility is to keep the counselor informed of situations going on in your room that she/he may be able to assist with. You may also offer counseling services to a parent that is looking for ideas of how to deal with certain areas of behavior with their child(ren).

MEDICAL EMERGENCY

The signed permission on each child's enrollment form gives school personnel permission to phone for emergency assistance if the legal parent/guardian cannot be contacted.

PICTURES ACCOMPANIED BY NAMES

Parent permission is needed to use student names with pictures in the school newsletter, school website, classroom projects, school fliers, playbills showing student's role in drama/music productions, academic honor/recognition list and given to the local news media.

ANIMALS FOR SHOW & TELL

No person may bring an animal on to school property until the building principal grants permission. Permission shall not be granted until the building principal verifies the animal has been:

1. Properly vaccinated. (Copy of vaccination records required)
2. Classroom Instructor will notify parents if an animal is being brought in for Show & Tell. Parents may choose to opt their child out of that event.
3. Students may bring other items for "Show-N-Tell" with their teacher's approval.

APPROPRIATE FOOT WEAR

Children are asked to have tennis shoes available for gym periods. Gym shoes are not allowed outside. This is a safety precaution for your child as dirty shoes make the playing floor dangerously slippery. Playing games in the gym stocking footed is not allowed.

SCHOOL BREAKFAST

Breakfast is served beginning at 8AM. Student should be in the lunchroom by 8:20 if they are going to eat breakfast. Students will be sent back to their classrooms at 8:30AM.

PARKING

Elementary staff park on the north end of the elementary parking lot. When student are restricted to the pavement, many staff choose to park on the street or in the HS parking lot until the elementary students are able to go off pavement.

SNACKS-TREATS-MILK

All elementary students will receive a "Fruits or Vegetable" snack through a school program at no charge. Students in grades K-3 are allowed to bring an alternative snack and participate in the school milk program. Milk tickets can be purchased in the High School office.

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Refreshments or treats, brought into the classroom, both during school and after school, are strongly recommended and encouraged to be healthy alternatives.

Children may bring treats (such as on their birthday) provided they obtain their teacher's permission.

BIRTHDAYS AND CELEBRATIONS

Birthday or party invitations may be distributed in school only if every child in the class is to receive one. (All Boys- All Girls- All Students) If only a few students are to be invited, arrangements should be made outside of the school setting.

Balloons, flowers and etc. delivered to school will be kept in the front office until the end of the day. If a student receives a delivery at school the front office will call the student down to view the delivery, and remind them to pick it up at the end of the school day.

Copy Machine Usage

Staff that use district owned copy machines/laser printers for personal use will be required to reimburse the district at the following rates:

- Black –10 cents per page
- Color – 20 cents per page

Leaving the building – when you leave the building during the school day, inform the secretary or let the elementary principal or superintendent's office know.

Out of classroom – If you are taking the students to another room or outside, please let the office know or leave a note on your door for parents. (Delivering messages is hard to do when there is no one there.)

Food/Drink – K-6 students should not have food or drinks in the hallways, lockers, or other areas. Snacks and milk are acceptable in the classrooms during breaks or for a special occasion. Gum is allowed at teacher's discretion, but should be thrown in the trash upon leaving that teacher's room. Pop is not allowed in the lunchroom under the Federal School Lunch program guidelines. Staff and students are expected to follow the Wellness Plan and the peanut and tree nut policy for our school. This includes reading labels to avoid cross contamination of foods produced with peanuts.

Keys – According to a policy established by the Wyndmere School Board, each teacher is furnished a key (s) only to the building area in which he/she is to teach or conduct extra-curricular activities. The building is open every school day from 7:00 a.m. until 6:00 p.m. **Under no circumstances are teachers to lend any keys to the building to students or non-school personnel.**

Telephone Usage – Teachers have been assigned a number for long distance calling, and will be given an accounting of all calls when the monthly billing arrives. Teachers need to pay for their personal calls monthly. Phone usage including cell phone use should be limited to before and after school and prep times. **Teachers and students will not be able to receive phone calls while they are in class unless it is an emergency or special situation.**

Master Calendar/Daily Bulletin/Announcements – All teachers, coaches, and advisors are required to list activities on the master calendar administered by the activities directors. Dates for special activities should be approved with the appropriate principal in advance. The master calendar will be uploaded regularly to the school web page and accessible to everyone for viewing only. All activities both in and out of Wyndmere School that involve our students (field trips, athletic, academic, dramatic, and musical events, etc.) are to be posted there. Information for the daily bulletin will be pulled from this calendar. Teachers who have an announcement or posting for the daily bulletin need to email the secretary by **3:00 on the day prior to when you would like it posted/read.** Announcements will be read once in the morning. If you would like your announcement repeated after that time, be sure to include it in your request.

Care of the Building – the maintenance of the school is the responsibility of the custodial staff. A custodian is assigned to each room and is responsible for its cleaning on a regular basis. Although it is the general responsibility of the custodian to care for the building, each teacher is expected to share this responsibility by keeping his/her classroom or teaching area in acceptable condition. The teacher should have students leave desks and the floors free of waste materials daily, refrain from damaging school property, and place chairs on tables at the end of day if separate from desks. When the custodial service for a given room is not satisfactory, the teacher for that area should not complain but write concerns down. The teacher is expected to report concerns to building level administration (principal). Custodians in turn are to report to the principal any room teachers/students are creating unnecessary work. **Upon leaving at the end of the day, he/she must latch windows, turn off the lights and lock the classroom door.** Custodians should inspect student bathrooms daily and report to the office any damage found. Any damage found by a teacher should be reported to principal immediately.

DISCIPLINE

Although I think we are pretty fortunate regarding behavior of our students, it is also important to remember that not only can it improve, but if we ignore our responsibilities, their appropriate behavior will diminish. As a group we need to be responsible for all students at all times. If we do not hold students accountable, then they will not know where the line is. Only with your help can we continue and improve upon the behavior of our students.

As areas of concern come up during the year, I hope that you will bring them to my attention sooner than later. Later usually means that things have escalated to a point where it will be more difficult to deal with. Mrs. Luebke would be another good person to keep up to date on “little fires” as you seen them.

The school (K-12) has adopted the following discipline expectations; The Wyndmere School expects everyone to be safe, responsible, and respectful. The core expectations are to be included in any discipline (management) plan. Each classroom instructor is required to turn in their behavior plan (electronically) by the end of the first week of school. (Ready for Open House)

Make a good beginning - A teacher who insists on good discipline at the beginning of the school year is less likely to have problems later. When respect and authority are established, the battle is half won.

Personal Dignity - The element of personal dignity is important in teaching. This cannot be emphasized too much. Build a caring relationship with your students. Your students should respect you, but not fear you.

Be Consistent - There is nothing quite as devastating to classroom morale as inconsistency. What one pupil is forbidden from doing, all other pupils must not be allowed to. Make every effort to be fair in your dealing with students. Lean over backwards in your attempt to be sure that no one can ever accuse you of showing favoritism. And never put yourself in the position of being guilty of an act for which your sense of justice tells you that you ought to apologize to your students. If you do, then be sure to explain your apology.

All school employees must be active in maintaining discipline in the school building and at school functions. A good policy to remember is that the discipline in a school is only as good as the people who work there.

Classroom Discipline- Each teacher is held responsible for the conduct of students in his/her classes. There is no remedy or cure-all for disciplinary problems, but there are some things that should be done. Teachers should always try to be fair, reasonable, and consistent in their dealings with students. Consistency is extremely important. Most students will try to cooperate if they know what is required. Teachers should strive to be consistent in their conduct, attitude, and requirements. Teachers are expected to solve their minor disciplinary problems and to aid each student in his/her personal adjustment to the class and to the school. Staying in the room before or after school may be used as punishment, but it should not be misused or used on every occasion. Teachers in grades K-6 and teachers in grades 7-12 will work with their individual principals and develop and implement discipline in their individual classrooms.

End of Year Reports

The following items must be taken care of and approved by the administration before the teachers leave for the summer.

- (1) Inventories are completed
- (2) Bills (phone, hot lunch, etc.) are paid.
- (3) Rooms are in order with supplies and equipment stored properly.
- (4) Keys are inventoried.
- (5) Grades recorded.
- (6) Record books are submitted.
- (7) Cumulative Records are completed
- (8) State forms are completed. (if required)
- (9) Summer addresses confirmed to the school secretary.

Pupils Names

On all reports and records, the teacher shall use the pupil's legal name. Nicknames may be used orally if the student expresses a preference for this mode of address only.

Requisitions

All supplies for your class, room, or department must be requisitioned through the appropriated principal's or superintendent's office. General supplies may be picked up in the office of the secretary or business manager. At no time will the school district be responsible for paying bills that the superintendent has not approved before ordering. Bring all orders to the office for placement, specifying company, itemization, and pricing. Do not order school materials under your name.

PARTIES

Students in the elementary school take time to celebrate several different holidays. Parents may be asked to bring goodies for the party. Classroom treats for all children may be sent if your child is celebrating a birthday. If your child is having a birthday party or other event at home, please make arrangements and hand out invitations outside of school.

Suspected Child Abuse

Each teacher is obligated to report suspected child abuse and/or neglect by completing a report form, which maybe obtained from the office. The form should be filed with the administration. They will turn it over to the proper authorities.

Textbook Care

Before handing out books, be sure that they have been stamped and numbered in ink. Numbering should be located in a uniform spot on all books. Teachers are to keep a record of all books issued and the condition of each book. The student is responsible for the assigned book.

Care of Property and Room

Desks, books and other school equipment, which are loaned to the student, are school property. Any damage done to such equipment will be assessed against the borrower. Do not allow any marking or defacing to buildings, curtains, walls or furniture.

Cell Phones/Pagers

Faculty may use cell phones for emergencies or educational purposes while students are under their supervision.

Church Night

There will be no school activities scheduled Wednesday evenings for students or adults.

Collecting Money

Classroom teachers and advisors should properly collect and document monies collected. This should include student name, amount, purpose, and date received. (i.e. book orders) Faculty collecting money are responsible for that money and should turn it into the office in a timely manner.

Confidential Information

The teacher's daily task requires working with confidential information. As professional people we are obligated to use extreme care in the handling of such items as test scores, counseling data, results of faculty meetings, and personal problems of students and fellow workers that might come to our attention. These items, and many other related matters, need to be handled very confidentially and with the utmost discretion. This precludes the sending of any educational records (including report cards) home with anyone other than the student or student's parents.

Failures

Consult with parents. Use thorough discretion and follow-up in handling a student's failure. Grade checks will be held every week, beginning after the 3rd week of each semester, throughout the school year. Letters will be mailed to the parents of students who are failing a class.

Sending Students on Errands:

Teachers may not send students home or on errands that will take them out of the building without permission from the office.

Internet Use – Teachers and staff are expected to read, understand, sign off on and comply with the Wyndmere Public School District Technology Acceptable Use Agreement.

Corporal Punishment

Law does not allow corporal punishment. However, reasonable force may be used to break up student fights, or protect oneself from physical harm.