

HAMLIN SCHOOL DISTRICT

Employee Handbook

2017-2018

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 wellbeing 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 wellbeing.
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.

Accidents and Injuries:

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. Teachers are to keep a copy for their 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 or injury.
2. location of accident or injury.
3. name of individuals involved including witnesses.
4. full description of the accident or injury.

Activity Tickets

As a condition of employment, staff members will be **assigned** to work concessions **at least 2** home events based on the number of events offered. In exchange for working these events, staff members will receive a complementary activity ticket. Cooperation regarding this duty is greatly appreciated.

In order to support students and fellow staff members, teachers are encouraged to attend as many events as possible.

Announcements

Announcements will be read weekly during various times during the day. Teachers wishing to have information included in the announcements should submit that information to the principal. Email the information to the principal exactly as it should be copied and read.

Attendance

In order to maintain accountability for the students, teachers are required to take **attendance at the beginning of the school day and right after lunch**. The attendance needs to be completely accurate. This also includes an accurate lunch count. This information generates the quantity of food that is cooked and ensures that the children in the elementary get a fresh fruit or vegetable snack.

The following criteria is followed for taking attendance:

- On in-service days, any students that are gone are counted .5 day absent. Do not count students gone in the afternoon as inservice starts at 12:30.
- On Homecoming day, the student is considered absent the whole day if they do not come to school at all. If the student comes in the morning and leaves at 12:30, they are counted .5 day absent. After each students' name, put "Homecoming" in the blank so that the office can mark them excused.
- Please put the reason they are gone if you know, otherwise put absent unknown. As parents call into the office in the mornings, that information will also be recorded on DDN Campus.
- For Tardies:
 - Students arriving between 8:35-9:30 are considered tardy. Children coming after 9:30 am are considered .5 absent.
 - Students leaving between 2:30 and 3:30 are considered tardy, not absent. If students leave before 2:30, they are considered .5 absent.

Budget Management & Requisitions

Teachers are required to fill out purchase requests (usually February) for the following school year. Upon approval, either the orders will be placed by the secretaries or by the teachers themselves. The administrative secretary will handle all purchase orders. Travel budgets get approved on a case-by-case basis but are required to be budgeted during requisition time.

The principal must approve any necessary purchases not previously requisitioned and approved.

Bus Procedures

Preschool and kindergarten will dismiss at 3:30 in order to place their children on the bus. All other elementary students are dismissed at 3:35. All lower elementary teachers will walk their students out to each bus. All upper elementary teachers will rotate walking their students out to each bus so that every grade 3, 4, and 5 has at least ONE teacher from the grade level outside with their grade level students. All students that are being picked up need to meet in front of the main office and wait for their parent or older sibling to pick them up. All students that are being taken from their room early by a sibling needs to have a permission by the parent/guardian signed prior to leaving. Be sure to track the students on the buses by the Disney picture on the bus, not the driver or number.

Care of Books & School Property

Each teacher is required to keep an accurate record of textbooks. Textbook numbers assigned to each student should be carefully recorded and used for collecting at the end of the year. Students will be required to pay for damaged or lost materials. Additional textbooks should be stored in closed cupboards so students will not be tempted to “borrow” another book if theirs should become lost.

Cell Phone

No texting/cell phone usage in the classroom with students present. During times of special circumstances, though, alert the administration so that flexibility can be used. During recess supervision, cell phones are encouraged, along with Hamlin’s 2-way radio, for emergency purposes.

Chain of Command

The following chain of command should be used in the situation where the principal is not available: Superintendent, Middle/High School Principal, Athletic Director, 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.

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. Students are constantly in the state of being monitored at all times by a school employee.
4. Teachers should dress and act professionally at all times. **Also addressed under “Dress Code.”**
5. Teachers should utilize a variety of different techniques which teach to the different styles of learning.
6. Students should be given time at the end of each period to ask for assistance and work on their daily assignments.
7. Homework should serve a useful purpose in the educational process and should not be used as punishment.
8. 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.

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 two-year rotation cycle. 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 the principal's presence in their classroom, as proper supervision requires regular observations of classroom activities.

Code of Conduct/Code of Ethics

All certified teachers in the state of South Dakota are required by law to adhere to the Code of Professional Ethics. (Click on the link or go to <http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=24:08:03>)

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 and busses have left the parking lot. Teachers are to use the chain of command when they cannot meet these times due to appointments or emergencies.

Curriculum Maps

Curriculum maps of each teacher's class will be kept up to date. They should all be posted on the schools share drive.

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. Follow the Hamlin Elementary Discipline Handbook that includes the matrix used. Also, when a major discipline occurs as per the matrix, staff needs to fill out the referral form and turn it into the principal's office for documentation.

Dress Code

Teachers are expected to dress as professionals and should be mindful of the expectations of this community. Current casual fashion trends do not always agree with a professional dress code. Professional attire does not include tennis shoes, shorts, t-shirts, casual wear, short skirts/dresses, etc., Also, no tight-fitting pants or leggings as "stand alone" pants that are not covered by a long tunic top are allowed. Leggings/skinny pants need to include tops that cover the middle section of the body and go lower than the bottom, even when bending over. Low tops with cleavage showing or tight tops that are form fitting are also not considered professional attire. Be conservative, as our goal here is children! During Parent/Teacher Conferences and Open House events, an even better dress than regular school days is encouraged.

Casual Dress Day is on Fridays only. A \$1.00 per day donation to a fund will be assessed if staff determines they want to participate in this weekly event. Blue jeans and a collared or dressy casual shirt, sweater or Hamlin School-related logos and designs are acceptable attire for Casual Dress Day on Fridays.

Emergency School Closing

In the case of emergency school closings for such reasons as inclement weather or mechanical problems, the announcement will be sent out via the Black Board Connect Communication System. Notices will also be sent to Watertown radio stations KWAT, KDLO, KXLG, KS93 and KSDR and TV Stations KDLT, KELO, KSFY, & KTTW/KTTM. Every attempt will be made to post the notice on the school homepage.

Emergency Management

Red emergency management folders, along with the classroom key, should be in the top desk drawer in each classroom. Please review this periodically, as the school district will have various trainings, drills, and practices in order to keep our staff and students safe.

Rooms should be locked at all times. A door magnet should be in place in order to pull off of the door frame during emergency situations. During times staff are not in the rooms, such as lunch, lock the door by pulling the magnetic strips. Staff should carry keys with them at all times.

Equipment Checkout

Teachers will be allowed to check out school equipment for use in the classroom and 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.

Facebook

Nothing that you learn, or it would be conceived to have learned by the public in this school, should be posted on your Facebook page. That includes situations about kids/students, your frustrations with them, making fun of them or their behaviors/disabilities, etc. Inappropriate topics/images that includes alcohol, inappropriate language, inappropriate pictures, etc., should not appear on your Facebook page. Be careful about "friending" students. Court cases have shown this to not to be prudent. Absolutely NO Facebook usage between 8:00 am and 4:00 pm.

Fresh Fruits and Vegetables Grant

Each year, a free snack is served to the children that is a fresh fruit or vegetable. High school advisories will deliver that on or around 1:30 pm each day. Encouraging of the snack and for children to try the snack promotes healthy future eating for children.

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.

Hallways

Since grade levels throughout the elementary are constantly having class and are on a separate schedule, students need to be quiet in the hallways. This includes while walking down the hallways, getting ready for recess, in the bathroom area, etc. Teachers are the primary monitors of this situation,

though, and need to be firm about this procedure! This means that classroom teachers need to be in the hallway to monitor the hallways before/after recess.

Per fire code, no boots, shoes, etc., should be outside of the lockers. Have a hall monitor from the classroom check the lockers after each time to monitor this. Also, nothing should be on top of the lockers. **Nothing can be closer to the ceiling than 24 inches....**this includes classrooms on top of cabinets!

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. Only addresses students' role; does not address teacher responsibility. Should be included in the Student Handbook

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 the 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. The school secretaries will have copies and will explain how to gain access to these files.

Leave Requests/Staff Absences

All leave requests are handled through the principal with final approval through the superintendent. These requests will likely be approved pending the availability of substitutes and budgetary constraints. The principals will be responsible for contacting a substitute teacher for the days you are to be absent from school. All absences from school should be documented on a Leave Request form to ensure that substitutes are paid and that your sick and personal leave accounts are accurate. These forms are available in the staff workroom or from the secretary.

Mrs. Krause: Cell: (605)880-7732; Home: (605) 874-8261; Lonnie: (605) 237-9129

Sick Leave

In the event of an unplanned absence, call the principal in the evenings or early morning (before 7:30 am) via his/her cell or home number. If you cannot reach the principal call the elementary or MS/HS office. Teachers may request a specific substitute, but that request may not be guaranteed. Teachers should submit a leave request form as soon as they return. Sick leave will be charged by the hour if in-house substitutes are utilized.

Professional Leave

Teachers must submit a leave request form **at least three days in advance** (with exception for emergencies and availability of substitutes) for approval of the anticipated absence. 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.

Personal leave

Teachers must submit a leave request form **at least three days in advance** (with exception for emergencies and availability of substitutes) for approval of the anticipated absence. Personal leave will be charged by the hour if in-house substitutes are utilized.

Lesson Plans

Teachers are expected to place their lesson plans in the principal’s office **no later than Monday at 8:00 am.**

The lesson plans **must** include all of the following:

- Goals or objectives of the lesson written out using the Common Core or State verbiage
- 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.

Make-Up Work

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

Open House

Open House is a time for students, parents, and staff members to meet, form important first impressions, and begin the relationship building process. Rooms should be ready with bulletin boards up, desks and lockers labeled, and the classroom in a neat and orderly array.

Pledge of Allegiance

The Pledge of Allegiance will be said every morning at the beginning of regular classroom activities as part of the morning routine.

Professional Talk

Positive staff relations begins with positive staff talk! Staff members want to be around people who are positive and there has been an increase in staff wanting negativity to be more limited. This includes information about students, staff members, parents, public, etc. Special education situations require an even greater level of confidentiality! Remember that the hallway, classrooms, teachers’ work room, etc., are not places for conversations of any professional level of confidentiality. Kids and other adults are always listening. Remember, also, that we have parents and members of the community volunteer and guest teach here and they are not bound by confidentiality in

the same code of ethics as staff members. Also be careful about conversations about situations in the school with parents around as those conversations typically do come back to administration and school board members. If you have a situation that you are unhappy about, go through the chain of command!

Recess

There will be two 20 minute recesses each day for grades Kindergarten through grade 3. Grade 4 and 5 will have at least one 20 minute recess each day. A 2-way radio that connects with the office and custodial staff is taken out at each recess. It is located in Mrs. Haase's kindergarten room.

Teachers will each pick each of their students from the lunch duty staff members from outside. Recess staff will not release them until classroom teachers pick them up.

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 Wednesday mornings) 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. Phone calls and notes home to parents promote communication and alleviate further issues.

School Keys

Employees are provided a fob to the buildings as well as a key to their room. These keys are for the staff members use only. It is illegal to make copies of the keys for anyone and/or to lend 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.

Staff Meetings

Occasional staff meetings are essential for the smooth operation of the school. These are **MANDATORY** meetings necessary to provide information including professional development. Staff meetings will be held in the morning from approximately 8:00 - 8:25 or after school at approximately 3:40 – 4:00. Excusal from such meetings must occur **prior** to the meeting and must be handled through the principal.

Professional behavior at any staff meetings and other in-services is expected. Tardiness is unprofessional and unacceptable and may be reflected in staff evaluations and/or 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 adult supervision or authorization.

Substitute Folder/Materials

The purpose of this substitute folder is to locate (in one convenient location) the necessary items to keep each class operational and maximize the education of the students. This folder should be located on or in the teacher's 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 class procedures.
7. Copies of the teacher and student handbook

Supervision of Students

Teachers are expected to be in close physical proximity of their students at all times to monitor student behavior. **Students are not to be left unattended in classrooms.** This includes study halls, hallway usage, and leaving the classroom to meet with another teacher! If a need arises to leave the classroom, please contact the office or send a student.

Supervision also includes staff's own children. In the mornings, staff's own children need to be in the staff member's classroom until a recess teacher is on duty, then they also need to go outside with the rest of the elementary children. Due to liability, staff members cannot have their children playing unattended on the playground.

Before school, supervision will be done by paraprofessionals in the hallways and on the playground.

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 front office for assistance with that copy machine. If it is an **emergency**, please send a note or call the school secretaries 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. Pick up copies from the copy machine in a timely manner.

Telephone/Cell Phone 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.

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- 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. It is recommended that staff cell phones be turned off or switched to silent to decrease the chance of interruption in class.
- In order to best utilize the office staff, teachers are asked to remind acquaintances or frequent callers that non-emergency calls will be sent directly to the staff member's voice mail. Students **should not** be using staff member's phones unless the staff member requires them to do so. A phone has been provided for their use near the high school office and in the front lobby.

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 (Student)

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.