

HAMLIN SCHOOL DISTRICT

MS/HS Employee Handbook

2017-2018

Hamlin MS/HS Employee Handbook 2017-18

Table of Contents

Mission Statement and Beliefs Page 2
Hamlin Teaching Staff 3
Hamlin School District Phone Numbers 3
Hamlin Board of Education 3
Accidents and Injuries 4
Activity Tickets 4
Advisory 4
Announcements 5
Budget Management & Requisitions 5
Care of Books & School Property 5
Chain of Command 5
Church Night and Sundays 5
Classroom/School Visitors 5
Classroom Expectations 6
Classroom Observations & Evaluations 6
Code of Conduct/Code of Ethics 6
Curriculum Mapping..... 7
Detentions & Detention Duty 7
Discipline Strategies/Classroom Management 8
Dress Code 8
Emergency School Closing 8
Equipment Checkout 8
Facebook 8
Fresh Fruits and Vegetables 8
Fundraising 8
Hall Passes & Student Planners 9
Incomplete Grades 9
Individualized Education Plans 9
Inventories 9
Leave Request 9
Lesson Plans 10
Lunch Duty 10
Make-Up Work 10
Record-Keeping 11
Report Cards & Progress Reports 11
Requests for Professional, Sick, or Personal Leave 11
School Keys 11
Semester Test Policy 11
Staff Meetings 12
Student Aides 12
Student Ineligibility for Activities 12
Substitute Folder/Materials 12
Syllabus 13
Teacher Workroom 13
Telephone/Cell Phone Use 13
Title Compact Teacher Agreement 14
Vacation Consolidation (Student) 14
2017-2018 Quarters & Midterms 15

Mission Statement of Hamlin School District

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

GUIDING BELIEFS

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

Hamlin Middle School and High School Staff

Art	Jennifer Dorn
APEX	Timm MacDonnell
Athletic Director	Timm MacDonnell
Band	Lisa Pedersen
Business	Lisa Kraning
Choir	Lisa Pedersen
Drivers Education	Larry Goebel
Guidance Counselor	Shelby Wilhelm
Health/Physical Education	Ashley Heinrich, Brad Noem, Dan Poppen, Timm MacDonell
Language Arts	LaWanda Fedt, Abby Schultz, Bobbi Uecker, Shannon Jacobson
Librarian	Stephanie Bawdon

Hamlin MS/HS Employee Handbook 2017-18

Mathematics	Dan Poppen, Brad Noem, Boyd Knudsen, Janis MacDonnell
Reading	Monique Haug, Bobbi Uecker
Science	Michelle Bartels, Janet Jorgenson, Chris Owen, Janis MacDonnell
Social Studies	Lisa Kraning, Courtney Christensen , Angela Keszler, Ashley Heinrich
Spanish.....	Alecia Leick
Special Education.....	Nellie Schaefer, Amanda Spaniol
Study Hall Monitors	Vickie Krack, Lee Kasten
Technology Instructor	Heidi Noem, Lisa Kraning
Technology Coordinator	Tim Koisti
Tutors/Aides	Joyce Lane, Tanya Schmidt, Connie Seppanen, Jessica Schwartz, Steve Brink, Tonia Seidell
MS/HS Secretary	Roxy Kerkvliet and Kerri Sheehan
MS/HS Principal.....	Jeff Sheehan

Hamlin School District Phone Numbers

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

Hamlin Board of Education

Board President	Casper Niemann
Member	Jill Opdahl
Member	Joe Homola
Member	Lynn Popham
Member	Neal Opdahl

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.

Hamlin MS/HS Employee Handbook 2017-18

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

Advisory

Advisory period was added to the day to promote unity and an overall community atmosphere to the school. It also provides a consistent method for distributing and collecting information and monitoring the students' academic progress toward the completion of their program of study. Students wishing to meet with an instructor during their Monday advisory period, will need to make arrangements with their advisor and the teacher they are going to visit.

Reading day is designed so that all students are doing leisure reading (**not school work**) in order to provide a good setting for students to consistently read and increase their reading ability/volume. Teachers should be modeling this behavior by **reading themselves during this time**. Unity day is meant for the students to do something together as a group and **must involve all students collectively**. This could include challenging another group to a competition of some sort (snowball, football, etc.) This is not another day for studying or reading and students should always be supervised. Each advisory will help in the elementary with distributing healthy snacks to the elementary. Each advisory will be assisting the cooks in a one-week interval. The following days are designated for use and should be utilized as such unless approved otherwise by the principal:

- A. Monday - study hall/help session
- B. Tuesday - reading day (novels or books)
- C. Wednesday - activity/organization meeting day NOTE: Please send notice of these meetings to the school secretaries to be placed in the morning announcements. Announcing this information over the intercom as Advisory starts interrupts middle school classes being conducted during HS advisory time.
- D. Thursday - leisure reading day (magazines, newspapers, or novels)
- E. Friday - Unity day

Students should be graded on the following criteria:

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

Announcements

Announcements will be read daily at the end of the first high school period. A bell should ring and staff should not be instructing during this time to allow all students to hear the announcements. Students and staff are responsible for the information provided through the announcements. Teachers wishing to have information included in the announcements should submit that information to the secretary no later than 8:30 AM. Email the information to the secretary exactly as it should be copied and read a day ahead of time and give a courtesy call to make certain the information was received and understood.

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.

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.

Teachers should avoid allowing students to leave their assigned books in the classroom; the instructor then becomes responsible for the well-being of the book, and not the student. Additional textbooks should be stored in closed cupboards so students will not be tempted to “borrow” another book if theirs should become lost.

Chain of Command

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

Church Night and Sundays

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

Classroom/School Visitors

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

Classroom Expectations:

1. Teachers are expected to conduct class exercises in a manner which will ensure habits of fairness and honesty. Students should be forewarned of upcoming assignments and all areas that they are to be tested over.
2. Teachers should expect a high standard of excellence in their classroom. If there is a large percentage of failure in a course, this might be indicative of course material not presented within the comprehension level of the students.
3. Teachers should have their lesson plans and substitute folders ready at all times.
4. Teachers are expected to be in the hallways between classes to help monitor student behavior.
5. Students are not to be left unattended in classrooms. This includes advisory periods, study halls, and planning periods. If a need arises to leave the classroom, please contact the office or send a student.
6. Students should not be detained from or pulled out of another classroom without the next teacher’s knowledge or approval.
7. Teachers should dress and act professionally at all times. **Also addressed under “Dress Code.”**

8. Teachers should utilize a variety of different techniques which teach to the different styles of learning.
9. Students should be given time at the end of each period to ask for assistance and work on their daily assignments.
10. Homework should serve a useful purpose in the educational process and should not be used as punishment.
11. All great teachers have similar attributes: good organizational skills, ability to make learning relevant, practice effective collegiality, are passionate about their subject matter, are empathetic towards their students, are good listeners, and demand the best from themselves and their students.
12. As a general rule food and beverages with the exception of drinking water in a clear container should not be allowed in the classroom. Exceptions for rewards or special occasions can be made by contacting the office.

Classroom Observations and Evaluations

The purpose of classroom visits is to assist the teacher and to offer constructive criticism and any assistance that is deemed necessary. All teachers in their first through third year of teaching will be evaluated using the summative evaluation instrument at least once per semester. All other teachers will be evaluated a minimum of once per year or based on the step in the optional two-year rotation cycle as outlined in the evaluation handbook.

Informal visits will be used throughout the year to help provide sufficient feedback for both the teacher and the principal. Teachers should not be surprised by 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](http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=24:08:03). (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.

Detentions & Detention Duty

It is more effective for disciplinary actions to be handled by the individual teachers. With this in mind, detentions should be served in the classrooms whenever possible. The intent of the detention is for the student to spend additional time at school which may be an inconvenience.

Detentions should be served from **7:55-8:25 or 7:45-8:15 for those wishing to eat breakfast** (make sure to communicate this to the detention supervisor) **and 3:30-4:00** (except Friday afternoons, Monday mornings, or the day before breaks). If the student cannot find transportation and misses the

detention, the detention will be changed to a suspension which they will serve in the principal's office. Students who are late for detention should be assigned an additional detention (usually not documented) which is usually commensurate with the amount of time late (doubling the amount of time the student is tardy is a good standard) or may receive another detention at the discretion of the supervisor.

Procedure for assigning detentions:

After completing the detention form, please make a copy and submitted to the office.

Filling out detention paperwork:

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

Supervising detentions.

As a supervisor, it is necessary that the student bring ample homework to complete, especially if they were assigned a detention for failure to complete homework. Students should not be using a computer unless they are completing a project for a specific class. If they do not have any work, they should be reading a book/novel. Students will not be allowed to sleep or put their head down to rest during detention. If students are found in violation of these rules, they should be informed of the problem and if further problems occur the student may be assigned an additional detention.

Students assigned a lunch detention will eat their lunch in another location determined by the supervisor and will not be allowed to communicate with their classmates and will be required to serve the entire lunch period under the direct supervision of the assigned staff member. **It is imperative that if a student misses a detention, the office is informed IMMEDIATELY so that it can be dealt with promptly.**

Discipline Strategies/Classroom Management

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

Dress Code

Teachers are expected to dress as professionals and should be mindful of the expectations of this community. Current casual fashion trends do not always agree with a professional dress code. Casual shorts and tank tops are not allowed except for special occasions as outlined by the administration. Blue jeans and a collared or dressy casual shirt, sweater or Hamlin School-related logos and designs are acceptable attire for casual Fridays if you have paid to the Scholarship fund for each semester.

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 Blackboard 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.

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.

Hall Passes and Student Planners

Middle school students are to have their assignment books (planners or agendas) with them at all time. Students who do not have an assignment book with them are not to leave your room **for any reason** except to visit the office or to visit another classroom for a **class requirement** (ie – computer laboratory, library, etc.). The planners have a set number of passes to be used each quarter, after which time they cannot be used again. In other words, the passes cannot be transferred to the next quarter. Without these passes, students cannot leave your classroom, for any reason.

If a student has lost their planner, they should be directed to the office, where they may be purchased for \$10.00. These new planners that will be sold by the office will not contain hall passes for the remainder of the current quarter except at the principal's discretion.

Incomplete Grades

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

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 on the teacher’s website (which is linked from the school website) no later than Monday at 8:00 am. The purpose is to allow the parents to view the teachers’ lesson plans for whatever reason. Use a “user-friendly” format such as Word or PDF.

The lesson plans must include all of the following:

- Goals or objectives of the lesson.
- Specific method to be used to present the material (small group discussion, jigsaw puzzling, lecture, etc.)
- Content that will be covered – including page numbers or chapters.
- Assignments to be given.
- Assignments that are due or to be collected.

Lunch Duty

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

Make-Up Work

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

Record-Keeping

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

A student is considered to have earned an unexcused tardy if they come to class after the second (tardy) bell and they do not have a note from another teacher or the office. If a student is tardy, the teacher should ask the student for this pass which describes the reason for their tardiness. If they cannot produce this pass, they should be marked as tardy-unexcused. The staff member needs to monitor the number of tardies any student has accumulated and take the appropriate disciplinary action as outlined in the disciplinary handbook.

Report Cards and Progress Reports (Midterms):

Report cards will be issued at the end of each quarter or trimester. 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. These grades will be used to determine academic eligibility for activities. Phone calls and notes home to parents promote communication and alleviate further issues.

School Keys

Employees are provided a key to the buildings as well as their room. These keys are for the staff members use only. It is illegal to make copies of the keys for anyone and/or borrow the keys out to anyone who is not an employee of the school without permission from administration. Checkout of the keys for the Hayti gym will be handled through the office.

Students should not be given staff member keys to use as that grants them access to places that are intended to be accessed by staff members only.

Semester Tests

- Staff are expected to be prompt and arrive for their tests at the appropriate time.
- If students have computer projects, etc. to finish, staff need to supervise them.
- Tests may not be rescheduled without permission from the principal.
- In order to promote the rigorous nature of such cumulative tests, the semester test should be long enough and rigorous enough to occupy **at least one hour** of the testing block for **ALL students**. A copy of the semester test shall be submitted to the office at least one week prior to the test or if the test land on a Thursday & Friday, test must be submitted by 8:00 am on the Monday of the test week.
- Semester tests should not be open book and should be cumulative of both quarters and as such a comprehensive test of this nature should occupy a minimum of 1 hour. The test measures the student's understanding and retention of all necessary material and the teacher's ability to relay the material to the student. Students should be given ample time to prepare for the test and the teacher should allot time to help review the material, preview the material covered on the test, answer questions individual student questions or address possible misunderstandings. Textbooks should not be collected from students taking the semester test until after completion of the comprehensive testing activity. Other students in class those days may be given other useful and substantive material to complete to help stave off boredom and keep the student's attention.

Staff 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

3:35 – 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.

Student Ineligibility for Activities

Students in extra-curricular activities must maintain a C- average in each individual class. Grades will be checked every week to determine eligibility.

Students in the second and third phases of ineligibility will be required to participate in the Teacher Assistance Program.

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

Substitute Folder/Materials

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

Syllabus/Course Outline

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

Included within the syllabus:

1. grading expectations
2. outline of course content
3. grading procedures

4. materials required
5. instructor information (phone number, email address, and preferred method of communication by a parent or student) *reworded*
6. List of rules

Teacher Workroom

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

2017-2018 High School Quarters, Midterms, and Semesters

Quarter 1:

Begin: August 23rd
Midterms due to office: September 27th
End: October 27th
Quarter grades verified to office: October 31st
Conferences: October 16th (1:30 – 8:00)
Homecoming: September 29th

Quarter 2:

Begin: October 30st
Midterms due to office: November 30th
End: December 22nd
Grades verified & due to office: December 22nd
Semester Tests for HS students – December 21-22

Quarter 3:

Begin: January 3rd
Midterms due to office: February 9th
End: March 9th
Grades verified & due to office: March 20th
Conferences: February 15th (1:30 – 8:00)

Quarter 4:

Begin: March 12th
Midterms due to office: April 18th
End: May 22nd
Grades verified & due to office: May 22nd
Semester Tests for HS students – May 21-22
Graduation: May 12th (Seniors failing grades due to the office 8:00 am May 11th)

2017-2018 Middle School Trimesters, Midterms

Trimester 1:

Begin: August 23rd

Hamlin MS/HS Employee Handbook 2017-18

Midterms due to office: October 13th
End: November 17th
Trimester grades verified to office: November 21st
Conferences: October 16th (1:30 – 8:00)

Trimester 2:

Begin: November 20th
Midterms due to office: January 12th
End: February 21st
Trimester grades verified to office: February 23^d
Conferences: February 15th (1:30 – 8:00)

Trimester 3:

Begin: February 22rd
Midterms due to office: April 6th
End: May 22nd
Trimester grades verified to office: May 18th
8th Graduation: May 22nd (or last day of school)