



**OABCIG High School  
Teacher Handbook  
2015-16**

## **EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY**

It is the policy of the OA and BCIG School Districts to provide equal educational and employment opportunities and not to illegally discriminate on the basis of their age, color, creed, national origin, race, religion, disability, marital status, sex, pregnancy, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socio-economic status, familial status or veteran's status in its educational programs, activities or its employment and personnel policies.

This agency shall provide program activities, a curriculum and instructional resources, which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are represented. A fair and supportive environment will be provided for all students and employees regardless of their age, color, creed, national origin, race, religion, disability, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, ancestry, political party preference, political belief, socio-economic status, familial status.

Inquiries or grievances related to this policy may be directed to the Affirmative Action Coordinator, listed below, or; to the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

The Affirmative Action Coordinator for both districts:

NAME: Alan Henderson, Elementary Principal, BCIG Community Schools

OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445

PHONE NUMBER: (712) 364-2360

OFFICE HOURS: Monday-Friday, 8-4

### **Provisions for all Employees**

Employees shall become familiar with all provisions of building and district faculty handbook, student handbook, and other rules and regulations of the school district.

### **Student Conduct - Responsibility of all Staff**

The conduct and control of students is the responsibility of all teachers in the building and on the school grounds. Teachers should exercise control beyond the confines of their classroom or activity. Student behavior will change with continued positive encouragement from the teachers and staff.

### **Supervision and Responsibilities**

Never leave the area for which you are responsible, this would include class time. If you have students in the room, you should be in the room. If you have an emergency, call the office or have someone cover for you. Between classes, teachers should step out into the hallway, but be ready to commence class at the designated times. You are responsible for being where you are assigned.

### **ID Badges**

**You are required to wear them daily. If you need a lanyard let me know.**

## **Discipline**

Discipline or classroom management is built on the basis of mutual respect and getting to know your students. Teachers should always respect students and treat them in the way you would like to be treated or the way you would like your own children treated by other teachers. It is important that we communicate with parents regarding their child's behaviors.

Any detentions assigned will be served with the teacher issuing the detention. It would be beneficial to document each instance. Reminder that any detention should be served within 2 days, if not, it is doubled. If not served within 2 days after doubling it becomes an In-School-Suspension.

If it becomes necessary to send a student to the office, please inform the office that the student is coming. Please provide information to the office as to why the student was sent.

### **Some general thoughts:**

- Have all students remain in assigned seats until you dismiss the class. Please do NOT allow students to line up by the door or stand outside the door.
- Avoid "spur of the moment" discipline. There is nothing wrong with delaying a decision for a reasonable period of time.
- Think before you act or threaten.
- The best discipline is handled one on one, not in front of the class.
- Support other staff members. If you put other staff down in front of the students, you are not being respectful of that staff member and are being subversive to the whole school.
- Be consistent.

## **Practices and Use of the Facilities**

Whenever it is necessary to practice with the students at night, only those who are directly involved with the activity should be admitted to the building. Students must never be admitted without a teacher/staff member in charge. Custodians cannot be expected to assume responsibility for student supervision. If students are on 'break' from your activity or practice, make sure they stay in practice area, they are not to roam the building.

Teachers must not give their school keys to students. Arrangements for building use involving students after school hours are to be cleared through Mr. Allen's office. Scheduling in advance should avoid conflicts and responsibility for the building can be determined in advance. Please note that just because you are first on the calendar does not mean your activity takes precedence (i.e. athletic events are often scheduled 2-3 years in advance, while they may not be on the calendar, they are still scheduled for specific dates)

## **Athletics and Activity Supervision**

The supervisor is required to be present from the time the first student arrives until the last student leaves the parking lot. Never leave students in the school buildings without supervision.

## **Substitute Teachers**

When you need to have a substitute teacher for illness, etc:

1. Contact the principal, or secretary, prior to **6:30 AM**, on the day to be absent.
2. Have complete plans available for daily lessons.
3. All contacts for substitutes will be made through the Principal's office.

Please complete a Substitute Information folder at the beginning of the school year and keep it updated with the change of each semester. A list of necessary items for this folder will be provided. This sub folder will remain in your room so it can continually be updated and in a location in which it can be easily located.

### **Procedures for Reporting Student Progress**

Progress Reports:

- Completed at mid-term of each quarter, dates listed below:  
**1<sup>st</sup> quarter - September 25**  
**2<sup>nd</sup> quarter – December 2**  
**3<sup>rd</sup> quarter – February 17**  
**4<sup>th</sup> quarter – April 12**
- All progress reports provided to the office should include current grade, grade report and a list of those students on the D and F list.
- JMC MUST BE UPDATED WEEKLY

Parents should also receive positive communications about their child. This goes a long way in developing positive relationships with students and their parents. Work with our At Risk Coordinator to get parents involved early if students are struggling in your classroom.

### **Lesson Planning**

Teachers should utilize APL strategies such as bell-ringers, and posting learning goals. Learning goals are not an agenda for the day, but are expected outcomes for student learning. Teachers are expected to plan and maintain long-range and short term planning. Weekly lesson plans are expected to be maintained and readily accessible if needed by an administrator, or sub, at the start of each week.

### **Grading Scale**

The following is the grading scale adopted by the OABCIG Boards of Education. Students should be informed in writing on the first day of class how they will be assessed and graded. A copy should be posted in the classroom.

100-93	A
92-90	A-
89-86	B+
85-83	B
82-80	B-
79-76	C+
75-73	C
72-70	C-
69-66	D+
66-63	D
62-60	D-

All teachers are expected to use JMC for grades. All semester tests each semester should be kept for a minimum of 3 weeks.

Teachers are to keep grades up-to-date a minimum of once per week, including any late work. It is better for teachers, students, parents and education in general to keep grades up on an ongoing basis.

**If a student is receiving an F in your classroom contact the parents weekly. While we hope parents would be checking regularly, we know that will not happen. Contact early, and contact often.**

**Success** – Time should be used productively, should be a **quiet** study time.

1. Seniors – Seniors will be part of success for the 2015-16 school year. They will have the ability to earn open campus for the 4<sup>th</sup> quarter.
  - a. This will be earned by not being on the D or F list
2. Students will be allowed to use technology, but will need to be quiet doing so. This means the use of headphones etc.
  - a. Students on the D/F list will not be allowed to use their phones during this time and should be monitored that they are working on homework.
3. **We will work to provide upper class mentors and tutors to help freshman.**
4. Students MUST check in to their own success prior to moving to another group, students will then be able to move to another group if that teacher has give the student permission. This can be done with a pass, a phone call or email
5. Groups will be kept the same over time, with mixed grade sections.
  - a. Those students who are consistently experiencing academic difficulties in a certain subject will be moved to that teacher to receive additional supports.
6. Staff members will update JMC on a weekly basis
  - a. The D/F list will be checked the first day of the week at 8:30 to determine who is on the list. If you are on that list you will not be able to use technology during that week unless you are working directly with a staff member

### **Success Activity Dates**

- September – Mrs. C
  - September 11 - Communication Game
  - September 25 D4S
- October – Mr. K Brown
  - October 9 - M and M Icebreaker
  - October 23 D4S
- November – Parker
  - November 13 - Left brain and right brain
- December
  - December 11 – D4S
- January – Maher
  - January 8 - Drop the Ball
  - January 22 D4S
- February – Mrs. C
  - February 5 - Send cards to send to service booth
  - February 19 D4S
- March – K Brown
  - March 11 - White board Activity
    - Post in cafeteria on TV
- April – Maher
  - April 15 - Favorite animal
  - April 29 D4S
- May – Parker
  - May 13 - Outside Super Class Night!

## **Semester Tests**

Teachers will administer semester tests during classes near the end of each semester. The semester test will count as 10%-20% of the semester grade and each quarter grade will count as an equal part of the semester grade.

- If a project is the final for the semester, students are required to attend class during the designated semester test time. Teachers are expected to have an activity or assignment during the testing time if not giving a written semester test.
- Expectations are that semester tests are given on the designated days unless otherwise approved by the administration. Individual accommodations can be made on a student-by-student basis.

## **Parent-Teacher Conferences**

Parent/Teacher Conferences will be held twice yearly. These dates are:

- Tuesday/Thursday, November 3 and 5
- Monday/Tuesday, March 21 and 22

There will be no school on Friday, November 6 and Friday, March 25 to make up time for conferences. These days are non-contract days.

## **Special Education Teacher Collaboration**

It is very important for the general education teacher and the special education teacher meet and discuss the education of those students whom they share and maintain open lines of communication. We all have the responsibility of ensuring all students are given the best education possible.

The general education teacher and the special education teacher must work together to provide for the best education for all students. Please keep the special education teachers informed as to the progress of special education students and provide them with the supporting materials they need. Some students will need to have accommodations and modifications made for them to be successful in the general education classroom.

The Special Education Department will let you know which students in your classroom are special education students and the needed modifications. An information sheet on each special education student is on file in the SPED Room.

## **Professional Learning Communities (PLCs)**

PLCs are designed to enhance the educational program by providing time for teachers to collaborate on professional development, student progress, and other curriculum related issues. PLC's will be implemented during Professional Development, and many other times during the year.

## **Assignments and Homework**

Homework assignments are necessary. There is a delicate balance between homework and allowing time in class to do assignments. Research tells us that lengthy busy-work types of assignments do not promote learning. Therefore, the assignments should be meaningful, what is meaningful to you, and what is meaningful to students might differ. **FOCUS** on higher-level thinking. Things such as word finds are very low level and should be limited if used at all.

## **Textbooks**

All textbooks should be labeled. Each new book should be assigned a number corresponding to the year purchased, i.e. 13-1; 13-2, etc. Textbooks are to be checked out to students. Students are to place their names in the book and the teacher should keep a record of the book numbers distributed to students. Please stress the importance of students signing their name in the book, as it is easier to return if we know whom it belongs to.

Damage, misuse, or abnormal wear of books will be charged to the student. If lost (new) - full price of new book; 1 - 5 years old - \$50, 6-10 years old \$25, over 10 years old \$10. Damaged books (still usable) – hardbound - \$1.00 to \$5.00, paperback - \$.50 to \$1.50.

### **Building Use**

It is the responsibility of each teacher to report to the office all cases of abuse to the building or equipment. A clean environment makes for a more positive climate. Before leaving your room, see that it is in proper order, windows closed and locked, lights off, and shades adjusted. Over the years custodial hours have been drastically reduced in this building. Please do your part to keep your room neat, and organized.

If you need to use the building/facilities for a special activity you are required to fill out a building usage form, which can be found in the HS office.

Please make sure to check doors, windows, etc if you are in the building after hours.

### **Forms**

All necessary forms (paperwork) can be found in the HS Office. These forms would include: Absence Reports, Transportation Requests, Purchase Orders, Green Sheets for recording collecting of money from students, Travel Claim Form, Accident Report, PE Waivers, Use of School Facilities Form, Print Shop Requests, Deficiency Reports, Disciplinary Reports, Fund Raiser Requests, and Workman's Comp Report.

Please make sure to complete all paperwork in a timely manner.

The Absence Form covers all reasons for being gone. This could include health related, personal, bereavement, etc. Your allowed days of leave are all covered in the master contract.

### **Injury and First Aid**

In case an accident of a minor nature occurs, first aid material can be found in the office.

All injuries, both major and minor, should be reported to the office immediately. Common sense should dictate how the injury is reported. This can be done by a call to the office, sending a student to the office, or sending the injured student to the office. The office will contact parents, doctor or hospital as needed. A Report of Injury Form should be filled out and filed in the office. Injury report forms are available in the office. Please be as specific as possible on these forms for liability purposes.

Blood Contact: The district has procedures designed to deal with bleeding incidents. Teachers should contact the office if a bleeding incident occurs that the student cannot handle on his/her own.

AED's (Defibrillator) can be found in the gymnasium in case of emergency

### **Co-Curricular Activities**

Activities are important to the overall development of our students. There will be times when students will miss school because of an activity. These times will be kept to a minimum, but we will occasionally need your cooperation to allow students to be gone or dismissed early. Your support is appreciated.

### **Class and Activity Sponsors**

All activities should be cleared by the administration before they are scheduled. Also, any activity that requires funding through fund drives, selling or soliciting of funds, etc., must be approved by the administration.

Do not allow the students to use charge accounts. Plan ahead and file a request for the money before the goods are purchased. All purchases need to have prior approval from the principal. If it is necessary for a teacher to

use a charge account, sign the ticket and fill out a requisition form. If cash is paid, an expense form should be completed with the receipt attached.

**All money collected should be turned in to the office immediately and deposited daily!**  
**Under no circumstances should teachers store money in their classroom!**

### **Good Conduct Policy**

If you witness a student purchase, or use, alcohol or tobacco products please report it to the office.

### **Attendance**

Attendance should be taken by the teacher each class period as soon as possible. Attendance will be taken by the teacher and recorded in JMC. Please make sure you have class listed printed and available for subs when needed.

### **Announcements**

Please e-mail all items you want in the daily bulletin to the office by 8:30 AM. Please email the announcement as it would be put in the bulletin. Please put “announcement” in the subject line. Announcements will be emailed to students each morning.

### **School Calendar**

Mr. Allen will keep the “Master” calendar. All events must be recorded on this calendar. Please schedule your event with Mr. Allen. It will be advantageous to schedule events as soon as possible.

### **Copiers**

There are two copiers available in the building: one in the library and one in the office area. You will be assigned a code that will allow you to access both copiers.

### **Visitors**

**If you see someone in the building that you do not recognize, please ask if they need help and direct him or her to the office.**

### **Telephone Use**

Mrs. Tromp will take messages and deliver them to you via email, or in person, depending upon the content of the message.

### **Miscellaneous**

- Wednesday of each week is set-aside for family night. ALL students need to be out of the building prior to 6:00 on Wednesday evenings.
- Be sure to close and lock all windows and turn off all lights in your room before leaving for the night. Also lock classroom doors whenever you leave your room.

### **Tornado Drills and Tornadoes**

Teachers are to keep students calm and quiet during this time. General locations for each classroom should be posted by the door in each room, in large enough print to be visible from a distance. It is your responsibility to have these posted! (See last page for dates of both Tornado and fire drills)

Tornado drills will be signaled by short continuous rings of the bell system. Two drills will be performed each semester.



## Cell Phone Policy

In the classroom cell phones should be turned off and put away. Students should place phone in backpack, bag, or pocket. They should not be out unless instructed by staff member. If student is using their phone without permission it should be taken and brought to the office where student can pick up at the end of the day. Phones may be used during lunch and passing time.

## Fire Drills and Fires

All students and staff should exit by the route designated for their room. Please make sure the exits are posted and that students are informed. Teachers and students should not take time to close windows, please exit immediately. Teachers are to keep students calm and quiet during this time. Fire drills will be announced by the fire alarm system. Two drills will be performed each semester.

## Chromebook Distribution

All student computers will be handed out on the first day of school during first period.

## Computers

Reminder that all emails you send from a school computer, as well as your browsing history, are subject to open records law. So, be careful what you email, and in where you browse.

## Staff Members (BOLD indicates new staff member)

Heidi Beck – Business

Kate Beyke – Art

Kurt Brown – Business

Steve Brown – Social Studies

Travis Chizek – Math

Janet Christensen – Language Arts

Roger Christensen – Science and Social Studies

Sheri Conover – Para

Melanie Eason – Para

Erik Eisele – Spanish

Linda Friedrichsen – Para - FLEX

Kari Hadden - Business

Byron Hartwig – Industrial Technology

Faith Johnson – Special Education

**Jacob Pedersen** – Vocal Music

KariAnn Jurgensen – Language Arts

Angela Lensch - Guidance

Susie Maass – Math and Science

**Ben Mauritz** – Instrumental Music

Jeff Miesner – PE

Andrea Nielsen - FCS

Randy Nieman – Social Studies

Megan Chizek - Math

Donna Rasmussen - SPED

Carol Sadler - Science

Lynzie Reisz - SPED

Shelly Schiernbeck – Para - FLEX

Heather Spetman – Language Arts

**Taylor Clark** - Agriculture

Nicole Taylor - Para

Tasha Tromp - Secretary

Cindy Wilcke - Library

Julie Weeda – Tech Integration

## Bullying

According to the State of Iowa the definition of harassment and bullying in the law is: “Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with a student's academic performance;

- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

A reminder to be vigilant in your monitoring of actions that students would perceive as bullying. While there is a difference in rude, disrespectful or mean behavior and bullying, it is still important to work to reduce those type of behaviors. In past surveys students have stated this type of behavior happens most frequently in the hallways between classes. The best way to stop it is to be visible.

## **Child Abuse Policy**

### **IDENTIFYING AND REPORTING CHILD ABUSE**

It is Iowa state law and the policy of the OA & BCIG School (Districts) that any licensed employee, certified para-educator, instructor employed by a community college, or holder of a coaching authorization, who has a reasonable belief that a child under the age of 18 has been abused, as defined by law, by a person responsible for the care of that child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. In addition, any licensed employee, certified para-educator, instructor employed by a community college, or holder of a coaching authorization, who has a reasonable belief that a child under the age of 12 has been sexually abused by anyone, shall contact the Department of Human Services and report that suspicion as well.

The reporting of suspected abuse by non-licensed employees is encouraged.

The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of the OA&BCIG School (Districts) that reports of child abuse remain confidential as required by law.

The OA&BCIG School (Districts) will provide the training for employees as required by law in the identification and reporting of child abuse within six months of initial employment. Within one month of initial employment, the school shall also provide each new employee who is a mandatory reporter with the legal requirements of child abuse reporting.

The OA&BCIG School (Districts) administration and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. The OA&BCIG School (Districts) recognizes that it has no obligation to contact the parents or guardians of a child suspected to have been abused.

### **PROCEDURES FOR INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

It is the policy of the OA & BCIG School (Districts) that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the OA & BCIG School (Districts) to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The OA & BCIG School (Districts) has appointed a level-one investigator(s) and alternate(s), and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator. The level-one investigator(s) and alternate(s) will be provided training in the conducting of an investigation, at the expense of the OA & BCIG School (Districts).

The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education (chapter 102) to carry out this policy.

## **IDENTIFYING AND REPORTING CHILD ABUSE**

It is the policy of the Odebolt Arthur and Battle Creek-Ida Grove School District that any certificated or licensed employee who has a reasonable belief that a child under the age 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. The reporting of suspected abuse of children by non-certificated or non-licensed employees is encouraged. The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of the Odebolt Arthur and Battle Creek-Ida Grove School District that reports of child abuse remain confidential, as required by law.

The Odebolt Arthur and Battle Creek-Ida Grove School District shall provide the training required by law in the identification and reporting of child abuse, to all mandatory reporters employed by the school within six months of initial employment. The school shall also provide each new employee, who is a mandatory reporter, with the legal requirements of child abuse reporting within one month of initial employment.

The Odebolt Arthur and Battle Creek-Ida Grove School District administration and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews.

The Odebolt Arthur and Battle Creek-Ida Grove School District recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

### **Fire Drills**

August 28

September 4

March 4

April 15

### **Tornado Drills**

September 11

September 25

March 16 (depending upon severe weather awareness county drill)

April 22