

# **FACULTY HANDBOOK**

**2018-2019**



**DOVER-EYOTA HIGH SCHOOL  
AND MIDDLE SCHOOL**

## TABLE OF CONTENTS

School District Mission	2	Maintenance Work Orders	10
Teaching Staff	2	Media Center	10
Office Staff	3	Medications	10
Support Personnel	3	Mileage & Reimbursements	10
Technology Support	3	New Teacher Requirements	11
Paraprofessionals	3	Office Procedures –	
Custodians	3	Sending Students	11
Food Service Staff	3	PTO (Paid Time Off)	11
Coaching Staff	4	Parent Communication	11
Advisors for Academic Teams,	4	Parent-Student-Teacher	
Clubs & Other Activities		Conferences	11
Pepfest Supervision Assignments	5	Pepfests & Lyceums	12
After School Program	6	Personal Property	12
Alarm System & After		Photocopying	12
Hours Building Use	6	Prep Time	12
Allergies	6	Professional Development	12
Announcements	6	Safety	12
Audio/Visual Equipment	6	School Closings	12
Auditorium Use & Supervision	6	School Day	13
Bulletin Board for Teachers	7	Student Assistance Team	13
Cell Phone Availability	7	Student Referrals	
Cell Phones – Teacher Use	7	for Chemical Abuse	13
Classroom Assignments	7	STA's (Student Teaching	
Comp Time	7	Assistants)	13
Crisis Team	7	Substitute Teachers	13
Cumulative Folders	7	Telephone Use	13
Curriculum Committee	7	Tenure	13
Discipline Policy	8	Track and Field Day	13
Dress	8	Transportation	13
Emergency Procedures	8	Video/Movie Use	14
Faculty Meetings	9	Visitors	14
Field Trips	9	Web Page	14
Final Exams/Projects	9	Appendix A – Crisis Team	
Fund Raising	9	Procedures	15
Harassment & Violence Policy	9	Appendix B – Parent Communication	
Instructional Leadership Team	9	Guidelines	16
Internet Use by Staff	9	Appendix C – Student Assistance	
Keys	9	Program Policy	17
Lesson Plans	10	Appendix D – Teacher Webpage	
Lockers	10	Requirements &	
Lunch	10	Guidelines Checklist	18
Lounge	10	Regular Time Schedule	19
Mail	10	Wednesday Time Schedule	20

## **SCHOOL DISTRICT MISSION**

***"The Dover-Eyota School system, in partnership with its community, will foster a safe, caring and respectful environment to develop well-rounded, high achieving citizens who demonstrate character and integrity in an ever-changing world."***

**At Dover-Eyota Middle and High School, we strive to accomplish this mission by:**

- Challenging each student to reach personal high standards - academics, arts, athletics and leadership
- Guiding students to become effective problem-solvers
- Building self-esteem through student successes
- Promoting a safe and supportive school environment
- Fostering positive relationships amongst all members of the school
- Encouraging partnerships with the citizens and employers of our communities
- Involving parents and families in the educational process

## **DOVER-EYOTA MIDDLE & HIGH SCHOOL** **FACULTY AND STAFF**

Notice: Pursuant to school district policy #404, the school district conducts an employment background check upon hiring for all Dover-Eyota faculty and staff.

### **TEACHING STAFF**

### **Phone Number 545-2631 or 1-866-847-9863 (from Dover)**

Nikita Albrecht	Room 119	Ext. 226	Vocal Music	NikitaAlbrecht@deschools.org
Rachel Aldinger	Room 105B	Ext. 260	Spanish	RachelAldinger@deschools.org
Lora Allen	Room 115	Ext. 249	Special Education	LoraAllen@deschools.org
Ryan Anderson	Room 118	Ext. 227	Band	RyanAnderson@deschools.org
Bryanna Anderson	Gym	Ext. 229	Health/PE	BryannaBalbach@deschools.org
Tim Andring	Room 209	Ext. 198	6 <sup>th</sup> Grade	TimAndring@deschools.org
Hannah Bauman	Room 203	Ext. 219	Mathematics	HannahBauman@deschools.org
Joe Baures	Room 202	Ext. 224	English	JoeBaures@deschools.org
Carol Benish	Room 117	Ext. 253	Special Ed	CarolBenish@deschools.org
Brooke Bernard	Room 111	Ext. 209	English	BrookeBernard@deschools.org
Jill Davis	Room 208	Ext. 145	6 <sup>th</sup> Grade	JillDavis@deschools.org
Tine Donahue	Room 106	Ext. 210	Social Studies	TineDonahue@deschools.org
Paula Griffin	Room 206	Ext. 235	Math	PaulaGriffin@deschools.org
Bradley Hak	Gym	Ext. 255	Health/PE	BradleyHak@deschools.org
Damon Hammel	Room 108	Ext. 283	Mathematics	DamonHammel@deschools.org
Wanda Hanson	Room 210	Ext. 223	6 <sup>th</sup> Grade	WandaHanson@deschools.org
Brian Harris	Room 113	Ext. 239	Science	BrianHarris@deschools.org
Brian Hasleiet	Room 205	Ext. 263	Business Ed.	BrianHasleiet@deschools.org
Sarah Johnson	Room 211	Ext. 220	FACS	SarahJohnson@deschools.org
Blake Julian	Room 116	Ext. 237	Science	BlakeJulian@deschools.org
Becky Kromminga	Room 117	Ext. 251	Special Ed	BeckyKromminga@deschools.org
JB Mathison	Room 207	Ext. 231	6 <sup>th</sup> Grade	JBMathison@deschools.org
Amanda Mecum	Room 117	Ext. 250	Special Ed	AmandaMecum@deschools.org
Steve Moericke	Room 112	Ext. 218	Science	SteveMoericke@deschools.org
Kathy Mosdal	Room 105B	Ext. TBD	Spanish	KathyMosdal@deschools.org
Steve Stevenson	Room 213	Ext. 217	English	SteveStevenson@deschools.org
Brandi Pagel	Room 114	Ext. 234	Science	BrandiPagel@deschools.org
John Pittenger	Room 201	Ext. 207	Social Studies	JohnPittenger@deschools.org
Keith Polus	Room 109	Ext. 287	Industrial Tech.	KeithPolus@deschools.org

Stephanie Porter	Room 110	Ext. 286	Agriculture	StephaniePorter@deschools.org
Tami Rhea	Media Center	Ext. 151	Media	TamiRhea@deschools.org
Rebecca Rudquist	Room 214	Ext. 222	English	RebeccaRudquist@deschools.org
Ryan Scheevel	Gym	Ext. 240	Health/PE	RyanScheevel@deschools.org
Julie Schmidt	Room 124	Ext. 241	Art	JulieSchmidt@deschools.org
Karen Schultz	Room 204	Ext. 264	Business Ed.	KarenSchultz@deschools.org
Sara Smith	Room 212	Ext. 230	Special Education	SaraSmith@deschools.org
Steven Tauer	Room 107	Ext. 236	Social Studies	StevenTauer@deschools.org
Alberto Vera	Room 123	Ext. 206	Social Studies	AlbertoVera@deschools.org
Deb Vosler	Gym	Ext. 262	Physical Education	DebVosler@deschools.org
Dan Vrieze	Room 215	Ext. 221	Mathematics	DanVrieze@deschools.org

### **OFFICE STAFF**

Heidi Cummings	Lead Office Secretary	Ext. 200	HeidiCummings@deschools.org
Mary Radcliff	Office Secretary	Ext. 208	MaryRadcliff@deschools.org
Nicole Pochron	Health Office Assistant	Ext. 247	NicolePochron@deschools.org

### **SUPPORT PERSONNEL**

Todd Rowekamp	Principal	Ext. 205	ToddRowekamp@deschools.org
John Ostrowski	Activities Director/Asst. Principal	Ext. 268	JohnOstrowski@deschools.org
Nick Truxal	Director of Teaching and Learning	Ext. 404	NickTruxal@deschools.org
Peter Dodds	Teaching and Learning Specialist	Ext. TBD	PeterDodds@deschools.org
Ryan McRae	School Counselor	Ext. 212	RyanMcRae@deschools.org
Katie Johnson	School Social Worker	Ext. 213	KatieJohnson@deschools.org
Stephanie Holliday	Job Shadow Coordinator		StephanieHolliday@deschools.org

### **TECHNOLOGY SUPPORT**

Bryan Berg	Technology Director	Ext. 433	BryanBerg@deschools.org
Nathan Masching	Technology Coordinator	Ext. 431	NathanMasching@deschools.org

### **PARAPROFESSIONALS**

Kayla Briggs	Special Ed/General	Ext. 233	KaylaBriggs@deschools.org
Paula DeRouin	Special Ed/General	Ext. 249	PaulaDeRouin@deschools.org
Emily Funke	Special Ed/General	Ext. 233	EmilyFunke@deschools.org
Sarah Martinak	Media Center Assistant	Ext. 248	SarahMartinak@deschools.org
Sheila Searcy	Special Ed/General	Ext. 230	SheilaSearcy@deschools.org
Mary Trogstad	Special Ed/General	Ext. 249	MaryTrogstad@deschools.org
TBD	Special Ed/General	Ext. 233	TBD@deschools.org
TBD	Special Ed/General	Ext. 233	TBD@deschools.org

### **CUSTODIANS**

Linda Oeseau	Director of Custodial Services	Ext. 238	LindaOeseau@deschools.org
Carleton Braem, Steve Herrick, Kevin Salsman, Harry Zietler	Custodians	Ext. 238	

### **FOOD SERVICE STAFF**

Carrie Frank	Director	Ext. 242	CarrieFrank@deschools.org
Gail Rollie	Lead Cook	Ext. 259	GailRollie@deschools.org
Dan Archer	Cook	Ext. 259	
Diane Helgersen	Lead Cashier	Ext. 259	DianeHelgersen@deschools.org
Becky Stahl	Assistant Cashier	Ext. 259	
Julia Buss, Madonna Kuiper	Cook's Helpers	Ext. 259	

## Coaching Staff

### FALL SPORTS

#### Football:

Head Coach – Brian Harris  
Assistant Varsity – Dan Vrieze  
“B”/“9<sup>th</sup>” – James Berg/Josh LaPlante  
7<sup>th</sup> & 8<sup>th</sup> – Ricky Smith; Aaron Gust

#### Cross-Country:

Head Coach – Julie Nelson  
Assistant Coach – Brian Hasleiet

#### Boys' Soccer:

Head Coach – John Pittenger  
Assistant Coach – Ryan McRae

#### Volleyball:

Head Coach – Stacy Mayer  
“B” – Bryanna Anderson  
9<sup>th</sup> – Jayleen Meyers  
“C” – Deb Vosler; Michelle Anderson

#### Girls' Soccer:

Head Coach – Dustin Beckman  
“B” – TBD  
“C” – Nathan Asper

### WINTER SPORTS

#### Boys' Basketball:

Head Coach – Tim Mayer  
“B” – Kevin Kullot  
“9<sup>th</sup>” – TBD  
“C” – Rob Mason; Bryce Schmidt

#### Wrestling:

Head Coach – Chad Nelson  
“B” – Brian Lehnertz  
Assistant – David Otomo

#### Girls' Basketball:

Head Coach – Brian Harris  
“B” – Tom Surprenant  
9<sup>th</sup> – Jayleen Meyers  
“C” – Laurie Mickow; Leeann Mickow

#### Dance Team:

Head Coach – Jill Magnuson  
Assistant Coach – TBD

### SPRING SPORTS

#### Golf:

Head Coach – Steven Tauer  
Assistant Coach – Becca Rudquist

#### Baseball:

Head Coach – Brad Wick  
“B” – JB Mathison  
“C” – Nathan Asper, Brian DeFrang

#### Track:

Head Coaches – Brian Hasleiet; Tim Andring  
Assistants – Lisa Finstuen; Holly Callahan,  
TBD

#### Softball:

Head Coach – Ryan Scheevel  
“B” – Tim Mayer  
“C” – TBD; John Ostrowski

### Advisors for Academic Teams, Clubs & Other Activities

Chamber Choir – Nikita Albrecht  
Clay Target – Chad Ohl, Todd Rowekamp  
Close Up – John Pittenger  
Colorguard – Gwen Rosenbush  
FFA – Stephanie Porter  
Fitness Center – Dan Vrieze  
Girls Who Code – Allison Benike  
Graduation Coordinator – Becky Kromminga  
Knowledge Bowl – Alberto Vera

Math League – Brian Harris  
Model United Nations – Tine Donahue  
National Honor Society – Rachel Aldinger  
Pep/Jazz/Marching Bands – Ryan Anderson  
Peer Helpers – Katie Johnson  
Prom Coordinator – Amanda Mecum  
Robotics – Steve Moericke/Blake Julian  
Spanish Club – Rachel Aldinger  
Student Council – Bryanna Anderson

**2018-2019 PEPFEST AND LYCEUM ASSIGNMENTS  
FOR MIDDLE SCHOOL/HIGH SCHOOL STAFF**

**Exterior Exits**

Northwest Exit Doors:	Sara Smith
Southwest Exit Doors:	Stephanie Porter
South Central Exit Doors:	Nikita Albrecht
Locker room Exit Doors:	Deb Vosler
Main Entrance:	Becky Kromminga & John Pittenger
Fitness Center Exit Doors:	Brad Hak

**General Supervision**

Band:	Ryan Anderson
Student Council:	Bry Anderson
Middle School Extra Help:	Katie Johnson, John Ostrowski
Sr. High Extra Help:	Ryan McRae, Todd Rowekamp

**Gym Bleacher Assignments**

North (Sr. High) Sections from East to West:      South (Jr. High) Sections from East to West:

**#1 (Seniors)**

Keith Polus  
Joe Baures  
Alberto Vera

**#2 (Juniors)**

Julie Schmidt  
Hannah Bauman  
Dan Vrieze

**#3 (Sophomores)**

Karen Schultz  
Paula Griffin  
Brian Harris

**#4 (Freshman)**

Blake Julian  
Becca Rudquist  
Amanda Mecum  
Rachel Aldinger

**#1 (6<sup>th</sup> Grade)**

JB Mathison  
Tim Andring  
Jill Davis  
Wanda Hanson

**#2 (7<sup>th</sup> Grade)**

Brooke Bernard  
Steven Tauer  
Brandi Pagel  
Damon Hammel

**#3 (8<sup>th</sup> Grade)**

Steve Stevenson  
Steve Moericke  
Tine Donahue  
Sarah Johnson

**#4 (Band)**

Ryan Anderson

**If you are assigned to an exterior door, please stay there until the hallway near you is clear (you will need to do some "herding" of the students), then proceed to the gymnasium and find a place among the students.**

**If you are assigned to the bleachers, don't "bunch up". A couple of teachers together is fine but let's have a few at the top and a couple in the middle of the section. Then those from the exterior exits will move into the bleachers.**

## After School Program

Any teachers with 6<sup>th</sup>–8<sup>th</sup> grade students who are falling behind in their work in any core class (social studies, science, math or English) are requested to refer these students to our “After School Program”. This program involves cooperation between parents and teachers in an effort to help students make up missed assignments and tests. The goal is to help maintain student accountability and personal success at our school. Forms for referring students to this program are in the main office.

## Alarm System and After Hours Building Use

Custodians are on duty Monday through Friday, except on holidays and other days the school is closed. A staff member entering the building on weekends or when custodians are not present must use the doors by the Fitness Center, sign in on the clipboard, and make certain that the alarm is turned off before they enter. When leaving, the staff member is responsible for signing out and setting the alarm if no one else is present or signed in on the clipboard.

## Allergies

More and more students are experiencing food allergies that we all must be aware of. We have several students who have severe allergies to peanuts. **Please be aware that you cannot take any food into classrooms that has peanuts or was made in facilities that may process peanut products.** Peanut products are only allowed in the cafeteria and staff lounge. If you eat food items that contain peanuts while at work, please swish water around your mouth afterward and wash your hands with soap or sanitizer to remove any peanut residue. In the lunchroom, students with allergies sit at an allergen-free designated table. Please become familiar with the student who have known allergies.

## Announcements

Announcements must be turned in to the school office before 7:30AM to be considered for inclusion when daily announcements are read aloud over the PA system at 8:15AM. To minimize the disruption to class time, only certain items will be read over the PA. Other items will be considered for inclusion in the written daily announcements. Office staff reserves the right to edit or delete any announcements. Early announcements will be posted and available on the website prior to the end of first block. When late announcements are necessary, they will be made at the beginning of a block whenever possible. Occasionally, the weather dictates that cancellation/change decisions are not made until late in the day. In that case, the announcement will be made by 2:30PM.

## Audio/Visual Equipment

All A/V equipment should be checked out with the Media Center staff. Teachers are asked to return the A/V equipment when they finish with it. Any equipment in need of repair should be reported to the Media Center staff as soon as possible.

## Auditorium Use & Supervision

Our auditorium is an excellent facility and we should use it well. However, it is a shared facility, which makes careful and respectful use a necessity if teachers are to continue to have unrestricted access. Please follow these guidelines if you use or plan to use the auditorium with a class or team:

1. You must sign up for the auditorium in advance. For use during the school day, sign up in the binder in the mailroom. Use outside the school day requires a facilities use form to be turned in to the district office.
2. Please do not sign up to use the auditorium with a class unless there is a genuine instructional application. It should not be used just for a change of pace.
3. Theatre, music rehearsals and presenters have an obvious application and therefore take precedence over other potential users.
4. You are responsible for the condition of the auditorium when your students leave. Food and drink other than water are ALWAYS strictly forbidden in the auditorium. Again, the auditorium is a shared space, so it is mandatory that no trash be left behind.

Teachers are expected to help supervise the auditorium during a lyceum or program according to the following guidelines:

1. Fill in the rows of the auditorium beginning with the front
2. Do not skip any seats
3. Walk with your students to and from the lyceum.
4. You decide where they sit - not them!
5. As teachers, please sit with your students so that you can see them and monitor behavior.
6. If necessary, determine ahead of time as to who is not to sit together.

### **Bulletin Board for Teachers**

The “official” teacher bulletin board is located on the south wall of the staff lounge.

### **Cell Phone Availability**

An extra cell phone is available in the Principal’s office for teachers who take student groups on field trips.

### **Cell Phones – Teacher Use**

In order to set a good example for students and enforce the student cell phone policy, teachers are not to use cell phones while they are teaching except in emergency situations (such as a spouse expecting a baby or a family member in the hospital.)

### **Classroom Assignments**

The principal will confer with the school counselor and the classroom teacher as necessary to make all classroom assignments based on the needs of each teacher and course. If you feel a change is necessary, please bring your concern to the principal.

### **Comp Time**

See the Master Contract.

### **Student Crisis Team**

If a staff person has determined that a student is at a point of losing control, the staff person is encouraged to call for the building Student Crisis Team by calling the office or using the PA system. This would occur after the student has been offered a series of choices to change to appropriate behavior and/or comply with staff requests. Situations that may lead to a Team call would include the following:

- The student is swearing and verbally out of control.
- The student has threatened or demonstrated physical aggression.
- The student refuses to leave a classroom even after the principal has been called and is involved.
- The student refuses to leave, even when asked twice, when the principal is out of the building.

For detailed Student Crisis Team procedures, See **Appendix A**.

### **Cumulative Folders**

Each student has a cumulative folder in the guidance and counseling office. Teachers may review their students’ folders at the beginning of the school year. All employees who read any contents within a student’s folder must sign the sign-out form.

### **Curriculum Committee**

All teachers are involved in curriculum development. To continually improve curriculum, Dover-Eyota has developed an ongoing curriculum review process. Curriculum and course changes must go through the Curriculum Committee.



## Discipline Policy

Teachers are expected to consistently enforce all Student Handbook rules and policies with students. Our discipline policies and procedures will create, protect and preserve an environment that allows teachers to instruct and students to learn without unnecessary disruptions or threats to other people or property. We teach students to be respectful of others and to be responsible for their own actions. The following elements are essential for success:

- Respectful acceptance of all students
- Understand that students show inner pain through negative behavior
- We are “peace-makers” not “hatchet-swingers”
- Stay cool – you are the “adult” in every situation; think before talking/taking action
- Establish classroom rules that are understandable and enforceable by you and the principal
- Consistent enforcement of rules with all students at all times
- Pick your battles
- Demonstrate a “this is a good place to be” attitude
- Service must be superior – without students and their parents, we have no one to serve!

All teachers should have a discipline plan with specific rules for behavior and should comply with School District Policy 506: Student Discipline. ***Per district policy, a teacher must contact a parent any time a student is sent out of the classroom.*** Classroom discipline plans must be included in your course syllabus, explained to the students at the beginning of your course and a copy made available to the principal. Disciplinary referrals must be done in the discipline section of JMC.

## Dress

All school district personnel are expected to dress in a manner that sends the appropriate message to students, parents and each other that we view ourselves as professionals. T-shirts, dirty clothing, revealing clothing, shorts and sweats (except for P.E. teachers), and jeans (except for Tech Ed. and Ag. Ed. teachers) are NOT appropriate dress for professional educators. Fridays are designated as spirit days. Staff members who have donated the designated amount to the Sharing Tree may wear jeans and clothing displaying a D-E logo or D-E school colors. Other exceptions for special days or events may be granted and encouraged by the principal.

## Emergency Procedures

All teachers have a white binder with procedures to be followed in case of crisis situations including: bomb threat, fire, tornados, or an armed assailant in the school building. As a teacher, you are expected to be aware of these procedures and to follow them closely when necessary. We will practice these procedures annually. If you have any questions regarding any of these procedures, please ask.

Each teacher must post and announce to their students the routes of exit in case of a fire or a fire drill. Remind your students to exit without talking, in an orderly manner and to stay together as a class. Upon leaving the school, tell your students where your meeting place will be – with you! Take your grade and attendance books with you and take attendance once you have arrived at your meeting spot. You are responsible for knowing where your students are at all times. Fire drills will be conducted each school year in accordance with the state requirement, which is five (5) fire drills during the school year.

The state also requires five (5) lockdown drills be conducted in every school. Procedures for these drills are continuously reviewed, and any changes communicated to staff, students and parents as necessary.

One or two tornado drills will be conducted each school year. Students will proceed to their assigned hallway areas and assume a sitting position, facing the wall, as if a real tornado were approaching.

In the event of a bomb threat, students and staff will be evacuated to the bus garage. We will remain there (on buses in the event of inclement weather) until the building has been thoroughly checked and we are given the “go-ahead” to return to the building. Again, make sure you bring your class lists with you in order to account for all students.

## **Faculty Meetings**

Faculty meetings will be held at least one morning per month at 7:30AM. If you have something for the agenda, please talk to the principal at least two (2) days before the meeting.

## **Field Trips**

Each department has responsibility for planning school trips that are of educational value. Teachers are required to gain advance approval from the principal and complete the following steps:

1. At least one week in advance, notify by e-mail, all teachers, office staff, nurse's office staff and food service personnel (if applicable) of which students will be gone and when they will be gone.
2. At least one week in advance, fill out and submit the "Student Travel Outside the School District Request Form" and submit to the principal for approval. Attach a copy of the information flyer/letter and permission slip that will be sent home to parents.
3. Fill out forms to requisition funds and reserve transportation as necessary.

## **Final Exams/Projects**

All teachers are expected to have a final exam or project in each class according to the end of semester finals schedule. Finals should keep students busy throughout the entire block. Please do not have parties, take your students outside, etc. At the end of the year, teachers will turn in copies of these exams to the principal at time of check out. No final examinations will be given early! Any student leaving school prior to the end of the class, including the end of the school year, will be required to take final exams with the principal upon their return.

## **Fundraising**

The School Board must approve fundraising on behalf of the school district and its students that occurs outside the school building. Completed fundraising forms must be submitted to the building principal prior to the fundraising event. Internal fundraisers still need the form and approval by the principal.

## **Harassment and Violence Policy**

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence. For details, see School District Policy #413.

## **Instructional Leadership Team**

The PLT Leadership Team consists of the principal and a representative group of teachers who have received training in the use of Professional Learning Communities for school improvement. The team ideally consists of a teacher from each core department, a 6<sup>th</sup> grade teacher, a special education teacher, a fine arts teacher, and a CTE teacher. The team analyzes assessment data and other information in order to set yearly improvement goals, guides the faculty in establishing and implementing action plans and arranges for related staff development.

## **Internet Use by Staff**

All high school employees are expected to use the internet only for appropriate job-related purposes as outlined in the district's Internet Acceptable Use and Safety Policy. (See School District Policy #524)

## **Keys**

Each teacher is assigned the necessary keys to do his/her job. Other needed keys may be checked out from the office for overnight or weekend use.

## **Lesson Plans**

Up-to-date lesson plans and materials for the next day should be ready before leaving each school day. The principal may request copies of weekly lesson plans. These plans must include enough information to enable a substitute to teach the class with very little loss of instructional time.

## **Lockers**

All students are assigned lockers. The lockers are considered school property. These lockers may be searched if a teacher has “just and reasonable cause” to suspect that the locker may contain a weapon, drugs, alcohol, tobacco or stolen property. It is recommended that you have the principal or another teacher present if you choose to search a locker.

## **Lunch**

As a staff member, you are welcome to purchase a school lunch. We do expect you to keep a positive balance in your lunch account. If that becomes a problem, we will ask you to bring your lunch from home until the bill is paid.

## **Lounge**

A weekly Friday treats schedule will be made up and the people responsible for treats in a given week are also responsible for lounge clean up that week. We do hope, however, that you clean up after yourself. If you use an item from the kitchen or FACS room, please return it!

## **Mail**

Building mail is distributed each day. All intra-district mail should be placed in the designated envelopes. Intra-district mail leaves the building at 10:30 am and 2:50 pm. Out-going general mail leaves the building at 10:30 am, so please have it in the High School Office by 10:00 am.

## **Maintenance Work Orders**

Please fill out an on-line Maintenance Work Order if you need something repaired in your classroom or office. You may access the system under “Internet Start Page” on the district home page.

## **Media Center**

The Media Center staff are available to work with all students and staff. Teachers are encouraged to make use of media resources. Those bringing classes to the Media Center are expected to accompany students and to work with them during their time there. Teachers are also encouraged to make recommendations to the Media Center staff for future purchasing considerations. The Media Center will limit checking out materials one week before the end of the school year for inventory purposes.

## **Medications**

Our school nurse or one of the office administrative assistants must dispense all prescription medications in the nurse’s office. A parent authorization form must be on file before any authorized staff may dispense prescription medicines. The medication must be in the prescription bottle. Students who have the proper signed parent authorization form on file may hold and self-administer over-the-counter medications.

## **Mileage and Reimbursements**

Mileage and other reimbursement claims must be turned in to the District Office each month by the date given by the payroll department. School district personnel will be reimbursed for their meals on school district time according to the rates set by the district. Those individuals using personal transportation (when school transportation is unavailable) will be reimbursed according to the rate determined by the School Board. Please obtain the proper form in the office. Use the on-line system to make a request for

school district transportation.

### **New Teacher Requirements**

Faculty who are new to our school are required to report during the week prior to the return of other licensed staff for purposes of induction and orientation. New teachers are also required to attend periodic training sessions with their assigned mentors during the first year. Non-tenured teachers must complete a minimum of 60 days of teaching in order for a given year to be counted as a year of probation.

### **Office Procedures – Sending Students**

1. If you send a student to the office, please call with an explanation or recommendation.
2. Students must report to the office for a pass if they arrive late to school (1<sup>st</sup> block). If they have been in school but arrive late for your class, please do not send them to the office. If they don't have a pass from the previous teacher explaining why they are late, assign whatever discipline measures you feel are appropriate. A student absent from classes one day should get a make-up slip from the office before reporting to class the following day.
3. Students will be called to the office for emergencies or to see the Principal, Counselor, Social Worker or Nurse. If we have a message for a student that can wait until the end of the class period, we will try to call at that time.

### **Paid Time Off (PTO)**

PTO requests are always subject to approval by the principal and approval should not be assumed except in cases of illness or a family emergency. However, PTO requests are very rarely denied except for: 1.) to comply with the restrictions specified in the master contract; and 2.) some requests that are made for in-service days. Please look at the district calendar to avoid planning vacations, appointments, etc. for scheduled in-service days. Next year's district calendar has also been approved and published. Exceptions will be made on a case-by-case basis for events that are beyond a teacher's control.

### **Parent Communication**

We value communicating with parents at times other than just at parent-teacher-student conference times. We encourage you to send home weekly or monthly newsletters. Also, we encourage you to make one or two positive telephone calls a week or write a positive note home to reward growth and improvement, or make a home visit! It makes a difference!

In addition to the "Parent Communication Guidelines" in **Appendix B**, at a minimum the following parent communication process is required for students who are failing a class:

Any parent of a student failing a course at midterm time will have received at least one contact from the classroom teacher by telephone call or e-mail. A parent of a student failing a course at the end of the quarter will have received at least two contacts from the classroom teacher by telephone call or e-mail prior to the grading period. These contacts must occur early enough before the midterm or quarter end so that parents have the opportunity to intervene in time for the student to salvage a passing grade.

Direct, reciprocal communication with the parent is the intent of this requirement. Leaving a voice mail message or e-mail will not satisfy this requirement unless and until the parent returns the call or e-mail.

However, teachers should document their attempts to communicate, and inform the principal if several attempts have been made without achieving direct communication with the parent. The principal will deem such reasonable, diligent and documented attempts as satisfactory. The principal may also attempt to make a parent contact or otherwise assist the teacher in making the contact.

### **Parent-Teacher-Student Conferences**

Conferences are scheduled several times during the school year. All parents and students are asked in writing by the principal to attend these conferences. Teachers are also encouraged to give either verbal or

written invitations, especially to those whose children need more encouragement. Conferences should emphasize the child's strengths and performance, not just the areas that need improvement.

### **Pepfests & Lyceums**

Lyceums and pepfests are scheduled throughout the school year. All school events of this sort will be held in either the gym or the auditorium. All teachers will help supervise events in the auditorium according to the guidelines under "Auditorium Use". When an event is held in the gym, staff will supervise according to the assignment chart on page 5 of this handbook.

### **Personal Property**

All faculty and staff are encouraged to bring all personal property home with them during vacation periods.

### **Photocopying**

All copying is to be done in the Media Center office. Send materials to be copied via your computer or place them in the Media Assistant's mailbox. In some cases, there may be a 24-hour turn-around time for copies in the high school (48 hours at the start of semesters). For small numbers of copies (35 or fewer sheets), teachers may make their own copies at the second copier in the high school office workroom.

### **Prep Time**

All staff members will receive at least the prep time that is stated in the master contract. This is the time when daily lesson plans may be completed, parent calls may be made, meetings with individual students may be arranged, grade-level meetings may be held, or staff may confer with special education teachers, counselors, the principal, etc.

### **Professional Development**

Staff members wishing to attend a professional development conference or workshop are required to fill out a "staff leave" form available in the office and online PO requests or check request forms for the amount of the registration fee, lodging and any other costs. The documents are to be submitted to the principal for signature. He will give them to his secretary to arrange for a substitute teacher and then they will go to the district office for record keeping. The teacher must also fill out a transportation request (online). Mileage for personal vehicles must be approved by the principal prior to the event and will be approved in only certain situations (normally if a school van is unavailable).

### **Safety**

Teachers in areas such as Agriculture, Industrial Arts, or any other discipline where students may be using tools and equipment must have appropriate safety procedures and students must pass a safety test before operating equipment. Areas where there may be a safety concern must be reported to the building principal in writing. Examples include exposed wiring, broken handrail, slippery floors, etc. If a student is involved in an accident, the supervising teacher must fill out an accident report form available in the district office within 24 hours of the incident and return it to the building principal.

### **School Closings**

In case of emergency school closing due to inclement weather, etc., please listen, watch or visit the station website for such announcements on the following TV or radio stations:

Television: KSTP, KAAL, WKBT, KTTC

Radio: KROC (106.9FM; 1340AM), KYBA (105.3FM), KFIL (103.1FM; 1060AM),  
KLCX (103.9FM), KAGE (95.3FM; 1380AM), KWNO (99.3FM; 1230AM), KRCH  
(101.7FM), KWEB (1270AM), KMFX (102.5FM),  
KWWK (96.5FM), KNXR (97.5FM)

School closing announcements will also be posted on the school district website and sent out through the district's automatic phone and e-mail notification system.

### **School Day**

The teacher workday is from 7:30 am until 3:30 pm. School district personnel should not have their non-HS/MS school children here in their care during normal workday hours on a regular basis.

### **Student Assistance Team**

See **Appendix C**. Teachers may refer students to the Student Assistance Team using a referral form found in the main office.

### **Student Referrals for Chemical Abuse**

Concerns of this nature should be brought to the attention of the social worker, counselor, or principal, who may also confer with the Student Assistance Team when necessary and appropriate.

### **Student Teaching Assistants (STA's)**

STA's are to be approved ahead of time by the principal for one quarter at a time. They are available only when a suitable class is not available for them to fit into their schedule. They are to be under your direct supervision at all times. STA's found wandering the hallways, found off school grounds without permission or are disrupting classes may be reassigned immediately.

### **Substitute Teachers**

If you need a substitute, please call the principal before 6:00AM or preferably the night before. Substitutes are often in short supply. Todd Rowekamp may be reached at 507-259-0229. If you can't reach the principal, please call the office right away at 7:00AM.

### **Telephone Use**

Telephones in the classrooms are for teacher and school business only. It is the individual teacher's responsibility to monitor the use of the phone in his/her classroom. Students are not allowed to use classroom telephones except with teacher permission and for school business.

### **Tenure**

Continuing Contract or "Tenure" will be granted to faculty according to the applicable provisions in state law. Teachers must also have completed the district's teacher induction program and any other competencies determined by the school district. The granting of tenure requires the recommendation of the building principal to renew the teacher's contract in the tenure year.

### **Track and Field Day**

The elementary Track and Field Day is usually held in May. No high school teachers, classes or individual students will be given permission to attend or participate. Do not take your class outside to Track and Field Day or give any student permission to attend. A small group of high school student volunteers may be arranged according to a process established between the elementary staff and the high school principal. The middle school often holds a separate track and field day for 6<sup>th</sup>-8<sup>th</sup> grades.

### **Transportation**

Teachers request transportation services via the online transportation request system on the district website. In order to be reimbursed for mileage on your own vehicle, you must have pre-approval from

your principal. School vans may be taken out of state, but restrictions exist for taking school buses out of state, so you may need to make arrangements with a charter bus company for this type of trip. In order to take a group on an overnight trip, you need prior approval from both your principal and the School Board.

### **Video/Movie Use**

Videos and movies shown in and out of the classroom setting at Dover-Eyota High School and Middle School will be age appropriate, using the Motion Picture Association ratings. The staff member presenting the video or movie must preview it prior to its presentation to students. Any questions or concerns should be discussed with the principal before it is shown to students. If a video or movie is out of the age appropriate rating for that group of students, the teacher must get a signed parent permission slip from parents/guardians. The permission slip shall contain the following:

- \* Title of video/movie
- \* Rating/age appropriateness of the video/movie
- \* When video/movie will be shown
- \* Why video/movie is being shown (indicate educational value)
- \* Indicate alternative activities
- \* Parent signature line
- \* Slip needs to be sent home at least five (5) days in advance of the video/movie showing
- \* If students do not return the permission slip, it should be assumed that the parent is NOT giving permission and that the student may NOT view the video/movie
- \* Encourage parents to view the video/movie

### **Visitors**

Dover-Eyota High School will limit social visitors during the school day. They may be welcomed after school hours with permission from the office. Visitors during lunch must receive permission from the principal's office in advance. Any visitors should have signed in at the principal's office and display a school identification badge. If you encounter a student-aged or adult visitor without proper identification during the school day, please escort him or her to the office.

Parents are welcome to schedule visits to the school but are not entitled to visit classrooms at will. They are encouraged to review curriculum. Please make arrangements for this with either the high school principal or the school district's curriculum director.

### **Web Page**

Every teacher is expected to develop, update and maintain a web page that meets the minimum requirements listed on the "HS/MS Teacher Webpage Requirements & Guidelines Checklist" (**Appendix D**). This can be done with rSchool, Google Sites, or another application. Teachers are encouraged to continue to expand the information on their websites and their use of this valuable communication tool.

Teachers are also expected to develop a Google Calendar that is linked to the web page. This calendar must stay updated with due dates and deadlines of major assignments, projects, papers and tests.

## ***Appendix A***

### **STUDENT CRISIS TEAM PROCEDURES**

If a staff person has determined that a student is at a point of losing control, the staff person is encouraged to call for the Student Crisis Team. This point would occur after the student has been offered a series of choices to change to appropriate behavior and/or comply with staff requests. Situations that may lead to a Team call would include the following:

- \* The student is swearing and verbally out of control.
- \* The student has threatened or demonstrated physical aggression.
- \* The student refuses to leave a classroom even after the principal and/or Community Deputy have been called and are involved.
- \* The student refuses to leave, even when asked twice, when the principal is out of the building.

#### **Calling the Student Crisis Team:**

1. A staff member determines that a call is necessary.
2. The staff member calls the office at ext. 200 or ext. 208 and/or sends a runner to the office to request a call to the Student Crisis Team.
3. A member of the office staff who receives the call (or whatever staff is available) calls the Student Crisis Team and may call for the team and the room number over PA system, for example "Crisis Team report to room XXX; Crisis Team report to room XXX."
4. The Student Crisis Team responds by going to the classroom indicated by the office staff member. The principal, special education teacher or counselor will manage the crisis situation.

#### **The Student Crisis Team will generally follow these procedures:**

1. When the Student Crisis Team comes to the room it is important that after briefly identifying the student the staff member who has made the call "break-off" from the situation, and move away from the area. However, an important task for the staff person calling the team will be to later write a note to explain what happened before the team came (situation that led to the call).
2. The Student Crisis Team will be focused on monitoring the situation and communicating with each other about their course of action. Therefore they will not be able to enter into a dialogue with other staff members.
3. If the staff member who made the call has not already done so for reasons of safety, and the student refuses to leave the room, is violent or creates a physically dangerous situation, the Student Crisis Team will decide to remove all other students from the room or area until the student is deescalated and leaves the room.
4. If the student is violent or creates a physically dangerous situation, the Student Crisis Team may decide to call law enforcement for assistance.
5. As soon as the situation is deescalated enough to ensure everyone's safety, the student's parents/guardians will be called and consequent actions will be determined depending on the nature of the student and his/her actions.



6. Staff members who are involved in the student's current educational program (have a "need to know") may be informed of the situation and its outcome. All information concerning the crisis situation and its aftermath is confidential and not to be discussed with others.

Questions concerning the Student Crisis Team and the procedures can be directed to the building principal.

## ***Appendix B***

### **Parent Communication Guidelines Dover-Eyota High School & Middle School**

Dover-Eyota HS & MS believes that communication with parents is essential to the educational success of students. If we expect parents to share responsibility for the education of their children, then we must consistently provide them with information that allows them to meet this expectation. Teachers are committed to communicating with parents according to the following guidelines:

- ♦ Respond to all telephone calls or e-mails by the end of the next working day after the contact is made by the parent. (Example: A parent leaves a message on Wednesday and the teacher responds by the end of the day on Thursday.)
- ♦ Respond to requests for homework by the end of the next working day, even if there is no homework given.
- ♦ Enter all assignments, quizzes, tests and participation points into the JMC grade book no later than one week (5 working days) after the due date of that assignment. A few extra days may *occasionally* be needed for grading large written papers or projects.
- ♦ Prepare and distribute to parents a course syllabus for each course taught.
- ♦ Each teacher will develop and maintain a web page that includes at least the required information. (See Appendix D)

Teachers and other staff in the school communicate with parents in a variety of ways including:

- ♦ Telephone and voice mail
- ♦ E-mail
- ♦ Midterms, report cards, fall mailing, letters from principal or counselors, etc. through regular mail or emails from the district's notification system
- ♦ JMC parent on-line access to grade book
- ♦ Parent-teacher conferences
- ♦ District and school website
- ♦ Teacher web pages, including a Google calendar updated with due dates and deadlines of major assignments, projects, papers and tests.
- ♦ IEP and 504 meetings
- ♦ Orientation/Open House

- ♦ Student Handbook and Planner
- ♦ *Dover-Eyota Eagle* (district/community newspaper)

## ***Appendix C***

### **STUDENT ASSISTANCE PROGRAM POLICY**

It is the intent of the Dover-Eyota School District to provide a caring atmosphere and one of wellness for each student within our system. Some students exhibit behaviors of concern that affect their functioning in the total school environment. The school district recognizes the need to have a systematic approach to offer assistance to these students. As a part of this commitment, the school district authorizes the establishment of a student support system.

The implementation of the student support system is based on the following premises:

1. This policy does not alter or replace existing administrative policies.
2. The policy applies to all students.
3. Students will be encouraged to seek assistance if behaviors of concern are adversely affecting their performance in the total school environment. If performance problems are corrected, no further action will be taken.
4. It is the intent of student support system to work cooperatively with parents and guardians to assist in the resolution of student problems. Parents and guardians will be contacted as soon as possible when appropriate.
5. All records and discussions of student behavior will be handled in a confidential manner. The maintaining of these records will comply with existing board policy.
6. The program provides for pre-assessment of student behaviors and referral, if appropriate. Costs not normally born by the school district will be the responsibility of parents or guardians.
7. The program will also provide a structured, organized liaison between the existing school services and outside agencies. This would include assisting and cooperating with the educational program of students and in the adjustment of the student returning from an outside placement.

## *Appendix D*

### **MS/HS Teacher Webpage Requirements & Guidelines Checklist**

**Checklist Key:**    **1 – Required for inclusion in the webpage**  
                           **2 – Recommended**  
                           **3 – Optional**

Admin Initials	Teacher Initials	Ranking	Item
		1	Name
		1	Phone # (the school phone number with your extension)
		1	E-mail address
		1	Class schedule with times; best time to call
		1	Teacher self-introduction, bio, philosophy, etc.
		1	Class rules & expectations/guidelines/discipline policy
		1	Grading policy and grading scale
		1	Syllabus for each class you teach
		1	Link to Google calendar (see p. 14)
		1	Supply list (or a link to this)
		1	Date of most recent update to webpage on the page – preferably at the end/bottom
		2	Daily class information, assignments with due dates, etc. (or a link to these)
		2	Links to PowerPoint lectures, notes, worksheets, handouts, etc.
		2	Teacher photo
		2	Links to websites of interest
		2	Activities/events (or a link to this)
		2	Class handouts, supplemental worksheets or activities for reinforcement of lessons (for both low and high end students)
		2	Forms for signature (ie: class trips) or link to forms
		2	Upcoming classroom events
		3	Continuous Improvement
		3	Interdisciplinary collaboration

		3	Student work (samplings)
		3	Homework discussion area
		3	Classroom photo galleries
		3	Website Resources

## MS/HS Daily Time Schedule

### First Block:

<b>7<sup>th</sup> &amp; 8<sup>th</sup> Advisory</b>	<b>8:15 – 8:30 AM</b>
<b>7<sup>th</sup> &amp; 8<sup>th</sup> First Block</b>	<b>8:32 – 9:57 AM</b>
<b>9<sup>th</sup> – 12<sup>th</sup> First Block</b>	<b>8:15 – 9:43 AM</b>
<b>9<sup>th</sup> – 12<sup>th</sup> Brunch/Passing</b>	<b>9:43 – 10:01 AM</b>

### Second Block 10:01 – 11:29 AM

<b>Skinny A:</b>	<b>10:01 – 10:42 AM</b>
<b>Skinny B:</b>	<b>10:46 – 11:29 AM</b>

*11:29 – 11:35 AM Passing Time*

### Lunch Times:

Junior High	11:29 AM – 12:00 PM
Choir/Band/Skinnyies	12:19 – 12:45 PM (6 <sup>th</sup> Grade lunch at 12:13 PM)
Senior High	1:03 – 1:33 PM

### Third Block Class Times:

<b>Senior High</b>	<b>11:35 AM – 1:03 PM</b>
<b>Band/Skinnyies</b>	<b>11:35 AM – 12:19 PM</b>
<b>Choir/Skinnyies</b>	<b>12:49 – 1:33 PM</b>
<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grades</b>	<b>12:05 – 1:33 PM</b>

*1:33 – 1:39 PM Passing Time*

## **Fourth Block 1:39 PM – 3:07 PM**

### **Wednesday One Hour Late Start Schedule**

#### **Middle School Schedule**

Advisory	9:15 – 9:30 AM (15 min.)
Block 1	9:32 – 10:46 AM (74 min.)
Block 2	10:49 AM – 12:03 PM (74 min.)

**Skinny A:** 10:49 – 11:24 (35 min.)

**Skinny B:** 11:28 – 12:03 (35 min.)

*Lunch (7<sup>th</sup> & 8<sup>th</sup>)* 12:03 – 12:34 PM (31 min.)

Block 3 12:34 – 1:48 PM (74 min.)

Block 4 1:53 – 3:07 PM (74 min.)

#### **Senior High Schedule**

Block 1 9:15 – 10:29 AM (74 min.)

*Brunch* 10:29 – 10:49 PM (20 min. including passing time)

Block 2 10:49 AM – 12:03 PM (74 min.)

Block 3 12:08 – 1:22 PM (74 min.)

*Lunch* 1:22 – 1:53 PM (31 min.)

Block 4 1:53 – 3:07 PM (74 min.)

#### **Band/Choir and Sr. High 3rd Block Skinnies**

Block 3

**Skinny A:** 12:08 – 12:43 (35 min.)

*Lunch* 12:43 – 1:13 PM (30 min.)

*(6<sup>th</sup> grade starts lunch about 5 minutes earlier)*

**Skinny B:**     **1:13 – 1:48** *(35 min.)*

**Block 4**             **1:53 – 3:07 PM** *(74 min.)*