

Belle Fourche High School Faculty Handbook

2016-17

This handbook is a guide for you to follow while working at Belle Fourche High School. We hope you will take the time to study the contents and use it to make your job easier. Throughout, you will see references made to district policy and/or the student handbook. Take the time to read these documents because they are for your use.

There are two types of education - one is social in nature and the other is more cognitive in nature. If a child does not develop socially without guidance, the so called "basics" training will not happen. Do everything in your power to allow children to be happy while you are guiding them along productive paths of learning.

*"A teacher affects eternity; he can never tell where his influence stops."
Henry Brooks Adams*

Approved by School Board 08-14-90

Philosophy

The School Board of Belle Fourche Public Schools subscribes to the thesis that our educational aspirations for our young have made us free, and it is the intention of the board to help perpetuate that freedom by providing the best education possible for our children within monetary resources available to the district.

Our purpose is to develop individuals with adequate academic preparation as well as the desirable, moral, ethical, and spiritual beliefs to assume a role in shaping the future of our nation.

It is understood that though all children will not learn all things equally well, all should have an equal opportunity in the pursuit of education qualifications for the world ahead, and the school board will attempt to balance its program to provide for the varied interests of the pupils of the schools. In attempts at balance, school officials must keep in mind that quality programs deserve as much consideration as quantity. The board accepts the premise that the center of the school curriculum is the child, and the instructional program should be tailored to fit a child-development pattern of education.

The board of education accepts the conclusion that the education of children is a comprehensive program, which must be undertaken in cooperation with other institutions of our society. We will seek to establish and maintain strong ties with parents and community programs.

School District Mission Statement

We, the members of the Belle Fourche community, are committed to building a learning community and ensuring all learners equal access to an excellent education program that results in learners who are responsible and accountable; who value lifelong learning and know how to learn; and who are capable of succeeding in a changing society.

District Goal Statements

1. Build a quality educational program that is efficient, effective and excellent.
2. Improve and develop a cooperative and positive image for the school system.
3. Provide financial resources to adequately fund the educational programs.
4. Conduct school district business in a professional, effective, efficient and responsible manner.

SICK LEAVE

If you must be absent because of illness, call the office secretary as soon as it becomes apparent that you will not be coming to work. Do not hesitate to stay home when you are ill or go home when you become ill at school.

Substitutes are often difficult to find, and the earlier we know you will be absent, the easier it will be to find your replacement. (as per comprehensive agreement)

PERSONAL LEAVE

Personal leave is granted by the superintendent of schools. Requests should be made at least seventy-two (72) hours before the leave is to commence. Please notify the principal as soon as you can, so a suitable substitute teacher can be found. All requests must be in writing and given first to the principal's secretary, who in turn will give the request to the principal and then forward it to Central Office. Personal leave will not be granted to extend vacations. (as per comprehensive agreement)

PERSONAL AFFAIRS

It is wise and prudent to conduct personal affairs outside of school time. Please advise your children, and other family members, that telephone calls to the school are to be made only when it is very important. All long distance use of school phones for personal needs is to be credit card only.

LESSON PLANS

Belle Fourche High School does require regular lesson plans to be completed. Every faculty member should have written class assignments that are connected to the state content standard objectives. Plans should cover a week's work in advance and should be adequate to keep students busy throughout each class period. The lesson plan books are available in the office.

EVALUATION

Board Policy GBE

Because more emphasis is today being placed on accountability in the field of education, evaluation must be a part of the total approach to the improvement of the classroom unity. Therefore, evaluation of all certified personnel will take place in accordance with policy GBE.

Please take the time to read and study Board Policy GBE on teacher evaluation. It is your responsibility to know and understand the criteria for evaluation.

Walk-through visits will also occur during the regularly scheduled classroom times. These visits will help administrators get a better idea of the day-to-day activities in the classroom. These visits are unannounced and may occur at various times during the day.

FACULTY MEETINGS

Faculty meetings will be held as deemed necessary. It is important that everyone attend these meetings and arrive on time.

CHAIN OF COMMAND

When the principal is absent, the chain of command will be the activities director, superintendent, designated building administrator from elementary or middle school and high school counselor.

MATERIALS

Each spring, the department chairman will order the instructional materials and equipment needed by the department for the coming school year. Each department is expected to live within its budget. If there are exceptions, they must be cleared through the superintendent of schools. All items of \$15,000.00 or more must be put up for bid. It is the responsibility of each department to furnish bid specifications to the business manager. Please do everything you can to keep "business" in the community.

BUILDING AND CLASSROOM REPAIR REQUESTS

Each year, small and large repairs must be made to various areas of the high school. All remodeling needs, and the plans for the same, must be turned in early. These repairs or projects may not be completed until the following summer. Items to be included are custom made cabinets, painting and other major repair items. Smaller items that are usual repair in nature and not predictable will be handled as the need arises. The office secretary has forms for you to complete for all items of repair and remodeling. Please use them for every task related to repair, replacement or remodeling.

BOOK CARDS

Book cards will be available during the pre-school orientation. Make plans for each student who receives a text book to sign a book card with the appropriate book number and condition of the book. Take some time to discuss the condition of the books with your students and have each student check his or her book for torn pages, broken covers or previous writing. When fine time rolls around in the spring, many students complain that the book was torn or had writing in it when they received it in the fall. Make sure that books are checked in the spring, and that student's check inside the book for their respective numbers. Book cards should be kept in a locked or safe place where students will not have access to the cards.

MEDIA CENTER

Faculty members are encouraged to bring curriculum related material to the media center and to encourage students to use the center. Do not, however, send students to the media center unattended unless you have made previous arrangements with the supervisor. The center is not a study hall nor a social gathering place for students. The media center houses the school's audio visual equipment for checkout. All A.V. equipment must be returned to the library at the end of the school year for maintenance and repair.

RESPONSIBILITY DURING TEACHING PERIODS

Please remain with your students during assigned teaching periods. It is important to understand that teachers are responsible for their students while they are assigned to their class or activity. Teachers must use caution and good judgement when allowing students to leave their immediate supervision.

TEACHER ADVISORS

Teachers will be assigned students from the student body to advise and monitor. The intent of the program is to give students a chance to receive advice about their schedules or determine where to go for further advice. Each teacher-advisor will work with a mix of students. The students assigned to them will be "theirs" until they graduate.

TEACHER-STUDENT RELATIONSHIPS

The relationship between teacher and student is a personal one, but this relationship must always be professional. The teacher who attempts to relate to students by becoming one of them will find at best only temporary success. Students not only appreciate, but demand, mature generation gaps.

STAFF ID BADGES

Staff ID badges are to be worn during the school day. The ID badges should be visible.

TOBACCO POLICY

Tobacco products of any kind may not be used on District property, at school activities, or in school vehicles.

TEACHER-PARENT RELATIONSHIPS

A quality job in the classroom is a teacher's best security. We encourage teachers to make personal contacts with parents by phone, e-mail, parent portals, home visits, or other means on behalf of those students who have special problems in school. These contacts should be made in sufficient time for joint action and cooperation between parents and teachers. We also encourage teachers to make positive comments on behalf of those students who are doing well. Parent conferences and visits to school are always to be encouraged. We need to educate parents away from the idea that they should come to school only when there is something wrong. Please meet parents in a friendly, cooperative manner regardless of the attitude or purpose the parent may have. We, in school, will derive infinite benefit by building healthy and continuous relationships between parents and teachers. A teacher's responsibility does not end at the classroom door. Involvement in the community will pay great dividends. Your community welcomes you. Be a part of it!

TEACHER NEEDS

We hope you will not delay in seeking help whenever and wherever it is needed. We are speaking now of personal and professional needs which teachers have that may distract from their capabilities and responsibilities to the student. All of us must constantly strive to recognize our weaknesses, and we need to seek counsel where it can be of benefit. None of us is so strong, or so independent, that we can continually solve our own problems. Teachers who fail are generally unaware that they are failing. The principal's office will attempt to give aid where it is needed and attempt to recognize when help is needed.

ESPRIT DE CORPS

The composite of the many attitudes of administration, faculty, staff and student is the *esprit de corp* of our school. Among the most important of these are loyalty, dedication, determination and happiness. Studies have shown that *esprit de corp* begins to break down whenever a member does not fulfill his or her responsibilities. We must support one another. We must work as a team and not as a separate unit.

LENGTH OF SCHOOL DAY - TEACHERS

The length of the school day is 20 minutes before school convenes in the morning to 20 minutes after the last period has ended. Many times, a student, fellow faculty member, administrator or office secretary needs to meet with a faculty member before classes begin or after the close of classes. Board policy states that faculty are free to leave the building at the close of classes on Fridays, Thursdays before Intersession Fridays and days preceding holidays.

PREPARATION PERIODS (Planning Time)

Planning time is a part of a teacher's contractual work day. Teachers are expected to be in their assigned work area during planning time. If a teacher needs to be out of the building they must check with the principal for permission to sign-out. Planning time is for lesson planning, grading papers, contacting parents, and conducting school business.

THE SCHOOL DAY

The school day for students for each building begins when the first class begins and ends when the last class of the day is over. All students in grades 9-12 are assigned by School Board Resolution to the high school building located at 1301 Twelfth Avenue in Belle Fourche. The school day may be extended for those students needing special help or requiring disciplinary attention. The school day at the high school is from 7:50 a.m. to 3:39 pm on weekdays. Students may be required to attend school beyond the student's normal day or for the entire school day for special programs or events. Whenever a classroom activity requires a student's attendance beyond his/her normal school day, the student shall be notified in advance so that parents, employers, etc. can be properly notified by the student.

Whenever all students, within a principal's jurisdiction, are to be involved in special activities for one-half of the school day, the school board will be notified for its approval or disapproval prior to the activity. Under such circumstances, the regular attendance policy will apply.

THE CLASS PERIOD

Class periods are 60 minutes in length. Classes are to be dismissed after the bell has rung. Do not dismiss students early or delete a class period. Please be firm in insisting that your students keep busy until the end of the period. Faculty members who permit their class members to play the last few minutes are wasting valuable learning time. Faculty members should be in their classrooms at least (10) minutes before class begins in the morning and remain at least (10) minutes at the end of the day unless they are regularly scheduled with an co-curricular activity at that time. Faculty members are expected to be by their classroom door during the four-minute passing period providing supervision of the classroom as well as monitoring the hallways. Your presence has a direct affect on student behavior during the passing time.

CHANNEL ONE

Channel One will be each period of the day throughout the year.

INTERSESSION FRIDAYS

The Belle Fourche School District is using an Alternative Calendar concept to manage instructional time. Designated Fridays during the school year will be set aside for Intersession. Staff who are teaching during an Intersession, are expected to be at school 30 minutes before the Intersession begins and 30 minutes after the Intersession ends for students. Teachers will be paid additional hourly compensation. Such compensation is to be determined by the school district. There are to be NO ACTIVITIES scheduled during the mornings of Intersession. This excludes learning activities that Intersession teachers will be leading.

Students may be referred to Intersession by the students themselves, teachers, parents or guardians. Intersession may be used for remediation or enrichment activities.

Teachers will complete referral forms and return them to the Principal's secretary before the end of the day on Wednesday of an Intersession week. The secretary will then call parents to let them know their child has been invited to come to school the morning of an Intersession. The main goal of the Intersession Fridays is to improve student achievement.

BELLE FOURCHE HIGH SCHOOL AFTER SCHOOL PROGRAM GRADES 9-12

Time: 3:40 – 5:00 PM

Place: High School Student Center

Days: Monday thru Thursday after school with Friday morning Intersessions.

Activities will include homework help, access to computer lab, ACT prep, special projects, scholarship preparation, and other activities. Students will sign-up for the activity they will participate in.

**Funded by the 21st Century Community Learning Centers Program Grant.*

ALTERNATIVE SCHOOL

Students who are having difficulty maintaining passing grades in regular high school due to reasons such as: excessive absences, conflicts, health reasons, or have fallen behind in credits may request placement in the Belle Fourche Alternative School.

- Students must have a minimum of 10 credits to enroll.
- The principal must approve credits.
- Students need to be competent readers.
- Students need to enroll in Belle Fourche High School to be considered an Alternative School candidate.
- Students interested in Alternative school need to fill out an application form.
- Students and their parents need to meet with the principal and counselor before placement is considered.
- Students 21 years old or older may not enroll.

- Alternative School students who have successfully met the graduation requirements set forth by the State and School District will receive their diploma at a school board meeting that follows the completion of their program.
- Students must comply with all rules and guidelines established at the Alternative School. (These include but are not limited to attendance, tardies, and disciplinary infractions.)
- Students enrolled in the Alternative School will not participate in extra activities offered through Belle Fourche High School (sports, plays, music, band and academic competitions, and clubs). Students enrolled in the Alternative School will be using their time to successfully complete the academic requirements needed for graduation.
- Students who completed their course work at the Alternative School will receive a Belle Fourche High School Diploma.
- Alternative school students will graduate upon completion of the Belle Fourche School District and State Graduation requirements. They may graduate early.
- The principal may waive or modify any of the guidelines due to extraordinary circumstances.

ATTENDANCE-ILLNESS

Regular attendance is important in the operation of any enterprise, especially in a school system. However, there are times when absence or tardiness is unavoidable. When this happens, a regular procedure has been established for everyone to follow. When a student is ill, he or she definitely should not be in school. In such a case, the principal and school nurse must be notified. Most students have telephones at home or where they room. It makes the routine much easier for those in charge if a phone call is made at the time of the illness. Students leaving school, **for any reason, must notify** the office before departure.

A student who is too ill to remain in class must first report to the office, whereupon, parents or the school nurse will be notified.

If a student is too ill to attend classes during the school day then he or she will not be allowed to practice or participate after school for athletic or any other school-sponsored events.

Upon returning to school after an absence and subsequent to a phone call from home, a student must go to the office and receive an admit slip. This admit slip will be presented to the teacher before the student may re-enter class.

All teachers will explain the results of poor attendance, excused or otherwise, at the beginning of the term in accordance with policy JCC.

FULL TIME STUDENT

Students enrolled in six or more course periods are considered full-time students. The exception to this is that those students in their fourth year who have senior status are required to take five courses. Students in their fifth year may choose to take only the number of classes needed to meet graduation requirements. Students showing no intention of going to all classes will not be considered as full-time students. After one warning in writing, students not meeting the full-time requirement may be dropped from the rolls. If the school has not been notified by parents or a supervisory agency after one week with justification for failure to attend classes, the school will drop the student from the roll.

AGE OF MAJORITY

Students who have reached the age of majority must first provide written release from their parent, and must be willing to accept the final decision of the office personnel as to the validity of absences. The school nurse will approve or disapprove requests for excused absences for medical reasons.

EXCUSED AND UNEXCUSED ABSENCES

*Please see student handbook.

All students assigned to a class must remain in each respective class for the entire period. Teachers may send students on errands, or let the students leave for appointments, illness, etc.; however, students must sign out at the office before leaving and sign in upon returning. Students may be required by the teacher to report to the principal's office for the remainder of the class period for disciplinary reasons. Teachers are to follow up by contacting the office personnel with the reason why he/she was sent to the office.

TARDIES AND EXCUSED GROUP ACTIVITIES

Attendance will be taken at the beginning of each class period. Students entering the classroom within the first twenty (20) minute of class will be counted tardy instead of absent. Students coming to class after the first twenty (20) minutes will be counted absent on the roll. In the event that school activities justify the absence of a number of students, a special bulletin will be issued listing those to be excused. The bulletin should be in the faculty mailboxes at least one day prior to the activity.

SKIPPING SCHOOL

Students are expected to make up all work missed when they miss classes. Unexcused absences must be given zeros. Students are ineligible in all activities, following a skip. Ineligibility ends at the end of the school day. (School Day= classes and all school sponsored activities Policy JK.)

DETENTION

Detention for tardies will be held in the teacher's room. A detention room will be maintained by the Principal's office. Detention will be served Monday through Friday from 7:20 – 7:50 am and 3:39 to 4:09 p.m. This is designed to allow students a time to reflect on actions and to modify their behavior. The rules are simple:

Study or sit

No talking

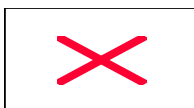
Any violation of rules will double the time to be served

Student may, with Principal's approval, request to be placed on work details to serve the time owed.

There may be times due to conflicts of duties that staff may be asked to assist in monitoring this facility.

PARENTAL EXCUSED ABSENCES

Attempts should be made by the parent/guardian to have all absences excused in advance, but there are legitimate exceptions. Phone calls are required for those students who have phones because of the unreliability of written excuses. However make-up work is required and every student should exceed the minimum standard of learning (which each teacher should establish for his/her class).



PARKING

There will be designated parking in front and to the north and south of the school for staff members and visitors.

DROP OUTS OR "AT RISK" STUDENTS

Each year we lose some students who may or may not make an attempt to succeed, but who become discouraged and leave our school. Some of these students will make a short-lived attempt to succeed. If these students are not given special attention early in school, they will not make it even with great effort later on. Take time early in the year to work with these people.

STUDENTS WITH PROBLEMS

Many times a student has emotional or other problems which are first recognized by the classroom teacher. There are various employees of the district specifically trained to help these students. There is a speech therapist; the nurse works with eye and hearing impairment and some other sensitive problems; the district hires a full time psychological examiner and we have our own counselor. The nurse will be called any time you believe a student is too ill to be in school or needs some medical attention. Please do not hesitate to utilize these people whenever you believe it is warranted. In most cases, other than usual referrals, it is almost mandatory to include parents or guardians before referrals are made.

DISCIPLINE

Providing order is the teacher's responsibility and duty. We owe it to students to provide order. If we can't establish order, we can't teach and students can't learn.

Different methods have been used as corrective measures for students with discipline problems. (Such as detention, loss of privileges, ineligibility, suspension, expulsion, and parental conferences) Parental conferences have proven to be most successful when faculty is included in the conference; students should also be present.

Do not hesitate to send disruptive or unruly students to the office immediately if they choose to ignore your directions. Never send a student out of your classroom to any place other than the office if he/she has been disruptive. The classroom teacher should bring the student directly to the office whenever possible.

South Dakota law does not allow staff members to use corporal punishment. Physical restraint or force that is reasonable may be used to protect others or in self defense. Staff members observing "child abuse" by others including fellow staff members must report any and or all forms of physical force.

PROHIBITION OF CORPORAL PUNISHMENT

According to Policy JGA and SDCL 13-32-2 all staff members must adhere to the following:

The use of corporal punishment, defined as any act of physical force on a pupil for the purpose of punishing that child, is not acceptable in this district and will not be tolerated as a disciplinary measure. The term will not apply, however, to the use of reasonable physical force in the following situations.

1. For self-defense;
2. To protect the individual or other persons from physical injury;
3. To protect property of the school or others;
4. To remove a student who has refused to comply with requests to refrain from disruptive behavior; and
5. To restrain or control a student that is out of control.

By law, physical force may be used by the superintendent, principal, supervisor, and teachers and their aids and assistants. This authority extends to any person delegated to supervise children who are authorized to attend a school function away from school premises and to school bus drivers.

Any employee using physical force in reference to any of the above situations to control a student will report the incident in writing to his or her supervisor. Supervisors will keep the superintendent apprised of unusual or extreme incidents of the use of physical force.

DISCIPLINARY RESPONSIBILITY

GBLA

The teachers should assume major responsibility for discipline in their respective areas. Area situations can usually be best solved and controlled by the teacher in charge. If a conflict persists, the principal should be consulted.

Group punishments should be used with discretion. Caution should be used before giving extra assignments of subject matter for disciplinary purposes.

COMPLAINT POLICY

There is a complaint policy for parents and others to use **when a formal grievance is not needed**. If people use this procedure, it will reduce confusion and keep issues at a dignified level.

See Administrator's Manual or Policy KL.

GRIEVANCE PROCEDURES

(See Policy Manual and Handbook)

INAPPROPRIATE STUDENT CONDUCT

(See Handbook and Policy Manual)

HAZING POLICY

It is a rule of Belle Fourche High School that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in any hazing. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be required to end all hazing activities immediately and those students will receive 3-5 days out-of-school suspension.

Equal Opportunity Title IX-504

The Belle Fourche High School System is a nondiscriminatory institution that offers educational opportunities without regard to sex, race, color, national origin, or disability.

Equal Opportunity Grievance Procedures-Specific allegations of violation may be submitted in writing to Title IX Coordinator, Clay Anderson 2305 13th Avenue. Phone 723-3559 within thirty (30) days of the grievance.

Within five (5) days, the coordinator will evaluate the grievance, and render a written decision.

Grievances will be discussed with the immediate principal involved and action through the principal with cooperation the involved person or persons and the coordinator will ensue.

At the discretion of the principal, or coordinator, filer or involved person, a formal hearing can be conducted with persons present and with a third uninterested party conducting the proceedings.

This will be done within ten (10) days of the initial decision of the coordinator.

If there is to be a hearing, all interested parties will be notified by writing as to the time and place.

The decision of the coordinator or the decision resulting from the hearing may be appealed within five (5) days after the coordinators written decision.

The following three steps shall be followed to appeal: a. Principal, b. Superintendent, c. School Board. The School Board will act at its first meeting following the superintendent's decision.

Following each step of appeal, a decision must be rendered within five (5) days. Correction or recommendation of discrimination practices will begin immediately following a judgment of discrimination. Accurate records of all proceedings, actions, and discussions shall be kept by the coordinator.

STUDENT RIGHTS

A student may knowingly or unknowingly become involved in an infraction at some point in time. The student who is accused of committing an infraction has rights, too. For instance, he or she has the right to be informed of the specific nature of the infraction, to be represented, to question his or her accuser, to present a set of facts before any action is taken, to expect a response that is fair and in keeping with the particular infraction, to appeal the decision and to confidentiality of his or her case.

Responses to inappropriate conduct used in the Belle Fourche School District may range from informal conference to expulsion from school. Students will be referred to counseling and social services as appropriate. It shall be the purpose of such counseling to emphasize the prevention of suspension or expulsion from school. When suspension or expulsion action is taken, it shall be the policy of Belle Fourche School District to help and prepare the student during the dismissal period for re-admission.

REPORTING CHILD ABUSE

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the law (SDCL 26-8-6, 26-10-11 and 26-10-12), it is the policy of the Belle Fourche School District that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report orally or in writing to the principal, school nurse or superintendent who shall then immediately report to the Department of Social Services (telephone 892-2731) or state attorney (telephone 892-3337) or to the county sheriff (telephone 892-4354). The principal, school nurse or superintendent shall inform the school employee initiating the action within 24 hours and in writing that the report has been made. The employee shall make the report directly to the proper authorities if the principal, school nurse or superintendent fail to do so.

The report shall contain the following information: name, address and age of the child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or condition.

School employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, only to report his or her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-10-12.2) is punishable by \$1,000 fine, one year in jail or both. (SDCL 26-10-12.3)

Failure to make a report where abuse or neglect is suspected is subject to the same punishment. (SDCL 26-10-10)

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded. (SDCL 26-10-14)

BUS CONDUCT

Students assigned to, and riding, school buses are under the direction and supervision of the building principal while riding to and from school, on field trips, and on other school-sponsored events.

The student must observe the same rules of conduct as in the classroom and observe other specific rules as established by the bus driver or school administration. Failure to observe established rules, or failure to cooperate with the driver may result in a denial of bus privileges. Students must ride the bus to and from school as assigned by the administration. Students desiring private means or motorized transportation to and from school shall obtain permission from the central business office before mileage payments will be granted.

COPY MACHINE

Copy machines are for teachers and staff members only. Students or other people may use it with permission from the office. The machine is for school use only and any other use requires prior office approval.

TELEPHONE - STUDENTS

Telephone calls may be made with permission from the office staff before and after school hours and during the lunch period. Students may use the office phone at any time in case of an **emergency**.

Students should ask their parents, friends, employers and all others to call during school hours only if it is an emergency.

PHONE CALLS (Land Lines and Cell Phones)

Personal calls should be limited during the day. There shall be no personal long distance telephone calls made on the school's land lines. Job related long distance calls are permitted on school phones.

Cell phones should remain off while in class. If you have a need to make a call during the school day please do it between classes, over lunch, or during your planning time in private.

PERSONAL USE OF SCHOOL DISTRICT TECHNOLOGY

Staff should be aware that school officials can and will search data or e-mail stored on all school owned computers at any time, for any reason, and staff members have no right of privacy in any such data. Staff should limit the use of cell phones during the school day. Phones should be turned off during class time.

VISITORS

All visitors coming to the school are asked to stop at the principal's office for visitation approval before proceeding about the building. This includes faculty invited speakers, presenters etc.. However, these people should be cleared **in advance**, permitting the visitors to proceed directly to the classroom after being checked in. Students from other schools are not to be in the building without permission from the office. Ask those people that you see in the building without an obviously constructive purpose to leave and then report your action to the office. It is part of your duty to keep our students safe, so ask non-students without a permit to leave.

CLASS SPONSORS

Class sponsors must approve all class activities, attend all class meetings and supervise the class in other activities in which they participate. There is some remuneration for supervisors of the classes.

STUDENT COUNCIL ADVISOR

A teacher or other staff member will be the Student Council advisor. The advisor should attend all meetings and official functions of the council.

SCHEDULING OF EVENTS

School related activities are scheduled through the activities office according to the availability of open dates on the activity calendar. For the most part a policy of first come, first served, exists. Regular events such as athletics, drama productions, and concerts should be scheduled before school begins or within the first two weeks in the fall. Many events, such as school pictures for the annual, special field trips, etc. require a great deal of faculty cooperation and understanding. Most other activities such as class meetings, student council meetings, and day by day school related activities, except for emergencies, should be scheduled one week in advance with faculty notification via a weekly bulletin presented each Thursday. Pep assemblies, except for season ending playoffs, will be scheduled by the activities director, the cheerleader advisor, principal, coaches involved, and the band director.

STUDENT ACTIVITY FUNDS

Each class, club or activity group has its own monetary fund. All monies are put into one fund with a separate accounting of each activity within the fund. **All monies** for activity funds are to be turned in to the principal's office to the office secretary.

Revenue:

- 1.) The school secretary writes receipts for all Student Activity funds for the school. Each receipt includes the date, the name of the person that the money is received from, dollar amount, name of account to be posted, signature and any other information necessary for a good audit trail.
- 2.) The money is sent (daily) to the Central Office along with receipt numbers.
- 3.) The Central Office bookkeeper recounts the money and writes a deposit slip. The receipt numbers are written on the deposit slip (for a good audit trail).
- 4.) The business manager deposits the money at the bank.
- 5.) At the end of the month, photo copies of the receipts for the month are sent to the Central Office for posting of each receipt.

Expenditures:

- 1.) Any charge to a Student Activity account **requires** approval from the advisor or principal with an appropriate voucher. The voucher is taken along to the store, an **itemized** sales slip is attached to the voucher. The sales slip **requires** the **signature** of the person who picked up the merchandise and the **account** to charge (ie. Vocational (resale), Knowledge Bowl, Honor Society, etc.).
- 2.) The voucher and sales slip are sent immediately to the Central Office for payment.

Software Unlimited reports will be generated after the end-of-the-month procedures are complete.

CO-CURRICULAR ACTIVITIES

Most faculty members will be involved with some activity or sponsorship. This appears to be a must in our size school. All teachers will be assigned ticket taking and crowd control duties by the activities director. Wednesday night is family night and **all activities must cease by 6:00 o'clock p.m** with all students out of the building by 6:30 p.m.. Staff members are always a factor in the action of our students. You are expected to influence students at all times. Correction of misbehavior is a task we all must share. If you see it-correct it.

PEP ASSEMBLIES

The number, dates, and times of pep assemblies, other than playoffs, will be determined by the activities director, the cheerleader advisor, principal, coaches involved, and the band director. The cheerleader and sponsor should make a point of being aware of the agenda for each pep assembly and especially of the nature of the skit which might be planned. All students and teachers will be expected to attend pep assemblies. Teachers are encouraged to station themselves in places where control will be improved by being there.

TICKET TAKERS AND SELLERS

Activities Director will furnish you a schedule for sign up. All staff members are expected to work.

FOOD REGULATIONS

Consuming food and soft drinks in the hallways is not permissible. Everyone's support is needed to enforce these rules. Smoking, chewing or possession of tobacco is not permitted in the building. There are special and rare occasions when food and soft drinks are acceptable in the classroom - such as special parties or occasions. This should not become a regular practice and should not happen over once or twice a year. Gum chewing is left to the discretion of the individual classroom teacher, unless it becomes a school wide problem.

DOOR, LIGHTS, ETC.

When leaving the building, especially if we have groups coming in after school and after supper, check to see that doors are locked and lights are turned off. Rather than turning lights on with one action, please turn on one switch at a time. You will save energy by increasing the load gradually.

LOCKER SEARCHES (see student handbook)

Teachers, administrators and staff members, or those who are responsible for the care and control of school property, may inspect or search lockers **if there is reasonable suspicion.**

MEDICINE

Students are not to carry any medicine in school. If medication has been prescribed by a physician, it must be taken to the nurse's office or assigned area at the high school office.

SUBSTANCE ABUSE

For those having problems with substance abuse (i.e. drugs and alcohol), counseling will be available. It is our policy to "help" rather than punish. However, if there is a lack of cooperation on the abuser's part, disciplinary action will take place.

Refer to board policy GAO- "Alcoholism, Drug Abuse and Emotional Disorders. - Revised 5-8-95

INJURIES, ACCIDENTS OR SICKNESS

Carefully check all claims of injury or illness. Determine if the injury or illness is serious enough to send the student to the office. A student who is pale or seems to have a fever and complains of illness should be sent to the office or nurse. A student who suffers from a serious injury to the head, neck or back should not be moved. If it is apparent that the student suffered from a severe fall or injury send for the nurse, secretary, principal or one of the teachers. A student suffering from a possible concussion or broken bone should not be moved. One of the supervisors should remain with the student until help arrives. A cut or serious bump should be treated immediately. When a student is sent in by one of the supervisors because of illness or injury, do not send other students with him unless it is apparent that the student needs assistance. Take the time to examine each claim or injury carefully. Question the student about how he was injured or who caused the injury. Disciplinary action against a student who willfully caused an injury may be necessary. An accident report is to be filled out immediately after the session in which the accident occurs. These forms are in the principal's office and are filed with the nurse.

*When treating injuries or conditions resulting in loss of body fluids, follow procedures outlined in district communicable disease policy.

INCLEMENT WEATHER-SCHOOL CLOSING

In cases of severe cold or snow, each teacher will be contacted by phone by another staff member using the assigned telephone tree. The telephone, radio and television stations will carry the information beginning at 6:30 in the morning.

We will use a "telephone tree" system to notify staff members when school is not in session. However when school is in session the superintendent will make the decision to close or delegate the responsibility.

By 6:00 A.M., the superintendent will call Robin Montgomery; she will call Mr. Willard. Mr. Willard will call Karen 892-6406. Karen will call Linda 892-4444 and Rhonda at 892-3642. They will contact the staff via the phone tree.

** Teachers are responsible for calling their own aides/student teachers.

Discrimination/Harassment Policy (Policy ACAA)

The Belle Fourche School District will not tolerate racism, discrimination, harassment exploitation or victimization of students, school employees, non-employees or any person who are invitees of the Belle Fourche School District for any reason, based upon race, color, ethnic background, national origin, religion, creed, age, citizenship, political affiliation, emotional, mental and/or physical challenge, sexual orientation or preference or gender. The Belle Fourche School District is committed to providing an environment free from harassment and other forms of discrimination for students, school employees and it's invitees. Such an environment is a necessary part of a healthy learning and working atmosphere because discrimination and/or harassment undermines the sense of human dignity and belonging of all people in the community. School district includes school facilities, school premises, school vehicles and non-school vehicles used to transport students, employees, non-employees and invitees to school sponsored activities (functions) and any other area where the Belle Fourche school District has control of the premises.

In addition, non-school property is considered district property where school sponsored or approved functions are being conducted and at locations where a school employee is involved with school business. Discrimination and/or harassment by board members, administrators, employees, non-employees, invitees, parents caretakers, students, vendors and others doing business with the school district is prohibited. Individuals whose behavior is found to be in violation of this policy will be subject to the INVESTIGATION AND ACTION PROCEDURE which will result in disciplinary action as determined by the superintendent or school board and may include suspension, expulsion, reprimand or termination of employment or in case of non-employees or invitees, they will be required to leave school property or the premises controlled by the Belle Fourche School District. (See Policy ACAA for procedures)

DROPPING OR SWITCHING CLASSES

There is a procedure to follow before students may drop your class or classes. Please take time to consult with the guidance counselor or principal before allowing students to drop, switch or add classes.

HOMEWORK

From School Board Policy IKB Adopted 3/12/91

The Board believes that homework -- as long as it is properly designed, carefully planned, and geared to the development of the individual student - meets a real need and has a definite place in the educational program. The superintendent will develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
4. In assigning homework, a teacher should consider a student's age and mastery of skills; his need for play time; and/or, his out-of-school responsibilities and activities, which often aid a student in developing his interests or tastes. However, the homework grade is dependent on performance by the student.
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
6. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out his responsibilities.

REPORT CARDS

Teachers must record all mid-term and end of semester grades on the DDN Campus. Teachers should keep back-up disks or a back-up system in case of lost or stolen grade books and reports. Report cards will be mailed to parents one week after the grade reporting period at the end of each semester.

STUDENT GRADE REPORTING

Student Grades

Student grades will be reported to the office at the end of the following periods of each semester.

1st semester:	2nd semester:
-5th week	-5th week
-9th week	-9th week
-14th week	-14th week
-semester	-semester

Failures

Teachers are required to give due process by notifying all students under their supervision and their parents of possible failure at least two weeks in advance of the grading period. Teachers will notify parents by mail or at parent-teacher conferences. These reports will be considered 'written notice' of student progress.

GRADING SYSTEMS

It is the philosophy of this Board that Students will respond more positively to the opportunity for success than to the threat of failure. The district, therefore, will seek to make achievement both recognizable and possible for its students, and will emphasize achievement in its processes of evaluating student performance.

The grading system will evaluate and record student progress. These records and reports of individual students will be kept in a form, which will be meaningful to parents as well as teachers. The grading system for kindergarten will be a checklist. For first grade, it will be "S" for satisfactory, "U" for unsatisfactory and "I" for incomplete. The grading system for the rest of the elementary grades, the middle school and the high school will be as follows:

Grade	Elementary (2-4)	Middle School (5-8)	High School (9-12)
A	93 - 100	94 - 100	94 - 100
B	84 - 92	87 - 93	87 - 93
C	75 - 83	78 - 86	78 - 86
D	66 - 74	70 - 77	70 - 77
F	0 - 65	0 - 69	0 - 69 (Failing)
S	S (Satisfactory)	S	WDP (Withdraw Passing)
U	U (Unsatisfactory)	U	WDF (% grade student has at time of withdrawal)

The Board will approve the grading and reporting system as developed by the faculty, upon the recommendation of the superintendent. The Board will support the administration and the professional staff efforts to find better ways to measure and report student progress. The Board recognizes that any grading system, however effective, is subjective in nature, but will urge all faculty members to conduct student evaluations as objectively as possible. Adopted 05-14-91

Two parent contacts must be made prior to giving a student an "F". This may be in the form of a failing notice, e-mail, phone contact or personal meeting. It is suggested documentation of contacts be kept.

CLASS STATUS

Freshman(9th Grade)	0-5.49 credits
Sophomores(10th Grade)	5.5-10.99 credits
Junior (11 th Grade)	11.00-16.49 credits
Senior (12 th Grade)	16.5 and up

BOMB THREAT POLICY

Bomb Threat

- A) In the event of a bomb threat, instructions will be given via intercom or other means messenger prior to evacuating the building.
- B) Make a quick visual search of your area and report anything unusual to your Administrators.
- C) The teacher must take the class register to account for each child.
- D) Never allow a child to return to the building until the all clear bell has rung.

Bomb Threat Standard Procedures

- 1) Note exact time.
- 2) Note telephone line the call came in on.
- 3) Secure the pertinent information concerning details from the caller such as: Location of Bomb; Time of Detonation.
- 4) When the caller has hung up, press telephone line call came in on, wait for a dial tone. Press *57 immediately and you will hear a recording. Upon successful trace, the telephone number of the line used by that caller will be forwarded to a US West Security Center. A recording will confirm that your call has been traced.
- 5) Notify school administrator.
- 6) Notify Administrative Office to continue to trace call.
- 7) School official will make decision on evacuation of buildings and areas.
- 8) Cooperate with police, fire and experts in search.
- 9) Document all action taken.
- 10) Refer all press to administration.

Bus Evacuation Drills

We are required to have two bus evacuation drills during the school year. In addition to the regular bus evacuation drills, we must have one for each athletic season for those using a bus to go to athletic events.

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Belle Fourche High School Faculty Handbook



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