

# Deubrook Area Schools



## Junior/Senior High School Staff Handbook

2018-2019

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## Introduction

The purpose of this handbook is to assist you during your tenure with Deubrook Area Schools. It most certainly will not answer all your questions, but some basic points are clearly stated. The Board of Education has written and adopted a set of policies which are available online and as a hard copy in the superintendent's office. It is strongly suggested that each teacher read the board policies and administrative rules and regulations. These will assist you in understanding how our school district functions.

All questions and/or problems cannot be covered in this handbook, the board policies or the administrative rules and regulations. When you are in a situation not covered by the policies, rules and regulations, or this handbook, arrange a conference with your principal or the superintendent.

The Deubrook Area School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs or activities. The following person has been designated to handle inquiries concerning complaints, grievance procedures, or the application of these policies of nondiscrimination:  
Superintendent Kimberly Kludt at 629-1100.

## **Staff Directory**

### **Board of Education**

David Iverson – President  
Chris Sheffield – Vice President  
Carie Knutson  
Jolene Landmark  
Chad Schulte  
Laura Crooks  
Neal Trooien

### **Administration**

Dr. Kimberly Kludt – Superintendent  
Paul Nepodal, CAA – 7-12 Principal/Activities Director  
Jon Boer – Elementary Principal  
Kristi Andrews – Business Manager

### **Special Services**

Arnie Sween – District Building Maintenance  
James Niehus – Technology Director  
Joe Skroch – Technology Assistant/School Safety  
Dr. Kimberly Kludt – SPED Director  
Jon Boer – Title IX Director  
Denise Nepodal – ELL Director  
Susan Kranz – 7-12 School Counselor  
Linda Ray – High School Office Secretary  
Linda Ray – Medical Aide Tech  
Tim Cariveau/Mary Trewatha/Rosalie McDowell – Diabetic Aide Tech  
Lanny Svennes – Bus Transportation Supervisor  
Paul Nepodal – Transportation and Facilities Coordinator  
Dawn Timmons – Librarian/Aide  
Jen Carlson – Food Service Director  
Mike Kluckman/Patti Coates – 7-12 Custodian  
PT/OT/Speech – contracted through Northeast Ed Co-op  
Wylie Scalise – Concessions Supervisor

## **Certified Teaching Staff**

Jacob Bosmoe – Art  
Tim Cariveau – Physical Education/Health/DDN  
Rachelle DeBeer – Math  
Jennifer Gee - Science  
Susan Kranz – Drivers Ed/Drama  
Kristi Lutgen – Math  
Kelsey Marker – Band/Chorus/Music  
Janell Milton - SPED  
David Moberg – English/Social Studies  
Gerelyn Moberg – English/Psychology/Sociology  
Denise Nepodal – SPED/ELL  
James Niehus – Technology/CTE  
Sami Peil – English/Speech  
Brody Ries – Social Studies  
Wylie Scalise – Ag/Industrial Tech/CTE  
Reuben TenBrink – Science/CTE  
Mary Trewatha – SPED

## **Coaching/Activity Staff**

Football – Tim Cariveau (Head), David Moberg (Assistant), Ben Blees (Assistant)  
Brody Ries (Junior High)

Volleyball – Rachelle DeBeer (Head), Denise Nepodal (Assistant)  
Haley Scalise (Junior High), Kayla Sherman (Junior High)

Cross Country – Don Ray (Head), Paul Ekern (Assistant)

Girls Basketball – Brad DeBeer (Head), Gretchen Schulte (Assistant)  
Haley Scalise (Junior High), Moe Petersen (Junior High)

Boys Basketball – Tim Cariveau (Head), Paul Nepodal (Assistant)  
Brody Ries (Junior High)

Cheerleading – Hope Selleck (Football), Denise Nepodal (Boys Basketball)

Competitive Cheer – Alicia Gass (Head), Ashley Gouws (Assistant)

Track – Rachelle DeBeer (Head Girls), Brad DeBeer (Head Boys)  
Paul Ekern (Assistant), Shyanne Lutgen (Assistant)

Golf – Mickey Buseth (Head), Brody Ries (Assistant)

Oral Interp/One Act/All School Play – Susan Kranz

FFA – Wylie Scalise

National Honor Society – Sami Peil

Student Council – Paul Nepodal

Yearbook – Mary Trewatha/Kat Trewatha

### **Class Sponsors**

Seniors – Susan Kranz/Mary Trewatha

Juniors – Jacob Bosmoe, Reuben TenBrink, Wylie Scalise

Sophomores – David Moberg, Kristi Lutgen

Freshman – Gerelyn Moberg, Brody Ries

8<sup>th</sup> Grade – Sami Peil, Tim Cariveau

7<sup>th</sup> Grade – Rachelle DeBeer, Jennifer Gee

## **Personnel Policies**

### **Teacher Work-Day**

The regular teacher workday is an eight hour day. Teachers should be here 30 minutes prior to the start of their first class and 30 minutes following the end of their last class. Promptness is an indication of one's interest and professional attitude. Teachers who need to be late or leave early should communicate with the Principal or sign in/out with the HS office.

### **Lesson Plans**

All teachers are required to create weekly lesson plans. These plans should be saved to the Frontline system online and on your web site no later than 8:30 on Monday morning. These lesson plans should contain well-crafted, specific, and content standards-aligned student learning targets. The plans submitted should not be considered to be all-inclusive. They should, however, be complete enough for a substitute to conduct classes in the event a teacher is absent.

### **Instructional Materials**

Teachers should thoughtfully select materials to enhance students' learning. All materials must be appropriate for students at their age level and must be intellectually challenging and societally relevant. Special consideration should be given to the selection of rated movies. Movies designated as "R" rated are not appropriate for classroom instruction unless special permission has been granted in advance by the Principal. Preparation for class is an expectation – every student under your instruction has the right to expect you to be prepared every time you face the class. This is one of the best ways to gain respect of your students and maintain quality classroom management.

### **Substitute Folder**

Each teacher will create a folder in which to keep materials in the event of their absence. The folder must contain, but is not limited to:

- General directions (attendance, bell times, location to points of interests in the building, duties, etc.)
- Complete and up to date seating charts and class lists for all classes and study halls
- Suggested student helpers for each class

- Teacher's daily schedule
- Safety information and procedures
- Alternate assignments if possible
- Information relating to the location of equipment, supplies, materials and lesson plans

All teachers should prepare students in each class for a substitute teacher by outlining his/her expectations prior to being gone.

### **Supervision During the School Day**

All teachers are expected to be in the hall during passing periods. Maintaining an orderly and safe atmosphere is everyone's responsibility. Take an active role – silence is approval. Other duties may be assigned by the Principal.

### **Attendance/Lunch Reports**

Teachers are expected to take attendance at the start of each class period and report it using the infinite campus system. It is imperative that we know where our students are at all times. Parents will be called within 20 minutes of the 1<sup>st</sup> period of the school day to ensure their location and safety.

Students late to school **MUST** have a tardy slip from the office before being admitted to class. Do not send students to the office for any other class period lateness. Teachers should expect students to be on time and have consequences for habitual late arrivers. Please mark the tardy in Infinite Campus.

Teachers are expected to take lunch count and report using the infinite campus system in order to maintain accuracy and accountability. Take note of who is eating, not eating or having extras so that an accurate report can be given to the kitchen staff and waste can be at a minimum.

If a student becomes ill during the school hours, please send him/her to the office with another student if necessary. Never let a child who is ill go home alone. We will call the parents to come and get them.

### **Grading/Grade Reports**

The Infinite Campus system is the district's official means of recording and keeping accurate records of grades. A grade book can still be used by any staff member to keep a hard copy of their grades, however, it is not required.

It is acknowledged that in a staff of our size, there will be a variety of ways in which the grade is kept. This is perfectly acceptable. However, regardless of

the method used, the grade book must accurately contain at least the following information:

1. Complete class roster with student names entered correctly, accurately and in alphabetical order.
2. Record grades of all assignments that are used to determine quarterly and semester grades. Also, record total points possible for each assignment. When letter grades are given, be sure to give the numerical scale.
3. An explanation, or note, as to how the assignment and how the grade is earned can also be given for each student.
4. Grades should be recorded weekly and posted by noon on Sunday so accurate progress reports and eligibility can be determined for the week to follow.

Many hard feelings and misunderstandings can be eliminated or minimized with a concerted communication effort. Progress reports are time consuming, but it is important to keep our grades up to date. Parents find it difficult to understand and accept below-standard student academic marks at the standard grading periods when the teacher has not previously apprised the parents of inferior student work. Our parents and students are encouraged to look at the parent portal to keep apprised of their grades, so our teachers are expected to regularly report student progress by means of weekly and mid-term grade updates. Communication with parents about student success is likewise important. Phone calls/emails to parents are excellent means of expressing positive comments about students and are appreciated by parents more than we realize.

## **Discipline**

Teacher, coaches and activity sponsors are expected to maintain control over students, whether in the classroom or during an activity. Discipline cases which are unusual and require assistance may be sent to the Principal. Alert the office when assistance is needed. Teachers are asked, however, to do this only as a last resort or in cases where the violation is unusual.

Discipline is everybody's business and concern. As a teacher, coach, or sponsor, you have the authority over every student, and not just in your own classroom. Don't ever hesitate to stop trouble in the hallways, lunchroom, rest rooms, etc. If you feel a neighboring classroom is noisy and that it disturbs your class, tell the teacher yourself. Many times we allow noise to build up without even realizing it. Teachers are not to leave the class unattended. You run the risk

of being held liable for any accidents which may occur while you are out of the room. Supervision during school activities is a joint responsibility of all teachers present. If you detect a student misbehaving during a school activity or during the school day, it is appropriate that you correct the situation.

Though the word “discipline” is generally used to describe the level of attentive behavior necessary for students to be taught, it also carries two negative connotations of control through force and fear. Reward positive behavior and avoid harsh responses to negative behavior. Separate the student from his or her behavior. Reliance on force and fear destroys two relationships between teacher and student and should be avoided. The overdependence on discipline, per se, may do little more than generate the lack of it as the hostility it breeds manifests itself through increased anti-social behavior caused by fear and anxiety. All this suggests is that the regimentation connoted by the word “discipline” is to be avoided.

The environment for learning, however, must be orderly enough so students are able to function in it and arrange themselves in it in order to learn. It is well known that learning is facilitated by learner curiosity and active involvement. One of a teacher’s tasks is to establish this precondition and positive environment. A delicate balance must be maintained between orderliness and chaos as students are encouraged to test their own personal bounds of curiosity, discovery and creativity.

Teachers who maintain a good classroom environment understand:

- Enforcement of trivial rules is a misdirection of energy. Concentration should be on critical issues and problems.
- There is a difference between busy “noise” (students actively engaged in an academic task) and chaotic racket.
- Planning various kinds of class activities prevents student boredom. Consider mental, physical, social, and developmental needs of students. What is appropriate for a senior may not be the best for the freshman.
- Opportunities for active participation help divert student attention from play to work.
- Fairness is crucial – standards apply to all.
- Classroom policies and procedures must be clearly understood and universally known. It is a good idea and recommended to post your policies on your wall.

- Having clear lesson plans (with learning targets) and starting at the beginning of the class is critical.
- Enthusiasm (selling the subject) is infectious and gives the students interest.
- Self-control is crucial.
- It is important to develop a personal style.
- Students have a right to be respected as persons.
- Positive thought and behavior sets the tone.
- Making mistakes is human – admit them.
- A good sense of humor helps establish a good atmosphere.
- Students have a sense of dignity which must be respected.
- There is a difference between the student and his/her behavior; the student must not be rejected along with his behavior

Teachers must not:

- Over-react to every situation, levying maximum penalties for every infraction.
- Over-depend on single techniques
- Give homework or additional school work as punishment
- Threaten to do anything they are not prepared to do.
- Publicly humiliate a student.
- Risk punishing an innocent student by acting on suspicion.
- Arbitrarily establish sets of ex post facto rules to punish creative offenders.
- Get caught without something for students to do. All instructional time should have some purpose.
- Have favorites who can “get away with anything.”
- Try to become “one of the students.”
- Hesitate to seek help.
- Lose their tempers.
- Expect more than the classroom context can allow for.
- Regularly send students out of the room for misbehavior. This should be done only as a last resort.

Teachers are urged to take advantage of all tools at their disposal to deal with violations of school and/or classroom rules prior to resorting to send students to the Principal. These strategies would include, but not limited to, verbal reprimands,

notes to parents, telephone calls to parents, conferences at school with parents at your request, conference with student before or after school, classroom detention, change of seating, conference with the Principal, referral to the office.

Communication with parents; they want and need to be informed about their child's progress and behavior in school. Their help can be of great assistance in preventing future and/or more serious problems.

If you feel a detention is warranted, you will be expected to keep the student for the detention at your convenience. If a student is referred to the office for detention, it will be assigned to you as the teacher who sent him/her to the office. If the office issues a detention or suspension, it will be taken care of by the office either before school, during lunch, or after school. Suspensions will be communicated and staff is expected to provide work and/or encouraged to visit with the student while they serve their suspension (in school).

When a student is issued a behavior response that is outside the classroom time – detention/suspension/etc. – please communicate to the Principal the behavior, student or students involved, and what resolution you took to help solve the matter. This should be done on infinite campus as a behavior report and then forwarded to the Principal so it can be recorded for further reference should the behavior continue or a different situation occurs for that student.

### **Dress Code/Teacher Attire**

It is important for all of the adults in our school system to set the example for what is proper, appropriate and professional. For this reason, we will expect all employees of the Deubrook School District to dress in a professional manner when at school. We would ask that staff refrain from wearing blue jeans and t-shirts during working hours unless specific permission by the building Principal or other supervisor. These specific times would be the last working day of the school week or other special occasions as communicated by the building Principal. The attire of teachers and administrators does have an impact on the important interactions common in our business. Please note, some activities or events may require staff members to dress more casually. This would also apply to our coaches and sponsors as they represent our school system when in the public as well.

## **District Line of Authority**

In the event that the building Principal is out of the building and unable to be reached for issues requiring district level administrative decisions or action, administrative assistance should be sought through the following line of authority: Superintendent, Elementary Principal, Business Manager. If, for some reason, all administrators are out of the district, a designated person will be chosen for this process.

## **School Visitors**

All visitors must first check in with the high school office and will be identified with a visitor lanyard. Please ask visitors if they have done so; if they have not, direct them to the office or escort them there. If you have a visitor for your classroom, please notify the office.

## **Custodial Staff**

The custodians in each building are responsible to the building Principal. Teachers should contact their building Principal about any repairs which they wish to have made in their rooms.

Please help aid the custodians by making sure that your room is cared for. Our custodians are valuable assets to our school. Do all you can to help them.

## **Building Appearance**

Please take pride in the building and your room in particular. This includes keeping the room neat and clean and providing something of interest such as pictures, bulletin boards, etc. It is urged that your room be locked at night and any time you will be out of your room for more than just a few minutes. A well-kept, neat appearance is conducive to good learning so it is encouraged to keep your room clean and orderly.

## **School Property**

Teachers, coaches, and activity sponsors are responsible for property in their department, room or team. A complete inventory of all items and their condition should be turned into the building Principal and/or Business Manager each school year. Staff should be on the lookout for damage to school property and to report such damage to the office. Encourage students to take care and respect our building property. Equipment should not be taken from the school unless

permission is granted from the HS office. The school is not responsible for personal items brought to the school by staff or students for school use.

### **Class/Group Meetings**

All class meetings, group meetings, or activity meetings, which meet during the school day or after school hours must be cleared through the Principal's office. Sunday activities are not to be scheduled unless "special" circumstances allow for it – these must be cleared through the Principal's office. No meetings or activities are to be scheduled on Wednesday evenings after 6:00 PM.

Advisors/coaches/sponsors **MUST** be present at all meetings.

### **Transportation Requests/Vehicle Use**

All vehicle requests will be done through the Transportation Director. Proper prior notice and timing should be considered when making requests. Staff is often required to transport students or take a vehicle for school business. Rules of the road must be followed. Speeding, texting while driving are basic examples of what will not be condoned. Not only are unlawful driving practices unsafe, the public is often understandably concerned. Plan your trips accordingly so that you have plenty of time to arrive and be safe while doing so.

Each vehicle will have a clipboard in it. You should record the mileage when you leave as well as when you return. If there is something with the vehicle that needs attention, it is expected that you will let the transportation director know this as soon as possible so it can get fixed. If you are traveling with a school vehicle and know you may need gas, you should check out a credit card with the HS office. Please fill up the vehicle at the Corner Store before you leave as needed.

If you request a vehicle for school business and one is not available you can take your personal vehicle and be reimbursed for mileage at the rate of .42/mile. If there is a school vehicle available and you choose to take your own vehicle, you will not be reimbursed for mileage.

### **Purchase Requests**

All purchase requests are to be done through the building principal. Staff should fill out a purchase order form and visit with the principal about the order as needed. The principal will consider the request and turn it over to the business manager or superintendent for final approval.

## **Leave Requests**

The Deubrook School District has a policy in place for requesting leave of any kind. Please take note to plan ahead when taking personal or professional leave. Staff members requesting leave from their school duties must use the form(s) provided on the district webpage or through the HS office. Forms are to be turned into the Principal for consideration. All leave must be requested at least 5 days prior to the date(s) being requested...additional time is appreciated.

Sick leave can be flexible. Please communicate with the Principal as soon as you know you will need a sub for that day. All other subs will go through the High School office.

There will be times when a sub is only needed for a small part of a school day. In this event, the office will do its best to fill in house with another teacher. You will be paid for your prep time to cover another teacher's classroom per negotiated agreement.

## **Bus Duty**

Each staff member will be assigned bus duty by the building principal. Bus duty starts at 7:30 (regular days), 9:15 (late starts) and continues until the last bus leaves the parking lot. During bus duty, the supervisor should be alert to traffic, children playing, children being dropped off, and general duties of supervision to maintain safety for the students. If a staff member cannot fulfill their duties for their scheduled time, it is that person's duty to find a replacement.

## **Activity Passes**

Every teacher will receive an activity pass from the district. For this privilege, each teacher will be asked to cover ticket taking at a home event one time during the school year.

## **Mailboxes**

Each staff member will have a mailbox located in the HS office. All incoming mail will be distributed in these boxes. Please try to check your mailbox daily and keep it from piling up. Notices from fellow staff members, administration, or parents are easily missed when boxes are full.

## **Copiers**

There will be copiers placed throughout the building that can be used by the staff. Each staff member will have a security code to make copies. Copies will not print until that code is punched in. This code **SHOULD NOT** be given out or shared with students. Copiers should be used for official school use only. Any copies other than for necessary school use will be charged \$.10/black/white copy or \$.15 per colored copy.

## **Technology Use**

Each teacher will be provided with a school issued laptop as well as classroom needs per the technology director. Please refer to the school district board policy on official use of these items.