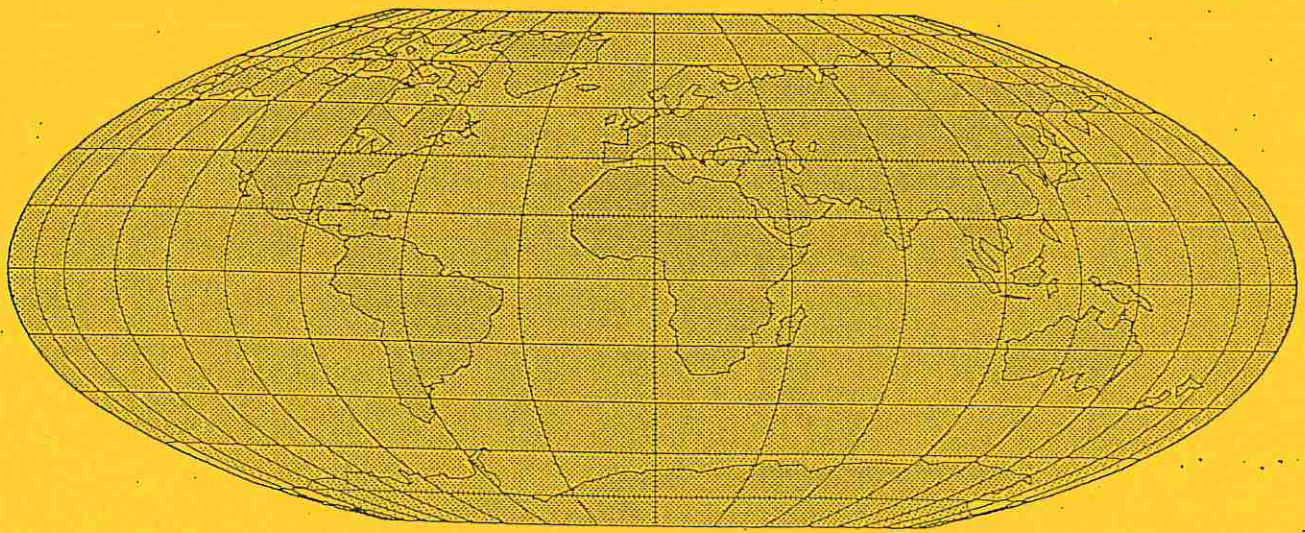


2017-2018

TEACHER
MIDDLE SCHOOL
HANDBOOK



LeMars Community
School District

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The Le Mars Community School District does not discriminate in its program and activities with regard to race, color, national origin, age, sex, or handicap.

LeMars Community Middle School
Mission, Beliefs, and Expectations

Mission: Working together to meet the needs of young adolescents

Vision: All students at LCMS will:

- Learn at high levels and continue to grow academically and socially;
- Have many opportunities in academics and activities;
- Develop into responsible citizens in our school and community; and
- Be accepted, respected and have a sense of belonging.

Expectations for staff and students: All individuals will:

- Be where they are to be on time
- Use appropriate language
- Speak with courtesy and in turn
- Treat others with respect
- Be prepared for class
- Do what is asked of you when it is asked

PARENT CONFERENCE

Monday, October 2 and Thursday, October 5 have been scheduled for the LCMS Parent-Teacher Conference Days. The times will be 5:00 - 8:30 p.m. both evenings.

ACCIDENT REPORTS AND PROCEDURE

Teacher-Injury -- All on-the-job accidents must be reported to the superintendent's office. It is essential that information necessary for workmen's compensation reports is received by the superintendent's office.

Student Injury -- If a student in your charge has been injured, do not leave the student or your class to notify the office or the school nurse. Send a student or call the office on the inter-com. Accident forms are secured from the office and any personal injury suffered by a student must be recorded on this form in case there may be a subsequent insurance claim. This form should be turned in to the office upon completion.

Safety -- Students are required to follow all safety procedures in classrooms and shops. Each instructor will read applicable safety rules to each class during the first meeting of any group. This should include the use of safety glasses and the proper use of power equipment. Report any hazardous situation to the office immediately. Make SAFETY FIRST, not second.

GRADES

All teachers are to have all grades updated weekly by Monday, 8:30 a.m., on Powerschool. On the last day of each grading period, grades must be finalized by 12:00 midnight. Incompletes are due one week after each grading period.

For mid-term reports, grades must be final and RC restricted list needs to be submitted to the office by 12:00 midnight that day. Mid-term reports will be sent home with students the following day. Report Cards will be mailed home after Quarter 1, 2, 3 & 4.

It is the teacher's responsibility to contact the student's home by note or by phone any time there is a concern or significant change in achievement level.

TLC PROGRAM

All teachers are encouraged to take advantage of the support available through the district's Teacher Leadership and Compensation program approved by the state for 2014-15 and beyond.

- Instructional Coach for Literacy (all subjects) – Jill Brown
- Instructional Coach for Math – Cliff Collins
- Instructional Coach for Technology (all subjects) – Tracy Wingert
- Model Teachers for the MS – Amy Anderson
- CIA (Curriculum, Instruction and Assessment) members – Kelly Collins, Gabe Davis, Brittney Kroeger and Admin

ONLINE HOMEWORK

All teachers will keep their online homework site consistently updated. Updates should be made by 8:15 a.m. each day or at the beginning of each week (if using the option of putting one week at a time into their site).

Information and attachments for homework should be current and clear so that homework does not have to be sent to the office for parents to pick up.

ATTENDANCE POLICIES

Early Dismissal -- Athletics and other school activities are part of a student's complete school program. When it is necessary for an event to be scheduled at a time when students must miss all or part of their regularly scheduled classes, students participating in that event will automatically be excused from their scheduled classes. Students are still responsible for seeing that their work is done. A teacher may require that assigned work is given to a teacher prior to that student's leaving school or the teacher may require the student to hand it in at the next meeting of the class.

Field Trips -- Field trips can be an important means of instruction in some courses. All such trips must be cleared through the principal's office at least one week in advance. Be certain that your field trip is well planned and that it has educational value. A transportation request form must be completed for all transportation needed for field trips.

Make-Up Work -- **As a general rule, three days should be given for the first day's absence with one additional day for make-up of each additional day of absence.** Each teacher should remember that all teachers are requiring make-up work.

Recording Attendance -- Each teacher shall keep a careful record of all student absences. Roll shall be checked at the beginning of each class period. Students who come late to class shall be listed as tardy and assigned detention time by the teacher if unexcused. (This does not apply to the first period, which will be handled by the office.) Students shall not be admitted tardy period one unless they have a regular admit slip from the office. If students report to class late during periods other than period one and the attendance has been recorded before they arrive, be sure to correct the attendance record in Powerschool.

Teacher Attendance -- If you are ill, contact Mr. Shanks at 712-870-4533 as soon as possible so that a substitute can be called. Many substitutes serve more than one school so the earlier we are informed, the better chance we have of securing a substitute. Up-to-date lesson plans and current seating charts are necessary. Complete the teacher absence form immediately when you return to school and leave it in the office.

Leaving the Building -- Planning periods are important to our school's mission. Using the planning period for personal business should be a rarity but can be a necessity. Please contact the office through email, by phone or in-person if you need to leave the building during your planning period. This will help our communication from all angles.

STUDENT PASSES

All passes from teachers are to be issued through the use of the student's planner book.

Blue Pass -- Issued only by the office. Students must have a blue pass if they are leaving the school grounds during school hours. Students with a blue pass should show the teacher before leaving the classroom and go to the office to sign out. No student is to be in the halls during any class period without one of the above passes.

DAILY BULLETIN

All announcements for the written daily bulletin must be turned in to the office by **8:15 a.m.** Any announcement coming in after that time will not appear in the written bulletin. Students often bring last minute announcements to

the office and we need verification that it was written by a teacher. Special announcements made during the day should only be made during the last five minutes of a class period and be of an emergency nature.

COPY MACHINES

Mass copying must be reproduced in the central printing office. Copy requests need to be placed in the "Print Room" tray in the office prior to 8:15 AM daily. Copies will be returned to your mailbox.

KEYS

All keys must be checked out from the secretaries. Loss of keys should be reported to the office immediately. An accurate accounting of all keys will be made each spring.

SEATING CHARTS

Seating charts are essential if a substitute is called upon to teach in a classroom. A substitute's position is difficult enough without having the additional handicap of not knowing the names of the students in class.

SMOKING

Smoking is prohibited in all school buildings and vehicles, and on all school grounds.

STUDENT RECORDS

Student records and rosters are to be used only for the welfare of students. Access to records shall be to legally authorized personnel only.

STUDENT RESALE

In some classes the school sells materials to students for projects. Projects are paid for in the office and a receipt is shown to the teacher to verify payment. Any group or organization wishing to have a fund drive or sale, must have clearance from the office.

DISCIPLINE

Teachers are expected to handle cases of minor rule infraction and inappropriate behaviors displayed by students; the office is open to aid teachers in working out problems involving major infractions or severe discipline cases. Teacher consistency throughout the building and year is imperative. Please use the LCMS Referral form if the behavior warrants administrative involvement.

PHYSICAL FORCE

All employees of the district shall share the responsibility for supervising the behavior of students in meeting the standards of conduct, which have been established by the board of directors or its agents. Reasonable physical force may be used only to stop students from hurting themselves, hurting another student, or hurting you or another staff member.

DETENTION

Assigning detention for minor infractions of classroom rules and regulations may be an effective method of correction. Immediate action is often best while taking into account other aspects of the student's life. Distance from school would be one of these considerations. **Parents should be contacted** prior to any detention time being served. The teacher assigning a detention is responsible for seeing that the detention time is completed. This will give you an opportunity to teach proper, desired behavior while the student is in your room.

EMERGENCY PROCEDURES

All emergency situations shall be reported to the office immediately. Give an accurate account of the problem. Do not leave a class unsupervised, but make this report through a student messenger or via the inter-com. **Classes must stay together with attendance taken after exit.**

Students who are physically, mentally, or perceptually disabled to the extent that they require assistance becoming aware of and/or responding appropriately to an emergency situation/drill shall be provided notification and/or assistance by a responsible staff member.

Fire Evacuation Exits:

Office area, commons, auditorium, north gym, PE office, locker rooms, upper/lower wrestling rooms, stage, D-34 – **Exit A** to 3rd Ave. sidewalk

A-1, A-2, A-3, A-4, A-11, A-14, B-27, kitchen, locker hallway restrooms – **Exit B** to 3rd Ave. sidewalk

A-5, A-6, A-7, A-8, A-9, A-12, A-13, B-8, B-9, B-10, B-13, B-26, teachers' lounge, academic restrooms – **Exit C** left to 3rd Ave. sidewalk

B-11, B-12, B-14, B-15, B-16, B-17, B-18, B-20, B-21 – **Exit D** across Stadium Drive

B-28, B-29, C-20, C-21, C-22, C-23, C-33, C-41, C-43, C-44, band storage – **Exit E** across Stadium Drive

Boiler room – **Exit F** across new street

C-4 – **Exit G** across new street

C-11 – **Exit H** across new street

C-15 – **Exit I** across new street

C-48 and custodial room – **Exit K** to old tennis court area

Note: In the event the prescribed escape route is blocked, the teacher should lead the group to the safest exit.

Fire Alarms and Extinguishers -- Know the location and how to operate.

FIRE/EVACUTION ALARMS WILL BE A CONSTANT SIGNAL FROM THE FIRE ALARM SYSTEM OR A CONSTANT BLAST ON AN AIR HORN.

Bomb Threat -- In the event that a threat is received, the person receiving the threat shall immediately notify the principal. The principal will immediately notify the superintendent and law enforcement authorities. The principal, superintendent, and law enforcement authorities will immediately evaluate the threat circumstances and act in the appropriate manner, which may include an immediate evacuation of the entire school.

Tornado Areas	Rooms that go there
A-01	A-05, A-06, A-11
A-02	A-03, A-04
B-15	B-14
B-20	B-10, B-11, B-12
B-21	B-08, B-26
B-28	B-09, Library
B-29	A-07, A-08, A-09
Band Storage Room	C-22, C-23
Boys PE Locker Room	C-41, Old MS Gym
Boys/Girls Dressing Rooms	Commons, HS 303
C-20	A-13, A-14
C-43	C-44
IT Storage Area	C-04, C-11, C-15
Nurse's office	A-12
C-33	New MS Gym
A-01, A-02, B-10, B-14, B-15, B-16, B-17, B-18, B-20, B-21, B-28, B-29, C-41, C-20, C-21, C-33, C-43	Stay in that room
B-16, B-18, C-21, C-33, C-43, Boys/girls Dressing Room	These areas would have room for non-middle school students

TORNADO/SHELTER ALARMS WILL BE ANNOUNCED OVER THE INTER-COM OR A SERIES OF SHORT BLASTS ON AN AIR HORN.

Imminent Danger -- Upon determination that an imminent danger situation exists the principal's and superintendent's offices must be immediately notified. Law enforcement authorities will be notified and upon arrival shall take charge of the scene. Upon determination that an imminent danger exists the principal's office shall provide notice to the entire building by the most expedient and effective means possible under the circumstances. Notice can be provided by an all call inter-com announcement of "we are going into a lockdown" or by personal communication as the situation dictates. Upon receiving notice staff members should keep all students in the room and instruct them to sit on the floor by their desks/seats. Turn off the lights. Close drapes/blinds. Stand by for additional notice/instructions.

2017 – 2018 School Year Grading Periods

Grading Periods - grades due by 12:00 midnight - last day of the quarter.

- Q1 - August 24 - October 26
- Q2 - October 27 - January 12
- Q3 - January 15 - March 16
- Q4 - March 19 - May 23

Midterm dates –

- Q1 midterm - September 25
- Q2 midterm - December 4
- Q3 midterm - February 13
- Q4 midterm - April 23

Trimester Midterm dates --

- T1 midterm - October 5
- T2 midterm - January 11
- T3 midterm - April 11

Trimester dates (7 & 8 exploratory ONLY)-

- T1 - August 24 - November 16 (Grades reported on Sem. 1 report card)
- T2 - November 17 - February 23 (Grades reported on 3rd Quarter report card)
- T3 - February 26 - May 23 (Grades reported on year-end report card)

Report cards will be mailed home at the end of each quarter. Mid-terms will be sent home with students and an email sent to parents letting them know the students are bringing them home.

Coaching/Sponsor Staff
2017-2018
Updated on 6/15/17

Football

Head – Gabe Tardive
Asst. – Tyler Phelan
Asst. – Trevor Hightree
Asst. – LeRoy Wichers
Asst. – Tony Gunter
Asst. – Kurt Van Kley
Asst. – Caleb Van Otterloo
8th Head – Cody Dyhrkopp
8th Asst. – Bill Dalton
7th Head – Shane Hessenius
7th Asst. – Nick Knapp
7th Asst. – Greer Milledge

Cross Country

Boys – Al Engebretson
Girls – Adam Moss

Volleyball

Head – Sue Irwin
Asst. Ally Borchers
9th – Alison Bickford
8th Head – Darci Palsma
8th Asst. – Malori Price
7th Head – Jakki Gamble
7th Asst. – Kristin Fober

Girls Basketball

Head – Judd Kopperud
Asst. – Tyler Phelan
9th – Cody Dyhrkopp
8th Head – Ally Borchers
8th Asst – Bill Magnussen
7th Head – Jason Martin
7th Asst. – Kayla Koopman

Wrestling

Head – Shane Hessenius
Asst. – Paul Fischer
Asst. – Rich Hessenius
MS Head – Gabe Tardive

Bowling

Boys – Kellie Bork
Girls – Gail Swanberg

Boys Basketball

Head – Dave Irwin
Asst. Benji Kasel
9th – Gabe Davis
8th Head – Dave Den Herder
8th Asst. – Trevor Hightree
7th Head – Jason Martin
7th Asst. – Nick Knapp

Boys Track

Head – Al Engebretson
Asst. – Cliff Collins
Asst. – Caleb Van Otterloo
MS Head – Le Roy Wichers
MS Asst. – Kurt VanKley

Girls Track

Head – Tami Dunn
Asst. – Joel Jentz
Asst. – Adam Moss
Asst. – Brad Small
MS Head – Bill Magnussen
MS Asst – Benji Kasel

Boys Tennis

Head – Bill Dalton
Asst – Nick Knapp

Girls Tennis

Head – Tiffany Wright
Asst. – Kellie Bork

Baseball

Head – Trent Eckstaine
Asst. – Troy Caswell
9th – Caleb Van Otterloo

Softball

Head – Rachel Harris
Asst – Teresa Magnussen
9th – Kayla Koopman

Golf

Boys – Steve Wick
Girls – Dave Irwin

Music

HS Band – Curt Ohrlund
HS Choir – Randy Ewing
Orchestra – Ted Hallberg

Dance Team

Terri Martin

Cheerleading

Football – Sherrie Moritz
Basketball –
Wrestling – Sherrie Moritz

Drama

Erin Ohrlund

Speech

Large Group – Erin Ohrlund
Asst. – Sherri Permeswaran
Asst. –
Head IE – Shawn Starr
Asst. – Sherri Permeswaran
Asst. – Erin Ohrlund

Organizations

Yearbook – Sherri Permeswaran
F.C.A. – Al Engebretson
H.O.P.E. – Al Engebretson
F.F.A. – Brett Oetken
N.H.S. – Nicki Addison
N.H.S. – Judd Kopperud
Student Council – Neal Utesch
Student Council – Nancy Isebrand
Spanish Club – Julie Roy
Spanish Club – Jill Bomgaars
Spanish Club – Jenna Bowmaster
Thespians – Erin Ohrlund
Skills USA – Paul Fischer
Quiz Bowl – Jakki Gamble

