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### **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 intervention 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 educational 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 quality programs deserve as much consideration as quantity. The board accepts the premise that the center of the school curriculum is the child and that 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.

### **Belle Fourche Middle School Mission Statement**

Expand life long learning.

### **Policy Books**

Board and administrative policy books are furnished to the principals' offices of the Belle Fourche School District for deployment in strategic areas which are accessible to most staff members. Since policies are being continuously developed and revised, the additions and revisions to the policy books will be made available, thereby eliminating as much confusion and misinterpretation as possible. Policy books must be inventoried and accounted for at the end of the school year. Web site access is: [www.bellefourcheschools.org](http://www.bellefourcheschools.org)

**NOTE:** Some items contained in this handbook are also found in the policy books. This handbook does not replace the policy book as approved by the School Board but rather serves as a working manual to help staff in performing job related duties.

### **Absences**

If a faculty member becomes ill, the individual should contact the school secretary, Sandi Hespe the night before or early in the morning. This includes ALL STAFF (Title, Sp. Ed., aides etc.)

### **Activities**

All activity sponsors are to have the rules and regulations for their organization printed and sent home with the students. Immediately after the activity begins for the year a list of the participating students is to be given to the principal and teachers. All activities are to be listed on the weekly calendar in the office. Dates for special events must be listed with the activities director at the high school as well as with the office.

### **Admission Policies in Regard to School Functions**

All members of the Belle Fourche faculty and full-time employees will be scheduled to take tickets at a high school activity and will be given an activity ticket as compensation for this duty. Staff members may choose to work a second time to earn an activity ticket for their spouse.

### **Admit Slips**

After a student has been absent, the student is not to be admitted to class until the student comes from the office with an admit slip. This slip indicates whether or not the student has an excused absence and must be signed by every teacher of the class missed. With all absences school work must be made up so the child has the necessary information. The time limit should be double the length of the absence. In the case of an unexcused absence the students may receive no credit. Make-up work not passing or incompletes become a “zero” at the end of the make-up time.

### **Animals in School**

No animals are allowed in school. Service animals are excluded. The exception would be classroom observation projects that are permanently contained. Teachers are responsible for care and cleaning for these projects.

### **Appearance**

Appearance is important. Staff should wear appropriate clothing. Colored dress jeans are appropriate. Worn and faded jeans are not appropriate as professionals.

### **Assemblies**

Teachers are required to attend the assemblies with the students. The teachers should supervise the students going to, coming from and during the assembly. Students should also be told how to act during the assemblies, since assemblies and theater performances require different behavior.

### **Arrival and Dismissal Times**

The certified teaching staff will be present in their assigned school buildings twenty minutes before school convenes in the morning and twenty minutes after school is dismissed in the afternoon.

### **Attendance**

Attendance and lunch count will be taken the first period every day. Attendance will be taken each period thereafter and will be turned into the office.

### **Attendance at School and Community Functions**

It is part of your duties to attend as many school functions as you can. A teacher who does not attend school activities is soon regarded as an individual who has little interest in the school's program or the students.

### **Blizzards**

If severe blizzard conditions develop during school hours with little or no warning, the following emergency actions will be taken:

Teacher's responsibilities: The teacher must take roll in an emergency. When to send children home: Children will not be dismissed to anyone, not even parents until proper authorities have been contacted and have approved the dismissal. Students in town should have instructions to go to the nearest available home if a sudden snowstorm or blizzard strikes as the child is walking home. Students driving their own cars should be instructed to stay with their car if they become stalled in a blizzard. Teachers are expected to stay until all children are sent home.

### **Bomb Threat**

#### General:

- a) In the event of a bomb threat, instructions will be given via intercom or 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.

### Standard Procedure for Person Receiving the Phone Call

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, for a dial tone.  
Press \*57 immediately and you will hear a special 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.

### Campus Discipline

Any time a teacher observes an incorrect behavior, the instructor should take steps to correct the situation. Failing to take action makes the teacher an “easy-mark” and the student behavior passes from that area to the teacher’s own classroom. Never look the other way.

### Chain of Command

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

### Classrooms

Teachers are not to excuse students from their classes to leave the building for any reason unless the student has permission from the office. Teachers should turn out the lights, close the windows and the door at the end of the school day. All staff should be responsible for classroom cleanliness and maintenance.

### Classroom Environment

The classroom environment is very important to facilitate the learning for students of all ages and developmental stages. The items that are actually in a classroom will vary from school to school and grade level to grade level however some basic principles need to be followed in every classroom.

**Safety** – Protecting students from bodily harm.

- < Items not in enclosed shelves should not be stacked higher than 5 feet from the floor.
- < Heavy items should not be stored in free hanging cabinets fastened to walls.
- < Shelves should not be “overflowing” where items can fall out and hit children.
- < Items should not be “sticking out” in aisles where children walk.

- <Spills on the floor should be cleaned up immediately to avoid slipping.
- <Frayed or curled up rugs should be repaired or removed.
- <Damaged or hazardous furniture should be reported to the Building Principal and replaced immediately.

**Organization** – Rooms should be neat and organized. (A place for everything and everything in its place. Set a good example for students.)

- < Teacher’s desk/table areas should be clean, neat, and organized.
- <Teacher’s money or money from clubs, student organizations, etc. should NOT be kept in the teacher’s desk. It should be reconciled and locked in a file cabinet until sent to Central Office.
- < Collected monies should be turned into Central Office ASAP or no later than two days.
- <Seasonal displays should be removed and stored away after the season passes.
- < Books should be placed in shelves or baskets when not being used.
- <Areas around sinks need to be kept clean and dry.
- <Student work, when displayed, should be displayed in a neat orderly manner and removed within a reasonable amount of time. (Example 2 weeks.)
- <Students should be taught to clean and organize their desk/work area when through for the period or through for the day.
- <Papers/assignments left out in a classroom, on shelves, or desks need to be in neat piles.
- <The use of extension cords and power strips needs to be limited in the classroom as to prevent fires.
- < Materials in the classroom should “match” the curriculum being taught.

**Personal Items** – Items staff members bring in to a classroom that are not school issued items.

- <Staff need to obtain permission from the Building Supervisor before items are brought into the building.
- <Popcorn poppers, coffee makers (including individual serving Keurig machines), toasters, microwaves, small refrigerators, or any other electrical device used for making, warming up, or cooling down food stuffs or drinks are prohibited from being in the classroom setting.
- <Personal collections of any sort should not be brought into the classroom other than for a show-and-tell activity. The items should then be taken home. specific display is shown.
- <Holiday lights, Christmas lights, and/or decorative lighting of any kind need to be approved by the principal before they are put into rooms and if approved it is for a limited amount of time.

**Classroom Furniture and Floor Coverings** – Items requisitioned by staff through the regular budgeting & purchasing procedures.

- <Classroom furniture needs to be of the type specifically designed for classroom use.
- <Request to change the furniture in a classroom need to be made to the Building Principal. Such requests will need to be approved by the superintendent.
- <Rugs of any type need to be approved by the Building Principal before a purchase order is completed. If approved rugs will need to meet fire code and UL specifications.

**Food and Drink in the Classroom** – Food items brought into the classroom.

- <Food and drinks should be limited in the classroom setting. They should be brought into the classroom only when permission is given by the classroom teacher and Building Principal.

- <Medical reasons to have water or special liquids is permitted with a written note
- <Students and staff need to clean up after themselves and put trash in the appropriate containers.
- <Teachers should not keep food or drinks in their desks as the food could draw mice or bugs.
- <Staff should not sell food items to students. Even if they are fund raiser items.

### **Classroom Supervision**

The first day of classes is the time to set expectations for students in your class. Set the standards in a firm manner. If the student disobeys, use a disciplinary measure that is firm, fair and reasonable. Supervision of students should go beyond the classroom with teachers visible in the hall as students change classes.

### **Closed Campus**

All students will be required to stay on campus during the entire school day, unless excused to accompany a parent/guardian to lunch.

### **Code of Professional Ethics for Teachers**

(Revised through April 27, 1989 by the South Dakota Professional Practices and Standards Commission.)

Obligations to students. In fulfilling their obligations to the students educators shall act as follows:

- 1) Not without just cause restrain students from independent action in their pursuit of learning;
- 2) Not without just cause deny to the students access to varying points of view in the classroom;
- 3) Not deliberately suppress or distort subject matter for which they bear responsibility;
- 4) Make reasonable effort to maintain discipline and order in the classroom and the school system to protect the students from the conditions harmful to learning, health, and safety;
- 5) Conduct professional business in such a way that they do not expose the students to unnecessary embarrassment or disparagement;
- 6) Accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, marital status, handicapping condition, national origin, or ethnic background;
- 7) Not exploit a professional relationship with a student for personal gain or advantage;



- 8) Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
- 9) Maintain professional relationships with students in a manner which is free to vindictiveness and recrimination.

Obligations to the public. In fulfilling their obligations to the public, educators shall act as follows:

- 1) Take precautions to distinguish between their personal views and those of the local school district or governing board;
- 2) Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
- 3) Not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
- 4) Not exploit the local school district or governing board for private gain;
- 5) Not exploit the local school district or governing board to promote political candidates or partisan political activities;
- 6) Accept no gratuities, gifts, or favors that might impair professional judgment, nor offer any favor, service, or thing of value to obtain special advantage;
- 7) Not engage in activities that would lead to a felony conviction;
- 8) Not commit any act of moral turpitude or gross immorality.

Obligations to the profession. In fulfilling their obligations to the profession, educators shall act as follows:

- 1) Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- 2) Maintain confidentiality of professional information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
- 3) Discuss professional matters concerning colleagues in a professional manner;
- 4) Accept a position or responsibility only on the basis of professional preparation and legal qualification;
- 5) Adhere to the terms of a contract or appointment unless the contract has been altered without the consent of the affected parties, except as provided by law, legally terminated, or legally voided.
- 6) Use sound professional judgment in delegating professional responsibilities to others;
- 7) Not interfere with the free participation of colleagues in the affairs of their associations;

- 8) Not use coercive or threatening means in order to influence professional decisions of colleagues;
- 9) Not knowingly misrepresent their professional qualifications;
- 10) Not knowingly distort evaluation of colleagues;
- 11) Not criticize a colleague before students except as unavoidably related to an administrative or judicial proceeding.

### **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL (Policy KL)**

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and make decisions prior to involvement by the Board.

The Board encourages patrons to express their concerns, to ask questions, and to take an active interest in the District's activities by attending Board meetings and school functions, visiting the schools, and meeting with teachers, administrators, and other staff.

If a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the Superintendent who will then advise them of the appropriate staff member to handle the complaint. If the complaint is about the Superintendent, it should be referred to the President of the School Board.

### **INFORMAL PROCEDURES**

Any patron of the District wishing to express a complaint should first utilize normal channels of communication, such as discussing the matters with the appropriate teacher, administrator, or other employee in order to seek clarification of areas of concern and resolve the difficulty. While those with complaints are encouraged to discuss the matter directly with employees closest to the complaint, the Board also recognizes that at times anonymity and confidentiality are desired, and at the informal stage this is acceptable in most instances.

### **FORMAL PROCEDURES**

#### **Level One**

If the patron is not satisfied with the disposition of the complaint through the informal procedure, the patron shall submit the complaint in writing within ten (10) working days of the conclusion of the informal procedure. The written complaint shall be submitted to the principal or immediate supervisor of the building or employee involved in the complaint.

The employee of the District identified in the complaint shall be given a copy of the complaint prior to the formal resolution meeting and every opportunity for explanation, comment, and presentation of related information shall be afforded the employee.

Upon receipt of the written complaint, the principal or the immediate supervisor shall schedule a meeting with the patron and the employee, if an employee is involved, as soon as practicable after receipt of the written complaint. At the meeting, an informal setting is encouraged and all parties should make every effort to remain objective and maintain a relaxed environment, focused on constructive resolution of the complaint.

Within five (5) working days of the conclusion of the meeting, the principal or immediate supervisor shall render a decision in writing to the patron and employee, if the complaint concerns an employee. Complaints which are not appealed to a higher level shall be considered to be resolved.

### **Level Two**

If the patron or employee is dissatisfied with the decision at Level One, either may, within five (5) working days after the decision is rendered, request an appeal to the Superintendent of Schools. Any such request shall be made in writing.

The Superintendent of Schools, or the Superintendent's designee, shall meet with the patron or employee of the purpose of resolving the complaint as soon as practicable. The principal or immediate supervisor who was involved at Level One shall be notified and may attend the meeting. Arguments, evidence and documentation from all parties will be made in writing at this level, and copies shall be given to the Superintendent and all parties.

The Superintendent shall investigate the complaint and respond in writing within fourteen (14) working days of this meeting.

### **Level Three**

If the complainant or employee is dissatisfied with the decision of the Superintendent, either may, within five (5) working days after the decision is rendered, file a written complaint with the School Board.

At the next regular meeting, or within twenty (20) working days, the Board shall hold a hearing and/or otherwise investigate the complaint and prescribe such procedure as it may deem appropriate for consideration of the complaint.

The Board shall make a final decision on the matter at a regular Board meeting or special Board meeting. The Board shall then provide the complainant and employee with written notice of its decision.

### **Confidentiality**

All written complaints, responses, and dispositions of the complaints shall be confidential. A record shall be kept as part of staff evaluation files only when the complaint was determined to be substantiated by an administrative or Board response.

Adopted 08-13-07  
(Replaces Current Policy KL)

### **Crisis Guidelines – General Guidelines**

Immediately following a crisis, be prepared. You will make a difference. Students will look to you for help. Good prevention programs should minimize the need for post-intervention planning. Despite the best of intentions and interventions, crisis will occur. Working with students after a crisis, discussion options, talking about problem-solving and decision making and identifying high risk students are excellent preventative measures.

1. The superintendent or his/her designees is the only spokesperson to the media. Staff members who are approached by the media should refer them to the superintendent or designee. If approached by a member of the media, the staff member could reply, “I am not at liberty to comment at this time. Please contact our superintendent.”
2. Remain calm.
3. Avoid overreacting or exaggeration of the situation, but do acknowledge its gravity.
4. Follow the communications policy and agreed-upon statements.
5. Share only the factual information that you have with only the appropriate persons as designated by the plan.
6. Display care and concern.

For more information see the Belle Fourche Public School Crisis Team Booklet in the Administrative Handbook.

### **DDN Campus System**

Each teacher is assigned a password for admittance to the Campus system. This password **MUST** be kept confidential. All grades, attendance and student data will be kept on this system.

### **Disciplinary Responsibility**

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

Disciplinary measures such as academic downgrading, group punishment or extra assignments for a subject matter are discouraged, however, there may be times this is the most appropriate action.

### **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 persons who are invitees of the Belle Fourche School District 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 its 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 in 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 procedure.

### **Confidentiality**

A report of discrimination/harassment and/or an investigation of discrimination/harassment are to be held in strict confidence, except as necessary for the school district, representative of the victim or accused or any agency of state or federal government charged with enforcement of the policy, to carry out the obligations of this policy subject to state and federal laws with regard to the confidentiality of school records, or constitutional requirements of due process and rights of privacy act provisions.

The above paragraph does not apply to criminal investigation materials. Information from a criminal investigation will be released only according to state codified law.

### **Retaliation**

The Belle Fourche School District prohibits retaliation against any person because that person has verbally or non-verbally asserted, or has assisted another person to verbally, or non-verbally assert, a discrimination and/or harassment complaint in either an informal or formal manner with the school or with any state or federal agency, or because that person has testified, assisted or participated in any manner in an investigation, proceeding or hearing related to a discrimination and/or harassment complaint. Retaliation is itself a violation of federal and state regulations prohibiting discrimination/harassment and will lead to disciplinary action against the offender.

See Policy ACAA-P for procedures. Copies can be obtained from the office.

## **District Policy Book**

All staff members are to be familiar with the district policy manual, since the policy of the board affects both students and teachers.

## **Drug and Alcohol Policy**

See policy GAO – Alcoholism, Drug Abuse and Emotional Disorders in the district policy manual.

### **Eligibility**

Eligibility will run Monday through Monday, and it will begin after the first contest is over. Students earning a failing grade in any course will be considered ineligible. If a student is on the ineligible list, that student may become eligible the next Monday if all grades are passing. Eligibility for Non-athletic extracurricular activities will align with a sport of that quarter.

- Eligibility will be based on the grade listed in Parent Portal on Monday.
- Adjustments can be made until the end of the day. Discrepancies between the eligibility list and parent portal leads to confusion.
- Teachers compile their list of students who are failing on Monday during teaming and submit the list to the office with final corrections by the end of the day.
- Teachers are responsible for notifying students if they put them on the ineligibility list.
- Ineligible students will be allowed to practice.

### **Equal Opportunity Title IX – 504**

The Belle Fourche School District, 9-1 is a nondiscriminatory institution that offers educational and employment opportunities without regard to sex, race, color, national origin or disability. Title IX and 504 coordinator 2305 13<sup>th</sup> Avenue, Belle Fourche, SD 57717, Telephone 723-3355. Specific allegations of violation may be submitted in writing to Title IX Coordinator, Clay Anderson 2305 13<sup>th</sup> Avenue, telephone 723-3359 within thirty (30) days of the grievance.

1. Within five (5) days the coordinator will evaluate the grievance and render a written decision.
2. Grievances will be discussed with the immediate principal involved and action through the principal with cooperation of the involved person or persons and the coordinator will ensue.
3. At the discretion of the principal, coordinator, file or involved person, a formal hearing can be conducted with the concerned person present and with a third uninterested party conducting the proceedings.
4. This will be done within ten (10) days of the initial decision of the coordinator.
5. If there is to be a hearing all interested parties will be notified by writing as to the time and place.
6. The decision of the coordinator or the decision resulting from the hearing may be appealed within five (5) days after the coordinator's 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 remediation 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.

### **Faculty Meeting**

The superintendent may hold all school faculty meetings as needed. Attendance at faculty meetings is considered to be part of a teacher's regularly assigned duties. Each administrative area will schedule regular meetings. All faculty members must attend these meetings unless excused by your principal or superintendent. Meeting dates and time will be posted in the daily bulletin.

### **Field Trips**

Teachers must clear the date and time of a field trip with the principal. Parents must sign a release form for students to attend or provide verbal permission which staff must document the date and time of contact.

### **Fire and Fire Drills**

Fire drills take precedence over every other school activity. Principals will issue regulations to facilitate the drill in each of the buildings. Policy JDA. We must have a minimum of two fire drills each semester.

When there is a fire or fire drill within the school building, the teachers should:

1. Make sure all windows and doors are closed.
2. Take the pupil register, exit the buildings as indicated on the fire drill room card.
3. Shut off all fans and ventilators.
4. Leave lights on.
5. Lead pupils a safe distance away from the fire and the fire fighting equipment. (Generally fifty feet from the building.)
6. Take roll and maintain control of the students at all times.
7. Return to the school when fire department officials declare the building is safe or the all-clear bell rings.

### Grading Systems

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 check list. 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:

<u>Grade</u>	<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
A	93-100	94-100	94-99 (No grade Possible above 99)
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	WDP (Withdraw failing)
I	I (Incomplete)	I	I  P (Passing)

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 be kept. Failing notices will be sent to parents two weeks before a failing grade is issued. A copy will be maintained in the office.

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 5/14/97

### Grade Books

Grade books are maintained through the DDN Campus. It is recommended that teachers keep a separate hard copy in case the DDN Campus files are lost through a technology problem.

### Grievance Procedures



See policy manual and handbook.

### **Hall Passes**

Students should rarely be out of the room. When they are, they must have a teacher pass and sign out of the classroom. Only one student should be excused from a class at a time for rest room privileges and most other reasons. Encourage the students to use the time available in the morning and at noon for locker needs. Only two students should go to the library at any one time.

### **Homcoming (Bronc Day)**

Middle School students may enter the parade on an individual or group basis. Floats will not be sponsored by the school.

### **HOMEWORK**

From School Board Policy IKB Revised 7/12/00

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 staff shall recognize the role of parents by suggesting appropriate ways in which the parents may assist their child with homework.

If a student is on an IEP (Individual Educational Plan), the teacher must provide appropriate accommodations and modifications of homework assigned according to the IEP.

Homework is to be assigned according to these guidelines:

- Will be properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- Will 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.
- Will help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
- A teacher will consider a student's age, mastery of skills and school related responsibilities/activities.
- Will be clearly assigned and its product assessed in a timely manner.

### **ICU**

ICU (Intensive Care Unit) is one of the many methods Belle Fourche Middle School uses to ensure academic success and student accountability. ICU, a homework intervention, is designed to assist students to master and to complete work assigned whether in class or needing to be

finished at home. Multiple opportunities are available to meet the required standards at each grade level.

Each team will be expected to have at least one certified member on duty each afternoon to supervise after school homework sessions.

### **ID Badges**

Staff ID badges are required and must be worn during the school day.

### **Inappropriate Student Conduct**

See Student Handbook and Policy Manual.

### **Inclement Weather-School Closing**

In cases of severe cold or snow each teacher will be contacted by phone by another staff member using an assigned telephone tree. The telephone, radio and television stations will carry the information beginning at 6:30 in the morning. If the weather becomes severe while the students are in school, students will be dismissed as directed by the superintendent. No teacher may leave school early without permission from the principal. Staff may leave a half hour after the students are dismissed.

### **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. Small scrapes or minor bruises may not warrant sending the child to the office. A child who is pale or seems to have a fever and complains of illness should be sent to the office or nurse.

A child who suffers from a serious injury to the head, neck or back should not be moved. If it is apparent that the child suffered from a severe fall or injury send for the nurse, secretary, principal or one of the teachers. A child suffering from a possible concussion or broken bone should not be moved. One of the supervisors should remain with the child until help arrives. A cut or serious bump should be treated immediately.

When a child is sent in by one of the supervisors because of illness or injury, do not send other children with him unless it is apparent that the child needs assistance. Take the time to examine each claim of injury carefully. Question the child about how he was injured or who caused the injury.

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.

Copies of any note from parents or doctors in regard to the limitations of activity for a child should be filed with the principal, the nurse and any other teachers who may be involved with the student.

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

### **Intersessions**

The school calendar provides some Fridays for intersession classes. These classes are used to reinforce or enrich skills to help students succeed in school. Some students gain the privilege of attending through an invitation from their teacher. Some parents choose to have their children attend.

Teachers who work the Intersessions will be compensated at a rate determined by the District.

### **Inventory**

Correct and up-to-date inventories will be kept by all teachers. This is to be done in the Fall and Spring prior to the end of the year check out. Your principal will hand out the inventory sheets and details concerning this. No inventory is to be moved from a room without permission from the principal and a corresponding change on the inventory sheets.

### **Job Description and Duties**

The primary duty of all teachers is to promote pupil growth and achievement through classroom activity. In addition to this cardinal obligation, the following duties are required:

1. To accept responsibility for special supervisory assignments.
2. To assume responsibility for general discipline.
3. To familiarize themselves with the purpose of activity and guidance programs.
4. To develop appropriate study habits among their students.
5. To maintain close personal supervision over students under their jurisdiction for special activities.
6. To provide the District with a current and valid copy of his/her South Dakota teaching certificate.
7. To inform the office of needed books, supplies, etc.
8. To prepare and submit weekly lesson plans.
9. To perform assigned supervision duties; (i.e. homeroom, lunch duty, etc.)
10. To attend scheduled staff meetings.
11. To participate in the team planning process.
12. To perform other duties as outlined and requested by the principal.
13. To follow regulations regarding care of facilities.
14. To identify pupils with physical and mental health problems and to refer them to the proper school authority.
15. To report at once any person or conditions that are a menace to the health or morals of the children in the schools.
16. To take part in any activity such as curriculum construction, testing programs, and special professional projects.
17. To confer with parents for the betterment of the child.

### **Keys**

The principal will issue a key to the building and the respective classroom to which the teacher is assigned. It will not be the general policy to issue master keys to anyone other than custodians and the building principals. Keys must be turned in before the close of the school year.

### **Leave Requests**

Extended leave requests must be submitted to the principal prior to the regularly scheduled monthly board meeting so the board can vote on the request prior to the date of the requested leave. All leaves are outlined in the Negotiated Agreement. Request for leave must be signed by the principal before the request is submitted to the superintendent.

### **Library Use**

Books may be checked out for two weeks by students or staff. Staff, if necessary, may have a longer loan period. Reference books must be returned the next morning before school.

### **Lunch and Duties**

Teachers are to walk students to the lunch room and pick up students after the scheduled lunch time. Teachers may be assigned lunch duty and other supervision as needed.

### **Medicine**

Students are not to carry any medicine in school. All medicine must be given to the office.

### **Money Collection**

All money collected by staff should be turned into the principal's office at the end of each day. (Make sure a receipt is given for all money collected. Lost or stolen money must be reported to the office.)

### **Nurse's Office**

The nurse's main office is at the middle school. If she is not in her office, the principal's office should be notified if a child is hurt or ill.

## Middle School Rules

Administration Reserves the Right to Alter any Disciplinary Action Based on Extenuating Circumstances

Revised July, 2015

### INFRACTIONS

(See the Definition Section for infraction descriptions)

### CONSEQUENCES

OFFENSES	1 <sup>ST</sup> OFFENSE	2 <sup>nd</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE
<b>CLASS I</b> Homeroom Tardy Periods 1-8 per grading period  Truancy Skipping class  Skipping Detention (Per Detention)	record/warn record/warn  parent contact, loss of privilege, make up time or ISS  double time	record/warn record/warn  parent contact, loss of privilege, make up time or 1-5 days ISS  double time	record/warn record/warn  parent contact 6-10 days ISS  parent contact double time student contact	½ hour detention ½ hour detention  parent contact 6-10 days ISS truancy referral  parent contact student contact double time to 1-5 days ISS	loss of privilege, detention make up the time or ISS parent contact  parent contact 6- 10 days ISS truancy follow- up  parent contact student contact 1- 10 days ISS 1-3 days OSS
<b>CLASS II</b> Abuse, Verbal Cell Phone issue Dishonesty, Scholastic Dress/Grooming Inappropriate Behavior Nuisance Objects Gambling Pushing, Shoving, Scuffling Vandalism, Minor	warning to ½ - 3 hrs. detention loss of privilege	½ - 4 hrs. detention loss of privilege	1- 5 hrs. detention to 3 days ISS parent contact loss of privilege	2-5 hrs. detention To 3 days ISS parent contact loss of privilege	3-5 days ISS parent contact loss of privilege
<b>CLASS III</b> Assault, Verbal False Reporting Fireworks or Ammunition Possession Bullying Instigating Profanity Technology Misuse Gang Activity	warning to ½ - 5 hrs. detention parent contact loss of privilege 1-3 days ISS	1-5 hrs. detention, to 3- 5 days ISS parent contact loss of privilege	5-10 days ISS to 1-3 days OSS parent contact loss of privilege	5-10 days ISS to 3-5 days OSS parent contact loss of privilege	5-10 days OSS parent contact loss of privilege

Insubordination Profanity Directed to Staff					
<b>OFFENSES</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>	<b>4<sup>th</sup> OFFENSE</b>	<b>5<sup>th</sup> OFFENSE</b>
<b>CLASS IV</b> Assault, Physical Fighting Fire Alarm Harassment, Discrimination Fireworks, Ammunition, Theft, Receiving Stolen Property Tobacco, Use Possession Trespassing	1-5 hrs. detention to 1-5 days ISS parent contact referral to police, restitution loss of privilege	5-10 day ISS parent contact referral to police, restitution loss of privilege	5-10 days ISS to 1-10 days OSS parent contact referral to police, restitution loss of privilege	10 days OSS parent contact referral to police, restitution loss of privilege	10 days OSS parent contact referral to Superintendent for administrative action loss of privilege
<b>CLASS V</b> Alcohol/Drug Possession, Use Or Distribution Burglary Falsifying, Modify School Records Robbery, Extortion Vandalism, Major	1-10 days ISS to 5-10 days OSS or referral to Superintendent, parent contact, referral to police when appropriate restitution loss of privilege	10 days OSS referral to Superintendent for administrative action loss of privilege			
<b>CLASS VI</b> Arson Assault, Aggravated Assault on Staff Bomb Threat Explosives, Possession, Use Sexual Misconduct Weapons, Dangerous	1-10 days OSS Referral to police, referral to Superintendent for administrative action Loss of privilege				

**\*Any offense may constitute a counselor referral, written plan as deemed appropriate.**

**\*\*Failure to follow ISS guidelines may result in increased ISS or OSS.**

**\*\*\*OSS may be used if ISS is at capacity.**

**\*\*\*\*The consequences listed are a range of options that may be administered based on each circumstance or accumulated disciplinary action throughout the year.**

### **Parents**

Teachers should feel free to contact parents. The parents should be kept informed. If a student's grades suddenly drop, the parents should be notified. Remember, failing grades should not be issued without a two week written notice to parents. The office should be notified in writing about any conferences (in person or by phone) that teachers have with parents concerning disciplinary matters.

### **Personal Property**

If an employee plans to use his or her own equipment or property at school they must be aware that there is a risk involved. The school district in most cases will not assume liability or responsibility for lost, damaged, or stolen personal property.

The philosophy of this district is to provide all staff with the materials and equipment necessary for effective teaching and learning. These materials and equipment are to be requisitioned by the staff through the regular budgeting and purchasing procedure.

If a staff member plans to use personal items in the course of their teaching they should first clear this with their immediate supervisor. All serial numbers of equipment approved for school use should be placed on file in central office along with a description of the item.

If personal items are lost, stolen, or damaged, the employee will apply for insurance coverage through their own insurance company.

If an employee is asked to bring personal property to school, this request will be documented on their classroom inventory filed in the office.

### **Personal Use of School District Technology**

Staff should be aware that school officials can and will search dates 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.

### **Phone Calls**

Personal calls should be limited during the day. There shall be no personal long distance telephone calls. Job-related long distance calls are permitted.

Cell phones should remain off unless making a call. If there is a need to make a call do it between classes or during your prep period in private.

### **Prohibition of Corporal Punishment (Policy JGA)**

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 enrolled in our school district, even if the student is at a school function away from the facility. This authority also extends to bus driver.

Any employee using physical force 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.

**(LEGL REF: SDCL 13-32-2)** Adopted 1/15/91

### **Removing Students from Class**

No student should be sent to the office until all other available means have been attempted. Option may include: conferences, detention time and contact with the parent.

### **Reporting Child Abuse (Policy GBLN)**

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, the school nurse or superintendent, who shall then immediately report to the department of social services or states attorney or to the county sheriff or to the city police. 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 person 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 26-10-12.1) 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 if proved to be unfounded. (SDCL 26-10-14)

Revised 4/15/96

### **Student Handbooks**

The faculty must also be familiar with the student handbook, since many of the areas apply to the staff as well as to the students. Teachers are expected to review the handbook with all students.

### **Students in Special Programs**

The focus of the special program is to develop each student's ability and interests so the student performs up to ability.

With this in mind, it would be counterproductive to require "extra" work or homework of these students for the time they spend out of class. If there happens to be an essential piece of information covered during their absence, this material could be compacted into their curriculum either before or after the sessions, but should not be added on to their work load.

### **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 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 the confidentiality of his or her case. Responses to appropriate conduct used in the Belle Fourche School District may range from informal conference to expulsion from school.

### **Supply Order and Purchase Requests**

Requests for all supplies must be made through the principal. Local purchases will require prior approval by the principal. A district requisition form and an attached sales slip must be submitted to the office after the purchase. Other orders will be made through the principal's office by utilizing a purchase order form and number.

### **Teacher Assistance Team-Referral Process**

1. The TAT Chairperson sets a date and time for the initial meeting on the referred student. Persons attending the meeting may include: school counselor, special education instructor, classroom teachers and principal.
2. During the meeting the following procedures will be followed:
  - a. Referring teacher/s describes and defines problem.
  - b. Referring teacher/s describes modifications attempted and results.
  - c. Reports are given on current student status with a review of testing results, previous grades and background information.
  - d. Suggestions for additional modifications are generated, discussed and noted on form.
  - e. Follow-up meeting is scheduled.
  - f. If testing is needed, the parents are notified and permission forms are sent to parents with another meeting scheduled to discuss results.
3. Minutes of the meeting are recorded and kept on file, along with the TAT form. This information is given to the special education staff along with a completed referral form if special education testing is recommended.

### **Teacher Evaluation**

An evaluation record will be kept on file for each teacher in the Belle Fourche School system. Classroom evaluations will be conducted throughout the year. Policy GBE will be discussed with the staff within the first two weeks of the school year.

### **Tobacco Products**

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

### **Year-End Requirements**

Suggested Book Charges:

New (first year)	Cost of Book
Second year	25.00
Third year	20.00
Fourth year	15.00
Fifth year	10.00

Damage fee	8.00
Math individual unit	
Books (used)	5.00