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Expectations

1. Decisions will be based on what is best for the student and student learning.
2. We will not yell at students; we will remain calm in all situations.
3. We will not use sarcasm with students.
4. Teachers will follow the PASS policy for any student at risk of failing a class. No student will receive a grade of "F" if the PASS plan is not filled out. Students will be given an Incomplete and parents will be contacted on how the student can make up the incomplete and a deadline.
5. Teachers are expected to be in their classrooms, available to assist students by 8:05 am unless they are on an assigned duty.
6. Student grades will be updated in PowerSchool on Mondays by 8:30 am for the previous week.
7. Teachers will use the grading policy to determine student grades. This policy is found on page 5.
8. Homework will be placed online on the school website by Friday for the following week.
9. A copy of your lesson plans will be available for administration or substitutes. Please have this on your desk in a folder.
10. When you are in direct supervision of students, personal electronic devices should not be used for personal business.
11. Attendance will be taken and entered into PowerSchool at the beginning of every period.
12. Enforce your classroom rules and consequences.
13. Call home to parents for assistance with student behaviors, also call home to parents when a student is doing something really good. This will make the first part of the expectation easier when you have to call.
14. Do not leave your students unsupervised. Supervise the hall between classes from your door so you can keep an eye on both places.

Bell Schedules

REGULAR SCHEDULE	2 HOUR LATE START	2 HOUR EARLY OUT	1 HOUR EARLY OUT	SCREENER SCHED
Advisory - 8:20-8:23	Advisory - 10:20 - 10:23	Advisory - 8:20 - 8:23	Advisory - 8:20 -8:23	Advisory - 8:20 - 8:23
Period 1 - 8:27 - 9:12	Period 1 - 10:27 – 11:01	Period 1 - 8:27 - 8:55	Period 1 - 8:27 – 9:12	Period 1 - 8:27 - 9:02
Period 2 - 9:16 - 10:01	Period 2 - 11:05 – 11:39	Period 2 - 8:59 - 9:27	Period 2 - 9:16-10:01	Period 2 - 9:06 - 9:41
Period 3 - 10:05 - 10:50	Period 5	Period 3 - 9:31 - 9:59	Period 3 - 10:05-10:50	Period 3- 9:45 - 10:20
Period 4 - 10:54 - 11:39	1 st Class 11:43 – 12:28	Period 4 - 10:03 - 10:31	Period 4 - 10:54 – 11:39	Period 4 -10:24-10:59
Period 5	2 nd Lunch 12:28 – 1:00	Period 7 - 10:35 - 11:03	Period 6 - 1:04 – 1:29	Period 6 -11:03-11:39
1 st Class 11:43 - 12:29	1 st Lunch 11:39 – 12:11	Period 8 - 11:07 - 11:35	Period 5	Period 5
2 nd Lunch 12:31 - 1:00	2 nd Class 12:15 – 1:00	Period 5	1 st Class 11:43 – 12:28	1st Class 11:42-12:22
1 st Lunch 11:39 - 12:11	Period 6 - 1:04 – 1:29	1 st Class 11:39 - 12:20	2 nd Lunch 12:28 – 1:00	2nd Lunch 12:26-2:57
2 nd Class 12:15 - 1:00	Period 3 - 1:33 - 1:58	2 nd Lunch 12:20 - 1:00	1 st Lunch 11:39 – 12:11	1stLunch 11:41-12:13
Period 6 - 1:04 - 1:49	Period 4 - 2:02 - 2:27	1 st Lunch 11:35 - 12:15	2 nd Class 12:15 – 1:00	2ndClass 12:17-12:57
Period 7 - 1:53 - 2:38	Period 7 - 2:31 – 2:56	2 nd Class 12:19 - 1:00	Period 7 -1:33 – 1:58	Testing - 1:01 - 2:09
Period 8 - 2:42 - 3:27	Period 8 - 3:00 - 3:25	Period 6 - 1:04 - 1:27	Period 8 - 2:02 – 2:27	Period 7 - 2:13 - 2:48
Advisory - 3:27 - 3:30	Advisory - 3:25 - 3:30	Advisory - 1:27 - 1:30	Advisory - 2:27 - 2:30	Period 8 - 2:52 - 3:27
				Advisory - 3:27 - 3:30

RECORDING STUDENT ATTENDANCE

- Teachers will be required to take daily attendance every period. This must be done and entered into the computer at the beginning of each period. Failure to take attendance puts you and the district in a liability situation, none of us wants to explain to a parent why their child wasn't marked absent if something terrible happens.
- All students who are tardy more than 5 minutes will be sent to the office for a pass.
- Students that are on the truant list the previous day, will be called to the office for an admit.
- Detailed attendance procedures will be reviewed at teacher in-service.

HALL PASSES

The handbook pass is to be initiated by the teacher who wishes to confer with a student during school time. This handbook pass is to be completed by the teacher desiring the conference and will authorize the study hall supervisor to allow that student to be excused. The student must carry this handbook pass to and from the conference. Students are not to be excused from classes except in emergencies. Before issuing a handbook pass to a student, *be sure you will be available to supervise their activity during the time requested on the pass.*

If a student requests that you write a pass that will allow him to confer with another teacher, the answer should always be **NO**, as you do not know whether or not the other teacher desires to confer with the student.

BLUE PASSES

The blue pass authorizes students to leave the building and will be issued only from the principal's office. If, for some reason, you as a sponsor or as a classroom teacher desire to have a student leave the building, you should write out a pass that will permit him to come to the office for a blue building pass. We should avoid having students run unnecessary errands for us. A student on such errands cannot be supervised, and you, as the teacher requesting such activity, are responsible for their welfare and conduct. Leaving students unsupervised, either in or out of the building eventually leads to problems and cannot be tolerated.

MOVEMENT OF CLASSES

Teachers should always make arrangements in advance with the librarian when they desire to bring a class or group of students to the library. Arrangements to use the Little Theater or other special areas for a class should be made through the activities director's secretary. Many study halls are large and sending more students to the area is discouraged. Students should never be sent to study halls without previous arrangement through the principal's office.

ACTIVITIES CALENDAR

Any teacher wanting to schedule an activity for a given time must first of all clear this date through the activities director's office. This will be entered on the calendar and that date will be reserved for you. A published list of activities for a two-week period will be made up by the activity's office each week. It is important that you keep yourself informed of the coming events.

ACCIDENT REPORTS AND PROCEDURE

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 intercom. Accident forms are secured from the principal's 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.

BUS REQUISITIONS

All requests for school bus transportation or use of any school vehicle must be made using the online request system. This can be found by going to the district website, click on District, click on Transportation, and then click on Internal Request for Transportation.

DAILY BULLETIN

The daily bulletin will be posted on the school website. It will be posted on school bulletin boards and on electronic message boards each day and will serve as a medium of communication. Special bulletins interrupt too many classes, consume valuable class time and will be held to an absolute minimum. All items are to be submitted no later than 8:15 A.M. Announcements will be held to a minimum during class time.

COPY MACHINES

Materials needed in excess of five copies for classroom use must be reproduced in the central printing office. Copy request forms must be made out in duplicate and clipped to the work sheet, test, etc., to be printed and left in the basket in the principal's office prior to 8:30 AM daily. You will need to allow 2 days for copies. Copies placed in the office after 8:30 A.M., cannot be guaranteed to be returned in the 2 days. Copies will be returned to your mailbox.

BUILDING SECURITY

Keys to the building will be issued as needed. If you no longer need the key, please return the key to the office. DO NOT pass your key to others, as they are for your use. DO NOT TURN YOUR KEYS OVER TO STUDENTS. Keys found in the hands of pupils will be confiscated. Teachers using the building at night must see that the lights are off, the doors locked, the windows closed and locked when leaving. Classrooms should be locked at lunch and when leaving at night. DO NOT permit students to remain in a classroom, locker room, or gym after the teacher has left.

PLANNING AND CONFERENCE PERIODS

The schedule for all teachers includes one period scheduled for planning for classes, conferring with individual students, or with fellow teachers on pertinent school matters. This time should be used as preparing or meeting as a PLC and not as a 45-minute break. From time to time, we will be short on substitutes or teachers will need to leave for coaching duties or emergencies, when this occurs we may need to have you cover a class during your prep period.

STUDENT SUPERVISION

Teachers are NOT to leave their rooms during class time. Anytime you leave your students unattended, you are putting yourself and the school in a serious liability situation. In an emergency, get someone to cover your class or call the office.

COMMUNICATION TO PARENTS

All teachers will be required to keep grades updated in PowerSchool. Midterms will be printed and sent home by the office. Students receiving a grade of "D" or "F" must have comments to assist the parent as to why the student is receiving the "D" or "F" in your class. For any student receiving an "F" you must have had a PASS Plan meeting.

In an effort to improve communication and do a better job of informing parents of the classroom expectations, teachers will be required to send out a letter of welcome with each student. Please give some thought to your letter before the end of the year and/or during the summer. Bring a copy of it with you on or before the first workshop day, so Lindsay has time to make copies. A copy of the welcome letter will also be turned into the office. The letters will be handed to students within the first week of classes.

Some samples follow. Remember, you don't have to write your letter in any particular style, but the following things need to be included:

- Welcome to students
- Grading Policy
- Supplies needed
- Policies on late work, make-up work, etc.
- Test retake criteria
- Essential Learnings
- Projects
- Summative Assessment Formats

Staff members are required to respond to email and phone calls within 24 hours when possible.

LCHS Grading Building Policy

Purpose of Grades: to communicate students' learning progress to students, parents, teachers, and administrators

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	00-59

Concurrent enrollment courses will need to follow WITCC grading guidelines as these are college classes.

Grading Scale: All teachers at LCHS will use the following grading scale:

Teachers will not round up on summative assessments when entering grades or at the end of the quarter. However, they may round up for semester grades. For example, a grade of 89.5 could result in an A- at semester.

Grading System: All quarter/semester/trimester grades will be determined through a weighted categories system. Formative assessments will be weighted 15%. Summative assessments will be weighted 85%. Because curriculum is so different from subject to subject, teachers should meet within departments to decide how to divide the 85% of the summative category. (For example, 20% quizzes, 25% projects, 40% tests)

Late Work for Students in Class or Gone for School Activities: All students can learn. To ensure academic success, teachers assign students daily work, projects, and other assessments which students are required to complete. Students who turn in work after a teacher's deadline will earn only 80% of their score. After one week, students may earn only 60% of their score.

Sometimes a student is unable to complete work on time due to lack of understanding, extra-curricular activities, family issues, or work. In such a case, the teacher may offer the student an extra 24 hours to complete the work and submit it to the teacher with no penalty. (This grace period will be available at each teacher's discretion.) After 24 hours, the student will earn only 80% of their score. After one week, students may earn only 60% of their score.

Late Work for Students Gone Unexpectedly

When an absence occurs that was not anticipated, all school assignments must be made up within the number of school days missed plus two (2). A student who misses only on the day of a test or quiz may be required to make up the test or quiz the day he/she returns. An extension of makeup time may be granted by the administration.

Extra Credit: Teachers will not give extra credit.

Summative Retakes: Any student who wishes to retake a summative assessment to earn a higher grade and show greater learning may do so by gaining the instructor's permission and meeting the course criteria, which may include doing extra practice and having all assignments/quizzes completed prior to the retake assessment. The student must complete the retake within two weeks of the original date of the assessment given in class. The teacher will use the higher assessment grade to calculate the term grade.

Grading/Semester Grades

There must be a prescribed procedure to derive semester grades rather than an arrangement which varies from teacher to teacher and class to class. Semester grades are determined by giving each 9 weeks grade a 45% value and the semester exam a 10% value.

Success Center

The primary purpose of the Success Center is to help build deficient reading comprehension skills in students. The secondary purpose of the Success Center will be to assist students in other skill building areas, including time management, study skills, organization, etc. The final purpose of the room will be to assist students in completing work. Students will be assigned based on identified skill deficiencies and availability.

LCHS Plan for Academic Support and Success (PASS) Procedure

The following PASS procedures are in place to bring student, parents, and school together in order to develop a formalized program to help every student achieve at high levels. These procedures are designed for failure prevention.

- A. For semester courses, during quarters one and three or at midterm, a parent letter will be sent home to notify the parent/guardian of a student's potential to fail the course. A time for a parent, team, and counselor meeting will be included within this letter. **No new plans will be created after midterm of 2nd and 4th quarter.** Any plan created after this date does not give the parent/student sufficient time to get the grade up. If a student is at-risk, err on the side of having a meeting sooner rather than later.
- B. The meeting with the parent, team, counselor, and administrator (if available) will be scheduled to develop a systematic student improvement plan.
 - a. Reasons for grade being in jeopardy.
 - b. Interventions will be identified. LCHS academic support systems may be a part of these interventions.
 - c. Identify school expectations of the student, school role, student role, and parent role.
 - d. Discussion of possible student programming adjustments.
 - e. Timelines for progress reporting/monitoring will be developed.
- C. The student must complete the work in accordance with the plan or be at-risk for repeating the course
- D. Regular team, parent, student, counselor meetings will continue based upon timelines identified.

- E. If a student maintains required expectations throughout the semester in which he/she is enrolled in PASS, the team may take the student off of the plan, or require the student to remain on the plan.
- F. Toward the end of the semester, the final meeting will take place to determine whether or not the student has met requirements for planned efforts. Stakeholders will provide signatures of the decision agreed upon. A recommendation will be made to the principal for final determination.

LESSON PLANS

Lesson plans are to be made out for at least one week in advance by all teachers. The purpose of this is to provide the principal with information on current subject matter being covered and as a guide for a substitute should one be necessary for you. More important than either of the above, is that well-made plans are a must in order to do the best possible job. Lesson plans should be on the teacher's desk available for the principal or a substitute, when necessary. Teachers are also required to have a copy of their homework saved online. This allows for assignments to be collected for absent students without interrupting your classes. It is also advisable to include worksheets or other materials a student may need to get on the lesson plans.

POWERSCHOOL

Teachers are responsible to update their grade book in a timely fashion; grades should be current at 8:30 A.M. on Monday morning for the previous week. This will allow parents and students to check their grades.

FACULTY ABSENCES

Unexpected Absences - If you become ill at home, you are not expected to come to school sick. To secure the best available substitute, it is most helpful if you would contact me as early as possible (6:00 A.M.-6:30 A. M.) or the night before if at all possible. As soon as you are able, then put the sick leave request into weblink.

Planned Absence - Please fill out the leave request on weblink and submit. Once the leave has been approved, Beth will secure a substitute.

Lesson plans and class rosters must be clearly visible to your substitute. Seating charts are a great help to the visiting teacher as well.

TELEPHONES

Of course, telephones are available for staff members to use for official calls. When long distance calls are made for school matters, be sure to keep track for your own information the following:

1. Date call is made
2. City and number called
3. Person making call
4. Purpose of call

It will also be necessary for you to be able to identify and pay for personal calls that you make when you receive notice from the principal's office.

EMPLOYEE CELL PHONE USAGE

Personal cell phones usage will not be permitted when you are in direct supervision of students. Personal cell phone usage should take place during your lunch time when at all possible.

SOCIAL MEDIA/TEXTING STUDENTS

Employees are advised not to friend/follow current students. Doing so could put you in a liability position. Also, you should refrain from directly texting students. There are many free services through the internet that will allow you to have students subscribe to your messages without the need to contact them directly. If you do need to text a student directly, it is advised to include the parent or another school person to protect yourself.

DRESS CODE

Staff will be expected to dress professionally to go with their teaching assignments. Jeans may be worn on Fridays along with Le Mars Community clothing.

DISCIPLINE

Although it is true that respect must be earned and not demanded, there are times when a teacher must be firm. Students learn best when they are not under tension, but this should never be construed to mean that our job is to keep them amused and relaxed. The key to success in any classroom is the relationship between students and teacher. If I respect you, I will do almost anything for you, but if I don't respect you, even force may be unsuccessful. This is the philosophy of many students, as well as adults. You can "chew" a student out royally in private and he will still respect you if he feels he deserved it, but, say the same things to him in front of a class and his friends, and you will not only lose his respect, but you will have gained an adversary, whether or not he feels the things you said were true. This calls for the patience of Job, but such discipline is the mark of a good teacher.

The Administration will assign detention time for truant absences and violation of school rules. Teachers will assign detentions for violation of classroom rules. Classroom expectations should be communicated to the students and progressive consequences should be set up. For example, a 1st offense for a classroom infraction of not coming to class prepared may be a 15-minute detention, a 2nd offense then would need to be greater than that. With any classroom issues a call home must take place. All students will be given one day to notify parents, coaches, employers, etc., that they are required to stay after school or serve detention. *The associate principal's office is open to aid the teacher in working out problems involving major infractions or severe discipline cases.*

SUSPENDING STUDENTS FROM CLASS

Suspending a student from classroom activities for disciplinary reasons is the most serious action a teacher can take. It should only be done when a student's actions are disturbing the class to the point where it interferes with their opportunity to learn.

Suspension from class does not solve the problem, for it merely shifts the problem to another person who must supervise the student. Teachers may remove a student from class for that day when the situation is serious enough to merit that type of action. Any other suspension must come from the assistant principal or principal. Teachers will be asked to explain what intervention they tried prior to removing a student from class.

Just as the State has imposed restrictions on the principal's right to suspend students from school, no teacher has the authority to suspend a student for more than the remainder of a class period.

PROCEDURE FOR SUSPENDING A STUDENT FROM CLASS

Notify the office or school administration that you have a suspended student who will finish the class period in the office. The assistant principal or principal will make contact with you following the removal of any student from class. Do not use email as a way to communicate a student was sent to the office, as many times we are away from our desks and may not see your message.

OTHER DISCIPLINARY MEASURES

Authorized actions by the building principal or his designee in cases of breach of discipline include:

A. **Detention** before and after school. Teachers will contact parents about classroom issues, this should be part of the normal classroom discipline.

B. **Denial** of special privileges which a student may have been given. This may also include attendance at regular or special assembly programs, school sponsored athletic events, open study halls, etc.

C. In-School Suspension

In the event that a student is removed from classes and required to attend the ISS room, the student will be required to work on his/her school work throughout the assigned day. The students will receive full credit for any work they complete during this time. Students are kept away from other students during this time. They will be eating lunch in ISS, and will not be released for lunch. Notice of this educational change shall be mailed to the student's parents or legal guardians, superintendent, and the president of the Board of Directors of the school district.

In all cases of suspension out of school, the principal or his designee must conduct an informal investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges, and
3. The opportunity to respond to those charges.

D. Expulsion

Only the Board of Directors may expel students and such action must be taken at a board meeting. Recommendation for expulsion shall be made in writing to the Board of Directors after a proper review of the current behavior of such student. The principal or his designee will inform the parent and/or guardian in writing that a student is being recommended for expulsion and the reason(s) therefore.

Prior to the hearing by the Board of Directors, the superintendent shall notify the parents or guardian by certified mail as to the:

1. Purpose of the hearing.
2. Date, time, and place of the hearing.
3. Specific reasons for the recommendation for expulsion.
4. Their right to be present to give evidence and/or to be heard.

E. 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.

Corporal punishment is prohibited in the Le Mars Community School District. However, physical contact with a student is justified “if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain” or if reasonable force is used for the protection of an employee or a student, to obtain possession of a weapon or other dangerous object(s), or for the protection of property. If you must use force, you will need to fill out a restraint form right away and inform the administration; the parents must also be notified. If a staff member must use physical force, he/she will need to fill out the Restraint/Confinement form and notify administration as soon as possible. Forms can be picked up in the office.

In disciplining students, due process will be afforded each student.

CLASSROOM CLIMATE

It is the responsibility of each teacher to establish a climate within his or her classroom that is conducive to learning. This, of course, includes a position that the teacher is in charge of the class, but a more ideal condition is one in which mutual respect is shown between teacher and student. This cannot be fostered without both firmness and fairness. Belittling a student in front of his class is seldom effective in the long run. Private conferences can be much more productive.

A well-planned lesson that starts promptly with wide class involvement helps set the pace for learning. Allowing students to never participate in class is an indication to them that you expect nothing from them.

If we wish to establish some firmer guidelines for student dress and conduct, it will take cooperation and consistency from teacher to teacher.

SPONSORSHIPS

Most teachers have been assigned to at least one sponsorship. *It is your duty as a sponsor, to attend all meetings and to give a guiding hand to the way the meetings are run.* It has happened that a club or class has planned a party or activity, only to find out at the last minute that the sponsors can't attend a scheduled activity. This should not happen, *since you as a sponsor have a responsibility toward the group.* If for some reason you cannot absolutely attend a scheduled activity, you are to secure a substitute for yourself. Do not expect the students to do this for you.

Building policy does not allow students to practice, work, or meet in the building without the supervision of their faculty sponsor. This policy must be enforced, especially during the hours around the normal school day, such as after school, evenings or weekends.

There will be opportunities for some organizations to operate the concession stand at athletic contests during the year to assist in necessary fund raising. Sponsors have a definite responsibility in working closely with the concession stand supervisor in the organization and supervision of students for these events.

CLASS SPONSORS (*Chairpersons)

Grade 9	Grade 10	Grade 11	Grade 12
Dunn	Ka. Bork	Boeve	Anderson
Fitzgerald	Bowmaster*	Cunningham	Bahr
Hessenius*	Dalton	Ludwig*	Bomgaars
Pick	Eckstaine	Ohrlund	Ke. Bork*
Prichard	Ewing	Richey	Carter
Van Kley*	Fischer	Schimek	Irwin
Vickery	Grell*	Wonders*	Permeswaran
Westhoff	James	Wright	Sadoski*
	Klingbeil	Tentinger	Schindel
	Tardive		

STUDENT COUNCIL

FRESHMAN

SOPHOMORES

JUNIORS

SENIORS

Payton Wright	Kenzie Pippett	Kutter Wright
Austin Haworth	Matthew Ahlers	Cadyn Wilhelm
Libby Leraas	Allison Feeney	Abby Hoss
Lizzie Koonce	Molly Scheitler	Ryan Brown
Madison O'Brien	Maggie Allen	Mya Kibby
Savannah Manley	Katie Cunningham	Kaden Wingert
Caitlin Gregg	Kylie Martin	Payton Marienau
Clara O'Dwyer	Lauren Duhn	Brayden Schmidt
Laila Archer	Jacob Spencer	Maggie Schilmoeller
Nessa Brooks	Kenna Kasel	Morgan Marienau
Jade Susemihl	Kylie Biggs	Kylie Dreckman
	Skyler DeBoer	Joe Rosener
	Claire Blezek	Blake Dirksen
		Shania Temple
		Hannah Albert

CLASS PRESIDENTS

- Seniors –
- Juniors –
- Sophomores –
- Freshmen –

FUND-RAISING PROJECTS

We are in need of coordination and consolidation of organizational fund-raising activities. These projects should be limited, for a specific purpose and conclude at a set time. Sponsors are not to initiate any fund-raising activity without obtaining the request form from the Activities Director's office, filling it out in full and gaining the Activities Director's approval.

LIGHTS AND WINDOWS

The lighting system is very adequate and we expect you to use these lights whenever necessary. We would greatly appreciate your turning off the lights whenever you are out of the room. At the end of the day make sure all windows are closed and locked. All rooms should be locked when you leave the school building.

SUPERVISION BEFORE SCHOOL AND AT NOON

There has been a need for supervision before school, during noon, and between classes. Morning, Noon, and after school duty will be required as part of the regular teacher assignment. Each semester teachers in sufficient number to insure adequate supervision of our student body during their free lunch period will be assigned to noon duty supervision in lieu of a study hall assignment. They shall have a daily duty-free lunch period of at least thirty minutes during either the fourth or fifth period. This duty shall be under the direct supervision of the assistant principal who will provide instructions and job descriptions.

HOURS OF DUTY

Faculty members are to be on duty from 8:00 AM to 4:00 PM daily. You should be in your classroom at 8:05 AM when not assigned to a duty to assist any students wishing to confer with you. There is no reason for any teacher to be in the lounge after 8:05 AM. Unless you are assigned a duty, attending a staff meeting, or urgent school matters cause you to be elsewhere, you need to be available for consultation in your classroom for ten or fifteen minutes after the dismissal of the final class.

Teachers will be assigned either a morning duty or after school duty rotating throughout the year. You will need to check your Google docs for the Duty Rotation Schedule that will be shared with you. If you need to change your assigned time, you will need to find a replacement then make the change on the Google doc.

Duty times before school will run from 8:00 a.m. to 8:25 a.m. After school duty times will run from 3:35 p.m. to 3:55 p.m. Please make sure you are at your assigned spot, if something comes up where you cannot be there please notify one of the principals.

AM/PM Hallway Duty

(A.M. 8:00-8:15 P.M.3:30-3:50)

A.M. Hall Duty

- Report to your position by 8:00 am.
- Student may go to locker once and then to the lobby or to the lunchroom.
- No continuous roaming in the halls or loitering at lockers.
- Welcome students, supervise students, and address unwanted behaviors.
- You are done at the first bell (8:15)

P.M. Hall Duty

- Report to your p.m. supervision area.
- Say good-bye to students, supervise students, and address unwanted behaviors.
- Supervise until halls have cleared.

1st & 2nd Semester Duties

5A Lunch – 11:42 – 12:23 - Schindel, Wright, and Butcher

5B Lunch – 12:23 – 1:03 – Cunningham (S1), Fitzgerald (S2), Irwin, and Reed

Graduation Workers

USHERS:	Bleachers	Floor/Handout Programs	Music	Sound & TV
	<i>Bomgaars</i>	<i>Anderson</i>	<i>Ewing</i>	<i>B. Ludwig</i>
	<i>Bork, Kellie</i>	<i>Carter</i>	<i>Prichard</i>	
	<i>Boeve</i>	<i>Richey</i>		
	<i>Hessenius</i>	<i>Irwin</i>		
	<i>Westhoff</i>			
	<i>Sadoski</i>			

Assist with seniors

prior to exercises:

Iverson

Formanek

Kopperud

Hill

HELP WITH FLOWERS: *Ludwig & Permeswaran* (Please be available at 2:00 to help with flowers)

FIRE DRILL PROCEDURES (To be read carefully by every teacher and explained in detail to each class.)

The signal for this drill will be a continuous uninterrupted ring of the fire alarm. Special fire alarm boxes are located in the corridors. (In case of an actual fire, the one observing it should turn in the alarm by pulling down on the handle of the RED BOX ALARM STATION and reporting the fire to the principal's office immediately. Any alarm unknown to the office will be reported to the fire department.

1. Grab rosters and exit room and go outside to designated area.
2. Keep class together and take attendance again
3. Notify Lead teacher if you are missing someone or if you have an extra student. If lead teacher is absent, please have one teacher from the area step up and take control.
4. Lead teacher text Mrs. Davis the students missing or extra in your area
5. Keep student together as a class and await further instructions from lead teachers.

Lead Teachers

Main Entrance – Trent Eckstaine

Guidance Entrance – Sherri Permeswaran

Parking Lot – Danielle James

Behind Weight Room – Lori Carter

Behind Band room – Michael Prichard

Evacuation Routes

Main Exit	Rooms/Groups Using Exit	Exit Notes	Alternate Exit
Door R	Rms: 138, 140, 141, 145, Library	To tennis courts	Door T
Door A	Little Theater, Lobby, Commons	To 3 rd Ave. across the street to sidewalk	Door R
Door A	Rms: 101, 102, 103, 104, 105, 106, 107, & 110	To 3 rd Ave. across the street to sidewalk	Door B
Door B	Rms: 109, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, & 123	To 3 rd Ave. across the street to sidewalk	Door A or Door D
Door D	Rms: 122, 124, 125, 127, 129, 131, & 133	100 Yards behind the weight room	Door B
Doors in Shop Areas	Industrial Arts shops in MS	100 Yards behind the weight room	MS Door J
Door B	Rms: 201, 202, 203, 204, 205, 301, & 302	To 3 rd Ave. across the street to sidewalk	Door C
Door D	Rms: 206, 208, 209, & 210	100 Yards behind the weight room	Door C
Door C	Rms 400 & 401	100 Yards behind the weight room	Door D
Door in classroom	Rm 402	100 Yards behind the weight room	Door C
Doors P & Q	Rms 500, 515, & Gym Lobby	To tennis courts	Door I
Classroom Exterior Door	Rm 501, 502, & 503	100 Yards behind the weight room	Door I
Door J	Rm 507	100 Yards behind the weight room	Door L
Door in locker room	Rm 514 & 516	To tennis courts	Door L
Door E	Kitchen	100 Yards behind the weight room	Door D
Door L	Rms 510 & 512	100 Yards behind the weight room	Door P

SPECIAL CHECKING ASSIGNMENTS (In addition to one's classroom) Check at each fire alarm to make certain all occupants have vacated rooms.

Bahr	Auditorium
Hill	Guidance
Grell	Homemaking (Foods Lab)
Dunn	Girls' rest room (Freshman Hallway)
Permeswaran	Girls' rest room (East Corridor)
Ka. Bork	Girls' rest room (West Corridor)
Eckstaine	Boys' rest room (East Corridor)
R. Ewing	Boys' rest room (West Corridor) & practice rooms
Hessenius	Boys' rest room (Freshman Hallway)
Cunningham	Nurse's Office

ROOM LEADERS, DOOR KEEPER, ETC.

1. Each teacher shall appoint for each class period, two dependable students who will be given seats near the door.
2. These leaders will open the classroom door and open the outside doors and hold them open.
3. Door keepers shall then accompany their group to the safety areas after the last students have passed from the building.

GENERAL STUDENT CONDUCT

1. Students are to pass rapidly and empty the building as quickly as possible, walking briskly, **but not running**.
2. Students are to refrain from any form of "fooling around." A fire drill is a serious and necessary school exercise.
3. Students are to keep their lines intact at all times.

AUXILIARY HOUSING UNIT

In case of an actual fire, particularly in cold weather, the bus garage will be used as an auxiliary housing unit.

MISCELLANEOUS INSTRUCTIONS

1. If the fire alarm rings during passing period, students are to use the nearest exit.
2. Each teacher is to remain in his or her room until all students have left; then, follow the group out of the building.
3. All lines are to be single file.
4. Everyone is to leave the building and stay together.
5. If your assigned route is blocked, use the alternate assignment.

Students who are physically, mentally, or perceptually disabled to the extent that they require assistance becoming aware of and/or responding appropriately to a fire/fire drill evacuation shall be provided notification and/or assistance by a responsible staff member in accordance with the principal's designations and instructions provided prior to the beginning of each school year and updated as necessary.

BOMB THREAT

1. In the event of a bomb threat, immediately evacuate the building according to instructions given.
2. Immediately notify the police department and the superintendent's office.
3. The police department will be in charge of the scene and will issue direction through the superintendent, or through the principal in the absence of the superintendent.
4. Principals will assure that students have been evacuated to a location at least 300 feet away from the building and are under supervision at all times.

EMERGENCY SIGNALS

- **BOMB THREAT**: Intercom – Evacuate with instructions
- **FIRE**: Continuous fire alarm
- **SCHOOL LOCKOUT**: Intercom – We are in a lockout.
- **DANGEROUS INDIVIDUALS/INTRUDERS**: Intercom – Lockdown
- **TORNADO/SEVERE WIND**: Intercom - Shelter
- **MERT**: Medical Emergency Response Team will be called over the intercom.

BOMB THREAT RESPONSE

ACTIONS

- ☐ Record, document, and preserve threat
- ☐ Report threat to school principal, Police, and Central Administration. Notify staff as appropriate.
- ☐ Assemble Incident Command team at interior Command Center
- ☐ Assess the threat and determine response (Search and/or Evacuate)

SEARCH

- ☐ Assemble and deploy Sweep Teams as per plan.
- ☐ Teams sweep assigned areas.
- ☐ Hang red or green cards with tape and record search results. If suspicious item found, initiate suspicious item protocol.

EVACUATE (IF NECESSARY)

- ☐ Select evacuation routes and assembly areas.
- ☐ Notify Police and Fire Rescue and request assistance.
- ☐ Search Teams clear routes and assembly areas.
- ☐ Notify staff to prepare for evacuation. Teachers, staff, and students gather belongings.
- ☐ Give evacuation order. Teachers and staff check own areas, hang red or green cards with tape and evacuate.
- ☐ Operations-Student Leader confirms that building is empty
- ☐ Evacuate Incident Command Team to exterior Command Center
- ☐ Bring Go Kit and Health Go Kit.

CONTINUING ACTIONS AFTER EVACUATION

- ☐ Debrief emergency services and coordinate further actions.
- ☐ Take attendance and report to Incident Command areas. Brief regularly.
- ☐ As appropriate, determine Reoccupy or Dismiss action. Reoccupy or Dismiss action. Reoccupy when suspicious item not found or when it has been cleared by law enforcement. Dismiss in consultation

with Central Administration. Notify Parents, staff, and students. Implement dismissal plan by bus and documented parent sign-out. Ensure all students are dismissed.

- ☒ Incident Commander remains on-scene until situation resolved or until relieved by another administrator.

IF A SUSPICIOUS ITEM IS FOUND

- ☒ DO NOT TOUCH THE ITEM
- ☒ Person or Search Team who found item reports it to the Incident Command Team.
- ☒ Notify Police and Fire Rescue.
- ☒ Secure area where item is located, but do not guard it (stay away from the item). If possible and can be done on the way out of the area, open doors and windows near item.
- ☒ Hang red card with tape on door/entry.
- ☒ Notify staff of the situation and direct them to prepare for evacuation.
- ☒ Select evacuation routes and assembly areas that are away from the suspicious item.
- ☒ Redeploy Sweep Teams to clear evacuation routes and assembly areas.
- ☒ Meet arriving emergency responders and brief them, letting them speak with person who found item and informing them where the item is located.
- ☒ When evacuation routes and assembly areas are cleared, conduct evacuation as per evacuation protocol.
- ☒ Law enforcement will assume command of the scene. The Incident Command Team should remain at the scene to inform and manage evacuees, media, parents, and others as appropriate.
- ☒ Continue with Reoccupy or Dismiss action, as appropriate.

IMMINENT DANGER ALERT

1. Upon determination that an imminent danger situation exists (violent intruder, armed intruder, etc.), the principal's and superintendent's offices must be immediately notified.
2. Upon notification, the principal's office will immediately notify law enforcement authorities. Upon arrival, law enforcement authorities shall take charge of the scene.
3. Upon determination that an imminent danger situation 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 intercom announcement of **lockdown**.
4. Upon receiving notice, staff members should:
 - A. Instruct students to evacuate if possible to the rally point, if you stay in the room, you will need to barricade the door.
 - B. Turn off lights (for tactical advantage to ambush)
 - C. Stand by for additional notice/instructions.
5. Designated responsible staff must assure that appropriate assistance is provided for students disabled to the extent that assistance is required.

TORNADO AND CIVIL DEFENSE DRILL PROCEDURES

The notification for this drill will be given over the intercom system. Upon the announcement of this alarm, each teacher is responsible for those students assigned to them at that time. In case of power outage, an air horn will be used as an alert.

During this drill, students are to remain in the building while you attempt to get them into locations where the building is structurally the strongest and away from flying debris. Each teacher should take the following action:

- Draw all drapes
- Make sure all other windows are closed
- Close all doors whether or not the room is occupied
- Move students to the assigned areas

Commons: Occupy boy's locker room - enter from West end.

Rms 101 & 103: Occupy boy's locker room - enter from East end.

Rms 105, 107, & 109: Move to the Success Center.

Rms 111 & 115: Move to Room 117. Sit on floor facing south & west walls

Rm 113: Move to Room 121. Sit on floor facing south and west walls

Rm LIBRARY: Occupy Boys Locker Room - enter from west end

Rms 117, 118, 119, 120, 121, 123, 125, 127, & 129: Students sit on floor facing south and west walls & get as close to south and west walls as possible.

Rm 122: Move to Room 125. Sit on floor facing south & west walls

Rm 124: Move to Room 129. Sit on floor facing south & west walls

Rms 131 & 133: Move to Room 127

Rms 201, 202, 203, & 205: Students go to Room D-34 and sit on the floor along the south and west Walls - face the walls and sit as close to the wall as possible.

Rms 204 & 206: Move to Room D-34. Sit on floor facing south and west walls.

Rm 208 & 210: Move to Room 211 and sit along the south and west walls facing the wall. Get as close to the wall as possible.

Rms 301 & 302: Students sit on floor facing south and west walls & get as close to south and west walls as possible.

Rms 400, 401, & 402: Move to Room D-34. Sit on floor facing south and west walls

Weight Room: Enter school and proceed to room 129

Rm 500 (GYM): Move to PE boy and girl locker rooms. Enter west end.

Rms 501 & 503: Move to PE boy's locker room. Enter west end.

Rm 507: Move south and go west to visitor locker rooms.

Rm 514: Occupy girl's locker room, sit along south and east walls.

Rm 516: Occupy boy's locker room, sit along south and east walls.

Little Theater: Students move to boy's locker room - enter from east end

Vocal & Gym Occupy boy's locker room - enter from west end

Band Move to PE boy's locker room. Enter west end.

Industrial Arts Students move to closest industrial arts storage area.

Ag Building Go directly to senior high girls' varsity locker room — enter from door O.

THE ALL CLEAR WILL BE ANNOUNCED OVER THE INTERCOM SYSTEM.

Appendix A
LCHS Attendance Policy

1. A student is expected to be in school 180 days per academic year. Seniors may be released earlier in accordance with Board approval. LCHS does realize that a student may have an occasional need to be absent from school but within certain limitations.
2. A 10-day limitation per semester of absences has been set for each student at LCHS. Any student that is absent more than 10 days during a semester from any one class is subject to loss of credit in that class. Students with more than 10 absences may opt to contract that time and work for credit. Contracts may be made between students and the teacher or students and the Assistant Principal. All contracts must be on file in the Assistant Principal's file. All make-up time and work must be completed by 10 school days beyond the semester or the student will be subject to loss of credit for that class.
3. Absences which are due to hospitalization, long term illness, doctor or dentist appointments will not be counted in the 10-day limit if parents provide the school with written verification from the health provider services within 3 days of the absence which lists the specific dates in question.
4. Other absences that will not count on the 10-day limit include approved school activities, ISS room, religious holidays, or funerals.
5. Exceeding the 10-day limit per semester will be subject to loss of credit for the class in those classes where the absences have occurred unless the time is made up with a supervisor on designated Saturdays or detention days.
6. A student is to be working on the academic material of the class or classes that he/she is making up.
7. The supervisor of the student will fill in a card stating the amount of time made up and the subject area in which the student was working. The teacher will turn the card into the Assistant Principal's office so that the time can be properly credited to the student.
8. After 5 days' absence in any one class during a semester a notice will be sent to parents informing them of absences, reasons given and the attendance policy. After 10 days' absence a notice will be sent to parents informing them of action taken.
9. Teachers or administrators have the authority to set up contracts for remedying a student's attendance. Copies should be placed on file with the Principal and in the student's file, (as for proper notification).
10. Attendance codes are used to record attendance.
11. Students must sign out at the office before they are allowed to leave.

Appendix B
SEMESTER TEST POLICY

1. All Students will take first semester tests.
2. Semester test will count for 10% of semester grade for both semesters
3. Second Semester - Student must have no grades lower than a C- for each quarter.
4. Second Semester - Students can be absent no more than four times in any semester for any non-school related reason. Long term hospitalization/surgery will count a total of two days absence if a doctor's note is provided. No unexcused absence. NO EXCEPTIONS. If they are involved in a school activity and are not in class, they are not counted absent. The same is true for teacher requested passes or sign-outs approved by the teacher, office or guidance office.
5. Second Semester - Students who accumulate 6 or more tardies in a class will take that semester test for that class.
6. Any student who is excused from taking their final test may opt to take the test to improve their grade without having their final grade lowered.
7. Semester tests are given the last three days of 1st semester, with the third day being a makeup day, and the last two days of 2nd semester.
8. All Students have open lunch on the days of Semester Tests.
9. Students issued an in-school, or out-of-school suspension, or truant are required to take all semester test.

<u>Semester 1</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>
8:30 – 9:45	1	3	1 & 2 Make Up
9:50 – 11:05	2	4	2 & 4 Make Up
11:05 – 11:50	Lunch	Lunch	Lunch
11:55 – 1:10	5	7	5 & 7 Make Up
1:15 – 2:30	6	8	6 & 8 Make Up

<u>Semester 2</u>	<u>Day 1</u>	<u>Day 2</u>
8:30 – 9:40	1	3
9:45 – 10:55	2	4
10:55 – 11:50	Lunch	Lunch
11:50 – 1:00	5	8
1:05 – 2:15	6	
2:20 – 3:30	7	

IMPORTANT!

1. Teachers must keep accurate account of attendance.
2. Second Semester - The Office will send out a list the last week of students who do not qualify.
3. Second Semester - Students are excused the last two days, if they have no tests to take.
4. Second Semester - Students need only come to those classes whose test they must take because of grade or attendance.
5. Students may leave test only after test period is completed.
6. Final exams must be taken if required or course credit will not be issued.

Appendix C

SERVICE LEARNING PROJECT

The LCHS Service Learning Project is a service-based program that is meant to offer students the opportunity to experience service to their community and school and hopefully learn from the related experience.

The Service Learning Project must involve a minimum of 12 hours of individual service by January of which 4 hours must be completed by September 4 of school year. Students must also attend 3 mandatory meetings.

While this is a voluntary program, it is also a privilege and not a right to be involved. This privilege may be lost for reasons including, but not limited to:

- Poor attendance
- Unexcused absences
- Excessive tardies
- Academic failure
- Violation of school rules

The Service Learning Project is meant to be not only a service to the community and school, but a real learning experience for those students participating and those people with whom they work.

The Service Learning Project must be a non-paid service for a school or community organization. Regular help at home is expected, but does not qualify for a Service Learning Project. Full or part-time jobs are also not acceptable Service Learning Projects. When approved by parents, a Service Learning supervisor, and a Service Learning sponsor, students will be eligible for:

- Special Recognition as a Service Learning Leader
- All study halls as opens

SERVICE PROJECT IDEAS

- Reading with elementary student
- Tutoring elementary, middle school, high school student
- School-based maintenance project
- Community-based volunteer project
- Church-based volunteer project
- Community or school organization-based volunteer project
- Office Helper/Aide
- Senior Citizen volunteer visits
- Life Skills Training Center volunteer
- Main Street organization volunteer
- Senior Citizen Service

Coaching/Sponsor Staff
2020-2021
Updated on 6/15/20

Football

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

Cross Country

Boys – Al Engebretson
Girls – Linda Meis

Volleyball

Head – Jakki Tentinger
Asst – Emily Pick
9th – Mariah McCarty
8th Head – Haley Birks
8th Asst. – Tiffany Wright
7th Head – Alaina Milledge
7th Asst. – Taylor Peters

Wrestling

Head – Shane Hessenius
Asst. – Paul Fischer
Asst. – Rich Hessenius
MS Head – Greer Milledge
MS Asst. – Ben Sitzmann

Bowling

Boys – Kellie Bork
Girls – Gary Brady

Softball

Head – Keely Steffen
Asst – Teresa Magnussen
9th – Kayla Koopman

Golf

Boys – Steve Wick
Girls – Dave Irwin

Basketball

Head Boys– Dave Irwin
Asst Boys– Gabe Davis
9th Boys– Alex Struck
8th Head Boys– Trevor Hightree
8th Asst. Boys – Garrett Shanle
7th Head Boys – Jason Martin
7th Asst. Boys – Nick Knapp
Head Girls – Cody Dyhrkopp
Asst. Girls – Tyler Phelan
9th Girls –
8th Head – Ben VonHeeder
8th Asst Girls– Emily Pick
7th Head Girls – Jason Martin
7th Asst. Girls – Michael Bahr

Track

Head Boys – Al Engebretson
Asst. Boys – Cliff Collins
Asst. Boys – Caleb Van Otterloo
Asst. Boys – Brad Small
MS Head Boys – Le Roy Wichers
MS Asst. – Kurt VanKley
MS Asst. – Judd Kopperud
Head Girls – Tami Dunn
Asst. Girls –
Asst. Girls –
Asst. Girls – Brad Small
MS Head Girls– Bill Magnussen
MS Asst Girls – Benji Kasel
MS Asst Girls – Judd Kopperud

Tennis

Head Boys – Bill Dalton
Asst Boys – Alex Struck
Head Girls – Tiffany Wright
Asst. Girls – Michael Bahr

Baseball

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

Soccer

Head Boys – Ben Von Heeder
Asst Boys – Zach Davis
Head Girls - Nikki Green
Asst. Girls - Shawnee Herzberg

Music

HS Band – Michael Prichard
HS Choir – Randy Ewing
Orchestra – Ted Hallberg

Dance Team

Katie Driggs

Cheerleading

Football – Sherri Moritz
Basketball – Stephanie Buhman
Wrestling – Tracey Sadoski

Drama

Erin Orhlund

Speech

Large Group – Erin Orhlund
Asst. – Sherri Permeswaran
Asst. –
Head IE – Sherri Permeswaran
Asst. – Molly Grell
Asst. – Erin Orhlund

Organizations

Art Club – Kathy Bork
FBLA – Tiffany Wright
F.C.A. – Jill Bomgaars
F.C.A. –
F.F.A. – Danielle James
Gaming Club– Michael Prichard
H.O.P.E. –
Leadership – Gabe Davis
N.H.S. – Melissa Hill
N.H.S. – Judd Kopperud
Quiz Bowl – Kathi Oetken
Robotics Club-Lori Carter
Robotics Club-Tracy Wingert
Skills USA – Paul Fischer
Spanish Club – Jill Bomgaars
Spanish Club – Jenna Bowmaster

Student Council – Kyle Formanek
Student Council – Nancy Isebrand
Thespians – Erin Orhlund
Yearbook – Sherri Permeswaran