



2023-2024

Teacher Handbook

Sargent Central Public School
575th 5th St. SW
Forman, ND 58032

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I.01 Vision

Together is Central.

I.02 Mission Statement

The mission of Sargent Central Public School is to help others create themselves, things, and opportunities.

I.03 Student Learner Outcomes

Each student will:

- a) Apply concepts, generalizations, processes, and strategies considered important to specific content areas, with the ability to utilize technology.
- b) Work in a cooperative/collaborative manner.
- c) Conduct oneself in a positive manner.
- d) Communicate effectively.
- e) Gather, evaluate, and use information effectively in a variety of ways.
- f) Use critical thinking processes, make decisions, and solve problems.

I.04 Logistical Expectations

- a) Be to school no later than 7:45 a.m.
- b) Staff members will be in their classrooms by 8:10 a.m. and prepared for the day and will leave the building no earlier than 3:45 p.m. This time will be used for tutoring, parent meetings, professional development, or other professional activities. Make appointments (dentist, doctor, etc.) after school hours.
- c) Show up prepared and on time for meetings.
- d) Check e-mail in the morning and then before departing for the day.
- e) Follow attendance procedures.
- f) PowerTeacher Pro– Grades must be kept up to date. Grades should be entered at least once a week with a minimum of two grades. Make a personal contact at mid-term, quarter, and semester time if a student is failing. This must be documented and turned into the principal no later than one week after mid-terms and quarter times.
- g) Submit homework assignments to the central office when requested.
- h) Elementary students are dismissed at the end of the day prior to high school dismissal.
- i) Lunch Duty – Compensation will be paid only if the teacher does the full period of supervision. Teachers will be compensated in their May paycheck. Teachers will be compensated half prep coverage pay.
- j) Make their expectations very clear to their work-study. Students should not be wandering the halls. Students should be directly under their supervision unless teachers send them to the office to make copies or tasks of similar nature. Students receive credit for work study, assigning tasks and entering grades is expected.
- k) All staff are permitted to wear jeans on Fridays and the last student contact day of each week with no dues required to participate in jean day.
- l) Turn in requested materials completed and on time.
- m) If teachers take the last of something, let the office know.



- n) Keep personal cell phone use to a minimum, it should not be a distraction from professional duties.
- o) Sign out with building level principal when leaving the building (except for lunch).
- p) Care of furniture and building; be constantly alert for ways of improving the conditions and cleanliness of buildings and classrooms. Teachers are urged to give their room interest, color, and warmth. A neat tidy room usually assures good discipline.

I.05 Accomplishing the Curriculum

- a) To facilitate the achievement of the learning goals of our students, the faculty, staff, and administration use or support a variety of instructional strategies to recognize and capitalize on individual learning styles and rates.

I.06 Accountability

- a) To the extent that parents and patrons of our school district actively support their school, teachers, administrators, professional support personnel, and board members accept responsibility for fulfilling the purpose and student learning expectations shown in our mission statement. Students, parents, and guardians will be accountable for taking full advantage of the educational opportunities offered by the school.

I.07 Specific Responsibilities

- a) Provide a classroom environment, which promotes learning.
- b) Teach effectively in subject areas.
- c) Keep abreast of new teaching methods and new developments in content areas.
- d) Communicate effectively with students, parents, staff, and administration.

I.08 Administrative Structure

- a) The chain of command is superintendent, secondary principal, elementary principal, athletic director—in order. This is the sequence to follow in all circumstances with issues the staff member is unable or incapable of resolving at his/her level.

I.09 Substance Use/Abuse

- a) The school has a clear responsibility to maintain a positive organizational atmosphere, which will promote a quality-learning environment. The misuse of alcohol and other drugs by employees may endanger the safety and well-being of other employees and students. It is necessary our employees be made aware of the danger inherent in making unwise choices about chemical use. Further, it is the responsibility of the school to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened.
- b) Sargent Central has adopted a policy related to the use or abuse of such substances. A copy of this policy can be found on the school website. It is emphasized that the primary intention of this policy or any action resulting under it is to provide support and assistance to the employee in dealing with the situation.



I.10 Meetings

- a) When PreK-12 faculty meetings are held, attendance is mandatory.

I.11 Homework

- a) Homework is a necessary part of the learning process. However, keep in mind a close check must be kept on homework. To be effective and beneficial, homework must be checked and explained to the student. It is essential for deficiency reports to be used, when necessary, even outside of midterms. Contact between school and home cannot be emphasized enough. Provide support for students who continually acquire poor/failing grades, as to provide a chance to correct academic concerns.

I.12 Grading

- a) Refer to student handbook.

I.13 School Calendar

- a) Notify the administration prior to scheduling any school-related activity. This will enable the activity to be placed on the main calendar and approved without creating any undue conflicts with previously scheduled events.

I.14 Telephone

- a) Use your classroom telephone in a professional manner. Messages will be sent to your voicemail. See the central office if you need assistance.

I.15 Substitute Reports

- a) ReadySub is the substitute request system. To help secure a qualified substitute, notify the administration as far in advance as possible. Leave well-planned lessons and directions for substitute teachers.
 - i) Mark “late notice” for absence reason if it is the night before or morning of an unexpected absence.

I.16 Emergency Drills

- a) Explain and take your students on a practice fire drill, especially in the primary grades. Students should be familiar with the escape routes. Instruct students to have a serious regard for the fire alarm, subsequent drills, or actions. Safe conduct is the only acceptable conduct. Teachers are responsible to post the escape route students and staff are to use when exiting the classroom or area of the facility. Facility maps are available in the central office. Explain the procedure of a lock down drill. Students can be informed lock downs may be necessary for safety, medical or other emergency situations.

I.17 School Media

- a) If teachers have a newsworthy item, picture, etc. use the school board approved local newspaper, the SC Scoop, school Facebook pages, Cadet Chronicles, etc....for publication. Items



must be into the Teller box or sent via e-mail by noon each Wednesday. Head coaches and co-curricular advisors are responsible for regular reports on each extra-curricular event.

I.18 Accident/Injury Report

- a) Accident/Injury reports are available in the office or on the website. If teachers witness or are told about an accident or injury, complete the report, and return it as soon as possible to the office. Be especially conscious of this in physical education classes. It is advisable to be overcautious when dealing with injuries.

I.19 Employee Responsibilities

- a) Injuries on the job are a serious matter regardless of how large or small the scope of medical treatment required to treat the condition. It is the responsibility of every employee to report all work-related injuries and accidents to their immediate supervisor and Superintendent. If necessary, medical first aid must be administered immediately and without delay.
- b) An incident is a situation where an employee has an injury, accident or exposure and does not feel the need to seek medical attention. Under these circumstances it is critically important that an employee contact the Superintendent immediately to ensure the incident is properly reported to Workforce Safety and Insurance (WSI) within 24 hours. If medical attention is required at a later date, the employee is required to contact the Superintendent prior to scheduling a medical appointment. Failure to report an incident or injury within 24 hours of its occurrence may result in a denial of the claim.

I.20 Preparation Period

- a) The preparation period is part of the instructional assignment. It is to be used accordingly, and teachers should be available for parents and students during this time as needed. It is a professional development activity time to prepare for classes. A time to think about new activities, updating old ones, looking for lesson plans/ideas, reading about new teaching strategies, etc. It is not a *free* period. If teachers must leave the building during this time, teachers are expected to checkout with the principal.

I.21 Classroom Discipline

- a) Classroom discipline is the responsibility of the classroom teacher. Teachers must be in control of the classroom so a learning environment can be established. To gain respect, teachers must also give respect. Consistency, in discipline, will help alleviate problems before they occur. Teachers are the manager of the rules in their classroom. Contact between school and home cannot be emphasized enough. Detention slips are to be used as a last resort. They should not be used to avoid their own classroom discipline. If a serious problem arises, the principal should be informed immediately.

I.22 Attendance

- a) The attendance policies of the elementary and secondary departments are outlined in the student handbook. Attendance – like discipline – begins in the classroom. Teachers must keep accurate records, must submit the proper forms to the office, and must monitor the attendance and work of all students in their classes.



- i. Secondary teachers will take attendance at the beginning of every hour. This ensures more accurate records. If a student is absent without documentation in PowerSchool, contact the principal or central office immediately.
- ii. Elementary teachers will take morning attendance by 8:30am and afternoon by 3:00pm. If an absent student returns before 9:30am, they can be remarked as present. If a student leaves before 2:30pm, they are marked absent for the afternoon.

I.23 Confidential Issues

- a) Issues involving students, staff, or other school related items should be kept within the school. Conversations will be maintained on a professional level/demeanor, this includes the teacher's work areas, hallways, etc...

I.24 Student Supervision

- a) Do not leave classrooms or students unattended. This means for the entire period and includes such activities as physical education, band, extra-curricular activities, etc. Do not permit students to have building entrance key/access cards. If students are entering or using the building, this requires teacher supervision.
- b) We all are responsible for all the students in the building. If unacceptable behavior is witnessed, step in and let the student(s) know it.

I.25 Hallway Supervision

- a) It is part of teacher responsibility to see student passage in the hallways is supervised. An excellent observation point are classroom doorways, this includes from 8:10 – 8:20 a.m., between classes, and at dismissal time. Elementary teachers must accompany students to and from music, PE, computer lab, recess, etc..., and end of day dismissal.

I.26 Lesson Plans

- a) Lesson plans under the discretion of the administration may be required to be turned in by 8:05 a.m. every Monday or the first day of the work week.

I.27 Teaching Certificate

- a) Teachers are responsible for keeping a current ND teaching license and giving updated records to the principals. In the event a teacher license expires, the teacher will be fined and disciplined as mandated by the Education Standard and Practices Board Renewal Application.

I.28 Class Schedule

- a) PreK-5 schedules will be coordinated in conjunction with the principal. The 6-12 class schedule is set by the administration.

I.29 Reserving Motel Rooms

- a) There are times throughout the year motel reservations are required for professional leave.
- b) Contact the central office to reserve a hotel.

I.30 Reserving Transportation

- a) Make transportation arrangements directly with the superintendent whether it is for school vehicle or bus. Make these arrangements as far in advance as possible.
- b) Check out the keys and/or fuel card prior to departure.



- c) Return keys and/or fuel card after return.

I.31 School Sponsored Events

- a) All parties, trips, outside speakers, or other special events must be discussed with the principal and authorized by the principal before being planned for students.

I.32 Additional Teacher Duties

- a) Additional responsibilities and duties may arise during the school year, with responsibilities assigned by administration.

I.33 Practices and Open Gym

- a) The Athletic Director must approve all practice schedules.
- b) Open gym must be approved by the administration.

I.34 Sunday Activities

- a) Commencement will be held on Sunday. There will be no organized school activities held on Sunday. Open gyms are acceptable.

I.35 Wednesday Activities

- a) Wednesday nights are reserved for religious activities. There are no school activities after 6:00 p.m. on Wednesday nights. There are no junior high activities after school on Wednesdays.

I.36 Teacher Absence

- a) If a teacher plans to be absent from the regular teaching assignment for any reasons other than those covered by the master contract, such absences must be authorized by the Board of Education. Such requests are in writing and submitted to the Board of Education through the superintendent's office for consideration at a regular Board meeting in advance of the absence.

I.37 Errands by Vocational Driver

- a) Vocational drivers must receive authorization from the administration to pick up any educational items from Oakes.

I.38 School Computers

- a) School computers are property of Sargent Central School District and may be checked at any time for appropriate usage. Teachers must follow the regulations as set by the administration.

I.39 Prep Coverage

- a) Teachers are compensated, according to the master contract, for using their prep time to cover for another teacher when requested to do so by the administration.



I.40 Noon Hour Supervision

- a) Teachers are compensated, according to the master contract, for their noon hour supervision as set up by the administration. Teachers must be prompt for their duty and stay the duration.

I.41 Committee Work

- a) Committee work is an understood part of being a professional educator to provide the best education possible to students; therefore, teachers will be assigned to committee work by the administration with teachers compensated according to the master contract for committee work as approved by the superintendent.

I.42 Elementary Promotion and Retention Policy

- a) PreK-6 student retention is done through teacher/parent/administration meetings. Please consult with the elementary principal as soon as you aware of a problem.

I.43 Elementary Interventions

- a) Students who are identified as possible candidates for retention are encouraged to attend the After the Bell Program to work on their identified curriculum area needs.
- b) If a child appears to be struggling in the fall of the school term, they will be referred to the MTSS Team. Testing will then be conducted to see if the child in question has a learning disability in a particular subject area. If necessary, an IEP will be developed to better serve the student with learning difficulties.
- c) A plan of study meeting will take place in the middle of the second quarter if the child is in danger of failing a course. Parents will be contacted and invited to a plan of study meeting for the child in question. The principal, a parent, student, and teacher(s) will attend to discuss the students' work ethic, classroom difficulties, and other interventions, etc.

I.44 High School (7-12) Interventions

Many interventions are done with the students:

- a) The classroom teacher observes the student and tries to help him/her.
- b) The student is referred to the Secondary MTSS Team* by the teacher or parent.
- c) A letter is sent to the parent informing them their student has been referred to the Team.
- d) The MTSS Team gets information from the student's teachers on their academic progress, work habits and initiative.
- e) The MTSS Team, with the parents, reviews the information and puts classroom modifications in place when necessary.
- f) The MTSS Team meets two to three weeks after the classroom modifications have been in place to identify if they are working. If so, they are kept in place. If not, the team may recommend that the student be tested by South Valley Personnel to get a more accurate picture of the student's learning abilities. This can only be done with parental permission.
- g) The MTSS team and parent(s) meet with the South Valley Personnel to find out the results of the test(s) and appropriate action is taken.
- h) A special education student will follow his/her IEP to determine grade level promotion.
- i) Students who are struggling are always encouraged to seek help at After the Bell. They are also encouraged to set up help sessions with teachers before or after school.

*The Secondary MTSS team is comprised of administration and teachers with an invitation extended to the parent and student.



I.45 Requisitions/Purchase Orders

- a) All requisition requests must be on a purchase order and approved through the administration.

I.46 Reimbursement Requests

- a) All requests for reimbursement require submission within 30 calendar days of the event and approval by the superintendent. The reimbursement form requires receipts for the purchases. Reimbursement requests made after 30 days are denied.

I.47 Extracurricular Eligibility

- a) All students participating in co-curriculars must maintain the academic standards for eligibility established by the North Dakota High School Activities Association and the Sargent Central Public School District Board of Education.
- b) Academic Eligibility – Academic eligibility for Sargent Central High School students (7-12) is determined weekly. Teachers will submit grades weekly by a predetermined date and time set by principal. If a student is failing one or more subjects, he or she will be ineligible to participate in any co-curricular activity for a period of one week, Monday through Saturday. One or more failing grades places the student in the ineligible status. Student participants are required to practice but may not perform, compete, or travel for any event when departure is prior to daily school dismissal. At the beginning of each four quarters, the second Friday, or last student contact day, eligibility checks will begin.

I.48 Extracurricular Eligibility Procedures

- a) Teachers will update grades on a weekly basis by Friday or the last student contact day of the week before 10:00 a.m.
- b) At least two grades will be recorded every week.
- c) Incompletes will be considered as a grade “D.” A “U” will be considered a grade of “F.”
- d) ITV/Dual Credit/Vocational grades will be used if received by the outside teachers, but the students will not be penalized if a grade is not recorded.
- e) Eligibility is not tied to activities such as field trips and concerts if the event is tied to class curriculum.
- f) A coach/advisor must talk to their athlete/team member Friday or the last student contact day when they receive the notification of academic ineligibility.
- g) Eligibility list will be sent out on Friday or the last student contact day.



I.49 Class Advisors

- a) Class advisors for grades 7-12 are set by administration. At least two teachers will be responsible for the activities associated with their advisee class.
- b) The lists below are not necessarily complete and may be added to as the need arises.

| Grade Level | Officers | Student Council | Concessions | Snoball/Prom | Homecoming | Graduation | Fund Raising |
|------------------|---|-----------------|---|---|--|--|--|
| 7 th | Elect: President, Vice President, Secretary/ Treasurer | 1 member | X | X | Class Posters/ Hallway Decorations; Float; Candy; \$50 limit on supplies | + | X |
| 8 th | | *No new | X | X | | + | X |
| 9 th | | 1 new member | Volleyball (5 th & 6 th) | X | | + | At least one fundraiser |
| 10 th | | 1 new member | Girls Basketball (5 th & 6 th) | Snoball: Music; Decorations; Days of the week | | + | At least one fundraiser |
| 11 th | | 1 new member | Boys Basketball (5 th & 6 th) | Prom: required to chaperone | | + | At least one fundraiser |
| 12 th | | 1 new member | - | X | | List provided by Principal * | At least one fundraiser |
| Misc. | **Student characteristics: willing worker, team player, responsible, role model | | *List of workers made prior; to include all 9-11 | | *Contest for best hallway | *Required to attend + Strongly suggested to attend | *Details of fundraiser(s) sent to HS Principal |