

# Aberdeen Central High School Faculty Handbook



Updated August 2023

# CENTRAL HIGH SCHOOL FACULTY HANDBOOK

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**CODE OF PROFESSIONAL ETHICS  
FOR TEACHERS  
AS ADOPTED BY THE  
SOUTH DAKOTA PROFESSIONAL TEACHERS PRACTICES AND STANDARDS COMMISSION**

The South Dakota Professional Teachers Practices and Standards Commission is composed of seven members, six teachers, and one parent, who are appointed by the Governor. The Commission has been empowered by statute to create and adopt Administrative Rules, to include the following:

**(1) Code of Ethics for Teachers and Complaint Procedure.**

The Commission has authority to reprimand or recommend that disciplinary action be implemented a member of the teaching profession, when it has been determined during a formal hearing that the teacher has violated the Code of Ethics. Based upon the Commission's findings in that hearing, the Commission may file a written complaint with the Secretary of Education, requesting revocation or suspension of the teaching certificate.

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**24:08:03:01. 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 the pursuit of learning;
2. Not, without just cause, deny to the students access to varying points of view in the classroom;
3. Present subject matter for which they bear responsibility without deliberate suppression or distortion;
4. Make a reasonable effort to maintain discipline and order in the classroom and the school system to protect the students from conditions harmful to learning, physical and emotional well-being, health, and safety;
5. Conduct professional business in such a way that does not expose the students to unnecessary intimidation, 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. Maintain professional relationships with students without exploitation of 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 of vindictiveness, recrimination, and harassment.
10. Not engage in or be a party to any sexual activity with students including sexual intercourse, sexual contact, sexual photography, or illicit sexual communication.

**24:08:03:02 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 body;
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 body for public or personal gain;
5. Not exploit the local school district or governing body to promote political candidates or partisan political activities;
6. Neither accept nor offer any gratuities, gifts, services, or things of value that impair professional judgment, offer special advantage or provide personal benefit;
7. Engage in no act that results in conviction;
8. Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, theft, deceit, moral turpitude, gross immorality, sexual contact with students, illegal drugs, or use of misleading or false statements: and
9. Not misuse or abuse school equipment or property.

#### 24:08:03:03 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 qualifications;
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;
12. Cooperate with authorities and the commissions regarding violations of the code of ethics of the South Dakota Professional Teachers Practices and Standards Commission and the Professional Administrators Practices and Standards Commission;
13. Perform duties in accordance with local, state, and federal rules and laws.

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#### NONDISCRIMINATION STATEMENT

The Aberdeen School District 6-1 does not discriminate in its employment policies and practices or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Superintendent, 1224 3 ST S, telephone 605-725-7100, ext. 7111, Aberdeen, SD 57401, or to the Regional Director, Department of Education, Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367, telephone 816-880-4202.

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#### AMERICANS WITH DISABILITIES

The District acknowledges and affirms its commitment to provide a work place with equal access for all employees. Federal law obligates us to provide reasonable accommodations to know disabilities of employees, unless to do so would pose an undue hardship. Please fee free to let your supervisor know if you need an accommodation to complete the tasks of your position.

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#### DRUG-FREE WORKPLACE

See Policy GBEC and GBEC-R (in part)

It is the intent of the Aberdeen School District 6-1 to abide by the regulations of the Drug and Alcohol Free Workplace Act of 1988 and Section 5145 of the Drug-Free Schools and Communities Act. In compliance with these Acts, the School Board of the Aberdeen District 6-1 provides the following information to all employees:

1. Employees with be informed of this policy and penalties for violation of this policy on an annual basis. In appropriate cases, the District may voluntarily or by virtue of law, report matters involving drugs, alcohol, inhalants, or other substances to the police for criminal prosecution. Drug-free awareness programs will inform employees of drug abuse dangers and resources for counseling support.
2. Employees who feel that alcohol or drug abuse may be a personal problem may voluntarily seek assistance through the Employee Assistance Program (EAP). Supervisors who have some rational basis, whether from direct observation or from the report of others, to believe that alcohol or drug abuse is interfering with an employee's job performance may require the employee to seek assistance through the EAP or another assistance program of the employee's choice. Failure to comply may result in disciplinary action or termination of employment. Employees entering alcohol or drug abuse treatment, who are not under criminal charges will be allowed use of accumulated sick leave and upon successful completion of the treatment program, may return to their position. Treatment expenses are the responsibility of the employee.

3. Employees must not report to work or be subject to duty while their ability to perform their job duties is impaired due to on- or off-duty drug/alcohol use. The District may request an employee to undergo appropriate drug/alcohol testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol during the workday or while on duty. Refusal to consent to such a test may result in disciplinary action up to and including dismissal.
4. Abuse (manufacture, distribution, dispersing, possession, use, or under the influence) of a controlled substance in the workplace is prohibited.
5. Employees must notify the Human Resources Office in writing within five days of any criminal conviction for a drug/alcohol statute violation. Within thirty days, the Human Resources Office will take appropriate personnel action against such employee up to and including termination. An employee who is discharged for distribution or possession of drugs in violation of this policy will not be eligible for rehire.
6. Employees who have reasonable suspicion of other employees' use of a controlled substance must notify the Human Resources Office in writing and cite circumstances.
7. The district may require a blood, breath, urinalysis, or other drug/alcohol testing of an employee suspected of using or being under the influence of a drug or alcohol.
8. Regular discipline measures will be used for violations of this policy. Discipline may include a reprimand, suspension, termination, and referral for prosecution.

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### TOBACCO-FREE WORKPLACE See Policy GBED

The Aberdeen School District is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help its students to resist tobacco use. Materials related to tobacco use prevention are a part of the elementary and secondary curriculum. The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years.

Smoking and use of tobacco products by School District employees or other adults shall be prohibited on School District property. This shall include school buildings, grounds, parking areas, sidewalks surrounding buildings, and school-owned vehicles.

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### SEXUAL HARASSMENT / HARASSMENT POLICY GBAA

The Aberdeen School District is committed to providing a learning and working environment where all individuals are treated with dignity and respect. Each student and employee has the right to learn and work in an environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, national origin, disability, age, or other basis prohibited by law.

It shall be a violation of this policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct or communication of a sexual nature, or communication disparaging a person's religion, race, color, religion, creed, ancestry, national origin, gender, disability, or age as defined in regulation GBAA-R. For the purpose of this policy, "school personnel" includes School Board members, all school employees and agents, volunteers, contractors, or persons subject to the supervision and control of the School District. This policy applies on all School District property and to all School District sponsored, approved, or related activities at any location.

The School District will investigate all complaints of harassment and will discipline or take appropriate action against any student or other school personnel who is found to have violated this policy.

The School District will provide annual in-service education and training about harassment for employees. A copy of this policy is printed in the Employee Handbook and is available online at [www.aberdeen.k12.sd.us](http://www.aberdeen.k12.sd.us). Every employee will sign an acknowledgment form indicating having received training. The signed form will be submitted to the Human Resources Office.

GUIDELINES FOR STAFF INTERNET/E-MAIL  
SEE POLICY GBEF AND GBEF-R (in part)

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will learn to use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

Communications over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The District reserved the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain complaints with network guidelines for acceptable use.

The Board directs the Superintendent to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are to be used cautiously when sharing confidential information about students or other employees.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature; therefore general rules and standards for professional behavior and communications will apply.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

**THE FOLLOWING BEHAVIORS NOT PERMITTED ON DISTRICT NETWORKS INCLUDE BUT ARE NOT LIMITED TO:**

1. Sending or displaying offensive messages or pictures
2. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
3. Using obscene language
4. Harassing, insulting, or attacking others
5. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
6. Violating copyright laws
7. Using others' passwords without permission
8. Trespassing in others' folders, documents, or files
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes
11. Violating regulations prescribed by the network provider
12. Promoting, supporting, or celebrating religion, sectarian institutions, or societies
13. Employing the network for sale of personal items
14. Any illegal conduct or communications
15. Any conduct or communications which are violative of the personal rights of others.

The Network Supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account.

USE AND COPYING OF COMPUTER SOFTWARE  
POLICY EDCB (in part)

Aberdeen School District has specific policies governing the use and copying of computer software. The information provided below is intended to provide guidance on the property rights of copyright holders.

It is the District policy that no member of the District, engage in any activity that violates federal, state, or local laws, the terms of software license agreements, or other District policies pertaining to computer software. Staff and students operating any computer software or hardware owned by or licensed to the District:

1. Must abide by all terms of the software license agreement and the District's Home Use Software Agreement (EDCA)
2. Must be aware that ALL computer software is protected by copyright unless it is explicitly labeled as Public Domain.
3. Must not copy software for any purpose outside those allowed in that particular software's license agreement.
4. Must not make software available for others to use or copy in violation of that software's license agreement.
5. Must not accept unlicensed software from any third party.
6. Must not install, nor direct others to install on any District-owned or operated computer, any software (including unlicensed software, public domain software, or freeware) without formal approval of the technology department.
7. Must not install, nor direct others to install on any District-owned or operated computer, any personal software without formal approval of the technology department.
8. Must not download any material for which a fee or license agreement is required without formal approval of the technology department

Must not download any files (ex. music, MIDI, mp3, apps, etc.) that violate copyright laws.

EMPLOYEE ASSISTANCE PLAN

The Aberdeen School District provides services to employees through the Employee Assistance plan. The basic purposes of this program are to:

1. Provide an assessment and referral process to employees who are experiencing problems that may interfere with job performance.
2. Provide preventative educational activities on a variety of stress-related topics.
3. Provide supervisors the opportunity to suggest that employees avail themselves to the EAP consultant.

CURRICULUM COORDINATORS

The Aberdeen Public School District employs a Director of Education Services. This position is supervised by the Superintendent.

CO-CURRICULAR ACTIVITY ADVISORS

Student activities are an important educational function at Central High School and serving as an activity advisor is considered as an important professional role. A few general procedures apply to all activity advisors:

1. All projects and events involving the exchange of money must be approved by the Advisor/Principal /Athletic Director prior to any exchange of money.
2. Activities should be open to all students. Membership rules should be limited only by necessary reasons.
3. All activity trips and events must be cleared in advance with a Principal/Athletic Director. Advisors may not commit their groups to anything prior to clearing it through a Principal/Athletic Director.
4. Students engaged in activities should be supervised at all times. Leaving students unsupervised may lead to a law suit and it is a negation of professional responsibility.
5. All students involved in an activity must be in attendance on the day of an activity for the entire school day.

Only a Principal/Athletic Director may excuse a student and allow him/her to participate in that activity. Any teacher who wishes to have an event placed on the school calendar should see the Athletic Director's Secretary.

6. Each Thursday the co-curricular advisor **must** submit to the Attendance Office the names of those students who will be missing due to an activity in the forthcoming week. If there are any changes, these must be submitted to the Attendance Office.



## TEACHER ABSENCE

Should it become necessary for a staff member to be absent from school, that teacher should call the Principal **by 6:30 a.m. (Jason Uttermark, 216-3394; Tina Board, 380-9410; Jake Phillips, 216-7190; Scott Pudwill, 460-1284)** on the day of absence or, if possible, the evening before. It is the teacher's responsibility to see that the substitute has appropriate materials in order to continue the educational process in a smooth and orderly way. The current seating chart, detailed lesson plan, and any other pertinent information/materials are to be available for the substitute teacher. It is expected that substitute teachers will provide instructional services rather than be a study hall monitor. Students should be aware of behavioral and academic expectations in the absence of the regular classroom teacher.

In the situation of the absence of which the teacher knows in advance, such as school-related absence, association/professional leave, etc., the teacher is asked to notify the secretary of the days he or she will be gone so that an appropriate substitute can be obtained. On the day prior to the absence, the teacher will leave with the secretary specific materials for the substitute. If at all possible, teachers are encouraged to visit with the substitute teacher prior

to leaving, either personally or via telephone. **It is the teacher's responsibility to immediately notify the office should any changes occur that would affect a substitute teacher**

## TEACHER EVALUATION

Please refer to [www.aberdeen.k12.sd.us](http://www.aberdeen.k12.sd.us) ; Employee Forms; Supervision and Evaluation of Professional Staff Guide.

## FACULTY MEETINGS

The academic teams, departments, and entire faculty will meet as determined by the administration.

## FACULTY RECORDS

Faculty members are required to keep books that indicate each student's attendance, tardiness, and academic performance. It is especially important that attendance records be kept accurately since these records are the official records of the school. Reports on student behavior are a vital part of due process and serve as a protection for the student, the teacher, and the school system. Records should be kept any time disciplinary action is taken with regard to a student. Naturally minor disciplinary actions such as reprimands, changing of seats, etc., are excluded. In preparing disciplinary reports, it is important that only facts be recorded. Normally such incidents should be reported to a Principal. Students have been afforded the protection of due process of law by the federal courts. It is important that all students and staff members understand the procedures of due process and insure that the constitutional rights of students are protected. Basically, these are as follows:

1. The student must be told of the concern/complaint against him/her.
2. The student shall be given a chance to present his/her version of the incident.
3. A record must be kept of the incident and resulting action.
4. The decision may be appealed to a higher level of administration.

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## CHILD ABUSE/NEGLECT REPORTING REGULATIONS, POLICY JLF-R

1. The teacher or school employee, who has knowledge of or reason to suspect child abuse or neglect, shall report this to his/her Principal, immediate supervisor, or school's counselor.
2. The School Principal or designee will promptly report the suspected abuse or neglect orally to the Department of Social Services and the Aberdeen Police Department.
3. The Suspected Child Abuse Referral Form (see "FORMS" in back of handbook) shall be completed by the individual making the report and forwarded to the Superintendent's office within 24 hours.
4. The Superintendent or his/her designee will forward a copy of the Suspected Child Abuse Referral Form to the Captain of the Police Department, to the States Attorney's Office, and to the Department of Social Services.
5. The School Health Coordinator is available to make an assessment of the child with suspected physical abuse or neglect.
6. In order to protect the child, any contact with the parents or guardian of the child shall originate with the Department of Social Services.

Adopted: November 1989 Last Revision: October 2010

## SUPERVISION OF STUDENTS

Teachers are expected to assume supervisory responsibilities whenever they are on duty. Any teacher may control any student at any time or any place while the student is at school or at a school-sponsored activity. It is important that all faculty members play a role in supervising students. Hall duty between classes is a vital part of the teacher's supervisory responsibility. Teachers are asked to supervise hallways, restrooms, and stairways in their adjacent areas. They are to be in their immediate teaching areas during all passing periods. Teachers are never to leave their classrooms while students are present. If it is necessary for a teacher to leave his/her room, a Principal should be notified so that a replacement can be found.

### GUIDELINES FOR OVERNIGHT EXCURSIONS

**In order to ensure conduct consistent with the philosophy and purposes of the Aberdeen Public Schools, the following guidelines apply to all overnight stays associated with school sponsored travel.**

1. Room assignments for all students will be made by the lead supervisor and are not to be adjusted without the supervisor's permission.
2. Supervisors will inspect all rooms upon arrival and departure.
3. Supervisor(s) must remain at the motel as long as any student(s) are present at the facility. As many supervisors as possible will be on duty while students occupy the motel.
4. Motel personnel are to be advised that students cannot have keys to other student rooms. Supervisors are to secure a second key for all student rooms.
5. Outgoing telephone services in student rooms will not be available.
6. Pay-For-View television will not be available in any rooms.
7. No gender mixing in student rooms.
8. Guests are not permitted in student rooms without the supervisor's permission.
9. Hallways are to be clear of students and student possessions.
10. Hallway attire must include at minimum shirt, shorts, socks and shoes.
11. Supervisors will determine an "in-your-room" and "lights out" time for students.
12. Student room doors will be propped open during times when the group is at the motel. They will be closed at the discretion of the supervisors.
13. Student noise must be kept to a minimum.
14. Students may use motel recreation areas (pools, hot tubs, exercise rooms, etc.) only with the permission of the supervisor.
15. Students are not allowed to leave the facility without the permission of the supervisor.
16. Students may not leave the facility with non-family members unless given permission by the supervisor.
17. No videos or pictures may be taken in the motel rooms.
18. Students are expected to take care of their rooms – refuse and other disposal items are to be kept in the proper receptacles.
19. Over night guests in supervisor rooms must be family members.
20. Supervisor's rooms need to be located at each end and in the middle of the student's assigned rooms

**Serious breaches of the protocol described above, the Progressive Discipline Plan, Activities Code, civil or criminal codes, or team rules are to be reported to the administration immediately.**

## BUS SUPERVISION RULES AND GUIDELINES

**In order to ensure conduct consistent with the philosophy and purposes of the Aberdeen Public Schools the following guidelines apply to all travel by public school students.**

1. The supervisor of the trip will prepare and execute a simple plan for monitoring student behaviors.
2. If more than one gender of students is on the trip, the supervisor will organize the seating to separate the genders. Exceptions to this rule are allowed, but not encouraged, based on the specific need of the activity and are at the sole discretion of the lead supervisor.
3. Supervisors need to be seated in the front, middle, and rear of the vehicle in an effort to closely supervise students.
4. Supervisors need to monitor the movement and locations of the students at all times – especially after dark.
5. Supervisors need to monitor the use of the bus bathroom and do periodic checks to be sure that area is being kept clean.
6. Supervisors need to organize their supervision on late night trips so that more than one supervisor is awake at all times to monitor student behavior.
7. Supervisors need to apply any rules for movies, music, technology or reading materials that apply to the normal classroom.
8. All rules of conduct that apply to the normal classroom setting are applicable to travel situations involving public school students.
9. All professional rules of conduct and expectations that apply to professional educators in carrying out their duties in the classroom apply to travel situations.
10. Breaches of these rules are to be handled immediately by the supervisors and a follow-up report given to the administration when the trip is completed.

## CLASSROOM MANAGEMENT

All school employees shall share responsibility for developing appropriate behavior in students. This responsibility includes consistent enforcement of established rules, appropriate modeling and example, proper preparation and enthusiasm in teaching and providing a meaningful program. Students can only be expected to be accountable if we are willing to be accountable.

Primary responsibility for classroom discipline rests with the individual teacher. This responsibility must be met if effective instruction is to take place. Research supported by the National Institute of Education (NIE) has shown there are a number of things a teacher can do to effectively manage a classroom. The information provided below was taken from an article entitled “5 Ways to Manage a Classroom” by the Research and Development Center for Teacher Education.

1. Clearly define classroom procedures and routines. Students need to know how a teacher expects them to behave and to handle daily routines. It is important that a teacher develop specific rules and procedures before the school year begins. Besides helping a teacher manage a class, well-established procedures increase time on task.
2. Teach students classroom procedures and routines. Researchers have discovered that effective classroom managers spend a good deal of class time in the early weeks of the school year introducing students to rules and procedures. Students should not be expected to learn all of the rules and procedures in one class period. Rather, expected behaviors and consequences need to be clearly explained and taught, as with any school lessons. The rules should also be periodically reviewed throughout the school term.
3. Monitor student behavior. Effective classroom managers are aware of their students' behavior at all times. They know who is listening, understanding, participating, or misbehaving. Effective teachers' position themselves where they can see all areas of the classroom regularly. They let students know they are aware of classroom activity and are mobile. Research has shown that teachers who successfully manage their classrooms are successful not because they respond differently to misbehavior than other teachers do, but because they prevent disruptive student behavior from happening by keeping a close eye on their students.
4. Handle inappropriate behavior promptly and consistently. Careful monitoring allows a teacher to detect inappropriate behavior when it first occurs, when it is easiest to correct. If a teacher continually ignores misbehavior, it is likely to increase. An effective classroom manager deals with such misbehavior calmly, quickly, and without disrupting the flow of the lesson by using such procedures as:
  - a. Making eye contact with misbehaving student until the student quits misbehaving
  - b. Reminding the student of the correct rule or procedure
  - c. Asking the student to repeat the correct rule
  - d. Telling the student to stop the rule violation

It is especially important that a teacher consistently enforce room rules and follow through with the consequences when students misbehave. Remember: Do not make threats that you are unable or unwilling to carry out.

1. Plan ahead. A teacher needs to have a very clear idea of what is to be taught and how it is to be taught. Such planning allows a teacher to anticipate problems and difficulties students are likely to have when the material is introduced. Effective teachers often do the students' assignments beforehand so they can have a better idea of the task facing the student.

The following classroom management guidelines are recommended for teachers to put into effect at Central High School:

1. CLASS RULES:
  - a. Should be limited in number (examples--follow directions, stay in seat, raise hand before speaking, be in class on time, keep hands, feet, and other objects to self, come to class prepared)
  - b. Should be concise and clear
  - c. Must not violate the student's best interest
  - d. Must be accompanied with consequences
  - e. Should be in writing and reviewed periodically with students
2. CONSEQUENCES:
  - a. Are something that students dislike, but are not harmful
  - b. Increase in severity
  - c. Limited in number
  - d. Provide for a contingency plan for severe behavior
  - e. Must be adapted to and comfortable for each teacher
  - f. Must be immediate, firm, and presented in a matter of fact manner
  - g. Should not violate stated school rules, are supported by the building Principal and are not strictly tied to academic performance.
  - h. Possible consequences and alternatives for consideration warning, name on board, loss of classroom privileges, classroom isolation, parent notification, parent conference, detention, arrangements with other teachers, coaches and supervisors, meeting with counselor, sent to office, contracting, tape record/video-tape behavior (with parent permission), use of outside school resources, etc.
3. POSITIVE REINFORCEMENT:
  - a. Must be a major component of all classroom management plans
  - b. Should be systematic
  - c. Should be geared to the individual and each group
  - d. Involves verbal, non-verbal, and written formats
  - e. Should involve parents and other significant persons
4. ANECDOTAL RECORDS:
  - a. Each teacher should establish a system of recording student behavior
  - b. Serves as a reminder of incidents, actions, and commitments
  - c. Provides effective documentation for parents, Needs Teams, legal referrals, etc.
  - d. Assists in measuring the effectiveness of classroom management plans
5. RULES OF THUMB:
  - a. Be positive - your efforts do make a difference
  - b. Communicate with parents
  - c. Consult with school colleagues
  - d. Review school records
  - e. Share your personality with the class, have a sense of humor
  - f. Admit when you've erred, maintain a sense of perspective
  - g. Modulate your voice to fit situations
  - h. Learn the interests of your students
  - i. Avoid arguments - use "broken record" tactic
  - j. Be consistent, persistent, and insistent
  - k. Make sure disciplined students know you do not disapprove of them, only their behavior
  - l. Don't overreact -- if you aren't sure of what to do, stop and think it over.

## LESSON PLANS

Weekly lesson plans are required to be completed by teachers through PLANBOOK

Lesson plans at Central High School are designed to serve three purposes:

1. They represent a weekly report to the administration.
2. They provide an opportunity for the monitoring of the curriculum.
3. They assist substitute teachers.

## WORK DAY

The teachers' normal workday is from 7:55 a.m. to 3:40 p.m., Monday through Friday. Teachers should be in their classrooms ready to receive students at 7:55 a.m. Once a classroom is open, the teacher is expected to supervise it. Classrooms must be locked when the teacher is absent from the room.

## DINING AREA & TEACHER PLANNING AREAS

A faculty dining area is provided for teachers for their use. Under no circumstances should faculty members be in the dining area or teacher planning areas when they have assigned classes and/or supervisory assignments.

## BUILDING USE

Staff members who wish to be in the building for instructional purposes on weekends or when the building is locked will need to use the keyless entry and alarm system. Please be certain to secure and check all doors and arm the alarm system when leaving. If a meeting or activity is to be held in the evening or on a weekend, notification of that activity or meeting must be made to the Principal at least two days in advance. Staff members who wish to be issued a key/card for access to their assigned areas may do so by requesting one from the Principal. If custodial help or special after hour setups are needed, these must be approved by the Director of Buildings & Grounds or designee and put on the District calendar.

## ROOM CARE

Staff members are expected to maintain their classrooms/teaching station in a manner that is conducive to a positive learning environment. Attractive bulletin boards, student work displayed, proper maintenance and arrangement of furniture, work areas uncluttered, and teaching materials organized and ready are important in setting the tone for effective teaching. If repairs or maintenance need to be done in your classroom, please report this to the Principal's Office immediately so that appropriate attention may be given to this matter.

## GYM FLOOR

If you need to mark the Gym floor with tape, please see the Head Custodian so the proper tape can be used.

## KEYS

Key/cards will be issued by the Principal to each teacher for the areas in which they have direct assignments or responsibilities. At no time should key/cards be loaned to students. If a key/card is lost, the Principal should be notified immediately. Students will not be permitted to be in the school building for activities unless they are supervised by a teacher. This applies to all activities. Students should never have access to areas in which they are not supervised by a teacher. Teachers are asked to lock their teaching rooms after leaving them to reduce the possibility of vandalism.

## WORK ORDERS

Alterations/improvements in classroom areas, which cannot be accomplished by our maintenance staff, may be submitted to the District's Buildings and Grounds Department. Requests must be detailed in full on a Work Order form by the staff member and signed by the Principal prior to final approval by the District office.

## PURCHASE ORDERS

It is our desire that each teacher is supplied with sufficient materials to provide an effective learning situation. If supplies are not available, you should check with the building administrator to determine if other materials are available or money is budgeted for that purpose. A purchase order is filled out to order all instructional supplies. If there are any questions on the procedure of the purchase order, please see the Principal's Administrative Assistant.

### MONEY/COLLECTION OF

Money should never be collected from students by staff members, organizations, or other students without the express consent of the Principal of Central High School. If the permission for the collection of money is granted, the following procedures must occur:

1. The student will receive a receipt for money collected.
2. Each day the money must be counted and turned in to the Principal's Administrative Assistant.
3. The following day a receipt will be issued to the advisor of that organization.
4. Under no circumstances is money to be kept for any amount of time except in the safe of the Principal's Office.

### TEXTBOOKS/MATERIALS

Care should be taken in the distribution of school materials such as textbooks and similar items. Teachers must use the following procedures to check out books to students:

1. Each book is to be numbered.
2. The number of each student's book is to be recorded in the grade book or other appropriate record.
3. Books are to be collected and accounted for at the end of each course.
4. If a book is not returned, submit the student's name, book number, and cost of full replacement to the office. Seniors who have completed their courses and students withdrawing from school will be given a checkout sheet to be signed by each teacher. It should be signed only after all materials have been returned or paid for. Materials not cleared should be noted on the checkout sheet.

### TELEPHONE

The telephone system allows for voice mail messages to be left for each staff member. It is extremely important that you check your voice mail boxes a minimum of once each day and promptly address all messages that you receive. Notify your family that any emergency messages should come directly to the office so that we can immediately deliver the message to you.

### ANNOUNCEMENTS

Whenever possible, announcements will be broadcast on the TV monitors in the classrooms and Commons Area. It will be the policy of the administration to use the public address system as little as possible. However, it may still be necessary to make some announcements over the public address system. It is the teacher's responsibility to make sure that the students see and hear these announcements. Teachers who wish to place an announcement should contact the office. Announcements must be kept brief.

### STUDENT ASSISTANCE TEAM

The Student Assistance Team will include the following permanent members: two classroom teachers, an administrator, and a counselor. A Student Assistant Program coordinator is also a permanent member. The SAP coordinator may also request others, including one or more classroom and special education teachers or appropriate school or community-based services, to join the team when a specific student referral is being considered.

### ABERDEEN SCHOOL DISTRICT STUDENT ASSISTANCE PROGRAM

The purposes of the Aberdeen School District Student Assistance Program are:

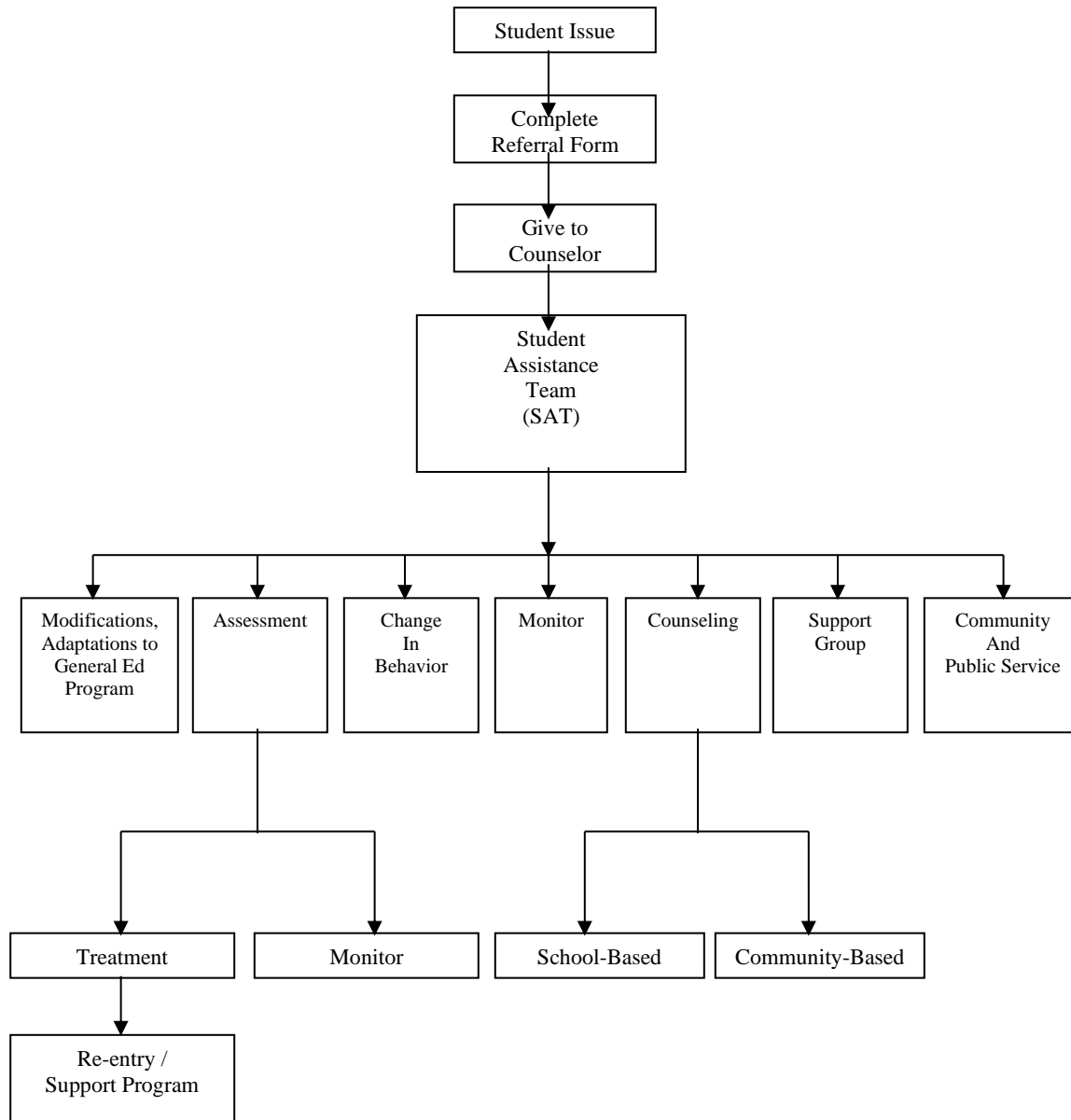
1. To maximize parent/legal guardian, school, and District personnel involvement in assisting students to achieve their potential.
2. To identify and maximize the utilization of our school and community resources in assisting students and their families.
3. To provide assistance to students affected by alcohol and other drug abuse, physical, emotional, social, legal, educational, sexual, medical, or familial problems.
4. To provide early intervention for students whose at-risk behaviors interfere with their own education and safety or the education and safety of others.

In order to carry out its purposes, the Student Assistance Program will function within the following guidelines:

1. The responsibility to maintain appropriate levels of academic performance and general conduct remains with the student and parent/legal guardian. If school performance and/or conduct is inappropriate, the student, parent, school personnel, or others may initiate a referral to the SAP.
2. The Student Assistance Program referral coordinator, in consultation with the building administrator, will assess each referral and assign each to the SAT, TAT, or SNT, as appropriate.

3. It is the prerogative of the student/parent/legal guardian to accept or reject the Student Assistance Program recommendations. Whether or not Student Assistance Program recommendations are followed, it is the parent/legal guardian and student's responsibility to bring performance up to appropriate levels or to face such action as may be warranted.
4. A student's participation in the Student Assistance Program will be subject to state and federal regulations governing confidentiality and the release of information.

### Student Assistance Program Referral Process Flow Chart



STUDENT ASSISTANCE PROGRAM REFERRAL PROCESS  
NARRATIVE DESCRIPTION OF REFERRAL PROCESS FLOW CHART

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When the behavior of a student indicates the need for immediate discipline, the student will be referred to the building administrator. The administrator may decide on discipline which will involve school procedures and/or a legal referral.

Other issues should be referred to a counselor. Once the referral is received, the counselor, in consultation with the building administrator, will evaluate the referral and assign it to the counselor, nurse, school resource officer, or other appropriate person that may be able to intervene without the need for the SAT. If needed, a Student Assistance Team will be created. When a referral is forwarded to the Student Assistance Team, the team will meet and evaluate the referral. The Student Assistance Team will determine interventions. They may include one or more of the following: modification or adaptations to the general education program, assessment, change in behavior, monitoring, counseling, support group, community and public service, or referral to the Special Needs Team.

If in the process of evaluating the referral, the counselor in conjunction with the building administrator, discovers evidence to suggest that there is physical or sexual abuse involved, the coordinator will refer immediately to Social Services.

If counseling is recommended, the services may be obtained either by school-based or community-based counseling. If an assessment is recommended, it may involve an in-school behavior assessment by school staff or a chemical dependency, emotional, behavioral, academic, personality assessment administered by a certified evaluator.

Following the assessment, the SAT will decide whether or not the student is in need of treatment, of further monitoring, or a referral to the Special Needs Team. If treatment is recommended, a re-entry support program may be developed by the SAT, in conjunction with the treatment facility, when the treatment is completed.

The student may refuse to follow the recommendations of the Student Assistance Team. Whether or not the SAT recommendations are followed, it is the student's responsibility to bring performance up to appropriate levels or to face further action, up to, and including expulsion.

TEACHER ASSISTANCE TEAM

The Teacher Assistance Team is composed of an Assistant Principal and the teachers of the student being referred. This team allows teachers to assist teachers in dealing with concerns regarding a student's behavior, academics, social skills, etc.

OTHER ASSISTANCE PROGRAMS

1. A variety of programs exist for physically handicapped students. These programs include speech, hearing, vision, physical and occupational therapy.
2. 504 Assistance- This program assists those students who have identified physical disabilities.
3. Learning Disabilities. This program assists those students who have identified learning disabilities.
4. Personal Counseling. School counselors, Northeastern Mental Health Center, and other community agencies are available to help students who are experiencing personal problems.
5. Prolonged Assistance. This program is designed to meet identified student needs. The program provides individual and small group instruction to its students. The curriculum includes functional academics, personal management and social development, household and domestic skills, and pre-vocational skills.
6. Independent Learning Center. This program is for students with special circumstances and who have a need for an alternative educational option.
7. PAS (Program to Assist Students). ISS and Detention Supervisor will also assist students with assignments.

It is important to identify as early as possible those students who could benefit from one of the above programs. Teachers, parents, and students are encouraged to contact the Counseling Department for referral information.



### SPECIAL NEEDS TEAM

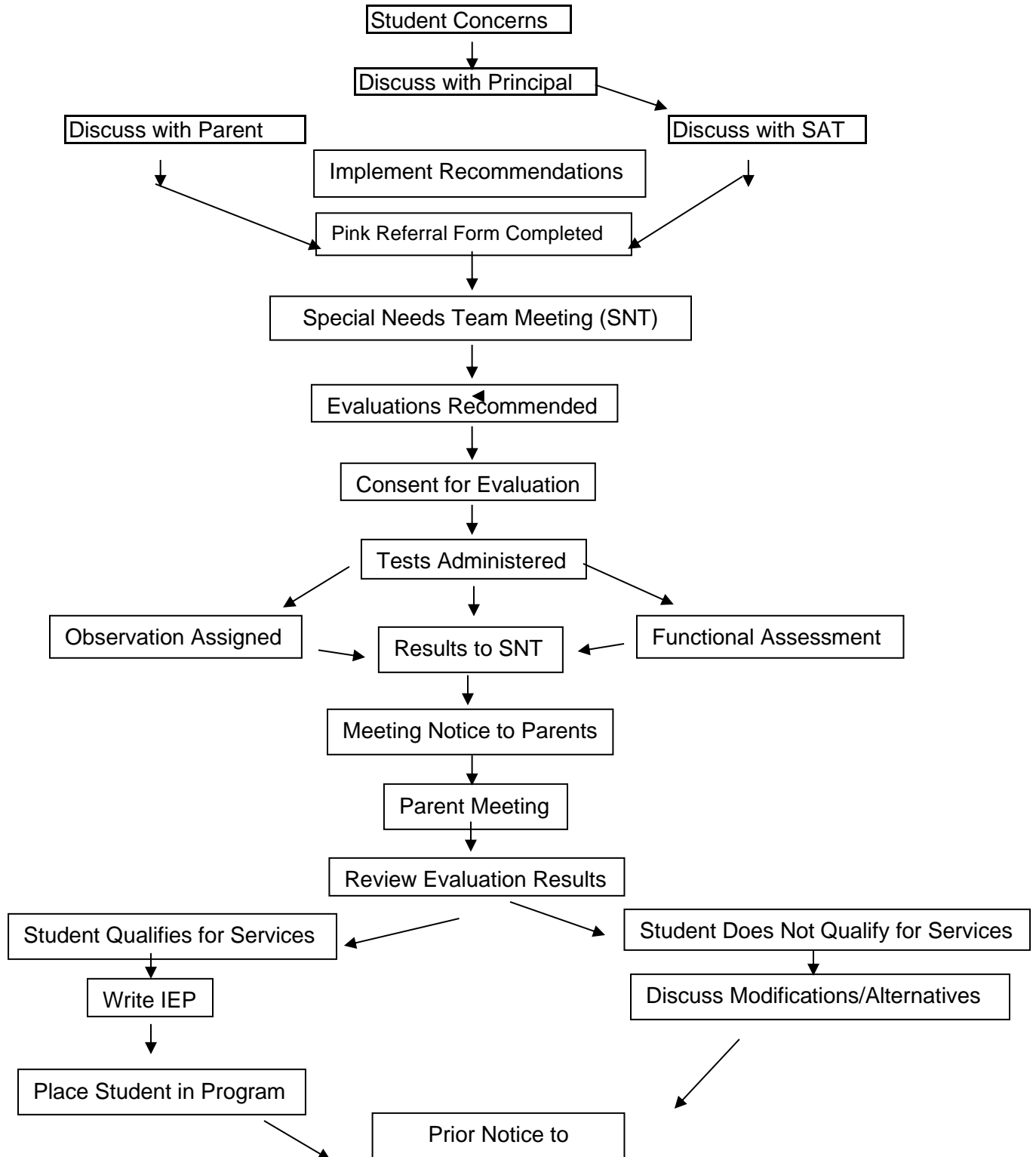
The Special Needs Team is composed of the Director of Special Education, an administrator, a guidance counselor, the Special Education Coordinator, the Special Education teacher, a school psychologist, and the school nurse.

The Special Needs Team processes all referrals and makes appropriate judgments in regard to a referral. Staff members wishing to make referrals are asked to use the form available in the Principals' Office and/or the Student Services Department.

Upon referral, the Special Needs Team does the following:

- a. Makes decision on further study and/or evaluation, recommendations
- b. Receives parental permission for evaluation.
- c. Evaluations are completed.
- d. Staffing held to review results and determine recommendations for Special or Prolonged Assistance.
- e. Plan is implemented.

**IEP (Individual Education Placement)  
REFERRAL PROCESS FOR INITIAL EVALUATIONS**



## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held mid-term, four (4) times a year, in the Central complex. Report cards are either mailed home or given to the students during their Super Study. The Parent/Teacher Conference should be used to inform the parent about a child's ability, educational, and social progress. Conferences should always be started on a positive note. Avoid generalities and use specific test scores, assignments, anecdotal records, etc. to substantiate your statements. Work at being a good listener and a sharp questioner. Remember that the conference is confidential. Parent conferences are most helpful to us, as well as being helpful to parents and students. It should prove to be a worthwhile and positive experience for all concerned.

## GUEST SPEAKERS

Guest speakers are an important method of instruction and are encouraged at Central High School. All guest speakers should be cleared through the Principal's Office prior to being invited. Office personnel should be advised as to approximate time of arrival of the guest speaker so that speaker may be met and welcomed appropriately. Normally, a guest speaker should never be left alone with a class. The teacher should prepare students for a speaker and follow up on the speaker's presentation.

## VISITORS

All visitors entering Central High School should stop in the Principal's Office to state their business in the school. Visitors who disrupt, in any manner, the educational process shall be asked to leave. In the event they refuse, a complaint will be filed with the Police Department. Staff members who determine that unauthorized persons are in the building are to immediately inform the office staff for proper disposition.

## LIBRARY STUDENT USE/TEACHER USE

CLASS USE: Teachers wishing to schedule class use of the library must do so at least two days in advance. This allows ample time for the teacher and librarian to work together and coordinate the library activity.

INDIVIDUAL STUDENT USE: When students are sent to the library from a classroom, it is advisable for a teacher to issue a library permit indicating the time left and purpose for being in the library. In turn, the library staff will initial the pass and indicate the time arrived and left.

TEACHER USE: Teachers are encouraged to use the library. The librarian is available to assist in planning research projects, to prepare bibliographies, to provide supplementary teaching materials, and to arrange interlibrary loans. All research assignments should be discussed in advance with the librarian in order to ensure that the assignment corresponds with the availability of materials. This also enables the library to select materials based on research needs.

## STUDENT ATTENDANCE POLICY

The Aberdeen Public Schools attendance policies can be accessed at Aberdeen School District Website <http://www.aberdeen.k12.sd.us>

NEPN code: JEA: Compulsory Attendance Ages

NEPN code: JH and JH-R: Student Absences and Excuses

### **CHS Attendance Policy:**

**Compulsory Attendance:** Under South Dakota law, children between ages seven and eighteen are of compulsory age. It is the responsibility of every person having under his/her control a child between those ages to see to the child's regular attendance at a public or nonpublic school until the child has reached the age of 18 unless the child has graduated or is excused.

### **Guidelines for reporting student absenteeism**

Please call the attendance office at 725-8108 prior to 9:00 a.m. The attendance office can be contacted any time day or night to excuse absences. Please leave a message that includes parent/guardian name, student's name and reason for absence, if you get voice mail. Absences for school related activities need not be called in. If the student is not called in prior to the absence, a maximum of five days will be allowed to clear the absence. All absences not cleared by a parent/guardian will be considered unexcused. Family trips over three days should be pre-approved by a Principal.

# Discipline Guidelines

## Protocols for teachers:

Class 1	Handled at teacher level
Class 2	Warning on first offense, detention on 2 <sup>nd</sup> offense, detention or referral to office on 3 <sup>rd</sup> offense (ISS, OSS)
Class 3	Detention or office referral on first offense, office referral on second offense (ISS, OSS)
Class 4 up	Office referral on first offense (ISS or OSS)

Ongoing Behavior issues in classroom (4 or more of same offense): Referral to office, call parent and make an SAT referral. Student will not be considered for removal from class until these two items have been completed by the classroom teacher.

## Administrative Protocols:

1. Follow School Board Policy as mandated
2. When in doubt for choice of drop down, list offense as disrespect

Ongoing Behavior issues in classroom: Make an SAT referral and develop behavioral plan

For our most challenging students they can be put in the semi-isolation room in the ILC for ISS.

SAT consideration: Student removed from general classroom(s) and put in ILC, possibly even longer term. SAT plan sent back to teacher who made referral along with the advocate or other pertinent individuals.

### Class 1 Infractions

Tardy  
ID Badge – Send to Student Services

### Class 2-3 Infractions

Academic Dishonesty 3  
Neglecting Obligations 3  
Closed Campus 2  
Skipping 2  
Failure to Comply with School Rules 2  
Disrespectful Behavior 2  
Offensive Language/Gesture 2  
Deception 2  
Insubordination 3  
Offensive Language Directed at a Staff Member 3  
School Disruption 2  
Inappropriate Dress 2  
Cell Phone/Electronic Devices 2  
Technology Misuse 3  
Gang Activity – Low Level 3  
Pornographic Materials 3  
Verbal Dispute 2  
Verbal Altercation 3  
Parking Lot Violations-School Rules 2  
Parking Lot Violations-Laws 3

### Class 4+ Infractions

Bullying  
Harassment  
Hazing  
Gang Activity – High Level  
Weapons-No Malicious Intent  
Bomb Threat  
Fires/Misuse of Fire Alarms/Extinguishers  
Weapons  
Engaging in Illegal Activities  
Firearms  
Destruction of Property  
Theft  
Trespassing  
Tobacco  
Mood Altering Chemicals, Substances, and Paraphernalia  
Under the Influence  
Distribution  
Sexual Activity  
Sexual Violence  
Physical Aggression  
Intimidation/Threat-Student  
Physical Injury-Student  
Fighting  
Intimidation/Threat-Staff  
Physical Injury-Staff  
Endangering the Lives of Others or Causing Serious Bodily Injury

## 9-12 PROGRESSIVE DISCIPLINE PLAN

Infraction	Class	Infraction Definition	Minimum Consequences/ Violation			
			1 <sup>st</sup>	2nd	3rd	4th (or more)
Academic Infractions	3	<b>Academic Dishonesty</b>	Parent call by teacher	Class removal	ISS (1-3 days)	ISS (3-5 days)
		<b>Neglecting Obligations</b>	No credit for assignment Detention	Restriction Detention		
Attendance Related Infractions	1	<b>Tardy</b>	Handled at building level	Handled at building level	Handled at building level	Handled at Building level
	1	<b>ID Badge</b>	Detention Replace fee	Detention Replace fee	Detention Replace fee	Detention Replace fee
	2	<b>Closed Campus Violation</b> <b>Skipping Class</b>	Student conference and/or Detention	ISS or Detention (1-3 days) Student conference	ISS (3-5 days) Student contract Counselor referral	OSS (1-3 days)
Bullying/ Harassment and Hazing	4	<b>Bullying</b> <b>Harassment</b> <b>Hazing</b>	ISS (1-5 days)	OSS (1-3 days)	OSS (3-5 days)	LTS
Illegal Activities	5	<b>Weapons</b> <b>No Malicious Intent</b>	Restriction Detention	ISS (1 day)	ISS (2-4 days)	OSS (1-10 days)
	6	<b>Bomb Threat</b>	Long Term Suspension or Expulsion Police referral			
	6	<b>Fires/ Misuse of Fire Alarms/Extinguisher</b>				
	6	<b>Weapons</b>				
	6	<b>Engaging in Illegal Activities</b>				
	7	<b>Firearms</b>	Expulsion (12months) Police referral			

Infraction	Class	Infraction Definition	Minimum Consequences/Violation			
			1 <sup>st</sup>	2nd	3rd	4th (or more)
Property Infractions	4	<b>Destruction of Property</b>	Restitution and/or Community Service	Detention Restitution and/or Community Service	ISS (1-3 days) Restitution and/or Community Service	OSS (1-5 days) Restitution and/or Community Service
	4	<b>Theft</b>				
	4	<b>Trespassing</b>				
Tobacco, Alcohol, and Drugs	4	<b>Tobacco</b>	ISS (1-3 days) Police referral	ISS (3-5 days) Police referral	OSS (1-3 days) Police referral	OSS (4-10 days) Police referral
	5	<b>Mood Altering Chemicals, Substances, and Paraphernalia</b>	OSS 5-10 days Police referral SAT referral	OSS 5-10 days SAT referral Police referral	Long term suspension Police Referral	Long term suspension or Expulsion Police referral
		<b>Under the Influence</b>				
	6	<b>Distribution</b>	Long term suspension or Expulsion			
Sexual Misconduct	3	<b>Pornographic Materials.</b>	ISS (1 day)	ISS(1-3 days)	ISS(3-5 days)	OSS(1-3 days)
	4	<b>Sexual Activity</b>	ISS (3-5 days) Police referral	OSS (1-3 day) Police referral	OSS (3-5 day) Police referral	OSS (4-10 day)Police referral
	6	<b>Sexual Violence</b>	Long term suspension or Expulsion Police referral			

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Verbal and Physical Altercations	2	Verbal Dispute	Detention	ISS (1-3 days)	ISS (3-5 days)	
	3	Verbal Altercation	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (4-10 days)
	4	Physical Aggression				
	4	Intimidation/Threat-Student	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (4-10 days)
	5	Physical Injury-Student	OSS (1-3 days) SAT referral	OSS (3-5 days) SAT referral	OSS (4-10 days) SAT referral	LTS
	5	Fighting	Counselor referral	Counselor referral	Counselor referral	
	5	Intimidation/Threat-Staff	OSS (5-10 days) Police referral	Long term suspension or Expulsion Police referral		
	6	Physical Injury-Staff	SAT referral Removal from class Removal from class			
	7	Endangering the Lives of Others or Causing Serious Bodily Injury	LTS or Expulsion			
Vehicle Infractions	2	Parking Lot Violations-School Rules	Student conference Restrictions	Detention Restrictions (short-term) Student contract	ISS (1-3 days) Restrictions (long-term)	Restrictions (long-term) Vehicle may be towed
	3	Parking Lot Violations-Laws	Student conference Detention Restrictions Police referral	ISS (1 day) Restrictions Police referral	Loss of parking Privilege Vehicle may be towed Police referral	

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th(or more)
<b>Disrespect and Disobedience</b>	2	Failure to Comply to School Rules	Student conference and/or Detention	ISS or Detention(1-3 days) Student conference	ISS (3-5 days) Student contract Counselor referral	OSS (1-3 days)
	2	Disrespectful Behavior				
	2	Offensive Language/ Gesture				
		Deception intentionally falsifying info				
	3	Insubordinate	ISS (1-3 days)	ISS (3-5 days)	OSS (3 days)	OSS (4-10 days)
	3	Offensive Language Directed at staff				
<b>Disruption</b>	2	<b>School Disruption</b>	Student conference and/or Detention	ISS or Detention (1-3 days) Student conference	OSS (3-5 days) Student contract Counselor referral	OSS (1-3 days)
<b>Dress Code</b>	2	<b>Inappropriate Dress</b>	Student conference Change clothes	Student and Parent Conf. Detention (1-3 days) Change clothes	ISS (1 day) Student contract Counselor referral Change clothes	See insubordination 2 <sup>nd</sup> violation Change clothes
<b>Electronic Devices</b>	2	<b>Cell Phones/ Electronic Devices</b>	Device confiscated until end of school day	Device confiscated until picked up by parent or held in office for 5 days	Detention Device confiscated until picked up by parent or held in office for 10 days	Detention Student may no longer bring phone or device into school
	3	<b>Technology Misuse</b>	ISS (1 day) Restrictions	ISS (3-5 days) Restrictions	OSS (1-2 days) Restrictions	OSS (2-3 days) Restrictions
<b>Gang Activity</b>	3	<b>Gang Activity- Low Level</b>	Warning	ISS (1-3 days) Counselor referral	ISS (3-5 days) Restrictions	OSS (1-3 days) SAT Referral
	5	<b>Gang Activity High Level</b>	LTS Police referral SAT referral	LTS or Expulsion Police referral		

The Administrator reserves the right to deviate from this discipline plan to fit the needs of individual students, school personnel and/or the situation.



## 9-12 DEFINITIONS

**ACTIVITY (PARTICIPATION) RULES:** Any student who violates Classes Four or Five above, and who is involved in co- and extracurricular activities, shall be removed from the activity (ies) as specified in the activity rules that student and parent sign for each activity. See JICG.

**ARSON:** Damage to school or personal property by burning.

**ASSAULT:** A physical blow to another or conduct that threatens the immediate harm of another.

**BUS BEHAVIOR:** While on district-provided buses, students shall adhere to the same behavior expectations, standards and consequences as at school. See EE.

**COMPUTER VIOLATION:** Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan (i.e., copying files = theft; destroying files = destruction of property; not following computer rules = insubordination). Violations may result in restriction and/or loss of computer privileges. See policy.

**CONFLICT RESOLUTION:** Programs designed to teach students to deal with conflict in a constructive manner.

**DELIBERATE PHYSICAL AGGRESSION:** Non-accidental/intentional conduct which threatens another.

**DESTRUCTION OR STEALING OF PROPERTY:** willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems.

**DISRESPECTFUL/OBSCENE LANGUAGE:** Use of obscene or disrespectful language or communication, either verbal, written, or graphic.

**ELECTRONIC DEVICES:** Electronic devices including items such as pagers, cellular phones, and laser lights are not allowed at school. Electronic devices will be confiscated and returned only to the students' parents. See IJNDC.

**ENGAGING IN ILLEGAL ACTIVITIES:** Breaking any law, the consequences of which pose a threat to the student or others and are not in the best interests of the school.

**EXHIBITION/RECKLESS DRIVING:** City and state traffic laws apply to the parking lots and streets immediately surrounding the school. Because violations of these laws pose a threat to the safety of students and staff, violators will be reported to the authorities.

**EXPULSION:** Denial of a student's membership in school for a period of time. See JKD.

**FALSE REPORTING OF FIRES AND BOMBS:** Intentionally causing disruption to the educational process by reporting a fire or a bomb that does not exist.

**FORGERY:** Falsifying a signature on a document with the intent to deceive.

**HARASSMENT:** Harassment is a form of discrimination that consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, disability, age, gender, national origin, or other basis prohibited by law. The School District specifically prohibits any form of harassment that is sexual in nature. See GBAA. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of District services, or participation in District activities.

**HAZING:** Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See JICFA.

**IN-SCHOOL SUSPENSION (ISS):** Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and credit will be earned for completed class work.

**INSUBORDINATION/HABITUAL DISOBEDIENCE:** Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

**INTIMIDATION/THREAT TO OTHERS:** Use of coercion, force, threats, violence, intimidation, or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.

**LONG-TERM SUSPENSION:** Temporary denial to a student by the superintendent or school board of participation in school for more than ten days and not more than ninety days. See JKD.

**MOOD-ALTERING CHEMICALS, SUBSTANCES, and TOBACCO:** Using, possessing, selling, dispensing, or being under the influence of any mood-altering chemicals, substances, or tobacco; or possessing drug paraphernalia at school, on school property, or at a school-sponsored activity; or when the conduct poses a threat to the student or others and is not in the best interest of the school. Tobacco-related items such as lighters and matches are not allowed. Police will be notified as specified by Policy JICG, and all drug paraphernalia will be turned over to the police.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Temporary denial to a student by the principal, superintendent, or School Board of participation in class or classes. Suspension will be served out-of-school.

**PARENT:** Parent or legal guardian.

**PHYSICAL INJURY:** Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self, shall not constitute a violation of this rule.

**REASSIGNMENT:** The Superintendent or designee may reassign students to a different classroom or to a school other than their home attendance center because of student misbehavior. When a student is reassigned for misbehavior, transportation becomes the responsibility of the parent(s) at no expense to the District.

**RETALIATION:** Reprisal as a result of action taken against an individual.

**SECRET CLUBS OR SOCIETIES/ACTIVITIES NOT IN THE BEST INTEREST OF THE SCHOOL:** Student participation in non-school activities in which the student's conduct presents a threat to him/herself or others and is not in the best interest of the school.

**SKIPPING:** Unapproved absence from class within the school day. See JH.

**STUDENT ASSISTANCE TEAM (SAT):** A team of staff members who work together to help students become and remain successful in school.

**STUDENT DRESS:** Students are expected to dress with standards that enhance a safe learning environment. Attire that creates a health or safety hazard, invades the rights of others, detracts from the decency and decorum in school, or disrupts the educational environment will not be permitted. Profanity and suggestive themes, such as alcohol, drugs, sex, death, suicide, or violence will not be permitted on school attire. See JICA.

**SUSPENSION AFTER SCHOOL (SAS):** An option for principals to use in place of ISS that requires students to serve suspension time after school.

**THEFT:** Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. Appropriating another's property in excess of \$200 is grand theft.

**VANDALISM:** Damage to, or defacing of, property.

**WEAPONS:** Knowingly possessing, handling, or transmitting any object or material that ordinarily or generally is considered or appears to be a weapon. Mace and pepper sprays are included as items considered as being weapons. Intentional possession of a firearm will result in a mandatory 12-month expulsion. See JICI

## RULES OF CONDUCT AND DISCIPLINE

### HIGH SCHOOL

Students attending our schools are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual and on the school, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

### APPLYING THE DISTRICT-WIDE RULES

1. The consequences for misbehavior described in this regulation are for misbehavior resulting in a referral to the principal's office. Consequences are designed to be fair, firm, and consistent for all students in the Aberdeen School District 6-1. They apply to all students in any school or other District building, on District property, in District vehicles or school buses, and at school or District events. Consequences listed are minimums. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.
2. Because it is not possible to list every misbehavior that occurs, the administration and staff reserves the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate District staff.
3. Progressive discipline will be used in conjunction with existing District policy. Complete copies of the District suspension and expulsion policy (JKD & JKD-R) are available from all principals' offices. Rights and responsibilities of the District personnel, parents or guardians, and students are described in this policy.
4. Actions which may be used by District staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian notification, parent or guardian conference, fine, restitution, detention, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, conflict resolution training and recommendations to alternative community services.
5. Each building may develop a discipline handbook with rules and regulations specific to their unique needs. A copy of school rules will be provided to the parent/guardian and student.

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.

ADOPTED: July 26. 2001

REVISED: August 27. 2007

REVISED: June 10. 2013 (9-12 PROGRESSIVE DISCIPLINE PLAN)

## ABERDEEN SCHOOL DISTRICT SECTION 504 COMPLIANCE PLAN

Please refer to <http://doe.sd.gov/>. Choose Title Programs, Special Education, Section 504.

## CHEATING/ PLAGIARISM POLICY

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. For all offenses the instructor will address the issue with the student, communicate with the parent, and inform school administration. Plagiarism/cheating will be documented on the student's behavior record.

### **Consequences of Plagiarism:**

First Offense – The student will receive a grade deduction for the assignment not to exceed 50%. The instructor has the right to require that the student rewrite the assignment in order to receive any credit. Failure to rewrite the assignment, if required, would result in no credit for the assignment.

Second Offense – No credit will be granted for the assignment.

Third Offense – The student will be removed from the class and no credit will be granted.

## ILLNESS/INJURY TO A STUDENT

In the event that a student becomes ill or injured in class, the office should be immediately notified. The student should be brought to the office for treatment or medical referral. If possible, the student should be accompanied by a staff member or responsible student. In some instances, the injured or ill student should be permitted to remain in the room and medical assistance be sought. Good judgment is essential. If you are in doubt, seek advice. For all injuries, an "Accident Report Form" must be completed. This may be obtained from the Nurse.

## STUDENT INTERNET USE POLICY

Policy IJNDC in the District's Acceptable Use Policy for the Internet and On-Line Services.

Each student who wishes to use the Internet for school-related research must have a signed, Internet Use Agreement Form on file with their Super Study teacher. It is each teacher's responsibility to verify that each of their students has this parent permission before they are allowed to use the Internet. Any student who violates the terms of this agreement will lose their Internet privileges. Staff is also required to use the Internet for appropriate, school-related research.

## GRADING

### Grading Practice

Report cards will be prepared and issued every term. A teacher's grading policy must be presented to each student, and teachers are encouraged to send grading policies home to parents and guardians. Academics is about students learning and grades should reflect learning. Extra credit is discouraged. Teachers should allow, encourage, and demand all student finish all assignments. Setting deadlines is important and encouraged, but teachers should also build into their grading policy extra time and extra help as needed. If a teacher gives a student a "zero" for late work they are letting them off the hook in regards to learning. In order to help insure that grades reflect learning, during the grading term teachers are required to accept late work and issue no more than a 10% grade deduction for the late work as part of their grading policy. The following marks will be assigned A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Other grades may be P (Pass), N (no credit), I (incomplete), and EX (medical waiver), and W (withdraw). Upon issuing an "incomplete" (I) the teacher must meet with the student to explain the incomplete, set a deadline for completion, then notify the parent and the registrar's office of the incomplete and the deadline. After the deadline, an "F" may be issued. Aberdeen School District Grading Scale:

100 = A+	99 – 95 = A	94 – 93 = A-
92 – 91 = B+	90 – 86 = B	85 – 84 = B-
83 – 82 = C+	81 – 77 = C	76 – 75 = C-
74 – 73 = D+	72 – 69 = D	68 – 67 = D-
66 – 0 = F		

Each course at Central is designated "G" (general level), "H" (honors level), "AP" (advanced placement level), or as "ALT" (alternative level). Courses designated "G" are open to all students. "ALT" level courses and "AP" level courses are for selected students. "H" courses are open to students planning on furthering their education. Any student has the opportunity to petition into any course.

Grade points (used in determining the grade point average) are assigned based on the chart below.

		G	H	AP	ALT
A+	=	4.00	4.50	5.00	3.50
A	=	4.00	4.50	5.00	3.50
A-	=	3.67	4.17	4.67	3.17
B+	=	3.33	3.83	4.33	2.83
B	=	3.00	3.50	4.00	2.50
B-	=	2.67	3.17	3.67	2.17
C+	=	2.33	2.83	3.33	1.83
C	=	2.00	2.50	3.00	1.50
C-	=	1.67	2.17	2.67	1.17
D+	=	1.33	1.83	2.33	0.83
D	=	1.00	1.50	2.00	0.05
D-	=	0.67	1.17	1.67	0.17
F	=	0.00	0.00	0.00	0.00

#### COURSE CHANGES ADDING/DROPPING

It is the policy that if a student wishes to add or drop a course he/she must obtain permission of their parents and the Principal. A notice will appear to teachers on Infinite Campus of a drop (name will appear in red) and an add will appear as a new name on the class list. Normally a student will receive a failing grade if he/she drops the course after the first three days. Exception to this will be those students who drop a two-term course at the end of term one. Credit is not given for completing less than a term.

#### MAKE-UP WORK POLICY

Board Policy JHA says for absence from school, students will be given the opportunity to make up missed work. Such work shall be done only at a time that does not interfere with class instruction. Requests for teacher assistance are encouraged, but shall be scheduled at the convenience of the instructor. Unless there are special circumstances, the time period allowed for make-up work will be two school days for each day missed. Students who do not complete make-up work in the time allotted shall be given no credit for work missed.

#### SUPER STUDY AND ADVISORY

Each teacher is responsible for a Super Study on Monday, Tuesday, Thursday, and Friday. They will also have an Advisory class on Wednesday. The Advisory class follows a set curriculum and time line depending upon the class level taught. The Super Study is a time to be used for reading, study, make-up work, group meetings, tutoring, etc.

#### FIELD TRIPS

Staff members who wish to take their students on a field trip must use the following procedures:

1. You are to obtain a "Bus Request" form (copy online under Faculty Handbook Forms). This form must be submitted electronically to the office secretary at least two weeks prior to the date planned.
2. If the parent has not signed the Authorization Form (copy online under Faculty Handbook Forms or in Student Services), one must be signed and turned in to Student Services before the student is allowed to go on the field trip.
3. When any monies are involved, they should be collected by the teacher and turned in to the Student Services' secretary each day for safekeeping. All money should be collected at least two days before the trip. Request for checks must be made no later than the last Wednesday noon before you need the checks.
4. In planning for a field trip, teachers will not purchase tickets, transportation, theatre seats, etc., prior to receiving the money for these tickets from their students. Teachers will explain to their students when the trip is first proposed that paying their share of the cost will constitute a firm commitment. The teacher must explain that the money cannot be refunded unless the teacher would not impose an additional burden on the other students and/or the school.
5. Alphabetical lists of students must be turned in to the Attendance Office on the Thursday of the week PRIOR to the field trip. This will enable the staff ample time to e-mail the list to the faculty so arrangements can be made.
6. The teacher is responsible for taking attendance before the field trip and reporting to the Attendance office the absence of any students that were to be excused and again after the field trip to assure the return of all students and again report any absences.

## CHURCH NIGHT

The School Board believes that its schools should cooperate with the community's churches in keeping Wednesday evenings and Sundays free as time available for voluntary church activities. Therefore, it is the policy of the Aberdeen School Board that:

Except for commencement exercises and high school tournaments or related activities beyond the exclusive control of the District, the Aberdeen School District shall not schedule any co-curricular activities on Wednesdays after 6:00 p.m. or on Sundays. Every school child shall be free from co-curricular school activity obligations by 6:00 p.m. each Wednesday and all-day Sunday. For the purposes of this policy, each Wednesday co-curricular school activity must be completed by, and the child must be free to leave the school facilities and grounds not later than 6:00 p.m.

Legal References: SDCLI 13-33-10

Approved: September 12, 1983

## SUBSTITUTE TEACHER FILE

In order to more adequately prepare for substitute teachers, the office requests your assistance in the preparation of an ELECTRONIC substitute folder. Please prepare these materials and turn in to the Principal's Administrative Assistant no later than the first Friday of the school year. A copy MUST also be kept in the classroom in a visible location.

This file must include the following:

NAME OF TEACHER

CLASSROOM LOCATION

1. GENERAL ATTENDANCE PROCEDURES
2. SEATING CHARTS (if any)
3. CLASSROOM RULES:
  - a. Bathroom Privileges
  - b. Drinks must be water, only, in clear bottle.
  - c. Lockers
  - d. Others
4. **LOCKDOWN PROCEDURE FOR YOUR ROOM**  
**RED FOLDER must be visible at all times.**
5. SPECIAL CONCERNS AND PROCEDURES
  - a. A teacher that could be of help
  - b. Pupils with special duties or assignments
  - c. Pupils able to supply reliable information
  - d. Emergency procedures (fire drill, storm drill)
6. ADDITIONAL INFORMATION
  - a. Special health information
  - b. Audio visual equipment procurement procedures
  - c. Nearest restroom
  - d. Nearest water fountain
  - e. Eating area for lunch for students and staff
  - f. Other

DAILY CLASS SCHEDULES

<b>Block 1</b>	<b>8:10 - 9:37</b>
<b>Block 2</b>	<b>9:43 - 11:10</b>
<b>A Lunch</b>	<b>11:16-11:46</b>
<b>Block 3</b>	<b>11:52-1:19</b>
<b>Block 3.1</b>	<b>11:16-12:00</b>
<b>B Lunch</b>	<b>12:00-12:30</b>
<b>Block 3.2</b>	<b>12:36-1:19</b>
<b>Block C</b>	<b>11:16-12:43</b>
<b>Lunch 3</b>	<b>12:49-1:19</b>
<b>Block 4</b>	<b>1:25 - 2:52</b>
<b>Super Study</b>	<b>2:58 - 3:20</b>

<b>ONE HOUR LATE START SCHEDULE</b>	
Block 1	9:10 – 10:23
Block 2	10:29-11:42
A Lunch	11:48-12:18
Block 3	12:24-1:30
Block 3.1	11:48-12:21
B Lunch	12:24-12:54
Block 3.2	12:57 -1:30
C Lunch	1:00– 1:30
Block 3	11:48-12:54
Block 4	1:36-2:49
Super Study	2:55-3:20

<b>TWO HOURS LATE START SCHEDULE</b>	
Block 1	10:10 – 11:13
A Lunch	11:19-11:49
Block 3	11:55-1:01
Block 3.1	11:19-11:52
B Lunch	11:55 12:25
Block 3.2	12:28 -1:01
Block 3	11:19-12:25
C Lunch	12:31-1:01
Block 2	1:07-2:10
Block 4	2:16-3:20
No Super Study	

## **Crisis Management Team Central High School**

Dr. Jason Uttermark	216-3394	Jason.Uttermark@k12.sd.us
<b>Principal</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Tina Board	380-9410	Tina.Board@k12.sd.us
<b>Assistant Principal</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Jake Phillips	216-7190	Jacob.Phillips@k12.sd.us
<b>Assistant Principal</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Scott Pudwill	460-1284	Scott.Pudwill@k12.sd.us
<b>A-TEC Director</b>	<b>Cell Phone</b>	<b>E-Mail</b>
John Kirnan	216-5555 228-0919	John.Kirnan@k12.sd.us
<b>School Resource Officer</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Dawn Seiler	216-1319	Dawn.Seiler@k12.sd.us
<b>Athletic Director</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Keith Wilkinson	725-9098	Keith.Wilkinson@k12.sd.us
<b>Teacher</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Susan Appl	380-9139	Susan.Appl@k12.sd.us
<b>Teacher</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Lee Sumner	380-8414	Lee.Sumner@k12.sd.us
<b>Teacher</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Shannon Knuppe	720-951-1661	Shannon.Knuppe@k12.sd.us
<b>Counselor</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Rylie Stadel	216-2652	Rylie.Stadel@k12.sd.us
<b>Counselor</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Karlie Cooper	708-712-7283	Karlie.Cooper@k12.sd.us
<b>Counselor</b>	<b>Cell Phone</b>	<b>E-Mail</b>
Joni Larson	354-2922	Joni.Larson@k12.sd.us

**Offsite Evacuation Sites    Arise Church    622-0412**

**Gene Brownell Activity Complex    725-8274**

**When in a “crisis mode” every action taken must be communicated immediately to all members of the Crisis Management Team.**

## BOMB THREAT CHECKLIST

Exact Time of Call  
Signal Co-worker to listen to the Call  
Exact Words of Caller

### QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your name?

### CALLER'S VOICE

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like?

Were there any background noises?

Date

To trace the call hit \*57. Follow the instructions given.

Record the number that comes up on the Caller ID.

Telephone Number call received at

Name of Person receiving Call

### PLAN OF ACTION

In the event of a bomb threat, we will use the following procedure throughout the building:

#### **An announcement will be made over the P.A. that a threat has been made to the school.**

Please check your area for anything that might be suspicious. If there is anything unusual, notify the office and evacuate your students away from the area immediately.

#### **An announcement will be made over the P.A. to either evacuate the building or evacuate the campus.**

Evacuation of the building will remove students to the parking lots, while evacuation of the campus will remove students to buildings off the campus.

If you evacuate to the west parking lot, you will take your students north across Melgaard Road to the Arise Church. Students evacuating to the east parking lot will go to the Brownell Complex Field House. Instructions will be given to you there.

## FIRE DRILLS

Time of Drills: Fire drills are a part of the regular school program. They are held each year, with special emphasis being placed on them in the fall. These fall practices culminate in an inspection by the local Fire Department during Fire Prevention Week.

General Directions: Teachers **must** instruct all students concerning fire drill safety procedures. Exit directions are posted in each room near the door area.

Signal: The fire bell will ring to indicate a fire alarm.

Teachers: The last person out of the room should turn off the lights and close the door. Your students should exit the building and remain together in the parking lot where you will take roll to determine if you have a student missing. Orderly exit is more important than speed. Keep the driving lanes next to the building open for fire trucks, as well as the far south lane of the parking lot. Students must be at least 150 feet from the building.

Inclement Weather: If students remain outside the building for an extended period, classrooms will go to the First Church of the Nazarene or the Brownell Complex Field House.

If the Fire Alarm Sounds Between Classes: If the fire alarm rings between classes or while a student is at lunch, each student should report to their Super Study teacher at their designated building evacuation area outside the building and in the parking lot. You must notify your Super Study students so they know the location of your designated area.



### **AREA A - First Floor**

**Classrooms 104, 105, 106, 108, 109, 121, 133, 139, 140, 142, 143, 145, and 146**

Primary Route: South to Door A100, South Exterior

Secondary Route: North to Door A111, West Exterior

**Classrooms 110, 112, 113, 115, 117, 127, 128, 129, 130, 131, 132, and Restrooms 124 and 125**

Primary Route: North to Door A111, West Exterior

Secondary Route: South to Door A100, South Exterior

**\*Classrooms 133 and 139** could exit direct to the east exterior.

### **AREA B – First Floor**

**Classrooms 105, 106, 108, 109, 121, 170, 174, 175, 177, 178, 161, 165, 166, 168, 169, 171, and 172**

Primary Route: South to Area A, Corridors 122/114 to Door A111, West Exterior

Secondary Route: North to Door A111, West Exterior

**\*Media Center 170** and all offices off of, could exit direct to the east exterior via Door B173.

### **AREA C - First Floor**

**Kitchen Area 105, 110**

Primary Route: North to Corridor 108, North Exterior

Secondary Route: South to 104/103, East or West Exterior

**Dishwash 106**

Primary Route: North, East, South to 103, West or East Exterior

Secondary Route: North 105/110 to Corridor 108, North Exterior

**Cafeteria 104**

Primary Route: South to 103, West or East Exterior

Secondary Route: South to 103, East to Corridor 115, North to Corridor 108, North Exterior

**Classroom 116**

Primary Route: South Corridor 115, East or West Exterior

Secondary Route: North to Corridor 108, North Exterior

**Theatre 128**

**South (Rear) Third**

Primary Route: South to Main Entrance, Corridor 102 East or West Exterior

Secondary Route: North to East Exterior or West to Corridor 115, North or South-East or West Exterior (Corridor 102)

**Middle Third**

Primary Route: West - Corridor 115 to South, East or West Exterior, East – East Exterior

Secondary Route: West – South to Main Entrance, Corridor 102 East or West to Exterior

East – South to Main Entrance, Corridor 102 East or West to Exterior

**North (Front) Third**

Primary Route: West – Corridor 115 to South, East, or West Exterior, East – East Exterior

Secondary Route: Middle West, South to Main Entrance or West Exit to Corridor 115, Middle East, South to Main Entrance or East Exterior Exit.

**Theater Stage**

Primary Route: NW Stage Exit (125A) to Corridor 115 to Corridor 108, North Exterior via Corridor 101

Secondary Route: East Stage Exit (125B) to East Exterior

Alternate Route: Stage Left, East Exterior

Stage Right, Corridor 115, North or South

**Classroom 122, Dressing Rooms 123 and 124**

Primary Route: Corridor 119, North Exterior  
Secondary Route: East Exterior, SE door

#### **AREA D – First Floor**

##### **Rooms 104, 120, 122, 123, 124, 125, 126**

Primary Route: Corridors 127 and 121 to North Exterior  
Secondary Route: Corridors 119 and 101 to North Exterior

##### **Rooms 102, 105, 111, 112, 113, 116, 117**

Primary Route: Corridor 101 to North Exterior  
Secondary Route: Corridor 119 to Corridor 121, North Exterior

#### **AREA E – First Floor**

##### **NW Gymnasium 104**

Primary Route: NW Door to West Exterior  
Secondary Route: NE Door to Corridor 103

##### **SW Gymnasium 104**

Primary Route: SW Door to West Exterior  
Secondary Route: SE Door to Door 128 or 101 to South Exterior

##### **NE Gymnasium 104**

Primary Route: NE Door to Corridor 103, South to Door 101, South Exterior  
Secondary Route: NW Door to West Exterior

##### **SE Gymnasium 104**

Primary Route: SE Door to Door 128 or 101 to South Exterior  
Secondary Route: SW Door to West Exterior

##### **Room 106**

Primary Route: South to Door 101, South Exterior  
Secondary Route: East to East Exterior

##### **Dressing Rooms 117, 124, 126, 127 and Rooms 109 and 110**

Primary Route: South Corridor 103 to Door 101, South Exterior  
Secondary Route: North Corridor 103 to Door F100, North Exterior

##### **Room 108**

Primary Route: East to Corridor 103, North to Door F100, North Exterior  
Secondary Route: East to Corridor 103, South to Door 101, South Exterior

##### **Room 107**

Primary Route: North to 102 (SW Door), West Exterior  
Secondary Route: North to 102 (NE Door) to Corridor 103, North to Door F100, North Exterior

#### **AREA F – First Floor**

##### **Room 102 East Half**

Primary Route: NE Door to Corridor 103 to Door F100, North Exterior  
Secondary Route: SW Door to West Exterior

##### **Room 102 West Half**

Primary Route: SW Door to West Exterior  
Secondary Route: NE Door to Corridor 103 to Door F100, North Exterior

##### **Room 103 East Half**

Primary Route: SE Door to Corridor 103, North to Door F100, North Exterior  
Secondary Route: SW Door to West Exterior

**Room 103 West Half**

Primary Route: SW Door to West Exterior

Secondary Route: SE Door to Corridor 103, North to Door F100, North Exterior

**Rooms 104, 105, 111, 113, 114**

Primary Route: East to Corridor 103, North to Door F100, North Exterior

Secondary Route: East to Corridor 103, South to Door E101, South Exterior

**AREA A – Second Floor****Classrooms 204, 205, 206, 208, 221, 235, 236, 237**

Primary Route: SE to Stair A1S1 to South Exterior

Secondary Route: NW to Stair A1S2 to West Exterior at Grade Level

**Classrooms 210, 212, 213, 215, 217, 226, 227, 231, and Restrooms 224 and 225**

Primary Route: North/NW to Stair A1S2 to West Exterior at Grade Level

Secondary Route: South/SE to Stair A1S1 to South Exterior at Grade Level

**AREA B – Second Floor****Classrooms 204, 205, 206, 208, 209, and 221**

Primary Route: South/SE to Stair B1S1, at Main Floor - South to Area A, West down Corridors 122/114 to Door A111 – West Exterior

Secondary Route: North/NW to Stair B1S2, West Exterior

**Classrooms 210, 212, 213, 215, 217, 224, 226, 227, and 228**

Primary Route: North/NW to Stair B1S2 to West Exterior

Secondary Route: South/SE to Stair B1S1 to Area A, West down Corridors 122/114 to Door A111 – West Exterior

Alternate Primary (Classrooms 217, 224, 226, 227, and 228): North to Stair B1S3 to Main Floor, North to Main East-West Corridor 102 to East Exterior

**AREA C – Second Floor**

Single Exits from Elevated Levels to Main Floor – Follow Lower Level Exiting Plan

**AREA E – Second Floor****Mezzanine 201 West**

Primary Route: Down Stair E2S2 to West Exterior

Secondary Route: East to Stair E2S1 to Main Floor, North down Corridor 103, North Exterior at Door F100

**Mezzanine 201 East**

Primary Route: East to Stair E2S1 to Main Floor, North down Corridor 103, North Exterior to Door F100

Secondary Route: West to Stair E2S2 to West Exterior

**Rooms 203, 208, 210 and 211**

Primary Route: North to Stair E2S1 to Main Floor, North down Corridor 103, North Exterior at Door F100

Secondary Route: North through Wrestling Room 201 to NE Stair F2S1 to North Exterior

**\*NOTE: If 203 is utilized for Handicapped Accessible Seating, ARA (Area of Rescue Assistance) is needed in Room 208**

**AREA F – Second Floor****Room 201 (Wrestling)**

Primary Route: South to Corridor, West to Stair E2S1 to Main Floor, North down Corridor 103 to Door F100, North Exterior

Secondary Route: North to Stair F2S1 to North Exterior

## HOSTAGE SITUATIONS

Call 911 immediately. Their dispatch will be made confidentially to responding police units. The exact location is very important for the safety of responders and possible hostages. Notify administration.

### Directly Involved

Attempt to calm and distract, gaining time for police response

Leave room if told to do so

Avoid soliciting demands

Avoid bargaining or make concessions

**Never** exchange yourself or anyone else for a hostage

Avoid giving orders to the subjects

Avoid giving advice to the subjects

**Never** allow family members to talk to suspects

### Staff Assisting Police

Who is hostage taker?

Who is being held?

What are the hostage takers emotional stakes and motives?

Are there significant health problems of anyone involved?

Weapons involved?

Police will be responsible for the evacuation of the area and will escort staff and students.

No one will be escorted in the immediate area of the situation.

## INTRUDER ALERT

**An announcement will be made over the P.A. that “Central High School is in a lockdown situation due to an intruder”.**

Teachers should sweep your hallway for students and bring them into your room. Lock the door and turn off the lights. Lower your hallway window blinds and move students towards a corner of the room not visible through the doorway windows. Put a “green” card on the inside of the door window if the room is safe and secure. Put a “red” card in the window if assistance is needed. Stay in your room until you are told to move either by the police or school administrator.

## TORNADO WATCH AND WARNING PROCEDURES

In the event that we are advised that a tornado warning exists, the following procedures will be in effect. The same procedures will be followed during drill procedures usually held in the spring in cooperation with the State Emergency and Disaster Service. We will announce the storm warning and drill over the public address system. The following procedures are to be adhered to:

1. Teachers are to lead their students into the rooms/hallways that are assigned to their areas and remain with them. Safe area locations and routes are designated below.
2. Teachers are asked to move their classes as quickly and quietly as possible.
3. Teachers and students will kneel on the floor, head down on lap, covering their head with hands facing the wall.
4. Teachers and students should not be located across from doors or windows and away from open span areas. Reinforced areas have been designated.

### **Tornado Watch:**

No funnel clouds have been sighted, but tornadoes can be expected to occur. Alert Awareness.

### **Tornado Warning:**

A funnel cloud has been actually sighted. Approximate location and travel is usually given.

### **Academy A-1**

A-113	Classroom	A-113, A-236, A-237
A-121	Lab	A-208, A-209, A-210, A-121
A-117	Lab	A-204, A-205, A-206, A-117
A-116	Conference Room	A-146, A-147
A-124	Girls' Restroom	A-217
A-125	Boys' Restroom	A-221
A-127	Strives	A-213, A-212, A-231, A-127
A-131+32	TV Studio	A-226, A-128
A-133	Cooking Room	A-235, A-133
A-141	SPED Bathroom	A-145
A-139	Sewing Lab	A-139

### **Academy B-1**

B-177	Storage Closet	B-105, B-106
B-105	Classroom	B-205, B-206, B-208
B-121	Lab	B-221, B-209, B-210
B-117	Lab	B-108, B-109, B-110
B-113	Classroom	B-113, B-217, B-112
B-130	Boys' Bathroom	B-213, B-212
B-129	Girls' Bathroom	B-227, B-226
B-161	Nurse's Office	A-106
B-158	Counselor's Office	A-108
B-157	Counselor's Office	A-108
B-155	File Room	A-108
B-156	Counselor's Office	A-108
B-153	Mailroom	A-109
B-152	Vice Principal's Office	A-109
B-145	Hallway-Attendance Office	A-104, A-105
B-149	Back Conference Room	A-110
B-150	Registrar's Office	Office Staff
B-164	Library Interior Hallway	A-112

### **Fine Arts Academy – C-1**

C-121	Drama Storage	C-121
C-124	Drama Dressing Room	C-122
D-102	Orchestra Room	D-112, D102
C-116	Shared Classroom	B-121, B-117
D104	Orchestra Storeroom	D-105

### **Commons Area**

Commons: Athletic Hallway Bathrooms – Boys' and Girls'  
Boys' Locker Rooms E-124 & E-117

### **Thomas Kelly Theatre**

Theatre: Exit West Doors – Go to Hallway behind Food Service Kitchen and in Hallway by Shared Classroom and Hallway by Drama Classroom.

### **Physical Education Hallway**

Arena: Training Room E-109 and Laundry Room E-110 and Officials' Room  
Arena Event: Use Locker Rooms and Athletic Hallway  
Weight Room & Wrestling Room: Down stairway into the Equipment Room.  
Auxiliary Gym & Gymnastics Room: Across the hallway into Girls' Locker Room

