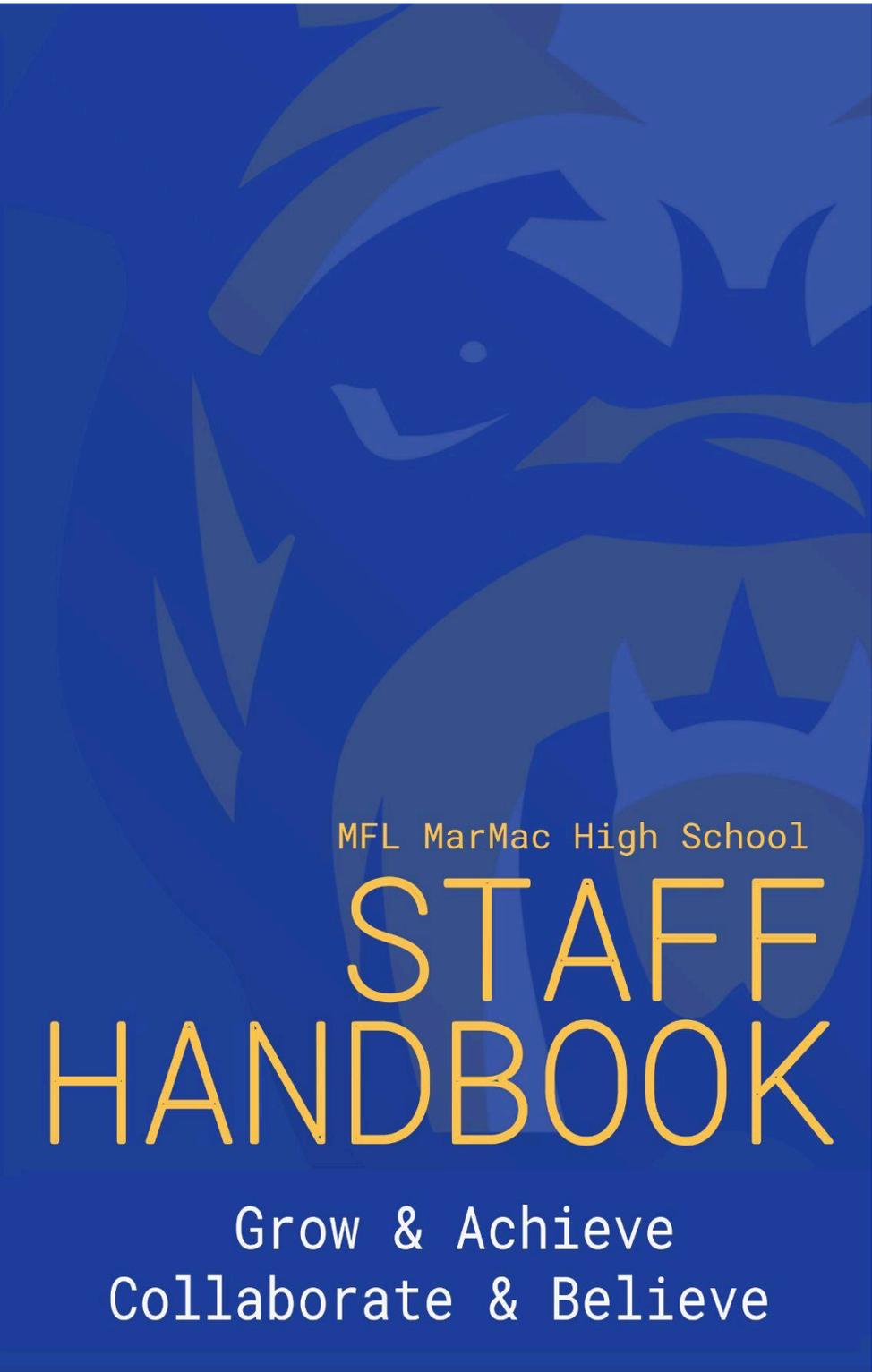


2025-2026



MFL MarMac High School  
**STAFF  
HANDBOOK**

Grow & Achieve  
Collaborate & Believe

MFL MarMac High School  
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# **2025-2026 MFL MarMac High School**

## **TEACHER'S HANDBOOK**

### **TEACHERS MEETINGS**

Teacher meetings will be held from 7:45-8:10 or 3:30-4:00. We will plan on meeting every 2-3 weeks or as needed.

### **LESSON PLANS AND SUBSTITUTE TEACHER HANDBOOK MATERIALS**

**Good teaching demands and comes from good planning.** All teachers will have materials ready in a **substitute teacher folder which should include emergency or regular lesson plans for the day, class roster, seating charts, etc.** Each day this material should be left where it is easily accessible for your sub. In this way if you are absent (emergency or otherwise) the school will have materials ready for your substitute **Your regular plans should be in Canvas. We have a great tool to reach our students. Students should be able to see what the week holds when they come in on Monday.**

### **CLASS ADVISORS**

All High School teachers will be assigned to a class as a sponsor. All staff will be assigned to an advisory. Different classes are assigned different duties during Homecoming etc. and it is the duty of the class sponsors to guide them and supervise them as needed. Following is the sponsor list for 2025-2026

\*Teacher Senior Sponsors: Adam Simon, Megan Schellhorn, Cheryl Drowns, Jake Wilke, Bethany Engen, Melisa DeVoss

\*Teacher Junior Sponsors: Diane Rothmeyer, Angie Killian, Dan Anderson, Steph Wikner, Michelle Meyer, Vickie Breuer

\*Teacher Sophomore Sponsors: Jim Tripp, Sarah Plaht, Jessica Peterson, Melissa Haberichter, Erin O'Brien, Sherry Jensen

\*Teacher Freshmen Sponsors: Elise Martins, Tamara Butikofer, Brandi Olson, Erik Peterson, Joe Milewsky, Derek Friederichs

### **ANNOUNCEMENTS**

All announcements (either by faculty or student) must be in the office by 9:00 A.M. the morning they are to be made. These announcements will be sent out via email. All announcements must be approved by the High School office.

### **DETENTION AND DISCIPLINE NOTICES**

Whenever a student is put on detention by a teacher, that teacher and the Principal, if need be, will be responsible for setting up the times for the detention and seeing that it is carried out. We have scheduled detentions on Tuesday and Thursday. You may schedule time with students for

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detentions individually as you deem necessary. The instructor should also fill out the detention notice in JMC stating the name, reason for detention, length of time detained, and nature of the punishment. Document any other infractions in JMC as they occur.

## **OTHER MATERIALS**

### MFL MarMac School Board Policy

All teachers in the MFL MarMac Community School system are urged to become familiar with The School Board Policy book. This book should answer any questions pertaining to the policies of our school.

### Student Handbook / Planner

The student/parent handbook has many rules and policies that we expect our students to follow, especially those dealing with discipline and attendance. Please familiarize yourself with the handbook.

### Master Contract

The Master Contract plan is negotiated by the teachers in our system as well as the Administration and Board of Education. All teachers should be familiar with this.

## **CLASS DISMISSAL**

**Dismiss your classes promptly on time and never early.** Prompt dismissals will permit students to arrive at their next class on time. If a teacher is responsible for the students leaving the class late, that teacher assumes the responsibility of clearing them with the next teacher's class. A group email works, or students are to receive late slips from the teacher releasing them late and not from the office.

## **FIELD TRIPS**

Try to schedule field trips well in advance and limit them to educationally sound and necessary trips. Teachers please submit a list of those going on field trips at least one week ahead of time. Students should also be notifying their teachers ahead of any trips. Parents will be signing permission to attend school field trips during registration. No trips will be taken during ISASP week. Also, please stay away from the last two weeks of each semester. Check first with the principal before you tell the students of the trip.

## **PERMISSION TO LEAVE THE BUILDING AND GROUNDS**

Any teacher wishing to leave the building during the school day should notify the Principal's office requesting time for this and informing them when they will be out of the building.

**CLASS AND ORGANIZATIONAL MEETING** Sponsors must be present at any class or organizational meetings. The best time for class meetings is during advisory time. Plan all class meetings or organizational meetings accordingly and give plenty of notice to all.

## **REGULATIONS FOR THE HANDLING OF CLASS AND ORGANIZATIONAL FUNDS**

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All funds are handled through the Supt's secretary and at no time are funds to be left with class or organizational officers. This secretary may be contacted for verification of how much is in the

treasury. When purchases are to be made purchase orders must be made out and signed by the class or organization sponsor and principal. This way bills will not be run up and the Supt's secretary will have a record of all expenditures and income of the group.

## **ATHLETIC COACHES AND MUSIC DIRECTORS**

**All coaches and activity directors are responsible for making sure every member of your team has all necessary documents on file, including physicals, insurance waivers, etc. before the students are allowed to practice. Remember that we do not hold any athletic practices on days when school is dismissed because of inclement weather without permission. Also on days when school is out early for teachers having In-Service, no practices should be scheduled until the regular In-Service is scheduled to end.**

## **FACULTY MAIL BOXES**

Check your mail boxes in the morning and before you go home in the afternoon. Announcements from the office as well as other information may be placed in your mail boxes any time during the day. Most of this information is for you and not our student body, so no student is allowed to pick up your mail. All mail boxes are in Andrea's office.

## **OPENING BUILDING FOR STUDENTS**

No student is to be in the building before 7:45 am in the morning or after the dismissal bell in the afternoon, unless under the direct supervision of a teacher. (This would include Coaches, activity supervisors, etc.) If activities directors are going to use the building they should file a schedule in the office so this information may be passed on to the custodians. **No student will be in the building during weekends without being supervised by a staff member. Never give your keys to someone to use the school.**

## **INJURIES**

If a student is injured in your class or activity see that they get help as quickly as possible. Send them to the nurse or secretary immediately and be sure that you follow up on this by filling out the school accident report. You may pick this up from the office and then return it there.

If a student gets ill in your class, send them to the nurses or principal's office at once. The nurse and the Principal or secretary will make the determination whether or not a student should be sent home. They will then call home and tell the teacher that the student will not return to class.

## **SICK ROOM/NURSE**

During normal days the school nurse will be at the high school from 8:00 A.M. until 3:30 P.M. each day. If a student becomes ill in your class, notify the office immediately and they will get in touch with the nurse. No student is to be released to go home for illness without first going through the nurse or checking out in the Principal's office. The nurse, and/or the Principal and/or secretary is the one to make the determination whether a student is sick enough to go home or should remain in school.

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## **REST ROOMS/TAKING YOUR CLASS TO THE HALLWAYS**

Be very sensible when giving breaks to your students. Make sure that you respect your fellow teachers and the classes near you. If you, for some reason, take your kids to the hall or some other area of the building, supervise your students in the hall. Students should go to the rest room nearest to your room. **It is also the duty of everyone to check the rest rooms from time to time as they are usually a prime target for illicit behavior.** Keep most breaks within your rooms and send one student at a time to the restrooms.

## **TOBACCO**

School Board Policy prohibits smoking or using tobacco of any form on school property.

## **TORNADO AND FIRE DRILLS**

Our school is required by law to have two tornado and two fire drills each semester. Instructions are to be posted in each room explaining the exact procedures for these drills. Some drills will be announced ahead of time while others may come at any time during the day.

## **VISITORS**

Please help us enforce the rule of having all visitors report into the office before being allowed to visit in the building. Any outside person doing business in the building needs to sign in and out at the office. This includes AEA personnel. Please help us to enforce this.

## **JANITORIAL SERVICE**

It is important that we all cooperate with the custodial staff. If you need something done by a custodian, either report it to the office or (in a nice way), request it from the individual. They are a very important part of our school and we could not operate without them.

## **ORDERING OF SUPPLIES**

It is hoped that we will not have to order much material after the start of the school year but if it does happen fill out a purchase order. This must then be signed by the Principal. **Do not order anything without first putting it on a purchase order and getting permission!**

## **GENERAL INFORMATION FOR THE FACULTY**

1. Each teacher should be responsible for stamping new textbooks and reference books in his/her room. Textbooks are becoming phased out but we must keep track of those that we do have. The stamp may be picked up from the librarian. Book numbers should then be registered in grade books by student's names and condition of the book noted if damaged when handed out.
2. Teachers with new certificates are to have them registered before the beginning of school. Take a copy to the School Board Secretary for filing in the permanent folders.

4.

3. Physicals are required by law. They must be turned into the Board's Secretary during the fall workshops. You must have a physical every three years.

4. Faculty members are required to be at school for at least eight hours according to the master contract.
- 5. If you are ill, you may call Andrea, or the Principal between 6:00 and 7:15 am. If you know in advance that you are to be absent you are to inform Andrea, the Principal, or the secretary. This way a substitute may be obtained ahead of time.** (Any questions on sick leave days, etc. may be answered by the School Board Secretary.)
7. Any materials in the media department that you do not have in your room and you wish to use must be checked out from the Media Director.
8. No students or faculty members will be called from class for phone calls unless it is an emergency.
9. NO student should receive an “F” grade...unless a prior progress report has been sent to the parent by mail, e-mail, or telephone conversation.
10. School stationery, envelopes and supplies are for school use only.
11. If you need a bus or use another school vehicle you must call Trent Miene, fill out the proper forms that are located in the Principal’s Secretary’s office.
12. Faculty members are required to attend all assemblies and pep meetings for purposes of supervision.
13. When correcting your students’ papers, check grammar, spelling, and neatness of work turned in. Insist that papers turned in to you be all in the same format. This should be established by you on the first day of each term.
14. Keep accurate grades and keep plenty of them.
15. Stress proper care of all school property. Check each day for marks on desks and discourage students from writing on desks, etc., in the room. Check the bathrooms in your area regularly.  
**Please report any vandalism.**
16. You dismiss your students at the end of the period even though the bell does ring. **Do not allow your students to leave your room before the bell rings.**
17. **Teachers should stand in or near the doorway of the classroom when dismissing classes.** Supervise students in your room as well as the hall when classes pass.
- 18). Radios and TV’s are not to be operated in the classrooms during the regular class periods unless it has to do with your lesson for the day.
19. Classroom teachers are not to leave their classrooms or study halls unattended unless a teacher next door is secured to oversee in the regular teacher’s absence. Use the intercom phone if you need someone to cover for you.
20. **Please do not use personal days the first or last 15 school days of each semester.**
21. **All student cell phones are to be placed in your cell phone holder for the duration of the class. Ear buds must be out during classroom time as well.**

## **Grading System**

The standard letter grading system is used throughout the high school. In order to give a closer evaluation of students, plus and minus signs are also used with the letters whenever necessary.  
A = 4.0 A- = 3.67 B+ = 3.33 B = 3 B- = 2.67 C+ = 2.33 C = 2 C- = 1.67 D+ = 1.33 D = 1  
D- = .67 F = 0

## **SPONSORS AND CHAPERONES DUTIES**

Duty assignments are set up in this booklet. If you are on duty or are sponsoring a group you are responsible for seeing that the activity functions within the guidelines of school policy and that this activity is properly supervised. Anyone who is sponsoring a pep bus, working as a ticket taker, running the clock, etc. will be paid according to a Separate schedule.

### **\*LUNCH DUTY SCHEDULE:**

**Duties of the noon duty teachers: You may or may not be asked to do lunch room supervision. You would then get duty free lunch time.**

1. Be in the lunch room when students come down to line up and supervise the students.
2. Keep the noise level at a reasonable level.
3. If a student is not behaving in the lunch room we have a policy that will be enforced.
4. Walk around during the eating time and in the halls so that better supervision may take place.
5. Any teacher in the lunch room during the noon period has the right to help discipline students that they feel are out of line.
6. Remember that eating hot lunch is a privilege and any misbehavior will not be tolerated.
7. We have a closed noon hour. Students should NOT leave the building to eat.
8. **All students are required to take your semester final. There is no opt out policy.**

## **Teacher Expectations at MFL MarMac High School**

### **Great Teachers DO make a difference!**

- 1) **Care**. We are here to reach students on all levels. Learning the curriculum flows from this.
- 2) **Create an orderly, structured classroom**. Make sure that all students know your procedures and expectations. Post these. **It is your classroom, make it yours.**
- 3) **Greet students at the door**. This creates an atmosphere. As an idea, have an activity on the board (or a handout) for them to do immediately.
- 4) **Set high standards and expectations for all**. All students can learn.
- 5) Not all students learn the same way. This is O.K. **Differentiate learning to reach all**.
- 5) **Teach students to read**. Every high school textbook has a lot of vocabulary that is new to the students. Teach them how to read your particular textbook.
- 6) Treat every student with dignity, courtesy and respect. Demand that back from the students. **Be an example** and show students how to function in your classroom. Be your best. Be respectful. Be responsible. Be safe. We want all students to live by these principles.
- 7) **Keep your students in your classroom at all times. Hallway traffic is to be kept to a bare minimum.**

## **Create a Classroom Conducive to Learning**

**Create a positive learning environment- Foster a supportive and inclusive atmosphere where students feel valued and respected. Positive reinforcement and encouragement can motivate students to attend class regularly and perform well academically.**

1. Establish Clear Expectations- Clearly communicate attendance policies, grading criteria, and academic expectations at the beginning of the school year. Students should understand the importance of attending class regularly and the correlation between attendance, participation, and academic success.
2. Provide Personalized Support- Recognize that each student has unique needs and challenges. Offer personalized support through one-on-one meetings, tutoring sessions, or mentoring programs to address individual academic concerns and provide additional assistance when needed.
3. Engage students Actively- Incorporate interactive and engaging teaching methods such as group discussions, hands-on activities, and real-world applications of concepts. Active participation in class can enhance students' understanding of the material and increase their motivation to attend regularly.
4. Offer Incentives and Rewards- Implement a reward system to recognize and incentivize good attendance and academic achievement. This could include certificates, praise from you the teacher, or small rewards such as extra privileges or access to special events.
5. Monitor and Intervene Early- keep track of students' attendance and academic progress regularly. Early identification of attendance issues or academic struggles allows for timely intervention and support to get the student back on track.
6. Promote Parental Involvement- Maintain open communication with parents or guardians regarding their child's attendance and academic progress. Engage parents in supporting their child's education by providing resources, getting parents to come to parent teacher conferences, and encouraging involvement in extra-curricular activities.
7. Offer Relevant and Meaningful Curriculum- Design curriculum and learning experiences that are relevant, engaging, and meaningful to students' lives. Connecting classroom learning to real-world experiences can increase students' motivation to attend class and excel academically.
8. Provide Opportunities for Success- Offer opportunities for students to experience success and build confidence in their abilities. Celebrate the achievements and milestones, no matter how small, to reinforce positive behaviors and encourage continued effort.
9. Build a Sense of Belonging- Foster a sense of belonging and community within the school environment. Encourage all extra-curricular involvement, such as clubs, sports teams, FFA, Speech, and Volunteerism, to help students feel connected to their school and peers.

