

GRAND MEADOW I.S.D. No. 495



FACULTY HANDBOOK 2023-2024

Board Approved July 18, 2023

TABLE OF CONTENTS

Philosophy of Education

Mission Statement

101	Staff and Room Assignments
102	Class/Activity Advisors
103	Quality Compensation Teams
200	EQUAL OPPORTUNITY POLICY
201	Equal Opportunity Policy for Personnel
202	Equal Opportunity Policy for Students
203	Notice of Nondiscrimination
204	Status of an 18-Year-Old
300	ATTENDANCE
301	Employee's Absence and Substitute Teachers
302	Substitute Folders
303	Faculty Punctuality
304	Elementary and Middle School (5 th and 6 th Grade) Attendance
305	Student Illness During the Day
306	Middle/High School (7 th - 12 th Grade) Attendance
400	COMMUNICATIONS
401	Faculty Announcements
402	Telephone Calls
403	Cell Phones, iPod, and Other Electronic Devices
404	Faculty Mailboxes
405	Publicity of School Events
406	Use of Internet
407	Parent Contact
500	HEALTH AND SAFETY POLICY
501	Fire Safety
502	Fire Drills
503	Emergency Procedures
504	Tornado Evacuation Procedure
505	School Closings
506	Tobacco-Free Schools
507	First Aid
508	Accidents
509	Employee Drug and Alcohol Offenses
510	Contagious Diseases
511	Student Health Information
512	School Nurse
513	Dental Health and Fluoride
514	Bus Regulations
600	STUDENT CONDUCT AND ACTIVITIES
601	Food in Classrooms
602	Class Parties
603	Taking Students Outside

604	Field Trips
605	Field Trip Chaperones
607	Out of Building Permits
608	Homework
609	Assignments and Progress
610	Student Passes
611	Fund Raising
612	Student Handbook
613	Visitors in School
614	Student Removal from Class
615	Self Discipline
616	Supervision of Pre-K-6 Students
617	Grand Meadow Discipline Policy
700	EMPLOYEE CONDUCT
701	Liability and Teacher Responsibility
702	State Evaluations
703	Faculty Dress
704	Harassment and Violence Policy
705	Hazing Policy
706	The Code of Ethics of the Education Profession
707	Master Contract
800	FACULTY PROCEDURES
801	Lesson Plans
802	Report Cards and Grading Procedures
803	Requisitions
804	Signatures for Forms
805	District Owned Vehicle Usage Policy
806	Retention
807	Lunch Payments
809	Laminator
810	Inventory
811	Textbook Distribution
812	Supplies
813	License and Certification
814	Building and School Regulations
815	Wednesday Night Policy
816	Clerical Help
817	Keys
818	Faculty Meetings
819	Child Study Meetings
820	Parent-Teacher Conferences
821	Custodial Services
822	Daily Class Schedule
823	Special Attention
824	Lavatories
825	Playground Rules and Procedures
826	Seating Charts
827	Corporal Punishment
828	Child Abuse
829	Child Abuse Guidelines
830	Occupational Safety and Health Act

831	Agents or Solicitors
832	Accounting System
833	Board Meetings
834	Staff Expense Guidelines
835	Leaving School Grounds
836	Pledge of Allegiance
837	Testing Out Procedure
838	End of Year Checkout

This Faculty Handbook regarding policy and procedure has been prepared to assist faculty in the performance of their professional duties. The policy items have been approved by the Board of Education. The policies and procedure are in compliance with federal and state laws and Board of Education Philosophy.

If there are any questions regarding the contents of this guide or the parameters of your professional responsibilities, please see district administrators.

PHILOSOPHY OF EDUCATION AT GRAND MEADOW PUBLIC SCHOOLS

The task of education in our society is to provide the environment which will enable the pupil, through experience to acquire not only knowledge and information, but also the attitudes, ideals, understanding, appreciation, and skills necessary for participation in a democratic society. We believe that the implementation of this task of education can be achieved through the acceptance, interpretation, and application of the philosophy concepts which follow:

CONCEPT ONE: The welfare of society is coequal with the welfare of the individual as a dominant aim in education.

CONCEPT TWO:

1. Living democratically at school through direct practices.
2. Extending civic activities into the community, from the community to state, state to national, and national to international situations.
3. Building knowledge as a tool of civic competence.
4. Developing competence in the study of public problems and development competence in political action.
5. Fostering loyalty to the principles and ideals of American democracy.

CONCEPT THREE: The function of the state in curriculum planning for the schools of Minnesota is:

1. Since the local curriculum should consist of all the pupil experiences for which the school assumes responsibility, the State should suggest various types of worthwhile pupil experiences.
2. A desirable State curriculum will show how to integrate the school with the community, and how to meet the needs of the community.
3. The curriculum program should be planned as a longtime and continuous process, planned along a broad, flexible pattern to stimulate teaching, but not as a rigid plan to teach from. This program should be developed by professional experts, school administrators, teachers, and laymen: and published for use in the state.
4. The curriculum should incorporate content of subject matter and methods of procedure to teach democratic principles in which the teacher acts as a guide in the classroom rather than a dictator.

CONCEPT FOUR (ELEMENTS OF EFFECTIVE LEARNING): A pupil will learn much better if the student performs to the fullest extent of his or her ability:

1. Helps plan and participate actively in a learning situation which is guided by the teacher.
2. Knows what the goal is and accepts it as worthy and has a share in determining it.
3. Learns the skills and accepts them as tools in the solution of their problem.
4. Has been provided with interests and purposes which are meaningful to them.
5. Can show that learning growth out of their experiences, as well as out of the environment in which the student lives. The student will react to a new situation according to their own past experiences; and also, the usefulness of a new situation is dependent upon a past experience.
6. Has the certain basic needs which must be fulfilled to insure a normal growth and development.

CONCEPT FIVE: Using one textbook as the sole authority on a subject does not make for good classroom teaching. There are a number of instructional aids available that can greatly improve the quality of learning, and also increase the quality of the teaching process. Suggested among these are:

1. A well-equipped library
2. Audiovisual aids
3. Field trips
4. Resource persons
5. Technology to include, but not limited to; Laptops, On-Line Learning Resources, ITV, and iPads

CONCEPT SIX: Every pupil has individual differences, and instruction should be adapted to these differences. In order to do this, the following would be necessary:

1. Discover the pupil's level to succeed.
2. Ready the pupil for learning.
3. Develop a sense of pupil pride in mastery of material to be learned.
4. Determine the pupil's achievement level academically and mechanically.
5. Determine the pupil's physical condition, home and community environment.
6. From the above five elements, the teacher should organize areas of learning to differentiate instruction to meet the educational needs of all students.

GRAND MEADOW SCHOOLS MISSION/VISION STATEMENT

VISION STATEMENT:

All students receive a quality education in a safe and welcoming environment that enables them to develop to their full potential to live meaningful and productive lives.

MISSION STATEMENT:

Design and deliver relevant learning opportunities for all students which enable student growth and achievement.

CORE VALUES:

In all that we do, we are committed to:

- Integrity – being respectful of ourselves and others in our school and community. We are inclusive of all and appreciate the diversity of our community.
- Wellbeing – providing an environment that encourages each individual to advocate for their wellbeing (physical, mental, and social).
- Communication – providing honest and timely communication, and encourage engagement from all (administration, teachers, students, parents, guardians, and community). We value collaboration and innovation in communication.
- Community Engagement – creating meaningful learning experiences for all. We will partner with the community to integrate career and life skills that enhance the lives of those we serve.
- Excellence – creating and promoting an environment of learning and development that allows everyone to do their best, every day.

101 STAFF AND ROOM ASSIGNMENTS

Room/Name

Assignment

Administrators:

	Dan Armagost	Special Education Director
B/107	Paul Besel	Superintendent/PK-4 Principal
B/105	Leslie Hendrickson	Human Resource Clerk
B/102	Elizabeth Rice	District Administrative Assistant/Registrar
B/122	Tonya Klapperick	Elementary (Grades PK-6) Administrative Assistant
B/122	Cathy Paul	Community Education Coordinator/Elementary Administrative Assistant
B/106	Matt Rosaaen	MS/HS Principal
B/105	Dan Schroeder	District Business Manager
B/118	Gary Sloan	Activities/Transportation Director
B/102	Trudy Swanson	MS/HS (Grade 7-12) Administrative Assistant/Account Clerk

Elementary/Middle School Faculty:

D/121	Nikita Albrecht	K-12 Vocal Music
C/110	Lori Arndorfer	Third Grade
W/123	Josh Bain	K-12 PE/DAPE
C/105	Lynn Baldus	First Grade
D/107	Dawn Baudoin	K-4 PE/DAPE
A/104	Faith Gehling	MS Math/Science
C/108	Nora Jahn	Fourth Grade
W/123	Chad Burmester	K-12 PE/Health Education
E/105	Jessie Christian	K-12 Instrumental Music
C/112	Darcy Hanken	Second Grade
C/107	Rachel Hanson	Fourth Grade
A/105	Lauren Holets	MS Social Studies/Language Arts
B/110	Diane Jacobsen	ECSE Co-Pre-School
B/139	Alyssa Severtson	Elem Sp. Ed./LD
C/114	Kristi Johnson	Kindergarten
E/115	Sonja Johnson	K-12 Art
C/113	Kailey Oehlke	Second Grade
A/103	Jodi Munson	MS Social Studies/Language Arts
	Lori Petzel	District Website/Trainer
C/109	Peggy Rude	Third Grade
C/106	Brooke Sloan	First Grade
A/106	Cortney Turner	MS Math/Science
C/116	Paige Ulwelling	Pre-School
C/115	Diana Weiss	Kindergarten

High School Faculty:

D/121	Nikita Albrecht	K-12 Vocal Music
W/123	Chad Burmester	Physical Education
E/105	Jessie Christian	K-12 Instrumental Music
W/102	Kandise Drinkall	MS/HS Language Arts
E/117	Wyatt Garten	Ag/Industrial Arts Education
A/103	Lisa Glynn	MS/HS Social Studies
A/117	Tyler Hoch	MS/HS Social Studies
E/115	Sonja Johnson	K-12 Art
A/111	Michael Keefe	HS Science

A/102 Allison Oian	MS/HS Social Studies
W/108 Ben Pischke	MS/HS Math
W/109 Stephanie Rohl	MS/HS Math
A/115 Seth Stettler	MS/HS Science
A/107 Christina Swanek	Ag Education
B/136 Leigh Swanson	Economics/Careers
W/101 Sue Wilson	MS/HS Language Arts
B/118 Rebecca Young	HS Spec.Ed.

District Special Services:

W/123 Josh Bain	K-12 PE/DAPE
D/107 Dawn Baudoin	K-4 PE/DAPE
B/138 Dave Delaney	Vision Teacher
B/132 Terri Nordeng	Media Center
B/126 Becky Farrell	OT
B/138 Danielle Hall	ASD Specialist
B/127 Jessica Huneke	K-12 DCD
B/115 Kathi Himebaugh	School Nurse
B/138 Courtney Kreutzbender-Hanson	Deaf/Hard of Hearing and Transition Program
B/110 Diane Jacobsen	EC/SE
B/139 Sarah Bunge	MS Spec. Ed/LD
B/115A Steve Pittelko	Speech
A/118 Rebecca Young	HS Sp. Ed/LD
B/136 Leigh Swanson	Social Studies/Career Navigator
B/141 Kira Stevenson	District Social Worker
B/120 Hana El-Afandi	District Social Worker
B/110 John Swander	District Psychologist
B/116 Luke Waletzki	Technology Services M.T.(F)
B/114 Alyssa Severtson	Elem Sp. Ed./LD

Paraprofessionals:

Laura Brandenburg
 Jodine Freese
 Megan Hughes
 Tiffany Lewison
 Terri Nordeng
 Brittany Olson
 Julie Peck
 Jessica Rech
 Tera Schmitt
 Jenna Schneider
 Sarah Stevermer
 Ashley Warner

Kitchen Staff:

Nicole Koch	Food Service Director
Monica Gerber	
Shantel Skifter	

Transportation:

Gary Sloan	Transportation Director
Terry Doocy	Bus Driver
Marlin Fay	Bus Driver
Doug Glynn	Bus Driver
Jeremi Glynn	Bus Driver
Scott Hurley	Bus Driver
Ann Stier	Van Driver
Joe Stier	Bus Driver
Lori Stier	Bus Driver

Custodial Staff:

Brandon Bush	Head Custodian
Judy Bly	
Brian Nelson	
Mark Davis	

Substitute Teacher Coordinator:

Tonya Klapperick

102 7-12 GRADE CLASS/ACTIVITIES ADVISORS**Class Advisors:**

7 Mrs. Drinkall and Mrs. Rohl	10 Mrs. Glynn and Mr. Keefe
8 Mr. Pischke and Mr. Stettler	11 Mrs. Swanek and Mrs. Stevenson
9 Mr. Swanson and Mrs. Wilson	12 Ms. Oian and Mrs. Young

EXTRA-CURRICULAR OPPORTUNITIES

Grand Meadow School offers several extra-curricular opportunities for student participation in grade 7-12. Below is a list of activities along with a list of the advisor(s).

CLUBS:

	<u>Advisor(s)/Building Contact</u>
Art Club (7-12 th grade)	Mrs. Johnson
FFA (Future Farmers of America) (7-12 th grade)	Mr. Garten
Knowledge Bowl – Junior High	TBD
Knowledge Bowl – Senior High	TBD
Speech (9-12)	TBD

FINE ARTS:

Drama:	
Fall 3-Act Play	Director: TBD
Winter 1-Act Play	Director: TBD
Spring 3-Act Play	Director: TBD

SPORTS:**Fall Sports:**

Cheerleading (9 -12 th grade)	Coach F. Gehling
Cross Country (Men & Women 7-12 th gr.)	Coach L. Glynn, Coach M. Bradley
Football (9-12 th grade)	Coach Jo. Bain, Coach A. Stejskal, Coach E. Lane, Coach A. Myhre
Football (7-8 th grade)	Coach Hoch, Coach Holst
Volleyball (10-12 th grade)	Coach Rosaaen
JV Volleyball	Coach Cathy Paul
Volleyball (9 th grade)	Coach TBD

Volleyball (7-8th grade)

Coach Fenton-Mussel and TBD

Winter Sports:

Basketball (Men 9-12th grade)
Basketball (Men 7-8th grade)
Basketball (Women 9-12th grade)

Coach C. Burmester, Coach E. Lane
Coach T. Fay
Coach R. Queensland, Coach Foster,
Coach R. Young

Basketball (Women 7-8th grade)
Cheerleading (Women 9-12)
Wrestling (9-12th grade)
Wrestling (7-8th grade)

TBD
TBD
Coach Smith
Coach Luke Schlee

Spring Sports:

Golf (Men & Women 7-12th grade)
Track (Men & Women 7-12th grade)

Coach J. Glynn, C. Knight
Coach Thauwald, Coach Hubka,
Coach L. Glynn, Coach R. Young, Coach
M. May,
Coach Lamp
TBD
Coach Fenske

Clay Target League (Men & Women 6 -12th gr.)
Baseball (co-op GMLOK)
Softball (co-op GMLOK)

National Organizations:

* NHS (National Honors Society, 11 – 12th grade)
Application Process for Membership

Ms. Gehling and Mrs. Stevenson

103 QUALITY COMPENSATION TEAMS:

K-4 TEAM

Lynn Baldus and Peggy Rude, Team Leaders
Dawn Baudoin
Rachel Hanson
Nora Jahn
Kailey Oehlke
Brooke Sloan
Diana Weiss

Lori Arndorfer
Darcy Hanken
Diane Jacobsen
Kristie Johnson
Alyssa Severtson
Paige Ulwelling

5-8 TEAM

Jodi Munson and Lisa Glynn, Team Leaders
Sarah Bunge
Kandise Drinkall
Faith Gehling
Stephanie Rohl
Cortney Turner

Josh Bain
Jessie Christian
Hana El-Afandi
Lauren Holets
Seth Stettler

9-12 TEAM

Mike Keefe and Ben Pischke, Team Leaders
Nikita Albrecht
Wyatt Garten
Allison Oian
Christina Swanek
Sue Wilson

Chad Burmester
Sonja Johnson
Kira Stevenson
Leigh Swanson

200 EQUAL OPPORTUNITY POLICY

201 EQUAL OPPORTUNITY POLICY FOR PERSONNEL (Reference #102 School Board Policies)

District #495 Public Schools are committed to providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Opportunities laws, directives and regulations of federal, state and local governing bodies or agencies.

District #495 will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age.

202 EQUAL OPPORTUNITY POLICY FOR STUDENTS

EQUAL OPPORTUNITY POLICY FOR STUDENTS

Policy: The District #495 Public Schools, in compliance with State and Federal statutes and regulations, and in recognition of its obligation to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students in the following:

- | | |
|------------------------------|-------------------------------|
| 1. Access to course offering | 4. Extracurricular activities |
| 2. Curricular materials | 5. Athletics |
| 3. Counseling practices | 6. Use of school facilities |

IMPLEMENTATION

- A. This policy statement shall be available to students and parents.
- B. An Equal Opportunity Office shall be designated to coordinate compliance efforts, maintain a file of all complaints and act, upon request, as a consultant in grievance matters.
- C. The District shall provide a grievance procedure providing for resolution of student and parent complaints of discrimination under this policy.
- D. In all their educational practices and activities administrators, teachers, counselors, media specialist, athletic coaches and extra-curricular advisors will make their best efforts to provide whatever learning materials, facilities, activities and experiences, as needed to overcome the limitations imposed by the traditionally stereotyped roles of minorities and women.

RESPONSIBILITY

Responsibility for the implementation of this policy rests with the superintendent and all other administrators and supervisory staff to whom the superintendent has delegated this responsibility.

203 NOTICE OF NONDISCRIMINATION

To all students, parents, employees, and community members of the Grand Meadow Public School District:

All vocational course opportunities will be offered to students by the district regardless of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. Vocational course opportunities are available

to students in the area of Agriculture and Business Education. Courses under these vocational areas are open to any student.

The district, in compliance under Title IX and Section 504, have designated the follow staff as contact persons:

Title IX: Gary Sloan
Grand Meadow Public School
710 Fourth Avenue N.E.
Grand Meadow, MN 55936
507-857-1120 ext. 7705

504 Coordinator: Matt Rosaaen
Grand Meadow Public School
710 Fourth Avenue N.E.
Grand Meadow, MN 55936
507-857-1120 ext. 7789

204 STATUS OF AN 18 YEAR OLD

The policies that Grand Meadow High School operates under will be equally applied to ALL students regardless of age. The Minnesota legislature recognized the problems of administering multiple sets of policies for students by passing into Law J.S.A. 120.06 of 1971 which is quoted below:

"Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education."

300 ATTENDANCE

301 EMPLOYEE'S ABSENCE AND SUBSTITUTE TEACHERS

If the need arises for you to be absent, please call the designated contact between 6:00 - 6:45 a.m. Substitutes will be hired when available. If none are available, the principal will arrange a schedule to cover the classes. If you have been absent one day and know you will physically not be able to be at school the following day, please call the designated contact the night before. When you return to school, fill out an employee's Request/Report of Absence and any substitute reports that may have been placed in your mailbox and please return this to the principal.

302 SUBSTITUTE FOLDERS

Each teacher and paraprofessional will maintain an up to date folder of materials to aid substitutes. The folder will include class lists, seating charts, names and locations of textbooks and manuals used, lesson plans, attendance materials and other special instructions you have for a substitute. This folder should be revised when needed and located in your P.O. Box.

303 FACULTY PUNCTUALITY

Teachers are expected to be in the building and in their assigned rooms by 7:45 a.m., or as governed by the Teacher Contract, and remain in the building until 3:45 p.m. Teachers are on duty until 3:45 p.m. Monday through Thursday. On Fridays and days before holidays teachers are on duty until 5 minutes after the last bus leaves. If you must leave the building earlier than indicated above, or during the day, please inform the principal and secretary and sign out on the early departure sheet posted in the principal's office.

304 ELEMENTARY/MIDDLE SCHOOL (P-6th GRADE) ATTENDANCE

Children are required to bring a written excuse signed by a parent or guardian when returning from an absence to the office. A pass will be given to the student to give to the teacher from the office. When a child has a pattern of irregular attendance, every effort should be made to correct that irregularity by notifying the building principal.

Students are required to make up work missed, but teachers must use good judgment in assigning make-up work. Spread the work over a fair amount of time.

When a child knows in advance that they will be absent, make-up work may be assigned and completed before the absence.

Daily attendance will be recorded by each elementary classroom and middle school (5th & 6th grade) teacher in the teacher's daily book. Attendance will also be electronically sent to the office each morning and afternoon. The principal's office will be responsible for the attendance register.

305 STUDENT ILLNESS DURING THE DAY

If a child appears ill during the day have him/her report to the appropriate office. K-6 students should report to the elementary office and 7-12 students to the high school office.

306 MIDDLE/HIGH SCHOOL (7TH - 12TH GRADE) ATTENDANCE

Attendance will be taken during the first 10 minutes of each period and submitted electronically to the office. This is especially important for first period and fifth period attendance.

Upon returning to school after an absence it is the student's responsibility to report to the high school office. Be sure to check passes from all students late to your class. If they do not have a pass they should be reported as tardy unexcused in the student system. This does not apply to students late to first block. All students late to first period need to report to the office to sign in.

400 COMMUNICATIONS

401 FACULTY ANNOUNCEMENTS

Periodically faculty bulletins may be placed in individual teacher's mailboxes. Faculty should check their email regularly as most information will be distributed in this fashion. Report any problems with email to the technology coordinator.

402 TELEPHONE CALLS

Teacher use: Please limit personal calls. Please let family members know that receiving personal phone calls between 8:00 a.m. and 3:05 p.m. should be limited to emergency situations only. Personal business use of the phone should be limited to calls which cannot be taken care of outside the school.

Teacher use of cell phones: Cells phone use during the student contact day is limited to non-student contact time unless there is an emergency situation. The principal needs to be aware of these situations so permission may be given to staff members.

Student use Elementary and Middle School (5th and 6th Grade): Students will not be allowed to use the phone unless they have permission from their teacher or from the offices during the school day. Cell phones are to be kept in classroom cell phone pocket holders.

Student use Middle School and High School (7th and 8th Grade): There is a student phone available in the high school office which may be used by students before or after school and between classes. No students should be using this phone during class time without permission from a teacher and the office. Cell phones are to be kept in classroom cell phone pocket holders.

403 CELL PHONES, IPODS and OTHER ELECTRONIC DEVICES

- Students may have possession of cell phones, but will be placed in a box/hanging pocket during each class.
- Teacher will confiscate the device.
- Teacher will turn the device over to an administrator.
- Device will be returned only to a parent/guardian.

404 FACULTY MAILBOXES

In the teacher work room each teacher/staff member has a school mailbox. All outside and internal mail will be placed in these boxes. Phone call messages, for the most part, will be directed to your voicemail. Teachers are asked to pick up their mail three times each day; in the morning before going to their first class, during their prep or lunch time, and before leaving the building at the end of the day.

In the case of an emergency, for example an early dismissal, etc., a messenger may come directly to your room.

405 PUBLICITY OF SCHOOL EVENTS

The importance of keeping the public informed of school events and school news cannot be overemphasized. If a teacher, coach, activity director or department has material which is newsworthy, please notify the office so that we can assist you. Staff should also bring items for the newsletter to the appropriate office according to the newsletter schedule. Please be on time with items. Staff is responsible for keeping their web pages current. Web pages need to be updated on Fridays and grade books updated by Mondays.

406 USE OF INTERNET

Faculty members are reminded that the e-mail and Internet use of their computers should be school-related. Personal computer use must not interfere with professional responsibilities. **STUDENTS ARE NOT TO USE TEACHER OR STAFF COMPUTERS UNDER ANY CIRCUMSTANCES.**

407 PARENT CONTACT

All faculty members are expected to actively communicate with the parents of all their students. Please monitor the academic and behavioral progress of all students, and promptly contact parents if a noticeable change is observed in any student, either negatively or positively. Faculty will notify parents in writing and provide a copy for the office two weeks before the end of the quarter in writing if a student is failing their class. This correspondence is in addition to the midterm report. Parent contact regarding grades is a critical component to a student's educational success.

500 EMERGENCY PROCEDURES

501 FIRE SAFETY

Strict enforcement of fire safety regulations is necessary. In addition to the fire drills mentioned below this article, several other items must be mentioned.

1. Follow good housekeeping procedures. Keep storage areas neat.
2. All exits must be kept cleared at all times. This includes the gym lobby and hallways.
3. The Minnesota Uniform Fire Code on this subject can be found following the article on Fire Drills.
4. No more than 20% of the total wall surface of any room may be covered with combustible decorations or materials.

502 FIRE DRILLS

Fire drills are conducted on a regular basis during the school year. Fire drills are required by law and important safety precautions. There will be five (5) fire drills during the school year. General rules to be followed are:

1. When the alarm sounds, WALK (do not run) to the exit assigned to your room.
2. When proceeding through the halls keep to the side your classroom was on and walk two abreast to the nearest exit. Follow the same procedure when descending stairs.
3. Keep a safe distance from the building, about 100 feet, when outside. Do not re-enter until the all-clear signal is given.
4. Teachers are responsible for posting fire exit routes by each exit. Primary routes must be marked in a solid red line and secondary routes must be marked in a broken red line. Please instruct your students on proper routes during the first class meeting of each year.
5. The first student out of the building is to hold the doors for the other students.
6. Internal fire drill – see emergency procedures brochure for details.

Elementary teachers should discuss and practice fire drills with your students. Walk them through the escape routes during the first week of school. Each elementary class should have one or two students responsible for closing the door or your room, turning off the lights. Teachers should proceed out with their students during the evacuation and make sure all students are accounted for.

Students who are attending a special class at the time of the drill are to stay with that teacher until outside.

503 LOCK-DOWN

The Minnesota State Legislature and Governor have directed schools to conduct five (5) lockdown drills during the school year. The school will conduct these drills periodically to test our readiness and ability to lock our school down. Teachers will instruct students on the procedures for a lockdown. Please discuss with your students the necessity for the drills.

Teachers are responsible for reading and following the Crisis Manual. The Crisis Manual must be located with the substitute teacher's folder or the emergency flip chart brochure.

503-1 ACTIVE SHOOTER DRILLS

○ ACTIVE SHOOTER DRILL

- "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter

drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.

- "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
- "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
- An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:
- Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

Notice

- The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
 - If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
 - The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.
 - Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.
 - A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

504 TORNADO/TAKE COVER EVACUATION PROCEDURE

Tornado Watch - means that conditions are favorable for the formation of tornadoes within the watch area. Continue all normal activities but keep a look out for developing severe weather. (If the weather at dismissal time is threatening, consideration should be given to detaining the students at school until the threatening period is over).

Tornado Warning - means that a tornado has been detected and may be approaching. **SEEK SHELTER IMMEDIATELY.**

A tornado warning may be issued by either the National Weather Service over commercial radio or television and/or NOAA weather alert radio or by local officials who have spotted a tornado. A tornado warning may also be issued even though no previous “watch” was issued. Each school building should be equipped with a battery-powered NOAA weather alert radio.

In most cases, a five minute steady blast on outdoor warning siren(s) will signify a tornado warning. However, sirens are not intended to warn people who are in doors, therefore, emergency actions should be taken when notified via the media, NOAA weather radio, or a telephone call. Take the following emergency actions:

1. Announce over the building intercom system that a tornado warning has been issued for the area.
2. All students and staff and other occupants of the building should proceed immediately to their pre-designated tornado shelter areas.

505 SCHOOL CLOSINGS

In the case of school closings due to inclement weather, please listen for announcements on the following stations; KROC- 1340/106.9 - Rochester, KAUS - 1480/99.9 - Austin, KTTC - TV, Channel 10, KAAL TV, Channel 6. A notification will also be sent out via Grand Meadow E-News and through the Remind app. *Most TV stations have alert systems. It is highly encouraged that all staff and faculty enroll in a local media alert system.

Most announcements will be made by 6:30 a.m. or in some cases the evening before. A pre-determined dismissal and lunch schedule for late starts or early outs will be established and distributed in the fall of each school year.

Note: The first 5 weather related cancelled school days of the academic year will be e-Learning Days.

506 TOBACCO-FREE SCHOOLS

The School Board has adopted a policy that states that all school grounds, buildings, and vehicles shall be tobacco, tobacco related devices, electronic delivery device free.

The policy establishes the following if there should be a violation of this policy by staff:

1. Staff member shall receive informal conference identifying the problem or violation.
2. Staff member shall receive verbal reprimand for the second violation. Mandatory participation in a school district sponsored smoking cessation class is required.
3. Staff member shall receive one written warning, with a copy placed in the personnel file, for the third violation.
4. Any additional violations shall be subject to procedure of Minnesota Statute 125.12 (termination of teachers), as continued violations of the policy shall be considered subordination.

507 FIRST AID

First Aid by legal definition is necessary treatment or assistance to save a life. Anything beyond this could result in legal problems. Should an accident occur in your group or class, give emergency aid only - then inform the office.

Do not give or apply any medication to students and notify the office if extra help is needed.

508 ACCIDENTS

All accidents resulting in injury to a student must be reported to the office.

Whenever there is a question about the seriousness of any injury, the parent will be contacted by the office staff. It is for the parents to decide whether or not they wish to take the child to a doctor. If the parents or the person they have designated for emergency calls cannot be located, the child's doctor will be called.

Fill out an accident report form and have it filed in the office for any injury that happens while the students are under your supervision.

Staff should also fill out an accident report if they are injured and should also report to the principal's office.

509 EMPLOYEE DRUG AND ALCOHOL OFFENSES

No employee shall distribute, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during as defined below.

"School district location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, when students are under the jurisdiction of the school district; or during any period time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

Any employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension or termination as deemed appropriate by the school board.

In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension or termination as deemed appropriate by the school board.

Sanctions against employees, including non-renewal, suspension and termination, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreement and school district policies. Each employee shall be provided a copy of this policy.

510 CONTAGIOUS DISEASES

Teachers are to familiarize themselves with information contained in the bulletins treating Minnesota State Health Laws and Regulations and Contagious Diseases. As questions arise, they should be referred to the Superintendent's office. The County Health Officer will be asked to make a ruling in instances where it is needed.

511 STUDENT HEALTH INFORMATION

Parents are encouraged to complete a student health review with the school nurse if their child has a health concern that may affect your child during the school day. Student health information from the health office will not be shared (with the exception of Immunizations) unless a parent or guardian completes a 'Student Health Review' with the school nurse.

512 SCHOOL NURSE

The nurse is in the building from 8:00 a.m. – 2:00 p.m., so before sending a student to the nurse, please call the office to be sure the nurse is in. If you or your student need immediate nursing assistance and are not able to come to the nurse call the office administrative assistant immediately and emergency help will come to your room.

If you suspect hearing or vision problems notify the nurse, so the nurse can make an appointment to examine the child. The nurse will schedule the vision, hearing, and immunization clinics given each year.

513 DENTAL HEALTH AND FLOURIDE

Dental health is emphasized in our elementary school and is a part of our educational program. The need for proper dental care and professional examinations are stressed throughout the year. Parents are requested to have their children visit a dentist at least once during the year. On completion of the dental work, the dentist will sign the dental card which the child should bring to the child's teacher. Most dentists have a supply of these cards.

514 BUS REGULATIONS

The regulations are general in nature. All teachers are expected to teach proper bus and traffic safety and conduct, as well as obedience to regulations. Dismiss your students on time so they don't miss the bus. Riding the bus is a privilege not a right.

600 STUDENT CONDUCT AND ACTIVITIES

601 FOODS IN CLASSROOMS

Teachers may allow student to have food, water, and other beverages in class as long as hallways and rooms are kept neat. Some areas such as labs and shops should not have food or beverages in them. Faculty is responsible for policing their rooms and surrounding area.

602 CLASS PARTIES

Teachers may hold class parties as appropriate. Each teacher should use their own good judgment on the length of each party.

A gift exchange is permitted. A gift should not exceed \$5.00 in value. You may set lower limits.

Students not wishing to participate in parties will be supervised in the library and office. Provide them with something enjoyable and educational to do.

603 TAKING STUDENTS OUTSIDE

If you are going to be taking your students outside, let the office know beforehand so the office can find you and your class in the case of an emergency or in the case that the office has messages to deliver. A school radio or cell phone should be brought with by teacher/supervisor to communicate with the office.

604 FIELD TRIPS

Arrangements for field trips must be approved by the principal. Each student must have a permission slip signed by the student's parent or guardian before being allowed to participate. The principal's office will arrange transportation when needed.

For occasional field trips within the city limits, the ALL-YEAR-IN-TOWN FIELD-TRIP- PERMISSION slips signed by the parent or guardian at the beginning of the school year will be sufficient. This permission form will be kept on file in the EC – 6th grader teacher's classroom and for grades 7-12 in the HS office for each student. Field trip forms for secondary will be kept on file in the high school office. Teachers and activity advisors are strongly urged to make every effort to avoid scheduling 7 – 12 field trips on a Tuesday or Thursday if that trip takes students out of classes other than their own.

605 FIELD TRIP CHAPERONE

The Grand Meadow School District expects all participants attending a school sponsored trip to adhere to the rules and expectations of the school district while away from the school. It is important to remember that field trips take a great deal of planning and not all who volunteer will be able to attend based on venue and number restrictions. Older siblings of students who still attend Grand Meadow Public Schools are not considered chaperones and will not be permitted to attend. Please communicate with the teacher well in advance about trip arrangements.

Chaperones and adults participants will need to adhere to school policies and procedures. All adults attending will have current background checks on file prior to going on a school sponsored trip or event. Chaperones may oversee students other than your own, and must adhere to the guidelines set by the teacher regarding each trip. Chaperones must ride school provided transportation. Chaperones and adults are to be role models and conduct themselves in a manner consistent to the expectations outlined.

Ref: MSBA Policy 510, GM School Board Policy 510.1.

607 OUT OF BUILDING PERMITS

Students will NOT be allowed to go downtown to get materials for your class. Example -paint for a shop project. Don't send the students to the office with a note saying it's OK with you that they go. In the case of special circumstances, see the principal.

608 HOMEWORK

If a student doesn't have the necessary materials needed for your class provide the materials or ask the office for the materials. Students should never be in a classroom with nothing to do.

HOMEWORK POLICY

Homework for elementary students should fall into one of these two classifications:

1. Work will be assigned by the teacher for the purpose of reinforcing skills already taught at school.
2. Mini-projects, reports, etc. which are to be completed at home to supplement individual needs and interests.

Homework must be a directed and constructive teaching-learning tool. Do not accept poor homework. It is appropriate to have students re-do assignments.

609 ASSIGNMENTS AND PROGRESS

Teachers are encouraged to use the school web page to post homework assignments and class notes. This is one method to help parent's track student assignments. Teachers will also make sure that students are noting homework in their student planners. Teachers are to check student planners at least once a week.

It is each teacher's responsibility to give your students appropriate time to do large assignments. Teachers will give their students a course syllabus and handouts on the assignments for each nine-week period so they have in writing the assignments due and the dates due.

If an assignment is due on Friday, make sure you tell your students the day before to get it in and then on the day it is due (example: Friday) ask for the assignment. Don't take anything for granted. Students have very short memories and forget quite easily. Make it your habit to repeat all instructions and also to send out midterm notices to all students each grading period. Faculty will notify parents two week before the end of the quarter if they are failing a class. Teachers are urged to send other periodic progress reports informing parents of exceptional achievement, progress toward goals, improvement and other important information that parents may be interested in. It's important for parents to hear good things about their children.

ELEMENTARY REPORTING OF PUPIL PROGRESS

Report cards will be mailed to parents 4 times during the school year. *Music, Art and Physical Education teachers are to give the classroom teacher their grade report for each quarter, a minimum of two days before report cards are sent home.

Midterm reports will be distributed to parents after the fifth week of each quarter. The forms can be obtained in the elementary office. Teachers are also urged to send progress reports periodically to parents informing them of exceptional achievement, progress toward goals, improvement shown, etc. A little praise, encouragement and recognition does wonders for a person's self-concept and makes parents more receptive toward and understanding of the teacher's work.

Commendations will be distributed to parents after the fifth week of each quarter along with midterm reports. Commendations may also be sent at periodically during the year.

610 STUDENT PASSES

Except between classes, before and after school, no student may be out of their assigned classroom without a valid pass. Teachers can obtain packets of passes from the office. A student shall not possess, handle or transmit blank school forms or passes. A student shall not forge forms or passes.

611 FUND RAISING

We have numerous fund-raising events going on during the year that can be disruptive to the community. Please clear all of these through the principal. At the start of the school year the advisor should submit to the principal your fund-raising event and the planned time frame.

612 STUDENT HANDBOOKS

Be sure to read the handbook to your classes during the first day of orientation. Remind students of some of the same items covered in this faculty section and a special reminder to students that they must be in school by the beginning of second block to participate in any activity after school or at night as well as the time for late school starts. This also is normal procedure for teachers. If you are sick, don't expect to be at events in the evenings or coach. Students need to see that these rules are consistent for everyone.

613 VISITORS IN SCHOOL

All visitors should report to the office, sign in and get a visitor badge before going to a classroom. They must sign out when leaving the building. Anyone coming to a classroom without this permission should be referred to the principal's office. Staff should inform the principal's office of any visitor in the building without permission. Additional information is also found in the Crisis Manual.

614 STUDENT REMOVALS FROM A CLASS

When it is necessary to remove a student from your classroom the student should be sent to the high school office. **PLEASE CALL THE OFFICE TO ADVISE STAFF THAT YOU HAVE REMOVED A STUDENT.** A Removal from Class Conference form will be provided to the student upon the student's arrival at the office. The student will be held in the office for the remainder of the period and will be expected to fill out the conference form. It is the student's responsibility to bring this form back to the teacher for a re-admit conference before they are permitted to return to class.

The re-admit conference must be scheduled at the convenience of the teacher. After the conference is over the teacher will complete the conference form and return it along with a detention form to the high school office for which the student may be assigned one to three hours of detention by the principal.

If the conference form indicates satisfactory results no further discipline will be assigned. If the conference indicates unsatisfactory results students may be subject to consequences beyond the minimum.

See Appendix I

615 SELF DISCIPLINE

Self-discipline is expected of each student of Grand Meadow High School. There are many rules and regulations that may be imposed, but the things that should be kept uppermost in your mind are respect and consideration of others. Anyone who does not use proper consideration will be disciplined by a staff member. Any student refusing to obey the reasonable request of a school employee is guilty of insubordination and may be subject to suspension.

616 SUPERVISION OF PRE-K-6 STUDENTS

Morning: The responsibility of classroom teachers for their students begins at 8:00 a.m. If students are in your room prior to 8:00 a.m., you are responsible for their supervision. Paraprofessionals will provide before school supervision from 7:45 a.m. – 8:00 a.m. in the elementary dome.

Lunchroom: Teachers or paraprofessionals are to accompany their students to the lunchroom. Paraprofessionals will remain to supervise until all students are appropriately lined up.

Dismissal: Dismissal time for elementary students is 3:00 p.m. Teachers are to escort their students to the bus loading zone. Paraprofessionals escort students to the parent pick-up area.

617 GRAND MEADOW DISCIPLINE POLICY

Students shall address all school staff with respect.

Likewise, staff are expected to address students by either their first name, or by Mr. and Miss (full last name). No staff member should address a student by a nickname or slang term of any kind.

- While serving a detention, students will be required by the detention supervisor to bring only school books and materials for classes to detention hall. No other materials except those needed for a class may be

brought to detention hall, including magazines, toys, candy, etc. The detention supervisor may assign work if necessary. Students will serve detention from 3:15 p.m. to 4:15 p.m., Monday through Friday and must report on time or they will receive one additional hour plus the one assigned if they skip an assigned detention. Students may not study together, sleep, or leave the detention room for any reason.

- Students will receive a school suspension after reaching specific detention numbers; except for violations of attendance and tardy policies.
 1. Students will receive a one (1) day in-school suspension (ISS) upon receiving their fifth (5th) detention in a year.
 2. Students will receive two (2) days ISS upon receiving their sixth (6th) detention in a year.
 3. Students will receive three (3) days ISS upon receiving their seventh (7th) detention in a year.
 4. Students will receive a one (1) day out-of-school suspension upon receiving their eighth (8th) and ninth (9th) detention in a year. The student will not be allowed to return to school until a conference with the parents, student's class advisor, student, school counselor, and school administrator is held. The superintendent will be informed of the conference action. A referral may be made to the appropriate special services if this is a concern.
 5. Students receiving a tenth (10th) detention may be referred to the board of education for expulsion.
 6. Up to ten (10) days of suspension may be assigned by administration (MS 127.27).

NOTE: Any student receiving an ISS or out-of-school suspension will be required to meet with the school counselor at each step in the process. Students that are receiving special services in LD, EBD, or any other behavior programs and have been placed in one of the above-mentioned programs may have modifications, administered and adopted by the building principals and specialists in those areas. Special placement in other appropriate programs either in or out of the district may be utilized in these circumstances.

Teachers need to spend as much time as necessary the first week of school to see that pupils get the right start in carrying out these rules and regulations. The very first day counts. Developing the right attitude toward the need for such regulations is most important.

Teachers should avoid group punishment. Do not get yourself into a situation that may cause you to lose respect. Deal with individuals in private.

DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See policy 506 for more information.

700 EMPLOYEE CONDUCT

701 LIABILITY AND TEACHER RESPONSIBILITY

Each year a number of cases are brought by children and other persons seeking damages for alleged negligent acts of school districts, their officers, employees or agents. The injured child, or plaintiff, is usually seeking monetary damages, and the legal actions are of civil, or private nature. These lawsuits for alleged wrongful actions are called actions in tort, or a violation of the duty owed to the plaintiff.

In order for an injured student, or plaintiff to collect he must be able to prove that:

1. The school or an employee of the school was negligent;
2. The negligence was the proximate cause of the proven injury.

In general a teacher should be able to foresee danger in the following situations, among others, and prevent their occurrence.

1. Rough horseplay can lead to injury.
2. Throwing of objects in the classroom can lead to injury.
3. Leaving the classroom or supervisory assignment can lead to activity that can lead to injury.
4. Allowing a dangerous physical condition to exist in the classroom can lead to injury.

DEFINITIONS

1. **Negligence** - The omission of doing something which a reasonable person guided by those normal consideration which ordinarily regulate human affairs, would do, or the doing of something which a reasonable or prudent person would not do.
2. **Proximate Cause** - That, which, in the natural and continual sequence unbroken by any efficient intervening causes, produces the injury and without which the result would not have occurred.
3. **Injury** - any wrong or damage done to another, either in his person, rights, reputation or property.
4. **Foreseeability** - The ability to anticipate hazardous situations or potential accident causes; the first test in determining whether there was negligence.

DISCIPLINE

No school is any better than the discipline it has. No classroom teaching will rise above the level of maintained behavior.

The first order of the day is to have good discipline in every classroom in every area and department of the school. This might be defining a good wholesome learning situation where pupils are working, studying, and learning -- and where the teacher is in control.

The next step is to have good discipline in the corridors, during exchange of classes, in the lunchroom, during dismissal for busses, in the assemblies, in the shower rooms - everywhere. Be visible during passing times.

Classroom Discipline - This is the teacher's first responsibility - most unsuccessful teachers find that poor discipline in the classroom is the chief cause of discipline problems. We will gladly help any teacher maintain good discipline. We will support your authority. We will see that you do not have to tolerate impudence and disrespect from anyone at any time.

1. We will have no time to give to petty teacher-pupil problems, such as sending pupils to the office for chewing gum, for not doing their assignments, or for not having a pencil. We are backing you and your authority to handle them. Please do so and keep such minor matters out of the office. Keep pupils busy with well-planned work that has interest and challenge, and most classroom problems disappear.
2. Do not permit students to come into your class tardy without a pass from the office. Students will be called tardy if they are not ready to take up their work when the period begins.
3. Students are not to be sent to their lockers for material after class has begun. Students may go to their locker before and after school and between classes only.
4. Except between classes, before and after school, no student may be out of his assigned classroom without valid pass which the instructor has filled out and signed.
5. Do not excuse students to leave the building for any reason. Help students to plan ahead by advising them to bring needed materials with them to school in the morning. Students who become ill during the school day and request to go home should be sent or brought to the high school office window.
6. Limit bathroom breaks.

702 STAFF EVALUATIONS

Evaluation of Grand Meadow Employees will be done in keeping with the Laws of the State of Minnesota, the Grand Meadow District Contracts and the policies of the Grand Meadow Board of Education. Teachers are reminded that all of their conduct, activity and employee performances are a part of their overall job evaluation.

703 FACULTY DRESS

The staff of Grand Meadow Schools will dress in a neat and professional manner during the school day. (Friday school spirit - staff shirt, sweatshirt, nice jeans – field trips and special occasions may also be acceptable days to “dress down”.)

704 HARASSMENT AND VIOLENCE POLICY

I. GENERAL STATEMENT OF POLICY

A. GENERAL POLICY: It is the policy of Independent School District No. 495 to maintain a learning and working environment that is free from personal, religious, racial, sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a personal or sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District).

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict personal, religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of personal, religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

B. ELECTRONIC HARASSMENT: The use of cyber-bullying (i. e. web page and blog posts, electronic or wireless devices) to commit acts of harassment, intimidation, bullying or any other act covered under the following policies whether occurring on or off school grounds is prohibited. In all instances it is reasonable to assume that these acts interfere with the physical or emotional safety of students and staff and will be appropriately dealt with.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct.

- (i) submission to that conduct or communication is made a term or condition either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education: or
- (ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education: or
- (iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (i) unwelcome verbal harassment or abuse;
- (ii) unwelcome pressure for sexual activity;
- (iii) coercing, forcing or attempting to coerce or force the touching of a person's intimate parts;
- (iv) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (v) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

B. Racial Violence; Definition - Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

C. Religious Violence; Definition - Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

D. Gender Violence; Definition – Gender violence is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) the intentional infliction of or attempt to inflict bodily harm upon another;
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES

Any person who believes they have been the victim of personal, religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute personal, religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer, Superintendent, or Principal.

A. In the School Building. The building principal is the person responsible for receiving oral or written reports of personal, religious, racial or sexual harassment or, violence at the building level. Any adult School District personnel who receives a report of personal, religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reproduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filled directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District. The School Board hereby designates School Social Worker and High School Principal as the School District Human Rights Officer to receive reports or complaints of personal, religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

C. Submission of a good faith complaint or report of personal, religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation.

IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging personal, religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School district.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and Federal Law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged personal, religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The School District will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

705 HAZING POLICY

PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes they have been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal’s designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in the High School and Elementary student handbooks, The Teacher Handbook, and the Board Policy Notebook.

VIII. INTIMIDATION OR BULLYING

Acts of intimidation or bullying will be considered as “harassment” and will be covered under that procedure.

“Intimidation or bullying” means any written, verbal, physical act or gesture that:

- a. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b. By any other distinguishing characteristic; and
- c. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school
- e. Or the passive bystander support for such acts.

Consequences and or Remedial measures for a student who commits an act of, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance consistent with the board of education’s approved code of student conduct.

706 THE CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble

The educator, believing in the worth and dignity of each human being, recognizes supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one’s colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator;

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly...
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the professional, the educator;

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent their professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

707 MASTER CONTRACT

All teachers must meet qualifications as governed by State Law, the State Department of Education, and the local Board of Education.

A teachers' informational record shall be kept in the central office, along with the teacher's license, teacher's retirement fund status, and contract.

Individual teacher contracts are issued only on the teacher's initial employment in the school district or when there is a fundamental change of employment - i.e., from less than full time to full time, or a change in the length of the basic work year. Thereafter, a "Notice of Assignment" is issued.

A teacher's continuing contract may be terminated by a majority of the school board by April 1st, and the contract of a probationary teacher may be terminated by June 1st. The process of placing a continuing contract teacher on un-requested leave of absence is to be completed by June 1st.

A personnel file for all support staff is also maintained in the central office.

800 FACULTY PROCEDURES

801 LESSON PLANS

An outline of work for each week is expected from each teacher and must be kept with your grade book. Outlines may be required to be turned in to the principal and must be available on your desk for a substitute teacher in the case of your absence. Lesson plans may be reviewed by the principal during evaluations or conferences.

The principal may exempt teachers from doing weekly lesson plans if the teacher is posting assignments on the school web page.

The purpose of lesson plans is:

1. To help the teacher organize their work.
2. To demonstrate detailed and sequential preparation of learning process.
3. To make it possible for substitutes to carry on a meaningful program.

802 REPORT CARDS and GRADING PROCEDURES

Teachers are required to inform parents and students of grades a minimum of 8 times during the year; in the middle of each quarter (Midterm Grades), at the end of each quarter (Quarter Grades), and again at the end of the year (Final Grades). Fourth Quarter and Final Grades are sent home together.

Other times during the year that grades are required from teachers are two weeks before the end of each quarter. ***This is required only for those students who are failing your class.***

The district strongly encourages teachers to stay in contact with parents, especially those parents of students who struggle in your classes. Grades, testing information, etc., can be sent home at any time during the year. Forms are available in the office for progress and for commendations. Parents appreciate communication from school, it's vital to our student's academic success.

Letter marks will be used on report cards and permanent records. You may use whatever system you wish in your class record book but, whatever system you use it must be possible to transfer the data to the Infinite Campus

grading program. Keep in mind that information must also be easy for a substitute to follow if the need should arise.

Grades will be compiled, and report cards printed by the office. Grades are sent to the office electronically by using the Infinite Campus grading program. Print from that program a paper list of all student's grades for you to review. After checking for errors and making any corrections a copy of this list must to be turned into the office and the original should be kept with your grade book. The teacher grading program, according to a pre-calculated district-wide standard, will calculate midterm, quarter, and final grades. Any teacher who wishes to deviate from the established grading system must have prior administrative approval. Examples of exceptions may include college level courses or articulation agreements. Report cards will be sent out shortly after the close of the grading period.

Senior fourth quarter and final grades will be called for the Monday before graduation. Use final grade procedures to electronically send this information to the office by 8:00 a.m. Remember also to provide the office with a paper list of grades. This is done to determine Valedictorian, Salutatorian, and Honor Students. **ABSOLUTELY NO EXCEPTIONS WILL BE MADE FOR DEVIATING FROM THIS PROCEDURE.**

803 REQUISITIONS

Teachers' requisitions for instructional materials, textbooks, supplies, etc, are in the spring for the next year. The principal will meet with teachers at this time to discuss requisitions and help plan prospective purchases. Requisition forms are available from the office secretary. When ordering books or supplies, fill out an order form and bring it to the principal. Be sure to state the name of the company, title, author, copyright, catalog number, catalog page number, etc.

804 SIGNATURES FOR FORMS

Guidelines for required signatures will apply to the following documents:

- Purchase Order
- Requisition
- Expense Voucher
- Absence Report

Each of these documents requires a superintendent's or their designee's signature, which is stated on each, and which will continue to be necessary. The second required signature is stated as either "principal" - (Expense Voucher and Requisition), "administrative" - (Absence Report), or "authorized" (Purchase Order). In all cases, consider the second required signature as your "supervisor". In order to have one of the above items completed, you will need your "supervisor's" signature.

Please use the following grid to determine whose signature, in addition to the superintendent's, that you will need to complete any of the above forms:

Teachers	Mr. Besel	Cooks	Mrs. Koch
Para-professionals	Mr. Rosaaen	Custodians	Mr. Bush
Community Ed.	Mr. Besel	Elem. Office Admin.	Mr. Besel
Coaches	Mr. Sloan	H.S. Office Admin.	Mr. Besel
Bus Drivers	Mr. Sloan	Bookkeeping	Mr. Besel

Please note that it is the responsibility of the employee, to 1) initiate these forms (they are available in either office) with your signature, 2) forward the forms to your "supervisor", who will then 3) forward them to the superintendent.

805 DISTRICT OWNED VEHICLE USAGE POLICY

Non-School Related Transportation

Use of busses will require a licensed district employed driver for insurance requirements.

Use of van/car will require adult driver approved by the administration.

Length of trip/duration for vehicle will not exceed 600 miles round trip, 5 days duration. All applications approved by the Superintendent of Schools or their designee. Trips longer than 600 miles may need school board approval. Cost per mile will be calculated using the previous fiscal year data of transportation costs.

806 RETENTION

Any student you feel is not progressing well enough for promotion is to be reported to the principal at the end of the second marking period.

At this point a conference will be called for the purpose of discussing the student's progress and the possibility of retention. The teacher will attempt to gain parent cooperation in helping the student. A schedule for regular communications between parents and teacher should be devised. These may be phone calls, letters, or conferences. The final decision will be made by the principal in consideration of recommendations from the teacher, psychologist, and parents. The report card should reflect poor academic progress.

The names of students you plan to retain must be reported in writing to the principal no later than April 15th.

807 LUNCH PAYMENTS

Staff should pre-pay for their lunches. All lunch accounts should be kept current from paycheck to paycheck. Staff must have their lunch accounts taken care of prior to the end of the year check out with the principal or designee. Please read the student handbook for questions about student lunch payments.

809 LAMINATOR

The laminator is stored in the district office copier room and should be used in this room and not removed.

810 INVENTORY

All items in your room are inventoried each spring. Inventories are issued by the bookkeeping department and should be returned before final check out at the end of the year.

Questions regarding inventory should be addressed to the bookkeeping department. An inventory of all personal items in your room should be kept as well. This list should not be put on your inventory list.

811 TEXTBOOK DISTRIBUTION

Textbooks and work books will be furnished to the student by the school at no charge to the student. If you have questions on items regarding a charge check with the principal or office secretary.

Before distributing textbooks in the fall check the condition of the books. Keep a reference list of condition to check for future damage to these books at the end of the year. Any excessive wear or damage to a textbook will be charged back to the student. All textbooks should be school-stamped and numbered before distribution. Record book numbers in your class record book.

812 SUPPLIES

Class Record/Lesson Plan books will be supplied by the district and are required to be kept by every teacher. All graded assignments and tests should be included in this record keeping procedure. These books must be turned in at the end of the year and will be on file in the offices.

Daily Reference books will be supplied by the district and the only required information that needs to be recorded should be a daily list of student absences and the assignments or tests that they missed. Any other use for this book may be at your own discretion.

Substitute Teachers folder will be supplied by the district and will be required to be kept available for all substitute teachers. Along with information for your substitutes be sure to include time schedules and seating charts.

Classroom supplies will be ordered in the spring by the district. All requests for supplies will be done by Requisitions for the coming school year. Do not order supplies on your own. Requests will be reviewed by the superintendent or their designee and reasonable requests will be granted.

813 LICENSES AND CERTIFICATION

Each teacher shall have the following documents on file in the superintendent's office:

1. Teacher's current teaching license.
2. Current W-4 forms.
3. TRA numbers.

Current licenses are the responsibility of the employee.

814 BUILDING AND SCHOOL REGULATIONS

Each teacher is responsible for closing the room they used during the last period of the day. Turn off the lights when you leave a room. Lock your room when not in use.

At most all-school activities, the janitors will be responsible for locking the doors. When an individual teacher has a group at the school in the evening, check all EXIT DOORS before you leave. When you are working alone in the building, make certain the door you enter is locked. Be sure to disarm and restore alarms if located where you are working.

Students are to leave the building when school is out in the afternoon, unless they have permission to remain under the supervision of a teacher or coach. ALL TEACHERS are to assume responsibility for keeping good order in the classroom, in the halls, and elsewhere in the building. Do not allow students or other individuals not involved in an activity to be in the building, especially in the evening. Be sure the exterior entrance door is locked when your group has assembled.

If you lock open a panic bar on an entrance door, you must also be responsible for returning it to the locked position. Grand Meadow schools are Tobacco Free. At no time is anyone allowed to smoke or use tobacco in any part of our building.

Groups wishing to use any rooms and/or equipment for activities other than their specific classes must HAVE PERMISSION IN ADVANCE from the instructor, principal, and community ed director. Students working in these rooms should be supervised at all times. The only circumstance in which equipment should leave the room is when it has been signed out in the presence of the teacher responsible for the equipment.

Any equipment damaged or not returned shall be charged to the person who signed it out. When equipment is borrowed, it should be checked back in with the instructor, and returned to its proper place.

The room is to be cleaned up by the group using it, before they leave. Failure to do so may cause difficulties with future requests. Supplies used from the departments are to be checked out with the instructor and paid for at the office. NO GROUP OR PERSON IS EXEMPT FROM THESE FEES.

815 WEDNESDAY NIGHT POLICY (*Board approved 11/20/97*)

The Grand Meadow schools will enforce the following policy regarding the planning of school events and the use of school facilities on Wednesday nights:

1. No activity that involves students, including practices or meetings, will be in session after 6:00 p.m. on Wednesday evenings. *Exceptions for optional attendance by students will not be granted.
2. Activities or meetings may be held in the school building on Wednesday evenings so long as they do not involve the participation of, and/or attendance by any Pre-School through grade 12 students.
3. Any exception to these rules must have the approval, in advance, of the Grand Meadow School Board of Education, and would include notification to the Grand Meadow area churches.

* An exception would be a football game held on the Wednesday night of MEA recess week each year. Or an event scheduled by the Section/Sub-Section.

816 CLERICAL HELP

It is not possible for the school administrative assistants to do typing for teachers, nor is it permissible for them to run copies for teachers. Please keep requests for assistance to school business.

817 KEYS

All teachers entering the system each fall will receive keys for their class room and other necessary rooms. If you lose your keys report this to the superintendent immediately. Do not give keys to students.

818 FACULTY MEETINGS

Faculty meetings will be scheduled for such matters as school activities, curriculum study, in-service training, school problems, etc. as needed.

All certified faculty are expected to be in attendance for faculty meetings. Staff needs administrative permission to miss meetings. It is the responsibility of the staff to get information that was missed at staff meetings. Non-certified staff will be invited to attend meetings as needed.

819 CHILD STUDY MEETINGS

Child Study meetings will be held every other Wednesday at 7:30 a.m.

820 PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be conducted twice each year.

It is suggested that teachers keep a folder on each student, with samples of work, so that you have visible evidence for the parent to see at conference time. This will give you an opportunity to inform parents before that important last quarter on the progress of their students.

821 CUSTODIAL SERVICES

Turn in all requests for maintenance in writing to the superintendent and head custodian.

822 DAILY CLASS SCHEDULE

Elementary daily class schedules are to be made out in triplicate. Two copies are to be on file in the principal's office, and one posted inside your classroom.

The class schedules are due in the principal's office by the end of the fall in-service.

823 SPECIAL ATTENTION

The Grand Meadow school board passed a discipline policy upon the recommendations made by faculty. It is hoped that this policy in regard to detentions and students' academic eligibility will make it more meaningful for everyone involved in the process. The most important part of the process, however is the consistency with which the teacher - student relationship is utilized, specifically in regard to handing out detentions.

The philosophy behind our discipline policy is to make the detention more meaningful and to promote better student behavior through a more specific code of conduct. The purpose is not to have so many rules that it is hard to enforce them all but make them easier to manage and the consequences more realistic and communicated to the student and parents.

Teachers should be mindful of these reasons when issuing detention and should give one for a specific reason, as well as putting it in writing on the notice. Students should be told immediately when they are issued a detention by a teacher. Teachers are to turn in detention notices to the office the same date issued and not hold them for later use. The detention and date will be assigned by the office, not the teacher, with only the principal having the authority to change a detention once it has been given by a teacher. Only one hour per occurrence shall be given for a student's abuse of student conduct rules, with further disciplinary action taken by the principal if necessary. Detention should not take the place of good classroom discipline procedures teachers are using presently for their specific areas.

Individual instructors may have other specific rules for classroom behavior and management which must be given to the students at the beginning of each school year or change in students' sections. These rules are to be cleared with the principal beforehand and reviewed verbally and a copy distributed to each student every year or quarter. Students should also be quizzed the first week of school on your classroom rules, so you know that they understand them and specific reasons for them.

Students that are receiving special services in LD, EBD, or other behavior programs and have been placed in one of the above-mentioned programs, may have modifications in their discipline programs as regarded by state and or federal regulations, administered and adopted by the building principals and specialists in those areas.

824 LAVATORIES

Elementary - When you send your class to the lavatory, accompany the entire class. Leave no one in the room. Limit unscheduled lavatory trips to emergencies only.

825 PLAYGROUND RULES AND PROCEDURES

1. The instructions of the playground supervisor will be followed at all times.
2. Children should not throw snowballs on the playground.
3. Sliding on the ice must not occur on school grounds.

4. Only proper use of playground equipment is acceptable.
5. Baseballs, softballs, or any other hard balls will not be used on school grounds. Only soft toys should be brought from home. Toys should be labeled with owners name and approved by playground supervisor before being used.
6. Fighting and indecent language will not be tolerated on the playground.

PLAYGROUND PROCEDURES

Playground rules will be followed by all students on the playground during recess.

The playground supervisor is to see that play is as safe as possible. The supervisor is to stop any hazardous activities.

Students who do not obey the playground supervisor will be sent to the office for disciplinary action.

During inclement weather the students will be supervised in the gymnasium if available. The same rules apply for students as noon recess or recess with a classroom teacher.

Playground supervisors will supply students with a more complete list including rules about dress at the start of the school year.

826 SEATING CHARTS

A seating chart is to be on hand for the use of a substitute teacher. If you wish more flexibility, you may put a name tag on each student's desk. The name should be in a dark color on a light background and positioned for easy viewing from the front of the room.

827 CORPORAL PUNISHMENT

Minnesota law prohibits corporal punishment. In some instances, corporal punishment has been construed as "child abuse".

828 CHILD ABUSE

In compliance with M.S. 626.556, the Grand Meadow School Board has adopted a policy on "Child Abuse". This policy requires that the board adopt procedures for the reporting of the maltreatment of minors. All staff is reminded that they are mandatory reporters.

829 CHILD ABUSE GUIDELINES

These procedures are summarized for you as follows:

Child Abuse - Physical

Physical Abuse is "any physical injury inflicted by a parent, guardian, or other person responsible for the child's care, on a child other than by accidental means".

Physical abuse could include any physical injury that cannot be reasonably explained by the histories of injuries provided by the parent, guardian, or other person responsible for the child's care. Physical abuse is an act of COMMISSION.

Common indicators of physical child abuse are repeated injuries that include bruises, welts, cuts, abrasions, bites, burns, and broken bones.

Physical symptoms may include vomiting, excessive drowsiness, irritability, and malnutrition.

Child Abuse - Sexual

Sexual abuse is "when a child's parents, guardian, or person responsible for the child's care subjects a child under 16 years of age to the sex acts of rape, sodomy, intercourse, indecent liberties and/or other sexual contact or sexual penetration".

Indicators include depression, withdrawal, chemical abuse, truancy and persistent running away behavior, poor self-image which might include inappropriate clothing, cleanliness, etc., drop in academic performance, lack of involvement in social restrictive demands on the part of the family, and recurrent somatic complaints to the school nurse.

Child Neglect

Physical neglect refers to the failure by parents to provide for the basic physiological needs of the child, when reasonably able to do so. Neglect is an act of OMISSION. Common indicators of child neglect would be in appearance (undernourished, inadequate or inappropriate clothing, lacking reasonable cleanliness), behaviorisms (passive, withdrawn, uncommunicative, discipline problem - very aggressive or disruptive - malingering illnesses, repeated absenteeism and/or tardiness with no or vague excuses), and supervision and care (left alone frequently and wandering at all hours, insufficient food, inadequate shelter, inadequate sleeping arrangements, lacks essential health care, and troubled parents). The State of Minnesota has, by law, mandated that professional educators who have knowledge of, or reasonable cause to believe a child is being physically abused, sexually abused, or neglected, to immediately report such information to appropriate authorities.

School Board policy therefore states "...professional educators employed by Independent School District #495 shall report any suspected maltreatment of children enrolled in the schools of the district in accordance with procedures developed and approved by the school board." The steps for mandatory reporting are listed below:

1. Document in writing any report that you receive or observations that you have witnessed in regard to any type of alleged abuse (neglect, emotional, physical or sexual).

NOTE: We are not to report this information to parents.

2. Determine the county for which the alleged abuse occurred and contact Social Services or Law Enforcement for that county. The oral report needs to be made within 24 hours of awareness and it is to be followed up within 72 hours by a written report.

NOTE: The initial reporter must identify himself and his position in order to have it on record that he fulfilled his legal responsibility. Reporting to your Building principal or any member of the District Support Staff doesn't release the initial reporter from his reporting obligation! Following is a list of phone numbers and addresses for the two counties that have students attending Grand Meadow Schools:

Mower County (Austin)	Social Services	Law Enforcement
	1 (507)437-9483	1 (507)437-9400
Mower Social Services		
Child Protection Unit		
Austin, MN 55912		
Fillmore County (Preston)	Social Services	Law Enforcement
	1 (507)765-2775	1 (507)765-3874
Fillmore Social Services		
Preston Court House		
Preston, MN 55965		

3. Submit a copy of the written report to the Building Principal, unless the allegation concerns the Building Principal for which the report should then be filed with the Superintendent.

When you have completed the above three steps, you have fulfilled your legal responsibility as a mandated reporter which make you immune from civil and criminal liability. Data Privacy Law now goes into effect and information received from the investigating agency may be minimal or non-existent! Also, it is extremely important that this alleged case NOT BE DISCUSSED WITH ANYONE OTHER THAN DISTRICT SUPPORT STAFF MEMBERS (Principal, Social Worker, Counselor, Psychologist, Nurse). CONFIDENTIALITY is important to all involved!

4. Additional reporting forms are available from the above identified personnel.
5. The building principal or delegate will cooperate with the investigative agencies to provide reasonable access to school property during school hours for the purpose of interviewing alleged child abuse/neglect victims without the knowledge of their parents/care-takers. The building principal or delegate reserves the right to be present at the interview.
6. It is the responsibility of the social services agency or law enforcement to contact the parent/guardian and report back to the school principal. Social Services and/or Law Enforcement will determine whether or not the alleged abuse has occurred and whether the child is in need of protection.
7. The building principal will designate where the completed forms are filed.

830 OCCUPATIONAL SAFETY AND HEALTH ACT

By law, Minnesota schools come under the provisions of OSHA, and thus we must follow the rules and regulations of OSHA. For example, district employees must wear safety glasses in the shop areas and in the science labs under certain conditions. While students are not covered by OSHA, a separate Minnesota law requires that they, too, wear safety glasses in these areas.

Staff members are requested to always be on the alert to hazardous conditions and inform the office immediately of such conditions.

OSHA requires that an employee representative be selected to be present during any inspections, etc.

2007 - 2008 SCHOOL YEAR NOTIFICATION

As a result of recent federal legislation (Asbestos Hazardous Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter, of the law. As a matter of policy, the District shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the School District has completed its 3-Year Re-inspection required by AHERA. Your district buildings, where asbestos-containing materials were found, is under repair, removal Operations and Maintenance.

This past year the School District conducted the following with respect to its asbestos containing building materials:

**implemented our Operations and Maintenance Program*

NO OTHER ASBESTOS-RELATED WORK WAS PERFORMED IN THE PAST YEAR.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected three years after a management plan is in effect. This has been completed by MacNeil Environmental, Inc.

Short-term workers (outside contract - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The School District has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page.

831 AGENTS OR SOLICITORS

No agent, solicitor, collector, or other person shall be allowed to take time or attention of any pupil or Board of Education employee during school or office hours, except those employees authorized to make or recommend purchases. Even in this instance, the agent must first call at the office to obtain administrative permission before calling on staff during school time.

This rule does not apply to the authorized representative of any one of the group insurance plans, who may see staff in the lounges during their preparation periods.

832 ACCOUNTING SYSTEM

ALL MONEY AND CHECKS MUST BE TURNED INTO THE APPROPRIATE OFFICE AT THE END OF EACH DAY. Accounting system procedures will be covered at the start of the school year and must be strictly followed. A central accounting system for the school activity accounts is maintained in the superintendent's office. Advisors of the various school organizations should acquaint themselves with this system.

All organization funds will be deposited into the correct account at the office. All disbursements will be made by check only. No cash payments are to be made from organizational receipts.

833 BOARD MEETINGS

The Board of Education meets the third Tuesday of each month, at 7:00 p.m. in the board conference room. Bills to be presented to the Board for payment should be in the superintendent's office by the last day of the month before their meeting.

834 STAFF EXPENSE GUIDELINES

It is the belief of the Grand Meadow Public Schools, IDS #495 that employees should be reimbursed for reasonable and customary expenses incurred while at a workshop, site visit, seminar, supervisory situation, or extra-curricular responsibility. Employees should save all receipts and turn them in with a completed expense voucher for all pre-approved leaves.

Guidelines include:

Motel – pre-approval by the superintendent or designee.

Meals - \$30.00 per day.

Registration fees and related expenses will be pre-approved with the leave application. Additional expenses are the responsibility of the individual. Transportation vehicles or expenses must be approved ahead of time by the principal and transportation director.

835 LEAVING SCHOOL GROUNDS

Students are not to leave the school grounds without approval by the principal. The principal's office should be notified when anyone is leaving the grounds.

836 PLEDGE OF ALLEGIANCE

Grand Meadow Schools starts every day with the pledge of allegiance. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

837 TESTING OUT PROCEDURE

Grand Meadow School has guidelines for awarding credit to students who test out of a class. This is a rigorous process and is designed for the student to demonstrate a higher level of competency for that class. Students interested in taking advantage of this process should first visit with the counselor or principal to become familiar with the timelines and process involved.

838 END OF YEAR CHECKOUT

At the end of the year a copy of all final exams along with the total number of points for each nine-week grading period and grade book must be turned into the appropriate office. Make sure these are turned in on time and are in a neat and easy to read format. All fourth quarter and year-end grades are to be included in a summary sheet for review with the building principal as part of year-end checkout procedures. A summary of all students receiving a failing grade for the year must be included in your grade book. All grades must be turned in to the office and verified prior to starting the checkout process.

APPENDIX

NO. I

Grand Meadow Public School

Faculty Handbook

REMOVAL FROM CLASS

Student's Name: _____ Grade: _____

To the student:

Since you have been sent to the office by a teacher, it indicates that there is a problem that needs to be addressed. You are required to follow the procedures listed below:

Remain in the office for the remainder of this period.
Office staff will dismiss you.

Schedule a conference with the teacher which is to take place before you return to their class. This needs to be done before or after school, or during the teacher's prep time.

It is your responsibility to take this form with you to the teacher conference.

Fill out the two questions below:

1. Why were you sent to the office?

2. How do you plan to solve this problem? _____

Teacher's Name: _____

To the teacher:

Return this form to the office after the conference with your student. This form should also be accompanied by a detention slip which should include detail regarding this particular incident. Please fill in "removal from class binder"

If this conference did not produce satisfactory results please check the appropriate box below. In the case of an unsatisfactory conference students may be subject to consequences beyond the minimum one hour of detention.

Results of the Conference were:

Satisfactory ☐

Unsatisfactory ☐

Teacher's Signature

_____/_____/_____
Conference Date