

2015-2016 Staff Handbook



Hendricks Public School District #402
200 E Lincoln
Hendricks, MN 56136
507-275-3115

<http://hendrickspublicschools.org>
dale.weegman@hendrickspublicschools.org

Bruce Houck, Superintendent
Dale Weegman, Principal

Additional Calendar Information at Hendricks Public School

- September 24, 2015 ---1st Semester Parent Teacher Conferences- 4:00-7:00
- September 24, 2015 --- 1st Quarter midquarter progress reports go home with students
- October 5-9, 2015 ---- Homecoming Week
- October 9, 2015---Homecoming Parade starts at 2:15PM
- October 27, 2015---1st Quarter progress reports/grades go home with students
- November 23, 2015---2nd Quarter midquarter progress reports go home with students
- December 10, 2015 --- Winter Music Concert
- January 7, 2016--- 1st Semester grades mailed home.
- February 8, 2016---2nd Semester Parent Teacher Conferences—4:00-6:00
- February 8, 2016---3rd Quarter midquarter progress reports go home with students
- March 8, 2016--- 3rd Quarter progress reports/grades go home with students
- April 14, 2016--- 4th Quarter midquarter progress reports go home with students.
- May 24, 2016--- 2nd Semester grades mailed home.

**HENDRICKS ISD # 402
2015 - 2016 SCHOOL CALENDAR**

| JULY 2015 | | | | | | | AUGUST 2015 | | | | | | | SEPTEMBER 2015 | | | | | | | OCTOBER 2015 | | | | | | | |
|---------------|----|----|----|----|----|------|---------------|----|----|----|----|----|------|----------------|----|----|----|----|----|----|---------------|----|----|----|------|----|------|---|
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 3 | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
| | | | | | | | 30 | 31 | | | | | (6) | | | | | | | | | | | | (20) | | | |
| NOVEMBER 2015 | | | | | | | DECEMBER 2015 | | | | | | | JANUARY 2016 | | | | | | | FEBRUARY 2016 | | | | | | | |
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 29 | 30 | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | | | | | | | | | | | | (20) | |
| | | | | | | (19) | | | | | | | (17) | 31 | | | | | | | | | | | | | | |
| MARCH 2016 | | | | | | | APRIL 2016 | | | | | | | MAY 2016 | | | | | | | JUNE 2016 | | | | | | | |
| S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | S | M | T | W | TH | F | S | |
| | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | |
| | | | | | | (19) | | | | | | | (20) | | | | | | | | | | | | | | | |

174 Student Contact Days
 5 Inservice Days
 2 Comp Days
 181 Teacher Contract Days

- First day of school
- No School/Vacation Day
- Inservice Day (no school)
- Comp Day (no school)
- Graduation
- 12:30 PM Early Dismissal
- First Day of Quarter
- Last Day of Quarter
- Last Day of School

| Snow make-up days - Made up in the order | |
|--|-------------------|
| | May 20, 2016 |
| | May 23, 2016 |
| | April 15, 2016 |
| | March 24, 2016 |
| | March 28, 2016 |
| | February 15, 2016 |

Q1 = 41 days
 Q2 = 41 days
 Q3 = 43 days
 Q4 = 49 days
Total = 174 Student Contact Days

RESPONSIBIITY TO THE ADMINISTRATIVE STAFF

In general, teachers will be responsible to the administration in matters pertaining to general administrative routine, pupil discipline, and curriculum, methods of instruction, teacher relations, and supplies.

Special requests and complaints should be taken up with the administration rather than directly with members of the Board of Education. The Board requires such matters be brought to their attention through the Superintendent.

ARRIVAL AND DEPARTURE OF TEACHERS

- A. All teachers are to be at school 15 minutes before school starts. At the end of the lunch or lunch recess period, all teachers should be at the door to their respective rooms before students are admitted. Habitual tardiness may result in a salary deduction and administrative action;
- B. Duty assignments will be assigned on an equitable basis;
- C. All teachers should remain in the building until 15 minutes after the close of the pupil's regular school day. Teachers must obtain permission from the administration if they need to leave before this time.

ASSEMBLY PROGRAMS

Assembly programs will be scheduled periodically during the school year.

Teachers are to review proper audience manners with their students prior to assembly programs. Students are expected to sit quietly during any program. Absolutely no "booing" is permitted. Students should show their appreciation through applause only. Teachers are expected to view the program along with the students. Specialists (Art, Music, Special Education, and Physical Education) teachers should sit with any class they are scheduled to have if the assembly time is scheduled during that time.

BUDGET REQUISITIONS

The following directions must be followed when submitting a budget requisition to request the purchase of materials. Requisitions that do not follow this format will be returned to you. Teachers need to stay within the budgeted amounts, unless the administrator has granted exceptions.

- The requisition forms can be obtained from the office.
- Complete the Vendor and Address
- Write your name and grade level where indicated on the form
- Check Books or Supplies
- Remember that requisitions must be separated for all items as "Books" or "Supplies."
- Information should be printed legibly (neatly and clearly).
- Keep a copy of the requisitions that you submit to the office

COMMUNICATIONS WITH PARENTS

Teachers are expected to communicate regularly regarding their children's social, emotional, and educational progress. This can be accomplished through newsletters, phone conferences, notes, parent-teacher conferences, or special folder. The school calendar has specific days designated for teachers to meet with each child's parent(s) at least twice during the year.

The building administrator must approve any written communications to parents regarding district policy, curriculum, or classroom activities before it is sent. In this way, the principal will be kept informed and be able to answer any parent questions if they arise.

DRESS AND PERSONAL APPEARANCE

You are professionals, so you will be expected to dress accordingly. *“Clothing may not make a person, but it can be a contributing factor in unmaking a person.”-- Harry Wong*

Dress expectation for all teaching staff: professional dress is required. Dress shorts may be worn during the warm months of the year. Jeans may be worn on Fridays (\$1.00 Fridays)

Teachers may use their judgment and discretion on special days when activities determine that it may be appropriate for more casual dress. As a rule, jeans/sweats should not be worn. On workdays when students are not present, casual dress is appropriate.

ABSENCE

Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff, so teachers are to report their absences as soon as possible so arrangements can be made.

If you are unable to attend school due to an illness, emergency or for a valid reason you must email the Principal **before 6:00 am.**

For any absence, **lesson plans must be provided.**

Upon return, a **Leave Request Form** is to be completed and submitted to administrator – forms are available at the office.

A weekly plan should be kept in regard to class lessons. If leaving the building during the school day, please notify the office before leaving. It will be your responsibility to make sure things are set for the guest teacher.

ANNOUNCEMENTS

Announcements are made between 7:54-8:00 each school day.

CLASS RECORD BOOKS—BOOK NUMBERS AND CONDITION

Place in your class record book the number and condition of each student book issued. This will assist with year-end inventories and book fines. Have the students write their name and year in their books. This should be done in ink.

CLASSROOM MANAGEMENT

Discipline is a must to good teaching. Discipline is the job of **ALL** faculty members **IN AND OUT OF THE CLASSROOM**. During the school day, you are responsible for student discipline, not only in your own room, but anywhere on school property that you see infractions of school rules. The teacher can take care of the greatest proportion of the discipline cases as they arise. Also keep a written record of student discipline, etc. to which you may have to refer to at a later date. Cases should be handled so they do not cause class, school, or community disturbance. Any problem, which may lead to complications later, should be referred to the Administration. The best way to solve the problem is to stop it before it starts. Please follow the school's discipline policy.

Teachers assigning after school detention are responsible for notifying the parent by phone.

All teachers should feel that they have hall duty. Inform your students that all teachers have equal authority over them in the halls. Please have the students walk in an orderly fashion in the hall at all times. This is a safety issue. Discipline in the halls should be maintained at all times. If students leave classrooms quietly, they are more apt to be quiet down the hall.

Teachers will dismiss students, not the bell. Please be in the corridors at the time of dismissal. Before leaving the classroom, close windows, turn off lights, and lock the door to your room. Pupils are not to remain in classrooms to work after school unless a teacher is present. This includes extra-curricular activities!!

It is the duty of every teacher to be sure that their classroom is supervised when there are students in the room. No group of students should be left unsupervised except in an emergency. If you need to leave the classroom, please call the office for assistance.

Faculty members are expected to be on site, with the exception of lunch period, for the entire length of the teacher day. Administrator approval is required for any exceptions.

COPY MACHINE (Use of)

The faculty should know how to use the copy machines and will run off their own material. Students may not use the copiers and should not be removing items from the copier for the teacher.

If you wish to use the color copier in the office, please call ahead and make sure the office staff has that available for you.

CURRICULUM

All teachers should exercise care to follow the suggested curriculum, and the Minnesota “No Child Left Behind” academic standards. Every teacher at Hendricks Public School must observe proper procedures and documentation.

EMERGENCY SCHOOL CLOSING

When school is closed due to inclement weather or other emergency, all personnel will be notified by school reach. If you are not receiving a call please let the office know. In addition, an emergency closing will be announced by local news media.

FIELD TRIPS

Field trips are an integral part of the educational program. Field trips should relate to the grade level curriculum. Always check with the administration and the school calendar prior to scheduling a field trip.

Teachers are to notify the school nurse at least 3 days in advance of scheduled field trips so that proper medical supplies, medications, and information can be prepared.

Arrangement for bus trips must be made two weeks prior to the trip. Please fill out a Request Form and a Leave Request Form (if necessary).

Prepare and distribute a trip itinerary to the main office and the bus driver two weeks prior to the trip.

FACULTY ROOM

This room is specifically designed as an area where teachers may:

1. Prepare for classes.
2. Have a cup of coffee and relax.
3. Be used only by those who have a prep period.

Your assistance is requested in keeping this room clean and orderly.

FINES

Teachers having a fine or money owed for an activity against any student should submit this information to the office before the end of each grading period.

FIRE DRILLS

Fire drills will be held from time to time and will not be announced. At the sound of the alarm, you should:

Elementary Building:

1. Have your class exit in single file fashion out of the room. (Directions on how to exit your room are posted in each room.)
2. After all students are out, be sure all doors are closed and lights turned off.
3. Follow your class out of the building and make sure they are a safe distance from the building and **across** the street to make way for fire engines.
4. A bell will ring and you are to bring your students back to their classrooms.

Two lines of students are to come down the stairs. If one of the stairways is on fire, move to the other stairway and fall in line with those students. The group that would normally go down one stairway should walk in one line and the others in another line. Teachers must be alert when this happens.

The teachers are to go out with the pupils. The students/teachers that reach the doors first must assume the responsibility of holding the doors open. If the students exit to the front of the school, they must cross the street, and if the students exit to the back of the school, they must go to the softball fields. (This is to allow the fire engines easy access to the building.)

FUND RAISING

Any faculty member planning to raise money for a class or organization must talk to the principal/superintendent before starting fundraising.

GUEST SPEAKERS

Teachers are welcome to invite guest speakers from the community into their classes to support the curriculum, with prior approval from the building administrator.

HOMEWORK

Homework assignments may be given for one or more of the following reasons:

- To enrich and extend what is learned in the classroom
- To practice skills already learned
- To read for enrichment or enjoyment
- To conduct research as an outgrowth of classroom activities

It is the teacher's responsibility to integrate appropriate and meaningful homework with the teaching/learning processes, which occur in the classroom. We cannot assume that our beginning learners understand how to do homework. Therefore, teachers are to model how to complete homework and provide the direction and assistance necessary for the successful completion of homework. It is also critical to provide feedback to the students about the quality of their work.

ILL AND INJURED STUDENTS

Report illness or injuries to the office immediately. If an emergency arises, contact either Kendra Moravetz or Dale Weegman; whichever is most convenient. Students who are too ill to attend class should be sent to Mrs. Moravetz's office. Do not send students directly to the Nurse's Office.

INJURIES (Staff)

All injuries in school shall be reported to the administration office immediately. Injury forms are available in the office. Accident report forms are available from the nurse.

All staff members are covered under the Minnesota Workman's Compensation Act, and consequently are covered for injuries incurred in the line of duty. Any injury of a staff member must be reported to Administration immediately so proper documentation and reporting can be made.

KEYS

Professional staff members will be given a key to their classroom. It will be the responsibility of that person to unlock the door in the morning and to lock it at the end of the day. Under no circumstances should you lend your keys to a student or any other person wanting them to use later.

Under no circumstances should you lend your keys to students or your own children. If you by chance lose your keys, report this to the office. Any changing of locks will be borne by the instructor for the cost of installing new locks. Make certain your room is locked when you leave the building.

LESSONS PLANS

Every teacher, however experienced, must plan thoroughly in order to achieve efficient and effective learning by pupils. In planning your lessons, it is essential that you realize that children have unique learning styles.

Lesson plans are to be done weekly and should be constructed well enough so that another teacher could come into your classroom and use the information in your plans to successfully carry out your plans in your absence.

1. Lesson plans are mandatory for everyone, including specialists. IEPs are not considered lesson plans and will not be accepted as a substitute for lesson plans. Lesson plans serve two purposes:
 - a. They provide teachers with a day-by-day organized plan to follow and
 - b. Lesson plans give substitutes the details they need to carry on where a teacher left off.

MAIL BOXES

PLEASE USE YOUR MAILBOX KEY. Mailboxes are to be checked in the morning, at lunch, and at the conclusion of the school day. Mailboxes should be kept free of clutter so that important messages and notices can be seen and retrieved easily. As a courtesy, any teachers/staff members that would like to distribute flyers or correspondence to the entire faculty/staff are expected to receive permission from the principal before doing so.

MAKE UP WORK

Students should make up work after an absence. Teachers are to use their own judgment as to how detailed the make-up work should be. To make up their class assignments, students that have an excused absence should be given the help they need to catch up. If problems arise, communication with parents is a must.

MONEY

All school organizations sooner or later handle money. Such money is to be deposited in the office where it will be credited to the organization concerned. No money is to be kept in instructor's desk drawers, or in a separate bank account. Bills will be paid by check from the office upon proper request of the organization.

PARENT AND TEACHER CONFERENCES

Parent-teacher conferences are scheduled for both 1st and 2nd semester. Teachers are expected to attend conferences.

COMMUNICABLE DISEASES

The Board recognizes the health and safety of the employees of the District are primary concerns and that it is also necessary, in order to protect students as well as employee health and safety, to adopt a policy governing the manner in which the Board and its administration will protect the health and safety of all employees when a current or potential employee is infected with a communicable disease. This policy is adopted in order to protect the legitimate interests and rights of employees with communicable diseases or who are carriers of communicable diseases, while also protecting the health and safety of the remaining employees in the District. See complete Communicable Diseases Policy in the Board Policy manual.

PROGRESS REPORTS

Progress Reports are mandatory and must be issued at the designated time (see calendar on page 2). In addition to regularly scheduled progress reports, teachers will inform parents/guardians of students who are earning a “D” or “F” in a course. Teachers will contact a parent should a student’s grade drop to a “D” or “F”.

PUBLIC RELATIONS

Each staff member is perceived as an EXPERT on what is “going on” at the school. Therefore, anything you say about the school or school employees is given more weight than a comment from other community people. **Confidentiality is of utmost importance.**

When speaking to one another around students, use formal address (Mr., Mrs., Ms., and Miss). First and foremost you are a professional.

REPORT CARDS

See calendar in back with reporting dates.

SCHOOL PROPERTY

Periodic inspections should be made of desks, inside and out, to see that they are kept neat and no damage is done. In that way, you may be able to tell who is doing the damage. Lockers will also be checked periodically for damage inside and out by the Administration.

STAFF MEETINGS

A faculty member who wishes to have an item placed on the meeting agenda should contact the administration at least three days in advance of the meeting.

Staff meetings will be scheduled on a regular basis by administration.

SUBSTITUTE FOLDER

All teachers must complete the one page Substitute Teacher Information form. Include all other vital information (seating charts, etc.) in the folder and leave the folder on your desk, or in the top desk drawer. Clearly instruct your students of your behavior expectations, and encourage your substitute to leave written

comments. Finally, follow up on misbehavior reports by disciplining those students who demonstrate unacceptable behavior.

SUPERVISION

Supervision is a critical responsibility for all of us. Supervision protects our students and also protects you from liability. Supervision is not optional; it is part of the job.

TELEPHONE

Messages will be forwarded to your voice mail when possible or placed in your mailbox. **All personal long distance calls should be placed by calling collect, or using a personal pre-paid calling card.**

The only telephone designated for student use is located in the school office. Do not authorize students to use any phone located in your area.

TEXTBOOKS

In March of each year, each teacher will be asked to submit a request for textbooks, instructional supplies, and equipment for the following school year. Requests will be reviewed with administration before final budgets are established. All teachers will be expected to stay within budget limits for their departments.

TORNADO DRILL/ALARM

Hendricks Public School will take part in the Statewide Tornado Drill. Instructions for the drill will be announced.

TOBACCO-FREE SCHOOLS POLICY

The Board of Education recognizes the detrimental effects of good health caused by tobacco; its responsibility to teach good health practices by established curriculum and its responsibility and concern for the health of all its employees, students, parents and community visiting or participating in activities within school property. The Board of Education hereby establishes a "tobacco free" school environment in all buildings, facilities, and sites under the auspices of the school district. **No tobacco is allowed on the schools grounds.**

USE OF SCHOOL FACILITIES

The facilities of the school are available for use in any instructional activity that will be of benefit to its students. Facilities are not, however, available for private lessons or for utilization by staff members for private gain. Staff members using the building for work in the evening or on weekends, are to make sure that all doors and windows are locked behind them and lights turned off when they leave. It is good procedure to leave the doors locked at all times. If the windows are on ground level, it is important that they are locked before leaving the building.

Staff members, such as coaches, supervising students in the building after school hours **must not leave the building until all students have left** and the building has been secured.

If the building is to be used by any group, it must be scheduled through the Office.

All arrangements for the use of the gym for any extra activities are to be made through the office. Teachers are not to make arrangements for scheduling or canceling regularly scheduled activities unless approved by the Superintendent.

VISITATION

Instructors are encouraged to visit other classrooms during their prep time. This is an excellent opportunity to become exposed to other teaching techniques.

From time to time the administration may visit your classroom; however formal visits will be prearranged. Evaluations of staff members will be conducted by the principal according to state statute and the Hendricks Public School master agreement.

WEAPONS-IN-SCHOOL POLICY

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board to forbid the possession, custody, and use of weapons by unauthorized persons on or around school property. This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. Section 3351(a) (1) and it is the intention of the Board that it be interpreted to conform to provisions of that law. See complete Weapons Policy in the Board Policy manual

POLICY ON EMPLOYEE DRUG AND ALCOHOL OFFENSES

A. STATEMENT OF PHILOSOPHY:

District #402 recognizes that alcohol and other drug abuse is a significant social problem with the potential for adversely affecting job performance. #402 believes it has a responsibility to maintain a drug-free workplace to ensure that employees perform their jobs efficiently, safely, and in a professional business-like manner. #402 realizes that alcohol and other drug dependency is a treatable illness and will provide direction to employees who are deemed in need of assessment, treatment, or other resources. Consistent with this understanding, however, #402 has an obligation to provide a set of expectations associated with the use of chemicals and consequences of behaviors which are acceptable to create an efficient, professional work force.

B. SCOPE OF COVERAGE:

This policy is applicable to employees of District #402, both those employed full time and part time. This includes administration, school board, instructional staff, teacher's assistants, nurses, cooks, janitors, secretaries, and bus drivers.

C. DEFINITION OF TERMS USED IN THIS POLICY:

1. "School district Location" means in any school building or on any school premises: on any school-owned vehicle or in any other school-approved vehicles 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 field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
2. "Controlled substances" means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens, and cannabis.

D. STATEMENT OF PROHIBITIONS:

No employee shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, or 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, or after school hours at school or in any other school district location as defined.

E. CONSEQUENCES OF VIOLATIONS

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, at his or her own expense, 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. When an employee is taking a medically authorized drug or other substance that may alter job performance, the employee should notify the appropriate supervisor of his/her temporary inability to perform the duties of the position. Sanctions against employees, including non-renewal, suspension, and termination, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies.

F. PROCEDURE

- A. Any employee who is suspected of being under the influence of drugs or alcohol before, during, or after school hours at school or in any other school district location should be reported to the building principal or principal's designee.
- B. The directors designate will then talk to the person and determine the seriousness of the situation and activate the pre-assessment team.
- C. If it is determined that a problem may be developing, a member of a rehabilitation unit should be notified to contact the person. This step should preferably be taken with the consent of the person involved, but if this cannot be obtained, the Chemical Dependency specialist will advise as how to continue.
- D. In-house rehabilitation will be done under the standard sick day policy.
- E. If the employee refuses treatment and the Chemical Dependency specialist feels there is no other course available, the administration will insist that s/he go, on threat of losing his/her position if s/he doesn't comply.
- F. The employee must understand that s/he must follow-up on the outpatient programs after release from the treatment program.
- G. Multiple use of this procedure should be grounds for dismissal. If the employee refuses to accept diagnosis and treatment, and the result is continued job or educational impairment, it will be handled in the same way that any other deficiency or behavior problems would be handled. Implementation of this policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practices applicable to job or educational performance requirements.
- H. Records or notes regarding any employee involvement with chemical dependency will be kept confidential and separate from any district personnel records with access limited to employee and staff person assigned as chemical dependency facilitator.

SEXUAL HARASSMENT

The Board of Education is committed to safeguarding the right of all members of the school district community to an educational and work environment that is free from all forms of sexual harassment. To this end, the Board prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district. Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Therefore, the Board prohibits all unwelcome behaviors of a sexual nature, which are either designed to extort sexual favors, or which have the purpose or effect of creating an intimidating, hostile, or offensive environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

In order for the Board to effectively enforce this policy and to take prompt corrective measures it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds a violation of this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. In addition, training programs, for example workshops, shall be designed to avoid sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's collective bargaining agreement and the state laws.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, students, parent and employee handbooks, and other appropriate school publications.

NO SMOKING OR CHEWING TOBACCO ON SCHOOL PREMISES

The Board of Education, recognizing health and safety hazards associated with smoking and in accordance with federal and state law, prohibits smoking or other tobacco use in all school buildings, on school property, including school vehicles, or at any school-sponsored event.

STAFF

Staff members found violating this policy will be subject to disciplinary penalties as follows:

- Step 1: An employee found in violation of the policy will receive a verbal warning and a simultaneous referral to the EAP (Employee Assistance Program). Such warning shall be recorded by the supervisor in writing.
- Step 2: A written warning for a second violation with a copy of said warning to be filed in the employee's personnel folder, combined with a second referral to EAP.
- Step 3: For a third violation, the employee shall be given a letter stating that any subsequent violations will result in the employee being brought to a disciplinary hearing with additional sanctions up to and including termination, with the written warning also placed in the personnel folder.
- Step 4: For any subsequent violation, the employee shall be served with written charges in accordance with applicable law and the collective bargaining agreement governing disciplinary procedures for the employee's bargaining unit.

The Superintendent will have copies of this policy prominently posted in all facilities. In addition, the Superintendent will designate an agent to be responsible for informing individuals found smoking that they are in violation of Article 13 of the Public Health Law and/or the federal Pro-Children Act of 1994.

EQUAL OPPORTUNITY NONDISCRIMINATION ON THE BASIS OF SEX, HANDICAPPING CONDITION AND/OR AGE

The Hendricks Public School District #402 does not discriminate on the basis of sex, handicapping condition and/or age in the education programs or activities which it operates. This policy on non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities.

The District official responsible for the coordination of activities relating to compliance with Title IX is the Superintendent, and for Section 504 and Public Law 95-256 is the Superintendent, 200 E. Lincoln, Hendricks, MN., telephone number 507-275-3115 . These officials will provide information, including complaint procedures, to any student or employee who feels that her or his rights under Title IX, Section 504 or Public Law 95-256 may have been violated by the District or its officials.

Adopted: June 17, 2014

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator,

volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying 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.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student

against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student;
 2. Damaging a student's property;
 3. Placing a student in reasonable fear of harm to his or her person or property; or
 4. Creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. 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.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

- G. 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 obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, 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 bullying, consistent with applicable law.
- 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 try 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 bullying 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 bullying 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 bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.233 (Character Development Education Revenue; Pilot Program)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Videotaping on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

1. Data Privacy and Cumulative Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Student records are confidential and must not be discussed with people outside the school. Teachers should also use their best professional judgment when sharing confidential information with teaching colleagues within the district. Such sharing must only be done when the other staff members need the information in order to assist with the child's education program.

When entering information in the cum. records, please keep in mind that this material can be viewed by the parent and/or subpoenaed by a court order. All records are kept in the office under lock and key. You must have the building administrator's permission to remove the cum. records from the office. Office personnel will review cum record information with parents upon request. **All files must be returned to the office at the end of the day; none may be kept out of the office overnight.**

2. Professional Communication

1. **Statement of Policy.** It is the Policy of the School Board of Independent School District No. 402, Hendricks, that all School District employees conduct themselves in a professional, respectful, and courteous fashion while acting as a District employee or representing the District.
2. **Scope.** This Policy applies to all written, verbal, and electronic communication by District employees while acting within the scope and course of their employment with the District. This Policy also applies to all written, verbal, and electronic communication by any District employee that the District determines as having a reasonable likelihood of resulting in a substantial disruption to the day-to-day operations of the District as a whole or any particular school, class, or District-sponsored activity.
3. **Professional Communications.** District employees must communicate with one another, parents, students, School Board members, and members of the public in a professional, respectful, fashion. District employees are prohibited from using any disrespectful, degrading, demeaning, obscene, profane, vulgar, harassing, libelous, or threatening verbal language, body language, or gestures.
4. **Personal Viewpoint.** Unless specifically authorized to do so by the Superintendent or the Superintendent's designee, District employees must not act as a spokesperson for the District or claim that their comments represent the views of the District. This prohibition includes, but is not limited to, all comments submitted to or posted on any "blog" or social network webpage such as "Myspace.com" or "Facebook.com." In any such communication, District employees must make it clear that their views and opinions are theirs alone and do not necessary represent those of the District.

3. ISD 402 Computer, Network, and Internet Acceptable Use Policy

Staff, Students and Community

Privileges: The use of any Hendricks School Computer or Computer Network by any person (student, employee or any other user) is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. Based on the guidelines established in this document, and any subsequent modifications, the Hendricks School District reserves the right to terminate, suspend or limit computer or network access at any time.

Acceptable Use: The use of any Hendricks School Computer must be consistent with the educational and operational policies and procedures of the Hendricks School District. District policies regarding behavior and personal conduct apply to students and staff while they are using computers or the computer networks. A supervising staff member must be present at all times when students are accessing the Internet. The district provides students and staff members with access to the network, which includes Internet access. It is not the purpose of the network to provide users with unlimited general access to the Internet and electronic mail, or to create a limited public forum for the discussion of issues. Access to the school district system is limited to educational purposes, which include: classroom activities, professional or career

development, and school administration. Users are expected to use the district system to further educational and employment goals consistent with the mission of the school district and school policies. Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on this limited purpose network. The system is not available as a means to communication information that is not necessary for or directly related to student course work or employee duties. Transmission of any material in violation of any United States or Minnesota State law or regulation is strictly prohibited. This includes, but is not limited to, laws pertaining to: copyrighted materials, trade secrets, threatening or obscene materials and other criminal activity.

Use of computers or the network for commercial activities, product solicitations, or political lobbying is prohibited. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.

Downloading of applications, executables (including games), videos and music (including mp3s) is strictly prohibited without prior approval of the network administrator. All computers and devices connected to the district network (including high school and elementary) must be configured and added to the network by the one of the technology coordinators. Personal PCs and laptops will be permitted only in a standalone capacity and will not be permitted on the network without prior approval of a network administrator.

Etiquette: All computer users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are the minimum taught to all students and staff: Be polite. Do not write or send abusive message to others. School rules regarding harassment apply to electronic communication. Use appropriate language. Do not swear; use vulgarities or other inappropriate language. Do not reveal your personal address, phone numbers, or your last name to unknown persons on the network.

Electronic mail (email) is not guaranteed to be private. Even if you designate a message as "confidential" or "Private," DO NOT EXPECT PRIVACY! System managers have access to all mail and reserve the right to monitor the use of Hendricks School Networks. Student access to email during school hours is prohibited without prior instructor approval and supervision.

Reliability: The Hendricks School District cannot be held responsible for any lost resources or damages incurred through the use of Hendricks School Computers or Networks.

Security: Users of Hendricks School Networks agree not to violate or attempt to violate system security or intentionally interfere with network performance. Users agree not to access another person's account, files or password. Do not use another individual's account without written permission. Do not give your password to any other individual. If you feel you can identify a security problem on the Hendricks School Networks, you must notify the system manager.

Protection: A firewall is in place at the gateway to provide content filtering in accordance with the Child Internet Protection Act. Filters include, but are not limited to: full or partial nudity; obscenities; gross depictions; sexual acts; and materials generally regarded as inappropriate for minors. While content filtering provides an excellent source of security for Internet browsing, it does not take the place of adult supervision.

Violation: Users who violate the terms of the Acceptable Use policy will be dealt with by the administration. Student discipline may include, but is not limited to: loss of computer privileges; loss of Internet access; and/or after school detention. Staff discipline measures are outlined in the staff handbook.

Terms and Conditions: The terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements. The Hendricks School District #402 reserves the right to modify these terms and conditions at any time. The laws of the United States of America, State of Minnesota, and policies of the Hendricks School District shall govern these terms and conditions.

INDEPENDENT SCHOOL DISTRICT NO. 402, HENDRICKS

WORKPLACE DIRECTIVES

The School District requires that all employees comply with the following directives:

- 1. Compliance with Copyright Laws.** You may not use the District's electronic resources to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the other person's prior approval or proper citation, including the downloading or exchanging of "pirated" software or copying software to or from any District computer. In addition, you must respect the District's rights to its copyrighted material, including material created by District employees in the performance of their job duties, and may not re-publish or disseminate any such material, including, but not limited to, electronic publication on social media webpages such as "Myspace.com" and "Facebook.com" without prior written approval from the Superintendent or the Superintendent's designee.
- 2. Social Media.** You must not use your District e-mail account to communicate on public social media networks without prior written approval from the District. Your use of social media webpages must comply with all applicable State and federal laws, District policies, contract provisions, and directives.

You are hereby directed to comply with all directives contained in this document. These directives will remain in full force and effect unless and until the Superintendent or the Superintendent's designee notifies you, in writing that they no longer apply. In addition, any and all previous directives you have received remain in full force and effect. Your failure to adhere to any directive will be considered insubordinate and may result in discipline, up to and including immediate termination of your employment.

If you have any questions about these directives or require instruction or assistance in meeting them, you must inform the Superintendent, using the District's e-mail system, within five (5) school days of your receipt of this letter. If you fail to do so, the District will assume you understand what is expected of you and are capable of meeting the requirements of these directives.

EMPLOYEE TRANSMITTAL ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the preceding Workplace Directives. I further acknowledge that I have received a copy of School District policies regarding the following topics:

1. Data privacy;
2. Professional communication; and
3. Acceptable use of School District computers and other technological resources.

I acknowledge that I am responsible for adhering to the directives and policies referenced above as they apply to me.

Employee _____

Date _____

A COPY OF THE ABOVE EMPLOYEE ACKNOWLEDGEMENT MUST BE RETURNED TO THE HUMAN RESOURCES OFFICE NO LATER THAN FIVE (5) SCHOOL DAYS AFTER THE EMPLOYEE'S RECEIPT OF THIS LETTER.