

Faculty Handbook

Stephen/Argyle Central Schools

2018-19

Our Mission: To Educate Our Students for
Tomorrow's Today"

“Children must be taught how to think, not what to think.”

— [Margaret Mead](#)

“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”

— [Malcolm X](#)

“Education is the power to think clearly, the power to act well in the world's work, and the power to appreciate life.”

— [Brigham Young](#)

“It has always seemed strange to me that in our endless discussions about education so little stress is laid on the pleasure of becoming an educated person, the enormous interest it adds to life. To be able to be caught up into the world of thought—that is to be educated.”

— [Edith Hamilton](#)

“The fact is that given the challenges we face, education doesn't need to be reformed -- it needs to be transformed. The key to this transformation is not to standardize education, but to personalize it, to build achievement on discovering the individual talents of each child, to put students in an environment where they want to learn and where they can naturally discover their true passions.”

— [Ken Robinson](#), *The Element: How Finding Your Passion Changes Everything*

1. Absences/Teacher: If you are choosing to use a “personal day”, please remember to use the appropriate request form well in advance so that notification of approval/denial can be returned and so we are able to arrange for a substitute teacher. If it is necessary for you to use “sick day(s)” or “emergency leave”, please contact an administrator as soon as possible so appropriate substitute arrangements can be made. If possible, complete the required “absence form” prior to your absence. If this is not possible, complete this form when you return. In general, the guidelines for “personal”, “emergency” and “sick leave” are defined in the Master contract. ***As all teachers know, the last part of the school year is challenging for everyone, so whenever possible we hope staff will avoid using personal days during the month of May.***

2. Absences/Student: Students who are absent from school should bring a note from their parent(s) briefly explaining the reason for their absence. It is the teacher’s responsibility to provide clear make-up assignments and to hold the student accountable for completion of these tasks. Document absences, make-up work assigned and make-up work completed.

Our school stresses the importance of good attendance and our strong record of student attendance supports our efforts. Regular attendance is important as it is essential for successful school work.

3. Academic Progress Reports: Mid-term progress reports should be turned into the office following the fourth week of each grading period. These reports will be used to inform the parents about the level of their child’s academic performance in class. All parents of students failing or doing poorly should receive progress reports. Progress reports should also be sent home on students who are doing a GREAT JOB based on their ability. It is a strong professional practice to keep a copy of each report in your files.

4a. Access Slips - Student Files: In keeping with Federal Law, each child’s confidential file includes an “access slip” to be used by anyone opening or using the file. The access slip asks your name, date, and brief reason for use. This is to be completed whenever you access a student’s file. The access, use and release of student information is governed by both State and Federal Law. In addition to professional staff, only parents and students have access to these records.

4b. Admittance to School Activities: Our School District has approved the admittance to activities free of charge for staff members and their spouses.

5. Announcements: Announcements for students and staff should be given to the office staff prior to 8:30 a.m. Teachers should always review the announcements to ensure the students receive the information they need. Our **national pledge of allegiance** should be led 1st period of each day. Any student who does not wish to participate in reciting the pledge for any personal reason may elect not to do so. Students and staff must respect another persons right to make that choice to participate or not participate.

6. Assemblies: Please inform students that their behavior at assemblies shall include the following:

- a. Students shall sit in their assigned section.
- b. Students are to give the presenters their full attention. Inappropriate student responses will not be tolerated.
- c. Students shall display appropriate decorum during the National Anthem.
- d. Students shall wait to be excused by the person in charge of the assembly.
- e. Students choosing not to follow these rules will be assigned an appropriate level of consequences.

NOTE: TEACHERS ARE EXPECTED TO ATTEND THE ASSEMBLY AND ASSIST IN SUPERVISING THE STUDENTS.

“No calling in our society is more demanding than teaching; no calling in our society is more selfless than teaching; and no calling is more central to the vitality of a democracy than teaching.”

7. Building Security: If you are supervising a student after school, you are responsible until the student leaves the building. Make sure that all windows are closed, lights are turned off and that doors are locked at the end of the day.

It is also recommended that faculty members survey their classroom and the hallways and areas surrounding their classroom on a regular basis. Report any irregularities to the office immediately. Maintaining a safe and secure building is a responsibility we all share.

Coaches and Activity Advisors:

- a. Check to make sure the outside doors are locked and the lock-bars are attached to the doors. (Lock-bars may not be used if there are more than ten people in the building.)
- b. check inside doors and lock as necessary
- c. Turn off the lights: old gym, new gym, locker rooms and offices, basement and weight room
- d. also, please check to make sure the showers are turned off.

Our site is a very busy place after school, with most of the gyms in action every night. We need to have everyone work together to make sure we take care of loose ends. After a game a custodian will be on duty to lock up, but otherwise you cannot assume that someone will be coming behind you to close up or lock up. Please take a quick walk-about to make sure these things are taken care of properly. If you don't have the necessary keys for locking up, please check with the office.

8. Bus Riding Procedure: Students who travel by school-related transportation to an event must return by school transportation unless excused in advance by the

advisor/principal. Students may only receive this permission when providing a valid written note from their parents or when you have direct contact and confirmation of permission from parent(s)/guardian(s). The wisest practice is to only release students into the direct contact and control of their parent/guardian. Advisors/coaches should supervise students on the bus, inspect the bus after each activity and inform the administration of any irregularities.

9. Chain of Command: The District has established a chain of command which employees are required to follow. The first step is to visit with your immediate supervisor/administrator. The second step is to visit with the superintendent and the final step is to visit with the school board. A chain of command is established to aid in quickly handling concerns, to maintain the proper lines of communication and the legal process.

10. Confidentiality: All employees of the school district are working in an information sensitive situation. Confidentiality is of vital importance and great care must be taken in sharing any information outside the school; especially student and employee information. When in doubt, the less said the better, or refer the person to an appropriate school source.

“Rumor writes faster than truth can erase.”

11. Discipline: Discipline is the proper guidance of pupils working at worthwhile tasks. A foundation of educational discipline is that no group of students is to be left without teacher supervision at any time or place. Above all else, maintain positive discipline in your classroom. Physical contact should always be avoided in disciplining students.

In our school, we also need staff to be vigilant in maintaining proper student discipline in the hallways, lunchroom, assemblies and activities. Stress courtesy, be courteous and require that students be courteous to teachers and fellow students.

Be firm, fair and consistent so the students know what to expect. Group punishment is difficult for students to understand and it is difficult to justify, defend and explain to parents.

Faculty members should be familiar with the discipline practices in our school and the need to consistently follow the discipline program to ensure consistency throughout our school. If it is necessary to remove a student from your classroom, you should have the student report directly to the office, and when time permits, provide the administration with the information necessary to deal with the situation.

12. Duties -- General Management:

a. Classroom supervision: because we will have students arriving at different times in the morning (in town, route buses, shuttle buses) and with the breakfast schedule, it will be important for staff to make sure their classrooms are supervised to the highest possible degree.

b. Complete a daily attendance report.

c. Stress the need for students to keep their room and the

school neat and presentable.

d. At the end of the day, check to make sure the windows are closed, the lights are turned off and the door is locked.

13. Emergency Procedures: Please review the crisis management procedure handbook. All staff members are required to be familiar with all emergency procedures and the school crisis plan.

14. Faculty Meetings: Faculty Meetings are scheduled on a regular basis to maintain our lines of communication and to discuss our work of educating children. Your participation in these meetings is essential to make them productive.

15. Faculty Members Leaving the Building: If it is necessary for you to leave the building during working hours, it is important that you stop in the office and notify our staff. This is as much for your protection as it is for our information.

16. Faculty Supervision Responsibility: Students in classrooms are not to be left unattended for any reason except an emergency. You are responsible for the direct supervision of your students.

17. Fund Raising/Selling: Any organization wishing to raise money or to sell items of any kind must have prior permission from the administration. The goal of this policy is to prevent duplication and saturation of selling in our small communities.

18. Hall Duty: Teachers are important in the supervision of our hallways and locker areas between classes. Proximity to students and visibility are key factors in preventing inappropriate behavior by students. By working together we can prevent problems before they happen.

19. Hazing: Minnesota State Law requires that each school adopt policies to maintain a safe learning environment for students and staff which is free from hazing activities of any type.

*No student or employee of our school shall plan, direct, encourage, aid or engage in hazing.

*No teacher, administrator or employee shall permit, condone or tolerate hazing.

*Apparent consent or permission by the person being hazed does not lessen the prohibitions.

*This policy includes behaviors that occur on and off school property -- during and after school.

*The school will investigate all hazing complaints and will take appropriate action.

All staff members are responsible for assisting our school in the elimination of hazing.

20. Hot Lunch Program: Teachers may utilize the hot lunch program by depositing money into an individual account. Check in the office to identify cost and to set up your account.

21. Injured Students or Staff: Report any and all injuries or suspected injuries to the office. In the case of an injured student, the teacher must complete an “accident report form”.

22. Inventory: Staff members are expected to maintain inventories in two main categories: 1) books, technology, and reference materials; 2) room furniture and equipment. Inventory cards will be kept in the office.

23. Keys: In the interest of maintaining optimum security it is important that we maintain secure control of our school keys. **DO NOT GIVE YOUR KEYS TO STUDENTS FOR ANY REASON EXCEPT IN AN EMERGENCY.**

24. Lesson Plans: A record of lesson plans for the coming week should be available on the teacher’s desk. The lesson plan book should be divided into a daily class outline including:

- a. daily objective (note ‘academic standard’ when appropriate)
- b. class procedure - activity
- c. method of assessment when appropriate
- d. assignment(s) with due date

Keeping a well organized and current lesson plan book is essential professional practice to maintain effective instructional organization. Your lesson plan book is also professional and legal documentation of your meeting the curriculum standards assigned to your classes. Well organized lesson plan books are also important for use by substitute teachers and for administrative review.

“Education is what survives when what has been learned has been forgotten.”

25. News/Publication Releases: Staff are encouraged to give maximum positive publicity to student activities in and outside of the classroom. Positive public relations is a job for everyone in our school. Please note: All news releases or publications by students must be approved by the administration prior to release or publication.

26. Passes/Hallway: Because of its disruptive nature, it is important to keep student travel during class periods to a minimum. Students leaving a class to travel to the office, bathroom, library, or computer lab are required to carry a written pass from the teacher in charge. Study Hall teachers will use a sign-out sheet, but travel should be kept to a minimum.

27. Profanity: The use of profanity with students is unacceptable and is strictly prohibited.

28. Personnel Files: All teachers have a personnel file which is maintained in the main office of the District. Teachers have the right to review their personal file upon written request and through arrangements made with the administration. A teacher has

the right to respond to any item in their file in written form, which is then attached to the item in question.

29. Phone Usage: The school phones are primarily for business use of the school district. The phones may be used for personal calls as long as they are logged on the phone forms and all bills are paid to the District. Please record all long distance calls, both business and personal on the appropriate forms.

30. Purchase Orders: School purchases all require purchase orders. Contact a secretary for a purchase order prior to obtaining the purchase. Purchase orders should be submitted to the principal for initial approval. A purchase order is required in advance and is to be approved before anything is ordered.

31. Requisitioning and Ordering of Supplies, Materials and Equipment:

Because of the volume of materials used by our school and accountability requirements it is important that we follow a definite procedure and have an organized method of control. Most supplies that are needed are kept in the high school office. Should needed materials not be available, the following procedure should be followed to obtain the supplies:

a. Requisitioning: Most supplies, materials and equipment should be requisitioned with a written request. Please complete this request with all of the detailed information necessary to order the item(s) and forward it to the principal. If the administrator would like additional information you will be contacted. If approved, the order will be completed in the office and forwarded to the vendor. If not approved, the administrator will contact you.

b. Direct Purchases by teachers at local stores: Direct purchases of supplies by teachers at local stores is not permissible, unless the purchase has been authorized in advance by the administration. When authority has been given for you to make a purchase, the charge slip must be signed by the teacher.

32. Sexual Harassment/Sexual Violence Policy: See School District Policy available in administrative offices.

33. Sick Room: Students who become sick in the classroom may be sent to the office. Unless there are extenuating circumstances, they will be allowed in the sick room for a maximum of one class period. After that time the student should return to class or go home.

34. Student Records: Collection of information for student records at our school is made for the purpose of aiding each student in the education process. These records also preserve essential and pertinent education achievement information regarding student progress. The access, use and release of student information from the school is governed by both State and Federal law. Caution must be taken not to violate any part of these laws. In addition to professional staff, only parents and students have access to these records. Staff members may, however, give personal recommendations to institutions of learning or prospective employers. Any exception to the law on written

consent is upon request of the Welfare Department or Social Services when a student is under such jurisdiction, or when compelled by law, such as a subpoena or court order. Records are not permitted to leave the school office.

35. Substitute Teachers: Teachers must notify their principal or the school office if it is necessary to be absent from school. When possible we appreciate as much advance warning as possible so that we are better able to contract a qualified substitute teacher. Teachers are responsible for making the necessary preparations/planning so the substitute teacher has a positive and productive day. Teachers should also have information (seating charts, class schedules, etc) readily available to assist the substitute teacher in his/her tasks.

36. Supplies: Classroom: If you need general classroom supplies, please check with our office staff.

37. Syllabus: present students with a syllabus for each of your classes identifying class objectives, grading standards, behavioral expectations, etc.

38. Teacher's Day: The teacher's day as defined in the Master Contract is from 7:45 a.m. until 3:45 p.m. If it is necessary for the teacher to be absent from the building during some part of the school day, it is important that you communicate with our office so that we are informed and so we can ensure proper supervision of your students.

39. Technology: Use of technology resources by faculty members is governed by the guidelines identified in our District "Acceptable Use Agreement". Staff members must familiarize themselves with this policy; both in regulating their use of information networks and in supervising student use of these resources. Attached to this handbook is a copy of the staff "Acceptable Use Agreement" which staff members are responsible for review and compliance.

40. Tennesen and Garrity Warning: Information is available in the administrative offices at each site. This information is based on Minnesota Statues 13.04, subdivision 2.

41. Textbooks: Textbooks are provided free of charge to the students of Minnesota by State Law. However, they are public property and extreme care must be exercised in their care and use. Do not permit students to damage books. We need to express our expectations for positive book care. Students should write their names in the front of the text and no other writing of any kind should be permitted. Textbooks should not be used as a file for old tests, assignments, pencils, combs, etc. Teachers should encourage students to use book covers to protect the covers of their textbooks. Students can be held responsible for the cost of replacing a book if it is lost or destroyed

42. Tobacco Free Policy: The Stephen/Argyle Central School District is a "tobacco free" school. Students and employees are not to possess or use tobacco on school grounds or at school events.

43. Transportation Requests: Any staff member requiring a school vehicle must sign up on the transportation calendar in the school office. Our District will reimburse employees for mileage at the approved rate only if prior approval has been granted from the superintendent. Employees are to use District vehicles when it is available and if the employee chooses to use their own vehicle the District will not pay for the mileage incurred. If you have a question remember to receive prior approval for mileage or use of a school vehicle.

44. Visitors: Visitors should be told to contact you after school hours. Vendors will be directed to the office. Telephone calls will be forwarded to your room, but since this is disruptive to your class, we will attempt to reference these calls to your prep period.

If you are having a guest speaker, etc., in your class, always notify the office so that we are informed of visitors in the building.

45. Web Site: sac.k12.mn.us: all staff members should utilize this tool to assist us in communicating as effectively as possible with parents and community members.

46. Wednesday Evening - Community/Family Night: Wednesday evenings have been set aside as Community/Family Night. Whenever possible, do not schedule school activities for this night. All practices and activities should be completed by 5:30 p.m. on Wednesdays.

47. Duties of Class and Organization Advisors:

- a. prepare an alphabetical list of members as soon as possible & turn in to the office
- b. supervise all class meetings and events. Plans must have advisor and administrative approval.
- c. supervise your class in Homecoming activities, magazine sales, concession work, etc
- d. lead by example.

“A good teacher remembers what it was like to be taught by their favorite teacher.”

EMERGENCY/CRISIS SITUATION SUMMARY

A. Drills:

1. Fire Exit Drills will be conducted **five (5) times during the school year**.
2. Exit routes should be posted in each classroom. Check your room for exit/exit route signs.
3. Five (5) lock down drills shall be completed each year.
4. Two (2) evacuation down drill shall be completed each year.
5. Weather related school closing - School Contained - Storm Homes

If a weather related situation occurs when students will not be transported away from our building, faculty need to recognize their emergency situation responsibilities. Teachers remain responsible for their students until they are picked up or transported to their home or storm home. Faculty should stay until all of their students are accounted away from the building. Faculty should always check out with the administrator in charge before leaving the building.

STATIONS FOR SCHOOL DAY/CLOSING - EMERGENCIES

Television Stations

KVLY Channel 11	800-450-5844
WDAZ Channel 8	800-732-4361
KXJB Channel 4	800-279-5952

SchoolMessenger and the school website will be used to notify staff, students, and parent.

