

**Kenyon-Wanamingo  
High School  
Faculty Handbook  
2009-2010**

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# ISD 2172 CHARTER STATEMENTS

## Vision:

Our vision is to prepare life-long learners **and** responsible citizens.

## Mission:

Our mission at Kenyon-Wanamingo School is to create a **caring partnership** among students, family and community **to maximize** each learner’s **academic, physical and social development**.

### THE SCHOOL DAY

Grade 7-12		Grades 5-6	
Period 1:	8:25 – 9:10	Period 1	8:25 – 9:08
Period 2:	9:13 – 9:58	Period 2	9:11 – 9:54
Period 3:	10:01 – 10:46	Period 3	9:57 – 10:40
Period 4:	10:49 – 11:34	Period 4	10:43– 10:58 Recess 10:58 – 11:18 Lunch 11:18 – 12:01 Period 4A
Period 5B:	11:34 –11:59 (Lunch B) 11:59 – 12:44 – 5 <sup>th</sup>	Period 5	12:04 – 12:47 Period 5A
Period 5C:	11:37 – 12:22 – 5 <sup>th</sup> 12:22 – 12:47 (Lunch C)		
Period 6:	12:47 – 1:31	Period 6	12:50 – 1:33
Period 7:	1:34 – 2:18	Period 7	1:36 – 2:19
Period 8:	2:21 – 3:05	Period 8	2:22 – 3:05

Lunch A-Grades 5, 6	10:58 am – 11:18 am
Lunch B – Grade 7, 8 and 9	11:34 am – 11:59 am
Lunch C-Grades 10, 11 and 12	12:22 pm – 12:47 pm

- Teachers are scheduled for an 8-hour workday as per the Master Agreement. You may arrive at 7:30, 7:45 or 8:00AM and stay for 8 hours from that beginning time. Sign up with the secretary for flex time hours of service. ***Given the number of students here in the morning, as well as our activities schedule, we’d prefer the 7:30 to 3:30 time frame.*** This may be adjusted quarterly. *All staff members need to be at or near their classrooms by 8:00 AM to assist students who need help with schoolwork.*
- Part-time teachers need to arrange their schedules with the Principal before school year starts. Part-time teachers are to arrive at least 10 min before their first class based on their percentage of a full-time contract.
- Teachers may not leave the school early or leave the building while school is in session without permission from the HS Principal in advance.
- Teachers are not to leave their class unsupervised while it is in session. If there is an emergency, find a staff member or another adult to supervise your class.
- Students should not be roaming the halls before, during or after school. Before 7:30AM and after 3:30PM, teachers encountering loitering students should be sent to the Commons or asked to leave the building.

NOTE: We have stayed with three minutes passing time again. In the high school, this is definitely not possible in situations, so there is a one-minute grace period, if needed, or when necessary. Continue to use your good judgment with students who have longer treks.

## GENERAL INFORMATION

### Advisors -- Student Organizations

If you are in charge of a student organization, please contact the District Office to get their policies. Student organizations have explicit rules in terms of meetings, officers and keeping track of finances. ***We will have a MANDATORY meeting of all student officers and student organization in the first two weeks of school to cover those policies specific to student organizations.***

### Agents/Solicitors

Salespersons and solicitors are not permitted to contact you during the school day unless it is during your preparation period or after school. Instruct all salespersons or visitors to check in with the office personnel prior to meeting with you.

### Assembly Supervision

All assemblies and special events need to be pre-approved by the Principal TWO weeks prior to the event.

Whenever there is an assembly, teachers are expected to space themselves to supervise students accordingly.

Teachers will be expected to attend all assemblies unless the assembly is during your preparation period.

### Classroom Appearance

Keep your classroom neat and attractive. If graffiti and scratching occur during your watch, it is incumbent upon you to recognize the problem and address this with the student responsible. Ultimately, *furniture and classroom materials are the responsibility of the classroom teacher.* Report any problems to the office.

When leaving your room at the end of the school day, please check to make sure the windows are closed, lights turned off, and the door is locked. You can help the janitorial staff out a great deal if you would have the students set their chairs on their desks/tables at the end of the day. Do not put nails in the walls, paint walls, or alter your room physically in any way without prior approval from the principal or the head custodian. Report maintenance issues to a principal or the Building and Grounds Coordinator. Work orders are submitted during the budget process and when needed, through submitting a teacher needs form to the principal. (Attachment)

### Copiers

Copiers are located in the workroom by the HS office and in the media center. These machines are to be used ONLY by teachers for appropriate school use.

### Crisis Management Plan

*Please refer to the Crisis Management Plan and post appropriate exit routes in your room. Review this plan with students on a regular basis and remain current on procedures. If you need a copy of this, please let me know. In the event of a bomb threat, we will evacuate the building and conduct classes at First Evangelical Lutheran Church (MS) and St. Michaels (HS) until the building is clear. During fall workshops, we may run through versions of a couple of drills to get staff acclimated to our Crisis Management Plan.*

### Cumulative Records

The cumulative folders for students are kept in the high school office. Teachers are expected to update activity participation records for students they advise/coach. Cumulative records should not leave the office area.

### Daily Bulletin

**HS Students will not have the daily bulletin read to them any longer.** We will put students on an email list to receive them daily. **The school's daily bulletin will be posted in several key locations and delivered electronically by 10:00AM each morning electronically only.** All announcements for the daily building bulletin must be emailed to the Holli by 9:00AM if they are to be included in the daily bulletin that will also be posted online. Intercom messages will be read only if there is an absolute emergency.

### Detention

Detention will be held from 3:15 to 4:00PM on Tuesdays and Thursdays. Teachers may refer detentions to students for appropriate discipline and forward the form to the building principal for processing. A form will be available during the fall in-service for you to sign up to host detention sessions. Before you go to your detention session, please pick up the clipboard with assigned student names on it and record who attended the detention session.

### **Drug Use -- Duty to Report**

Teachers are to report student drug use immediately to the principal. The teacher's duty to report is contained in Minn. Statute 121A.29, subd. 1, "A teacher in a public school who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on school premises or involved in school-related activities, shall immediately notify the school's chemical abuse pre-assessment team (principal and counselor) of this information. A teacher who complies with this section shall be defended and indemnified under section 466.07, subd.1, in any action for damages arising out of the compliance.

### **Expense Reimbursement**

Payment for mileage, classroom substituting, working at extra-curricular events, curriculum work and those items on schedule "C" of the Master Agreement for hourly rates of pay, should be submitted to the principal for approval. Reimbursements should not be on the same voucher as payroll items.

### **Dress Code**

The discipline policy has a reference to a dress code for students. The dress code should be enforced by ALL staff. Staff members are expected to dress appropriate for setting a professional example for students. Professional dress improves the academic climate of a school.

In terms of students, there continues to be a lot of attention placed on our student dress code. As reminders—  
\*Hats are not allowed to be worn during the school day. All staff should ask students to remove hats during the day. Confiscate the hat (or headwear of a different ilk) and deliver it to the office.  
\*If a student is in violation (various reasons—bare midriff, exposed underwear, neckline, content, etc.), they can be sent to the office for a change of clothing. We have a lot of items on hand.

### **Event Passes**

Linda will issue staff members event passes for home activities for employees and spouse.

### **Facility Use -- Professional**

Any faculty member wishing to use the Conference Room (Holli), the Media Center/AJ Conference Room (Media) or the Auditorium (TBA) for meetings, assemblies, etc. need to contact the people listed in parentheses prior to receiving approval for that site. After 3:30PM, all facility reservations are made through Kris Kincaid, Community Education, as well as to follow those policies.

### **Facility Use -- Personal**

Staff members are reminded to limit personal activities conducted during contracted time. When using the facilities for personal use, please use the guideline listed above. If the activity is school-related (like camps, clinics and lessons), yet leads to profit and is outside of contract time, again, those activities should be cleared in advance and run through Community Education, as well as to follow those policies.

### **Faculty Meetings**

*Each Six - Weeks – HS Meetings*  
*2<sup>nd</sup> Thursday of the Month—MS Meetings*  
*Each Six – Weeks – Professional Learning Communities (Staff Development)*

**There will be other meetings scheduled on a need basis with need-based personnel. The intent of the district is to build professional learning communities (PLC's) this year. This format is yet to be decided.** All faculty members are to be present at all meetings unless arrangements are made with the principal in advance. Faculty members that have been excused from attending a meeting are responsible to obtain information covered following the scheduled meeting. If a faculty member would like to call a meeting, simply email the others and request their presence at the given time of the called meeting.

### **Field Trips**

Any time a group of students is excused from school, the teacher/s in charge must provide a list of students to be absent to all staff and the Principal at least 2 days in advance. The Principal must have granted prior approval. All extended field trips must be approved by the Board of Education. Students on school trips are to make up work in advance whenever possible or with approval from the teacher to complete the work upon their return. It is also the organizing teacher's responsibility to give a cell phone contact, First Aid Kit and any student(s) medication(s). (Attachment)

### **Fund-raisers**

Fundraisers need to be district-approved annually before the event. Fundraising activities should contribute to the educational mission without being in conflict with instruction. The fundraising should be publicized in advance, with purpose and intended use of profits indicated. *In all cases, the Superintendent must enter into any contract arrangement.* Money collected (for fund-raising or field trips by school employees and by student treasurers) shall be receipted and accounted for and directed without delay to the proper location of deposit. This should be given to the office secretary where it will be deposited in the vault or directly to the district office credited to the organization concerned. No money is to be kept in the instructor's desk drawers, or in a separate bank account. All money raised should go for the purpose designated. No refunds or cash should be given to students. Bills will be paid by check from the District Office upon request. Staff members need to fill out all paperwork to fulfill the fund-raising process.

### **Hall Supervision**

Orderly dismissal of classes at the end of each period will result in more desirable behavioral conditions. Teachers are expected to act as hall supervisors in the area of their teaching situation by stepping out between classes, before and after school. When problem behavior occurs in the hallways, staff are expected to confront the behavior.

### **Keys**

Principals will issue school keys to staff. Staff members may have inventoried keys only from the building and grounds department. Staff members may not loan their school keys to any individual, including students and /or children. *The Building and Grounds Director is the only individual with authorization to copy keys in the district.*

### **KW Educational Foundation Process**

The KW Educational Foundation was set up to support teachers and students to get items that facilitate the educational program at our school. Monthly meetings are held to disperse funds. There is a specific process that is followed to get on their agenda. Please refer to the form in this handbook for specific procedures to follow.

### **Mail Service**

Mailboxes are located in the workroom. These should be checked at least twice a day for important memos and/or necessary information. Mail addressed to teachers will be sorted and deposited in mailboxes by approximately 10AM daily. *Letters or parcels that you wish to have mailed should be completely packed, clearly addressed and left in the high school office.* Office personnel will be responsible for marking proper postage. Check with Holli if you want UPS to pick up a package for you.

### **Mandated Reporting**

Any staff member is a Mandated Reporter of suspected child abuse or neglect. Please check with the counselor, dean, and/or principal for procedures. It is required by law to fill out reports and/or make verbal accounts to appropriate authorities. First hand reporting is required.

### **Outgoing Correspondence**

Any correspondence sent out by a teacher should have all necessary approvals (Board, Principal) before being sent out (Field Trips, Fund Raisers, etc). If you feel it is something that may generate some controversy or conversation, I would appreciate if you would let me know prior to this going public. The principal reserves the right to veto any outgoing correspondence considered inappropriate.

### **Parking**

Staff parking is designated on the **north side of the building**. Due to security procedures, these doors are open for staff until around 8:30AM. Cards for entry through the north side of the east and west wings of the building are issued with keys. This will be the main door for entry when the building is secured.

### **Pay Periods / Vouchers**

Pay days are on the 15<sup>th</sup> and the last day of each month or the nearest business day with the exception that the last day of work before Christmas vacation shall be the pay day. Vouchers to be paid should be submitted to the building principal no less than seven days before the next pay period.

### **Professional File**

A permanent record of teacher qualification, current copy of teaching certificate, retirement fund membership, exemption qualifications, experience, etc. must be on file in the superintendent's office. Be sure yours is complete. The teacher is responsible for renewal of licensure by July 1 of the year it expires.

### **Purchasing**

Requests for classroom supplies/professional use need to be pre-approved. No orders should be placed by phone or in any other way without filling out correct forms and obtaining a purchase order. ***All purchase orders should be generated from the SmartFin application located on the district website.*** From there, an approved purchase order will be generated *electronically* and signed again by an administrator before an order is placed. A secretary will let you know whether your PO was mailed or faxed. (Attachment)

### **Reasonable Force**

“Reasonable Force” may be used by a teacher or other school employees when necessary to restrain a student or prevent harm to another. Student assaults or aggressive behavior toward staff will be reviewed on an individual basis. This type of behavior will be dealt with swiftly and harshly. Staff members may file assault charges through the police liaison officer.

### **Security**

We have a responsibility to provide a safe and secure environment for all members of our school society. We can provide a better opportunity for a secure building if all staff:

- do not bring large sums of money or valuables to school;
- lock all doors, lockers and desks out of your supervision;
- report vandalism, theft or unusual behavior to the office immediately, doing premature questioning of suspects immediately, forwarding any names to the office; and
- position themselves in hallways before, during and after all classes.

### **Staff Absences**

Staff is allowed specific number of days for illness/medical and/or personal leave days as determined by the Master Agreement. Personal leave and workshop requests should be tendered at least THREE days in advance. *Teachers who sub for other teachers may elect to use their time to gain a comp day by earning 8 periods of subbing time. Comp time requests must be submitted to your principal and approved by Mr. Evert the same as Personal leave.*

*If teachers are not able to be present at the school due to sickness or other reasons, they must notify Carol Hertle, x208, by 6:15 A.M.* so that a substitute teacher may be secured. *Absences will be reviewed by the HS Principal prior to or immediately following any absence and categorized accordingly.* Staff should pick up a Request for Approval of Absence form and follow procedures per the Master Agreement. (Attachments)

### **Staff Injuries**

All staff members are covered under the Minnesota Workmen’s Compensation Act, and consequently are covered for injuries in the line of duty. All such injuries should be reported to the principal as soon as physically possible. Forms are available from the principal and must be returned within reporting guidelines. (Attachment)

### **Study Hall / Hall Passes**

If you are assigned to a study hall and wish to leave that area of responsibility, please make arrangements to have another staff member there during your short absence. The study halls are established for the purpose of studying. The students should report to the study areas prepared to study. This means they should bring all necessary textbooks, notebooks, and writing equipment with them to class. **There should only be one student out of any class at any given time, including Study Hall.**

### **Telephones**

Teachers may use telephones to make local and long distance calls for school-related business. Long distance calls for personal use will be reimbursed to the district office. Please check voicemail messages frequently as the office may need to get a student from your room or in cases of emergency may need to notify of you.

### **Vehicle Sign-out**

Each building has one van for use by staff when available. In addition, other buildings have other vans that may be used with prior attention. Staff needing to use school vehicles should check its availability. (This process has not been determined at the time of this publication.)

## PROFESSIONAL INFORMATION

### Classroom Interruptions

Classroom interruptions are undesirable and will be held to a minimum. Announcements other than at planned times, must be approved by the principal and will be, whenever possible, made at the beginning and/or end of the class period. Do not dismiss students to other classes or teachers without a pass. For the purposes of evaluation and discipline, the principal (and/or a secretary) may come in to your classroom at any time. It may be helpful to explain this to your students at the beginning of the school year.

### Classroom Management

1. Explain your classroom's behavior management policies **the first day** of school and implement immediately.
2. Keep students actively involved with **meaningful learning activity** every day. There should be some academic activity scheduled for each student-contact period.
3. Be **fair, firm, and friendly**. Don't punish for today what you allowed to happen yesterday.
4. Be **professional**. You are the teacher and must set yourself in that image by your speech and actions. It will be very difficult for you to be "one of the gang" and still maintain control.
5. Make it clear to students that when misbehavior occurs, **it is the behavior you dislike not the student**.
6. **Avoid criticism, sarcasm, insults or labeling** as a way of dealing with behavior problems. They usually do not accomplish the intended purpose and more likely will have a reverse effect.
7. Remember that **"everything" is not a big deal**. Some problems can be handled by humor or banter. Some trivial behaviors are best ignored entirely, but the skillful teacher is "aware" that the behavior is being ignored.
8. *All classrooms need to be supervised at all times when students are present.*

State laws are quite specific regarding teacher liability in regard to accidents whenever negligence is involved. One such instance could be when a student is injured when a teacher is absent from his/her assigned classroom. Please keep your room locked at all other times.

### Evaluations

Staff will be formally evaluated according to the guidelines dictated by the Board of Education. Additional evaluations will be conducted as needed to ensure effective instruction. Any evaluation may be presented for School Board review. All non-tenured staff will have three formal yearly evaluations by a Principal.

### Grading Principles -- Assessment

All teachers should have quality assessments that dictate grades. *The weight of these assessments will vary according to the judgment of the teacher.* Every course should have a well-designed and pre-thought assessment component that is given to the students on the 1<sup>st</sup> day of each term and communicated well to students on the syllabus and continually throughout the course. *At the end of each term, all students are to be given final exams or projects in all subjects in which they are enrolled.*

### Grading Principles -- Other

All teachers are required to maintain records indicating how grades for their students are determined. Faculty must maintain grades on the JMC Gradebook to facilitate mid-term or update grades for each student. **Faculty are given one calendar week to grade and post all completed assignments.** If the JMC program causes problems, please contact Margaret in the technology department. *In cases where a student has not completed his/her work in a class at the end of a grading period, this should be noted with an Incomplete (I). No I should be carried longer than TWO weeks into the next term. After this time an "I" will become an "F". Please notify the principal of any such cases.*

### Lesson Plans/Assignments

We expect all teachers will keep accurate and detailed lesson plans, reviewing and modifying weekly. All teachers should post their classroom activities on the district website by the Friday preceding the weekly instruction.

### Planners

All students absent from your class need to report to the office to have their planner signed before returning to class. Make-up work should be noted and signed by the teacher in the planner.

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**Parent-Teacher Conferences**

Parent-teacher conferences are held twice a year. The HS will have Open House the 2<sup>nd</sup> day of workshops and one day of conferences in October. The MS will have two nights of conference in both the fall and spring. In the spring, the HS will have PT Conferences one night and Registration conferences the other. No personal leave days are allowed during these days, nor field trips or events be planned. If you are a shared staff member, please contact Mr. Walsh or Mr. Ryan to determine your specific shared conference schedule for the Fall and Spring.

**Six-Week Curriculum Cycle**

Each six weeks, our school will go through a regular process of reviewing our curriculum/instruction/assessments from the previous six weeks, having staff development opportunities, as well as planning for the next six-weeks. This is the backbone of our school calendar and consequently our professional development program. Each six weeks, we will follow this general outline as a structure for our six-week curriculum time:

*Prior to the Teacher Work Day*

- Finish grading for the last six-wk cycle and submit to the office by 4PM on the school day preceding the Teacher Workday. Review previous six-wk plans and evaluate success of interventions with at-risk students. Review any assessment info to bring to AM Data meetings.

*Teacher Work Day*

- Participate in a building level team meeting. Participate in a grade level team and/or department level data meeting. Participate in staff development session(s) and/or curriculum meetings as scheduled. Prepare for next six-week period of classes

**Staff Development Requests**

All workshop/training requests must be submitted to the Staff Development Committee. A Request to Leave form must accompany a registration form for a workshop or seminar. The Committee and/or the Principals reserve the right to limit the number of staff absents for any given activity. The Committee reviews requests monthly. *Out-of-state requests must be on the School Board agenda at least one week prior to their monthly meeting.*

**Substitute Folder**

Every teacher should have a folder located ON the teacher’s desk with pertinent information such as class rosters, seating charts, lesson plans, student handbook, pertinent forms and classroom rules should be readily accessible. Each teacher must have on file in the office an emergency lesson plan.

**Supervision of Activities**

Staff may be asked to assist in helping at games, detention, chaperoning events, advising groups, or supervising various functions. Supervisors ( plays, parties, music, athletics, or any other activity) have a great deal of responsibility. Student managers, stage managers, and other students are not to have keys to the building or be in the building without a supervisor. The person in charge of the activity should be in the building first on the night of the game, play, or other activity. After the activity, they should be certain that everyone is out of the building that the lights have been turned off, and the doors locked.

Staff members are expected to serve assignments as an on-going activity, and the duration of the assignment is for the entire school year. Staff interested in working at events per the Master Agreement should see the AD.

The role of the supervisor further extends to:

1. Attend all scheduled activities and/or meetings relevant to your teaching and co-curricular assignments.
2. Be responsible for instructions to additional chaperones when needed.
3. Find your own substitute if you can't be present.

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## Standards of Professional Conduct

A teacher shall:

- provide professional services in a nondiscriminatory manner;
- make reasonable effort to protect the student from conditions harmful to health and safety;
- disclose confidential information about individuals only when a compelling professional purpose is served or when required by law;
- take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning;
- not use professional relationships with students, parents, and colleagues to private advantage;
- delegate authority for teaching responsibilities only to licensed personnel;
- not deliberately suppress or distort subject matter;
- not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teacher's qualifications;
- not knowingly make false or malicious statements about students or colleagues;
- accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position. (*MS8700.7500 Code of ethics for MN teachers*)

## Syllabi

Teachers are required to prepare a syllabus for each yearlong or semester course. The syllabus must contain the following information:

- *name of course*
- *period(s) offered*
- *description of how, where, and when students and their parents may contact the teacher*
- *discipline expectations and consequences*
- *grading philosophy, practices and scales*
- *the academic integrity policy for KWHS*
- *assessment criteria for your course (h.g. Tests, 40%; Quizzes-10%; Daily-50%)*
- *broad outline of course content*
- *list of special projects*

*Before the first student day, teachers are required to submit each NEW or CHANGED syllabus to the principal for review. Teachers must revise syllabi until they gain authorization from the principal. Teachers will distribute syllabi to students during the first week of class, preferably during Open House, and on their class website. Notify the principal of any changes to the syllabus during the school year.*

## Textbook and Supply Maintenance

All equipment including textbooks, workbooks, laboratory manuals, sporting equipment, and other materials provided by the school for student use should be paid or by the student if lost or damaged. Teachers are responsible for checking out textbooks and other classroom supplies to students. At the beginning of the year, teachers must allow students the opportunity to note any damage to these items before their use. At the end of the year, teachers must check items for damage and submit fine lists and related documentation to the main office. *Book fines:*

Minor Damage:	\$3
Moderate Damage:	\$15
Severe Damage: Replacement	Cost

## STUDENT INFORMATION

### Attendance

1. Rules and expectations regarding attendance/tardiness of students are outlined in the Student Handbook.
2. Teachers must take attendance during the first five minutes of each class during the school year. All students who were gone the previous day (from your class) must show you their planner that was signed by the office for that absence.
3. Teachers are expected to deal with excessive tardiness as per the Student Handbook. The principals will handle excessive absenteeism.
4. Teachers are expected to deal with make-up work as per the student handbook.
5. Students absent from class should be missing academic material. It is a detriment to attendance policies if kids figure out that missing school is trivial to their academic progress.
6. Students have two weeks to clear incomplete materials from their record before their grade becomes an administrative failure. Any variation from this policy must be cleared with the principal.

### Co-curricular Absences

Classes come first, activities second. When planning activities that will take students away from classes, remember that your activity is only one of many. Students may be able to miss their regularly scheduled classes, but only with prior permission of another faculty member or supervisor, for instance, the band director. Students can not participate in any extra-curricular practices or events if they miss one or more periods in the day unless the absence is pre-approved by the principal at least one day prior to the absence.

### Student Handbook

*Teachers are expected to read the policies as outlined in the student handbooks the first week of school.*

### Tutoring

Qualifying Junior or Senior students (3.0 GPA and above) are eligible to assist with the Tutoring program for credit. If you have students who need a tutor from this program, please contact Ms. Dotson who will attempt to match your student up with an eligible tutor.

## CHEMICAL USE/ABUSE POLICY

In accordance with the Chemical Use/Abuse Policy of Independent School District # 2172 the staff of Independent School District # 2172 will implement the following procedures:

- The Principal and school staff members shall be alert or suspicious of any possible student involvement with tobacco as well as other chemicals listed in the Chemical Use/Abuse Policy.
- When the principal, or a member of the staff, has reasonable cause to suspect that a dangerous or illegal substance or article is present in a school building, on the school grounds, at a school activity, or in the possession of a student, he/she shall investigate and take immediate and necessary action to safeguard persons and property. **THIS IS THE RESPONSIBILITY OF ALL STAFF MEMBERS.**

The goal of the school district is to assist students by recognizing symptoms of harmful involvement and by intervening in such a way that the student will benefit. The following guidelines will be used as a framework for Independent School District # 2172:

- The school district recognizes that faculty who has been trained in chemical dependency awareness and intervention is a vital part of this program. Successful treatment can occur only if identification and appropriate referrals are made. Students are encouraged to voluntarily seek counseling and information from trained staff members.
- The primary responsibility for cooperating with the referral and recommendations of a diagnostician or counselor lies with the parents. The purpose of this policy is to provide an avenue of assistance for those students whose school performance is deteriorating because of personal problems as they relate to chemical dependency.
- Excused absence for illness may be granted for students receiving treatment and rehabilitation. Credit will be given for work completed during treatment upon verification by a licensed treatment agency. Upon return of the student, a staff/administrative evaluation will be held to determine credits, schedule adjustments, and make-up procedures.
- Services of resource people are available to all students. Should corrective measures be ineffective, the case will be reviewed and appropriate action taken.