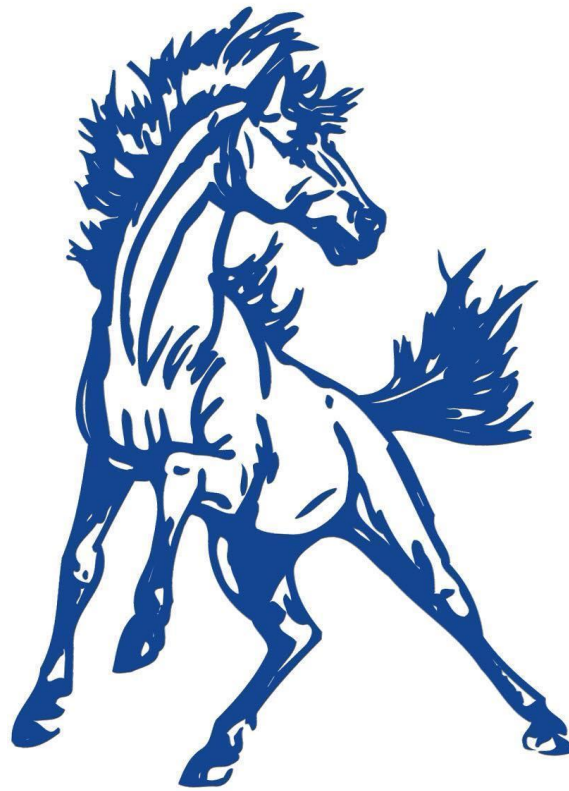


Staff ~~Manual~~ Handbook

~~2025-2026~~

2026-2027



ISD 363

South Koochiching Rainy River

Table of Contents

Disclaimer Introduction	4
Using Handbook	4
Introduction Disclaimer	4
Teachers Code of Ethics Standards of Professional Conduct	4
Teachers' Right to Teach	4
Students' Right to Learn	4
Discipline Plan Guidelines Behavioral Expectations	5
Communicating with Parents	5
JMC	5
 Absence Slips	 5
Academic Support Model	5
Accidents	5
Activity Fund Purchasing	6
Advisors/Coaches	6
Announcements	6
Attendance	6
Audio/Visual Equipment	6
 Books and Fines	 6
Bulletin Boards	7
Bullying Prohibition Policy	7
Bus Duty	7
 Care of Rooms	 7
Class Advisors	7
Classroom Books	7
Classroom Evaluation	7
Clerical Help	7
Committees	7
Communicating with Parents	7
Collection of Fees and Fines	7
Corporal Punishment	7
Courtesy	8
 Detention and Make-Up Time	 8
Discipline	8
Dress	8
Drug Free Workplace	9
Duties of Teachers in Charge of School Sponsored Activities	9
DVD's/Videos	9

Email.....	9
EmergencyCrisisOperations Plan.....	9
Employee Background Check.....	9
Employee-Student Relations.....	9
Faculty Hours.....	9
Faculty Meetings.....	9
Field Trips.....	9
Food and Beverages.....	10
Fundraisers.....	10
Grades.....	10
Hall Duty.....	10
Harassment and Violence.....	10
Hazing Prohibition.....	10
Internet Acceptable Use Policy.....	10
JMC.....	10
Keys and Fobs.....	10
Library Procedures.....	10
Lesson Plans.....	10
Loaning of School Equipment.....	10
Long Distance Phone Calls.....	11
Lost and Found.....	11
Lunches.....	11
Mailboxes.....	11
Maltreatment of Minors Reporting Procedures Mandated Reporting.....	11
Meal Reimbursement.....	11
Mid-Term Reports.....	12
Mileage Reimbursement.....	12
Parent Teacher Connection.....	12
Pass Policy.....	12
Paychecks.....	12
Permanent Records.....	12
Personal Use of School District Telephones.....	12
Programs.....	12
Public Relations.....	12
Purchasing.....	13

Religious, Racial, and Sexual Harassment and Violence	13
Remediation	13
Removal of a Student from the Classroom	13
Requisitions	13
School Board Meetings	13
School Calendar	13
School Closure	13
School Equipment	13
School Functions	14
Sickness	14
Social Media	14
Sportsmanship	14
Staff Development	14
Students Excused from Class for an Activity	14
Substitute Teacher Planning	14
Supervision of Students	14
Supplies	14
Tardiness	14
Tardiness-Unexcused	14
Tardy and Detention Policy	14
Teacher Illness	14
Tobacco Free Policy	15
Unpaid Leaves and Absence	15
Valuables	15
Visitors	15
Voicemail	15
Work Orders	15
Appendix	
A: Who to see for what Staff Roles and Points of Contacts	16
B: JMC Guide How To's	17
Grades	
Midterm Grades	
Quarter Grades 1 and 3	
Semester Grades (Quarters 2 and 4)	
Lunch Count/Attendance	
C: Nursing Mothers, Lactating Employees, and Pregnancy Accommodations and ESST	
D: Earned Sick and Safe Time Employee Notice	

E: Personnel File Requests

~~**Disclaimer:** In the event that information in this handbook conflicts with District Policy, District Policy shall supersede the staff manual.~~

Introduction

~~Please be familiar with this Handbook, the Student Handbook, and the District 363 Policy Handbook (especially section 500—Students).~~

~~Language within this handbook is intended as a guide and *further* defines or identifies given areas. All questions regarding policies and procedures should be brought to the principal.~~

~~Language in Minnesota Statute, the District Policy book, or the Collective Bargaining Agreement supersedes any language in this document.~~

Introduction

Welcome!

Our staff members are the heart of our district. Your dedication helps create a safe, inclusive, and engaging environment where every student can thrive. This handbook outlines the expectations, procedures, and resources that guide our shared work.

Thank you for your professionalism, collaboration, and commitment to serving our students and community. I look forward to a successful and rewarding school year together.

Sincerely,
Tara Lere
Superintendent

Using This Handbook

All staff members are expected to become familiar with this Staff Handbook, the Student Handbook, and the [District 363 Policy Handbook](#), particularly Section 500—Students. Questions regarding the policies, procedures, or expectations described in this handbook should be directed to the principal.

Disclaimer

This handbook is intended to provide general guidance and clarification regarding district expectations, policies, and procedures. It is not intended to replace or modify applicable federal or Minnesota law, District policy, or any collective bargaining agreement.

If any provision of this handbook conflicts with applicable law, District policy, or a collective bargaining agreement, the controlling law, policy, or agreement shall supersede this handbook.

Code of Ethics for Staff Standards of Professional Conduct established under Minnesota Administrative Rule 8710.2100 and provide educational services fairly and without discrimination.

District Policy 409 found on the district website: <https://www.northome.k12.mn.us/>

1. Provide educational services in a nondiscriminatory manner.
2. Make reasonable efforts to protect students from conditions harmful to their health and safety.
3. Maintain confidentiality of student and individual information except when disclosure is required by law or serves a compelling professional purpose.
4. Take reasonable disciplinary action to maintain a learning environment conducive to education.
5. Avoid using professional relationships with students, parents, or colleagues for personal gain.
6. Delegate teaching responsibilities only to licensed personnel.
7. Present subject matter honestly and not deliberately suppress or distort information.
8. Be truthful about their own qualifications and those of other educators.
9. Refrain from making false or malicious statements about students or colleagues.
10. Accept only positions for which they are properly or provisionally licensed.

Your right to teach includes:

1. The right to establish a classroom structure and routine that provides the optimal learning environment in the light of your own strengths and weaknesses.
2. The right to determine and request appropriate behavior from the students which meets your needs and encourages the positive social and educational development of the student.
3. The right to ask for help from parents, the Administration, or your colleagues when you need assistance with a student.

The Student's Right to Learn: Concurrent with the setting of limits, you need to be in a position to provide the student with warmth and support. The student needs to know you will recognize and support his/her positive behavior just as you will limit his/her inappropriate behavior. Trust and respect are established in a relationship in which the student knows he/she will get honest feedback from you:

1. Have a staff member who is in the position to and will help the student deescalate his/her inappropriate self-disruptive behavior.
2. Have a staff member who is in the position to and will provide the student with positive support for his/her appropriate behavior, and

Teacher's Right to Teach

Teachers have the professional right and responsibility to:

- Teach the approved curriculum without disruption.
- Maintain an orderly, safe classroom.
- Exercise reasonable disciplinary authority to create an atmosphere conducive to learning.
- Present accurate, unbiased subject matter.

Student's Right to Learn

Students have the right to:

- Learn in a safe, respectful, and nondiscriminatory environment.
- Be protected from physical and emotional harm.
- Receive equitable access to educational opportunities.
- Learn without unnecessary interruptions from the behavior of others.

These rights are interconnected:

- A teacher cannot effectively teach if persistent disruptions prevent instruction.
- Students cannot fully exercise their right to learn if a classroom is unsafe or disorderly.
- The Minnesota Code of Ethics requires teachers to take reasonable disciplinary action to maintain an atmosphere conducive to learning while also protecting students' rights and treating them fairly.

~~Discipline Plan Guidelines~~ Behavioral Expectations

Students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

~~SAMPLE DISCIPLINE PLAN~~

I. GENERAL ~~RULES~~ EXPECTATIONS

- A. Be in seat when bell rings
- ~~B. No talking without permission.~~ Use kind, respectful words and wait for permission before speaking.
- ~~C. No swearing/rude gestures/ hitting or throwing~~ Keep your hands, feet, and objects to yourself.
- ~~D. —~~
- E. ~~No eating, drinking, or gum chewing in class without staff permission. Water is allowed in a clear water bottle~~ Follow classroom expectations for food, drinks, and gum. Water and Non-carbonated beverages stored in re-sealable bottles
- F. Follow Directions
- G. Bring all materials to class including homework
- H. ~~No leaving seat until bell rings~~ Remain seated until the bell rings and you are dismissed.

II. CONSEQUENCES

Staff and administration will determine appropriate ~~consequences for misbehavior specific to~~ responses to behavior in accordance with Board Policy and State Statute.

Staff must document all Tier 2 and Tier 3 behaviors in JMC by the end of the school day.

III. PBIS: Rewards for positive behavior will be overseen by the PBIS Committee.

Instructional Best Practice: As professionals, it is our duty to ~~help~~ prevent the failure of students by helping them fall into a pattern of correcting their mistakes which will result in a better understanding of the material, and higher learning. Any student who falls below a C- (Below 70%) will have their parent/guardian automatically contacted alerting them that their grade needs attention. ~~As students,~~ this allows ~~you~~ ~~the student~~ to make up any missing assignments, raise a low score, and have time with ~~your~~ ~~a~~ teacher or tutor to reteach. ~~anything you are having difficulty with.~~ The student and teacher will make arrangements to attend academic support in the classroom, when feasible, during teacher duty time, between 8:00 - 8:30 a.m. or between 3:00 - 3:45 p.m. after class.

Accidents: In the case of an accident, report it to the office, and fill out an accident form. ~~The report form can be found in appendix A. Know basic first aid and where equipment is located.~~ Employees should be familiar with basic first-aid procedures and know the location of emergency equipment. Practice safety at all times. ~~If you are injured, you must complete the First Report of Injury form and return it to Alissa Carlson in the District office so that our insurance company can be contacted. Please do not allow even a day to pass without reporting your injury, all reports need to be turned right away.~~

Employees must report any work-related accident, injury, or illness to their supervisor or the District Office immediately, or as soon as reasonably possible. When practicable, the report should be made within 24 hours, regardless of severity or whether medical treatment is needed. In an emergency, employees should obtain immediate medical assistance and report the incident as soon as reasonably possible afterward. Failure to report within 24 hours will not automatically prevent an employee from reporting an injury or seeking workers' compensation benefits.

Employees must complete required injury-reporting documentation and cooperate with the District, its workers' compensation insurer, medical providers, and any applicable return-to-work process. The District will complete and submit required reports and provide employees with legally required workers' compensation information.

Employees with work restrictions must promptly provide appropriate documentation to the District. The District will evaluate temporary work restrictions and possible return-to-work arrangements based on the employee's medical limitations and available work.

The School District provides workers' compensation coverage for employees in accordance with Minnesota law. Workers' compensation may provide medical, wage-loss, rehabilitation, or other benefits for employees who experience a work-related injury or illness.

The District prohibits retaliation, discrimination, or interference against any employee who reports a work-related injury or illness, files a workers' compensation claim, or participates in the claims process.

Questions regarding workers' compensation or injury-reporting procedures should be directed to Alissa in the District Office.

Activity Fund Purchasing: Activity funds are not part of district funds. The regular Purchase Order/Requisition forms are not used for activity fund purchases. All fundraising activities and purchases must be approved in advance by the school principal and/or district superintendent. All purchases must have a receipt. Unauthorized purchases or those in which a receipt has been lost are chargeable to the person making the purchase. Only staff are allowed to charge on the credit of the District. Students are not allowed to make purchases.

Please get pre-approved for all purchases from the building principal, turn in the receipt to the secretary/district office- note the activity and your name on the receipt. The secretary/district office will maintain financial records for the Activity Funds, but advisors should keep track of purchases made as well. Each system was created to keep the funds separate from district funds and be acceptable to the auditors. ~~No Activity Account may have a negative balance at any time.~~ No individual student activity account can have a negative balance at the end of the fiscal year. ~~Activity accounts that have not been used for more than one year are subject to be closed by the auditors.~~ Any student activity account, which has been inactive for a maximum of one fiscal year, must be disposed of, unless the advisor submits a plan to the board (or designee) indicating why the activity has been inactive and why it should not be terminated.

Please refer to the Student Activity Manual for further information regarding student activity accounts.

Advisors/Coaches: Advisors/coaches need to check on the eligibility of participants before every event. It is also the responsibility of the advisors/coaches to supervise students who participate in their activities from the practice field/court to the locker-room and/or the door. Coaches are expected to travel to and from events with their team. Supervision is expected from the beginning of the activity until the last student leaves the school campus. **Students should never be left unsupervised.**

Announcements: Any teacher wishing to communicate a message to the student body via the daily announcements should have the written announcement to the school secretary by 3:30 pm the day before, if possible.

Attendance

Elementary: Attendance is reported through the JMC software in the morning.

Secondary: Attendance is reported through the JMC software each period within the first 5 minutes.

Audio-Visual/Technology Equipment: The Tech Coordinator will be responsible for all A.V and Tech equipment. When needed, individual teachers will sign out equipment through the Tech Coordinator.

Books and Book Fines: Teachers and students are responsible for the books assigned to them and if they lose or damage a book beyond normal use, a fine may be imposed. Books are depreciated over a five-year period with the fine being determined by the age of the book or by their replacement cost.

Bulletin Boards: Bulletin boards should be utilized to the maximum extent. Keep your bulletin boards updated and be creative.

Bullying Prohibition Policy: The school district is committed to providing a safe and respectful learning environment for all students and staff. Acts of bullying, in any form, by either an individual or a group, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" [policy 538](#).

on the district website: <https://www.northome.k12.mn.us/>

Bullying can be found in Appendix C

Bus Duty: Licensed staff assigned to bus duty help ensure that students arrive and depart safely, calmly, and efficiently. Licensed staff should report promptly to their assigned locations and remain there until released or all assigned buses have departed.

During bus duty, licensed staff are expected to:

- Actively supervise students in bus loading and unloading areas.
- Remain visible, attentive, and positioned in the assigned duty area.
- Greet students and reinforce schoolwide behavioral expectations using positive and respectful language.
- Direct students to the appropriate buses and designated waiting areas.
- Encourage safe movement and orderly boarding and dismissal.
- Address minor concerns calmly and consistently.
- Notify an administrator or appropriate staff member of transportation concerns, unsafe conditions, missing buses, or serious or escalating student behavior.
- Follow established procedures for students who miss their bus or whose transportation arrangements are unclear.

Licensed staff should avoid personal device use, extended conversations, or other activities that interfere with active supervision. Bus duty assignments and schedules will be communicated by school administration.

Care of Rooms: Staff are responsible for the general condition of their rooms or any area that they may use or work in. The custodial staff will typically clean each room on a daily basis. Teachers should turn off the lights and computer, close and lock the doors and windows of their respective rooms when leaving at the close of the day. Staff and students have a general responsibility to assist in keeping classrooms clean.

Class Advisors: Class advisors have been appointed by the Principal. The advisors are to take charge of the class, and its activities (including fundraising), and will be held responsible for them.

Classroom Books: Storage space is furnished for all secondary textbooks. When not in use, be sure to have them accounted for and stored. The teacher is responsible for checking these books in and out.

Classroom Evaluation: The principal will evaluate staff during the school year. Probationary teachers will be evaluated three (3) times a year until reaching Tenure. Selected tenured teachers will be evaluated one time (1) a year unless the Principal determines more evaluations are needed. Informal drop-in observations will also be conducted. Observations will be conducted using the Charlotte Danielson model of Performance Appraisal or (PAS).

Clerical Help: The Secretary will assist in the operation of the office machines. Staff are responsible for doing their own paperwork, copying, and grades.

Committees: Staff are encouraged to become involved in the various school committees.

Communicating with Parents: Positive contacts with parents are strongly encouraged. Contact by TEACHERS should be made if a student is failing or doing poorly in class academically/behaviorally. Contact the family as soon as you see that there is, or possibly will be, a situation with the student where you will need the family's cooperation. The teacher is strongly urged to call families as a routine and integral part for the building parental involvement.

Corporal Punishment: Corporal punishment is not allowed. No employee of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. School district employees may use reasonable force to restrain a student only when necessary to prevent the child from injuring him or herself, others or property or to prevent bodily harm or death to another. Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Courtesy: Courtesy is one of the main tools by which good professional relations are maintained between a teaching staff and the student body. Courtesy should be extended to all and not reserved for those in positions of authority.

Detention and Make-Up Time: ~~This is “make-up time” assigned by the principal or by individual teachers to curb minor discipline problems, poor student attendance patterns, or lack of completed class work.~~

Detention is a disciplinary consequence assigned when a student violates school or classroom expectations. Detention is not intended to recover missed instructional time, complete classwork, or correct a student’s attendance record. Attendance will be assigned by the principal. The location where detention will be served must be agreed upon by the principal and the teacher of record.

Make-up time provides students with an opportunity to recover instructional time missed because of absences or tardiness and to complete missed classwork. Make-up time is academic and attendance-related and should not be treated as a disciplinary consequence. Make-up time is assigned by the teacher of record, and scheduling arrangements must be coordinated between the teacher and the student.

~~While all cases of discipline are handled on an individual basis, in general the policy of progressive discipline will be followed. This may be assigned during lunch. See student handbook for more information.~~

Discipline: Staff should carefully read the Student Handbook and the [Student Discipline Policy 512](#). ~~Staff members are expected to handle their own discipline, but may desire to consult with the Principal.~~ Staff members are responsible for communicating Tier I behaviors and related consequences to students and families. The principal will notify students and families of Tier II and Tier III behaviors and consequences. Detention may be assigned as a disciplinary consequence for Tier II and Tier III behaviors. See Behavior Matrix for more details on Tier I, Tier II, and Tier III behaviors and possible consequences.

All PK-12 discipline referrals will be entered into JMC. Staff must document all Tier 2 and Tier 3 behaviors in JMC by the end of the school day. See Appendix C for the Behavior Matrix.

Discipline Referral Steps

1. Log in to **JMC Online Teacher**.
2. Select **Discipline** from the top menu.
3. Choose **Discipline Referrals**.
4. Select the student from the list.
5. Click **Add New**.
6. Select the **Problem Behavior**.
7. Enter the incident information, such as:
 - Date and time
 - Location

- Objective description of what occurred
 - Other requested details
8. Click **Update** to submit the referral.
 9. The referral will appear under **Pending Discipline Referrals** until office staff process it.

~~Hall duty is a responsibility of all staff members.~~

Dress: ~~Dress appropriately for the occasion. We are all professionals and we should conduct and dress ourselves in a manner befitting our profession.~~

Professional attire should provide appropriate coverage and allow staff to perform their duties comfortably and confidently. Clothing that exposes the chest, midriff, buttocks, or undergarments is not appropriate for the workplace.

Staff are expected to dress in a manner that is appropriate for the school environment and supports a safe, respectful, and distraction-free learning experience for everyone.

Inappropriate clothing includes, but is not limited to, the following:

- Clothing must fully cover the buttocks, groin, genitals, and chest with opaque (non-transparent) fabric.
- Shorts, skirts, dresses, and similar garments must extend below the staff's fingertips when the student's arms are relaxed at their sides.
- Pants, shorts, skirts, and other garments with rips, holes, or tears may not expose the buttocks, groin, or upper thighs.
- Undergarments, including underwear and bras, must not be intentionally visible, except for waistbands or straps that are incidental.
- Clothing may not be see-through or otherwise fail to provide adequate coverage of the body as described above.
- Clothing that contains profanity, obscenity, discriminatory language or images, or promotes or depicts alcohol, tobacco, nicotine products, vaping products, cannabis, illegal drugs, drug paraphernalia, violence, gangs, or illegal activity is prohibited.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Clothing, accessories, or footwear that create a safety hazard or substantially disrupt the educational environment are not permitted.
- Headwear, including hats or head coverings, are allowed provided that it does not cover the staff's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Staff may wear headgear for a medical or religious reason.

If the administration believes a staff's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the staff or others, the staff will be directed to make modifications or will be sent home to change.

Drug Free Workplace- Notice to Employees: Drug and Alcohol

It is the Policy of Independent School District #363 to be a Drug Free Workplace

You are hereby notified that it is a violation of the Policy of South Koochiching Rainy River School District #363 for any employee to distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or to 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 Substance Act (21 U.S.C 812) and as further defined by regulation at 21 C.R.F 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined in this policy. Refer to the “Drug Free Workplace” [Policy 426](#).

Drug-Free Workplace Policy: ~~District Policy #426 can found on the district website~~
<https://www.northome.k12.mn.us/>

Duties of Teachers in Charge of After School Sponsored Parties and Dances

- A. All parties or dances must be arranged with the principal's office at least ~~one~~ **two** weeks in advance, and approved by the principal.
- B. Make sure the students have made arrangements for money and anything else necessary for the activity.
- C. Enforce all rules regarding such activities listed in the student handbook. This includes having chaperones **(at least four parents/guardians for dances)** and faculty staff **(at least two)** members present.
- D. Obey door closing times.

DVD's/Videos: Video media is also an excellent teaching aid provided proper pre- and post-planning occurs. Equipment is available through the librarian or the technology consultant. Material shown must be age appropriate. If unsure, check with the administration. If material is not age appropriate, it must have building principal approval and students must return parent permission slips prior to the film being shown.

Email: Email is available to all staff members and can be accessed through the school's website. All employees are expected to check their email on a daily basis and respond to emails within **24 hours**. All emails are archived and can be subject to investigations and data requests by the public. ~~Be cognizant of what you share in an email!~~ **Staff should be mindful and aware of the content they send, receive, and forward.**

Before sending an email:

- **Use professional, respectful, and objective language.**
- **Share confidential student or personnel information only with authorized recipients.**
- **Verify recipients before selecting “Reply All” or sending attachments.**
- **Avoid gossip, sarcasm, offensive language, or statements based on assumptions.**

- Do not include information that would be inappropriate if reviewed by a supervisor, investigator, parent, or member of the public.
- Address sensitive or complex concerns through the appropriate communication method rather than through email when necessary.

Emergency-Crisis Operations Plan: The Emergency Crisis Operations Plan (EOP) details are found in the EOP binder located in every classroom. Crisis Manual. Be sure to review each procedure carefully, specifically fire drills and lockdown procedures, and keep the information posted in an easily accessible location. A copy of the Emergency-Crisis Plan EOP must be taken with you during any drill or evacuation, along with class lists and any other pertinent information.

Employee Background Check: The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. [Reference Policy 430 for more information.](#)

Employee-Student Relations: Employees must maintain respectful and professional relationships with students at all times, whether on or off duty and on or off District property. Employees must recognize their position of authority and maintain appropriate physical, emotional, social, and electronic boundaries.

Dating, romantic or sexual conduct, excessive personal involvement, providing alcohol or illegal substances, and encouraging illegal or improper conduct are strictly prohibited, regardless of the student's age or consent.

Employees should use District-approved communication methods and reasonable safeguards when meeting or communicating individually with students. Suspected violations must be reported promptly to a supervisor or Human Resources. Employees must also comply with all mandatory-reporting obligations and cooperate with District investigations.

Violations may result in disciplinary action, including termination, reporting to licensing or governmental authorities, and possible criminal liability. See District Policy 423 for complete requirements. Refer to [policy 434](#) for more information.

Faculty Hours: Faculty members are to be in the building at **8:00 am**. Teaching staff is expected to remain in the school on **Monday through Thursday until 3:45 pm** and until **3:30 pm on Fridays and days before a holiday or break**. The teacher's day cannot exceed eight

(8) hours exclusive of lunch, except for occasional meetings. Anyone wishing to leave earlier will check with the Principal or Superintendent for permission. All faculty members are expected to be in the building during the school day.

Faculty Meetings: Faculty meetings will be called by the Administration as necessary. It is important that staff members attend and arrive on time.

Field Trips: Field trips can be useful teaching aids if proper time is spent preparing the students and if proper follow-up is provided after the trip. A field trip request form must be submitted to the principal a minimum of 2 weeks prior to the requested trip date. If the trip requires school funds, a detailed budget must be provided. When the trip request has been approved, the teacher needs to inform others as appropriately noted on the request form. **Be sure to contact Transportation as well.**

Food and Beverage: The consumption of food and beverages by students is up to the discretion of the individual classroom teacher and staff. **No food or drink will be allowed in the library or the computer labs.**

Fundraisers: Two weeks prior to starting any fundraiser it needs to be approved/authorized by the building principal. All money collected needs to be given to the adult supervisor of the fundraiser. The supervisor and student(s) need to count the money and fill out a Cash Collected form. When collecting money and on a weekly basis at minimum, please turn the money into the office to be stored in the safe either in an envelope or money bag marked with the activity group and type of money collected (fundraiser, donation, etc.).

Grades: During the first week of class, each teacher is required to clarify the policies they will use to determine student grades for the class and for the acceptance of make-up work. Grades should be updated on a weekly basis. Families can access student grades via JMC. Please make sure student progress is updated on a weekly basis. Report cards will be either mailed home for high school students and elementary students, or sent home as a hard copy with the student. This will be a building decision made by the principal, superintendent and leadership team. Online grade reports are found through the JMC portal.

Hall Duty: All staff members share responsibility for maintaining a safe, welcoming, and orderly school environment during student transitions. Staff should be visible and actively present in assigned hallways, classroom doorways, and common areas before school, between classes, and during dismissal.

During hall duty, staff are expected to:

- Arrive promptly at their assigned location.
- Actively supervise students and remain attentive.
- Greet students and reinforce schoolwide behavioral expectations using positive, respectful language.
- Encourage students to move safely and promptly to their destinations.

- Address minor concerns calmly and consistently.
- Seek assistance from an administrator for serious, repeated, or escalating concerns.
- Report safety issues or significant incidents according to school procedures.

Staff should avoid activities that limit active supervision, including using personal devices or engaging in extended conversations. Hall duty assignments and schedules will be communicated by school administration.

Harassment and Violence: Independent School District No. 363 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, as defined in Minn. Stat. § 363A.03, Subd. 44, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, as defined in Minn. Stat. § 363A.03, Subd. 44, or disability by any pupil, teacher, administrator, or other school personnel, which creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. Refer to [policy 418](#) for more information. There is a harassment and violence report form below the policy.

Hazing Prohibition Policy: ~~District Policy #530 can be found on the district website~~
<https://www.northome.k12.mn.us/>

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" [policy 530](#).

Internet Acceptable Use Policy: ~~District policy #620 can be found on the district website~~
<https://www.northome.k12.mn.us/>

School district employees have conditional access to the district's computer systems, networks, Internet service, wireless devices, and related technology resources for authorized educational and job-related purposes. These purposes may include instruction, classroom activities, educational research, professional development, communication, and other duties performed on behalf of the district.

Use of district technology resources is a privilege, not a right. Employees are expected to use these resources responsibly, professionally, and in accordance with district policies and applicable laws. Employees must protect account credentials, maintain the confidentiality of student and district information, and promptly report suspected security incidents, unauthorized access, or misuse.

Unacceptable use may result in suspension or cancellation of technology privileges; responsibility for damages or repairs; disciplinary action, up to and including termination of employment; or civil or criminal liability under applicable law.

A copy of the school district's "Internet and Wireless Device Implementation and Acceptable Use" [Policy 620](#) is available on the school's website. Employees are responsible for reviewing and complying with this procedure.

JMC: Attendance and grades are kept/recorded. The school counselor will set up class rosters. See Appendix B for details on how to complete the procedures.

Keys/Fobs: Keys/fobs will be distributed through the office. Duplicates are not to be made. If your keys/fob are lost, report it immediately to the school office and you may be subject to a \$35 replacement fee. You will be required to turn in keys/fobs at the close of the school year unless given administrative approval.

Library Procedures: Policy regarding the use of the library will be established by the librarian. All faculty members are encouraged to work closely with the librarian and get as much use out of the library as possible.

Lesson Plans/Planbook: Lesson plans are done through Planbook.com or Google Classroom and are due Monday morning at 8:00 A.M. each week. The Principal and Superintendent have access to Planbook.com or Google Classroom. Understanding lesson plans change throughout the week, you are expected to keep Planbook.com or Google Classroom updated. (Chapter headings and page numbers are not a lesson plan). See sub plans below.

Loaning of School Equipment: The equipment in this school belongs to the taxpayers of School District #363, not to the person in charge. Private use of equipment shall be prohibited. In exceptional cases, the Superintendent can allow a person to borrow school equipment.

~~**Phone Calls:Long Distance** The Minnesota State Attorney General has ruled that individuals may not use the school district telephone for personal calls as school districts are exempt from paying State and Federal telephone use tax. To allow use of the telephone for private purposes would be contrary to this tax-exempt status.~~

Lost and Found: Turn in any found items to the "Lost and Found," organizer in the Commons hallway.

Lunch: Teachers can eat school lunch. It is \$3 for breakfast and \$5 for lunch. Make sure you add your lunch to your daily lunch count under Adult Lunch. Please try and keep your lunch account current with the secretary.

Mailboxes: Mailboxes for all faculty members are provided in the teacher's lounge. They should be checked daily. Mailboxes are off limits to ALL students.

Mandated Reporting ~~of Child Neglect or Physical or Sexual Abuse:~~ District Policy #524 can be found on the district website <https://www.northome.k12.mn.us/>

All school employees are mandated reporters under Minnesota law. Any employee who knows or has reason to believe that a child is being—or has recently been—abused or neglected must immediately report the concern to the appropriate child-protection or law-enforcement agency. Informing a supervisor does not replace the employee's individual duty to report. Staff should not investigate the concern themselves and must maintain confidentiality. When a child is in immediate danger, call 911. Refer to district [policy 524](#) for reporting procedures.

Meal Reimbursement: To be reimbursed for meals when away from the school/district business, you will need to turn in a voucher with a receipt(s) for each meal. A credit card receipt is NOT acceptable. Each receipt must contain:

1. The name of the establishment;
2. The date of the meal;
3. An itemized list of the meal;
4. The amount of the meal.

Each employee must submit a separate receipt for each meal. (If a group of employees attend a workshop, each person is to submit his/her own receipt. Do not have one person pay for the group and seek reimbursement for all of the meals.) The amount of the gratuity/tip will not be reimbursed.

On the voucher (see Voucher) submitted to the District Office:

1. Attach all of the receipts;
2. Indicate which meal (breakfast/lunch/supper) each receipt is for;
3. List what activity/business you were attending (example: Reading First Workshop)

If on district business before 7:30 a.m. and until after 6:00 p.m., up to three meals may be reimbursed.

Meal reimbursement rates are: breakfast \$6.00: lunch \$9.00: supper \$12.00

Mid-term Reports: Mid-term reports should be sent after the 5th week of the grading period to all students. The office will notify all teachers when mid-term grades need to be submitted through the JMC software. The Secretary will put together and send out the mid-term reports.

Mileage Reimbursement: An employee will be reimbursed at \$.70 per mile for use of a personal vehicle for school approved business whenever a school vehicle is NOT available. If an employee chooses to use his/her personal vehicle instead of an available school vehicle, he/she will be reimbursed at \$.25 per mile. An employee must complete a voucher (see Voucher) for mileage reimbursement. Either the head mechanic or Superintendent must indicate on the voucher that a school vehicle was not available in order for a staff member to receive a \$.70 reimbursement rate.

Pass Policy: A student must have a pass to leave a classroom or to arrive late. If a student leaves a classroom late for the next class, it is the teachers responsibility to give them a pass for their next class. Teachers cannot give students passes to leave the school grounds; this can only be done by the Principal or Superintendent.

Paychecks: Each teacher has the option of being paid in 19 or 24 payments and must indicate such before the end of September of each school year. (See Licensed Agreement) Brand new teachers to the district may receive a paper check in the mail in September for their first paycheck. All following checks will be direct deposit. Pay days are the 15th and 30th of each month. If a normal pay date falls on a holiday or weekend, the pay date will be scheduled for the business day prior. Pay stubs can be found on the SmartER system; the office does not print out a copy for you.

Permanent Records: ~~The permanent records are located in the school office. Records may be signed out if needed. All student records are confidential and shall remain that way.~~ Permanent student records are confidential and securely maintained. Records may be reviewed only by authorized personnel and must remain in the location at all times. They may not be removed or signed out. Staff must follow all district policies and applicable privacy laws when accessing or handling student records.

Personal Use of School District Telephones: The Minnesota State Attorney General has ruled that individuals may not use the school district telephone for personal calls as school districts are exempt from paying State and Federal telephone use tax. To allow use of the telephone for private purposes would be contrary to this tax-exempt status.

Programs: All programs (assembly, pep fest, career, etc) should be scheduled at least one week in advance, if possible, and approved by the Principal. ~~During programs, the faculty members should sit with students and not as a group of teachers.~~ During programs, faculty members should sit with and supervise their assigned class or grade level rather than sitting together as a staff group.

Public Relations: Each sponsor, advisor or director of an activity is requested to provide adequate publicity to newspapers, radio stations, and Facebook Pages. Often the success of the event and our school district depends upon the publicity. Please allow enough time to adequately publicize upcoming events.

Purchasing: All purchases must have prior approval from the Principal/Superintendent before being made by using a Purchase Order/Requisition or Purchase Permission Form (local vendors). If a staff member needs to use the school credit card, they must first get permission from administration. Administration will then coordinate credit card check out with Shawn.

~~**Religious, Racial and Sexual Harassment and Violence:** District Policy #418 can be found on the district website <https://www.northome.k12.mn.us/> Religious, Racial and Sexual Harassment and Violence are against the law. Discrimination is against the law. If a contact is necessary, contact the Superintendent.~~

Remediation: Please consult with your building principal if there are any concerns regarding individual students.

Removal of a Student from the Classroom: Students need to be in the classroom to learn. In an emergency situation and staff need support, use the radio to contact the building principal or additional staff for assistance.

School Board Meetings: ~~Persons desiring to appear before the School Board should notify the Superintendent and the Business Manager to be placed on the agenda at least one week prior to the meeting.~~ Individuals wishing to address the School Board are encouraged to discuss their questions or concerns with the principal and/or superintendent beforehand. To be placed on the meeting agenda, individuals should notify the superintendent and business manager at least one week before the meeting. Regular meetings are held the third Wednesday of each month. The meetings begin at 7:00 p.m.

School Calendar: A school calendar is available on the school website.

School Closure: Notices will be through the JMC Alert System. Make sure your contact information is up-to-date with the office.

School Equipment: ~~The school district has a large investment in equipment which is designed to make your job easier. Treat the equipment as you would your own. If repairs are needed, please email the building supervisor and building principal.~~

~~Be sure to check your electronic inventory to make sure you have what you are supposed to. Be sure to add new purchases to your inventory. (Please comply; we need to build a complete building and content inventory for insurance and audit purposes). Inventory lists are due as a part of the end-of-the-year check-out process.~~

The school district has made a significant investment in equipment and resources to support your work. Please use all district property responsibly and with care. If equipment requires maintenance or repair, notify the building supervisor and principal by email.

Staff members are responsible for reviewing their electronic inventory, confirming that all assigned items are listed, and adding newly purchased equipment as needed. Maintaining accurate inventory records is essential for insurance and auditing purposes. Updated inventory lists must be submitted as part of the end-of-year checkout process.

School Functions: ~~During non-school hours, attendance at school functions is not mandatory, although it is desirable. For school functions during school hours, attendance is required.~~

~~Any school-related activity requiring teacher assistance and participation in the school after normal hours and related to the achievement of the school objectives becomes a mandatory participation activity for those directly involved. (Examples: concerts, conferences, open-house, etc.)~~

Staff attendance at school functions held during the regular school day is required. Attendance at events outside regular work hours is encouraged but generally not required unless the event relates directly to an employee's assigned responsibilities or supports the school's educational objectives. Staff members directly involved in such events are expected to attend and participate. Examples may include concerts, conferences, open houses, and other assigned school activities.

Sickness: If a student is sick and needs to leave the classroom, please direct them to the health office. Do not allow students to call home from the classroom to report illness or make a request to have family pick them up; that will be done in the office. School personnel (teachers, paraprofessionals, secretaries, etc.) shall not provide Tylenol or other non-prescription medicine to students without written or verbal authorization of parent/guardian to the Health Office.

Social Media: Please be mindful of what you post, share, or respond to on Facebook and other social media platforms. Your online activity may reflect on our school, and you are responsible for the content and image you portray. Paraprofessionals should not add, accept, or maintain students or their parents/guardians as friends or connections on personal social media accounts. All communication with families must occur through school-approved channels.

Sportsmanship: Staff and coaches are in leadership positions to instill sportsmanship at all our games. Set a good example even in bad situations. Your actions will be observed by others.

Staff Development: If you see a conference or workshop you would like to attend, fill out the Staff Development Request form and turn it into your building principal/superintendent.

~~**Students Excused from Class for an Activity:** Students who will be absent from class to participate in a school activity shall make up the work missed.~~

Substitute Teacher Planning: All teachers should create an emergency sub-folder that includes:

- class lists
- seating chart
- emergency procedures
- classroom procedures
- technology login instructions
- names/extensions for nearby teachers the office, and administration
- three complete lesson plans with materials and answer keys
- fill in activities

~~**Supervision of Students:** Any activity, party or special group activity under school jurisdiction shall be supervised at all times. Do not make yourself liable for an accident by not giving proper and reasonable supervision at all times. This includes regular classroom supervision as well as after school activities. A teacher is not to leave a class unattended except in an extreme emergency. Remember, each room has a phone to call the office.~~

Maintaining attentive and consistent supervision helps create a safe, supportive environment for students. All classes, parties, special events, and school-sponsored activities—including those held after school—must be appropriately supervised at all times. Staff should remain with their assigned students and not leave a class unattended. If an emergency requires you to step away, use the classroom phone to contact the office for assistance.

Supplies: Classroom supplies are available in the office. If items are needed, notify the school secretary.

Tardiness: Students tardy to school must have a pass from the office to be admitted to class. Students tardy to classes need to be marked Un-Excused Tardy in the JMC software unless a note is provided.

Teacher Illness: In all cases in which you are too ill to perform your duties, call/text the Principal the evening before (preferably) or by 6:30 a.m. the day which you will be absent. Employees are not required to seek or find a replacement for their shift in order to use earned sick and safe time. However, if an employee is able to secure a replacement, it is greatly appreciated. Please refer to the Substitute Finder Decision Tree for more information. For all leaves of three (3) consecutive days or more, you may need to provide a doctor's note.

Principal Contact Information:

MacKenzie Lehn — Cell 763-226-4793

Emilie Duffney Cell 651-500-4393

Tobacco-Free Policy: ~~The Board of Education believes that a central role of education is to establish patterns of behavior related to good health. The Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during the formative years. Therefore, it is the Policy of South Koochiching/Rainy River ISD 363 to be tobacco-free in all school buildings and vehicles. If a staff member is wanting to smoke, it must be during their lunch time and off school campus (this includes the parking lot and your personal vehicle). Questions regarding this policy can be directed to the building principal and/or superintendent.~~

South Koochiching/Rainy River ISD 363 is committed to promoting a healthy environment and supporting positive role-modeling for students. The use of tobacco and nicotine products is prohibited in all school buildings, district vehicles, and on school property, including parking lots and personal vehicles parked on district property. Staff who choose to use tobacco may do so only during their designated lunch period and must leave school property. Questions regarding this policy should be directed to the building principal or superintendent. Refer to [policy 428](#) for more information.

Unpaid Leaves of Absence: An unpaid leave of absence of six (6) consecutive days or more can only be granted by the School Board of our District. Leaves of less than six (6) consecutive days can be granted by the Superintendent or his/her designee. Refer to [policy 438](#) for more information. ~~District policy #438 established the framework that will be used when considering~~

~~a request by an employee for an unpaid leave of absence and can be found on the district website: <https://www.northome.k12.mn.us/>~~

Valuables: ~~No place is immune from stealing. Protect your valuables and remind your students to keep their valuables locked up in PE lockers or in the regular school lockers.~~

Help maintain a safe and secure school environment by keeping personal valuables in a locked or otherwise secure location. Please also encourage students to store their belongings in assigned school or physical education lockers and to keep those lockers properly secured.

Visitors: ~~Parents or others beyond school age who wish to visit the school must check in at the office, obtain and wear a visitor's badge or volunteer's badge during their visit. They need to check out through the office and return the badge when leaving.~~

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the school office front desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Volunteers must pre-arrange their time with the classroom teacher and follow the same procedure as a visitor.

Voicemail: Voicemail is available to staff. Employees are expected to check their voicemail on a daily basis and return messages within 24 hours.

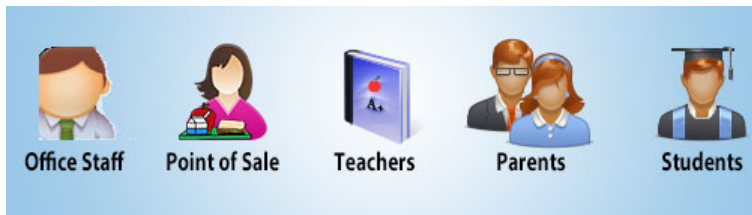
Work Orders: Send an email to the building supervisor and building principal with any work order requests.

Appendix A

Name/Position	Job duties/what to contact them for
Tara Lere Superintendent 218-897-5275 ext.153	Districtwide policies or procedures Employment contracts, benefits, or personnel matters Formal complaints or unresolved concerns District finances, purchasing, or budgeting School Board matters Issues affecting multiple buildings or the district as a whole
Emilie Duffney Building Principal 218-897-5275 ext. 155 Mackenzie Lehn (Northome)	Oversees staff and building operations Organizes meetings and schedules Curriculum and Instruction Literacy Leads Manages student behavior and discipline Addresses parent and guardian concerns Supports teachers and students Handles safety, procedures, and daily operations Manages staff attendance and coverage Addresses maintenance and equipment needs Federal Programs Coordinator
Nikki Adegun Building Secretary 218-897-5275 ext. 100	Welcome and assist students, families, staff, and visitors. Answer phone calls and direct questions. Manage attendance and enrollment records. Prepare forms, calendars, and announcements. Assist the principal with office tasks and communication. Manage student and visitor check-in and check-out. Coordinate substitutes and staff attendance. Protect confidential records. Assist with purchasing, mail, inventory, and supplies. Share information with families and staff.
Alissa Carlson Human Resources, District Administrative Assistance, Business Manager 218-897-5275 ext. 152	Student Activity Accounts Insurance- All Health, Dental & Life Insurance Flexible Saving Accounts Health Saving Accounts Tax Information: W-4's, W-2's, 1099's Payroll: Wages on Contract Personal and Sick Time Retirement: TRA Payroll Log-in for SmartER Board Agenda & Board Meetings
Shawn Dreher District Accounts Payable/Receivable 218-897-5275 ext. 154	Purchasing Accounts Payable Accounts Receivable Food Service Programs: FFVP-Clics2-After School Programs Travel Agent- Contact when booking trips Scholarships
Corey White District Technology Coordinator 218-897-5275 ext.118	Technology Help Website Help Social Media person Daily Announcements
Ashley Francisco	Provide basic health care and first aid.

School Nurse 218-897-5275 ext.156	Manage student medications and health plans. Maintain confidential student health records. Monitor immunization and health requirements. Respond to illnesses, injuries, and emergencies. Communicate health concerns with families and staff. Support students with ongoing medical needs. Conduct required health screenings. Promote healthy and safe practices. Coordinate with health care providers and school personnel.
Christine Lundin Guidance Counselor 218-897-5275 ext. 157	JMC Class Rosters
Joe Furuseth Union Presidents	Contract Information Union Issues

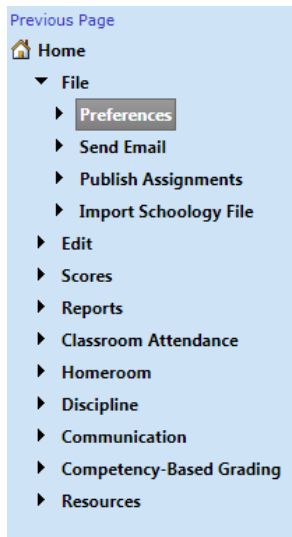
The JMC website is <https://northhome.onlinejmc.com/>



Before you log in the first time, select the correct year!

A login form for JMC INC. Student Record Management Software. It features a blue header with the JMC logo. Below the header, there are two dropdown menus: 'School Year:' set to '2018-2019' and 'School:' set to 'Indus School'. Below these are input fields for 'Username:' and 'Password:'. At the bottom is a blue 'Login' button.

Setting up classes - needs to be done quarterly.

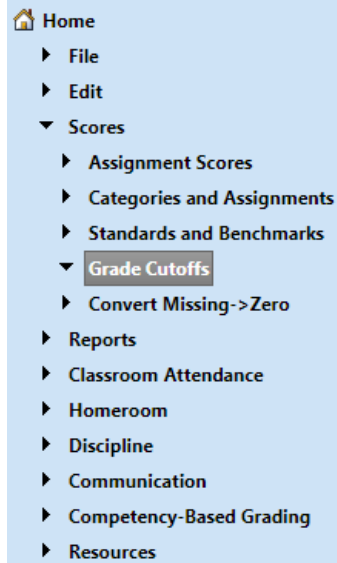


Make sure you are in the correct quarter.

Current Term: Quarter 1 ▼

How to make grade entries - only done once a year.

[Previous Page](#)



Select the course, then select “Add Grade Cutoff” and create the cutoff to look like below.

Click “Copy” and then select **all** the classes you are teaching for every quarter so you only have to create them once.

Courses:

- 1st Music - Per 0 - Qtr 1
- 2nd Music - Per 0 - Qtr 1
- 3rd Music - Per 0 - Qtr 1
- 4th Music - Per 0 - Qtr 1
- 5th Music - Per 0 - Qtr 1
- 6th Music - Per 0 - Qtr 1
- Beginning Guitar - Per 2 - Qtr 1
- Beginning Guitar QTR - Per 2 - Qtr 1
- Band (7-12) - Per 5 - Qtr 1
- Choir (7-12) - Per 5 - Qtr 1
- 1st Music - Per 0 - Qtr 2
- 2nd Music - Per 0 - Qtr 2
- 3rd Music - Per 0 - Qtr 2
- 4th Music - Per 0 - Qtr 2
- 5th Music - Per 0 - Qtr 2
- 6th Music - Per 0 - Qtr 2
- Beginning Guitar - Per 2 - Qtr 2
- Beginning Guitar QTR - Per 2 - Qtr 2
- Band (7-12) - Per 5 - Qtr 2
- Band QTR - Per 5 - Qtr 2
- Choir (7-12) - Per 5 - Qtr 2
- Choir QTR - Per 5 - Qtr 2

Add Grade Cutoff

☐ Competency Based Grading

Grade Scale Max: 0

OK

	Grade	Cutoff
Edit Delete	A+	97.000
Edit Delete	A	93.000
Edit Delete	A-	90.000
Edit Delete	B+	87.000
Edit Delete	B	83.000
Edit Delete	B-	80.000
Edit Delete	C+	77.000
Edit Delete	C	73.000
Edit Delete	C-	70.000
Edit Delete	D+	67.000
Edit Delete	D	63.000
Edit Delete	D-	60.000
Edit Delete	F	0.000

Copy...

Creating Categories for the gradebook - Must do for each category

Previous Page

- Home
 - File
 - Edit
 - Scores
 - Assignment Scores
 - Categories and Assignments
 - Standards and Benchmarks
 - Grade Cutoffs
 - Convert Missing->Zero
 - Reports
 - Classroom Attendance
 - Homeroom
 - Discipline
 - Communication
 - Competency-Based Grading
 - Resources

Select the course,

Publish Assignments

Suggested Categories (you do not need to use these titles)
Classwork, Homework, Participation, Quizzes, Test, etc.

Putting in grades -

Previous Page

- Home
 - File
 - Edit
 - Scores
 - Assignment Scores
 - Categories and Assignments
 - Standards and Benchmarks
 - Grade Cutoffs

Select the correct category then click "Add Assignment"

Courses:

1st Music - Per 0 - Qtr 4

Add Category

Category Name:

Classwork

Assignment Name:

Page 103

Max Score: 10

Date: 9/5/2018

Sort Order: 0

Benchmarks

No Benchmark Selected

Save

Cancel

- Home
 - File
 - Edit
 - Scores
 - Assignment Scores
 - Categories and Assignments
 - Standards and Benchmarks
 - Grade Cutoffs
 - Convert Missing->Zero
 - Reports
 - Classroom Attendance
 - Homeroom
 - Discipline
 - Communication
 - Competency-Based Grading
 - Resources

Go you Assignment Scores, put in score for each student or M (missing), MI (missing included), X (exempt), L (late)

Page 103
9/5/2018
10pts

Make sure
you hit Publish

Assignment to make sure students
and parents can see the grade.

Submitting Midterm Grades -

- Home
- File
- Edit
- Scores
 - Assignment Scores
 - Categories and Assignments
 - Standards and Benchmarks
 - Grade Cutoffs
 - Convert Missing->Zero
- Reports
- Classroom Attendance
- Homeroom
- Discipline
- Communication
- Competency-Based Grading
- Resources

Make sure instead of Currently it says MidTerm. Apply a midterm date, then SAVE

Courses: 1st Music - Per 0 - Qtr 4 Qtr 4: MidTerm 10/17/2018 All Courses Save

- Previous Page
- Home
 - File
 - Edit
 - Midterm Grades
 - Course Grades
 - Course Weights
 - Calculate All Classes
 - Edit Assessments for a Course or Grade
 - Edit Assessments for a Student
 - Edit Assessments Report Card for a Student
 - Seating Charts
 - Seating Charts (older version)
 - Lesson Plans
 - Import Lesson Plans from Previous Year
 - Student Sort

Courses: 1st Music - Per 0 - Qtr 4

Print Save

	Q4	Comment
	-	
	-	
	-	
	-	
	-	
	-	

Double check the grade, select a comment if you would like for each class, then click "Send Grades for All Courses to Office".

Quick Links:

Send Grades for All Courses to Office

Submitting Quarter Grades - Only quarter 1 and 3

[Previous Page](#)

- Home
 - File
 - Edit
 - Midterm Grades
 - Course Grades**
 - Course Weights
 - Calculate All Classes
 - Edit Assessments for a Course or Grade
 - Edit Assessments for a Student
 - Edit Assessments Report Card for a Student
 - Seating Charts
 - Seating Charts (older version)
 - Lesson Plans
 - Import Lesson Plans from Previous Year
 - Student Sort

Double check grade and add comments if needed then hit save. Do this for each class then click “Send Grades for All Courses to Office”.

Quick Links:

[Send Grades for All Courses to Office](#)

Courses:

Beginning Guitar QTR - Per 2 - Qtr1 ▼

[Weights...](#)

[Print](#)

[Save](#)

IS		Exam	Qtr1	Comment
Per 2 - Qtr1	▼	☐	- ▼ ☐	▼

Submitting semester grades - only for quarter 2 and 4

Previous Page

- Home
- File
- Edit
 - Midterm Grades
 - Course Grades**
 - Course Weights
 - Calculate All Classes
 - Edit Assessments for a Course or Grade
 - Edit Assessments for a Student
 - Edit Assessments Report Card for a Student
 - Seating Charts
 - Seating Charts (older version)
 - Lesson Plans
 - Import Lesson Plans from Previous Year
 - Student Sort

Courses:

Band (7-12) - Per 5 - Sem2 ▼

Weights...

Print

Save

Band (7-12) - Per 5 - Sem2

Q3 Q4 EX
50 50 0 -> S2

OK

Close

Select course then select weights. Weights should be 50 for each quarter unless you would like to give a final exam its own weight for the Semester however, that is not necessary.

Double check each quarter and the semester grade, leave

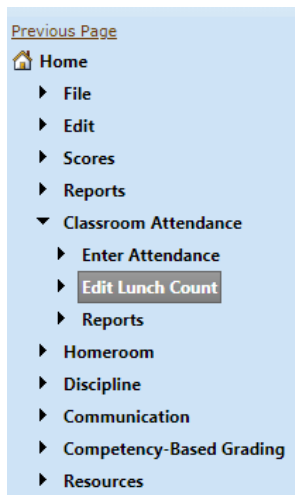
Send Grades for All Courses to Office

comments if you would like to, then click "Send Grades for All Courses to Office".

Save

Qtr3 [50]	Qtr4 [50]	Exam [0]	Sem2	Comment
B+ ▼ ☐	B ▼ ☐	- ▼ ☐	B+ ▼ ☐	▼
A- ▼ ☐	A ▼ ☐	- ▼ ☐	A ▼ ☐	▼
A ▼ ☐	A ▼ ☐	- ▼ ☐	A ▼ ☐	▼
A ▼ ☐	A ▼ ☐	- ▼ ☐	A ▼ ☐	▼
A ▼ ☐	A ▼ ☐	- ▼ ☐	A ▼ ☐	▼
A- ▼ ☐	A ▼ ☐	- ▼ ☐	A ▼ ☐	▼
F ▼ ☐	D ▼ ☐	- ▼ ☐	F ▼ ☐	▼
A ▼ ☐	A ▼ ☐	- ▼ ☐	A ▼ ☐	▼
A ▼ ☐	A ▼ ☐	- ▼ ☐	A ▼ ☐	▼
A- ▼ ☐	A ▼ ☐	- ▼ ☐	A- ▼ ☐	▼
B+ ▼ ☐	A ▼ ☐	- ▼ ☐	A- ▼ ☐	▼
A ▼ ☐	A ▼ ☐	- ▼ ☐	A ▼ ☐	▼

Lunch Count - needs to be done every morning in the first 5 minutes of the school day. Don't forget to include yourself.



Double check that you are on the correct date, put in numbers, then click save.

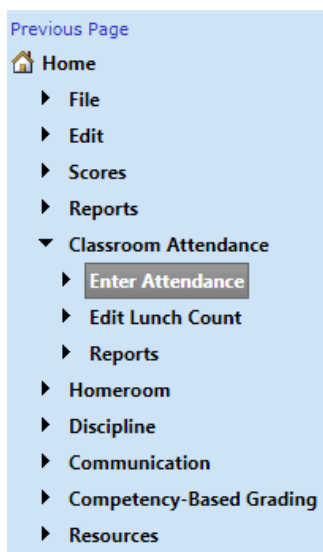
Day: 1 - 09/05/2017 - Tuesday ▼

Name:
 Hot Lunch
 Teach Hot

Count:
 0
 0

Save

Attendance - needs to be done the first 5 minutes of every class in the high school and at the beginning of the day for elementary.



Courses: Home Room - Per 0 ▼ :

Make sure you are on the

Pres ☒ Abs E ☐ Abs U ☐ Tdy E ☐ Tdy U ☐

correct course/class

Pres: Present, Abs E: Absent Excused, Abs U: Absent Unexcused, Tdy E: Tardy Excused, Tdy U: Tardy Unexcused

Do not use Abs E. If it is an excused absence, it will be fixed in the office. Make sure you select

Attendance is correct

Appendix C: Behavior Matrix

Classroom vs Office Managed Behaviors at Northome School

This is a **WORKING** document

Student behavior needs to be addressed in the classroom **FIRST**.

Behaviors to be handled within the classroom	Behaviors that do NOT require an immediate response from administration	Behaviors that require an immediate response from administration (call office or escort student to the office)
• Tardy/ late to class • Inappropriate language • Food/ drink in the classroom • Not having materials/ supplies • Missing work • Blurting • Disruption • Off- task behavior • Refusing to complete work • Sleeping in class • Negative tone or attitude • Device use (cell phones, earbuds, apple watch) • Unsafe behavior (horse play) • Dress code (warning) • Parent contact is required	• Complete Discipline Referral in JMC • Physical behavior, not causing harm to others or self • Cheating/ plagiarism • Bus violations • Technology/ electronic misuse • Attendance/ Truancy • Minor PDA • 3 or more occurrences of classroom managed behaviors (column 1) • Complete Discipline Referral in JMC	• Complete Discipline Referral in JMC after student is escorted to the office • Physical aggression that could cause harm to student, staff or self (fighting/ assault) • Threats • Bullying • Major acts of bullying/ harassment • Sexual Harassment • Racial Harassment • Significant PDA • Theft • Vandalism • Possession of weapon • Illegal substance • Skipping class • 3 or more classroom violations in 1 day • Complete Discipline Referral in JMC



Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

Appendix E: Earned sick and safe time employee notice



Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is a fiscal year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform the building principal by phone, email or other communication as far in advance as possible, but at least 7 days in advance. In situations where an employee cannot provide advance notice, the employee should contact the building principal by phone, email or other communication as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the

For more information

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduudqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ພາສາລາວ	ອະກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງຖິ້ມຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນໃນພາສານີ້.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለተቀባዩን ሰሚመለከት ለስልጣን መረጃ የያዘ ነው። ይህንን ደብዳቤን በስተጋራ በኩል ሳለሁ ቋንቋ ተተርጉሞ አገዲሰውን ከፈለጉ በዛው በስተጋራ በኩል ሳለሁ ሳጥን ውስጥ ምልክት ያድርጉ።
Karen/ကညီကျိာ်	လက်ရှိလက်ခံထားသောစာတမ်းအားပတ်သက်သည့်အကြောင်းအရာကိုသိရှိလိုပါကအောက်ဖော်ပြပါအချက်များကို တစ်ဆင့်ဆင့်သတ်မှတ်သည့်အချက်များကိုသတ်မှတ်သည့်အချက်များကိုသတ်မှတ်သည့်အချက်များကို
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

Appendix F: Personnel File Requests

PERSONNEL FILE FAQs

Do I have the right to see my personnel file?

Minnesota employers are required to provide employees with access to their personnel record upon written request. A current employee is entitled to review their personnel record once every six months. A former employee may either request to review their personnel file once a year or obtain a copy of their personnel file free of charge once a year for as long as the record is maintained. (See [Minnesota Statutes 181.961](#).)

As of July 1, 2024, all Minnesota employees may review their personnel record as maintained by their employer once every six months, upon written request to their employer, and may dispute the contents.

For more information

Contact us at dli.laborstandards@state.mn.us, 651-284-5075 or 800-342-5354.