



**2014-2015  
Medford Elementary  
Faculty Handbook**

This handbook has been prepared for students and parents to provide information concerning school procedures at Medford Elementary School. **The booklet is posted on-line or available in hard copy upon request in the elementary office.**

These procedures have been developed to provide a positive, safe environment, in which all students can grow and learn. Parents, students, and teachers working together can provide the best possible education opportunity for students. This handbook is a link in the communication process necessary to establish a good working relationship among school participants

***2014-2015 Medford Elementary Faculty and Staff***

<u>Kindergarten</u>	<u>Phone Numbers</u>	<u>Special Ed.</u>	<u>Phone Numbers</u>
Mary Christiansen	214-6335	Lisa Androli	214-6307
Katherine Johnson	214-6357		
Nicole Padgett	214-6366	<u>Special Ed.</u>	
		Bridget Aldrich	214-6328
<u>First Grade</u>		Bryson Havumaki	214-6345
Jeannie Ness	214-6363	James Tratz	214-6388
Megan Laughlin	214-6375	Mary Unsworth	214-6368
Judy Slarks	214-6376		
		<u>Speech Clinician</u>	
<u>Second Grade</u>		Ruth Verschaetse	214-6382
Julie Bjorklund	214-6331		
Ellen Cramer	214-6368	<u>ELL</u>	
Jen Werk	214-6384	Cynthia Welle-Erwin	214-6373

Third Grade

Heath Wilson 214-6364  
 Sara Milewski 214-6362  
 Sara Markham 214-6346

Fourth Grade

Cindy Schmidt 214-6343  
 Jen Lohrmann 214-6355  
 Kristi Hiatt 214-6352

Fifth Grade

Christine Bangs 214-6329  
 Jill Walker 214-6350  
 Malia Norton 214-6339

Sixth Grade

Matt Cole 214-6337  
 Kelly Johnson 214-6358  
 Rebecca Peterson 214-6367

Art

Kym Cameron 214-6391

Media

Terry Buecler 214-6330  
 Jane Moeckley 214-6330

Music

Bev Cashman 214-6334  
 Brian Gustafson 214-6349

Reading Specialist

Kirsten Sundquist 214-6391

Math Specialist

Chelsey Fagerlund 214-6391

Physical Education

Alyssa Strunk 214-6351  
 Brent Yule 214-6336

Technology Ed.

Jen Kellen 214-6359

Elementary Social Worker

Anna Johanson 214-6313

School Nurse

Dayna Gerlach 214-6315

Elementary Secretary

Shelley Fitzgerald 214-6310

Principal/Comm. Ed. Coord.

Mark Ristau 214-6312

Preschool/ ECFE/ Parent Ed.

Angie Bierlen 214-6380  
 Jackie Vagle 214-6380

Tiger Club

Hazel Mayfield 214-6381

Community Ed. Assistant

Matt Kellen 214-6304

Superintendent

Rich Dahman 214-6322

District Office

Lylia Iverson 214-6320  
 Heidi Langeslag 214-6321

Technology

Jen Kellen 214-6359

Kitchen

Missy Patterson 214-6327

Paraprofessionals

Jen Murphy	Linda Berglund
Carrie Robb	Joanne Larson
Tracie Zirngible	Katie Nihart
Connie Krenske	TBD

There are several staff members who provide support service for students. Brief descriptions are listed below.

#### Speech Clinician

This person is skilled at working with students on developing language articulation and usage. The clinician is at Medford School on Mondays through Thursdays.

#### School Psychologist

A psychologist is responsible for academic testing and interpretation in all student referrals. The psychologist participates on the Child Study Team. The psychologist is at Medford School two days a week.

#### Special Education Coordinator & Instructors

The Special Education Coordinator and instructors work directly with students who have an Individual Education Plan (IEP). They are responsible for managing IEP's, achievement testing, and the Child Study Team.

#### Early Childhood Special Education (ECSE)

ECSE is provided at the Owatonna School District and serves children age birth through six years. Children identified with need are transported to Owatonna.

#### Hearing Impaired Instructor

This person works with students who have hearing difficulty. This instructor may provide services at Medford or Faribault, depending on educational need. The hearing impaired instructor can be contacted via the Special Education Coordinator.

#### Occupational Therapist

An Occupational Therapist works with children, who need assessment or therapy on large or small muscle use. The Occupational Therapist can be contacted via the Special Education Coordinator.

#### Math and Reading Specialist

This is a federally funded supplemental reading and math program delivered by a licensed teacher. The teachers work cooperatively with classroom teachers in developing this program. Students are identified for this program by teacher recommendations, AIMS Web and NWEA scores.

#### Health Services

The health paraprofessional organizes hearing, vision, early childhood and scoliosis screenings. This person maintains health records on each elementary age student. Other duties include calling parents and providing students assistance when children are sick or injured.

#### Social Worker

A social worker collects family history for children who are referred to special education. He/she also works with students directly who are affected by family change or who are in need of social skill support. Their duties include providing resources for county and State services.

#### Paraprofessionals

Paraprofessionals work with students under the direction of licensed classroom teachers and administration. Some responsibilities include helping students with academic tasks, supervising the playground, lunchroom and media center.

## **Duties and Responsibilities for Medford Elementary Teachers**

It is recognized that a professional educator needs a degree of latitude to utilize his/her skills and talents for the welfare of the students and the community. To facilitate the total program, however, some conformity is needed. The following statements are minimal standards and expectations of job performances for all certified staff at Medford.

1. Faculty members are to become knowledgeable of school policy as written in student, faculty and District #763 policy guidelines, and observe these policies in the day-to-day operations of the school.
2. The basic workday shall be from 7:30 a.m. to 3:20 p.m. Teachers are to be at their assigned duty stations during these hours unless other arrangements have been approved, or meetings have been scheduled. During this workday, teachers are entitled to 50 minutes of preparation time (which can be divided into segments that are not less than 15 minutes). The day also includes a 30-minute duty-free lunch. At 8:07 a.m., teachers shall be in or near their classroom and available to students.
3. Faculty members shall remain in the building throughout the contracted school day, including the preparation period, unless permission is granted by a building principal. Those teachers leaving the building during the contracted day, or leaving prior to 3:20 p.m., shall sign out in the Principal's office. This is necessary because of phone calls, messages, or other reasons, which may arise.
4. General building supervision is a responsibility of all staff members. Inappropriate student **conduct** should be dealt with on location. If needed, request assistance from the office.
5. Attendance is required at all faculty meetings. Activities should be scheduled to not interfere with staff meetings.
6. Faculty members should keep abreast of modern educational practices and procedures by reading current literature, attending meetings, workshops and conventions.
7. The public should be informed of curricular and extra-curricular programs. Each staff member is encouraged to arrange press and radio releases and assist with the interpretation of school programs to the public. Each Grade Level/Department will submit at least one article to the CAST for publication during the school year and maintain an updated webpage.
8. Teachers absent due to meetings, illness, and other causes, have responsibility for planning class activity during their absence. The substitute must be provided with plans that enable him/her to carry on the work of the class. (See Substitute Teachers procedure)

### **Accident Forms**

An accident form should be filled out for every accident that is serious enough to be sent to the Nurse. Accident forms may be filled out for any other accidents concerning students. If you have any doubt about the consequences of the accident, it is suggested that a form be completed. Accident forms are printed in triplicate: one for the teacher, the parent, and the principal. These forms are available in the Nurse's office.

### **Appliances in Classrooms**

Faculty members are allowed to have small refrigerators in their classroom. Coffee pots, microwaves, hot plates, etc., are not allowed in teacher classrooms. Coffee pots and microwaves may be located in the Staff break room, #152.

### ***Attendance (District Policy #503)***

In accordance with the Minnesota Compulsory Attendance Law, Minn. Stat. 120.101, Subd. 9., students are required to attend every day school is in session, unless (1) the student's bodily or mental condition is such as to prevent attendance at school; or, (2) the student has permission from a parent or guardian to attend religious instruction for not more than an aggregate of three hours in any week.

### *Absence Reporting and Determination*

To report an unplanned student absence or tardy, a parent or guardian must call the school's attendance line at **507-214-6378** before 8:12 a.m. on the day of the absence. When leaving your message, give your child's name, your name, and a reason for the student's absence or tardy. Based on this information, the absence or tardy is then determined to be "excused" or "unexcused". **If you do not give a reason for your student's absence, the absence will be marked "unexcused".**

Examples of an "excused" absence or tardy include but are not necessarily limited to:

- Personal Illness\*
- Medical or dental appointments (although a doctor's note may be requested if a student is absent for excessive appointments)
- A death in the family
- Suspension
- Pre-approved family vacation (limit of 5 days per year)

**\*Please note that if a student reaches an excessive number of personal illness days, parents may be asked to provide a doctor's note in order for future absences to be deemed "excused".**

Examples of an "unexcused" absence or tardy may include but are not limited to:

- Parent not phoning the attendance line to report their child's absence
- Parent not reporting a reason for their child's absence
- Car trouble, lack of transportation or missed bus
- Oversleeping
- Errands
- Lack of child care for younger siblings
- Family vacation that has not been pre-approved
- Family vacation that has exceeded 5 days per school year

Any anticipated absence from school requires advanced written or verbal notice from the parent or guardian prior to the absence.

A student will be released from school during the day only after the parent or guardian has contacted the school.

### *Tardies*

Students are expected to be in their classrooms promptly at 8:12 a.m. If a student is not present at this time, they will be marked "tardy". **Three tardies will count as one "unexcused" full-day absence.** Students who arrive after 10:00 a.m. will be counted as a half-day absence.

### *Make-up Assignments*

Students are responsible for completing and submitting work that was missed during their absence. Make-up work is due to the instructor no later than one attended school day after the date of absence. (i.e. if a student misses school on a Monday, the make-up work is due on Wednesday) If the absence covers three or more consecutive days, the make-up work is due to the instructor no later than three attended school days after the student returns to class. Any work not completed within this period shall result in "no credit" for the missed assignment. The principal or the classroom teacher may extend the time allowed for extended illness or extenuating circumstances.

### *Excessive Absences*

- When a student has accumulated **three unexcused absences**, the school is legally required to notify the parent or guardian that the child is a "continuing truant".
- At a total of **five unexcused absences**, the school will send out a notice that the parent or guardian is expected to attend the Attendance Review Board in the student's residing county (see box below)
- When a child has **seven or more unexcused absences**, state law requires that the school notify the Department of Human Services in the student's county of residence. Failure to attend and participate in the Attendance Review Board or follow through with the requirements of the attendance contract may result in a Child in Need of Protection or Services (CHIPS) petition being filed in District Court.

**Steele County**

The Steele County Attendance Review Board is a diversionary process designed to help the student and family address the underlying factors contributing to excessive absences. The Board is led by the Steele County Attorney's office. Parents will be asked to meet with a representative from the County Attorney's office at the Steel County Courthouse. This meeting will include school officials, school and county social workers, and other service provider representatives as needed. At the meeting, the participants will review the laws regarding school attendance and the diversion process. A contract with the student and family will be established and the student will be placed under supervision to attend school.

**Rice County**

The Rice County School Attendance Review Board (SARB) oversees referrals of truant students and ensures the provision of appropriate intervention and services. The board has procedures in place to document student attendance and verify actions and interventions with request to truant students and their families. School Attendance Review Board members include representatives from the school, Social Services, Court Services, Law Enforcement and the parents or guardian of the student. The board will develop a school attendance agreement with the family that specifies the actions to be taken.

**Attendance Accounting**

Attendance shall be taken in the a.m. and in the p.m. on the Infinite Campus (I.C.) program. Any changes to a student's attendance may be made from the teacher's computer *within* that day. If a change needs to be made at a later date, this will have to be done by the elementary office. The reason for absence will need to be identified using one of the provided reasons. Tardiness also needs to be identified.

Students who are present at roll call, are to be counted present for ½ day. Students who arrive between 8:25 a.m. – 10:00 a.m., are counted present, but tardy. Students who arrive after 10:00 a.m are counted AM absent.

Teachers should note any new admittance or students that withdraw. Please encourage parents to contact the office also.

If the I.C. does not work or when a substitute is present, please make arrangements for attendance to be reported to the office.

**Bicycle Riding**

Students may ride their bicycles to and from school. Students must use extreme caution when riding their bikes to school and must always use the bike/pedestrian paths and not County Road 12/69<sup>th</sup> Street past the railroad tracks. Bicycles must remain parked in the bike racks during the school day, as a safety precaution, and should be locked.

**Birthday Treats**

Students may bring treats to celebrate their birthday; however, this is not required. In order to safeguard all students' health, parents are asked to send treats that are commercially made rather than homemade. Treats must be simple and limited in expense and size. An example would be a cookie.

**Bus Behavior**

Riding the bus is a privilege, and students who ride the bus are expected to behave in an orderly, safe manner. Students will be assigned seats by the driver and must obey bus safety rules and instruction established by the driver. School Bus Safety Rules:

1. Immediately follow the directions of the driver.
2. Sit in the seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of the body inside the bus.
5. Keep your arms, legs, and belongings contained.
6. No fighting, teasing, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, or drugs.
9. Do not bring any weapon or dangerous objects on the bus.
10. Do not damage or vandalize the school bus.

Other District Policy regarding transportation are: #707 Transportation of Public School Students  
#708 Transportation of Nonpublic School Students  
#709 Student Transportation Safety Policy

### **Car Riders Pickup and Drop Site**

All car riders will be dropped off and picked up on the east side of the barriers (not in front of the elementary entrance). The west side of the parking lot is designated for school buses only. For safety reasons, parents should not pick-up or drop-off their child any place else. Drivers should enter and exit the parking lot on the east side. They are not allowed to double park outside of designated parking spots. Staff are allowed to park on the west side before and after school.

**Motorized vehicles, snowmobiles, dirt bikes, or any vehicle that is not legal to drive on streets or roads, will not be allowed on school property without administrative approval.**

### **Care of the Building**

Correct student attitude toward our new building can only be developed if every teacher will cooperate and enforce strict regulations. Students marring furniture, walls, floors, lockers, etc., are to be immediately referred to the principal.

General appearance of the room is the responsibility of the teacher to whom it is assigned. We ask that all teachers be very vigilant in watching the condition of the building and school property.

### **“Cast” Contributions**

The school district newsletter, “THE CAST,” is published monthly. It serves as our communication link to the entire community. (CAST stands for “community and school together” and contains community news as well as school news.) Articles for the CAST should be prepared in two-column format and submitted to Heidi Langeslag by e-mail. We urge everyone to contribute to this monthly newsletter and 1 article per grade level each school year is expected. Sign up is available in the elementary office. Staff will be informed of monthly copy deadlines, usually falling about the 15<sup>th</sup> of the month.

### **Change of Transportation and/or Destination**

Students who are going to change their method of transportation or destination from school must have a signed note or phone call from their parent or guardian. Students will be directed to follow original transportation plans if prior notification has not been given. This includes going to after-school scout meetings, visiting friends, birthday parties, etc. Students may not call parents at dismissal time to arrange after-school activities.

### **Classrooms**

The general appearance of the classroom is the teacher’s responsibility.

1. Please do not allow students to sit on the backs and tops of desks and tables.
2. Desks and tabletops should be kept free of drawings and writing. Please check them frequently and do whatever is necessary to keep them clean. If students are vandalizing school property, or others’ property, they should be reported to the principal’s office immediately.
3. While we encourage grouping and re-arranging seating from time to time to facilitate learning, students need to understand that school property needs to be treated with care. If desks and tables are moved, please do it quietly and safely. If you share a room, consider the other teacher’s needs.
4. Room decorations related to courses you teach or other themes add a lot to the classroom atmosphere. Be careful not to create distractions. If you are not creatively inclined, have students work on room decorations.
5. For those who have tables in the classroom, have students put chairs up at the end of the day to facilitate cleaning of the room.

If there are some specific problems regarding the appearance or condition of your classroom, please notify a custodian or maintenance person. For documentation purposes, Custodial Work Request Forms are available in the Elementary Office. Report damage, burned out lights, broken furniture, etc. as soon as possible.

### **Classroom Interruptions**

To control interruptions, please tell the interrupter that you are busy teaching now and that they can come back to see you. Use good judgment, but control the times you are interrupted. We must respect classroom instruction. Be polite but firm to interrupters. **All visitors are required to sign in at the elementary office. Please encourage visitors to do so.**

### **Classroom Materials**

Each teacher will send home a list of materials needed for their classroom. This list is also published in the August issue of the CAST. Students are required to have a separate pair of shoes for indoor (i.e. PhyEd in the gymnasiums) use only.

### **Communications (Handouts, Mailings, Emails, and Phone calls)**

Any materials, letters, notices, etc. given out to students or mailed to parents are a direct reflection, good or bad, on the school and the person sending or handing out the material. Be sure such items are professional in appearance and content. Any major handouts or mailings should be copied to the Principal prior to distribution, because inquiries about them are often directed there.

Be positive and proactive in your communications with students and parents. For example, “Jimmy does nothing” versus “Jimmy must use class time more wisely” communicates the same message to parents, but the latter may produce more favorable results.

Be very careful in writing email messages. It is preferred that staff members talk to parents if they are to discuss issues where conflict may arise. Written statements can be misinterpreted. When writing, identify facts only and positive comments to the greatest extent.

The school district will have a translator available to assist teachers in communicating with families where English is not the first language.

### **Continuing Education Committee**

This is the local representation of the Personnel Licensing and Placement Section of the Minnesota Department of Education. The people on this committee review and keep track of each teacher’s professional growth activities to meet licensing requirements. This committee approves clock hours necessary for renewal of professional licensure for Medford teachers.

### **Discipline**

Teachers are required to have a written discipline plan, a summary of which should be posted in the classroom during the first week of school. Policies applicable to the room (which may be in addition to general school policies) should be carefully explained to the student. A process of setting rules, informing students of those rules and the consequences, and administering them equitably will provide a strong basis for classroom control.

Good discipline is that method of behavior control, which produces constructive learning outcomes. The school must help the student learn how to manage his own behavior so that it does not interfere with the learning opportunities of other students or create unnecessary interference with essential school regulations.

Discipline within the school has among its aims to teach the student that liberty and freedom are founded upon social restraint, to equip the student with the right habits for proper living, and to maintain a condition of order that will make for greatest efficiency in serving instructional aims and preserving public property.



1. Corporal Punishment is prohibited by the following 1989 legislation:  
 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA: Section 1.  
 [127.45]  
 [CORPORAL PUNISHMENT PROHIBITED.] SUBDIVISION 1. [DEFINITION].  
 For the purpose of the section, "corporal punishment" means conduct involving:
  - (1.) hitting or spanking a person with or without an object; or
  - (2.) unreasonable physical force that causes bodily harm or substantial emotional harm.  
 SUBD.2. [PROHIBITION.] An employee or agent of a public school district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. Whenever it becomes necessary to use physical restraint, parents will be notified of the occurrence.
3. Good discipline is proactive and positive rather than reactive and negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are anti-social.

#### Student Discipline

Code of Conduct: Unacceptable student behavior will be subject to disciplinary action in accordance with District Policy #506. The Student Discipline Policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles or any other vehicles approved for school district purposes. Student discipline is applied to any student conduct, at any time or in any place, when it interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

Disciplinary Action: Disciplinary action for the unacceptable behavior described in this policy may include, but is not limited to:

1. Meeting with the teacher, counselor, or principal;
2. Detention or restriction or loss of privileges;
3. Parent contact;
4. Parent conference;
5. Modified school programs;
6. Removal from class;
7. Suspension;
8. Exclusion;
9. Expulsion.

A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with MN Statutes 121A.582, other laws, and District Policy.

Removal from class: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. "Removal from class" is the short-term exclusion of a student from class during which the school retains the custody of the student. A staff member shall escort students removed from class to the Elementary School office. The removed student shall be accompanied by a staff member and seated in the Elementary School office until the principal or their designee conferences with the student.

The principal or designee shall conference with the teacher and may request a written report regarding the removal of the student. The removal from class may be imposed without an informal administrative conference where it appears the student has created an immediate and substantial disruption to themselves or to persons or property around them. The length of time of the removal from class shall be at the discretion of the principal. Students shall be returned to class upon completion of the terms of the removal established at an informal administrative conference. These terms may include, but are not limited to, parent contact, parent conference, disciplinary action as written in District Policy #506, and/or a readmission plan.

### **Dismissal Duty**

Elementary teachers take turns supervising the orderly dismissal of students. Teachers are grouped into teams. Teachers need to be outside promptly at dismissal time. They are to stay on duty until all elementary students are on the bus or have left the school grounds. When a bus is late, teachers on duty must stay with students until the bus arrives. All students must walk and be orderly at all times. Students who are walking home must use the bike/pedestrian paths only.

### **Distribution of Information**

All non-school organizations, or individuals, who wish to distribute flyers or posters in the Elementary building, must receive prior approval from the principal and/or superintendent.

### **Duplicating, Laminating, and Book Binding**

Teachers are responsible for doing their own duplicating. The copiers in the mailroom are for this use. The laminating and binding machines are located in the Media Center (Room 207). Faculty members should see Terry Beucler with laminating procedures or may leave material with Terry for her to complete. Please allow adequate time for completion.

#### **Laminating Guidelines**

1. The item must fit the curriculum.
2. Teacher items that are used repeatedly.
3. Student work used throughout the school year.

#### **Book Binding Guidelines**

1. The item must fit the curriculum.
2. Student projects should be publishing quality.
3. No more than one binding/student/year.

### **Electronic Information and Acceptable Use**

In addition to daily announcements and grades, other communications will be handled through the e-mail system. Read your e-mail on a regular basis. Calls will be stored on voice mail for teachers to check when convenient. Please be sure to check voicemails and emails before the end of the school day as parents may leave dismissal instructions for their child. If emergencies arise, proper notification to teachers will be made. Use of a personal calling card will cut back on the need for billing.

Staff members are responsible for monitoring their computer including email, internet, and material saved under their domain. Inappropriate materials, as set forth in Board Policy #524, downloaded or found on District equipment, will yield an administrative investigation and may result in disciplinary action as followed in Board policy and the Teacher Master Contract. Staff members are instructed to delete inappropriate emails received, immediately, and not to save them on District equipment. If a staff member finds inappropriate material/web site pop-ups, etc., on their computer, they are to report it immediately to administration to be held harmless.

### **Faculty Hours & Assignments**

The basic workday shall be from 7:30 a.m. to 3:20 p.m. Teachers are to be at their assigned duty stations during these hours unless other arrangements have been approved, or meetings have been scheduled. During this workday, teachers are entitled to 50 minutes of preparation time (which can be divided into not less than 15-minute segments). The day also includes a 30-minutes duty-free lunch break.

1. Staff members must communicate with the building principal before leaving. This is necessary because of phone calls, messages, or other reasons for which we might need to make contact.
2. Teachers shall be in their classrooms by 8:07 a.m. Students are to be in their classroom, ready to begin the day at 8:12 a.m. Students are dismissed at 3:12 p.m.

### **Faculty Meetings/Committee Assignments**

Faculty Meetings – 1<sup>st</sup> Wednesday of the month. PLC's – 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month. GLM – 3<sup>rd</sup> Wednesday of the month. All meetings will begin at 7:30 a.m.

Certain committees will function during the school year, and most faculty members will be involved in one or more such groups. The Elementary Site Team is an on-going committee that deals with decision-making regarding procedural items, which affect the Elementary in general. These items may include staff development, student discipline, building goals, scheduling events, budget and purchasing. The committee will be organized each fall. Other committee work will include a health and safety group, **and** (district wide) curriculum planning committee.

### **Field Trips**

Field trips should reinforce curriculum outcomes. Teachers who have such a request should write a field trip request and discuss with the principal. The request should include how the curriculum objectives will be met and what pre and post trip activities will occur. A Field Trip Request form is available in the Elementary Office. (Appendix)

### **Fire Drills**

The state law requires that schools average five fire drills a year.

Teachers are responsible for explaining fire regulations to each of their classes and the procedure that will govern during a drill or an actual fire.

The state law requires that schools average five lockdown drills a year.

The following regulations will be used:

1. Teachers will know and inform their classes of evacuation procedure.
2. Teachers will lead their students to the exit.
3. Movement will be by brisk step, but no running.
4. The outside exit doors are to be held open by the first student reaching the area and closed when all have exited.
5. Each teacher should be able to account for all students under their supervision.
6. Do not reenter the building while the alarm is sounding – wait until "all clear" tone is rung.
7. Fire drill procedure must be posted in each classroom.

### **Fund Raising Activities**

The scheduling of fund raising activities, and the purpose for which these funds are to be used, is to be done on the appropriate request forms available in the Elementary office. All such requests must be pre-approved by the superintendent before the activity begins. Concentrate on service-oriented fund-raisers rather than door-to-door sales. Selling of products within the school is limited to the cafeteria area, and is not to be carried into classrooms in any area of the building without the express permission of the building principal and teachers involved.

### **Gum Chewing**

Gum chewing by students is prohibited at school except by teacher permission. Teacher permission is limited to the granting teachers' classroom. Student's chewing gum anywhere else in the school building, or on the school grounds, will be asked to discard the gum.

### **Sexual Harassment, Verbal and Physical Abuse (District Policy # 413, # 525, and # 526)**

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence.

Verbal and physical abuses among students, or directed at school staff, are considered suspendable offenses that may lead to expulsion for chronic offenders.

Policy on these issues is extensive and space does not allow for their complete printing here. They are available in the school offices, posted by the District Office and principal offices for public viewing at any time.

\*Updated Bullying Prohibition Policy# 514 - 2014

### **Holiday Curriculum**

Whenever classes are in session on holidays, teachers need to provide at least one hour of the day to observance activities. These holidays are Columbus Day, Martin Luther King Jr. Day, and Veteran's Day.

### **Homework Policy**

Homework is an integral part of the learning process of every student. Following are some guidelines for making homework assignments in keeping with the district's goals. Homework for the primary student (Grades K, 1 & 2) may include collecting pictures for a scrapbook, writing creative stories, spelling lists, math drills, penmanship, studying for tests and other work not completed in school. In the middle elementary grades (3 & 4), assignments in academic studies should be introduced (e.g., mathematics, language arts, science, social studies and developing reports). When tests are scheduled the following day, more time on homework may be needed.

In grades 5 through 12, teachers should be aware of overall assignment practices so that students are not overburdened with homework.

Suggested homework time allotment:

- 10 minutes per grade level
- 1<sup>st</sup> grade = 10 minutes, 6<sup>th</sup> grade = 60 minutes

### **Ill or Injured Students**

Ill or injured students should be sent to the nurse's office. Teachers need to send a message with the child communicating the nature of the injury or illness. Teachers may need to have a responsible person escort a student to the Nurse's office (Room 412). Please inform students to return if the nurse is not in her office.

If the student is to be sent home, or to a doctor, the parents or guardian will be notified.

### **Bathroom and Hall Behavior**

Teachers are responsible for monitoring students while they use the restroom. The entire class is not to be dismissed at once to use the restroom without teacher supervision. This includes washing hands for lunch. Responsible restroom and hall behavior must be taught as part of each teacher's classroom management (Hallway and Line Behavior Expectations). Elementary students must be quiet when they are in the halls and restroom because some students are working in their classrooms.

### **Lesson Plans**

Lesson plans will be done using the SIOP template for math and reading and specialists. Lesson plans do not need to be turned in; rather they need to be readily available upon request.

These plans may need to be updated daily. Teachers must ensure that updated plans are available for a substitute.

### **Pledge of Allegiance (District policy #531)**

Students in this district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The pledge will be recited in their classroom.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

### **Lunchroom Procedure/Breakfast**

Teachers are to accompany students to the lunchroom and pick them up at their designated time. Students can leave the lunchroom when they have finished eating lunch and have returned their tray to the kitchen. Students are to go to recess directly after lunch **or as planned. (Some grade levels will recess then lunch.)** The rectangular tables are reserved for Kindergarten students. Kindergarten students can be picked up in the commons or in the 500-wing hallway.

During inclement weather students will be directed to some suitable space in the building for appropriate activities. A decision will be made by 10:00 a.m. whether students will be staying indoors. Staff will be communicated with via email.

Teachers must spend time teaching students about lunchroom behavior. Students should talk in a low tone of voice, bus their own tray, and move in an orderly way.

Students can choose daily between the main event and Sandwich Bar. Each child will be assigned a keypad number that will remain with them throughout their school career. Money is to be deposited in their account and is deducted automatically when a child has a school lunch. Both Main Event and Sandwich Bar prices are the same and include milk. Milk can be purchased separately if a child brings a sack lunch from home. Please check with Food Service on lunch prices. Free and reduced lunches are also available to those people who qualify. Free and reduced lunch applications are available in the Food Service Office (Room 610). Please send lunch money in an envelope with the child's name and PIN number.

#### **Mailboxes**

Faculty mailboxes are located in the Teacher Mailroom (Room 151). It is imperative that all teachers check their mailboxes. Mailboxes should be checked once or twice daily. Mailboxes are not to be used for advertisement or promotion of personal business interests.

#### **Medication Dispensing Policy**

Parents are encouraged to arrange the administration of medication (prescription or over the counter drugs) to their children during non-school hours. This is especially important because a nurse is not always on duty at Medford School. If it is necessary for a child to be given medication at school, the following procedure will be used:

- A. All medication must be in the original container that it was purchased in and be labeled. This includes cough drops.
- B. Labeling of Medicine
  4. Prescription drugs must include the patient's name; name, address, and telephone number of issuing pharmacy; name of the prescribing physician; directions for use and the name and manufacturer of the drug.
  5. Over the counter drugs must be in the original container and also have attached to it the patient's name and directions for use. Aspirin will not be dispensed as an analgesic at school due to its association with Reyes Syndrome.
- C. All medications must be accompanied with a permission message signed by parent or guardian and a doctor's signed prescription. All prescription/medication forms can be found on the schools website or by contacting the health services office.
- D. Medications will be kept in the health office in a locked drawer and dispensed by the health aide. This procedure complies with Minnesota Statute 123.35 & 126.202. Ritalin, Dexedrine, and other controlled drugs will be counted by the health aide when the prescriptions are received.
- E. Students whose temperature is measured at 100 degrees or higher will be sent home regardless of medication that is sent with the child.

Help and cooperation is needed to insure the safest possible situation regarding the administration of medication to students at Medford School. If there are any questions or concerns about this procedure, please call the principal.

#### **Nuisance Items**

A staff member shall confiscate personal items that students bring to school property which interfere with learning or affect behavior. Parents can retrieve the item(s) at the end of the school day with administrative approval. School buses are considered school property.

#### **Electronic Devices**

Students may not carry or possess cellular phones, or other electronic devices or games during school hours. Some classroom teachers allow personal electronic devices for projects during the school year. This understanding will be determined by your child's teacher. If a student fails to comply with these expectations, their device can be confiscated and will be returned at their discretion.

#### **Religion Classes**

Students can be released on Wednesdays to attend religious release classes.

#### **Reporting to Parents**

Student report cards are sent home four times a year. Conferences will be held during the first and third marking periods. Conference procedures and information will be sent out prior to conferences. Teachers will also be

contacting parents between report card distributions on a need basis. These contacts may inform parents of their child's needs and/or accomplishments. The faculty and principal encourage parent contact anytime for a conference. Please make prior arrangements to reach a mutually agreeable time to meet.

### **Requesting Leave/Absence Procedures**

Teachers, who know in advance that they will not be at school, should inform the secretary at the earliest possible time. This will help insure that a substitute teacher can be obtained for the absence. Request for Leave Forms are available in the office.

### **School Parties**

Teachers may schedule three class parties during the year, in the fall, winter, and spring. Teachers will notify parents of the cost of treats, or other special arrangements, that may need to be made.

### **Skateboards and In-line skates (rollerblades)**

Students may not use skateboards, in-line skates, or shoes with wheeled soles, on school property. School property includes school parking lots, sidewalks, bike paths, and within the school building(s).

### **Smoke/Tobacco Free Environment Policy**

The 1992 Legislature enacted M.S. 144.4165, Sec. 3, which prohibits tobacco products in public schools. The language specifies that,

“No person shall at any time smoke or use any other tobacco product in a public school, as defined in section 120.05, subdivision 2. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts, or controls. This prohibition does not apply to a technical college.” Any person who violates M.S. 144.4165 is guilty of a petty misdemeanor.

### **Social Skills/Character Building (13-14)**

Teachers will introduce and review positive character skills throughout the year. This process is based on the acronym HEROS. Each letter represents a positive character trait. Teachers will be given a timeline/skill-guideline to follow.

### **Student Activities**

The general policies that will be adopted for student activities are as follows:

1. All student activities scheduled shall be approved by a building principal.
2. All dates for activities for the high school must be approved by a building principal.
3. No special parties shall be made a part of the class period at Christmas or other periods of the year.
4. Arrangements which set a certain time for students to be at the building must have organized supervision. Be prompt. This is not a custodian's job.

### **Students in the Building**

Faculty members assigned to activities are responsible for the students in the building after school hours. Do not allow students to remain in the building for make-up work or participation in an activity unless an instructor is present and responsible for them. This is a collective responsibility. Teachers are encouraged to invite students to remain after school for help.

After school, students should leave the building as soon as possible. If a student is riding with a parent they must be picked up by **3:15**. After that time they will be sent down to Tiger Club. Parents will be charged accordingly.

### **Student Privacy**

Student names, addresses, phone numbers, and parent names, cannot be given to any person unless authorized by the principal. If a teacher is notified by a parent of a change to address and/or phone number, please encourage them to contact the elementary office with the information.

### **Student Records**

Cumulative folders for every student are kept in a file cabinet in the Elementary Office. Please do not store cumm files in classrooms or take them home. Access to these files is necessary for administration and other school personnel who serve Medford students.

### **Student Referral**

Students who are having academic, and/or behavioral problems should be referred to the Response to Intervention Team (Grades K-3) No parent permission is needed to be referred to RTI. If the RtI strategies do not help, then the child will be referred to the Child Study Team. Students in grades 4-6 may qualify for Support on Site (SOS). Students will be taught in small groups skills from the classroom as needed. Teachers may refer students, and students must have parent permission to attend. SOS occurs after the normal school day.

Always remember to keep parents informed about what you are recommending for their child. Parents must be communicated with, and involved in, the decision-making process. Please consult the Special Education Coordinator and/or Principal before communicating with parents on special programs.

### **Student Supervision**

Student supervision of all students is the job of every staff member. This pertains to the classroom, halls, bathrooms, commons, assemblies, and play areas as well. Running in the halls, loitering in the restrooms, and disorderly behavior anywhere on school property should be corrected by whoever observes this behavior.

### **Student Transfers**

When a parent notifies the teacher that a student will be moving from the district each teacher needs to make sure that:

- lunch charges are cleared.
- library books are returned.
- textbooks and materials are returned.
- student report cards are sent with the student.
- final attendance is marked on the cumulative record.
- student transfer forms are completed and given to the Elementary office. (Appendix)

### **Substitute Teachers**

Short-term substitutes are placed in impossible situations when no assignments or very indefinite assignments are left for them. On the other hand, they should not be expected to continue with class plans which may include such procedures as introduction of new units or oral discussion unless there has been a consultation with them at least one day in advance to determine whether or not the substitute feels qualified to undertake such an assignment. To make these assignments effective, usually more time is needed for preparation than substitute teachers have available after they have been called. Seating charts should be completed for each class and be available in the classroom office desk.

When a teacher is ill, and it becomes necessary to be absent, please inform Matt Kellen between 5:45 a.m. and 6:15 a.m. at 507.475.2527, so a substitute may be contacted. In case of prolonged illness, contacting the office the day before would be advantageous. Prepare assignments that can be handled by a substitute. Substitute teachers will complete a form to summarize the activities covered in each class. If possible, let Matt Kellen know the evening before. Contact the office by 3:00 p.m. to assist in keeping the same substitute.

Absences other than illness or emergencies require prior approval (leave forms) from the principal and substitute needs are to be arranged with Shelley. Check with these people the day before an absence on the status of a substitute.

#### **Preparing For a Substitute (Guest Teacher)**

- A. File in your desk or school office, a:
  1. Daily schedule with special day changes.
  2. Seating chart or lists of students by class periods.
  3. Location of texts, answers, supplies, facilities.
  4. Class rules and behavior expectations - consequences.
  5. Procedural directions - attendance, lunch count, fire drills, assemblies, passing between rooms, homework and grading methods, etc.

6. Student information - instructional groupings and texts, student leaders and helpers, potential problem students and plans for dealing with them, special needs students, time and place they may leave room to get help.
7. Other duties - hall, lunch, bus monitor, etc.
8. Time filler or fun activities - games, puzzle, art, etc.

B. Buddy or neighbor teacher plan to assist substitute (guest teacher).

C. Preparing students in advance.

1. Substitute or "guest teacher" is a trained professional who is a faculty member for that time.
2. Guest teacher will be carrying out your plans for class work, behavior, and consequences.
3. Follow through with infractions when you return.
4. Do not re-teach lesson, but do check for understanding.
5. Students have responsibility to help sub - may appoint helpers.
6. Students goal is to maintain positive reputation for learning and behavior.

### **Teacher Dress**

Teacher dress is important to the profession. Please dress as befits the profession. To be recognized as professional people, we should dress accordingly. Medford Elementary School staff has always upheld high standards in this regard. **Blue jeans are acceptable on Spirit Days and Friday's only.**

### **Teachers In and Out Of Classrooms**

It is expected that teachers be in their classrooms whenever assigned to students. If an emergency makes it necessary to leave the classroom, call the office or alert the neighboring teacher that you must leave. There is no legal defense, for any of us, if something should happen such as injury, or medical emergency, when students are left unsupervised.

Teachers are requested to be at their classroom doors during student passing times, visible to passing students. This not only helps with between-class supervision, but also provides a good opportunity for teachers to greet their students as they arrive for class.

### **Teacher Observation and Evaluation**

Teacher observation in the classrooms will occur by the principal as often as possible. A formal observation will be done three times each year for non-tenured faculty. The formal observation includes a pre-observation, observation, and post-observation. The teacher and the principal complete observations with a written account that is signed by both parties. The original is placed in the personnel file and a copy is given to the teacher. There will also be periodic informal observations.

### **Teacher Propriety**

Teachers are powerful ambassadors for the school. They are often the only person that parents and community members have contact with from school. What school employees say may be the only viewpoint heard. Teachers are expected to always speak appropriately about school business.

### **Testing Program**

<u>Test</u>	<u>Occurrence</u>	<u>Grade</u>
Measures of Academic Progress (MAP)	Fall/Winter/Spring	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>
Minnesota Comprehensive Assessments II, III	Fall/Winter/Spring <i>Dependent upon offering</i>	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>



**Wednesday Night Activities**

Wednesday evenings are reserved for community activities. No school activities are to be scheduled on Wednesdays without Superintendent approval.