

2021-2022

**Rush City
High School
Staff Handbook**

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WELCOME!

Welcome to the 2021-2022 school year! A new school year offers the opportunity for a fresh start. We've made tremendous progress in recent years and have set the stage for what I believe will be an exciting and productive year. We have added to our outstanding staff, experienced little turnover going into this year, and have the resources and plans in place to strengthen and improve the processes and systems that ensure our students learn and do so in a positive learning environment.

Please take a few moments to review this handbook. Periodically review it throughout the year to ensure consistency throughout the building. The policies and procedures discussed here are necessary for the efficient operation of the school and to better enable you to do the most important job of teaching your students. A spirit of cooperation and sense of professionalism are the key ingredients in establishing and maintaining a positive school environment.

Best wishes for a successful and productive school year!

ROAR EXPECTATIONS

KEY AGREEMENTS THAT MAKE UP THE ROAR OF THE RUSH CITY HIGH SCHOOL STAFF

Respectful:

- Be positive all day, every day. View problems and challenges and opportunities for growth and improvement.
- Be a team player. Every person and every position is important. Build relationships!
- Be respectful and ensure others are respectful. Address insensitive interactions/actions.
- Care for and maintain our facilities, property, supplies, and other resources.

Organized:

- Be timely with regards to meetings, communications, grades, and other responsibilities.
- Be purposeful in facilitating learning and/or accomplishing your duties.
- Leverage the resources of our team and those available in the greater community.
- Have a vision and plan to improve the realm you control.

Attentive:

- Monitor and respond to student needs, struggles, talents, and interests.
- Be flexible and do what's necessary to do what's needed.
- Self-evaluate so you know yourself and the expectations of your position.
- Model what you expect from others.

Responsible:

- Be a problem solver. Communicate and collaborate!
- Work hard. Do your part and exceed expectations.
- Grow. Work to continuously improve your skills and abilities. Seek out and take advantage of professional development.
- Embrace Integrity. Do what is right regardless of who's watching.

RUSH CITY INDEPENDENT SCHOOL DISTRICT #139

Website Address: www.rushcity.k12.mn.us

SCHOOL PERSONNEL

ADMINISTRATION

Mr. Brent Stavig, Superintendent of Schools (320) 358-4855
Mrs. Janet Wagener, High School Principal (320) 358-4795
, Elementary Principal (320) 358-4724
Mr. Lee Rood, Activities & Community Ed Director (320) 358-1265

SCHOOL BOARD PERSONNEL

Mrs. Stefanie Folkema Chairperson
Mrs. Teri Umbreit Vice Chairperson
Mrs. Kristin Papke Clerk
Mr. Matt Meissner Treasurer
Mr. Kenneth Lind Director
Mrs. Jennifer Widell Director

STAFF

Mr. Dirk Anderson Speech Therapist
Mr. Mark Bingham Special Education
Mrs. Bernadette Campbell Mathematics
Mrs. Elizabeth Carpenter FACS
Mr. Adam Engel English
Mrs. Ashley Fitcher Social Studies
Ms. Jessica Gage Spanish
Mr. James Hatz School Resource Officer
Ms. Sarah Hawn Technology Coordinator
Mrs. Jaime Holmstrom School Psychologist
Mr. Jeffrey Jennings Instrumental Music
Mr. Scott Johnson Science
Mrs. Maureen Jordan ADSIS Behavior Interventionist
Mrs. Trista Kirchberg Paraprofessional
Mrs. Tami Knudson Special Education
Mr. Daniel Kuchenbecker Science
Mrs. Hannah Lindstrom Art
Ms. Kayla Larson Business
Mrs. Deborah Meissner Physical Education & Health
Mr. James Monson School Nurse
Mrs. Cathy Monster Mathematics
Mr. Ben Montzka Paraprofessional
Mr. Matthew Morgan Vocal Music
Mr. Nicholas Oeltjen Paraprofessional
Mr. Eric Olson Physical Education & Health
Ms. Cecelia Peterson Agriculture, Industrial Tech
Mrs. Amy Ramstad Paraprofessional
Mr. Eric Risland Study Hall Coordinator
Mrs. Julie Risland Counselor
Ms. Mary Rosa Mathematics/Physical Education
Mrs. Sheila Shykes Media Paraprofessional
Mrs. Tracy Smoley Paraprofessional
Mr. Nathan Stanek English
Mrs. Erika Matzke Stoltz ADSIS Behavior Interventionist
Mrs. Darcey Stransky Special Education Teacher
Mrs. Annie Sundin Social Studies
Ms. Brenda Taylor Paraprofessional
Mr. Eric Telander Science
Ms. Jennifer Thielen English
Mrs. Charlotte Thill Mathematics

Mrs. Renita Twingstrom Paraprofessional	ADSIS Reading &
Mr. Michael Vaughan	Social Studies Guidance/Sped Coordinator
Mrs. Sheila Zaske	Paraprofessional

CUSTODIANS: Joel Folkema, Bryan Hendricks, Ashley McMurray, Chris Nelson, Michael Ramstad

FOOD SERVICE PERSONNEL: Kara Ffrench, Jayme Reichitzer, Sherry Stahlberg

BUS DRIVERS: Dawn Nelson, Jeff Titus, Marvin Monster, Karen Barton, Kara Ffrench, Nicole Morales

VAN DRIVERS: Sandy Holmberg, Darrell Johnson

2021-2022 CLASS OFFICERS (To be determined)

7th Grade

President: Riley Bodell
Vice President: Eli Umbreit
Secretary/Treasurer: Natalie Rood
Student Council: Alison Baylor & Mavin Knutson

8th Grade

President: Alex Flaten
Vice President: Shelby Ellis
Secretary/Treasurer: Benjamin Lee
Student Council: Kendal Pillar & Janessa Magana

9th Grade

President: Logan Kirby
Vice President: Abbey Thayer
Secretary/Treasurer: Savanna Leigland
Student Council: Bella Folkema & Matthew Kempf

10th Grade

President: Summer Nelson
Vice President: Gabe Widenstrom
Secretary/Treasurer: Sophie Corbin
Student Council: Maria Biermaier & Kayla Diedrich

11th Grade

President: Brayden Blatz
Vice President: Devon Sheffield
Secretary/Treasurer: Kayden LaMont
Historian: Meghan May
Student Council: Ella Campbell & Grace Folkema

12th Grade

President: Greta Rundquist
Vice President: Ella Wood
Secretary/Treasurer: Katelyn Buehring
Historian: Allison Chilson
Student Council: Dylan Cardinal & Shelby Holmstrom

CLASS ADVISORS

Seniors	Ms. Thielen, Mrs. Matzke Stoltz, Mrs.
Juniors:	Mr. Rood, Ms. Plante, Mr. Jennings
Sophomores:	Mr. Olson, Mrs. Knudson, Mr. Monson, Mr. Engel, Mrs. Holmstrom, Mrs. Lindstrom
Freshmen:	Mrs. Fitcher, Mr. Kuchenbecker, Mrs. Campbell, Mr. Risland, Mrs. Larson
8th Grade:	Mr. Telander, Mrs. Thill, Mrs. Carpenter, Mr. Oeltjen
7th Grade:	Mr. Bingham, Mr. Montzka, Mr. Vaughan, Mrs. Shykes

ACCIDENT AND INJURY FORMS

~~All staff members must complete Accident and Injury forms available in the office on incidents where a student is injured in any way. These forms will be kept in the office on file to provide clear data for future reference on the incident.~~

~~Students that are injured should be cared for immediately and the office should be informed of what actions were taken.~~

Commented [1]: Checked with Deborah and this is outdated. We have a process the ERT has to follow.

ACTIVITY ACCOUNT CHECKS

- Activity Account checks and transfers: Advance check request form must be completed and approved before the check can be written. A three day advance notice is requested. Submit these requests to Nate Sorget.
- District Funds only (athletics, workshop registrations, etc.): Advance check request form must be completed and approved before the check can be written. A three day advance notice is requested. Submit forms to Nate Sorget.

ASSEMBLIES AND PROGRAMS

Whenever assemblies and programs are held in the gym and/or auditorium, all teachers are required to attend and are responsible for the conduct and discipline of the students which are normally in their class for that particular hour when the program starts.

BUS/VAN USE FOR FIELD TRIPS & ACTIVITIES

Any teacher who wishes to request the use of a bus or van must submit a "Request for Bus/Van" form. If it is a field trip then a "Field Trip Request" form will need to be filled out. These forms need to have the approval of the principal first, then the superintendent. These requests are to be made at least three weeks in advance. Any staff member wanting to drive a van must have gone through the district van training.

The instructor or coach is responsible for obtaining directions to the destination of the field trip or athletic event and should either forward them to the transportation secretary or provide them to the bus driver on the day of the event.

Instructors are reminded that parent permission slips must be obtained anytime a student is taken out of the building during the school day.

Prior to departure, an accurate list of passengers is to be submitted to the office.

CALENDARS AND MEETING RESERVATIONS

All staff are expected to utilize Google Calendar for the purpose of communicating meeting dates, times, locations, and agendas. If you would like to reserve the media center please email Julie Risland. If you are wanting to reserve the theatre or conference room please contact Carrie Kirchberg.

RULES FOR USING THE THEATER

1. Obtain permission to use through Carrie Kirchberg.
2. Only trained persons may operate light or sound systems.
3. All established rules regarding use of the theater will apply.

CLASSROOM MANAGEMENT

A school cannot function unless all staff members maintain a certain standard of control, and support one another. Each teacher is encouraged to be friendly, assertive, and positive in his/her own dealing with students while maintaining a position of authority. No one should hesitate to correct a student for acting in an unacceptable manner or wearing inappropriate apparel no matter where it takes place on school grounds.

From the first day, teachers should establish themselves as leaders in the classroom and refer to their PBIS classroom expectations. Keep rules to a workable number and within the general framework of the school's rules and regulations. Do not make threats that are impossible to keep, but follow up on any violation of a rule. Common sense and remaining under control will add to any teacher's success in dealing with a tough situation.

PBIS matrices are to be posted in each classroom. All staff members are expected to participate in all PBIS initiatives such as awarding ROAR tickets, 5/1 positive to negative comments, and delivering PBIS lessons with integrity.

Teachers should keep parents informed. Parents will be much more supportive if they hear it from the teacher in addition to getting the student's view.

Each teacher should make the initial effort to deal with a student's behavior problem prior to referring that student to the counselor or principal for assistance, unless the problem is of such a serious nature as to disrupt the classroom teaching environment. The administration will support any reasonable stand the teacher may take and will attempt to rectify the problem students may be creating throughout the school.

Sending a student from class should be held as a last resort. In cases where a behavior problem is developing, fill the principal in on what is happening and take steps to correct the problem. If the situation reaches a point where other corrective measures

are not working and removing the student from class is necessary or where a student commits a major offense, get them to the office immediately. Submit a Synergy referral, send a note explaining the situation or call. Unless the administration knows exactly what happened, it is very hard to deal effectively with the student. The instructor should personally follow-up on the situation at the soonest possible time personally with the principal.

Each student has a unique personality and family situation. Varied techniques may be used with different students to find success. Students that are having problems should be referred to the special services personnel that can provide help to them. Special understanding should also be provided to those students with special needs.

Teachers should not leave a classroom unsupervised during the hour, except in the case of extreme emergencies. Each instructor is asked to step out into the hall before and after classes to help supervise general student behavior. Any instructor who assigns detention to a student is responsible for contacting a parent/guardian regarding the behavior and detention consequence as soon as possible. A referral should also be entered into Synergy. A copy of this referral will be sent home to the parents.

COMMUNICATION

Strong communication is one of the most important attributes of a high functioning organization. Efficiency and effectiveness in communicating rely in part on selecting the most appropriate mode of communication. Please use good judgment and utilize the mode that is best for the given situation. When possible, using face to face conversation is usually most effective. Phone conversations are also highly effective, however, both of these modes can be challenging due to everyone's busy schedules. Email is great for basic information requests and sharing of facts and information. An email should not be used for reporting emergencies, behaviors, or other time-sensitive issues as it is generally acceptable to not receive a response for up to one business day. All Staff are expected to check their email daily. Replying to phone and email messages within one business day is expected.

CREATION OF NEW CLASSES

New class proposals are to be submitted to the High School Principal for review. The process will also ensure there is sufficient student interest in the course, there is a plan to secure materials, the course fits into the master schedule, a curriculum map will be produced, and that the budget can support the addition (materials and curriculum writing if needed).

CURRICULUM MAPS

The curriculum for all high school courses is to be mapped in the shared Google Team Drive. All new courses will be mapped prior to being offered and teachers are encouraged to continuously update their maps to ensure the written, taught, and assessed curriculum are aligned.

DAMAGE TO SCHOOL ISSUED ELECTRONIC DEVICES

Damage or loss of any electronic device issued to a staff member needs to be reported to Janet Wagener and Jim Hatz. If a staff member notices a student has a damaged device please report this to Julie Risland. If a student has lost their device please report this to Jim Hatz.

EMERGENCY PROCEDURES

It is every employee's responsibility to frequently review the emergency procedures cards posted in every room of the building. Every employee needs to fully understand each of the procedures; consult your supervisor if you have questions or concerns about the procedures.

EMERGENCY DRILLS

During each regular school year all public schools are required to conduct at least five fire drills, five lockdown drills, and one severe weather drill. Google calendar invites will be sent to all high school staff for each drill. If any drills need to be rescheduled the new date and time will be communicated at least one day in advance. Emergency drills will never be unannounced.

ROOM RESPONSIBILITIES EMERGENCY GO-KITS

The responsibility for a neat and orderly classroom rests primarily with the teacher assigned to the room for the major portion of the day. The rooms that appeal most are those that have interesting bulletin boards, well-arranged desks, and the floor free

Commented [2]: Janet needs to refine this process. This hasn't happened for two/three years now since it hasn't been a part of PLCs since focusing on Dufours 4 questions. Janet will work with Brent and see how it aligns to the strategic action plan. Added to calendar to August. This should go hand and hand with the learning targets we will be working on.

Commented [3]: We do have maps for all classes before 3 years ago.

Commented [4]: I would like to do unannounced drills as it makes it more realistic and we would be able to see any areas of concerns. It feels less practices. The first couple would be announced. Staci did this and it was very successful.

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~~from paper. A clean-up period at the end of each session period is very desirable. Successful teachers will make the room as attractive as possible by the use of pictures, plants, display of pupil work, etc.~~

~~Adjust window blinds to look uniform from both inside and outside the building. All windows should be locked at the end of each day. Blinds should also be closed at the end of the day.~~

Commented [5]: I would like to delete this because it is a part of the teacher observation rubric.

Emergency Go-Kits are to hang on the wall behind the teacher's desk or in a highly visible area with little student traffic. It is the responsibility of the teacher to ensure an updated class roster is in the Go-Kit.

EVENING HOURS

Custodians will clean the high school building after students have been dismissed for the day. Tentative plans call for the building to be cleaned and locked by 10:00 p.m. each day for the 2021-2022 school year. The alarm system will be disarmed from 6:00 a.m. to 10:00 p.m. each day. Custodians can be requested on the weekends by filling out a request form from Nate Sorgret. Weekend hours will be 8:00–5:00 unless other arrangements are made or during holidays. Teachers using the building or coaches traveling out of town should make arrangements for later hour entries to the building. Activity directors should make sure that all students are out of the building before closing and locking doors.

FACULTY MEETINGS

Faculty meetings will be scheduled at the discretion of the principal. Meetings will normally be held before school and all staff members are expected to attend.

FLEX PLAN

School district employees may participate in a "flex plan" to reduce their tax burden. Out-of-pocket expenses for dependent care, medical care, and certain insurance premiums qualify for tax savings. Contact the district business manager for details.

FOOD SERVICE PROGRAM

Adult employees will pay \$4.00 for individual lunches; \$2.25 for breakfast. Additional portions are available for an additional charge. Adult employees who have a negative account balance may be denied breakfast/lunch until the account is paid or other arrangements have been agreed upon with the Food Service Director.

FUNDRAISING

Any teacher who is involved in a fund-raising activity for a class or organization must FIRST RECEIVE PERMISSION from the principal, superintendent and School Board BEFORE MAKING ARRANGEMENTS for selling goods or services. Envelopes are now available from Mrs. Kirchberg in which all activity money to be received should be enclosed. If you need to hold money in the vault until you are ready to have it received, please talk to Mrs. Kirchberg. All funds must be submitted to Mrs. Kirchberg daily. The only information Mrs. Kirchberg needs is the date, the advisor's name, the total amount enclosed, the activity or district account, and a brief description. The signature of the student treasurer is required on all forms.

GRADING

From a High School point of view:

1. Quarter grades will count for 40% of the semester grade.
2. Semester exam will count for 20% of the semester grade.**
3. For year long courses, the four quarter grades and two final tests are averaged to determine a final grade.

**All senior high classes are considered semester classes in terms of grades and awarding credits.*

*** Note the importance of the semester exam.*

From a Teacher's point of view:

1. All grades are student earned/teacher determined.
2. The teacher is responsible for assigning all grades on the report card.
3. The choice and integrity of the class grading procedure is a teacher decision.
4. All classes offered will have a semester exam with the exception of Physical Education, and work experience classes.

GRADING SCALE

94 - 100 A
90 - 93 A-
87 - 89 B+
83 - 86 B
80 - 82 B-
77 - 79 C+
73 - 76 C
70 - 72 C-
67 - 69 D+
63 - 66 D
60 - 62 D-
59 & Below F

GRADE SUBMISSION

Grades are submitted electronically through Synergy following each quarter. It is imperative that grades are submitted on time in order to prepare report cards, student schedules, and student awards. Wendy Cook will email teachers regarding due dates.

MARKING SYSTEM AND REPORT CARDS

Marks represent scholastic growth and achievement, not simply special traits such as behavior, cooperation, interest, and initiative. Class work should challenge the student to increase his/her knowledge and skills, while improving their ability to apply this knowledge and skill to problems appropriate to the subject area. Grades should be an objective reflection of the students' scholastic improvement over the grading period. Frequent use of short quizzes, tests, papers, written work, class discussion, board work, etc. should be required by teachers. The final grade is a reflection of the composite accomplishment in the subject by the student. In addition, citizenship and good work habits are to be encouraged as these attitudes have a great carry over into general school life and personal areas.

Report cards are the school's statement to the student and parent of what has been learned. Care must be exercised in determining the grade and then placing it on the card. Letter grades must be used. Incompletes should be changed as soon as the work is made up. Make sure the proper changes are made through the office. Teachers are encouraged to make use of the comment section of the card. Grades must be submitted each quarter by the specified date. Staff are reminded to make sure that students on academic contracts are graded according to the provisions of the IEP. Whenever a student is failing the teacher needs to consult the student and his or her parent(s). A failing grade should never be a surprise to a student or parent.

Teachers are also encouraged to make further contact with parents during the grading period. Phone calls, personal notes, and progress reports are effective in informing parents on the progress their child is making. These methods should be used for students doing a GOOD JOB as well as those students having or causing problems.

MID TERM DATES

1st Quarter - October 8, 2021
2nd Quarter - December 17, 2021
3rd Quarter - February 18, 2022
4th Quarter - May 6, 2022

GUESTS AND GUEST SPEAKERS

Any teacher who plans to invite a guest or a guest speaker into a classroom must notify the principal BEFORE making the arrangements.

HEALTH INFORMATION

HEALTH PRECAUTIONS

Each employee is advised to use protective plastic gloves, readily available in the office, when handling, or coming into contact with others' bodily fluids. Assist the individual in containing the body fluid before sending him/her to the health office by using the Universal Precaution Kits, kleenex or paper towels in your room. Each teacher should have plastic gloves located in their rooms for emergency handling of blood or bodily fluids. A micro shield is located in the nurse's office for CPR protection.

Each employee has the right to know about any potentially dangerous materials that are used within workstations, or in the building. A specially prepared video tape is available for viewing this information.

MEDICATIONS FOR STUDENTS

The purpose of administering medications in school is to assist students who require medication to be taken during school hours to maintain an optimal state of health and, therefore, enhance their educational program.

All medication will be stored in the health office following state law procedures and will be given under the direction of the school nurse. Children or parents of children requiring medication during school hours must bring them to the health office before the start of the school day. No medications can be stored in student's backpacks or lockers except by arrangement with the school nurse with a doctor's order. Students with rescue inhalers for asthma treatment must have a parent signed medication prescription form on record in the health office and must keep the inhaler on him/her or locked in their locker or in the health office.

Parents/Guardians are required to supply the medicine in the original container labeled by the physician or pharmacy. The container will be labeled with the student's name, name of medication, dose to be given, frequency or time it is to be given, the name of the prescribing physician and the date of the medication.

HEALTH PROCEDURES

All staff should read the information in the Student/Parent Handbook regarding health procedures.

HIGH SCHOOL HIGHLIGHTS

The High School Highlights will be sent out to all staff every Tuesday. Please make sure to read these weekly for the updates, reminders, and changes.

Commented [6]: Added

HOMEWORK

Homework assignments/projects are an expected and educationally valid extension of classroom learning experiences in most classes. Instructors are always encouraged to use discretion in assigning homework experiences which supplement and reinforce classroom activities while not imposing unreasonable time expectations for students.

IDENTIFICATION BADGES

All staff are required to wear a district ID badge during normal working hours. The badge should be easy to see. All visitors to the building will also be expected to sign in and wear a visitor badge while in the building. Staff should escort any visitor who does not have a badge to the office.

IEP ATTENDANCE

All teachers are encouraged to attend Individual Education Plan (IEP) meetings for each of their students. In the event a teacher is not able to attend an IEP they should email the student's case manager regarding the student's performance in class, student strengths, and any concerns. At least one general education teacher must attend every IEP meeting. [In the event that there is no general education teacher signed up to attend an IEP meeting, the principal will assign a teacher based on the IEP attendance log.](#) The Due Process Coordinator will schedule IEPs via Google Calendar and document attendance.

LUNCH ACCOUNTS

Employees are expected to maintain a positive lunch account balance. Employees will be notified when they have a negative balance equal to or greater than the cost of three meals (\$12.00). Employees must have a positive fund balance within three working days of notification or Food Service staff will be directed to stop serving them meals.

MAILBOXES AND MAIL

These are located in the principal's office. Mail is taken to the elementary school every morning so anything you have to be sent should be put in the elementary box before 9:00 a.m. Because of lack of space, please check mailboxes on a regular basis.

MONTHLY ROAR REPORT

Carrie Kirchberg will be sending out a monthly e-newsletter. Staff are encouraged to contribute. Short articles pertaining to student accomplishments, pictures, program enhancements, or other news that may interest all high school families is welcome.

ORDERING MATERIALS AND SUPPLIES

ALL MATERIALS AND SUPPLIES SHOULD BE SUBMITTED TO THE PRINCIPAL.

1. All materials and supply orders must be completed online (Skyward) and submitted for approval, unless approved by the principal.
 2. Requisitions will be routed to Mrs. Wagener for approval; Mrs. Wiener Kirchberg will send out the purchase order.
 3. When materials arrive, they must be checked in by Mrs. Wiener Kirchberg before they can be removed from the office.
- A notice will be placed in your mailbox when your materials are ready to take out.

If a teacher or department anticipates requesting equipment or instructional materials that would require increasing their department budget this should be communicated to Mrs. Wagener as soon as possible. Budgets for the following school year are established in the spring. Mrs. Wagener will send out budget spreadsheets to each department for anticipated costs for the next school year.

PARENT CONFERENCES

Parent conferences on students' scholastic progress are usually scheduled in October and March. Conferences provide the opportunity for teachers to meet parents personally and affect some positive change as a parent's view of the school will be shaped through their experience at conferences. School personnel must be factual with their assessment of the student's progress and demonstrate what is being covered in class and how grades are determined. Parents want a clear indication of what their child is accomplishing. Informed parents will be more supportive of the school and its staff.

PERSONAL LEARNING PLANS

All students develop a personal learning plan (PLP) starting in 8th grade (Futures Prep). PLPs will be reviewed on an annual basis within the social studies curriculum. Within this plan, students indicate career interests and college or technical training interests. The PLP should assist students in selecting electives and can be a resource for staff with regard to course offerings or student engagement. [The Minnesota Career Information System\(MCIS\) will be utilized for the development and storage of all PLPs. PLPs are filed in the counseling office.](#)

PROGRESS REPORTS

All staff are required to use Synergy to email parents/guardians progress reports at least biweekly.

PAYROLL/CLAIMS/REIMBURSEMENTS

PAYROLL SCHEDULE

[The 2021-2022 salaries for certified staff are effective with the September salary check.](#)

[Payroll will be processed twice per month. The first payroll will be paid on the 15th of each month and the second payroll will be paid on the last day of each month. If a normal payday falls on a Saturday, Sunday or a holiday, payment will be made on the preceding weekday.](#)

[For time card employees and extra compensation claims, the payroll processing periods will be as follows: 15th of the month payroll: 21st of previous month through 5th of the current month: Last day of the month payroll: 6th of the current month through 20th of the current month.](#)

New employees are asked to stop at the District Office sometime during fall workshop days to complete the necessary forms regarding your employment. Payroll will be distributed through Direct Deposit. Contact the Payroll Department for more information.

TIME CARDS, VOUCHERS, REIMBURSEMENT CLAIMS, ETC.

Any payroll adjustments must also be reported by the payroll cutoff date. All payroll data should be submitted to the District Office, the High School Principal. The Principal will review, approve and send to the district office. The payroll cutoff date is the 5th & 20th of each month. Time sheets should be used for receiving extra pay on an hourly basis (for example, homebound instruction) and submitted monthly and will be due by the payroll cut-off date.

These can be obtained in the Principal's office. Non-certified employees are expected to fill in the reason and number of hours to be paid when absent, whether for illness, holidays, approved leaves or whatever.

The usual claim vouchers should be used to receive extra pay when the amount is a set figure (for example, chaperoning dances, etc.). When completing claim vouchers, give a specific name of event (i.e., boys' basketball, girls' basketball) and date of event.

MILEAGE AND EXPENSE CLAIMS

Mileage and expense claims are due on or before the 25th of each month. PLEASE CLEAR ALL REIMBURSABLE CHARGES WITH THE PRINCIPAL OR SUPERINTENDENT BEFORE THE FACT. All claims for meals, supplies purchased, etc. must be accompanied by sales slips. This includes charges against the various school clubs for supplies purchased for them. Mileage will be reimbursed at the Minnesota Per Diem rate and must be accompanied by a detailed sales receipt. All District claims should be submitted to the District Office. Claims without proper receipts will not be paid.

LOCAL PURCHASES

Forms and approval for purchases under \$25.00 should be obtained from the principal's office. This form should be returned to the principal's office after the purchase is made. Sale slip should be signed and left at the store. This also applies to purchases made for the various student organizations.

REQUEST FOR LEAVE/ABSENCES

Requests for these should be made at least three days in advance when possible. This refers to personal leave requests, compassion leave requests, and requests to attend workshops, conventions, etc.. Please notify Melissa Wiener about any future absences. Per the teachers contract, at no time shall more than two teachers be granted leave on a given day, except by the approval of the superintendent.

ABSENCES

When a teacher or paraprofessional has a prearranged absence, the date and reason needs to be communicated to Melissa. Melissa will arrange a sub if necessary and enter the absence into Aesop. Teachers and paraprofessionals who need to utilize sick leave the evening before or morning of the date of absence need to enter the absence in Aesop prior to 6:30 a.m. to allow enough time to make arrangements for the day. It is the teacher and para's responsibility to ensure detailed sub plans and all necessary materials are available for the sub. Please remind students of classroom expectations and encourage them to respect any substitute.

REPORTING TO ASSIGNED CLASSES

All students must report to their assigned class or study hall before signing out to go anywhere. No students should be allowed to leave your classroom unless an electronic pass has been created.

TEACHERS LEAVING THE BUILDING

If you have to leave the building, please let an office staff member know so they can appropriately respond to anyone who is trying to reach you. If you need to leave prior to 3:45 obtain permission from the principal and notify an office staff member.

SCHOOLGY

All teachers will be using schoology as the only online platform. All work that will count towards a student's grade must be posted on Schoology so parents are able to engage in the instructional program by viewing the concepts their children are studying and ensuring they complete their work on time. This can be displayed as a "weekly snapshot".

Commented [7]: Instructed to take out since HR/Payroll will be refining the process and updating staff at the beginning of the year. At that time I can re-add to the handbook. Thanks!

SEATING CHARTS

Each teacher shall assign a definite seat to each student in each class. A copy of the seating chart shall be in a convenient place in the teacher's desk so that it will be readily available in the case of a teacher's absence. Please consult your Health Concerns List for students with health issues that would require special placement; such as hearing or vision loss.

STOREROOM SUPPLIES

Most supplies are available in the office. However, if you cannot find a needed item, please notify Melissa Wiener.

STUDENT ACCESS TO BUILDING

Students are welcome to utilize Tiger Cafe and the commons to access WiFi, work with a group, or work on homework whenever the building is open. Doors to the locker halls will be locked at 4:0030 each day. The Media Center will be open one hour before and after the school day.

STUDENT ANNOUNCEMENTS

Student announcements will be read daily during the first hour. A copy of the daily announcements will be posted on the school website, in the commons and shared with all students via shared google docs.

STUDENT ATTENDANCE

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. **Student's Responsibility** It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
2. **Parent or Guardian's Responsibility** It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
3. **Teacher's Responsibility** It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also 503-2 the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Accurate and consistent attendance record keeping is expected of every instructor. Attendance should be taken and recorded at the beginning of each class period via Synergy. Students receiving an unexcused absence are to expect some consequences involving loss of credit for the day's work as determined by each instructor. Students should be clearly informed from the start as to the consequences for unexcused absences in your class. Each instructor will be asked to give the principal his/her policy on dealing with unexcused absences.

Please refer to our website for the complete attendance policy. (Policy# 503)

STUDENT DISCIPLINE

Refer to the Student/Parent Handbook to see the Discipline Matrix. PBIS defines major and minor behaviors. Behaviors that have a single "*" are examples of minor behaviors and if possible should be handled within the classroom setting. There are School Board Policies (on our website) for information on student discipline as well. (Policy # 506).

STUDENT HANDBOOK

Teachers should review the student handbook and be aware of student rules and regulations. Over the first few days of school, teachers ~~will should~~ review the handbook with their advisory students.

STUDENTS LEAVING BUILDING

Students leaving the building at any time during the school day, must be cleared by the principal's office. Each student will receive a blue pass that will show name, destination, and time leaving. Students returning to school must check into the office, turn in the signed blue pass, and get an electronic pass to class.

Commented [8]: Janet is working with Wendy to see what the current practice is. I do not believe we use "blue passes" anymore.

SUPERVISION

The classroom teachers are responsible for supervision throughout the school day including moving between rooms in the building. Please be in the hallways during passing time. Paraprofessionals are responsible for supervising before and after school time.

TAKING STUDENTS OUT OF ANOTHER CLASS

Respect the classes of other teachers by not calling pupils out of their classes without their consent. This does not apply to changes scheduled through the principal's office or counselor's office. Arrangements should be made at least a day in advance with the other instructor if at all possible. Teachers should not be excusing any student to leave the building for any reason without first obtaining parent permission. Additionally, a student should not be given a pass to leave another class and the building without prior arrangements being made with the instructor. Any student leaving the building must check out and back in with the office.

KEEPING BUS STUDENTS AFTER SCHOOL

Teachers may not detain a bus pupil after school unless they give students a chance to notify their parents that they will be required to stay after school and the parents give their approval.

TARDY SLIPS

Tardy slips are required of late students. DO NOT DETAIN PUPILS as they may be late for their next class and disrupt the instructor's plans for the day. If you must detain them, give them an electronic pass. If the tardiness is the fault of the student, he/she will obtain a tardy slip from the principal's office.

DANCE AND PARTY REGULATIONS

~~High school parties may be sponsored by organizations in the school but approval from Mr. Rood and Mrs. Wagener is required. Attendance at parties will be limited to students at Rush City High School, unless guests have been pre-registered in the office (one guest per student). Guests may be invited to the Homecoming Dance and/or the Junior-Senior Prom. Students in grades 7 & 8 are NOT Eligible to attend the Homecoming Dance or the Junior-Senior Prom. Students in Grade 9 may attend the Homecoming Dance and may be invited to the Junior-Senior Prom.~~

~~Please note: Any student dancing in a manner which is determined to be inappropriate by chaperones may be asked to leave.~~

NON-DISCRIMINATION NOTICE

Rush City Schools promotes equal opportunity for students and staff and prohibits discrimination on basis of race, color, national origin, sex, or disability. School Board policy designates the Superintendent as coordinator of Title IX, ADA, and Section 504 regulations.

Janet Wagener

P.O. Box 566 / 51001 Fairfield Ave.

Rush City, MN 55069

Phone: (320) 358-4855

SCHOOL BOARD POLICIES

Rush City School District is governed by policy. We encourage you to click on the link provided to view our up to date district policies.

[School Board Policies](#)

Staff should review the following policies annually:

- A. Harassment and Violence (Policy #413)
- B. Hazing (Policy #526)
- C. Distribution of Non School Sponsored Materials (Policy #505)
- D. Tobacco Free Environment (Policy #419)
- E. Drug Free Workplace/Drug Free School (Policy #418)
- F. Mandated Reporting (Policy #414 & 415)
- G. Bullying (Policy #514)

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of:

- 1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
- 2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
- 3. Utilization of non-chemical measures such as traps, caulking and screening.
- 4. Application of EPA registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease: therefore, we must prevent and control them. The long-term health effects on children from the application such as pest control materials, or the class of materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatment is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

If you have any questions regarding our Pest Management Program or would like a copy of inspection/treatment schedule, please contact Nathan Sorgert at (320) 358-1393.