

INDEPENDENT SCHOOL DISTRICT NO. 308
NEVIS PUBLIC SCHOOLS

STAFF HANDBOOK

210 Pleasant Street
PO Box 138
Nevis, Minnesota 56467
218-652-3500
www.nevis308.org

2025–2026



Learning together...
Achieving quality together.

SCHOOL BOARD

Chairperson:	Mr. Andrew Lindow
Vice Chairperson:	Mr. David McGee
Clerk:	Ms. Aimee Plumley
Treasurer:	Ms. Karrin Lindow
Director:	Mrs. Jennifer McNamee
Director:	Mr. Ben Hass

Nevis School District is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent Ranae Seykora, 210 Pleasant Street, Nevis, Minnesota, 218-652-3500, as the district’s human rights officer to handle inquiries regarding nondiscrimination.

CONTACTS	
<i>Nevis Public School</i> 210 Pleasant Street PO Box 138 Nevis, MN 56467 Phone: 218-652-3500	• Title IX ○ supt308@nevis308.org ○ activity308@nevis.k12.mn.us • Section 504 ○ 504-308@nevis.k12.mn.us ○ prin308@nevis308.org

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NEVIS PUBLIC SCHOOL STAFF

DISTRICT ADMINISTRATION

Mrs. Ranae Sykora	Superintendent
Mr. Brian Michaelson	Principal
Mr. Bryan Wormley	Activities Director/ High School Dean of Students
Mr. Shawn Klimek	Elementary Dean of Students
Mrs. Leslie Sagen	Special Education Coordinator
Mrs. Abigail Henry	Early Childhood Coordinator

OFFICE STAFF

Ms. Lynne Gustafson	High School Office
Mr. Tom Haldeman	District Office
Mrs. Amanda Holte	High School Office
Mrs. Theresa McBrady	District Office
Mrs. Jennifer Meyer	Elementary Office

FACULTY

Mrs. Angela Ahrendt	Title I/ADSI
Mr. Tom Ahrendt	Mathematics
Mr. Evan Benson	Social Studies
Mrs. Crystal Bessler	Physical Education
Mr. Chris Boedigheimer	Art
Mrs. Madysen Brick	6 th Grade
Mrs. Kathryn Buckholtz	Language Arts
Mrs. Aubrey Capecci	Social Studies
Mrs. Katrina Carrier	Language Arts
Mr. Griffin Chase	Business/PE
Mrs. Michelle Chase	4 th Grade
Mrs. Karly Cobb	2 nd Grade
Ms. Hannah DeLaHunt	2 nd Grade
Mrs. Beth Durgin	Spanish
Mr. Jason Durham	Kindergarten
Mrs. Emily Franck	Health/Physical Education
Mr. Larry Franck	Science
Mr. Calvin Gunn	4 th Grade
Mrs. Michelle Haldeman	5 th Grade
Mrs. Abigail Henry	Early Childhood - Pre-Kindergarten
Mrs. Megan Henry	Speech Language Pathologist
Mrs. Donna Hoffman	Mathematics
Mrs. Kelly Holmin-Bennett	1 st Grade
Ms. Jordan Hunsberger	Social Studies
Mrs. Sally Kading	Early Childhood - Parent Educator
Mrs. Amy Klimek	Title I/STEM
Mr. Scott Kramer	6 th Grade
Mr. Kevin Longtin	Science
Ms. Jordyn Lucas	Middle Level EBD/LD
Mrs. Wendy McGillivray-Bjorklund	Kindergarten
Mrs. Lisa Moses	Instrumental Music
Ms. Melinda Mowder	Language Arts

FACULTY Continued

Mrs. Kay Netteberg	Early Childhood DD
Mr. Olaf Netteberg	Industrial Arts
Ms. Stacey Offerdahl	Early Childhood - School Readiness
Mrs. Suki Peterson	Elementary EBD/LD
Ms. Krista Platz	Elementary Social Worker
Ms. Karlie Ray	3 rd Grade
Mrs. Katelyn Rittgers	5 th Grade
Mrs. Leslie Sagen	High School ASD/DCD/EBD/LD
Mrs. Jodi Sandmeyer	Mathematics/Science
Ms. Kaylie Schell	1 st Grade
Mr. Hunter Schroeder	3 rd Grade
Mrs. Hannah Schwartz	Elementary EBD/LD
Mrs. Cassy Smith	Title I/ADSI
Ms. JoAnn Stute	High School EBD/LD
Ms. Casey Swenson	CTSS
Mr. Jake Upton	Vocal Music
Mr. Bryan Wormley	Physical Education
Mrs. Heidi Wormley	High School Social Worker

COACHES/ADVISORS

Mr. Matt Backman	Gymnastics
Mr. Evan Benson	Cross Country/ Junior High Boys Basketball/ Junior High Baseball
Mr. Chris Boedigheimer	Visual Arts
Mrs. Madysen Brick	Assistant Cross Country/ Assistant Track
Mrs. Kathryn Buckholtz	Knowledge Bowl
Mrs. Aubrey Capecci	Co-Student Council
Mrs. Karly Cobb	Volleyball
Ms. Hannah DeLaHunt	Robotics
Mr. Bill Dent	Assistant Boys Basketball
Mr. Levi Durgin	Assistant Girls Basketball
Mrs. Stacy Feder	Assistant Track/ Junior High Volleyball
Mr. Larry Franck	Assistant Football/Baseball
Mrs. Jennifer Geraedts	Drama/One Act Play
Ms. Lynne Gustafson	Co-Student Council
Mr. Chris Haar	Junior High Football
Mr. Tom Haldeman	Assistant Football
Mr. Allen Hawley	Assistant Track
Mrs. Donna Hoffman	Knowledge Bowl/Math League
Mr. Ethan Klimek	Junior High Football
Mr. Shawn Klimek	Assistant Baseball
Mrs. Richelle Kowalke	Ag Club
Mr. Scott Kramer	Boys Basketball/ Junior High Softball
Mr. Kevin Longtin	Football/Track
Ms. Jordyn Lucas	Girls Basketball
Mr. Colby Marich	W-H-A Wrestling
Mr. Dwayne Mattson	Junior High Baseball

COACHES/ADVISORS Continued

Mr. Bill Moore	Boys Hockey
Mrs. Lisa Moses	Instrumental Music/Pep Band
Ms. Melinda Mowder	FCCLA/Prom/Yearbook
Mrs. Kay Netteberg	Robotics
Mr. Olaf Netteberg	Golf/Robotics
Ms. Stacey Offerdahl	Ag Club/Assistant Softball
Mrs. Suki Petetson	Junior High Girls Basketball
Mrs. Leslie Sagen	Special Olympics
Mrs. Jodi Sandmeyer	Math League/National Honor Society/Special Olympics
Ms. Kaylie Schell	Junior High Volleyball
Mr. Hunter Schroeder	Junior High Boys Basketball
	Junior High Softball
Mrs. Hannah Schwartz	Assistant Volleyball (JV)
Ms. JoAnn Stute	Special Olympics
Mr. Jake Upton	Chamber Choir/Golf/ Vocal Music
Mrs. Heidi Wormley	Assistant Volleyball (9 th)

**ACADEMIC ADVISOR/
DISTRICT ASSESSMENT COORDINATOR**

Mrs. Jodi Sandmeyer

BUS MECHANIC

Mr. Cameron Weeks

BUS DRIVERS

Mr. Scott Bischoff	Mr. Chad Habedank
Mr. Dave Lien	Ms. Rebecca Lopez
Mr. Jeff Mattson	Mr. Jamie Nevins
Mr. Scott Parslow	Mr. Dacle Schmid

COMMUNITY EDUCATION

Mr. Mel Buckholtz Coordinator

CUSTODIAL STAFF

Mrs. Rhonda McGee	Mr. Mike Murray
Mrs. Laura Stack	Mrs. Roxanne Wattenberg

EDUCATIONAL ASSISTANTS

Mr. Roger Barnard	Mr. Matthew Capecchi
Mrs. Cheryl Carlson	Mrs. Amber Gordon
Mrs. Stephanie Houchin	Mrs. Richelle Kowalke
Mrs. Danielle Lelm	Ms. Rena Lewis
Ms. Sarah Long	Mr. Dwayne Mattson
Mrs. Trisha Mattson	Mrs. Cathy Neas
Mrs. Justine Opsal	Mr. Levi Schwartz
Ms. Brandy Vredenburg	Ms. Isabelle Wallace
Mrs. Jessica Wicks	Mrs. Stephanie York
Mrs. Crystal Zachary	Ms. Susan Zinkl

FACILITIES MANAGER

Mr. Dustin Wroolie

HEAD COOK

Ms. Patricia Havnes

HEALTH SERVICES

Mrs. Julie Nicklason

INDIAN ED LIAISON

Mr. Mel Buckholtz

KITCHEN STAFF

Mrs. Bonnie Barr	Mr. Jeff Barr
Ms. Jacalyn Dunham	Mrs. Kathy Gorecki

PAWN (PARK RAPIDS, AKELEY, WALKER, NEVIS)**SPECIAL EDUCATION STAFF**

Mrs. Eva Pohl	Director
Ms. Sara Carroll	Birth-Two Speech
Mrs. Shalom Grandy	Physically Impaired
Mrs. Ann Johnson	Occupational Therapist
Mrs. Nicole Johnson	Developmental Adaptive
	Physical Education
Ms. Kim Konerza	Deaf/ Hard of Hearing
Mrs. Rita Southerton	Birth – Two ECSE Coordinator
Mrs. Carrie Wittenberg	Blind/Visually Impaired

RECESS ATTENDANT

Mr. Cody Wicks

SOCIAL WORKERS

Ms. Krista Platz
 Ms. Casey Swenson
 Mrs. Heidi Wormley

TECHNOLOGY COORDINATOR

Mr. Marcus Oatis

TRANSPORTATION SUPERVISOR

Mr. Dacle Schmid

NEVIS PUBLIC SCHOOL INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY

Nevis School District adheres to Federal and Minnesota Statutes regarding discrimination of race, color, national origin, creed, religion, sex, marital status, age, and status with regard to public assistance, sexual orientation or disability. No one will be excluded from any education program or activity, employment, recruitment, consideration, or selection, whether full time or part time, under an education program or activity for which the school is responsible.

NEVIS PUBLIC SCHOOL'S ORGANIZATION

This district is a preschool through grade 12 facility:

- Pre-School
- K-6 Nevis Elementary School
- 7-12 Nevis High School
- 9-12 Nevis Alternative Learning Program

Grades are considered full to open enrollment students and no more open enrollment applications will be accepted using these guidelines:

Pre-K	40 students
K-3 grade	42 students
4-6 grade	46 students
7-12 grade	50 students

OBJECTIVES OF THE DISTRICT

The basic purpose of School District 308 is to provide the opportunity for each individual student to acquire knowledge and understanding.

Specific objectives are as follows:

1. To equip students in the various subject fields as required by state department regulations.
2. To prepare students for further education.
3. To provide students with opportunities to develop appreciation of literature, music, nature, and art.
4. To provide students with opportunities for special vocational information and work experience.
5. To help students develop and maintain physical fitness.
6. To help students develop self-confidence, consideration of others, and an appreciation of ethical values and principles.
7. To help students grow in their abilities to do reflective thinking and to make critical evaluations.
8. To help students develop understandings, attitudes and skills which will make them respectful, cooperative, and productive.
9. To teach students the rights and duties of individuals in a democratic society.
10. To teach students reading, listening, writing and speaking skills.
11. To train students in the intelligent use of their leisure time.
12. To assist parents in the vocational guidance of their children.

Schools are established and maintained for the education of the students. Securing an education demands self-discipline, concerted effort and the willingness to sacrifice short-term goals for long-term goals. Therefore, students must learn to regard school as a place of work and not as a place to spend time because the law requires school attendance. Students should feel free to consult a staff member about any problem that they may have. Staff members should aid each and every student.

MIDDLE LEVEL

The mission of the Nevis Middle Level community, grades 6-8, is to understand that middle school students are in a period of transition. Our goal is to prepare students for a lifelong learning process and cultivate the academic, social, emotional and physical growth of all students.

VISION STATEMENT

The Nevis Schools will be an educational system that promotes independent learning as a lifelong process, develops confident and critical thinkers, and helps students to maximize their potential to be productive members of their vocation, community, and family.

ACCESS RIGHTS-CUSTODIAL/NON-CUSTODIAL PARENT'S POLICIES

By statute, a non-custodial parent, just as a custodial parent has the right to access and receive copies of school records and information, to attend parent-teacher conferences and to be informed about their child's welfare, progress and status. This would include, but not be limited to, access to school records, notification of school events, attendance at parent-teacher conferences, and attendance at individual education program (IEP) meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by a court order.

The law generally allows access by both the custodial and non-custodial parent. The school district cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent should be responsible for advising the school district when a court has issued an order limiting or restricting access by the non-custodial parent and provide a copy of the order to the school building and/or school district. The parent should further be responsible for providing a copy of any revised orders that affect custody or visitation. If presented with such an order, the building principals and all other administrators, teachers or other persons who have supervision of the child or the child's records should be made aware of the order.

In the event the non-custodial parent has visitation rights such that he or she will pick up the child from school, the school should be informed of this order and be provided a copy of the order before allowing the child to leave with the non-custodial parent. The school will not release the child to the non-custodial parent without the consent of the custodial parent.

ACCIDENTS AND INJURIES

School District 308 comes under the provisions of the State Compensation Law governing employees of the district who may be injured while on duty. If you are injured, you must complete the Report of Injury form and return it to the District Office so that the proper claim can be submitted to the insurance company. Please do not allow even a day to pass without reporting it.

Reasonable Accommodations

The school district will make reasonable accommodations for the known physical, sensory, or mental limitations of an otherwise qualified individual with a disability who is an applicant for employment or an employee, unless the accommodation would impose undue hardship on the operation of the business of the school district. School Board Policy 402 outlines the school district's disability nondiscrimination policy. Policy 402 is available in the school district's main offices and on the school district's website at <http://www.nevis.k12.mn.us/DistrictPolicyManual.htm>.

Individuals who believe they are in need of a reasonable accommodation due to an impairment should contact the superintendent or the school district's ADA/Section 504 coordinator to make arrangements for an interactive process to discuss whether an accommodation should be provided by the school district. The school district's current ADA/Section 504 coordinator is Heidi Wormley. She is available at (218) 652-3500, ext. 106 or hwormley@nevis308.org

ACTIVITIES AND ATHLETICS

Staff assigned to activities and athletic duties are responsible for the students under their care, for supervision of the building and for any school facilities that are used. Under NO circumstances should students be allowed into the building or to use school facilities without PROPER supervision from either an advisor or a staff member.

All staff have the right to ask unsupervised students to leave the building. Coaches and advisors are responsible for securing the building after each away event.

Staff members assigned to extra duties must remind students involved with the activity to obtain his/her class assignments when the activity causes the student to miss an entire class period.

Students wishing to be involved in more than one activity during a season must meet with the respective coaches and activities director for approval. If a conflict in practice or performance arises and the activities director and coaches are not able to resolve the conflict, the student must decide in which activity he/she will participate.

ADVISORS/COACHES

All advisors/coaches are required to adhere to the District Student Eligibility Policy found in the Student Handbook.

Advisors/coaches must stay until all participants have exited the building after their events.

All advisors/coaches are expected to adhere to all rules pertaining to student safety, medical well-being, hazing and harassment.

Advisors/coaches of Category I and/or Category II activities will receive a free season pass to all home events for their respective categories. Spouses will receive free passes to their respective activity.

AIDS AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS AMONG STUDENTS AND EMPLOYEES

Nevis School District has in affect a state-recommended policy regarding Students and Employees with Aids and Certain Other Communicable Diseases and Infectious Conditions. A copy is available in the superintendent's or principal's office.

ANNOUNCEMENTS

A daily bulletin will be prepared every day. Information should be given to the office by 8:30 a.m. Announcements will only be accepted from teachers or notes signed by a teacher/advisor. Announcements presented to the office without a teacher signature will not be printed.

The bulletin will be transferred by computer before 10:00 each day. During 2nd hour each morning announcements will be read to the students by the high school teachers. Elementary classroom teachers are responsible for reading the announcements to their students. A copy of the bulletin will also be posted in the media center and on the school website.

ASSEMBLIES AND SCHOOL PROGRAMS

Staff should participate in as many school activities, athletic and non-athletic as possible.

The school holds various assemblies during the year. The principal may assign seating by grades and staff members will sit with their respective groups. Any student who misbehaves will not be allowed to attend programs. They should be reported to the principal. State law prohibits the school from charging a fee for these programs.

BREAKFAST/LUNCH

The cost for breakfast for adults is \$2.85. The cost for lunch is \$4.25 for adults. Staff may eat in the cafeteria. You may pay for lunch and breakfast in the District Office. You may buy extra milk. One milk is served with a lunch. You may also purchase ala-carte by scanning your barcode. District 308 has a closed noon lunch period for students.

BULLYING PROHIBITION POLICY

A. Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

B. General Statement of Policy

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

3. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (see School District Policy 506). The school district may take into account the following factors:
 - a. The developmental ages and maturity levels of the parties involved;
 - b. The levels of harm, surrounding circumstances, and nature of the behavior;
 - c. Past incidences or past or continuing patterns of behavior;
 - d. The relationship between the parties involved; and
 - e. The context in which the alleged incidents occurred.
 - i. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.
 - ii. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
 - iii. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.
 - f. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

C. Definitions

For purposes of this policy, the definitions included in this section apply.

1. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - a. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - b. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyber bullying as defined in this policy.
2. "Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
3. "Immediately" means as soon as possible but in no event longer than 24 hours.
4. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 - a. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

5. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
6. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
7. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
8. "Student" means a student enrolled in a public school or a charter school.

D. Reporting Procedure

1. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
2. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
3. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
5. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
6. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
7. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

E. School District Action Plan

1. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
2. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
3. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
4. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
5. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
6. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

F. Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

G. Training and Education

1. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
2. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

- a. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - b. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - c. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - d. The incidence and nature of cyberbullying; and
 - e. Internet safety and cyberbullying.
3. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
 4. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
 5. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- a. Engage all students in creating a safe and supportive school environment;
 - b. Partner with parents and other community members to develop and implement prevention and intervention programs;
 - c. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 - d. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 - e. Teach students to advocate for themselves and others;
 - f. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 - g. Foster student collaborations that, in turn, foster a safe and supportive school climate.
6. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 7. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

H. Notice

1. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
2. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
3. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
4. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
5. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

6. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

I. Policy Review

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

CALENDAR

The school board adopts the school calendar. The official calendar of activities is in the high school office; it is also posted on the school's web site.

CLASS ADVISORS

7 th Grade -	Mrs. Aubrey Capecchi, Mr. Larry Franck, Ms. Jordan Hunsberger, Ms. Melinda Mowder
8 th Grade -	Mr. Griffin Chase, Ms. Jordyn Lucas, Mr. Olaf Netteberg, Ms. JoAnn Stute
9 th Grade -	Mr. Chris Boedigheimer, Mrs. Katie Buckholtz, Mrs. Heidi Wormley
10 th Grade -	Mr. Tom Ahrendt, Mrs. Katrina Carrier, Mrs. Beth Durgin
11 th Grade -	Mr. Evan Benson, Mrs. Donna Hoffman, Mr. Kevin Longtin, Mrs. Emily Franck
12 th Grade -	Mrs. Leslie Sagen, Mrs. Jodi Sandmeyer, Mr. Bryan Wormley

COBRA - CONTINUATION OF HEALTH BENEFITS

Introduction

This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it.** When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or

- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to Nevis Public School and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

When is COBRA continuation coverage available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- Commencement of a proceeding in bankruptcy with respect to the employer; or
- The employee's becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Nevis Public School – District Office.

How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage. **You must provide this notice to: Nevis Public School – District Office.**

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being

eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If you have questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov.

Keep your Plan informed of address changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan contact information

Theresa McBrady, Payroll Employee Benefits Coordinator, District Office, P.O. Box 138, Nevis, MN 56467
Phone: 218-652-1201
Email: tmcbrady@nevis308.org

COMMITTEES

Staff is encouraged to become involved in the various committees in the Nevis School District. For professional staff, committee work is eligible for continuing ed hours. For a complete list of committees and members, please see the principal.

CORPORAL PUNISHMENT

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. See the full policy in either the superintendent's or principals' office.

DAILY TIME SCHEDULE

Teachers report to work at 8:00 am and are available to students from 8:10 am to 3:45 pm. At 8:05 students are allowed in the school building. Students are allowed in their classrooms at 8:10.

School starts at 8:30 and is dismissed at 3:16 p.m. with buses leaving at approximately 3:21 p.m. Teachers are available before school starts and after school is out for parent-teacher meetings, IEP meetings, parental concerns, and student concerns.

DATA PRIVACY

Employee Data Privacy

Confidential employee data is stored in a secured storage area near the District Office. All Minnesota Statutes regarding data privacy protect employees. Employees maintain the right to request inspection of respective personnel files and to file in writing for an informal hearing with the superintendent as to the accuracy of the data contained therein.

All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district. A copy is available in the superintendent's or the principal's offices.

Student Data Privacy

Confidential student data is stored in files located in the office area. The students (and/or the student's parents) maintain the right according to state Data Privacy regulations, to request a review of his/her data. If certain information is found to be in question, the student (parent) has the right to file, in writing, a complaint as to the accuracy of the data and request an informal hearing to address the concern.

Appropriate school employees have access to confidential information about students and staff. Some of this information is illegal to transmit, and some is simply harmful to those involved. Employees who are asked to provide student or staff information to anyone outside of the school district should contact their supervisor prior to fulfilling any request.

DISCIPLINE

Staff has authority over all students in the school and **MUST** exercise this authority when general school rules are broken. This means that elementary staff has the right to deal with secondary students and secondary staff has the right to deal with elementary students.

Staff members are expected to handle their own discipline but may desire to consult with the principal. **Hall duty is a responsibility of all staff members.**

Staff should read carefully the policy regarding student discipline from the Student Handbook.

Student Discipline

The Nevis Public School has developed a discipline policy that stresses fairness and consistency to all students in grades 7-12. School discipline is the responsibility of all staff members, who are required to address inappropriate student behavior, whenever and wherever it occurs. In most cases, verbal correction and redirection will be the appropriate consequence for minor violations of school policy. Staff members will be encouraged to contact parents concerning discipline issues whenever appropriate. High School staff members have the authority to use before school, lunch and after school detention to address student behaviors. Additional disciplinary action includes but is not limited to parent meetings, loss of school privileges, modified school program, removal from class, in-school and out-of-school suspension, and expulsion.

Elementary/High School: Discipline referrals will be submitted to the Dean of Students/Principal electronically via Synergy software for review. Discipline consequences include but are not limited to: teacher assigned detention, parental notification, parental meeting, loss of school privilege, modification, modified school program, removal from class, in-school and out-of-school suspension, and expulsion. In some cases, the referral will be for documentation only.

The use of a Discipline Intervention Team will be an option in dealing with some discipline issues. These teams composed of an administrator and appropriate staff will meet to discuss a student's behavior issues to make recommendations which can be implemented to address misbehaviors.

Student Detention

Detention supervision is voluntary and is not required. Placement of students in detention is not dependent on a teacher's service.

Guidelines

As part of the school's discipline interventions, detention on an 'as arranged' basis is held. The date and location of the detention will be announced and parents will be notified. Rules governing detention are:

- No food, snacks or drinks are allowed (bottled water will be allowed),
- Cell phones and iPods (or equivalent) will not be allowed.
- Sleeping will not be allowed.

DISCIPLINE - STAFF

Suspension And Dismissal Of School District Employees

The school district's disciplinary process with employees shall be applied in a manner which shall produce positive corrective action. The specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner, otherwise, is solely within the discretion of the school district. A copy is available in the superintendent's or principal's offices.

DOCUMENTATION

Staff should be aware that documentation of disciplinary incidents, as well as parent contact is important. Records should be kept in a safe location for future reference.

DNR-DNI POLICY

A. Purpose

Nevis School District recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff in these situations.

B. General Statement of Policy

1. The primary mission of the school district is education. DNR-DNI Orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
2. School district staff will provide reasonable emergency aid/assistance during school or school activities.
3. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
4. The parent will be notified of the emergency as soon as possible.
5. Notwithstanding this school district policy, IEP and 504 teams must do individualized medical emergency care plans for students when indicated in keeping with state and federal law.
6. Parents who request that emergency care be withheld for their child or who present DNR/DNI Orders, shall be advised of and shall be given a copy of this policy.

DRESS

Staff members are to dress in a manner that is appropriate for their position. Professionals should be readily distinguished as such. **'Casual Fridays' are allowed every Friday at which time staff can wear blue jeans with a spirit wear top.** Jeans must be free of holes and tears in the fabric.

DRUG AND ALCOHOL OFFENSES

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedules I through V or section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours in school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his/her supervisor in writing of his/her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed no later than five (5) calendar days after such conviction.

Any employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension or termination as deemed appropriate by the school board.

In addition, any employee who violates the terms of the policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension or termination as deemed appropriate by the school board.

Sanctions against employees, including non-renewal, suspension and termination, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Each employee shall be provided a copy of this policy.

E-MAIL

Electronic mail (e-mail) is available to all Nevis staff members and can be accessed through the Nevis website (www.nevis308.org). To obtain your username and password, contact the Nevis Technology Coordinator. All employees are expected to check their e-mail on a regular basis. **Reminder** - all e-mails are archived.

EMERGENCY DRILLS

All emergency policies are in the superintendent's or the principal's office. Staff is responsible for making sure maps and emergency procedures are posted in each room.

Bomb/Terroristic Threat

It is up to the school to promote safe and secure learning environments. All bomb or terroristic threats must be reported to the principal's office immediately. State and Federal laws require suspension, referral to police, and optional recommendation for expulsion. A copy is available in the superintendent's or principal's office.

Fire Drills

State law requires Nevis School to hold five fire drills during the year. Posted in each classroom are rules governing fire drills. Each student must know the procedure to follow. At the sound of the fire alarm:

- Leave the classroom and walk quietly to the assigned exit.
- Do not talk, run, or push.
- Do not stop at lockers or water fountains.
- Clear all exits.
- High School students: If the alarm sounds during passing time, group with the previous class; if the alarm sounds during lunch, grades 7-12 will report to their respective GSTs, and if the alarm sounds before school, group with 1st hour class. Get completely away from the building and group together by class.
- Follow teacher's directions.
- Remember occasionally exits may be blocked. Be ready to take an alternative exit.

Lock Down Drills

By law, Nevis School must hold five lock down drills during the year. The drill procedures are posted in each classroom. Be sure students learn and obey the rules governing lock down drills. One drill per year will include an evacuation drill.

Tornado Drills

State law requires one tornado drill during the year. Posted in each classroom are rules governing tornado drills. Each student must know the procedure to follow. At the sound of the tornado alarm:

- Walk quietly to the assigned place and sit.
- Do not talk, run, or push.
- Do not stop at lockers or water fountains.
- Stay clear of all windows or glass doors.
- Follow your teacher's directions.

EMPLOYEE BACKGROUND CHECK

The school district shall require that applicants for school district positions who receive an offer of employment submit to a criminal history background check. The offer of employment shall be conditional upon a determination by the school district that an applicant's criminal history does not preclude the applicant from employment with the school district.

EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, COMPUTER PROGRAMS, INVENTIONS, AND CREATIONS

The school district shall retain the proprietary rights to certain publications, instructional materials, computer programs, inventions, and creations which employees develop or create, or assist in developing or creating, unless the employee does so entirely on the employee's own time and without the use of any school district facilities or equipment. A copy of the policy is available in the superintendent's or the principal's offices.

EMPLOYEE RIGHT TO KNOW

It is the policy of this school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent.

EMPLOYEE SELF-SERVE

All Nevis employees can access Employee Self-Serve; it contains information regarding employee pay, education, training & licensure, and tax information. To access the Employee Self-Serve go to www.nevis308.org and click on "Staff"; click on "Payroll & HR," then "Payroll - Employee Self-Serve". You will be asked for your User ID and password. The User ID is your Nevis employee number; your initial password is 0308 plus the last four digits of your social security number. You will be prompted to change your password.

EMPLOYEE-STUDENT RELATIONSHIPS

The school district is committed to an educational environment in which all students are treated with respect and dignity. All school district employees and volunteers are to maintain a standard of professionalism, act within accepted standards of conduct, and avoid favoritism while providing appropriate guidance, understanding, and direction. The full policy can be viewed in the superintendent's office or the principal's office.

EQUAL OPPORTUNITY/PROHIBITIONS ON DISCRIMINATION/PROHIBITIONS ON HARASSMENT AND VIOLENCE

The Nevis School district strives to create a welcoming atmosphere and to provide an inclusive employment and educational environment. To that end, the School Board has enacted a number of policies that collectively prohibit all forms of discrimination, harassment, or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. These policies include, but are not limited to, School Board Policies 401, 402, and 413. Any school district employee or volunteer who is found to have engaged in discrimination, harassment, or violence based on any of the protected classes listed above may be subject to disciplinary action, up to and including immediate discharge.

Any person who believes he or she is the victim of the type of discrimination, harassment, or violence described above or any person who has knowledge that another individual may be the victim of such discrimination, harassment, or violence should immediately notify the building principal or the superintendent in order to ensure the school district is able to respond to allegations of discrimination, harassment, and violence in a prompt and appropriate manner. Complaints against the superintendent should be directed to the chairperson of the school board. The complaint and investigation procedures for allegations of discrimination, harassment, and violence are described in detail in Policies 401, 402, and 413. Copies of these policies are available in the district's main offices and on the school district's website at <http://www.nevis308.org/DistrictPolicyManual.htm>.

EQUIPMENT

Audio Visual Use

AV equipment is handled through the technology coordinator. This includes the digital cameras, and digital camcorders, projector carts, and laptop computer carts.

Laptop Computer Cart

Check out and pick up the laptop cart in the library.

Computer Use

Staff are each given an access code to the computer system. At no time should these codes be given to students.

- Teachers of grades 4-12 are responsible to maintain grades on the computer program Synergy.
- Teachers of grades 7-12 are responsible to take hourly attendance on the Synergy computer program. Teachers in grades K-6 are responsible to take attendance **once** daily.
- All staff members are required to check their email daily.
- All teachers are to read the announcements to students daily.
- Only staff members can print in color. Please limit this printing to special projects.

Databases are available on the media center website. These are for student and professional use. Staff can also access video streaming and order videos for classroom through the Northwest Service Cooperative on the website.

Copy Machines

Only school staff and assigned students may use the copy machines that are in the office workroom and the Media Center. Staff will be assigned a personal code by the technology coordinator that must be put into the copy machine in order to run copies. Under no circumstances should students, unless assigned to a teacher, be allowed the use of a staff member's code. Students may use the copy machines in the work room or library with proper supervision. Please use colored paper for special purposes only. White paper should be used for worksheets, tests and other regular projects.

Laminators

The small "cold" laminator should be used only for small jobs and the laminator must stay in the office area. Remember the large "hot" laminator takes about 10-15 minutes to warm up.

FAMILY AND MEDICAL LEAVE

The school district shall grant family and medical leave to regular full-time and part-time employees who have been employed by the school district for at least 12 months and have worked at least 1250 hours during the 12-month period in compliance with state and federal law. Paid leave and benefits will be in accord with negotiated agreements.

FAN BUS CHAPERONES

Staff may serve as chaperones and will be compensated for it by the district paying the entry fees to the event. Staff will be allowed to use co-curricular leave to chaperone. Financial condition, distance and number of students could curtail buses for away games.

GIFTS TO EMPLOYEES

The school district discourages gift-giving to employees and encourages donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

HARASSMENT - SEXUAL/RELIGIOUS/RACIAL/VIOLENCE POLICY

A. Purpose

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

B. General Statement of Policy

1. It is the policy of Independent School District No. 308 to maintain a learning and working environment that is free from sexual/religious/racial harassment and sexual/religious/racial violence. The School District prohibits any form of harassment and violence.
2. It shall be a violation of this policy for any student or employee of the School District to harass a student or an employee through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.
3. It shall be a violation of this policy for any student or employee of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any student or employee of the school district.
4. The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student or employee who is found to have violated this policy.

C. Religious, Racial and Sexual Harassment and Violence Defined

1. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. Unwelcome verbal harassment or abuse;
 - b. Unwelcome pressure for sexual activity
 - c. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;

- e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. Unwelcome behavior or words directed at an individual because of gender.
3. **Racial Harassment; Definition.** Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. Otherwise adversely affects an individual's employment or academic opportunities.
 4. **Religious Harassment; Definition.** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
 - c. Otherwise adversely affects an individual's employment or academic opportunities.
 5. **Sexual Violence; Definition.** Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in MN Statutes Section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
 Sexual violence may include, but is not limited:
 - a. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
 6. **Racial Violence; Definition.** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
 7. **Religious Violence; Definition.** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
 8. **Assault; Definition.** Assault is:
 - a. An act done with intent to cause fear in another of immediate bodily harm or death;
 - b. The intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

D. Reporting Procedures

1. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the superintendent's or the principal's office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer.
2. **In the District.** The School Board hereby designates the Superintendent, as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual/ religious/racial harassment and sexual/ religious/racial violence from any individual, employee or victim of sexual/religious/racial harassment or sexual/religious/racial violence and also from the building principal as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the School Board Chairperson.
3. **In the School Building.** The principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the principal immediately.
4. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A

written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the principal, the complaint shall be filed directly with the District Human Rights Officer by the reporting party or complainant.

5. The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.
6. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
7. Use of formal reporting forms is not mandatory.
8. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

E. Investigation

1. By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
2. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
4. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
5. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

F. School District Action

1. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
2. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complaint by the School District in accordance with state and federal law regarding data or records privacy.

G. Reprisal

The School District will discipline any individual who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

H. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

I. Harassment or Violence as Abuse

1. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under MN Statute 626.556 may be applicable.

2. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

Harassment Forms are available in the principal's office.

HEALTH INFORMATION

If any staff member has special medical needs, please notify the nurse. All information will be kept confidential.

INCLUSIVE EDUCATION PROGRAM

District 308 has adopted an equal education and opportunity policy as recommended by the State of Minnesota. A copy is available in the superintendent's or the principal's offices.

KEYS

Staff will be issued keys as needed. Permission will be granted from the principal to obtain keys. The Facilities Manager will issue the key. If the key is lost, report the loss to the principal immediately.

LEAVING THE BUILDING

If you must leave for a short time during the school day, notify the high school or elementary office.

MAIL BOXES

All staff mailboxes are located in the lounge. Check your box daily. Do not allow students to get your mail.

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE.

The school district requires all school personnel to report suspected child neglect or physical or sexual abuse to social services in compliance with Minnesota statute. A form used for reporting is available in the principal's office. The full policy can be viewed in the superintendent's or the principal's office.

If you suspect abuse:

- Call Social Services and/or Law Enforcement immediately. Minnesota statute mandates this call be made within 24 hours of knowledge of the incident.
- Within 72 hours you must follow your verbal report with a written report.
- **Do not investigate** - wait for someone in authority to ask you to do something.
- Do not talk about the case.
- Keep good documentation of what you have observed in your personal file.
- Keep a copy of the written report in a locked cabinet **and give copy to administration.**
- Staff who have firsthand knowledge are required to write and submit the report.
- It is acceptable to report incidents of suspected abuse or neglect to your supervisor. However, it does not meet the requirement of the law.

Reporting of suspected child abuse is the responsibility of the individual who suspects abuse/negligence is occurring to a minor. This can be done privately or under the auspices of the school, but all suspected cases must be reported as required by law.

NOTIFICATION - PLACEMENT OF STUDENTS WITH VIOLENT BEHAVIOR

Any employee of the school district who obtains or possesses information concerning a student with a history of violent behavior shall immediately report the information to the principal or superintendent. If any student with a history of violent behavior is placed in a classroom, the staff associated with the student will be notified. See the full policy in the superintendent's or the principal's office.

OUR REMARKS

We need to be careful of our remarks to and of our fellow workers. While we all may not agree in personal philosophy, we cannot lose sight of the purpose of our being here, providing the best education possible for our students. This can only happen if we all work together towards this goal and when we leave our personal prejudices outside the school house door.

PARKING REGULATIONS

Staff members can park vehicles in the east or west parking lots.

PASSES

Please follow these guidelines:

- A. No passes will be issued during the first or last 15 minutes of each class hour.

- B. When students leave a classroom (or study hall) at any time, they must have a pass.
- C. The student must also sign out on the clipboard in each room, recording the time leaving and the location the student is going.
- D. Teachers may refuse a student a pass if the student does not deserve the privilege.
- E. Once a student has a pass, he/she must return to the class **at least** five (5) minutes before the end of the period.

Media Center (with exceptions made for changes due to COVID)

When sending students to the media center, please contact the supervisor first to ensure there is room.

High School Restrooms (with exceptions made for changes due to COVID)

Bathroom breaks will be scheduled each hour throughout the school day for students in grades 7-12 and with classes assigned to use specific restrooms.

PAY DAYS

Employees will be paid twice per month, with checks distributed on the 15th and the last day of the month. In the event the 15th or last day of the month should fall on a weekend or holiday, payday will be on the preceding week day. Hours worked are documented utilizing the electronic system of Time Clock Plus. Nevis School uses direct deposit. Employee Self Services online service is used to inform employees of pay, tax and leave information.

PEST CONTROL MATERIALS

Nevis School 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:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- Utilization of non-chemical measures such as traps, caulking and screening; and
- 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 of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying in the District 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.

PLEDGE OF ALLEGIANCE

- There is to be an American flag in each room.
- Elementary Teachers – Students and staff are asked to stand and recite the pledge daily.
- High School Teachers – Students and staff are asked to stand and recite the Pledge of Allegiance once each week.
- Those not participating will have a moment of silence.

PUPIL FAIR DISMISSAL ACT

The district **MUST** abide by the Pupil Fair Dismissal Act of 1974. The terms of the act are in the principal's office. Only the School Board can expel a student.

REGULATED BEHAVIOR INTERVENTION RULE

It is the policy of Independent School District #308 that disciplinary procedures as outlined in the District's Student Handbooks and approved by the school board, be applied to students with identified disabling conditions on an individual basis according to their individual needs as determined by their IEP (Individual Education Plan) and consistent with Minn. Stat. § 125A.08 and the Total Special Education System (TSES) and 504 for the District. A complete copy of the policy is found on the Minnesota Department of Education website.

RELIGIOUS ACTIVITIES

The district shall neither promote nor disparage any religious belief or non-belief, but shall rather encourage all students and employees to have an appreciation for and tolerance of each other's views.

Arrangements for Release Time classes for elementary students in grades 1-6 will be made with the local pastors. Classes begin in October and end in April. Also during these months, Wednesday is designated as "church night". No scheduled activities are allowed on church night after 6:00 p.m.

During the months of September and May students may be excused from co-curricular and extra-curricular participation on Wednesday evenings if the parent provides a written request.

Students whose personal or religious convictions oppose dancing or other activities are to be excused from those activities in any scheduled class activity or party. The principal should be informed of students who refuse to participate.

REPAIR REQUESTS

Email repair requests to the facility manager and administration.

SCHOOL BOARD MEETINGS

School board meetings are open to the public. If a person desires to appear before the board, he/she should notify the superintendent and be placed on the agenda. The board receives its agenda four or five days prior to the regular meeting. It is prepared by the superintendent. The chairperson may or may not recognize an individual if his/her name is not placed on the agenda.

Regular meetings are held the 4th Monday of each month at 7:00 p.m. in the Nevis School and via Zoom unless changed by board action. Meetings are open to the public.

SCHOOL CLOSING

The superintendent or his designee will determine if school should be closed because of weather conditions. In case of school closing, "School Messenger," an instant contact message will be sent out. The announcement will be made over Park Rapids radio stations KPRM (870 AM) and KDKK (97.5) Bemidji radio stations KKBj (103), KB101, WBJI (98.3), KBUN (1450 AM), KZY (95.5), Z99 (99.1), WCCO (830 AM), WCCO Channels 12 & 4 TV, KCCW TV, KSTP Channel 5, KMSP TV 9, KARE 11 TV, and the school web site.

Please do not call the superintendent or principal at their homes. The announcement to close will be made as early in the morning as possible, usually prior to 6 a.m. For those staff members who reside outside the Nevis district, it is your responsibility to listen for the announcement about closing.

Nevis School will update the phone system and the school website with weather related announcements as needed. Please feel free to call 218-652-3500, when the phone has been answered, press option 5.

Nevis School District utilizes Electronic Learning Days (E-Day) to make up to five days that may be missed due to inclement weather during the school year. Students and staff will collaborate electronically to conduct a school day from home when they cannot make it to school due to poor weather conditions. Classroom teachers have created a digital opportunity to interact with their students on days when they cannot make it to school. Throughout the first quarter of school, teachers will communicate their individual E-Day plan to their students and share the process with parents.

SICK LEAVE

Details or information about sick leave (days, etc.) are part of the Master Agreement. However, you are reminded that you must complete the leave request electronically on Time Clock Plus after an absence. For Earned Sick and Safe Time (ESST) employee notices - see Attachments 1 and 2.

SOCIAL NETWORKS

The use of social networks (ex. Facebook, Twitter, Vine, etc.) are not allowed on the school's network or during working hours. Teachers who wish to communicate with students using these sites are strongly advised to establish alternate methods such as Google Classroom.

STAFF LOUNGE

Depending upon how one looks at it, the staff lounge is (or could be) a vital part of our educational program. A few minutes relaxation can be beneficial to education if it serves to inject new enthusiasm into the rest of the school day. Sharing information with other staff for more effective instruction is an educational advantage of the staff lounge, but sharing information only to prejudice treatment of certain students (or other staff members) is not. We should all keep this in mind. Keeping the staff lounge neat and clean is the responsibility of all staff.

STUDENT ASSISTANCE POLICY

Nevis Public School has a policy regarding chemical abuse and/or maltreatment of minors. A copy can be requested from the superintendent's or the principal's office.

SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

The Minnesota Government Data Practices ACT (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order. A subpoena is not a court order under the MGDPA.

SYNERGY

All teachers will use the Synergy Student Management software for record keeping. Attendance will be taken hourly in the high school. Academic grades (4-12) will be updated at least once every week.

TECHNOLOGY - CELL PHONES, TABLETS, ETC. (Student Use)

All staff must monitor student use of personal cell phones, iPods etc. Individual classroom policies concerning student use of these personal electronic devices must be consistent with the overall school policy governing their use.

Teacher use of any social network (Facebook, Twitter etc.) is not permitted during school hours.

Do not allow students to get out of class to call home or do business on the phone during class time. Classroom phones are for school related issues only. Do not allow students to use the classroom phone for personal use.

Please pick up a current extension list in the high school office. Most extension numbers match classroom numbers.

Incoming phone calls will transfer to voice mail from 8:30 a.m. until 3:16 p.m. after the extension is dialed. Office hours are from 8:00 a.m. - 4:00 p.m.

TECHNOLOGY - CELL PHONES, TABLETS, ETC. (Staff Use)

It is recognized that the use of personal technology equipment can enhance the curricular offerings in a class. Their use can also be an asset to personal safety and emergency calls. The use of personal or school equipment for personal reasons during the school day is not an acceptable activity and will result in disciplinary action. Employees will not access any type of social media during student contact time for personal use, whether on school-owned or personal electronic gadgets.

TICKET PRICES

General Admission (per regular season game)

Students (grades K-12)	\$ 4.00
College students with current College ID	\$ 4.00
Adults	\$ 7.00
Children (under 5)	FREE
Senior Citizens (65 & over)	FREE

Fall Season Pass - Volleyball/Football (up to 12 regular season games)

Students	\$ 15.00
Adults	\$ 55.00
Family	\$ 75.00

Winter Season Pass - Basketball (up to 26 regular season games)

Students	\$ 23.00
Adults	\$ 70.00
Family	\$100.00

All Season Pass (up to 38 regular season games)

Students	\$ 28.00
Adults	\$ 85.00
Family	\$125.00
Softball/Baseball	FREE

Playoff games are not included in these prices.

Family is defined as up to two adults and all children and students in grades K-12 living in the household.

Coaches will receive a free season pass for their respective categories. Their spouses will receive free passes for the respective activity.

Coaches Association passes will be accepted at regular season games.

TOBACCO-FREE CAMPUS AND VEHICLES

The District 308 school board is concerned about the health of its employees and students. It also recognizes the importance of adult role modeling for students during the formative years. Therefore, to provide a healthier environment, the use of tobacco is prohibited in the District 308 school buildings, vehicles and on any property belonging to District 308.

School District 308 will provide designated funds for cessation programs or materials for employees who wish to participate.

Enforcement

Staff violation shall be referred to appropriate supervisor.

Penalty: Staff member shall:

1. Receive verbal reprimand for 1st violation
2. Receive one written warning (copies in personnel file) for 2nd violation
3. Be subject to procedure of Minn. Stat. § 122A.40 subd. 13 (Reason for Termination) for further violations, which shall be considered insubordination.

A complete copy of the Tobacco-Free Policy for District 308 can be obtained from the superintendent's or the principal's office.

TRAVEL EXPENSES

All employees who must travel on school business outside of the School District 308 boundaries can be reimbursed by the district for expenses incurred by filing a claim giving the information requested on the form. Expenses submitted for reimbursement may include transportation, meals, lodging, registration fees, required materials, parking fees, and other reasonable and necessary school district business-related expenses.

Travel expense shall be reimbursed at \$.18 per mile when choosing to drive a personal vehicle or the federal rate if a school vehicle is not available.

Meals will be reimbursed, with receipts, up to \$8.00 for breakfast, \$10.00 for lunch and \$13.00 for dinner. Alcoholic beverages are not reimbursable.

A schedule of reimbursement rates for school district business expenses and guidelines addressing methods and times for submission was developed by the superintendent and approved by the school board.

If you request to be absent from duty for attendance at special meetings, etc., you must complete the request on Time Tracker at least TWO DAYS in advance except in case of emergency.

USE OF SCHOOL PROPERTY & EQUIPMENT

Staff members are not to use the school shop or equipment for personal use, unless they are enrolled in an adult course or SPECIAL AUTHORIZATION has been given by the administration.

Staff will not be allowed to carry on personal business activities in the school building. The teacher association, may, at their discretion allow signs to be posted on the staff bulletin board in the staff lounge.

Nevis School facilities will not be used for private business activities. This policy includes the Nevis School email service. See the full policy; available in the principal's office.

VANDALISM

Staff should report any damage of school property to the principal. If, after investigation, there is evidence that students have deliberately broken, destroyed, or defaced school property, such student will be called into conference and the parents notified. Arrangements will be made to pay for any destruction or the School Board will be notified.

Common sense dictates that no general rule can be established concerning all cases of theft, etc. This matter is also discussed in the Student Handbook.

VEHICLES

Type III vehicles are available for use by school organizations and staff when traveling. The use forms are available on the school website under the 'Staff' tab. Vehicle keys are available in the high school office upon vehicle use request. These vehicles must be cleaned by the organization or persons responsible for last using the vehicle. A vacuum cleaner is available in the vehicle garage for use cleaning the inside of Type III vehicles. If the outside of the vehicle needs cleaning due to window markings, etc., the car wash at T&M Express or Northern Convenience in Park Rapids is available for school use.

VISITORS

All visitors who enter the school building, including salespersons, agents, or representatives of any organization or group, must sign in at the elementary or high school office before being allowed to see a faculty member. Visitors will not be admitted to classrooms without a visitor sticker. At no time should they visit teachers in the classrooms while teachers are conducting classes. The teacher should inform the principal should this happen. Notices are posted on the entrances to the building. No student visitors allowed.

Parent visitors are asked to make an appointment with the teacher 1-2 days prior to the visit. Conferencing with parents may occur before or after school, or during teacher PREP time.

While visiting, visitors must not interfere with regular classroom instruction. The staff lounge is for staff members only.

If there are any problems please contact the principal's office.

VOICE MAIL

Voice mail is available on your classroom phone. Any verbal information you receive will be sent to your voicemail. Employees are expected to check their voicemail on a regular basis and return messages as soon as possible. Voicemail message are typically forwarded to your email. To check your voicemail from your classroom phone, press the 'envelope' symbol on the phone and enter the password. Contact the high school office for password information.

VOLUNTEERS

Volunteers are under the classroom teacher's supervision and must do as the teacher directs. These duties may include: provide students with reinforcement of their lesson skills; provide an opportunity for interested community members to become directly involved with education; relieve the teacher of some of the non-instructional tasks and duties, which enable them to spend more time directly on instruction; enrich the school program by sharing an experience and talents with students; stimulate community support and interest in education; strengthen school-community relations through direct and positive participation in the school; improve student self-images, help make learning fun, and enhance the educational process.

While performing the assigned volunteer responsibilities, the school volunteer shall maintain confidentiality regarding information seen or heard while working as a volunteer at the school.

WEAPONS POLICY

Weapons Use and Possession. Minnesota schools are weapon-free zones. Minnesota law allow severe penalties for anyone caught possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school. This policy includes all school district employees.

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds (or during school activity) that is ordinarily or generally considered a weapon. An object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for the purpose of policy.

WELLNESS PROGRAM

Many recreational activities and health activities are offered through the district's Wellness Program.

CONCLUSION

These policies are some of the items that we must all bear in mind as we open the new school year. It is a guideline for all of us to follow. Staff is advised to read the elementary and student handbook, the staff handbook, and the master agreement each year. Handbooks are available online.

CERTIFIED SECTION

8700.7500 CODE OF ETHICS FOR MINNESOTA TEACHERS

Subpart 1. **Scope**

Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to rules established by the Board of Teaching.

Subpart 2. **Standards Of Professional Conduct**

The standards of professional conduct are as follows:

1. A teacher shall provide professional education services in a nondiscriminatory manner.
2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
3. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
4. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
5. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
6. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
7. A teacher shall not deliberately suppress or distort subject matter.
8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
9. A teacher shall not knowingly make false or malicious statements about students or colleagues.
10. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

ASSIGNED DUTIES

All faculty must hold a valid teaching certificate.

Teaching assignments are made by the administration and are based on the teaching certificate of the teacher. Scheduling of classes is the responsibility of the principal.

Teachers should be in school by 8:00 a.m. and available to students from **8:10 am until 3:45 pm**. The specific hours may vary from the basic day according to the needs of the educational program of the school and the school may designate such specific hours. Daily schedule changes will be announced in the bulletin.

Teachers shall take part in a reasonable share of activities outside the basic school day as required by the school, including a reasonable share of the extra-curricular, co-curricular and supervisory duties. These activities shall be assigned by the school board on a reasonable basis and shall be mutually agreed upon by the employee and the administration.

ATTENDANCE - Student

Attendance records are to be kept on all students and at the close of the school year, complete reports are prepared and sent to the Minnesota Department of Education. You must keep accurate daily attendance every period.

Students at Nevis High School receive participation grades from each class as part of a term grade. Participation grade reductions for excused absences can be made up by completing the required assignment given a reasonable deadline set by the teacher (**one make-up day per day of excused absence.**) When participating in a school-sponsored event, students will have an opportunity to make up the participation points by being excused or completing an assignment given by the teacher. Attendance hours are a part of State requirements for graduation. After 14 unexcused, unverified or truant absences per semester, credit can be withheld. (This is subject to the principal's discretion).

Teachers will be held accountable for such reports or records as are required by the office, the Minnesota Department of Education, etc. They should be completed on time and a duplicate kept for the records.

CLASS ACTIVITY FUNDS

The principal assigns secondary class advisors and duties. Some of the duties are: Senior Advisors are responsible for Senior Class Trip, helping with and attending the Prom, the Senior Reception Night and Graduation; Junior Advisors are responsible

for helping with and attending Prom. Class advisors will move up one grade each year so that the same advisors work with the same class. The class secretary/treasurer should keep a written record. The advisor is responsible for directing the class secretary to have written minutes of each meeting filed in the principal's office. Advisors should check with the previous year's class meeting minutes for guidance in organizing upcoming class events. These minutes are on file in the principal's office.

Class meetings are not valid and any decisions made are not valid UNLESS at least one class advisor is present.

All class funds and money earned for school activities are to be turned in to the District Office. A receipt will be issued for the amount received and credited to the proper account. Students or school organizations cannot make any purchases or expenditures unless the advisor and the principal approve them and the items are paid for before orders are submitted! The proper form must be filled out and signed with the proper signatures (advisor and administration).

Students are not allowed to charge project materials and pay for them later. Also, sufficient money must be in the organizations' account before expenditures can be made.

The yearly audit of school receipts and disbursements is made easier when a uniform system is used.

Advisors should keep themselves informed as to the financial status of their class or group activity. The District Office staff will be happy to inform you as to how your group stands financially. From time to time the office will submit a financial statement to the faculty covering expenditures common to all.

Selling in the school by students which competes with local merchants will be kept to a minimum. To request permission to start a fundraiser, contact the activities director or high school office to obtain the necessary paperwork. The required paperwork must be filled out and submitted to the activities director or high school office in advance of the fundraiser.

DROPS AND TRANSFERS

Should a student quit school or transfer to another school, each teacher of that student must sign the student's clearance sheet. Once signed, this indicates that the teacher has collected all books or identified all charges owed by the student.

FIELD TRIPS (with exceptions made for changes due to COVID)

Field trips provide additional learning experiences for students beyond the confines of the classroom. To make a field trip meaningful, the responsibilities of planning, preparation and follow up are to be assumed by the individual teacher. An instructional field trip is class related and is mandatory for students to attend, however, a student may be barred from a field trip because of discipline issues and an alternative assignment will be used. A supplementary field trip is one where students can elect to attend; there is often a fee required for participation.

Students going on a bike field trip must wear helmets while biking.

No swimming will be allowed on any field trip unless there is a certified life guard on duty.

Teachers who desire to take a field trip should keep the following in mind:

- A. Consult with the principal before any plans for a trip are made with students or parents.
- B. Extended trips, those that involve one or more overnight stops, may be instructional or supplementary, and must be requested well in advance of the planned activity. An overnight trip request form must be completed and approved by the overnight trip committee. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).
- C. If a school bus is required, application must be made (on proper form) several days in advance.
- D. Each student must return a parental permission form signed by the parent prior to the trip or have the all-year parental permission checked on the emergency form on file.
- E. Parents should be given details of the trip prior to the scheduled departure.
- F. Chaperones are required. The supervising teacher and principal shall determine the number of chaperones for each activity with a recommendation of one chaperone to ten students and both males and females for field trips and a recommendation of one chaperone for every four students for an extended trip. Remember that all volunteer chaperones must have a background check completed and on file in the District Office.
- G. Any fee charged for a supplementary trip will not be refunded once admission or other costs are paid for.
- H. Faculty who sponsor field trips should review them after their return to school and make any necessary improvements for future trips.
- I. Field trips are a special privilege to compliment the learning experience. Attendance of field trips requires that all academic assignments must be caught up and completed.

- J. See the nurse prior to departing on a field trip for any special instructions or medications needed for those students attending.

FUNDRAISING

Classes and groups may have fundraisers. All fundraisers must be approved in advance by administration. All fundraisers must be listed on the calendar in the high school office. To request permission to start a fundraiser, contact the Activities Director or high school office to obtain the necessary paperwork. The required paperwork must be filled out and submitted to the Activities Director or high school office in advance of the fundraiser.

Selling in the school by students which competes with local merchants will be kept to a minimum. Prior approval by the administration is necessary when classes or groups plan fundraisers.

GRADING

Teachers are urged to protect themselves by keeping their class records so that grades can be interpreted by parents or others reading this information. When a parent comes in for consultation, evidence of the student's work and class behavior should be available.

All teachers, grades 4-12, will keep their grades in the Synergy grade book. Weekly updates to the grade book are expected.

Grades should reflect the effectiveness of the instruction. All teachers will consider participation grades as part of a student's overall grade each term based on student attendance. As a teacher, you set your own standards for your classes. All term marking grades are to be recorded in the Synergy grade book. Teachers in grades K-12 must enter their quarter grades on the computer.

If a student's work indicates that he or she might fail for the year, the parent/guardian should be notified early so that there is no misunderstanding. Elementary teachers should send warning letters of concern of retention by January 31. If it appears that a senior is to fail, the same rule should apply. Keeping a parent informed is an important teacher responsibility. It is also important to notify parents of excellent work and positive behavior and cooperation changes.

In Progress (IP) will be changed to an "F" two weeks after official grading periods unless the office has been notified of alternate schedules.

Students receive participation grades from each class as part of a term grade. Participation grade reductions for excused absences can be made up by completing the required assignment given a reasonable deadline set by the teacher (one make-up day per day of excused absence.) Unexcused student absences may be given a zero for participation, causing a reduction in the student's grade. When participating in a school-sponsored event, students will have an opportunity to make up the participation points by being excused or completing an assignment given by the teacher. Attendance hours are a part of State requirements for graduation. After 14 unexcused, unverified or truant absences per semester, credit can be withheld. (This is subject to the principal's discretion).

Student permanent records are stored in a secure area in the high school office.

No students at any time should be allowed in a teacher's grading program or allowed to grade/correct tests and projects.

LESSON PLANS

Planning lessons is an essential aspect of the teacher's job. It is expected that staff will complete and save adequate lessons for all of their classes. These plans should be available for the principal to peruse upon request.

LIABILITY OF TEACHERS

We should all be aware of the fact that in the past several years, courts of our state have returned verdicts holding a teacher liable, both for unreasonable corporal punishment and for negligence. If a teacher leaves the classroom, hall duty, or playgrounds, and a student is injured, the teacher will be held liable, along with the administration and school board. If you must contact the office for some reason or other, it is recommended that you not leave the classroom with the students left alone (no matter how well they behave or how much you trust them); call the office or send a student with a note to the office. Teachers will not leave their classrooms unattended at ANY TIME. Students generally should not leave the classroom to run errands for the teacher. Take care of class business before school begins.

No teacher or other employee shall release a school age minor to go home or elsewhere, or be taken by a person, without first gaining approval from the principal or superintendent. Normally parents come and get a child (if reported sick) but there

have been times when the school transports them home, either by the high school or elementary principal, superintendent, custodian, a faculty member, or educational assistant.

LICENSE STATUS

The school board shall employ qualified teachers and ascertain the licensure status of its teachers. A copy of the full policy is available in the superintendent's or the principal's offices. All teachers of core subject areas must be highly qualified.

Renewal of licenses is the responsibility of the individual teacher. The teacher is to submit continuing education units to the continuing education committee to be processed and approved.

MAINTENANCE

Make certain that all lights are turned off when leaving the classroom at the end of the day. Check to see that windows are closed and latched. Report needed service via email to the Facilities Manager and administration. The last period of the day - have the students pick up paper and straighten desks. All OSHA and fire marshal rules must be followed at all times, this includes keeping the heating units free of items, not blocking doorways, using items with 3 prong plugs only, not using extension cords for long term use and several others. For a full list please contact the facility manager. As Adult Education classes are offered at Nevis, some teachers' classrooms will be used in the evening.

MAKE-UP WORK

Students will have 1 day for each day of excused absence to make-up assignments that were assigned during the absence. Communication should take place between the teacher and the student for assignments.

MEETINGS

There will be monthly staff meetings scheduled as follows: Elementary staff will meet on Friday and high school staff will meet on Thursday following the monthly school board meeting. These meetings begin at 7:45 a.m. sharp! Teachers are required to attend these meetings in their entirety. The agenda will be sent via e-mail.

MOVIES

Teachers must preview movies before they are shown to the class. Movie showing will be limited.

- A. PG-rated movies are allowed to be shown for students in grades K-12.
- B. Parents of students in grades 6-12 are asked to indicate on the emergency form if their child does not have permission to watch movies that are rated PG-13.
- C. Special permission from the principal and parents must be obtained for high school teachers to show an R-rated movie.

PURCHASING-BUDGET

All purchases made by School District 308 are governed by various state laws and must conform to certain set standards or procedures. Only those requisitions that are PROPERLY FILLED out will be honored. ALL REQUISITIONS will be submitted to the superintendent's office. All budgets must be in the superintendent's office as directed.

SUSTAINED SILENT READING

All students from kindergarten to grade 6 will participate in daily sustained silent reading during English or Reading Class. Students in grades 7-12 will participate in sustained silent reading weekly.

SUBSTITUTES

The high school secretary will secure a certified substitute. Make certain that you notify her at her home no later than 6:00 a.m. or if possible, the evening before. Do NOT call the substitute yourself. Make certain you have a current lesson plan and seating chart available for the substitute. It is your responsibility to request a sub before 6:00 a.m. Each teacher is required to maintain an emergency substitute folder.

SYLLABI

All teachers, grades 7-12, will complete and distribute a syllabus to each student for each class being taught. The syllabus will outline the content of the class, an outline of the courses schedule, and a description of your grading policies and procedures (value of assignments, tests and class participation etc). The syllabus must be kept on file for the duration of the school year.

TEXTBOOK CHECK OUT

Textbooks checked out to students must be recorded and checked off when the students return the books.

An amendment to Minn. Stat. § 123B.37 provides schools may charge for lost or destroyed textbooks, workbooks or library books. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

For damage to materials 1-5 years old (other than normal wear) the student's fine is a percentage of the item's new value. Items that are lost or not returned are fined at full price. A minor charge will be made for materials over 5 years old, which are lost or damaged. Teachers will record the books' condition upon distribution to students so proper assessments are made at the end of the year.

The superintendent shall develop procedures and guidelines for an orderly process of review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the district community.

VETERANS PREFERENCE

The school district shall comply with Minnesota law regarding veteran's preference rights and the mandating of the preference points to veterans and spouses of deceased veterans or disabled veterans in the hiring process. Eligibility for veteran's preference and definition of veteran will be pursuant to applicable law.

WORK DAY

The work day for certified staff is 8:00 AM to 3:45 PM (3:30 PM on Fridays). Unless specifically authorized in advance by the principal, staff must report an absence for tardiness, or when leaving before the conclusion of the work day via Time Clock Plus.

WORKSHOPS AND MEETINGS

Teachers who voluntarily attend seminars or workshops at district cost are not allowed to simultaneously purchase graduate credits which would apply toward a lane change and salary increase. If the staff member wishes to purchase/receive graduate credits which would apply to the salary schedule, then the district will not provide any attendance or travel cost for that seminar workshop.

CLASSIFIED SECTION

The information in this portion of the handbook is provided for your convenience and also to make you feel welcome, comfortable and a valuable member of our team. Please know that the staff will be happy to help you in any way. The school is always approachable and ready to answer any of your questions. You may be working with a coordinator, such as the Title I or Special Education instructors or the head custodian, but the principal and superintendent are your supervisors.

Please pick up a copy of all the handbooks from the office if you are not given one on your first day. There is a lot of information in them that you will need to know from time to time.

COMP TIME

Comp time must be pre-approved by the administration and a copy of the hours must be turned into the District Office. See the Master Contract for full description of rules applying to comp time.

EMERGENCY

A school nurse is on staff in the office area for help with medical emergencies. If you have any discipline problems with the students, contact the principal.

MONITORING RULES

CAFETERIA

The following are some of the rules that students must abide by when they are in the cafeteria.

- Inside voice
- Hands to yourself
- No throwing food
- Stay seated (unless taking care of your tray)
- Carefully empty your tray
- Clean up after yourself
- The candy and pop machines are for use by students in grades 6-12 only.

BUS

Buses begin arriving at 8:05 a.m. Students are to be at breakfast or waiting quietly in the hall. If any student is on the playground, please remind them it is off limits before school.

Buses line up in the same order every afternoon in front of the building. Sometimes the driver may be a substitute or the bus number may change, but the order is the same.

Students are to board the bus as soon as they leave school. They are not allowed to play outside in front of the school. Do not allow bicycles, skateboards, etc. on sidewalks during bus boarding. Those students who are waiting for rides need to wait well away from the bus area.

ELEMENTARY HALLWAYS

K-5 students are taught Responsive Classroom, a program that teaches appropriate social behavior. For more information on this program contact the principal. Briefly the main parts are:

- Keep your hands to yourself
- Use an inside voice
- Walk in the halls
- Non-curricular traffic is not permitted in the small gym during the school day

HIGH SCHOOL HALLWAYS

The principal may schedule monitors, but please, if you observe any problems – intervene. An easy way to approach is to simply ask where they need to be. If the problem is serious, report it, don't ignore it.

RECESS AND PLAYGROUND

Although at first it seems like just watching students play, this is really an important job. You will be teaching many social skills. It is vital children learn to play together and resolve conflict in appropriate ways. The Nevis School District has zero tolerance for aggressive/violent behavior (verbal, physical or sexual). You will be very instrumental in preventing problems before they escalate. You will find every year there are a few students who think it is fun to annoy, intimidate, and harass other students. It is your job to make it clear to these few that these kinds of behaviors will not be tolerated.

Recess is held outdoors daily unless weather prohibits. Either rain or extreme cold (taking wind chill into account) will cause indoor recess in either the small or large gym.

Outdoor Playground Recess Rules

- Students cannot be on playground before school starts
- High school students are not allowed on the playground at any time
- Play with safety and respect
- No aggressive/violent behavior - no toy weapons
- No throwing rocks, sand, snow, etc.
- No baseballs, skateboards, in-line skates, snow boards
- No tackle football - touch only
- No wrestling
- No standing on top of playground equipment
- Remain outside until called into the building
- Students must ask permission to leave the playground.

Areas off Limits

The front of the school building, parking lots, wooded areas, fences, rock wall, athletic fields and buildings are off limits to students.

Winter

All K-5 students should wear snow boots during recess. Snow pants are needed for sledding.

Discipline

General guidelines for handling behavior: Use the least amount of correction needed to resolve a situation (don't over react or under react). Give a verbal warning, 5-10 minute timeout on the sidewalk - loss of privilege - write up a minor - send to AR immediately.

SUBSTITUTES

If you are going to be absent, you need to log your time off on Time Tracker. If you need a substitute, please call the elementary secretary at her home before 6:00 a.m. **Never leave a message at school.** It is your responsibility to make sure that there is a substitute requested by 6:00 a.m. Stop in the elementary office to get the phone number that you need to call.

Please make sure that you have an up-to-date schedule of your day in the elementary school office at all times.