

PARAPROFESSIONAL HANDBOOK

2018-2019



**DOVER-EYOTA HIGH SCHOOL
AND MIDDLE SCHOOL**

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Student contact days: 175
P/T conference days (24 hours)

Inservice	Workday
8/27 (.5)	8/27
8/28 (.5)	8/28
8/29 (.5)	8/29
11/5 (.5)	11/5
1/21 (.5)	1/21
3/29 (.5)	3/29
6/5 (.5)	6/5

3.5 days of each

Work/Inservice days may be adjusted by the individual building.

Q1 = 41 days
Q2 = 44 days
Q3 = 47 days
Q4 = 43 days

KEY:
NS = No School
I = Inservice for teachers
W = workday for teachers
EO = Early Out (EL @ 12:55. HS @ 1:07)
LS = 1-Hr Late Start
* = Potential Snow Makeup Day

☐ = vacation or holiday
☐ = buildings closed
☐ = buildings closed & no student activities

No School for Gr K-5 on Sept 4 & 5 due to scheduled conferences/assessments

AUGUST 2018

		1	2	3
6	7	8	9	10
13	14 <small>Primary Elections (no activities from 8-8 pm)</small>	15	16	17
20	21	22	23	24
27	28	29	30	31
WI	WI	WI		

SEPTEMBER 2018

3 <small>Labor Day Bldgs Closed</small>	4 <small>6-12 First Student Day</small>	5 <small>K-5 First Student Day</small>	6	7
10	11	12 LS	13	14
17	18	19 LS	20	21
24	25	26 LS	27	28

OCTOBER 2018

1	2	3 LS	4	5
8	9	10 LS	11	12
15 <small>K-12 PM Conferences</small>	16 <small>K-12 PM Conferences</small>	17 <small>NS K-5 Conferences</small>	18 <small>Teacher Convention</small>	19
22	23	24 LS	25	26
29	30	31 LS		

NOVEMBER 2018

			1 <small>End 1st Quarter</small>	2
5 <small>NS WI</small>	6 <small>Election Day (no activities from 8-8 pm)</small>	7	8	9
12 <small>Veteran's Day Observed (no evening meetings)</small>	13	14 LS	15	16
19	20	21 NS	22 <small>Bldgs closed-No Activities</small>	23 <small>NS Bldgs closed</small>
26 <small>School Resumes</small>	27	28 LS	29	30

DECEMBER 2018

3	4	5 LS	6	7
10	11	12 LS	13	14
17	18	19 LS	20	21
24 <small>NS Bldgs closed</small>	25 <small>NS Bldgs closed-No Activities</small>	26 NS	27 NS	28 NS
31 NS				

JANUARY 2019

	1 <small>NS Bldgs closed-No Activities</small>	2 <small>LS School Resumes</small>	3	4
7	8	9 LS	10	11
14	15	16 LS	17	18 <small>EO/W End 2nd Quarter</small>
21 <small>NS WI MLK Jr Day</small>	22	23 LS	24	25
28	29	30 LS	31	

FEBRUARY 2019

				1
4	5	6 LS	7	8
11	12	13 LS	14	15
18 <small>Presidents' Day</small>	19	20 LS	21	22
25 <small>K-12 PM Conferences</small>	26	27 LS	28 <small>K-5 PM Conferences</small>	

MARCH 2019

				1 NS
4	5	6 LS	7	8
11	12 <small>Township Elections (no activities from 8-8 pm)</small>	13 LS	14	15
18	19	20 LS	21	22
25	26	27 LS	28 <small>End 3rd Quarter</small>	29 <small>NS WI</small>

APRIL 2019

1 <small>School Resumes</small>	2	3 LS	4	5
8	9	10 LS	11	12
15	16	17 LS	18 * NS	19 <small>NS Bldgs closed-No Activities</small>
22 * NS	23 <small>School Resumes</small>	24 LS	25	26
29	30			

MAY 2019

		1 LS	2	3
6	7	8 LS	9	10
13	14	15 LS	16	17
20	21	22 LS	23 <small>Last day for seniors</small>	24
27 <small>NS Bldgs closed Memorial Day</small>	28	29 LS	30	31

JUNE 2019

3	4 <small>EO/W End 4th Quarter</small>	5 WI	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JULY 2019

1	2	3	4 <small>Bldgs closed</small>	5 <small>Bldgs closed</small>
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Graduation May 26

Dover-Eyota Public Schools 2018-2019 Calendar

MS/HS Daily Time Schedule

First Block:

7th & 8th Advisory	8:15 – 8:30 AM
7th & 8th First Block	8:32 – 9:57 AM
9th – 12th First Block	8:15 – 9:43 AM
9th – 12th Brunch/Passing	9:43 – 10:01 AM

Second Block 10:01 – 11:29 AM

Skinny A:	10:01 – 10:42 AM
Skinny B:	10:46 – 11:29 AM

11:29 – 11:35 AM Passing Time

Lunch Times:

Junior High	11:29 AM – 12:00 PM
Choir/Band/Skinnyies	12:19 – 12:45 PM (6 th Grade lunch at 12:13 PM)
Senior High	1:03 – 1:33 PM

Third Block Class Times:

Senior High	11:35 AM – 1:03 PM
Band/Skinnyies	11:35 AM – 12:19 PM
Choir/Skinnyies	12:49 – 1:33 PM
7th & 8th Grades	12:05 – 1:33 PM

1:33 – 1:39 PM Passing Time

Fourth Block 1:39 PM – 3:07 PM

Wednesday One Hour Late Start Schedule

Middle School Schedule

Advisory	9:15 – 9:30 AM (15 min.)
Block 1	9:32 – 10:46 AM (74 min.)
Block 2	10:49 AM – 12:03 PM (74 min.)

Skinny A: 10:49 – 11:24 (35 min.)

Skinny B: 11:28 – 12:03 (35 min.)

Lunch (7th & 8th) 12:03 – 12:34 PM (31 min.)

Block 3	12:34 – 1:48 PM (74 min.)
Block 4	1:53 – 3:07 PM (74 min.)

Senior High Schedule

Block 1	9:15 – 10:29 AM (74 min.)
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Brunch 10:29 – 10:49 PM (20 min. including passing time)

Block 2	10:49 AM – 12:03 PM (74 min.)
Block 3	12:08 – 1:22 PM (74 min.)

Lunch 1:22 – 1:53 PM (31 min.)

Block 4	1:53 – 3:07 PM (74 min.)
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Band/Choir and Sr. High 3rd Block Skinnies

Block 3

Skinny A: 12:08 – 12:43 (35 min.)

Lunch 12:43 – 1:13 PM (30 min.)
(6th grade starts lunch about 5 minutes earlier)

Skinny B: 1:13 – 1:48 (35 min.)

Block 4	1:53 – 3:07 PM (74 min.)
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SCHOOL DISTRICT MISSION

"The Dover-Eyota School system, in partnership with its community, will foster a safe, caring and respectful environment to develop well-rounded, high achieving citizens who demonstrate character and integrity in an ever-changing world."

At Dover-Eyota High School and Middle School, we strive to accomplish this mission by:

- Challenging each student to reach personal high standards - academics, arts, athletics and leadership
- Guiding students to become effective problem-solvers
- Building self-esteem through student successes
- Promoting a safe and supportive school environment
- Fostering positive relationships amongst all members of the school
- Encouraging partnerships with the citizens and employers of our communities
- Involving parents and families in the educational process

DOVER-EYOTA MIDDLE & HIGH SCHOOL FACULTY AND STAFF

Notice: Pursuant to school district policy #404, the school district conducts an employment background check upon hiring for all Dover-Eyota faculty and staff.

TEACHING STAFF

Phone Number 545-2631 or 866-847-9863 from Dover

Nikita Albrecht	Room 119	Ext. 226	Vocal Music	NikitaAlbrecht@deschools.org
Rachel Aldinger	Room 105B	Ext. 260	Spanish	RachelAldinger@deschools.org
Lora Allen	Room 115	Ext. 249	Special Education	LoraAllen@deschools.org
Ryan Anderson	Room 118	Ext. 227	Band	RyanAnderson@deschools.org
Bryanna Anderson	Gym	Ext. 229	Health/PE	BryannaBalbach@deschools.org
Tim Andring	Room 209	Ext. 198	6 th Grade	TimAndring@deschools.org
Hannah Bauman	Room 203	Ext. 219	Mathematics	HannahBauman@deschools.org
Joe Baures	Room 202	Ext. 224	English	JoeBaures@deschools.org
Carol Benish	Room 117	Ext. 253	Special Ed	CarolBenish@deschools.org
Brooke Bernard	Room 111	Ext. 209	English	BrookeBernard@deschools.org
Jill Davis	Room 208	Ext. 145	6 th Grade	JillDavis@deschools.org
Tine Donahue	Room 106	Ext. 210	Social Studies	TineDonahue@deschools.org
Paula Griffin	Room 206	Ext. 235	Math	PaulaGriffin@deschools.org
Bradley Hak	Gym	Ext. 255	Health/PE	BradleyHak@deschools.org
Damon Hammel	Room 108	Ext. 283	Mathematics	DamonHammel@deschools.org
Wanda Hanson	Room 210	Ext. 223	6 th Grade	WandaHanson@deschools.org
Brian Harris	Room 113	Ext. 239	Science	BrianHarris@deschools.org
Brian Hasleiet	Room 205	Ext. 263	Business Ed.	BrianHasleiet@deschools.org
Sarah Johnson	Room 211	Ext. 220	FACS	SarahJohnson@deschools.org
Blake Julian	Room 116	Ext. 237	Science	BlakeJulian@deschools.org
Becky Kromminga	Room 117	Ext. 251	Special Ed.	BeckyKromminga@deschools.org
JB Mathison	Room 207	Ext. 231	6 th Grade	JBMathison@deschools.org
Amanda Mecum	Room 117	Ext. 250	Special Ed	AmandaMecum@deschools.org
Steve Moericke	Room 112	Ext. 218	Science	SteveMoericke@deschools.org
Kathy Mosdal	Room 105B	Ext. TBD	Spanish	KathyMosdal@deschools.org
Steve Stevenson	Room 213	Ext. 217	English	SteveStevenson@deschools.org
Brandi Pagel	Room 114	Ext. 234	Science	BrandiPagel@deschools.org
John Pittenger	Room 201	Ext. 207	Social Studies	JohnPittenger@deschools.org
Keith Polus	Room 109	Ext. 287	Industrial Tech.	KeithPolus@deschools.org
Stephanie Porter	Room 110	Ext. 286	Agriculture	StephaniePorter@deschools.org

Tami Rhea	Media Center	Ext. 151	Media	TamiRhea@deschools.org
Rebecca Rudquist	Room 214	Ext. 222	English	RebeccaRudquist@deschools.org
Ryan Scheevel	Gym	Ext. 240	Health/PE	RyanScheevel@deschools.org
Julie Schmidt	Room 124	Ext. 241	Art	JulieSchmidt@deschools.org
Karen Schultz	Room 204	Ext. 264	Business Ed.	KarenSchultz@deschools.org
Sara Smith	Room 212	Ext. 230	Special Education	SaraSmith@deschools.org
Steven Tauer	Room 107	Ext. 236	Social Studies	StevenTauer@deschools.org
Alberto Vera	Room 123	Ext. 206	Social Studies	AlbertoVera@deschools.org
Deb Vosler	Gym	Ext. 262	Physical Education	DebVosler@deschools.org
Dan Vrieze	Room 215	Ext. 221	Mathematics	DanVrieze@deschools.org

OFFICE STAFF

Heidi Cummings	Lead Office Secretary	Ext. 200	HeidiCummings@deschools.org
Mary Radcliff	Office Secretary	Ext. 208	MaryRadcliff@deschools.org
Nicole Pochron	Health Assistant	Ext. 247	NicolePochron@deschools.org

SUPPORT PERSONNEL

Todd Rowekamp	Principal	Ext. 205	ToddRowekamp@deschools.org
John Ostrowski	Activities Director/Asst. Principal	Ext. 268	JohnOstrowski@deschools.org
Nick Truxal	Director of Teaching and Learning	Ext. 404	NickTruxal@deschools.org
Peter Dodds	Teaching and Learning Specialist	Ext. TBD	PeterDodds@deschools.org
Ryan McRae	School Counselor	Ext. 212	RyanMcRae@deschools.org
Katie Johnson	School Social Worker	Ext. 213	KatieJohnson@deschools.org
Stephanie Holliday	Job Shadow Coordinator	Ext. TBD	StephanieHolliday@deschools.org

TECHNOLOGY SUPPORT

Bryan Berg	Technology Director	Ext. 433	BryanBerg@deschools.org
Nathan Masching	Technology Coordinator	Ext. 431	NathanMasching@deschools.org

PARAPROFESSIONALS

Kayla Briggs	Special Education/General	Ext. 233	KaylaBriggs@deschools.org
Paula DeRouin	Special Education/General	Ext. 249	PaulaDeRouin@deschools.org
Emily Funke	Special Education/General	Ext. 233	EmilyFunke@deschools.org
Sarah Martinak	Media Center Assistant	Ext. 248	SarahMartinak@deschools.org
Sheila Searcy	Special Education/General	Ext. 230	SheilaSearcy@deschools.org
Mary Trogstad	Special Education/General	Ext. 249	MaryTrogstad@deschools.org
TBD	Special Education/General	Ext. 233	TBD@deschools.org
TBD	Special Education/General	Ext. 233	TBD@deschools.org

CUSTODIANS

Linda Oeseau	Director of Custodial Services	Ext. 238	LindaOeseau@deschools.org
Carleton Braem, Steve Herrick, Kevin Salsman, Harry Zeitler	Custodians		

FOOD SERVICE STAFF

Carrie Frank	Director	Ext. 242	CarrieFrank@deschools.org
Gail Rollie	Lead Cook	Ext. 259	GailRollie@deschools.org
Diane Helgersen	Lead Cashier	Ext. 259	DianeHelgersen@deschools.org
Becky Stahl	Assistant Cashier	Ext. 259	
Dan Archer	Cook	Ext. 259	
Julia Buss, Madonna Kuiper	Cook's Helpers	Ext. 259	

Principal: Todd Rowekamp - extension 205 or 507-259-0229 outside of school

Office Administrative Assistant: 507-545-2631; Heidi Cummings - extension 200 at school

Absences – Planned and Unplanned

Your job is important to the functioning of the school and we need to get a substitute for you. Teachers and students depend on your help. When you need to be absent for any reason, please follow these procedures:

Planned absence (appointment, personal time, etc.) - Complete a staff absence form in advance and notify the office lead administrative assistant with as much advance notice as possible so she can find a sub for you if one is needed.

Unplanned absence (illness of you or a child, family or home emergency, etc.):

If your position DOES NOT require a sub:

1. Call Heidi at school (you may leave a message on her voice mail – 507-545-2631, ext. 200 or 866-847-9863, ext. 200).
2. Notify the teacher who supervises you – send an e-mail or leave a voice mail.
3. Remember to complete a staff absence form when you return to work.

If your position DOES require a sub:

1. Call Todd (**507-259-0229**) before 9:00PM the night before or by 6:15AM the morning of the absence.
2. Todd will call Vicki Koehler, the designated sub caller for the district, and she will work on getting a sub for you.
3. Notify the teacher who supervises you – send an e-mail or leave a voice mail.
4. Remember to complete a staff absence form when you return to work.

Allergies: More and more students are experiencing food allergies that we all must be aware of. We have several students who have severe allergies to peanuts. **Please be aware that you cannot take any food into classrooms that has peanuts or was made in facilities that may process peanut products.** Peanut products are only allowed in the cafeteria and staff lounge. If you eat food items that contain peanuts while at work, please swish water around your mouth afterward and wash your hands with soap or sanitizer to remove any peanut residue. In the lunchroom, students with allergies sit at an allergen-free designated table. Please become familiar with the student who have known allergies.

Bathrooms: There are two staff bathrooms near the entrance to the Media Center.

Building Security: Outside entrance doors are locked at 8:15 a.m. and remain locked throughout the school day. If you need to enter the building after 8:15 a.m., please enter through the main entrance doors using either your assigned fob or the buzz-in system.

Cell Phones – Staff Use: In order to set a good example for students and enforce the student cell phone policy, staff members are not to use cell phones while they are in classrooms or other learning areas except in emergency situations (such as a spouse expecting a baby or a family member in the hospital.) Cell phone usage is to be limited to non-instructional times during the day and in a private area such as the staff lounge, workroom, outside, empty classroom, etc.

Confidentiality: Maintaining confidentiality is a very important expectation in the paraprofessional role. Staff should not share information with other staff members regarding individual students unless those individuals have a need to know. Please carefully review the confidentiality expectations as written in Appendix A.

Crisis Prevention Team: If a staff person has determined that a student is at a point of losing control, the staff person is encouraged to call for the building Crisis Prevention Team by calling the office or using the PA system. This would occur after the student has been offered a series of choices to change to appropriate behavior and/or comply with staff requests. Situations that may lead to a Team call would include the following:

- * The student is swearing and verbally out of control.
- * The student has threatened or demonstrated physical aggression.
- * The student refuses to leave a classroom even after the principal has been called and is involved.
- * The student refuses to leave, even when asked twice, when the principal is out of the building.

For detailed Crisis Prevention Team procedures, See *Appendix B*.

Discipline Policy: Staff members are expected to consistently enforce all Student Handbook rules and policies with students. Our discipline policies and procedures will create, protect and preserve an environment that allows teachers to instruct and students to learn without unnecessary disruptions or threats to other people or property. We teach students to be respectful of others and to be responsible for their own actions. The following elements are essential for success:

- Respectful acceptance of all students
- Understand that students show inner pain through negative behavior
- We are “peace-makers” not “hatchet-swingers”
- Stay cool – you are the “adult” in every situation; think before talking/taking action
- Establish classroom rules that are understandable and enforceable by you and the principal
- Consistent enforcement of rules with all students at all times
- Pick your battles
- Demonstrate a “this is a good place to be” attitude
- Service must be superior – without students and their parents, we have no one to serve!

All teachers should have a discipline plan with specific rules for behavior and should comply with School District Policy 506: Student Discipline. Paraprofessionals should be familiar with and support the classroom teacher’s discipline policy. Disciplinary referrals must be done in an online form, which is accessed through the district web page at www.desch.org and found under the “Staff Resources – Start Page” link.

Dress Code: All school district personnel are expected to dress in a manner that sends the appropriate message to students, parents and each other that we view ourselves as professionals. T-shirts, dirty clothing, revealing clothing, shorts and sweats (except for P.E. teachers), and jeans (except for Tech Ed. and Ag. Ed. teachers) are NOT appropriate dress for professional educators. Fridays are designated as spirit days. Staff members who have donated the designated amount to the Sharing Tree may wear jeans and clothing displaying a D-E logo or D-E school colors. Other exceptions for special days or events may be granted and encouraged by the principal.

Email: Every paraprofessional is assigned a work email address with the format firstnamelastname@deschools.org. A lot of important information for staff such as daily announcements, schedule changes, special events, etc. is communicated by email. You are responsible for checking your email on a daily basis.

Emergency Procedures: All teachers have a white binder with procedures to be followed in case of crisis situations including: bomb threat, fire, tornados, or an armed assailant in the school building. As a staff member, you are expected to be aware of these procedures and to follow them closely when necessary. We will practice these procedures annually. If you have any questions regarding any of these procedures, please ask.

Each room has posted routes of exit in case of a fire or a fire drill. Remind students to exit without talking, in an orderly manner and to stay together as a class. Upon leaving the school, tell students where your meeting place will be – with you! You are responsible for knowing where your students are at all times. Fire drills will be

conducted each school year in accordance with the state requirement, which is five (5) fire drills during the school year.

The state also requires five (5) lockdown drills be conducted in every school. Procedures for these drills will be refined and communicated to staff and students before the first drill is conducted.

One or two tornado drills will be conducted each school year. Students will proceed to their assigned hallway areas and assume a sitting position, facing the wall, as if a real tornado were approaching.

In the event of a bomb threat, students and staff will be evacuated to the bus garage. We will remain there (on buses in the event of inclement weather) until the building has been thoroughly checked and we are given the “go-ahead” to return to the building. Again, make sure you bring your class lists with you in order to account for all students.

Extra Hours: Any hours worked outside your normal day (attending an in-service day, field trips, serving on an interview team, etc.) must be approved by a principal *in advance* if you intend to receive pay for this time. To receive pay for pre-approved extra hours, the time must be documented on a gold colored “Combined Claim and Verification Form” available in the HS/MS office and the district office.

Friday Staff Treats: A weekly treats schedule for staff members to bring goodies for the staff on Fridays is drawn up and posted in the lounge every fall. If you do not want to partake in the goodies on Friday mornings, ask to have your name removed from the list. The people responsible for treats in a given week are also responsible for lounge clean up that week.

Injury on the Job: *On-the-job injuries must be reported within 48 hours of the injury.* If you are injured in some way while working at Dover-Eyota elementary School, please complete a First Report of Injury form (you may pick one up in the main office or the school nurse’s office). Please give the building principal a copy of the report and send the original to Gary Betcher at the District Business Office.

Internet Policy: Please read **School District Policy #524 INTERNET ACCEPTABLE USE AND SAFETY POLICY** carefully as it relates to students and staff use. The expectation is that staff will only use the internet for work related information.

Internet Use: Students should be supervised at all times when using a computer to make sure they have a legitimate academic purpose for using the internet and are complying with the district Internet Acceptable Use and Safety Policy (#524) and student handbook guidelines. Supervisors are expected to actively monitor student use of software programs as well as the internet by moving around viewing what students are accessing. Supervisors should not be using a computer when they are responsible for student supervision.

Job Expectations (General):

1. Arrive at work a few minutes early to get settled in so you can be to your assigned location on time.
2. Carefully follow your daily schedule... each minute counts!
3. Work cooperatively with teachers, paraprofessionals & administration.
4. Follow the directives given by the teachers and administration.
5. Demonstrate a positive attitude with staff and students.
6. Conduct yourself in a professional manner and refrain from gossiping with others about staff or students, or negatively criticizing others.
7. Maintain confidentiality regarding student and staff information.
8. Do the best job you can do each and every day.
9. Don’t get into power struggles with students - reinforce a “Love and Logic” philosophy and approach.
10. Please be flexible and cooperative when your schedule needs to change. Often substitute paras are not available so we need to all work as a team to insure critical coverage.

Job Performance Evaluation: The teacher(s) with whom you work will be the main source of feedback on your job performance. They will complete the performance evaluations annually with feedback and approval by the principals as necessary.

Late Start/Early Dismissal Days: Please review the district calendar carefully and mark your personal calendars for days you are expected to work. When we have *scheduled* late starts or early dismissals indicated on the district calendar, paras are expected to work their regular hours.

In the event the school day starts late, dismisses early, or is cancelled due to weather or other *unplanned* reasons, paras work only during the time school is in session. If you want to be paid for the cancelled school hours, you may submit a form to use some of your allocated personal time benefit. In some cases, cancelled school hours may be made up by working at a different time with approval from the principal.

On Wednesdays (1-hour late start for students), para responsibilities might be adjusted to assist with student supervision.

Leave Requests: Leave requests, including personal leave, sick leave, and Family Medical Leave Act (FMLA) requests are granted based on applicable law and the language of the Teamster's master agreement.

If you have used up your contractual allocation of leave time, do not assume additional unpaid time off will be allowed. Unpaid time off from work is solely at the discretion of the principal, must be requested in advance, and will only be considered in extenuating circumstances or emergency situations.

Lunch: Most paras have a half-hour unpaid lunch. As a staff member, you are welcome to purchase a school lunch. We do expect you to keep a positive balance in your lunch account. If you bring your lunch from home, a refrigerator and microwaves are available in the staff lounge.

Mail: Building mail is distributed each day. All intra-district mail should be placed in the designated envelopes and taken to the district office. Intra-district mail leaves the building at 10:30am and 2:50pm. Out-going general mail leaves the building at 10:30am please have it in the High School Office by 10:00am.

Mandatory Reporting: Under Minnesota law, people who work with children are required to report neglect, physical abuse, sexual abuse and mental or threatened injury to the welfare departments (Social Services) or the police. All school employees qualify under this law.

Failure of an employee to report knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused is a misdemeanor under criminal law. (See ***Appendix C*** for more information.)

If you are uncertain if a situation is "reportable", please speak with the principal or school social worker.

Master Contract: Information about the pay schedule, paid personal and sick time benefits, other benefits, the Family Medical Leave Act, grievance procedures, and other important information, is found in your master contract, a copy of which is available in the district office.

Medications: Our school nurse or one of the office administrative assistants must dispense all prescription medications in the nurse's office. A parent authorization form must be on file before any authorized staff may dispense prescription medicines. The medication must be in the prescription bottle. Students who the proper signed parent authorization form on file may hold and self-administer over-the-counter medications.

Parking: Staff parking is located in the lot on the west end of the building (between the school building and the bus garage.)

Photocopying: All copying is to be done in the Media Center office. Send materials to be copied via your computer or place them in the Media Assistant's mailbox. In some cases, there may be a 24-hour turn-around time for copies in the high school (48 hours at the start of semesters). For small numbers of copies (35 or fewer sheets), teachers may make their own copies at the second copier in the high school office workroom.

Principals' Open Door Policy: Please know that the principals WANT you to come to them with your concerns, ideas and input. If you have a question or want to share some information with them, don't hesitate to stop by. If they are not available, leave a note, voice mail, or email message.

Professional Development: The school district will provide some in-service training sessions that all paraprofessional staff are expected to attend. If an in-service session is scheduled for paras, you will get paid for the time you are expected to attend. If you are interested in attending another professional development opportunity to help strengthen knowledge and skills applicable to your job, you may request paid leave time and funding from the school district. In this case you would fill out a "staff leave" form, an online PO request or a check request form for the amount of the registration fee, and an online transportation request as needed. All of these are submitted to the principal and require approval before being scheduled.

School Closings: In case of emergency school closing due to inclement weather, etc., please listen, watch or visit the station website for such announcements on the following TV or radio stations:

Television: KSTP, KAAL, WKBT, KTTT

Radio: KROC (106.9FM; 1340AM), KYBA (105.3FM), KFIL (103.1FM; 1060AM),
KLCX (103.9FM), KAGE (95.3FM; 1380AM), KWNO (99.3FM; 1230AM), KRCH
(101.7FM), KWEB (1270AM), KMFX (102.5FM),
KWWK (96.5FM), KNXR (97.5FM)

School closing announcements will also be posted on the school district website and sent out through the district's automatic phone and e-mail notification system.

Study Hall Supervision Procedures: Training and written information about study hall supervision is provided annually to any paraprofessionals assigned to supervise a study hall.

Substitute Folders: It is critical to develop and maintain accurate and detailed substitute plans! Please include a copy of your daily schedule along with **detailed** notes about what you do during specific periods of the day. Include any notes with information that you think would be helpful. Does the substitute need to know any information regarding the students you work with? What works, what doesn't work? Identify who the teacher is, what materials you use and where they are located, what to do when students finish their work, etc. Explain your duty (lunchroom or noon recess) responsibilities such as when and where to arrive for your assigned duty and expectations for what to do during the duty. Please give the office administrative assistants your substitute folder. Please update the substitute folder periodically as schedules or other changes are made.

Visitors: Staff members are expected to stop adults not wearing staff or visitor badges to ask if they may be of any assistance and to escort them to go to the office to pick up a visitor's badge. The school will limit social visitors during the school day. They may be welcomed after school hours with permission from the office. Visitors during lunch must receive permission from the principal's office in advance.

Please do not bring your children to school to visit as it is disruption to learning and interferes with your ability to complete your job responsibilities.

Weapons Policy: All staff members are expected to notify the principal immediately if you learn or suspect that student has a gun, knife, or other weapon in school or at a school activity. Please review School Board Policy #501 for a full explanation.

Appendix A

CONFIDENTIALITY

As part of the job, a paraprofessional will have access to personal information about children and their families. Both the child and the family have an absolute right to expect that all information will be kept confidential, and made available only to personnel in the school or another agency who require it to ensure that the rights, health, safety, and physical well-being of a child are preserved. Other teachers, school staff, well-meaning friends, neighbors or acquaintances should not have access to information about a student's performance level, behavior, program goals, objectives, or progress.

Confidentiality is one of the most critical and important aspects of your job as a paraprofessional. Confidentiality must be maintained according to the federal laws, state regulations, and D-E district policies. It's your legal responsibility to observe both the rights of individuals and of parents in regard to data privacy. Follow these guidelines where issues of confidentiality are concerned.

- * Never refer to other students by name in another staffing or conference or with other parents.
 - * Don't share specific information about an individual's program or unique needs in the lounge or out in the community.
 - * Take questions you have about the organization's policies on confidentiality to the supervisor or administrator.
 - * Access individual records for the sole purpose of being more effective in your work with the individual.
 - * Go through the proper channels to access confidential information. Make sure you're authorized to do so.
 - * If you question policies and procedures used with an individual, discuss this privately with your supervisor.
- There is often confidential information that directs specific programming of which you may not be aware.
- * Speak and write responsibly when passing on information. Be aware of who might hear you or read what you have written.

Only people who are responsible for the design, preparation, and delivery of education and related services will have access to records. Information that a student and his/her family have the right to expect school staff to respect the privacy about includes information such as but not limited to:

- *the results of formal and informal assessments
- *social and behavioral actions
- *performance levels and progress
- *program goals and objectives
- *financial and other personal or family information

You should share concerns regarding the well-being and safety of a student with administration, the child's teacher or staff member who is designated to play a role in the protection and welfare of the student--and no one else.

Appendix B

CRISIS PREVENTION TEAM PROCEDURES

If a staff person has determined that a student is at a point of losing control, the staff person is encouraged to call for the student Crisis Prevention Team. This point would occur after the student has been offered a series of choices to change to appropriate behavior and/or comply with staff requests. Situations that may lead to a Team call would include the following:

- * The student is swearing and verbally out of control.
- * The student has threatened or demonstrated physical aggression.
- * The student refuses to leave a classroom even after the principal and/or Community Deputy have been called and are involved.
- * The student refuses to leave, even when asked twice, when the principal is out of the building.

Calling the Student Crisis Prevention Team:

1. A staff member determines that a call is necessary.
2. The staff member calls the office and/or sends a runner to the office to request a call to the student Crisis Prevention Team.
3. A member of the office staff who receives the call (or whatever staff is available) calls the student Crisis Prevention Team and may call for the team and the room number over PA system.
4. The student Crisis Prevention Team responds by going to the classroom indicated by the office staff member. The principal, special education teacher or counselor will manage the crisis situation.

The Crisis Prevention Team will generally follow these procedures:

1. When the student Crisis Prevention Team comes to the room it is important that after briefly identifying the student the staff member who has made the call “break-off” from the situation, and move away from the area. However, an important task for the staff person calling the team will be to later write a note to explain what happened before the team came (situation that led to the call).
2. The student Crisis Prevention Team will be focused on monitoring the situation and communicating with each other about their course of action. Therefore they will not be able to enter into a dialogue with other staff members.
3. If the staff member who made the call has not already done so for reasons of safety, and the student refuses to leave the room, is violent or creates a physically dangerous situation, the student Crisis Prevention Team will decide to remove all other students from the room or area until the student is deescalated and leaves the room.
4. If the student is violent or creates a physically dangerous situation, the student Crisis Prevention Team may decide to call law enforcement for assistance.
5. As soon as the situation is deescalated enough to ensure everyone’s safety, the student’s parents/guardians will be called and consequent actions will be determined depending on the nature of the student and his/her actions.
6. Staff members who are involved in the student’s current educational program (have a “need to know”) may be informed of the situation and its outcome. All information concerning the crisis situation and its aftermath is confidential and not to be discussed with others.

Questions concerning the student Crisis Prevention Team and the procedures can be directed to a building principal or the school social worker.

Appendix C

MANDATORY REPORTING

Who Must Report Child Maltreatment?

Under Minnesota law, people who work with children are required to report suspected neglect, physical or sexual abuse, and mental or threatened injury, to social services or the police. People affected by this law include: doctors, dentists, hospital administrators, nurses, pharmacists, teachers, educational assistants, principals, social workers, psychiatrists, group home and day-care personnel, foster parents, and police.

School District Reporting Mandate

All employees of Dover-Eyota Independent School District #533 are required to take appropriate and immediate action on any case of knowledge or reasonable cause to believe that a child is being neglected or physically or sexually abused by an adult.

What if a child confides in you?

- Try to remain calm, be aware of your own feelings. The child must not feel that you are upset, angry, or embarrassed about what he/she told you.
- Do not suggest what happened. If you must ask a question, use open-ended questions (who, when, where).
- Do not make questioning an ordeal. Respond to the questions or feelings the child expresses with a calm attitude; do not pressure the child to talk about the abuse.
- Tell the child that he/she did the right thing by telling you. Remember the child probably was told to keep what has happened a secret.
- Tell the child you must talk to someone about what has happened and that person may want to talk to them. (Sometimes a child thinks that you, personally, can “fix it”.)
- Assure the child that he/she is not to blame for what has happened.
- Respect the child’s privacy. Keep the information the child shared with you confidential, within the scope of this reporting policy.
- You must report this information to Social Services (if a family member) and/or the Olmsted County Sheriff’s Office (if non-family) immediately. A written report must follow within 24 hours. A reporting form can be obtained from the school social worker or building principal.

Failure to Report

Failure of an employee to report knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused is a misdemeanor under criminal law and a violation of this policy.

Immunity from Liability

Any person, including those voluntarily making reports and those required to report according to Minnesota law, is immune from any civil or criminal liability if the report is made in good faith. The school district will support and defend an employee who acts responsibly and appropriately under mandate of this law and policy.

Confidentiality

Confidentiality of the name of the reporter and the names of the involved parties is protected under the laws controlling civil authorities and the school district. Any employee breach of this confidentiality, other than as required for criminal proceedings and/or for Board disciplinary action, is a violation of this policy.

What do I do if I’m not sure?

In the event that an employee does not have knowledge and is unsure in his/her mind whether or not reasonable cause exists, that employee may seek assistance in making his/her determination. The seeking of assistance in reaching a reasonable cause determination cannot and shall not be deemed by the employee as diminishing or removing his/her reporting obligation under the law and under this policy. If you are in doubt or have questions, please call Olmsted County Social Services Child Protection intake workers 328-6400. If an employee has any questions as to whether to report, A REPORT SHOULD BE MADE. Always err on the side of reporting.