

Faculty Handbook

2020-2021



Chokio - Alberta Public School

Chokio, MN 56221

Chokio - Alberta School District

FACULTY HANDBOOK

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Dear Faculty Member

This faculty handbook has been prepared for you. All faculty members are expected to be aware of and follow all procedures outlined here. Everyone's cooperation in working together can result in the finest possible working and learning environment. Best wishes for a great year!

Dr. David Baukol, Superintendent

Chokio - Alberta Public Schools Mission Statement

The mission of the Chokio – Alberta School district, a community enacting its' educational adventure, is to provide every individual the opportunity to develop skills necessary for a successful, productive life by designing and delivering innovative and excellent educational experience.

Section 504 Coordinator:		Alternate Section 504 Coordinator:
Name:	Mr. Tate Jerome, Principal	Dr. David Baukol, Supt
Office Address:	PO Box 68 Chokio MN 56221	PO Box 68 Chokio MN 56221
Office Phone Number:	320-324-7131	320-324-7131
Title IX Coordinator:		Alternate Title IX Coordinator:
Name:	Dr. David Baukol, Supt	Mr. Tate Jerome, Principal
Office Address:	PO Box 68 Chokio MN 56221	PO Box 68 Chokio MN 56221
Office Phone Number:	320-324-7131	320-324-7131

Notice of Non-discrimination

Chokio-Alberta Public School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.

E-Mail DEPARTMENTS

Administration

Dr. David Baukol Supt..... dbaukol@chokioalberta.k12.mn.us
Tate Jerome Principal..... tjerome@chokioalberta.k12.mn.us
Jennifer Wulff Secretary..... casecretary@chokioalberta.k12.mn.us

Teaching Staff

Lynnette Arens Math..... larens@chokioalberta.k12.mn.us
Darcie Daugherty ADSIS..... ddaugherty@chokioalberta.k12.mn.us
Maggie deNeui Grade 1..... mdeneui@chokioalberta.k12.mn.us
Wendy DeRung Business..... wderung@chokioalberta.k12.mn.us
Kayla Evink Grade 2..... kevink@chokioalberta.k12.mn.us
Melissa Farwell Art..... mbirkholz@chokioalberta.k12.mn.us
Karie Hickman English 9-12..... khickman@chokioalberta.k12.mn.us
Jenny Kill Grade 3..... jkill@chokioalberta.k12.mn.us
Samantha Lennox Speech..... slennox@morris.k12.mn.us
Marc Lundeen Industrial Arts..... mlundeen@chokioalberta.k12.mn.us
Amanda Marty Grade 5..... amarty@chokioalberta.k12.mn.us
Anita Marty Social Studies..... aamarty@chokioalberta.k12.mn.us
Kim Marty Kindergarten/ECFE..... kmarty@chokioalberta.k12.mn.us
Shaun McNally Science..... smcnally@chokioalberta.k12.mn.us
Kayla Morrill Grade 6..... kmorrill@chokioalberta.k12.mn.us
Debra Newhouse Special Education..... dnewhouse@chokioalberta.k12.mn.us
Elizabeth Raths Band/Choir..... eraths@chokioalberta.k12.mn.us
Rachel Schott Spanish/Phy Ed..... rschott@chokioalberta.k12.mn.us
Jamie Van Eps Grade 4..... jvaneps@chokioalberta.k12.mn.us
Rachel Volker Special Education..... rvolker@chokioalberta.k12.mn.us
Adam Wiebe English/Social..... awiebe@chokioalberta.k12.mn.us

Support Staff

Sonja Amundson Para-Professional..... samundson@fedtel.net
Michele Asfeld Para-Professional..... micheleasfeld@yahoo.com
Rob Blom Head Custodian..... rocknrob65@yahoo.com
Jen Ehrp Para-Professional..... jeni24_48@yahoo.com
Kim Fischer Para-Professional..... lkfischer@fedtel.net
Wanda Howe Asst Custodian/Head Cook tay_tay1959@hotmail.com
Connie Jurgens Para-Professional..... connie.r.jurgens@gmail.com
Suzanne Motz Para-Professional..... eric3082@morris.umn.edu
Tif Pew Title 1 tpew@chokioalberta.k12.mn.us
Kris Quackenbush Para-Professional..... bkquack@fedtdirect.net

2019-2020 CALENDAR

DATE	ACTIVITY
Aug. 20-21-22	Teacher Workshop – all day
Aug., 22	Back to School Open House
Sept. 3	First Student Day K-12
Sept.9	Picture Day
Sept	FAST Testing Grades K-8
Sept. 25	Regional Fall BPA Leadership Conference
Sept. 22	Homecoming Coronation
Sept. 23-27	Homecoming week
Oct. 14 & 15	Fall Parent-Teacher Conferences
Oct. 15	Picture Retakes
Oct.	ASVAB – Grade 11
Oct. 17 & 18	NO SCHOOL (Education MN)
<i>TBD</i>	ACT – Grade 11
Oct. 27-28	State Fall BPA Leadership Conference
Nov. 1	End of first 9 Weeks
Nov. 4	NO SCHOOL – Teacher Workshop
<i>TBD</i>	Veterans Day Celebration
Nov. 28-29	NO SCHOOL Thanksgiving
Dec.	PreK-6 th Holiday Concert
Dec.	7 th -12 th Band and Choir Holiday Concert
Dec. 20	Last day in session before winter break
Jan. 2	School Resumes
<i>TBD</i>	FAST Testing Grades K-8
Jan.	Popcorn Concert
Jan. 17	End of second 9 Weeks
Jan. 17	Regional Spring BPA Leadership Conference
Jan. 20	NO SCHOOL – Teacher Workshop
Feb.20 & Mar.3	Winter Parent -Teacher Conferences
<i>TBD</i>	Skills Fest Grades 10-12
Feb. 14 & 17	NO SCHOOL – President's Weekend
Mar. – May	MCA On-Line Reading Testing Window, Grades 3-8 & Grade 10 & 11
Mar. – May	MCA On-Line Math Testing Window, Grades 3-8 & Grade 10 & 11
Mar. – May	MCA On-Line Science Testing Window, Grades 5, 8, 9, & 1
Mar.	9 th -12 th Large Group Band and Choir Contests (all day event)
Mar. 5-6-7	State Spring BPA Leadership Conference
Mar.	Sub-Region Knowledge Bowl
Mar.	Regional Knowledge Bowl
Mar. 20	End of third 9 Weeks
Mar. 23	NO SCHOOL – Teacher Workshop
Apr.	Solo/Ensemble Contests
Apr.	State Knowledge Bowl
Apr. 10	NO SCHOOL – Easter Break
<i>TBD</i>	ACT Plus Writing Test, Grade 11
May	PreK-6 th Spring Concert
<i>TBD</i>	Make-up Test Day ACT Plus Writing Test, Grade 11
May	7 th -12 th Band and Choir Concert
<i>TBD</i>	FAST Testing Grades K-8
May 6-7-8-9-10	National BPA Leadership Conference
May 22	Last Day for Students
May 24	Graduation
May 25	Memorial Day
May 26	Teacher Workshop

EXTRA-CURRICULAR ACTIVITIES
Athletic Director – Mark Ekren (Morris Area)

ACTIVITY	COACH/ADVISOR
Band/Choir	Elizabeth Rath
Baseball	Lyle Rambow
Basketball - Boys	Mark Torgerson
Basketball - Girls	Dale Henrich
BPA	Wendy DeRung
Cross Country	Dale Henrich
Drama – One Act Play	Adam Wiebe
Fall Musical	Mikayla Netter
Football	Kevin Pope
Golf – Boys	Joey Fragodt
Golf – Girls	Lanna Stahman
Gymnastics	Trent Oberg
Knowledge Bowl - JH	Anita Marty
Knowledge Bowl – SH	Anita Marty
Math League	
Softball	Mary Holmberg
Spanish Club	Rachel Schott
Speech	Rachel Schott
Tennis - Girls	Britney House
Track – Boys	Dale Henrich
Track – Girls	Mark Ekren
Trap Shooting League	Shaun McNally
Volleyball	Caleb Greene
Wrestling	Shane Tappe
Swimming – Boys	Anita Nelson
Swimming – Girls	Linda Hoffman
	Anita Nelson

**Class Advisors / Homeroom Assignments
2019-20**

Seniors: Mrs. Marty
Homeroom: Mrs. Marty Rm 107

Juniors: Mrs. Schott and Mr. McNally
Homeroom: Mrs. Schott's Rm 118

Sophomores: Mrs. Arens
Homeroom: Mrs. Hickman's Rm 127

Freshman: Mrs. Hickman
Homeroom: Mrs. Hickman's 127

8th Graders: Mr. Wiebe
Homeroom: Mr. Wiebe's Rm 128

7th Graders: Mrs. DeRung
Homeroom: Mrs. DeRung Rm 117B

SCHOOL HOURS (High School)

School is in session from 8:20am– 3:06pm. Buses will leave at 3:10pm. Students are welcome to remain in the building to work with staff members if they have an appointment, or participate in activities, but are discouraged from 'hanging out'. The office hours are from 8:00am-4:00pm.

Regular Day

Period 0	8:20 – 8:40
Period 1	8:43 - 9:30
Period 2	9:33 – 10:20
Period 3	10:23 – 11:10
Period 4	11:13 – 12:00
Lunch	12:02 – 12:32
Period 5	12:35 – 1:22
Period 6	1:25 – 2:12
Period 7	2:15 – 3:06

LUNCH

Closed Campus for Grade 7 and 8
Open Campus for Grades 9 and 12

SCHEDULED MEETINGS

Board of Education Regular Meetings all start at 7:00 pm in Chokio. The meetings are held the 3rd Monday of each month.

July 15, 2019
August 19, 2019
September 16, 2019
October 21, 2019

November 18, 2019
December 16, 2019
January 21, 2020
February 18, 2020

March 16, 2020
April 20, 2020
May 18, 2020
June 15, 2020

School Board Members 2019-2020

Chairperson

Mark Gibson – Acct Mgr Pioneer
(Jenny - Pharmacist)
PO Box 216
Chokio, MN 56221
320-324-2726 home
320-304-5151 cell
2007 - 2010
2011 – 2014
2015 - 2018
mark.gibson@pioneer.com

Treasurer/Clerk

Christina Pederson - Homemaker
(Ryan - Farmer)
65352 St Hwy 28
Johnson, MN 56236
320-324-4080 Home
320-287-0587 cell
2013 -- 2016
rcpederson50@yahoo.com

Director

Keith Anderson - Farmer
(Deb – Insurance Agent)
27092 600th Ave
Chokio, MN 56221
320-324-2517 home
320-760-5146 cell
2019 - 2022
kdfarms@fedtel.net

Vice Chairperson

Kurt Staples - Farmer
(Sara – PH Nurse)
30857 530th Ave
Morris, MN 56267
320-324-2547 home
320-760-9807 cell
2009 – 2012
2013 - 2016
klstaps@fedtdirect.net

Director

Robyn Marty – Lead Draftsman
(Mike - Farmer)
PO Box 347
Chokio MN 56221
320-324-2749 home
320-287-0503 cell
320-589-7562 work
2013 -- 2016
mikrob@fedtel.net

Director

Matt Westerman – Prec Ag
(Tami –)
PO Box 265
Chokio MN 56221
320-324-2661 home
320-287-1806 cell
2015 - 2018
mtwesterman@fedtel.net

Superintendent

Dave Baukol
(Dianne -)
4555 368th Ave
Montevideo, MN 56265
320-226-8544 cell
dbaukol@chokioalberta.k12.mn.us

Other Meetings ~

C.A. FACULTY HANDBOOK 2019 -- 2020

This handbook has been prepared to present information as to the procedures and general policies with subsequent details dealing with the operation of Chokio - Alberta Public School. If you have any questions regarding this information, please direct your questions to the Superintendent - Dr. Baukol or Principal – Tate Jerome. Keep this handbook in a place where it can be referenced quickly, as it may come in handy.

Please return this handbook when you check out at the end of the school year, for updating.

SCHOOL PHILOSOPHY

We believe that the primary purpose of the Chokio - Alberta Public School is to provide educational experiences and services, which will enable everyone to acquire and apply knowledge. By the acquisitions and application of this knowledge, it is hoped that each individual will reach their greatest, lifelong potential.

We believe that each person should be helped to understand the duties and responsibilities of ethical citizenship as they live in the world community.

We believe each person is unique, with special talents and abilities. The educational process will assist in developing positive self worth, accomplishments, and foster an appreciation for the uniqueness and ambitions of self and others.

We believe that Chokio - Alberta Public School will provide a core curriculum needed to successfully function in society as well as broader elective experiences that will challenge and encourage individual interests.

We believe it is our responsibility to provide an environment for creative learning.

We believe that learning is a lifelong process, and the Chokio - Alberta Public School is a partner in that process.

We believe that our children are our future, the future of our families, communities, state and nation. Investing in our children is investing in our future.

We believe that parents, community and educators must work together to provide a complete education for children. We want to see viable relationships between parents and teachers, and teachers and students.

We believe that as each student is an individual, with unique talents and needs, our schools should provide individualized structure to best develop each and every student.

We believe the education we provide our children should not only give them a career track, but also instill skills necessary to be effective family members and citizens.

We believe that the style of teaching needs to be different at different ages in a student's career.

We believe that our schools must assume an even greater role in addressing the personal and societal problems created by the changes in family structures. Schools must work hand in hand with families, human service agencies, and the community at large on these issues.

ABSENCE FROM DUTY

If you know in advance that you will be absent complete a LEAVE REQUEST on the electronic timeclock. Doing this in a timely manner assists with securing a substitute teacher.

Call Mr. Jerome at 320-491-6398 before school or the night before prior to 9:30pm in the event of an unplanned absence. Please if at all possible call before 6:30 am and after multiple efforts have been made or it is 7:00am contact Jennifer Wulff at 320-815-7891. When you return to school a LEAVE REQUEST entry must be created on the electronic timeclock within 24 hours of your absence date. See Jennifer Wulff if entry cannot be created within 24 hours.

A substitute teacher may be secured only after the electronic entry is completed and approved. Substitutes may only be requested for 2 or more class periods. Approved absences for 1 period need to be covered by other staff members by your own arrangement. The Principal needs to be aware of this, prior to this taking place.

Please be sure that your class plans are in order so the substitute teacher can go ahead with the lesson you have planned.

The following materials must be available for a substitute:

1. Teacher's schedule
2. Up-to-date seating charts
3. Procedure for the day
4. Book names and page numbers of necessary materials
5. Information on any special teaching materials to be used

ACTIVITY FINANCES

All school activity funds will be carried in Accounts. All monies received by classes and organizations will be turned into the fund, for which a receipt will be issued. Disbursements will be made by check. The fund is open for audit at any time. Expenditures for any activity must have the approval of the activity advisor and the building administrator. It is usually considered that all students help raise funds and all students should share in some way, the expenditure of these funds. **NO MONEY IS TO BE KEPT IN TEACHERS'S DESK DRAWERS OR IN A SEPARATE ACCOUNT.**

ARRIVAL & DEPARTURE

Staff hours are 8:00 a.m. – 3:45 p.m. Staff is expected to be professional in their promptness and attendance. You have a 30-minute duty-free lunch break at which time you may leave the building. Otherwise staff members are on duty all day and should leave school only in case of necessity after checking with the Principal. This includes your scheduled preparation periods.

Please stand and greet students as they enter your classroom. This is important to students and allows you to supervise the classroom and hallway.

ASSEMBLIES

At all assemblies, all teachers are required to be in attendance and sitting among the students to help maintain better control of the students

Should an incident result with a student; the teacher who was to be supervising will be asked to intervene. Teachers are responsible for correcting student misbehavior during such assembly. If a student needs to be removed, please escort the student to the office.

ATHLETIC/CO-CURRICULAR SUPERVISION

Advisors/coaches are required to stay at practice until the last student has left the building. This is done to ensure that (1) all participants have rides and (2) adequate supervision of the students takes place.

ATTENDANCE TAKING PROCEDURES

1. Teacher will take attendance within the first 10 minutes of class.
2. Elementary teachers need to post attendance for AM and PM. – All Teachers will enter this into "SYNERGY" unless other arrangements have been made.
3. Tardies should be entered within the first 10 minutes.
4. Tardy Policy will be posted in room and on file in the office.
5. All staff should specify on attendance if he/she will be eating lunch.

AUDIT ACCOUNTS/FUND RAISERS

All school accounts, including all extra-curricular accounts, shall be subject to an annual audit by a Certified Public Accountant. This audit shall be done as soon as possible after June 30 of each year.

The building administrator shall be responsible for supervising and accounting for all funds, fund raising activities, conducted by any students, staff or organizations, or solicitation, consistent with the provisions of this policy. The Advisor is responsible to ensure that no account carry a negative balance.

AUTHORITY – STAFF

Every student reports to every teacher and any teacher can control ANY student at any time or any place while the student is at school or in a school-sponsored activity. ALL teachers are expected to cooperate in enforcing the building regulations at all times.

Behaviors -- Personal and Professional

1. Be ethical – refrain from gossip.
2. Be discreet in remarks you make outside of school, being sure that what you say will bear repeating.
3. Many school relationships are of a personal nature and are better kept confidential within the limits of the school. Teachers and their spouses should not be guilty of repeating such information. It is highly embarrassing for the administration to be approached by our patronage and have recited to him exaggerations of what this or that teacher said or did.
4. To speak disparagingly of your fellow teachers or in destructive criticism of the school and faculty members can result in a thoughtless, unfounded remark.
5. Great care should be taken by teachers to avoid interference between another teacher and students.
6. Be careful not to discuss pupils with persons other than the child's parents. Comparisons are quickly quoted and misquoted. This is one of the pitfalls of Parent –Teacher Conferences.
7. Teachers should always be discreet in matters of conduct. By our example and actions we are conveying to the public an image of education. If our example and actions are questionable, our image will also be.
8. Teachers should strive to improve educationally, belong to professional organizations and participate in those activities, which benefit education.

BUDGET

When supplies are needed please fill out the supply requisition form or generate a purchase order in SmartEr in order to proceed with the purchase. It is recommended that the building principal sign the requisition or purchase order verifying that there are funds in the department budget. The principal needs to sign off on these purchases PRIOR to purchase. If you do not follow this procedure and pay for an item yourself, you may be denied reimbursement.

BUILDING SUPERVISION

Every teacher at Chokio - Alberta Public School is responsible for the encouragement and maintenance of good conduct and behavior of students during the day. For example: in passing through the halls, in using the rest rooms, in passing through the lunchroom, etc. Teachers should keep their eyes open for other things going on, and should exercise their authority when a situation demands it.

Please stand by your door as your classes leave, and enter (This is an excellent opportunity to greet each of the students individually by name). Between 8:15 and 8:20 a.m., please encourage students to report to their classrooms by the time the class is scheduled to start. As students are passing between classes, remain near your door to help maintain order in the halls.

BULLETIN – DAILY/WEEKLY

These bulletins will consist of student and staff announcements. If you wish to have an announcement in the daily bulletin, this information should be given to Jenny in writing by 8:30 am for placement in the day's bulletin. Last minute announcements, such as game results must be on the School Secretary's desk in writing by 9:15 a.m. Regarding announcements you would like included in the Daily Bulletin, please e-mail them to the office by 3:00 P.M. on the day before you wish them printed. Please type them exactly as you want them to appear, which includes proofing for spelling and grammar.

All staff will receive copies of the bulletins via e-mail, as well as a hard copy delivered to your room during 2nd hour. **Please read the Student Bulletin to your 2nd hour class every day.**

Instructors who will be absent with students for activities, field trips or meetings are to e-mail a list of the student names to the office at least one (1) week in advance of the absence. This information will become part of the Staff Bulletin.

BUSES / SCHOOL VEHICLE

When buses are driven on extra-curricular trips, such buses must not exceed the speed of safety limits. Drivers and faculty chaperones shall be in complete charge of the group being transported, being responsible for actions and discipline of students on the bus. When discharged for the bus the group comes under the guidance and jurisdiction of their faculty advisor or sponsor.

While buses are on the school route, students guilty of misbehavior shall be warned first by the driver; if violation continues the bus driver shall bring student violators to the office. A report shall then be made to the Principal who will report such to the parents for the first offense, on the second offense the students will not be picked up by the bus until the parents of students involved guarantee future behavior while on the bus.

CARE OF ROOMS / GROUNDS / EQUIPMENT

Teachers are responsible for the condition of their rooms. It is to your advantage to maintain both a neat and tidy room.

The custodians are responsible for:

1. Cleaning your blackboards and white boards (approx. once per week)
2. Daily cleaning of the floor
3. Emptying of waste containers
4. Dusting and cleaning windows, baseboards, blackboards, white boards, etc.

Teachers are responsible for:

1. The condition of the desks, walls, equipment in your room. Please clean daily to help reduce the likelihood of a problem getting worse.
2. Care of all bulletin boards
3. Cleanliness and neatness of bookshelves
4. Any additional boxes, equipment, books which are in evidence about your room. Do not leave them lying around.
5. Any work in your classroom requiring immediate attention, should be reported to the custodians, superintendent, principal or designated appointee.
6. All textbooks, inventories, and collection of fines reported to the office.

If you are leaving your classroom for any reason, all lights should be turned off and the door locked.

CHEMICAL USE, ABUSE, DEPENDENCY

It is the goal of Independent School District # 771 to create a caring atmosphere for each individual within our system. It is recognized that it is this caring environment that is the first step in preventing an individual from becoming harmfully involved with chemicals. This prevention is instituted by nurturing successful inter-personal relationships, promoting skills in decision-making and problem solving.

The district understands that an individual may become harmfully involved with chemicals. This involvement would create pain for themselves and others. At this juncture, the school must continue to operate as a caring, rather than a punitive community. Harmfully involved individuals will be assisted in seeking supportive and rehabilitative services, without fear of penalty. If treatment becomes necessary, outside of the school setting, every effort must be exerted to effect a successful continuation in, or re-entry into the school setting.

In order to encounter the complex problems of chemical dependency, chemical abuse and misuse more effectively, Independent School District # 771 has adopted a policy based on the following premises.

1. Chemical dependency is a treatable illness. Harmfully dependent people can be returned to productive, healthy lives.
2. Chemical dependency is often preceded by abuse and misuse. District # 771 wishes to intervene as early as possible in the disease process.
3. Alcohol is America's number one chemical problem, and any chemical dependency program must recognize it as a drug.
4. The social stigma often associated with this disease only increases the suffering of the chemically dependent and his / her family.
5. The civil rights of all involved parties must be considered at all stages of any program.
6. If a student is involved in the chemical dependency program, and is successfully addressing his/her harmful involvement with chemicals, he/she may continue to participate in any special programs as long as he/she fulfills the requirements of the Minnesota State High School League, where they are applicable.

CLASS MEETINGS

Meetings will be held under the supervision of the Class Advisors. Meetings will be held as needed, but should be limited as much as possible. The student council representative has the responsibility of making reports to the class during these meetings. All meetings will be conducted according to Roberts' Rules of Order.

CLASS PERIOD – USE OF

Students should not be permitted to leave the classroom during class, unless in the instructors' opinion, a real emergency exists. If this is the case, a student pass should be written for one student; name, date, time, destination, and signature should be noted.

Teachers are responsible for the delivery of school curriculum and to ensure that an educationally sound teaching environment exists in the building and, more specifically, in their classroom. All teachers are expected to follow policies as it pertains to the Student Handbook. Familiarize yourself with it! Although we all want to be liked, it is important to deliver curriculum, teach, enforce student discipline, and complete any assignments/tasks on time.

CLASSROOM MANAGEMENT

Classroom management is different than discipline. Effectively managing your classroom is an essential part of maintaining control and discipline. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day, pass in papers, sharpen their pencils, ask questions, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens you have a routine.

COMPUTERS

The Technology Director will set up your email account. The address is usually your first initial followed by your last name. For example: jsmith@chokioalberta.k12.mn.us
The Elementary Computer Lab is located in the library. Teachers schedule their computer time at the beginning of the year. Staff will remain cooperative and flexible to enable teachers to plan special units of study that may infringe on a time scheduled for the year. Just ask the teacher you need to cooperate with.

COMMUNICATION

Good communication in any organization is extremely important, and Chokio-Alberta Public School is no exception. In addition to one-to-one and small group communication we will also use the intercom system, e-mail, daily bulletin, memos, faculty meetings, etc., to keep all of us informed and moving in the same direction.

For administrative details and general procedures, teachers should consult the Principal and efforts will be made to adjust matters. Questions regarding organizations and administration should be referred to the Superintendent first and not the Board of Education.

COMPUTER LAB USAGE & SIGN OUTS

A sign-up sheet is posted in the media center. See the computer instructor if you have any questions. Mr. Jerome has the sign-up binder for the up-stairs computer lab in his office along with the room key.

CONTINUING EDUCATION

Beginning teachers have a license valid for two years. In order to renew from an initial two year license to a five year renewable license, you must have successfully completed one year of teaching during the two year period. An application form is available from the District Continuing Education Chairperson.

Once a teacher has obtained a five year license, they must obtain 125 renewal units in each five year period. (This does not apply to teachers who have received a "LIFE" license.) Some renewal units require pre-approval. There is a guideline list that the local Continuing Education Committee utilizes when granting renewal units. This list is available upon your request from your Building Representative or the District Continuing Education Chairperson.

COPY MACHINE USE PROCEDURE

Teachers are expected to run their own copies. The copiers are located in the office and the pool faculty workroom and will be supplied with paper, ink cartridges, toner. If you notice that a supply is running low (ie. paper) please notify the office so that it gets restocked.

The copier is available around the clock for staff usage. If you have any problems with malfunction of the copy machines, run out of, or cannot find the needed supplies, or have any other questions, please contact Maria or Jenny in the office. If a machine is inoperable for any reason, please contact Maria or Jenny immediately. Please DO NOT leave the problem for the next person.

CUMULATIVE RECORDS

Permanent records, individual files, and all testing data are on file in the office. Teachers should consult these files for information concerning students whenever an occasion arises when more knowledge about a particular student might be of help.

Public Law 93-380 and Minnesota State Statute Chapter 479 provides guidelines for the collections, security, and dissemination of student records and require schools to protect the rights of individual students by implementing the following procedures:

1. Any professional, instructional, or administrative staff member has access to pupil's records, providing the keeper of the records maintains an accurate record of each person using a pupil's records.
2. The staff member has a legitimate need for access to a student's records.
3. The staff member signs a written form, which shall be kept permanently with the file of the pupil.

Each staff member who has responsibility for a co-curricular activity must be sure that the proper forms are turned into the office so that each eligible student is given recognition for all activities, awards, and honors.

CURRICULUM – FORMAT FOR PROPOSALS TO CHANGE

SECTION 1 - Rationale and Need

1. History of present curriculum
2. Strengths and weaknesses of present program

SECTION 2 – Objectives of Proposal

1. Summary of objectives of proposal
2. Specific objectives

SECTION 3 – Procedures for program development and coordination

1. List the steps used in planning the proposal
 - a. Study group participation
 - b. Evaluation of research data
 - c. Resources utilized in preparation of proposal
 - d. Resource people used in planning stages

SECTION 4 – Program

1. Indicate how the proposal relates to and compliments other areas of the curriculum
2. Specific experiences the proposal will provide for students
3. In-service training necessary to implement program
4. Indicate special training required for instructional staff to implement program
5. Implementation
 - a. Equipment and materials
 - b. Space requirements
 - c. Class selection and size
 - d. Time periods

SECTION 5 – Supervision and Evaluation

1. Types of supervision required to implement program
2. Methods of evaluating program
 - a. Questionnaires and surveys
 - b. Achievement scores
 - c. Other methods of evaluation
3. Plans for regular feedback

SECTION 6 – Estimated Costs of Program

1. Estimated expense for planning total program
2. Estimated expense for personnel and conducting of program
3. Estimated expense for materials and equipment
4. Other expenses

CURRICULUM COORDINATION

The Principal and all teachers are key figures in the development and implementation of curriculum and classroom instruction. It is their responsibilities to:

1. Complete all budgets and inventories in a timely manner.
2. Attend meetings and communicate information to the staff.
3. Explain and interpret departmental objectives and programs to those outside the department.
4. Spearhead the development, implementation and evaluation of departmental goals and objectives.
5. Carry on the day-to-day task of supervision to see that the objectives are being taught.

The developmental tasks lying ahead for our district in the areas of program planning and greater accountability clearly call for additional leadership personnel to assume responsibility for the planning process.

DAILY LESSON PLANS

Your plan book should contain daily lesson plans at least one week in advance. Plan books may be reviewed at any time by the principal. Please keep this book on your desk and readily available for a substitute.

DANCE / SCHOOL PARTY / OUTING

To schedule a school party or outing – Students and class advisors or group sponsors must obtain approval from the Principal first at least one week in advance of anticipated date. Actually it would be well to secure open dates from the office first before securing the approval from the student council and principal. In addition to class advisors at least two other chaperons should be obtained. Unless utterly impossible to do so, all parties and class functions should be scheduled for Friday or Saturday nights only. Parties must be over and students out of the building by 11:45 p.m. on Friday and Saturday nights. When a party is held on a school night, such parties shall end at 10:30pm. Faculty members are asked to station themselves at each entrance. Once a student leaves, he cannot re-enter.

DISCIPLINE - BASIC PRINCIPLES

Before effective learning can take place, reasonable order or discipline must be present. Many years of experience indicate that a positive approach to discipline has proved best. Good discipline maintains good working conditions, making it possible for children to learn. Basically, the responsibility of classroom discipline rests with the teachers; however, the principal is responsible to provide supervision, guidance, and assistance to teachers in handling discipline problems. In order to develop and maintain good classroom discipline, it is essential to understand children, to develop good plans, and put these plans into utilization, to keep interest at a high level, to motivate carefully, to watch voice modulation, and to have a good sense of humor.

Schools have a responsibility to parents and pupils that goes beyond the educational program. They must provide pupils with a suitable environment. This calls for the exercise of every precaution to safeguard and control pupils while on school premises and school related activities away from the school grounds.

Physical Restraint

1. In certain instances, it becomes necessary for staff members to use physical restraint to provide a safe environment for students. Reasonable force may be used on a student without his/her consent when used by an administrator, teacher, or general staff member in the exercise of lawful authority, to restrain or correct each student.
2. Physical restraint is defined as the physical force necessary, but in no greater measure than is necessary, to prevent the adverse actions of one or more students from affecting other students or staff members:
3. Physical restraint may be used by staff members:
 - a. To quell a disturbance threatening injury to others.
 - b. To obtain possession of weapons or other dangerous objects upon the person, or within the control of a pupil.
 - c. For the purpose of self-defense.
 - d. For the protection of persons and/or property.
 - e. To direct the movement or deliberate disruption of the classroom or other parts of the school.

Rules of Conduct (High School)

Disciplinary action may be taken against the student for any behavior, which is disruptive of good order, or violates the rights of others. The disciplinary guidelines are outlined in the student handbook.

Disciplinary action may include, but is not limited to Meeting with the teacher, counselor, or Principal.

- | | |
|--|-----------------------------|
| 1. Detention | 5. Modified school programs |
| 1. Loss of school privileges | 6. Removal from class |
| 2. Parental conference with school staff | 7. Suspension |
| 3. Restitution | 8. Exclusion, and Expulsion |

Removal From Class

Teachers should also use the phone to notify the office if a student is on the way.

DISCIPLINE POLICY

The policy gives the right for the teacher and the Principal, or his designee, to remove a disruptive student from class for up to three class periods. It is felt that this policy is a positive way of looking at discipline. This policy will be reviewed with all students at the beginning of the school year.

I. STATEMENT OF POLICY

It is the position of the Chokio - Alberta School District that a district-wide school discipline policy will contribute to a student's educational experience in a positive manner, and will help to create a quality educational experience for students.

It is the responsibility of the School Board, administrators, teachers, and support staff to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, school board of education regulations, and this policy.

II. GUIDELINES OF HANDLING STUDENT DISCIPLINE AND REFERRAL

A two-level model has been provided as a guideline for handling student discipline and referrals. A critical part of this is the idea that students must assume responsibility for their own actions. Appropriate conduct for students has been outlined in the student handbook. Infractions will be dealt with according to this early intervention model.

LEVEL 1 - TEACHERS

Teachers are the first, and usually the most effective, disciplinarians in the school. They handle minor disciplinary problems in the classroom or in any area under their supervision. The teacher should deal with students who fail to bring proper materials to class, (i.e., pencil, paper, etc.) and handle other minor infractions of classroom rules. Teachers should have a conference with the student, or make contact with parents to help solve the problem.

LEVEL 2 –PRINCIPAL OR DESIGNEE:

1. These individuals will assume an active role in disciplinary matters after other conditions have been met or under other special circumstances which require immediate action.
 - a. Deals with students who have passed through Level 1, and have not yet been remedied.
 - b. Deals with students and circumstances needing immediate action, such as, behavior that disrupts the learning environment, damage or destruction of school property, physical or verbal abuse of a student, school employee, or a person not employed by the school, use of weapons, or other dangerous instruments, use of narcotics or alcoholic beverages on the school grounds, or off the school grounds.
 - c. Determines and handles students removed from class, detentions, suspensions, custody and any legal actions necessary. **Removal from class will not exceed three (3) days, unless the action of the student warrants permanent removal.**
 - d. Notifies the teacher or supervisor and the parent of action taken on each referral.
 - e. Documents all referrals and the action taken.
 - f. Handicapped Students: (Special Provisions)
 - i. Determine whether there is a need for further assessment, review of the I.E.P.
 - ii. Refer pupils in need of additional special education services to the special education department.
2. The rules are provided for the students each year in the student handbook. The handbook is distributed, and reviewed with the students by the classroom teachers the first week of school year. Rules are also sent to each student's home.
3. The Principal will meet with the licensed staff, student representatives, and support staff at least semi-annually to review the discipline policy and assess whether the policy has been enforced. This will usually occur during the teacher workshop days at the beginning of school, and at the end of the year.
4. Forms.
 - a. Disciplinary Referral

Listed below are the guidelines to follow when dealing with student related problems at Level 1.

The teacher will:

1. Talk with the student about the problem.
2. Talk with the parents about the problem.
3. Talk with other teachers, counselors, administrators, etc., at an early stage for suggestions on how to deal appropriately with the problem.
4. Document all incidents of discipline and action taken, when appropriate.
5. If a student is resistant to the efforts by the teacher, the students should be referred to Pupil Personnel. (i.e. Counselor, Nurse, Social Worker, Psychologist, etc)

Principal and involved school Personnel:

1. Determines the course of action that is best for the student.
2. Involves parents in the solution to the problem as soon as deemed advisable.
3. Notifies the teacher or supervisor of action taken on each referral.
4. Documents all referrals and action taken.

Each teacher is responsible for the procedures and policies in his/her class. The following procedures apply to all classes:

1. No writing on desks.
2. Student must be in class on time.
3. Cheating is not acceptable: Please refer to guidelines as established in the student handbook.

In addition, the specific rules of each class will be explained by the teacher. The regular consequences for breaking a class rule should be explained to your students. (i.e. Phone call, or note home, detention)

DISCIPLINE

A frequent cause for teacher failure is lack of disciplinary ability. Students quickly learn to respect a teacher who requires a certain standard of conduct in his classes. We should all strive to establish this respect for discipline and authority immediately and maintain it throughout the term. For some teachers discipline is no problem, others may be aware that students take advantage of them quickly. Usually small infractions which are overlooked pave the way for more courageous misconduct. Therefore, do not overlook the student who sees how much "he can get away with." Begin by curbing the early attempts at "getting away with something." This takes valuable time but prevents gradual deterioration of your teaching environment by continual distractions and willful misconduct of/by a few, at the expense

of the whole class. Do not let students copy or cheat. Walk around your room during tests. Do not leave students unsupervised at any time. Do not leave students in the classroom unsupervised. Teachers are not to take breaks during a scheduled class or activity period.

DISCIPLINARY REFERRAL

Disciplinary referral forms are found in GENESIS. The purpose of the form is to inform parents of a disciplinary incident involving a student. Teachers are asked to fill out the forms as completely as possible, and deliver them to the office. **Prior to filling out the referral form, the teacher will have called the student's parents.** This requirement will be waived in case of an emergency. When a teacher sends a disruptive student out of the classroom, the student is to report directly to the office. The teacher should first fill out a disciplinary referral form, call the office and let them know that you are sending a student to the office, then give the form to the student, and send the student with the form to the office. The teacher is not to leave his/her class unattended, unless determined to be an emergency.

Teachers will refer the following problems directly to the office.

1. Use of tobacco on school property.
2. Fighting or verbal threats.
3. Stealing and property damage.
4. Drugs and alcohol
5. Disrespect (disobedience and insubordination - defying a reasonable directive by a teacher)

E-MAIL

Communications to staff, students, and parents is becoming a vital part of our society. Be aware that many parents will be contacting staff via e-mail; please be sure to check your e-mail messages periodically during the day and reply as promptly as possible. The use of e-mail should not take away from your instructional duties. Please do not sit by your desk, but move around the room when students are working individually. Restrict your use of school email addresses to professionally related business.

EMERGENCY SAFETY PROCEDURES/FIRE EMERGENCY PROCEDURES

1. Sound the nearest fire alarm. Teachers should send a runner to the high school office immediately so the fire department may be notified. Be sure to give the location of the fire.
2. After the fire alarm sounds all students, faculty and personnel are to leave the building immediately. Use the proper exit doors. The exit doors for the various rooms should be posted in your room.
3. Washrooms are to be cleared by the male and female teachers closest to the washroom on that floor.
4. Shut all doors, turn off any electrical equipment (excluding the computers), turn off lights, and shut the windows.
5. Students leaving the building should go at least 50 yards away from the building.
6. Teachers are to supervise students until buses take them home.
7. If a fire occurs in cold weather, students will be taken to St. Mary's.
8. Each teacher should take a copy of their class list. In case of an actual fire, roll must be taken and missing students should be reported to the principal.

EMERGENCY – STUDENTS NEEDS

A student who becomes ill, or meets with an accident, should be taken to the office. Medical attention, hospitalization, parental notification, or other necessary arrangements should be attended to immediately.

All accidents must be reported to the principal's office on the day of the occurrence by the supervising teacher. Please complete an Injury Report form immediately.

EMPLOYEE RIGHT TO KNOW LAW

The intent of the law is to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents or infectious agents that they may be exposed to in their work place. Written information on hazardous substances, harmful physical agents, or infectious agents can be found in the Head Custodian's office. In addition, certain departments have information within the department. If you diagnose a hazardous/unhealthful situation, please submit it, in writing, with a description to the Principal.

EVACUATION OF PHYSICALLY HANDICAPPED

In the event of an actual fire, fire drill, or emergency requiring evacuation of the building, students who are physically handicapped will be assisted out of the building by their health aide or the nearest teacher. Please be aware of the possibility that your help may be needed.

FACULTY MEETINGS

Faculty meetings are planned weekly or as the need arises. Please plan appointments and coaching assignments around those dates and times. Attendance will be taken. Any changes will be reflected in the weekly and/or daily bulletin.

FEES – STUDENT FEES FOR EXTRA-CURRICULAR ACTIVITY TRIPS

When a spectator/fan bus or activity trip leaves town for an extra-curricular event, the following rules shall apply:

1. The same guidelines for student behavior for regular transportation shall also cover activity trips.
2. Students on extra-curricular activity trips shall be chaperoned by an adult supervisor.
3. Field trips sponsored through Community Education shall be borne completely by Community Education, and shall not be a fiscal responsibility to the school district.

FIELD TRIPS

This is similar to an outing and the same rules apply in addition to the following:

1. Request approval from an administrator at least one month prior to the trip.
2. Complete a Transportation Request three weeks prior.
3. Notify the office, main calendar, kitchen and others who will be affected such as Speech Etc.
4. Complete parent notification for required parent/guardian signature.

FINAL TEST INFORMATION

Semester final exams and/or final projects may be given at the end of each semester in each class.

Students are responsible for making arrangements with teachers to make-up finals if they are absent on test days.

Teachers should have an alternative assessment plan should the final be activity based. *PLEASE DO NOT RELEASE STUDENTS BEFORE THE END OF THE PERIOD!!!*

FUNDRAISING/SOLICITATION POLICY/SOLICITATION OF STUDENTS:

The Chokio - Alberta Schools shall endeavor to safeguard the rights of students and their parents from money raising plans of community and out-of-school organizations; commercial enterprises and individuals; as well as school sponsored groups. This policy applies particularly to ticket sales and/or the sale of articles or services except those that are directly sponsored and/or approved by the school authorities.

Community and outside organizations may advertise events through the school, but students may not be enlisted to solicit sales or sell tickets except for those events that are jointly sponsored by the school or through school approved parent-teacher activities. All approved organizations using the school either for advertising or solicitation must clearly have the name of the sponsor printed on advertising, tickets, and other materials being sold or displayed.

School organizations wishing to promote paper drives, sales, etc. must have prior approval of the school administration.

GRADING SYSTEM (High School)

“A” – Superior – This grade indicates the student has given evidence of a genuine interest in the subject, and has done work in quantity and quality far in excess of the standards set forth as a satisfactory passing mark.

“B” – Above Average – This mark indicates the student has given evidence of an awakening intellectual interest by doing work in quantity and quality above the standards set forth for an average grade.

“C” – Average – this is a satisfactory mark and is acceptable for admissions to universities and colleges. It indicates the student has acquired the necessary ability to proceed in the subject and can use the ability where applicable.

“D” – Below Average – This mark indicates the student has not acquired the necessary ability to work efficiently or to use his ability efficiently in the work of the course. The “D” grade is the lowest passing grade.

“F” – No Credit – This grade indicates no credit is given toward graduation. It indicates the student has not learned anything of significance, or worked up to the limit of his or her ability.

Every teacher will develop and implement a grading system for classes he/she teach, which will include the class expectations that students must meet in order to pass the class. Teachers will be expected to make their grading systems known to the students during the first week of each semester.

All teachers will use the appropriate programs, for sending their grades to the office.

A	95 - 100%	Superior	I	Incomplete
A-	92 - 94 %		NC	No Credit
B+	89 - 91%		P	Pass
B	86 - 88%	Above Average	W	With Draw
B-	83 - 85%		WF	With Draw Fail
C+	80 - 82%		WP	With Draw Pass
C	77 - 79%	Average		
C-	74 - 76%			
D+	71 - 73%			
D	68 - 70%	Below Average		
D-	65 - 67%			
F	less than 65%	Fail		

No student should fail a course without communication to the student and parents/guardians. Documentation of these communications exist.

Mid-term Reports

Mid-quarter reports will be used in grades 4-12 every quarter. These reports will be completed after approximately four weeks of class each quarter. Any student with a D+ or below will be mailed a report to identify their deficiency.

Semester Grades

All courses will have semester grades, Semester grades will be averages as the syllabus directs. Semester exams are given at instructor discretion.

Grade Reporting Periods

1st Semester	Ending Date
1 st Qtr. mid-term	Oct. 1, 2019
1 st Qtr. ends	Nov. 1, 2019
2 nd Qtr. mid-term	Dec. 6, 2019
2 nd Qtr ends	Jan. 17, 2020
2nd Semester	Ending Date
3 rd Qtr. mid-term	Feb. 19, 2020
3 rd Quarter ends	Mar. 20, 2020
4 th Qtr mid-term	April 23, 2020
4 th Quarter ends	May 22, 2020

GUIDANCE AND COUNSELING

These are necessary services, which must be furnished by the school without regard to grade level. It is true that these services are generally relegated to the area of secondary education; however, there is a need, though not necessarily to the same degree, for these services in the elementary school. The Superintendent is generally thought of as the main counselor of the school; however, each teacher will find many opportunities for doing guidance and counseling work.

Teacher Responsibilities

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise. Extra copies for classroom sign-in/out sheets are in the office.

Administrator Responsibilities

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent(s) or guardian(s) of the student's attendance regularly, and to work cooperatively with them and the student to solve attendance problems.

Daily Work Assignments (High School)

Each teacher will devise a plan which outlines how grades are given, and received in each course. This plan will outline how the percentage of daily work is figured into each quarter grade. Students should be advised of the grading policy. Course syllabus should include this information. All teachers are expected to have a required course syllabus on file with the Principal, in the format designed by the staff no later than September 30. All student assignments should be corrected within a reasonable time frame. Students should be informed of their academic progress regularly. This can be a motivating factor on student achievement.

Academic Eligibility (High School & Jr. High)

If a student is receiving an F or incomplete at midterm, he / she will become ineligible for the next 10 school days beginning on the school day after the grades are distributed. The student with an incomplete must have the incomplete(s) resolved and be passing in **all** subjects. The students must be passing **all** subjects at the end of the 10 day ineligibility period. If the requirements are not fulfilled, he / or she will be ineligible for the remainder of that nine-week grading period.

Students receiving an F or incomplete at the end of a nine-week grading period will become ineligible for 10 school days. This will begin on the day after grades are distributed and continue for the next 10 days. At the end of the 10 day eligibility, the failing student must be passing in **all** subjects. The student with an incomplete must have the incomplete(s) resolved and be passing in **all** subjects. If the requirements are not fulfilled, he / or she will be ineligible until midterm grading period.

While a student is ineligible he / she is expected to eliminate any incomplete(s) or failures and utilize the time to become eligible. He or she will be eligible for practice but would be unable to participate in any competitive or public event.

If a student is academically ineligible from the 4th quarter he / or she would be ineligible for the first 10 days of the new school year. He / she would need to be passing all subjects at the end of day number 10.

If at the end of a quarter (or semester) a student is failing they will be declared ineligible until they are passing. The student is responsible to show he/she is eligible by getting written notice and giving a copy to the coach/advisor and the office.

Eligibility forms are available in the high school office.

The student is responsible to work on academics until he/she is eligible by getting written notice and giving a copy to the coach/advisor and the office.

Any student who is subject to disciplinary procedures for any infraction may be considered to be ineligible for participation in any extra-curricular activity until the student has worked through the disciplinary procedures as outlined in the student handbook.

Advisors/Coaches are responsible to check the ineligibility lists and not allow students to participate in the activity under their supervision until the student becomes eligible.

Extra-Curricular activities

Extra-curricular activities are an important part of the education process in/out school. We believe the values received from these activities are not taught in the traditional classroom. But we believe that the extra-curricular activities must not over-shadow the academic side of our school. This means that these activities should be carried on outside of class time. It should not take time scheduled from English, Science, History, etc. Sometimes an emergency occurs and the class time must be used for these activities. In that case, teachers are to get permission from the principal to take class time for this activity. Extra-curricular activities are important but not primary. They should enhance the curriculum and not replace it. The principal will have charge of all types of extra-curricular work and teachers should consult with when contemplating the inauguration of some new activity and have approval before starting the program. No extra-curricular competition should be scheduled without the approval of the principal. All events must be cleared and placed on the Master Calendar in the office, otherwise they are not legally scheduled.

Notification to Parents:

All teachers will notify the Principal if a senior is in danger of failing a course during the last seven weeks of the school year. It is absolutely necessary that parents be kept informed of the status of their senior at all times. All students and parents should be contacted prior to receiving a failing grade. This should be documented. A failing grade should not be a surprise to any student or parent.

GUEST SPEAKERS

If a person is invited to become involved in the teaching-learning process in the classroom, the principal needs to be informed prior to the extension of an invitation to the person you are inviting to be a guest speaker.

Faculty members are accountable and responsible for written or printed materials given to students by guest speakers. Please make sure that any materials given to the students by guest speakers meet with your approval and with district policy, which includes:

1. The teacher/sponsor is expected to exercise judgment and to investigate fully those proposed resource persons to whom questions may arise.
2. Teachers/sponsors should encourage the use of resource persons representing the various approaches or points of view on a given topic in order to afford the students a more comprehensive understanding of it.
3. An appropriate record shall be made of each resource person utilized and of his/her presentation.
4. The ideas presented and the resource persons invited to present it shall have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
5. Prior to his/her appearance or participation, the resource person shall be given in writing, and shall agree to the following:
 - a. Profanity, vulgarity, and lewd comments are prohibited.
 - b. Smoking is not permitted on school district property. *Please make sure your guest is aware of this.*
 - c. The teacher/sponsor responsible for inviting the resource person, or any member of the school administration, has the right and duty to interrupt or suspend any proceedings of the conduct of the resource person is judged to be in poor taste or endangering to the health and safety of students and staff.

GYMNASIUM / ACTIVITY ROOM

Use of the Gymnasium/Activity Room is reserved on a first-come-first-served basis. This can be checked out with the calendar in the office. If lights and/or sound equipment are to be used, it will be done with students who have been trained by the appropriate personnel. Any equipment used should be put away when you are finished. Please be courteous of other classes that may be in session around you.

During gymnasium activities/assemblies all faculty members must be present and sit with their respective groups. To do otherwise will place the burden of supervision on just a few of the teachers. Each of you has the responsibility of maintaining students discipline at these assemblies. Teachers are also to be present for all Pep Fests for supervisory purposes.

HALL DUTY

From time to time, staff may be assigned Hall Duty.

- ✓ Be on the move.
- ✓ Cover the building.
- ✓ Any students found in the halls must have a pass. If they do not, return them to their classroom.
- ✓ Look outside occasionally. If there are students outside, find out why.

HOURS – LENGTH OF THE DAY AND BUILDING HOURS

Basic Day – The basic teacher's day shall be seven and 3/4 hours.

Building Hours – Staff hours at school will be from **(8:00 A.M. to 3:45 P.M.)**, with classes beginning at 8:20 A.M. and ending at 3:06 P.M. Teachers are expected to be available to students at any time during the basic day.

INSTRUCTIONAL MATERIALS

In fulfilling its responsibility for the selection of instructional materials for Independent School District # 771, the Board of Education adopts this policy for the guidance of the superintendent and his professional staff:

The Board of Education, as the governing body of the school district, is legally responsible for the selection of instructional material. Since the Board is a policy making body, it delegates to professional personnel of the district the authority for the selection of instructional and library materials in accordance with this policy.

Materials for the school classrooms and school libraries shall be selected by the appropriate professional personnel supported by reputable selection aids. Final decision on purchase shall rest with the professional staff in accordance with this policy statement.

Since freedom to read becomes more meaningful when there is more to choose from, materials for purchase shall be considered on the basis of:

1. Overall purpose
2. Timeliness and/or permanence
3. Importance of the subject matter.
4. Readability and popular appeal
5. Authoritative
6. Reputation of the publisher/producer
7. Reputation and significance of the author, artist, composer, producer, etc.
8. Format and price

The Board of Education believes it to be the responsibility of the professional staff to select instructional materials (library books, periodicals, textbooks, audio-visual materials) of the highest quality that will support the educational philosophy of the district.

In accordance with this belief, the following policy statements will govern the selection of the materials in Chokio - Alberta School District # 771 based upon the American Library Association policies for selection as approved by the American Association of School Librarians in the School Library Bill of Rights as follows:

1. Materials will be selected that will enrich and support the curriculum taking into consideration the varied interests, abilities, and maturity levels of the pupils.
2. Materials will be selected that will stimulate growth in factual knowledge, literary appreciation's, aesthetic values and ethical standards.
3. Materials will be selected that will provide background of information which enables pupils to make intelligent judgment in their daily lives.
4. Materials will be selected that will present a reasonable balance of opposing sides of controversial issues so that young citizens may develop under guidance, the practice of critical reading and thinking.
5. Materials will be selected that will reflect the contributions to our society of the many ethnic, religious, and cultural groups and present the many and varied aspects of our culture and society.
6. The value and impact of any literary work will be judged as a whole, taking into account the author's intent, rather than individual works, phrases, or incidents. Materials will not be excluded because of the race, nationality, religion, or political views of the author.

With respect the certain critical areas; the following guidelines shall be applied:

1. Religion: Survey material, which includes all major religions, shall be included in the school library collections.
2. Ideologies: The curriculum and library materials shall make available information on the level of its reading public, on any ideology or philosophy pertinent to a thorough understanding of the world in which we live.
3. Sex and Profanity: Materials presenting accents on sex shall be subject to the usual test of literary and artistic merit and reality by the appropriate professional personnel, who takes into consideration his reading public, prevailing community standards, age and maturity of the students and redeeming social values of the materials. The fact of sexual incidents or profanity appearing shall not automatically disqualify instructional material. Rather, the decision shall be made on the basis of whether the instructional material in the total curriculum presents life in its true proportion, whether circumstances are realistically dealt with, and whether the material is of literary value when judged as a whole. Factual material of an educational nature on the level of the reader public shall be included in the library collection.

Handling Complaints about Instructional Materials:

Complaints about any instructional materials shall be handled in the following manner:

1. They must be submitted in writing on the forms provided for this purpose by the Chokio - Alberta School, Dist. # 771.
2. They must be sent through the U.S. mails or delivered in person to the Superintendent of Schools, who will forward copies to the Board of Education, the instructional department involved, and the Review Committee chairman.
3. An investigation of the merit of any complaint shall be made only at the request of the Board of Education.

The Superintendent of Schools shall appoint a Review Committee to examine complaints referred to it by the Board of Education. This committee shall consist of at least four (4) faculty members representing the various major subject matter disciplines, one (1) school board representative, two (2) community members, one (1) student representative. When necessary, the Review Committee may seek outside consultation from those competent in the area involved.

The Review Committee in its determinations will consider the use of the material in question in relation to the district policy governing selection of instructional materials.

After due deliberation, the Review Committee shall submit a report of its findings to the Board of Education through the Superintendent of Schools. The report need not be unanimous; it may be composed for separate majority and minority reports. The Board of Education shall make a final decision concerning the merit of the complaint based upon the report of the Review Committee and the recommendation of the Superintendent of Schools. The Board of Education shall notify the complainant in writing of its decisions.

CITIZENS REQUEST FOR RECONSIDERATION OF EDUCATIONAL MATERIAL

Author: _____ Address: _____
Hardcover: _____ Paperback: _____ City: _____
Title: _____ State: _____ Zip: _____
Publisher: _____ Code: _____
Material used in _____ Telephone Number: _____
at grade _____ Complaint Represents:
Number of children enrolled in Ind. School District #771: _____ Himself
Grade levels: _____ Organization (Name)
Request initiated by: _____ Other Group (Name)

1. To what in the book do you object: (Please be specific, site pages)
2. What do you feel might be the result of reading this book? (or selection)
3. For what age group would you recommend this book? (or selection)
4. Is there anything good about this book? (or selection)
5. Did you read the entire book? What parts?
6. Are you aware of the judgment of this book by competent authority?
7. What do you believe is the theme of this book?
8. If the book is taught in the classroom, are you aware of the instructional approach to this book?
9. What would you like your school to do about this book?
____ Do not assign it to my child, who is in
____ Grade
____ Withdraw it from all students as well as from my child
____ Teach it at a more mature level (please specify) _____
10. Is there a book of equal quality to be substituted for this book that you would recommend?

INVENTORIES

Those in charge of departments are to inventory equipment and submit same to the office at the end of each school year. Music instructors and all coaches are to issue equipment under a plan which will minimize theft, loss and abuse of equipment

TEXTBOOKS: (PLEASE EMAIL YOUR LISTS TO THE OFFICE)

1. Ask at the office for the textbook record files for your elementary grade or for each class that you will teach in the high school.
2. Locate these texts and check the number as well as condition of the texts, indicating the date and number for each kind of condition listed.
3. Email textbook record fields to office, and textbook record list.
4. Important --- if new books have been ordered, add the new textbooks, listing date purchased and cost.

EQUIPMENT INVENTORY: (PLEASE EMAIL YOUR LISTS TO THE OFFICE)

1. Ask at the office for the equipment inventory files for the elementary grade or for each room or class that you will teach.
2. Locate the items on equipment inventory. If unable to locate, indicate on the file.
3. Count the number of items listed on the inventory list and see if it agrees with the number so listed.
4. Email equipment inventory files to office.
5. All departments will be responsible for pre-term and end of term inventories.

KEYS

The appropriate keys will be issued to each staff member at the start of the school year. If additional keys are needed, direct the request to the office staff. Should your keys be lost or misplaced, notify the office immediately. Keys are to be inventoried, returned, and re-issued each year. Teachers are to make sure that their rooms are locked at all times when they are not in their room. **Do not have your keys duplicated! Do not allow students to use your keys!**

LEGAL – IMPLICATIONS FOR THE STAFF

The teacher is legally liable for personal negligence that may occur during the time his/her supervision is required and expected. The court may not, in this state, hold a school district liable for acts of negligence of its agents (teachers). In private industry, "company" is generally held liable for acts of negligence committed by employees. Please be aware that teachers do NOT enjoy this protection.

LESSON PLANS

Lesson plan books are provided to assist in planning and to provide continuity. Detail in completion may vary according to subject matter taught. These lesson plans should consist of a schedule of anticipated completion of content standards throughout the year. This should contain lessons for 1 week in advance and be kept readily available for viewing by the principal or for use by a substitute.

LIBRARY PROCEDURE

The Chokio-Alberta School does not employ a full-time librarian; therefore, we are using an honor system. When students check out a library book, they need to write their first name/last initial on the card in the back of the book and place cards in the wooden box on the librarian's desk. Students are limited to checking out 5 library books at a time and have three weeks to read the books. When returning the books, students need to put the book in the correct plastic bin based on the author's last name. Students should not be in the library unsupervised.

LUNCH INFORMATION/PRICES

Chokio - Alberta School offers nutritious breakfast and lunch meals each day that school is in session. Additional information is available in food service.

Adult breakfast	\$2.25
Adult lunch	\$3.95

Lunch counts are taken each morning with attendance; please make sure the office know if you plan to eat each day. Meal accounts will be done at the end of each month. The kitchen serving the Hot Lunch Program is, under State Regulation, off limits for all persons except Hot Lunch Personnel

MAIL

Each faculty member has a mailbox assigned to them in the office. You should check your mailbox each morning before school begins and at lunch time. Please keep your mailboxes clean, take your mail with you. Outgoing mail leaves approx. **1:15 pm daily**. Please reserve this to professional mailings.

MALTREATMENT OF MINORS

The legislature declares that the public policy of this state is to protect the children. Health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse; to strengthen the family, and make the home safe for children through improvement of parent/guardian capacity of responsible child care; and to provide a safe temporary or permanent home environment for physically or sexually abused children.

In addition, it is the policy of this state to require the reporting of suspected neglect, physical or sexual abuse of children; to require the investigation of such reports; and to provide protective and counseling services in appropriate cases.

MATERIALS – CLASSROOM SUPPLIES AND FEES

No student will be charged a fee for books or supplies necessary to complete the basic educational requirements for graduation.

In classes (such as shop, art, etc.) where projects are completed using materials (wood, metal, cloth, ceramics, paints, etc.) purchased by the school district, the project completed remains the property of the school district unless the student wishes to purchase the item for the actual cost of materials.

In any class where a student elects to build or make an item above and beyond minimum course requirements, the student will pay for all materials used and retain the ownership of such project.

MATERIALS – ISSUED TO STUDENTS

Teachers who issue textbooks or other returnable materials to students are responsible for maintaining comprehensive records of such issues. All items are to be collected by the instructor during the last few days of each semester. Each student must turn in all items issued to him/her. Bills should be issued to students not doing so. Notify the office prior to end of each quarter.

MATH MANIPULATIVES

These are located in the elementary resource center. The totes are labeled for your convenience. In some cases it may be easier to take the tote to your room for your unit of study. You may mention this at a faculty meeting or in the lounge to others looking for the materials know where to find them. We share! ☺

NEWSLETTERS

All notes or letters sent home need to be on file in the office. Make an extra copy and give it to the office or put it in Maria or Jenny's mailbox. This is beneficial if a parent calls in regards to a newsletter item sent home.

OFFICE FORMS

The different types of forms are located in the file cabinet to the left of the door when you walk into the office. The forms located here include:

Transportation Request – Contact Principal Tate Jerome.

Lane Change – These forms need to be filled out when you receive enough credits for a lane change.

Cont. Education Clock Hour Form – After attending a workshop, class, etc. you need to fill this form out and give to a continuing education member.

Leave of Absence – These have been replaced by the electronic timeclock but are still available if needed when you are requesting time off.

Claim Form – This form should be filled out when you need to be reimbursed for mileage.

Janitor Work Request – When work or a repair needs to be done complete this form and give to Rob.

Local Purchase Order – Need to be filled out and approved before you purchase the item with a local vendor.

Social Worker Referral Form

Injury Report- No injury is too minor to report. It is for your protection as well as the school's.

New bus passes slips are located in the cabinet under the mailboxes.

OFFICE SUPPLIES

Envelopes, paperclips, staples, markers etc. are located in the cabinet under the mailboxes.

Transparency sheets and card stock are located in the cabinet across from the copier in the office. If you take the last of anything please let Jenny know so they can get more supplies ordered.

PARENT/TEACHER CONFERENCES

Teachers should feel free to contact parents on individual basis. Contact CAN be through email, conference, phone call, or newsletter. Positive parent contact is something to strive for. Formal parent/teacher conferences will be held twice a year. These conferences are short in length. Please remember the parent part of the conference. Make time to listen to the parent. They know their child and you can learn much about the student by listening to how the parents see their child and the areas they are concerned about. Then there is time for you to share your insight and try to work together to plan for the next step in the student's educational plan.

7-12 Grades & Elementary

Oct. 14&15, 2019	4:30-8 p.m.
Feb. 20, 2020	4:30-8 p.m.

PARENT VOLUNTEERS AND GUESTS

Guests are welcome in our school building. In order for these guests to be received properly, the office should be notified in advance. All guests are required to sign in the office before reporting to the classroom. Be nice and welcome parents to our building. If a parent wants to volunteer, let them when possible.

PASSES

Student passes should be issued on a limited basis. Teachers are responsible to ensure that students under their supervision are safe and are in their designated areas. Students requesting to go to another teacher should have adequate pass from the designated teacher IN ADVANCE.

All students who are traveling with a pass are expected to return to the originating teacher 5 minutes prior to the end of a period to ensure students were accounted for. Passes should be dated, have the student's name, and have the time they left an area.

Teachers should ask for student passes when they are in the hallway during their prep time. Help make the hallways a safe and secure place for students.

PERSONS MANDATED TO REPORT

A professional or their delegate who is engaged in education, who has knowledge of or reasonable cause to believe a child is being neglected or physical or sexually abused, shall immediately report the information to the welfare agency, police department, or the county sheriff.

Immunity from liability - Any person, including those who voluntarily make reports and those required to make reports, participating in good faith and exercising due care in the making of a report pursuant to this section shall have immunity from any liability, civil or criminal, that otherwise might result by reason of this action.

Failure to report - Any person required by this section to report suspected physical or sexual child abuse or neglect, who willfully fails to do so, shall be guilty of a misdemeanor. Any suspected abuse or neglect is to be reported to the Principal immediately.

School employees and officials will not contact the child's family, or any other person (other than the County Welfare Dept.) to determine the cause of the suspected abuse or neglect.

PLAYGROUND RULES

These are the rules that the playground supervisors enforce:

- No running up slides
- Child must be in the sitting position to slide down slides
- If a ball goes on to the road students are to get an adult to help
- No throwing snowballs

POSTAGE STAMPS

The Office will supply postage for all school business mail.

Postage for communications with parents relative to academic or behavioral progress will be paid out of the office postage account. A copy of the communication should be kept by the teacher and one mailed home.

In efforts to keep our postage costs down, any mailings that are appropriate to be sent home with students should be done so at the end of the day.

PREPARATION TIME / PERIOD

Each teacher has one period a day that is to be used as preparation for teaching. This period should not be used for personal business, except on rare occasions. Unless school business takes teachers outside the building, you should remain in the building during your assigned prep period. Teachers should use their prep time to communicate with parents, prepare lessons, check mail, and communicate with the office.

PURCHASING OF MATERIALS/SUPPLIES

It is important to keep in mind that the Principal must authorize purchases. Failure to follow these procedures could result in an un-reimbursed transaction for the staff member.

All purchases should be done via a requisition/purchase order. All questions regarding this method should be directed to the Business Manager. A staff person will be totally responsible for the payment of any bills which were purchased without a purchase order number and approval of the business manager.

Financial Information / Collection of Funds:

All money's collected must be turned into the Office on a daily basis. This is for your protection. The following is a list of areas that funds will be collected:

1. Board Funds
 - a. Book fines / fees
 - b. Field Trips
2. Activity Funds
 - a. Fund-raisers
 - b. Dues
 - c. Misc.

No club will have their own checking account. All moneys will be processed through the school's activity account. Each advisor is accountable for the funds in the club's treasury within the activity account. Whenever possible, all moneys should be accompanied with a receipt.

All money will be collected by the instructor and turned in to the school office daily. The school office staff will issue a receipt for the money received. Teachers are responsible to collect money for book fines. Documentation of collection efforts along with a list of students who owe fines should be turned into the office at the end of each quarter, and checkout time at the end of the school year.

PRINCIPAL

The Principal is responsible to assist teachers, staff, and students in creating an atmosphere conducive to learning. The main responsibilities of the Principal is to report attendance patterns to the Board, direct staff requests, responsible for student discipline, and help supervise staff. Decisions regarding supervision, discipline, and contractual issues can emanate from the Principal.

ROOM PARTIES

Each student is asked to bring a set dollar amount at the beginning of the year for class parties. The teacher should use this money to purchase items needed for the parties throughout the year. Parties are held for Halloween, Christmas, and Valentine's Day. Students are allowed to dress in costume for Halloween as long as the teacher feels if appropriate and the student can participate in outdoor play and P.E. The Christmas party can involve a gift exchange of a preset dollar amount or students can agree to make a class donation to a charity of their choice. The students and teacher can make decisions as to how they will celebrate Valentine's Day. A student's request to not participate in any or all of these celebrations will be respected.

SAFETY IN THE BUILDING

It is the responsibility of each of us to provide a safe environment for all staff and students. Therefore it is essential that each member of the staff:

- ✓ Be aware of and enforce all safety procedures necessary to make the classroom/learning station safe.
- ✓ Explain to the students all class safety rules and procedures on the first day of class, and make sure the students follow the rules and procedures every day of class.
- ✓ Have enough safety equipment for all students in class, and have students wear the necessary equipment at all times.
- ✓ Make sure that all safety equipment is in good condition and works properly.
- ✓ Have enough safety signs and have them posted where they are visible.
- ✓ Report any unsafe equipment, lack of safety signs, lack of safety equipment, or unsafe conditions to the Principal immediately.
- ✓ Monitor entrance and exits to the building during supervision, and report any strange occurrences.
- ✓ Direct all visitors to the office.

By 8:00 a.m., teachers will be stationed by a door to greet students and visitors, provide assistance and supervise students entering the building.

- ✓ Outside doors to the building will be locked according to the crisis plan.

SAFETY REGULATIONS

It is an absolute necessity that all staff members and employees are familiar with all safety regulations in the school, particularly those regulations concerning the use of power equipment and athletic/physical education equipment. It is the responsibility of each teacher to make sure that all students and persons under their charge fully understand all of the safety regulations within their departments.

Although this policy will pertain particularly to those teachers who are directly involved with courses and activities which use equipment which may be termed hazardous, many other faculty members are assisting or directing activities where potentially dangerous equipment is involved.

SCHOOL EQUIPMENT

Shall not be loaned outside of the immediate school building unless permitted to do so by the superintendent.

SCHOOL PROPERTY

Teachers are held responsible for all school property in their custody. Report promptly whatever need repairing. Study hall teachers should be alert for damage to furniture. Check all books and materials out to students and make them responsible for returning them in good condition. Do not permit students to lean back on chairs and place undue strain by mishandling, etc. Putting feet up on desks and chairs is abusive to furniture as well as poor manners. Discourage it by correction and example. Watch for writing on walls and desks. Have students clean them if found doing so.

SMOKE FREE BUILDING AND GROUNDS

Chokio-Alberta School District is a designated Smoke Free area. There are major implications that may result for violating this law. Please ask adults seen smoking on the premises to kindly put their cigarette/cigar out.

SCHOOL CLOSING OR DELAY RESULTING FROM INCLEMENT WEATHER

In the event of a school closing or delay, the following will be observed:

The Superintendent, or the first person called, will start the calling tree found on Page #6. Those people will call the name under their's or if unable to make contact will call the next person on their list. It is the responsibility of the person who skipped the next name to make reasonable attempts to contact those missed.

If anyone has any announcements or any cancellations as a result of the closing or delay. The Superintendent, or the first person called, will call the media to make the announcement.

STATIONS TO BE CALLED IN SNOW EMERGENCY

School closings are announced over area radio and TV Stations

KKOK/KMRS 95.6 FM 1230 AM -- Morris Radio	589-3131
KSAX 5 TV	1-320-763-5729
KARE 11 TV	1-763-546-1111
WCCO 4 TV	1-320-763-5166

ROAD CONDITION INFORMATION CALL THE FOLLOWING NUMBERS FOR RECORDED INFORMATION

Statewide	800/542-0220 (for same recorded message)
Minnesota Winter Weather Road Condition	511
Twin Cities Metropolitan Area	612-405-6030
Stevens County Sheriff	589-2141

Area Superintendents Work and Home Numbers

STAFF DEVELOPMENT

Staff who wish to participate in a workshop should fill out the proper forms available in the office. They should communicate with the principal of their request and a complete request with costs for approval. Preference will be given by the Principal to staff who request usage of funds as it pertains to best practices, building goals, or training necessary for their teaching assignment.

STAFF LOUNGE

This room has been furnished for your convenience and comfort. Students are NOT allowed in the staff lounge.

STUDENT DAY

Students must have a note or a phone call from the family if the after school arrangements for a student changes. Town kids are dismissed after the buses leave.

STUDENT SOLICITATION/FUNDRAISING

It is the policy of Independent School District # 771 to encourage supervised extra-curricular activities. In order to have effective programs, funds need to be raised and the Board of Education has a planned process for fund raising activities.

All requests for fund raising activities must be approved in advance, by the advisor of the activity, the Activities Director, and by the building principal. All such requests shall be submitted on forms available from the office of the principal. These are to be turned in and on file in the Principal's office.

Because many fund raising activities directly or indirectly affect the business community or may conflict with dates set by community organizations for like fund raising activities, all such events should be planned and/or dates set with community consultation and should be cleared on the community calendar.

Door to door and personal acquaintance solicitation will be limited. Fund raising projects will meet the following conditions:

1. All fund raising activities will not infringe on instructional time or should not interfere with regularly scheduled school classes and activities.
2. Reasonable rules for conduct of the students participating must be established and reviewed by the student activity advisors with all students, prior to the start of the project.
3. Fund raising drives will not be approved unless there is adequate justification for the purpose.
4. Only school related fund raising activities will be allowed. The school will not participate in fund raising activities for non-school organizations. (Hoops For Heart in February)
5. Fund raising projects must be screened by the Activities Director, and approved by the Superintendent.
6. Ticket sales for sporting events, plays, etc., do not come under this fund raising policy.
7. Use, misuse, abuse, and possession of chemicals are outlined in the student handbook.

STUDY HALL – TEACHER DUTIES AND RESPONSIBILITIES

- ✓ Maintenance of a quiet study atmosphere within the study hall.
- ✓ Release students to other areas only with appropriate passes issued from the receiving teacher/librarian, etc.
- ✓ Students must return to the study hall with a signed pass at the end of the period.
- ✓ Students who abuse the opportunity to leave study hall may be restricted by the study hall supervisor.
- ✓ Students who are disruptive in the study hall setting should be reported to the principal, who will take appropriate disciplinary measures.
- ✓ Please keep a list of those students who, as a rule, do not utilize their study hall time. Turn the list in at the end of the semester so the Administration can consider other options for those students.

SUPERVISION OF STUDENTS DURING CLASS HOURS

Teachers are responsible for the supervision of all students assigned to them during the entire class time, and are to remain in the classroom the entire class period. Classes are to begin on time, and should not be dismissed until the designated time. Each teacher should develop an orderly manner for dismissal of his/her classes. Crowding around the door waiting for the end of the period should not be permitted.

If a teacher gives a student a pass to leave the classroom, the teacher is responsible for the student. These students are to return to class 5 minutes before dismissal time. Students who leave your class without permission should be reported immediately.

SUPERVISION OF STUDENTS OUTSIDE CLASS HOURS

Any student in school either before school, or after school, must be under the supervision of a teacher. Under no circumstances are teachers to allow students in their rooms, unless proper supervision is arranged in advance.

TEACHER FORMAL EVALUATION

A school community has a right to expect the school board, administrators, and faculty of their district will conduct a candid and continuous evaluation of the service of all professional staff members.

There is no single educational model that results in effective learning. Therefore, an evaluation system must respect the uniqueness of each individual staff member. It is however, possible to differentiate levels of performance with a valid and reliable evaluation system. All evaluation of teachers' activities must be conducted openly and with the teacher's full knowledge and awareness. The purpose of evaluation is to improve instruction.

Objective of Teacher Formal Evaluation

1. To promote the professional improvement and growth of the teacher.
2. To provide a record of satisfactory annual evaluations of the successful teacher for the protection of the teacher from hasty or unjust criticism.
3. To screen teachers for future promotions and/or greater job responsibilities.
4. To inform the teacher exactly what is expected of him/her and the degree to which the administrator feels he / she is meeting his / her responsibilities.
5. To provide information on the strengths and weakness of individual teachers for the purpose of developing in-service and job upgrading programs to strengthen areas of weakness.
6. To provide specific information to the teacher whose work is unsatisfactory so that the teacher may have adequate opportunity for improvement.
7. To provide a fair and systematic method of identifying the teacher who is unable to meet the school District's minimal standards of performance and consequently must be dismissed.

The evaluation process will be a 4-step process. First a pre-conference, the observation itself, post conference, and finally the written evaluation, which will become a part of the teachers permanent file.

Pre-conference

The primary purpose of the pre-conference is to develop a shared understanding about the planning process; in particular, to develop shared comprehension of the teacher's objectives, intended teaching activities, and the evaluation process.

The second purpose of the pre-conference is to enable the Principal to be of service by clarifying the objectives and methodology to be used for observation purposes.

Schedule of Teachers Observations (for non-tenured teachers)

It is my goal to have all formal evaluations done by the dates below. Evaluations consist not only of the teaching that was observed, but a complete review of the teacher job performance.

1st evaluation completed by October
2nd evaluation completed by January
3rd evaluation completed by April

Tenured teachers are evaluated on a rotation basis. (Completed by the end of April).

TEACHER EVALUATION AND ACCOUNTABILITY

- ✓ Evaluation of staff members is a difficult procedure. Though a teacher may have excellent knowledge of his or her subject matter, class achievement may be undermined by poor classroom control or unprofessional or unethical use of class time.
- ✓ We believe that good supervision and good classroom control are the keys to effective teaching and maximum learning. Your students will achieve more and respect you for your command of the learning situation. A good teacher realizes when student freedoms have gone too far and will move to correct the problem.
- ✓ If you have trouble in this area your principal will assist and advise you however, he cannot manage your class for you and you must establish yourself.
- ✓ Laxity in one area of the school soon leads to a breakdown of good learning situations in other areas and makes the job of all teachers more difficult.
- ✓ In an effort to make every teacher equally accountable and anticipate and prevent problems before they arise, the Board of Education and the administration has endorsed a policy of closer supervision of students. For the teacher this implies the following responsibilities some of which have been stated elsewhere but need repeating.
- ✓ Teachers are not to leave classrooms or study halls unattended. If it is necessary to be absent from a class or study hall you must notify the Principal in advance.
- ✓ Teachers are responsible for every student in the study hall and students are not to leave without approved passes. Report students absent from your study hall. (Passes should be issued for only the most valid reasons)
- ✓ Students are not to be excused on school time to go downtown to purchase items for use in school assignments, projects, etc. Their purchases can be planned and made before or after school hours. This must stop and teachers and advisors can help.
- ✓ Teachers must work with their principal on reporting students absent for class or study hall and assist in curbing unauthorized absences for the school promised. Know where your students are. Do not assume that they are supervised elsewhere.
- ✓ Teachers are expected to set examples of proper attire with mature compliance with the dress code, and to avoid immature and unstable influences in dress and conduct. Please see the Student Handbook for the Dress Code
- ✓ Ethics makes it mandatory that teachers use restraint in matters of controversy between staff members, between staff members and student or parents or administration and students. You are expected to be professional in all such situations and withhold outspoken judgments.
- ✓ A teacher having a legitimate reason for leaving the classroom or his or her area of responsibility on a particular day is expected to notify his or her Principal. If this requirement is habitually abused it will result in a salary adjustment for time lost.
- ✓ Supervision is not done from the teacher lounge. Be in your place of responsibility during the day. Please use, not abuse, the lounge facilities.
- ✓ Directors and advisors of special activities must directly supervise the activities of their groups and be in attendance at the beginning and throughout a scheduled period. This applies to practices in all activities...sports, Phy. Ed, music, plays, others. No group will be admitted to the building for practices unless supervised by the staff member responsible and the staff member is not to leave until all in his or her charge are out of the building. Students are not to be given school keys at any time.
- ✓ Student groups are to work with and through their advisors and all extra activities must be cleared with the Principal. No event is officially scheduled until it has been properly cleared at all levels and placed on the school calendar in the Superintendent's and principal's office. Teachers taking students on out of town trips must clear this in the office and have bus transportation approved. No buses leave town without proper scheduling.
- ✓ Beginning November 15, 1988, smoking and use of tobacco products is prohibited within the school building or school vehicles. Anyone who is observed in violation is verbally reprimanded with written documentation in the staff member's personnel file; penalty for the second violation is a written warning with a copy in the personnel file; penalty for the third violation is the staff member will be subject to procedure of Minnesota Statute 125:12 (reason for Termination) for further violations, which shall be considered insubordination.
- ✓ Acquaint yourselves thoroughly with the student handbook. It will assist you in carrying out school policy and make you a more valuable asset to the total program whether or not it applies to your department.
- ✓ We are all working for quality education. We are not in competition. Anything you can do to assist another staff member makes you stand taller in your job. You may need an assist sometime yourself. We have the facilities and a curriculum framework for an outstanding educational program. It becomes the responsibility of the staff to add the instructional ingredient to make it effective.

TEACHER WORK DAY

In keeping with the Master Contract, the basic teacher's day will begin at 8:00 a.m. and end at 3:45 p.m. Teachers are expected to have their classrooms open and available to students at 8:00 a.m. Your attention to students both in and around your room during the time before and after classes begin will greatly reduce the occurrence of minor problems and vandalism. The time one half hour before classes begin and one half hour after dismissal is considered school time and teachers are to be on duty in the building, This period is to be used for preparation, supervision, and helping students.

Teachers should remain in or around their classrooms until 3:45 p.m. A thirty (30) minute duty free lunch period will be included within each workday.

TELEPHONES

A telephone has been installed in the classrooms for use to communicate with the office, with parents and other school related business. The phone is not to be used during scheduled teaching time. Please check your phone several times a day, and particularly before dismissal for messages, as information involving bus arrangements for students will be pertinent for you to know before the end of the day.

TEXTBOOKS

Please keep your own record of textbook distribution and the condition of the texts given your students at the beginning of the year. At the end of the year, please assess fines against students depending upon the condition of the book. Use your judgment as to the amount of fine to be assessed.

THEFT/VANDALISM

Any thefts or vandalism should be reported to the Principal as soon as possible, no matter how small. Also, please report any strange happenings that seem to be occurring.

TITLE IX

It is the policy of Chokio - Alberta Independent School District # 771 not to discriminate against any person on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to Dr. David Baukol, Superintendent of Schools, Independent School District # 771, Chokio - Alberta, MN 56149, 320-324-7131; or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC.

VIDEO CAMERA

The school has several video cameras, which can be used by making arrangements with Mrs. DeRung, the technology director.

WORKMEN'S COMPENSATION

All injuries on the job are to be reported to the Business Office within 24 hours after occurring. Regardless of how small the injury, it must be reported. (i.e. slivers, abrasions, bruises, etc.) Failure to report on time could result in the rejection of the claim by workmen's compensation. These forms are available in the office.