

# North Junior High School



Staff Handbook  
2008- 09

Dear North Staff,

Welcome to the 2008-09 school year. We hope you have all taken time over the summer to recharge your batteries and enjoy the important things in our lives.

Henry Adams said, "A teacher affects eternity; he can never tell where his influence stops." Whether we are classroom teachers, paraprofessionals, secretaries, cooks, custodians, counselors, other support staff, or administrators, we are all teachers. We always need to remember the immense impact we have on the children we work with.

The Staff Handbook contains information about the current year, general information about procedures, guidelines, and policies of the school and the District. **WE ASK ALL STAFF TO REVIEW THIS HANDBOOK.** It will help all of us do our jobs in a more effective way. You are responsible for what is in this handbook.

We are here to help students succeed, achieve, be good citizens, explore, and have fun. William Arthur Ward said, "The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires."

Our hope for this year is that we "inspire" all of our students.

Mr. Bob Huot  
Ms. Sheri Rutar

**(The remaining pages of the Staff Handbook can be found on the North school web site.)**

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# WELCOME TO NORTH JUNIOR HIGH SCHOOL

OUR MISSION IS TO HELP EACH STUDENT  
SUCCEED  
ACHIEVE  
BE A GOOD CITIZEN  
EXPLORE  
HAVE HEALTHY FUN  
WITHIN A DIVERSE COMMUNITY

## AT NORTH WE BELIEVE:

1. Each student is capable of achieving individual success. Schools should seek to develop the highest possible learning potential in an equitable way.
2. Students are at various levels of skills, abilities, talents, and development. School should provide a flexible program to meet student needs.
3. Students learn in different ways and at different rates. School needs to address the learning styles of each student.
4. Students need to learn how to learn. School should provide opportunities for students to develop skills in problem solving, critical thinking, creative thinking, and decision making.
5. Students at this age have a special need to feel appreciated and worthwhile. School should promote the growth of healthy self-esteem.
6. Students learn best from those who show a genuine concern for their welfare and who are positive role models. School should provide a safe, caring, and positive learning environment where students have the opportunity for a one-to-one relationship with at least one caring adult in the school.

# PARTICIPATORY DECISION MAKING

North is a school which believes in participatory decision making among parents, staff, administration, and students.

At North we believe:

1. When the mission, goals, and objectives of a school are shared by all involved, the likelihood of accomplishment is increased.
2. When decision making happens at the level closest to implementation, the likelihood of a timely and appropriate response to the actual need or problem is increased.
3. Participatory decision making at the level of the school site assumes an ongoing School Improvement Plan linked to the District's Goals which constantly strives to meet the needs of students.

## SITE COUNCIL - SPIRIT OF NORTH

1. Purpose  
The purpose of the North Site Council is to assist in the implementation of the mission, goals, and objectives of North 6-8 school through a site based participatory process.
2. Membership
  - A. Representation
    1. We welcome all parents to attend the Spirit of North Site Council. (Minimum of one parent from each team.)
    2. One teacher representative from sixth grade.
    3. One teacher representative from seventh grade.
    4. One teacher representative from eighth grade.
    5. North principal
    6. North assistant principal
    7. Additional staff (as needed)
3. Function/Mission of Spirit of North

The function/mission of Spirit of North is to:

- Build and assist in maintaining parental involvement by providing communication between the administration, teachers, parents, and the community through newsletters, e-mail, etc.
- Allow parents the opportunity to provide input and advice on any school related policy, procedure, or program.
- Assist with the needs of the school, including those of students and teachers by providing parent volunteers. Some examples include, but are not limited to:
  - Providing volunteers for intramural sports
  - Staffing the Resource Center
  - Enhancing learning experiences as guest lecturers
  - Chaperoning field trips
  - "Filling the gap" by providing resources, such as, school supplies
- Fund-raising to assist in meeting the needs of the students.
- Build and maintain school spirit within the school and the community.

Spirit of North usually meets in the Conference Room at North Junior High School at 6:45 p.m. on the fourth Monday of each month during the school year (except December). This year's meetings will be held on: September 29, October 28, November 24, January 27, February 23, March 23, April 27.

If you are interested in becoming a member of Spirit of North, please contact this year's president:

Pat Gruenke  
 253-4782  
[patandjimg@charter.net](mailto:patandjimg@charter.net)

## STEERING COMMITTEE

### 1. Function

The function of the Steering Committee is to advise administration on the day to day leadership and management of the school. Areas of concern

include instruction, assessment and grading, school organization, budget, student activities, behavior management, cocurricular and extracurricular activities, parent involvement and communication, facilities, staff development, hiring, and the development of the annual school improvement plan.

2. Representation

- A. One representative from each team
- B. One representative from special education
- C. One representative from allied arts
- D. One representative from media
- E. One representative from guidance
- F. One representative each from music and phy. ed.
- G. One representative from each department
- H. Administration

# SECTION I

## INFORMATION ABOUT THE CURRENT SCHOOL YEAR

# NORTH JUNIOR HIGH SCHOOL TIME SCHEDULE 2008-09

## HOURS

Faculty: 7:40 a.m. - 3:10 p.m.  
 Support Staff: As Assigned  
 Homerooms: Opened no later than 8:15 a.m.;  
                   Gyms open from 7:45 a.m. - 8:15 a.m.;  
                   Cafeteria open from 7:45 a.m. - 8:15 a.m.  
 Students: 8:20 a.m. First Bell; 8:25 a.m. Last Bell  
                   School Day 8:25 a.m. - 3:10 p.m.  
                   (staggered dismissal - 3:03 p.m. - 3:10 p.m.)  
                   Grade 6 will be dismissed at 2:55 p.m.

## MODS

## TIME

1/HR /Advisory	8:25 - 8:50
2	8:53 - 9:16
3	9:19 - 9:42
4	9:45 - 10:08
5	10:11 - 10:34
6	10:37 - 11:01
7 Team 3 Lunch	11:04 - 11:28
8 Team 1 Lunch	11:31 - 11:55
9 Team 2 Lunch	11:58 - 12:22
10 Team 4 Lunch	12:25 - 12:49
11 Team 6 Lunch	12:52 - 1:16
12	1:19 - 2:08
13	2:11 - 3:00
14 Advisory	3:03 - 3:10

Team Schedule from B. Huot

Late start schedule from B. Huot

Early dismissal schedule from Bob Huot

District Calendar Front Side

**North Junior High School**  
**Important Dates**  
**2008-09**

(A month by month calendar with all events may be found on North's Web Page  
([www.isd742.org/~north/](http://www.isd742.org/~north/))

**First Quarter : September 2 - November 6**

**August**

- Aug. 25-27 Faculty in-service and workshop
- Aug. 27 Open House - Grades 6-7 (4:00 - 6:00 p.m.)
- Aug. 27 Open House - Grade 8 (6:00 - 7:00 p.m.)

**September**

- Sept. 2 7<sup>th</sup> grade orientation (7<sup>th</sup> grade only)
- Sept. 3 7<sup>th</sup> & 8<sup>th</sup> grade orientation
- Sept. 3 Fall sports begin
- Sept. 8 Meeting for those interested in the Fall Play (3:15-4:00)
- Sept. 8 Required faculty meeting (7:30 - 8:15 a.m.)
- Sept. 11 8<sup>th</sup> Grade Parent Team Meeting (6:30-7:30 p.m.)
- Sept. 11-12 Admin. Resource
- Sept. 13 Grade 7 Volleyball Jamboree
- Sept. 20 Grade 8 Volleyball Jamboree
- Sept. 24 Two Hour Early Dismissal
- Sept. 29 Site Council Meeting; 6:45 p.m. Lower Media

**October**

- Oct. 6-10 Midterm week
- Oct. 9-10 Admin. Resource
- Oct. 13 Required faculty meeting
- Oct. 13 Grade 8 Football Jamboree
- Oct. 16&17 No school - Professional Conf. days
- Oct. 20 Grade 7 Football Jamboree
- Oct. 23 Parent/teacher conferences 4:30 - 7:30 p.m.
- Oct. 27 Parent/teacher conferences 4:30 - 7:30 p.m.
- Oct. 28 Site Council Meeting 6:45 p.m. Lower Media

**November**

- Nov. 6 END OF QUARTER
- Nov. 7 Staff Development Workshop

## Second Quarter : November 10 - January 23

### November

- Nov. 10 Required faculty meeting
- Nov. 10-16 Little Theater closed to students, staff, public
- Nov. ? Travel Choir Performance at VA 1:30 p.m.
- Nov. 13-14 Admin. Resource
- Nov. 14-15 Play Performances 7:00 p.m.
- Nov. 16 Play Performance 2:00 p.m.
- Nov. 18 Band Concert 7:30 p.m.
- Nov. 24 Site Council Meeting 6:45 p.m. Lower Media
- Nov. 25 Orchestra Concert 7:30 p.m.
- Nov. 27-28 Thanksgiving vacation

### December

- Dec. 1 Staff Development Workshop
- Dec. 2-5 Midterm Week
- Dec. 11-12 Admin. Resource
- Dec. 15 Meeting for those interested in the Spring Play 3:15 - 4:00 p.m.
- Dec. 16 Two hour late start
- Dec. 16-17 Auditions for play
- Dec. 24-Jan. 2 Winter Break - No School

### January

- Jan. 12 Required faculty meeting
- Jan. 15 All School Party 3:30 - 5:30 p.m.
- Jan. 15-16 Admin. Resource
- Jan. ? Elementary music tour
- Jan. 19 Martin Luther King Day - No School
- Jan. 23 END OF 2<sup>ND</sup> QUARTER
- Jan. 26 Staff Development Workshop
- Jan. 26 Sixth grade orientation 7:00 - 8:30 p.m.
- Jan. 27 Site Council Meeting 6:45 p.m. Lower Media

## Third Quarter : January 27 - April 3

### February

- Feb. ? Northside Orchestra Concert 7:00 p.m.

- Feb. 9 Required faculty meeting
- Feb. 10 Two hour late start
- Feb. 12 Band Concert 7:30 p.m.
- Feb. 12-13 Admin. Resource
- Feb. 16 Presidents' Day - No School
- Feb. 23 Site Council Meeting 6:45 p.m. Lower Media
- Feb. 23-27 Midterm Week

### March

- Mar. 3 Parent/teacher conferences (4:30-7:30 p.m.)
- Mar. 9-13 Mid-Winter Break - No School
- Mar. 16 Required faculty meeting
- Mar. 23-27 Middle School Week
- Mar. 23 Site Council Meeting 6:45 p.m. Lower Media
- Mar. 25 Two hour early dismissal
- Mar. 25 Activity Day
- Mar. 26 Diversity Night

### Fourth Quarter : April 6 - June 3

### April

- April 3 END OF 3<sup>RD</sup> QUARTER
- April 6 Required faculty meeting
- April ? 8<sup>th</sup> graders visit Apollo
- April 16-17 Admin. Resource
- April 20-May 1 Flexible Parent/Teacher Conferences
- April 21,23 MCA Test - Grade 7
- April 27 Site Council Meeting 6:45 p.m. Lower Media
- April 27-30 Midterm Week
- April 28,30 MCA Test - Grade 8

### May

- May 4-8 MCA Science Test
- May 11 Required faculty meeting
- May 12 Orchestra Concert 7:30 p.m.
- May 14 Band Concert 7:30 p..m. Gym
- May 18 Northside Band Concert 6:30 p.m.
- May 21 Choir Concert 7:30 p.m. Gym
- May 22 Awards Assembly - School Carnival
- May 25 Memorial Day - No School

May 26 Site Council 6:45 p.m. Lower Media  
May 28-June 3 Final exams must be scheduled during this time; no activities, field trips, concerts, etc. may be scheduled

## June

June 3 Last day of school  
June 4 Teacher in-service/workshop (or make up day if a snow day is used)

## IMPORTANT COMMITTEES/MEETINGS AT NORTH

### Committees

All faculty at North participate in at least one committee in addition to their team/department. These committees meet once a month on the third Tuesday. Meeting times are from 7:45 - 8:15 a.m. These committees are:

- a. Advisory Committee (Jen Clear-contact person)
- b. PBIS - staff and student climate (Sheri Rutar)
- c. Technology Committee (Bryon Anderson)
- d. Safety-ERT Committee ( Bob Huot)
- e. Diversity Committee (to be determined)

### Regularly Scheduled Meetings

- a. Team Meetings  
A minimum of three twenty-five minute meetings will be scheduled by each team at a time when all team members and necessary support staff can attend. Team meetings may not be held in the staff lounge due to data privacy concerns. Teams also need to leave Tuesdays open for other meetings. Two meetings should deal with student concerns and one meeting should deal with curriculum issues.
- b. Department Meetings  
  
Required department meetings will be held once a month (usually the first Tuesday of the month) from 7:45 - 8:15 a.m. A teacher leader from the department will facilitate the meeting. Since time is limited, teachers should be on time and ready to meet at 7:45. Late starts

and early dismissal days will also be used for department meetings.

Dates are:

Oct. 7	Nov. 4	Dec. 2
Jan. 26	Feb. 3	Mar. 3
Apr. 7	May 5	June 2

Department facilitators for 08-09 are:

M. Boucher - Math	J. Johnson - Lang. Arts
S. Donabauer - Soc. Studies	K. Doyle - World Lang./Allied Arts
J. Lipp - PE	C. Hentges - Ind. Tech.
J. Christenson - Art	_____ - Science
D. Brady - Music	M. Gruenes - FCS
D. Shelstad - Guidance	B. Anderson - Media

c. Required Faculty Meetings (2<sup>nd</sup> Monday, U. Media, 7:30 - 8:15 a.m.)

These meetings are required meetings. No tutoring or activities will take place during this time.

Sept. 8	Dec. 8	Mar. 16
Oct. 13	Jan. 12	Apr. 6
Nov. 10	Feb. 9	May 11

d. Parent/Teacher Conferences/Communication

August 15-31	Advisory phoning	1 hour
October 23 & 27	4:30 - 7:30	3 hours each
December 1-12	Flexible*	2 hours
March 3	4:30 - 7:30	3 hours
April 20-May 1	Flexible*	2 hours

\*Teams, sp. ed., music, PE will flexibly schedule conferences to most effectively conference with parents of high need students. This may include special conference calling initiated by teachers outside regular duty hours. Teachers should log all hours outside the regular school day to be given to administration.

- e. Site Council-Spirit of North Meetings (4th Monday, L. Media, 6:45 p.m.)

Sept. 29	Oct. 28	Nov. 24
Jan. 27	Feb. 23	Mar. 23
Apr. 27		

- f. Steering Committee Meetings (2<sup>nd</sup> & 4<sup>th</sup> Tuesday, 7:45-8:10 a.m.)

Sept. 9, 23	Oct. 14, 28	Nov. 11, 25
Dec. 9	Jan. 13, 27	Feb. 10, 24
Mar. 17, 31	Apr. 14, 28	May 12, 26

Steering Committee members for 08-09 are:

Katie Conroy - Team 1	Wayne Chmelik - Team 2
Judy Johnson - Team 3	Meredith Boucher - Team 4
Karlyn Doyle - Allied Arts	Louise Clinton - Music
Jill Lipp - PE	Dave Shelstad - Guidance
Bryon Anderson - Media	Mary McGillis - Special Ed.
Open - Support Staff	Sheri Rutar - Assistant Principal
Bob Huot - Principal	

- g. Student Assistance/Building Placement Meeting (Wednesday, 12:45 p.m.)

- h. Late Starts

There are four planned two hour late start or early dismissal days in the calendar. All staff are required to be at work at their regularly scheduled time and remain until their regular ending time. The purpose of these days is building school improvement and staff training. Generally, licensed staff will be in planned department meetings. Special training for support staff is also being planned. Late start days are Dec. 16 and Feb. 10; early dismissal days are Sept. 24 and March 25.

**NORTH JUNIOR HIGH SCHOOL  
STAFF LIST  
2008-09**

NORTH STAFF

GRADE 6

ROOM

Team 6

Barton Gray	A218
Rhonda Juell-Podlak	A219
Karen Tadych	A217

GRADE 7

ROOM

Team 1

Kathryn Conroy - Science	A216
Kathy Tasto - Math	A221
Jennifer Clear - Lang. Arts	A222
Justin Skaalerud - Social Studies	A220

Team 2

Wayne Chmelik - Science	A212
Matthew Siers - Math	A210
Amy Laumeyer - Lang. Arts	A209
Steve Donabauer - Social Studies	A208

GRADE 8

ROOM

Team 3

Lea Milisits - Science	A215
Dan Holan - Math	A121
Judy Johnson - Lang. Arts	A132
Erich Schafer - Social Studies	A101

Team 4

Amanda Pederson- Science	A214
Meredith Boucher - Math	A140
Chris Lence - Lang. Arts	A141
Mike Gritman - Social Studies	A139

ALLIED ARTSROOM

## Art

Joy Christenson S103

## Family and Consumer Sciences

Mary Gruenes A138

## Music

Dianne Brady G251

Louise Clinton G253

Michelle Sonmor G251

## Physical Education

Jerry DeGagne Gym

Jill Lipp Gym

Pat Schoenberg (Classroom Para.)

## Technology

Chuck Hentges S108

## World Languages

Karlyn Doyle S102

STUDENT SERVICES

## Basic Skills

Charlene Irvin-Brown (Reading) A213

Joan Schneider (Classroom Para.) A213

## ESL

Margo Tepley A130

Teresa Nesteby A131

## Guidance/Student Support

David Shelstad (Counselor) A111

Kelly Hugo (Counselor) A112

Lisa Huckenpoehler (Student Support Para.) A228

Trista Wochnick (Psychologist) A211

Kim Bednarek (Psychologist) A211

Dave Gunderson (Social Worker) A211

Charlene Irvin-Brown/Stephanie Peterson (Targeted Services)	
Janette Sawin (Mental Health Facilitator)	A201B
Stephanie Peterson (AP Coordinator)	A205

Health

Lois Tamm, RN	A114
Melissa Kitzmiller, LPN	A114

Media

Bryon Anderson	Media
Kathy Beuning (Media Para.)	
LaRayne Welman (Media Para.)	

Special Education

Tim Bengtson	Adapt. PE
Sandy Dube	A223-LD
Judy Gabriel-Weston	A207-LD
Megan Jimenez	A133-Inclusion
Tammy Klassen-Bengtson	A224-EBD
Mary Maslonkowski	A133/A134
Mary McGillis	A206-LD
Peg Obremski	A203-LD
Kristin Pitt	A202-EBD
Sean Roquette	A134-Inclusion
Joan Seaquist	A154-Speech
Ernie Watson	A204-HI

ADMINISTRATION

Bob Huot, Principal	A109
Sheri Rutar, Assistant Principal	A108

ATHLETICS COORDINATOR

Dan Holan

CUSTODIAL/MAINTENANCE

Theresa McNeal  
Dennis Roske  
Ray Schultz  
Delphine Trutwin  
Tom Wood

INTERPRETERS

Stacy Notch A205  
Kenna Weller A205

MONITORS

Sue Hulett  
Nancy Pelzer

NUTRITIONAL SERVICES

Jody Amundson  
Cleo Henning  
Mona Kremers  
Connie Rein  
Nancy Robak  
Lois Rothstein  
Mary Sunderman  
Alvina Tupper

OFFICE STAFF

Sue Edelbrock  
Angie Schlangen  
Helen Theis

POLICE LIAISON

Nancy Lang A100

SECURITY OFFICER

Steve Milisits

## SPECIAL EDUCATION PARAPROFESSIONALS

Hanya Christensen  
Terri Christman  
Cheri Hoheisel  
Raelynn Justin  
Jeri Loeffler  
Carol Mick  
Usha Puri  
Cheryl Rupp  
Dawn Stang  
Dale Teachman  
Diane Vadnais  
Laurie Vogel  
Joy Winter  
Kathy Zabinski

## **MORNING DUTY 2008-09**

Open Gym 7:45 - 8:15 a.m.  
Jill Lipp  
Jerry DeGagne

Café Duty/Breakfast Program 7:45 - 8:15 a.m.  
Monitor

### Homerooms

Homeroom teachers should have rooms open and be in doorways at 8:15 a.m. unless they are on hall duty.

### Hall Duty

Hall duty is assigned by days. The day you are on hall duty you should supervise in the hallway at your assigned station from 8:05 - 8:20 a.m. On that day, you are responsible for that area of the hall. If you are absent, make sure your sub. knows what to do for hall duty.

During morning hall duty, faculty will use the following strategies to correct misbehavior:

1. Give a verbal correction in a respectful, adult tone of voice.
2. If necessary, direct the student to come with you away from peers and give the informal correction. This will help the student save face and make it easier for you to get your point across.
3. If it is necessary to correct the same student again, move the student into an open room and assign the student to sit for the remaining hall time. If the student is extremely insubordinate, bring the student to the Office. If the student refuses, fill out an Office Referral Form and have a secretary give it to an administrator.

Periodically, we will issue a Hit the Hall Day. This will be more frequent during the first part of the year and less frequent as the year goes on if behavior in the hallway is satisfactory. During a Hit the Hall Day, all teachers should be supervising in the hall from 8:05 - 8:20 a.m.

# HALL DUTY ROSTER

8:05 - 8:20 a.m.

2008-09

All hall duty will be roving duty. The purpose of this is to supervise students, be highly visible as an adult presence, and to keep students moving. They should go to one of the following areas: gym, café, homeroom, computer lab.

STATION	M	T	W	Th	F
1	Pederson	Gritman	Boucher	Lence	Schafer
2	Gabriel-W.	Dube	Holan	Milisits	Johnson
3	Skaalerud	Tasto	Clear	Conroy	Obremski
4	Chmelik	Siers	Laumeyer	Donabauer	McGillis
5	Hugo	Clinton	Nesteby	Anderson	Shelstad
6	Hentges	Doyle	Christenson	Maslonkowski	Sonmor
7	Tepley	Jimenez	Roquette	Seaquist	Klassen-B.

**STATION 1:** Boys Lav. Area - 1st Floor A139 to A101

**STATION 2:** Girls Lav. Area - 1st Floor A132 to A121

**STATION 3:** Boys Lav. Area - 2nd Floor A217 to A224

**STATION 4:** Girls Lav. Area - 2nd Floor A213 to A203

**STATION 5:** North Corridor - 1st Floor - "A" Wing (Door #1 to Receiving Room)

**STATION 6:** North Corridor - Receiving Room to overpass; overpass from south hallway to north hallway

**STATION 7:** South Hallway from Door #2 to #3

## BUS DUTY ROSTER 2008-09

### WEEK BEGINNING

Sept. 2     D. Shelstad  
              B. Anderson  
              K. Hugo

Sept. 8     K. Hugo  
              M. Tepley

Sept. 15    M. Tepley  
              J. Lipp

Sept. 22    J. Lipp  
              M. McGillis

Sept. 29    M. McGillis  
              J. Johnson

Oct. 6     J. Johnson  
              B. Gray

Oct. 13    B. Gray  
              S. Dube

Oct. 20    S. Dube  
              J. Christenson

Oct. 27    J. Christenson  
              A. Laumeyer

Nov. 3     A. Laumeyer  
              R. Juell-Podlak

Nov. 10    R. Juell-Podlak  
              A. Pederson

Nov. 17    A. Pederson  
              S. Donabauer

### WEEK BEGINNING

Nov. 24    S. Donabauer  
              T. Bengtson

Dec. 2     T. Bengtson  
              D. Holan

Dec. 8     D. Holan  
              T. Nesteby

Dec. 15    T. Nesteby  
              K. Pitt

Dec. 22    K. Pitt  
              S. Roquette

Jan. 5     S. Roquette  
              M. Gritman

Jan. 12    M. Gritman  
              W. Chmelik

Jan. 20    W. Chmelik  
              C. Hentges

Jan. 27    C. Hentges  
              J. Seaquist

Feb. 2     J. Seaquist  
              P. Obremski

Feb. 9     P. Obremski  
              K. Tadych

Feb. 17    K. Tadych  
              L. Clinton

WEEK BEGINNING

Feb. 23 L. Clinton  
M. Gruenes

Mar. 2 M. Gruenes  
M. Siers

Mar. 16 M. Siers  
J. DeGagne

Mar. 23 J. DeGagne  
L. Milisits

Mar. 30 L. Milisits  
M. Sonmor

Apr. 6 M. Sonmor  
K. Doyle

Apr. 14 K. Doyle  
C. Lence

Apr. 20 C. Lence  
K. Conroy

Apr. 27 K. Conroy  
M. Jimenez

May 4 M. Jimenez  
J. Gabriel-Weston

May 11 J. Gabriel-Weston  
E. Schafer

May 18 E. Schafer  
M. Maslonkowski

WEEK BEGINNING

May 26 M. Maslonkowski  
M. Boucher

June 1 M. Boucher  
B. Anderson  
D. Shelstad

## Grade 6/7 Lower Gym Seating Chart

I have generic form on my computer saved under Seating7 and Seating 8- just fill in the names - be sure to resave under "File" and "Save as"

Bob typed it in 07-08

Insert Grade 8 Lower Gym Seating Chart

Bob typed it in 07-08

Insert All School Assembly seating chart

Bob typed it in 07-08

# NORTH JUNIOR HIGH SCHOOL TEACHING TEAM EXPECTATIONS 2008-09

## I. GENERAL TEAM EXPECTATIONS

- A. **Purpose:** There are several important purposes for regularly scheduled team meetings:
1. To address student needs
  2. To plan student team activities
  3. To coordinate curriculum, instruction, and assessment
  4. To participate in the school's decision system
  5. To work on school improvement goals

- B. **Meetings:** Each team meets formally a minimum of 60 minutes a week. Team meeting time should be given to administration in writing. These meetings should not be in the lounge.

Agendas and minutes will be kept on the forms provided and distributed to administration and other interested persons or sent via e-mail.

- C. Each team member will share responsibilities on the team. The team will select the following:

1. A Steering Committee rep
2. An Advisory Committee rep
3. Spirit of North rep (rotating)
4. Facilitator
5. Curriculum coordinator
6. Notetaker/recorder
7. Timekeeper
8. Librarian
9. Treasurer
10. Field trip coordinator
11. PR person
12. Special Events coordinator

Teams may rotate these positions if they wish.

## II. STUDENT GROWTH AND DEVELOPMENT

- A. The most important function of the team is to find ways to help each student on the team be successful. Each team will be the fundamental group to develop plans to help students on the team be successful. Assistance will be provided by counselors.
- B. Team Spirit - The purpose of organizing students by teams is to create a sense of belonging and security in students and to assure students are known well by the adults who work with them. Therefore, creating a team spirit is a necessity for good student morale and motivation. It is an essential responsibility of the teaching team in a middle school to develop a positive team spirit.
- C. A behavior improvement process has been developed to help teams manage and improve their students' behavior. Except for extreme behavior, this process is designed to keep individual teachers and teams at the heart of the behavior improvement process (See Discipline - Code of Conduct).
- D. Student Awards and Recognitions: Teams are asked to develop ways to recognize individual students. Promotion of healthy self-esteem and productive life-styles is the goal of such awards.

## III. CURRICULUM AND INSTRUCTION

- A. Each team will discuss curriculum content and instructional strategies and develop a plan to coordinate the delivery of that curriculum within the team.  
**It is particularly important that teams have consistent grading policies and that homework assignments are coordinated.**
- B. Teams will work with alternative learning personnel (Basic Skills, special ed., and ESL) to develop and implement plans for student success in that program.

## IV. PARENTAL INTERACTION

- A. Each team will develop and implement a plan for frequent communication with parents regarding curriculum plans, student

activities, and student progress. This may include such things as periodic team/parent newsletters, e-mails, postcards, etc.

- B. Each advisor has one hour of paid time that must be spent calling homeroom students/parents prior to school in the fall. A "script" of recommended items to discuss is mailed to staff with the back to school letter. Faculty members who are not advisors will be asked to assist with other forms of communication to parents.
- C. Advisors will be asked to make an additional three positive contacts with parents (flexible in-service time).
- D. Each team will call parents who the team particularly wants to attend second and third trimester conferences.

### NORTH ACTIVITY PROGRAM

#### A. ATHLETICS

For the 2008-09 school year, the following sports will be offered at North Junior High School:

FALL	WINTER	SPRING
Boys football	Boys basketball	Baseball
Boys soccer	Girls basketball	Softball
Girls soccer		Boys/Girls Track
Girls volleyball		

Girls swimming is available at South.

Students may also participate in the following sports in a 7-12 program at Apollo High School:

FALL	WINTER	SPRING
Girls tennis	Wrestling	Golf
Cross country running	Boys swimming	Boys tennis
	Gymnastics	
	Nordic skiing	

Dan Holan is our athletic director.

## B. ACADEMIC ACTIVITIES

The following academic activities and leadership activities will be offered at North Junior High School for the 2008-09 school year:

Knowledge Bowl	Future Problem Solving	Math Counts
Academic Triathlon	Drama	Student Council
Yearbook	Geography Bee	Spelling Bee
SIGMA	SCSU Math Contest	

Judy Johnson is our academic achievement coordinator.

## SECTION II

### GENERAL INFORMATION - RULES AND PROCEDURES

## ABSENCES - TEACHERS AND STAFF

### A. UNPLANNED ABSENCES

1. ALL STAFF MEMBERS WHO WILL HAVE AN UNPLANNED ABSENCE FROM SCHOOL SHOULD FOLLOW THE NEW AESOP PROCEDURE. The District is in the process of implementing a new automated substitute calling system (AESOP). More information will be provided to staff as training takes place.
2. When a staff member becomes ill during the day, that person should notify an administrator so a substitute can be obtained and the staff member can be relieved from duty.

### B. OTHER REASONS

If a staff member knows ahead of time that he or she will be absent from school, either because of illness, to receive necessary medical attention, or for school business, the information should be given to the principal as soon as possible. **It will be the staff member's responsibility to follow the AESOP procedure in these cases, also.** Requests for discretionary leave must be approved by the principal at least three days in advance.

### C. PREPARATIONS FOR SUBSTITUTE

It is the responsibility of all teachers to make sure the following materials are available for the substitute teacher at all times in the school designated substitute folder:

1. Lesson plans (including advisory activities)
2. Seating charts
3. Specific room assignments
4. Staff schedule

### D. POLICIES FOR STAFF MEMBERS

All absences must be processed through the principal's office. Some require approval from the District Office and should be made as early as possible.

## ABSENCES - STUDENTS

The following is the District Attendance Policy for students:

### A. EXCUSED ABSENCES

An excused absence indicates a legal absence from school with parent/guardian verification and school permission. The following reasons shall be sufficient to constitute excused absences:

1. Student illness - parents will verify student illness to the school administration up to 15 days per school year. Absences in excess of 15 days may require a doctor's verification to be excused.
2. Serious illness and death in the student's family.
3. Medical or dental appointments - parents should make every effort to schedule appointments/treatment outside of the school day. When this cannot be done, a student's absence due to a medical appointment or dental treatment may be verified.
4. Court appearance.
5. Recognized religious holiday observance.
6. Religious instruction not to exceed three hours in any week.
7. College or technical college visits with prior school approval (high school only).
8. Vacation with prior school approval.
9. Impassable roads/inclement weather.
10. School related absences.
  - a. Official school field trips or other school-sponsored events.
  - b. Suspensions.
  - c. Tournament play when the school is involved.
11. In the case of special circumstances the administration may approve additional excused absences.

### B. UNEXCUSED ABSENCES

The following are examples of absences which will not be excused:

1. An absence from school, class or assigned detention by a student which was not approved by the parent/guardian and the school administrator from the list above.
2. Absences in which the parent/guardian fails to contact the school within 24 hours of absence.
3. Absences resulting from unexcused tardies (15 minutes or more) to school or class.

## C. CONSEQUENCES OF UNEXCUSED ABSENCES

1. After three unexcused absences parents will be notified. After seven unexcused absences the administration will file a truancy petition with the county attorney. Prior warning of this consequence will be made in writing.
2. Other consequences may be applied as deemed appropriate by the administrator, e.g. detention, in-school suspension, etc.

## ACCIDENTS AND ILLNESS

In case of an accident to any student while on school property, every precaution should be taken to relieve and safeguard the injured. If the injury is at all serious, the staff person should immediately notify the office. See Emergency Procedures.

In cases of accidental injury, the staff person in charge should fill out an Accident Report form. This can be obtained from and returned to the office.

Often students must be sent to the office for additional first-aid care because of accident or illness. A student should always be accompanied by another (student or staff person) when sent to the office for first-aid care.

## ADA STATEMENT

The following notice needs to be included in any publicity about programs in the District including concerts, open houses, etc.

### AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

If you have a disability and need an accommodation in order to attend this event, please contact the school at least one week in advance of the program. Whoever is "in charge" of the program or event (advisors, teachers, or administrators) is responsible for publishing this statement.

## ADVERTISING MATERIAL

The school is not to be used as an agency for the distribution of advertising materials. No such materials from sources outside of school are to be read to students or distributed without the approval of the principal or assistant principal.

We do publicize events for middle school students sponsored by non-profit organizations if they do not conflict with North events.

## **ADVISORY PROGRAM**

Our advisory program is an essential part of the middle school curriculum. The goals of this program are to:

- Improve positive attitudes
- Increase social skills
- Develop healthy character traits
- Improve student motivation
- Increase student language skills
- Monitor student academics
- Have parental contact concerning advisory students
- Build positive rapport with students

Teaching the advisory curriculum is a required activity for advisors.

All students are enrolled in an advisory group which meets daily at the beginning of the day.

## **ALCOHOL OR NONPRESCRIBED DRUGS**

The possession or use of alcohol, nonprescribed or illegal drugs, or mood altering substances on district premises, while on district business or while in payroll status is inconsistent with the behavior expected of district employees. When the District has reasonable suspicion to believe an employee has violated this, it will require the employee to submit to an alcohol and/or drug test. (Board Policy 4168)

## **ALCOHOL/CHEMICALS**

The sale or distribution of items that glamorize alcoholic beverages (i.e., beer mugs, etc.) and/or other chemicals is not appropriate.

## **ARRIVAL AND DEPARTURE OF TEACHERS**

Faculty members are to be at school ready to work at 7:40 each morning and are to be on duty until 3:10 each afternoon. If exceptions to these hours are necessary, they must be checked in advance with the principal or assistant principal. The times noted are minimum times and faculty members will usually spend more time at

school in order to complete class preparations, to work with students, and to fulfill other assignments. Staff members who need to leave the building during lunch or at other times must sign out in the Office. Bus duty, required faculty meetings, etc. will also require a later departure by a teacher.

## **ASSEMBLIES**

Assemblies are planned and arranged with administrative approval. See Bob Huot for assistance. The following is a checklist of items to be completed in planning an assembly:

### CHECKLIST FOR ASSEMBLIES

Suggestion for Planning Stage: Avoid the beginning and ending of quarters

#### TO DO:

- \_\_\_\_\_ Secure permission from Bob Huot. Arrange for a shortened schedule for that day, if necessary.
- \_\_\_\_\_ Negotiate with PE teachers. This is their teaching space.
- \_\_\_\_\_ Special notice to DAPE teachers.
- \_\_\_\_\_ Publish date and times (a.m. or p.m.) at least one month (earlier is better) prior to date. Put this in the Weekly Bulletin. Publish it for two weeks and reminder in Weekly Bulletin prior to date.
- \_\_\_\_\_ Special notice to the part-time staff and office secretaries.
- \_\_\_\_\_ Arrange for homeroom subs. for part-time teachers when necessary.
- \_\_\_\_\_ Inform Media Specialist and media staff for audio equipment.
- \_\_\_\_\_ Inform Head Custodian - request bleachers down, microphones, flags, etc.
- \_\_\_\_\_ Contact administrators for introductions at assembly.
- \_\_\_\_\_ Contact president of Student Council for Pledge of Allegiance.
- \_\_\_\_\_ Notify interpreters.

## **ASSIGNMENTS OF ABSENTEES**

It is often necessary to request assignments for students who are absent from school. The requests are made by the use of a form that is placed in the teacher's P.O. box. This form should be returned to the office as soon as possible, usually the day they are received. Assignments should be well written, neat, and complete.

## ATHLETICS PARTICIPATION- VARSITY PLAY

It is the philosophy of District 742 Schools that, in general, the rigor, focus, and expectations of senior high activity participation and competition are not appropriate for middle level students. At the middle school level, the emphasis is to promote the healthy development of a well-rounded, life-long involvement in activities. Most middle level students lack not only the skill, but more importantly, the maturity to benefit from senior high participation.

District 742 recognizes there may be an occasion when, because of unusual ability, maturity, and/or age, a student may be considered for participation at the senior high level. Moving into the senior high program may be reasonable in sports where there isn't a middle level program available. (7-12 programs)

If a student requests a waiver to participate at the senior high, the student must be proficient enough to compete at the varsity level except where a middle level program is not available.

District 742 senior high coaches will not recruit middle level students. However, the school district encourages senior high coaches to work cooperatively with the middle level coaching staffs to determine the skills that should be developed at each level of competition.

District 742 schools will not allow middle level students to participate or practice with any higher level teams before permission has been granted using the procedure outlined below. This process must be completed before each season of participation.

The following procedure will be used to consider the student's participation:

1. A request for a middle level student to participate at the senior high level will be made in writing by the parent(s) of the student to the activities director at the middle school. Except in unique circumstances, the request should be made prior to the season. Unique circumstances may include, but are not limited to: a new student moving into the district, to fill out an incomplete varsity squad, or to replace a program no longer available at the middle level.
2. The middle level activities director will consult with the following people upon the parent(s) request:

- a. The student's academic team teachers
  - b. The student's counselor
  - c. The appropriate middle level and senior high coaches
  - d. The senior high activities director
3. The middle level activities director will make a recommendation to the middle level school administrator.
  4. If approved by the middle level administrator, the recommendation will be sent to the senior high principal for approval by the senior high Building Placement Unit.
  5. The senior high BPU will notify the middle level activities director who will notify the parent(s) of the decision of the school.
  6. All appeals of the decision of the school by parents will be reviewed by the Secondary Placement Unit upon notification by the middle school activities director.

## **ATTENDANCE ISSUES**

Attendance must be taken in all classes. This includes advisory, classes, and study labs.

### **A. ABSENTEE REPORT**

Each teacher is to take attendance at the beginning of advisory. Teachers will input information into the SASI attendance program at their computer stations. Substitutes will take attendance by hand using the attendance roster and forms in the sub. folder.

### **B. DAILY ABSENCE BULLETIN**

Office personnel will prepare a report of absences for the day and circulate it to every room. This is the official list of those students who are absent. This list should be referred to as attendance is taken during each class. You need not report absences to the Office if the student's name appears on the Absence Bulletin. Report the following exceptions only:

-If a student is missing who is not listed on the Bulletin.

-If a student is in class who is listed on the Bulletin.

These exceptions should be noted on a green form and sent or brought to the Office as soon as possible.

C. ADMIT TO CLASS PASS

When students return to school from an absence, they should report to the Office. After checking the absence, the secretary will issue a pink pass which is stamped "admit to class". If the absence was unexcused, Office personnel will write "unexcused absence" in the lower left corner. **No student who has been absent should be admitted to advisory or any class\*\*\* without showing the teacher the pass.** If a student who has been absent does report to HR or class without a pass, he/she should be sent to the Office. This is a key responsibility of an advisory teacher.

D. BLUE SLIPS

Blue absence slips will be used for students who have requested to be absent from school prior to their absence. Since prior permission is needed from the administration, there will be an authorized signature if the absence is approved. Blue absence slips will not be used for usual kinds of absences such as illness. It is important that teachers note when a student is gone from school so that makeup work is completed.

E. MAKEUP WORK

If a student is absent from school or class, he/she will be given an opportunity to make up the work missed.

If students know in advance that they will be gone, they have been instructed to bring a note from home and talk with teachers ahead of time about makeup work.

If students have an unexpected excused absence, students will talk with teachers upon return. They should be given missed assignments, help when necessary, and due dates for makeup work.

If students have an unexcused absence( including skips and truancies), they and their parents/guardians have the major responsibility for completing

missed assignments. They should be given assignments and the due dates upon returning to school. Due dates do not have to be adjusted for unexcused absences.

## **BEEPERS, PAGERS, CELLULAR PHONES, SCHOOL PHONE USE**

Beepers, pagers, cellular telephones, and other personal communication devices are not permitted for student use at North. A pay phone and a phone provided by office staff should be used by students. **DO NOT LET STUDENTS USE THE PHONE IN YOUR ROOM DURING THE SCHOOL DAY.** We do not have enough phone lines for student use. If there is an "emergency", students should be sent to the Office. This includes special ed. students.

## **BELLS**

Bells will ring at three different times during the school day:

8:20 - Begin going to advisory

8:25 - All students must be in advisory

3:10 - Students are dismissed for the day

## **BOARD POLICIES**

All School Board policies are available online at [www.isd742.org](http://www.isd742.org). Click on "About Us", then on "School Board", then "Board Policies".

## **BOOK CHECK INFORMATION**

The following material is submitted for consideration as a guide in determining book fines. The procedure will be as follows:

Approximately two weeks prior to the final week of school, all teachers will have a preliminary Book Check. At that time, the condition of all books will be noted and fines assessed. Students are to be notified that all fines must be paid before the end of the school year.

Before teacher check-out, teachers will turn in to the Office a list of unpaid fines according to check-out procedures. A letter listing the obligation will be mailed to the parents of students.

It will be the responsibility of the instructor to notify the student or parent(s) of an unpaid obligation prior to putting in a hold to the Office.

As final exams are taken and books collected for good, teachers can spot check to see whether or not additional fines are necessary.

## **BOOKS**

The school district provides students with books without cost. However, students who misuse books should pay for the damage. In order to facilitate a fair appraisal each spring, teachers checking out books are asked to have each book "rated" according to the scale below when it is checked out:

"A" Book . . . . . A new book which has never been used.

"B" Book . . . . . A book showing only slight wear.

"C" Book . . . . . A book showing considerable wear, but  
with binding in good or fair condition  
and all pages intact.

"D" Book . . . . . A book with a broken binding or with  
torn pages, or both.

It is suggested that teachers go over the entire book rating system with the students and have the students record on the pocket card behind their name the letter grade indicating the condition of the book when checked out. (The letter indicating the rating should appear in parentheses behind the student's name on the pocket card.) Teachers should then verify student's rating of the book by whatever method seems most feasible. Cards are to be collected and kept by the teacher until the book is checked in. Regardless of the system used, all books checked out are to be rated according to the scale shown above and that rating recorded on the pocket cards.

When the books are to be checked in, it is the responsibility of each teacher to check them for unreasonable wear, collect fine money, and get a receipt for it from the office. (More specific instructions for spring check-in will be provided in a school closing bulletin.) A book may be reasonably expected to lower one letter grade in the above scale for each year's use. New textbooks average \$50/book.

Following are conditions under which charges should or should not be made:

"A" Book to "B" . . . . . No Fine

"A" Book to "C" . . . . . \$2.50

"A" Book to "D" . . . . . \$5.00

"B" Book to "unusable". . . . . 4/5 cost of book

- "B" Book to "C" ..... No Fine
- "B" Book to "D" ..... \$2.50
- "B" Book to "unusable"..... 3/5 cost of book
- "C" Book to "D" ..... No Fine

If a book is lost, the following charges should be assessed:

- "A" Book. .... 4/5 cost of book
- "B" Book. .... 3/5 cost of book
- "C" Book. .... 2/5 cost of book
- "D" Book. .... 1/5 cost of book

In addition to the book "pocket cards," many teachers record the book number in their class record books opposite each student's name. This is not a requirement, but it is considered a very good practice. A record must also be kept of workbooks or spelling books issued to students. Students who lose a workbook may obtain another copy by purchasing it through the teacher.

When a student loses a book during the school year, he should purchase another through his/her teacher. If the original is found and returned, the amount paid for the second book will be refunded.

**BUILDING PLACEMENT UNIT (see STUDENT SERVICES TEAM)**

**BUILDING USE**

Requests to use the building for a meeting by a North school group must be cleared through Bob Huot. These will be added to the North activities calendar on our web page. Outside groups who wish to rent facilities must have it cleared through the District Community Education Office. Do not take for granted at any time that a facility is free for your use. No outside group should be in the building on school days prior to 6:00 p.m.

Because of the District building security system, staff do not have access to the building on weekends or holidays. If a staff person needs to be in the building on days there is no custodial staff on duty, they must contact an administrator. A new keyless entry system will be implemented at the start of the school.

## **BULLETIN - ANNOUNCEMENTS**

On Friday afternoons staff members will receive the weekly bulletin via e-mail. Included in the bulletin will be a calendar of events for the coming week, staff announcements, and student announcements. **Homeroom teachers are asked to read student announcements from the weekly bulletin.** The student section only is to be posted on bulletin boards. Regular notices will be read over the intercom each morning during advisory. Teachers should try to place announcements of all meetings and activities in the Weekly Bulletin. Announcements for the Bulletin must be turned in to Sue Edelbrock by 9:00 a.m. on Friday.

Notices for **daily announcements** should be submitted to the principal's office as soon as it is possible to do so on the form available in the office. Give these to Helen Theis. Afternoon announcements will be read at 3:00 p.m.

## **BULLETIN BOARD - OFFICIAL**

A bulletin board in the Staff Lounge has been designated as the official bulletin board in this building. All official district communications such as job postings and seniority lists will be posted on this space.

## **BUS DUTY**

Because of our transportation arrangements, it is necessary to assign teachers to bus duty. This duty is assigned on a roster basis and is equalized as nearly as possible among all teachers. A roster of assignments for the year appears in Section I of this guide.

The following instructions should be used as a guide when on bus duty:

1. Bus duty requires active supervision of students as they wait outside the building and as they load on to the buses. It is important that teachers are visible while on duty.
2. Teachers should make arrangements to leave their classrooms immediately after classes dismiss and report to the bus loading area.
3. Students should not be allowed to push and crowd as buses approach. They should be kept behind the red lines at all times.
4. Students should be required to line up in a straight line prior to entering the bus. After the first week or two of school, each bus will be assigned a designated chute where students will line up. Students should leave space

between themselves and the person in front of them. Spaces cannot be saved for students.

5. There should be no pushing or crowding when entering the bus.
6. In the case of an unusual happening (large number of students leaving grounds, accident, etc.), the person on bus duty should send a reliable student to the office for assistance.
7. Students who leave the school grounds are not to be permitted to return to board a bus.

## **CAFETERIA**

A federal subsidy is available for a complete lunch for children in elementary and secondary schools. Although the Board of Education operates the cafeteria primarily for the students, teachers are invited to use this service at a fee comparable to that of the students, plus the federal subsidy. The lunch price for adults is \$3.60.

## **CARD PLAYING - COIN GAMES**

Card playing, coin games, and any form of gambling are not permitted in our school unless it is part of classroom activities.

## **CARE OF FACILITIES/EQUIPMENT**

Instructors are asked to pay careful attention to the condition of their rooms, desks and other physical facilities. Student desks, teacher desks, file cabinets, etc. that need repair or replacement should be reported in writing immediately to Bob Huot. Teacher chairs or other furniture for teacher use should be requested through your department. When teachers leave an area for coffee, lunch, or after their shift, they should be sure that lights are turned off and doors are locked. Try to develop in your students a pride in keeping our building neat and presentable. When the class period ends, be sure all waste materials are taken from desks. Also, classroom and lab floors should be cleared, and tools, equipment and supplies should be returned to the appropriate storage areas.

As with most other support staff in the school, custodial staff time has also been cut. Therefore, it is entirely appropriate to require your advisory to wash and clean desks once a week. Secure rags/paper towels/cleaners by putting a note in the Maintenance p. o. box.

## CARS

Generally, staff members should not use their own cars to transport students. When it is necessary (i.e. suspended students), administration will advise staff.

## CHILD ABUSE

Minnesota law requires the reporting of suspected child abuse:

1. In District 742 Community Schools, persons mandated to report are all licensed staff and any other staff member who is delegated the responsibility of supervising students.
2. All cases of suspected physical and sexual abuse and neglect of children, occurring any time within the previous three years, must be immediately reported to the local welfare agency, police department or county sheriff. **While persons mandated to report will inform their unit administrator of the report, the person who knows or has reason to believe there is abuse or neglect is personally responsible for making the report.**
3. The person mandated to report having knowledge of or reason to believe that the child has been physically abused, sexually abused or neglected, will make an immediate oral report to the appropriate social service agency.  
\*\*immediate = within 24 hours\*\*
4. The written report, required to follow the oral report, shall be of sufficient content to identify the child, the parent(s), guardian, or other person responsible for the child's care; the nature and extent of the child's injuries or description of the sexual abuse or neglect; and the name and address of the reporter. The report must be sent within three days (72 hours) of the oral report. NOTE: Please contact an administrator if you would like assistance with oral and/or written reports.
5. All written reports and records related to alleged physical or sexual abuse or neglect of a child shall be private and shall be kept in the appropriate files. This information shall be collected, utilized, and disseminated in accordance with the school board resolution.
6. "Neglect" means failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, or medical or other care required for the child's physical or mental health when reasonably able to do

so, failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical or mental health when reasonably able to do so, failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in their care, or failure to ensure that a child is educated in accordance with state law. Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected such means for treatment or care of disease, except where the lack of medical care may cause imminent and serious danger to the child's health.

7. "Physical abuse" means any physical injury or mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, (Mental injury means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.) Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statute 609.09, subdivision 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment or that results in sickness or internal injury, or subjects the child to medical procedures that would be unnecessary if the child were not exposed to the substances; or (9) unreasonable physical confinement or restraint not permitted under Minnesota Statute 609.379, including but not limited to tying, caging, or chaining.

8. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, or by a person in a position of authority to any act which constitutes a violation of Minnesota Statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota Statutes prohibiting prostitution, or use of a minor in sexual performance. Sexual abuse includes threatened sexual abuse. (Threatened injury means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.)
  
9. \*Social Service Agencies To Call:
  - Benton Co.            968-5087,   531 Dewey St., Foley, MN 56329
  
  - Sherburne Co.        (763)241-2600,   13880 Hwy. 10, Elk River, 55330
  
  - Stearns Co.           656-6000,   Administration Center, St. Cloud, 56301
  
  - Ask for social service intake worker.
  
10. In the event that the appropriate social service agency is unavailable at the time an immediate oral report is to be made, the oral report will be made to the appropriate law enforcement agency. A copy of the written report to the law enforcement agency will be sent to the appropriate social service agency.

Law Enforcement Agencies

St. Cloud Police	251-1200 807 Courthouse Square St. Cloud, MN 56301
St. Joseph Police	363-8250 25 N College Ave St. Joseph, MN 56374
Waite Park Police	251-3281 19 13 <sup>th</sup> Avenue N Waite Park, MN 56387

Benton Co. Sheriff	968-7201 581 Hwy 23 NE Foley, MN 56329
Sherburne Co. Sheriff	(800) 433-5245 13880 Hwy. 10 Elk River, MN 55330
Stearns Co. Sheriff	259-3700 Administration Center St. Cloud, MN 56301

11. Provide a copy of all reports submitted to the principal.

You can get a Child Abuse Report Form in the main Office.

## **CLASS LISTS**

Requests for class lists by nonemployees should be directed to the principal. Release of pupil information should be sought through an administrator.

## **CONFIDENTIALITY AND DATA PRIVACY**

Most information about students at school is private or confidential data. That means it is not information that is legally termed "public data". Only those employees who are directly related to classroom instruction, teaching, student achievement and progress, discipline, student health and welfare, supervision, or the performance of a service or benefit for the student have a legitimate need to know about the student.

Talking about students in the lounge and other "public" places violates a student's right to privacy and is not acceptable at North Junior High School. Sharing information about a student with other employees who are not directly involved with the student also violates a student's right to privacy and is not acceptable at North Junior High School.

Employees with concerns or questions about students with whom they are not directly involved should visit with the principal about those concerns.

## **COUNSELING SERVICES**

Counseling services are designed to help our entire school program, both students and teachers. Counselors can serve as a source of information to help teachers in dealing with problems. Faculty members can assist counselors greatly if they will point out early signs of problems in areas in which the counselors might be able to work.

Classroom teachers are asked to honor counselor passes promptly and excuse students from class for conferences as requested. If a student has been requested from a class at a time when a unit or other broad test is scheduled, the teacher should notify the counselor in advance of the appointment so the counselor will know the student will not be present.

## **COURSE APPROVAL/LANE CHANGE**

Prior approval is necessary if credit courses from colleges and universities are to be used to advance on our salary schedule. Necessary forms are available from the principal's office. Procedures to be used are found in the teachers' contract.

In order to make the lane change/professional advancement process as smooth as possible, complete the following steps when taking graduate credits and/or other in-service credits for a lane change:

1. Before the class or workshop starts, list the course on your Professional Advancement Record (which is in a book in Sue's office). Return the form to the principal for administrative approval.
2. When you are ready to make a lane change, ask Sue for a copy of your Professional Advancement Record. Take that, along with an official transcript of credits or a letter from the appropriate college/university official, and a written application for lane advancement to the Human Resources Office.

## **DISCIPLINE - CODE OF CONDUCT**

The following "Code of Conduct" is taken from the North Student/Parent Handbook.

Code of Conduct pages - 12 in all (Codeconduct08.doc)  
(Sue typed changes from what Bob and Sheri had changed in the staff handbook  
from last year) July, 2007

code 1

code 2

code 3

code 4

code 5

code 6

code 7

code 8

code 9

code 10

code 11

code 12

## DISTRICT FORMS

All District forms are available online at [www.isd742.org](http://www.isd742.org); click on "Staff Net"; then click on "Information"; then click on "Forms and Info".

## DRESS CODE (STAFF)

Guidelines for staff dress at North are as follows:

1. Monday - Thursday wear attire appropriate to your position; appearances make a difference. **Students tend to respond more respectfully to adults who are dressed more formally. Additionally, the image presented to the public is generally more positive if the staff attire is more formal.** PE instructors and others may have unique circumstances in their positions requiring special attire. **Jeans, shorts, t-shirts, and sweatshirts are not appropriate for staff. Flip flops and other inappropriate items in the student dress code are not appropriate for staff use.**
2. Friday is designated as "casual day" at North. Attire of a more casual nature than the remainder of the week is appropriate.

## DRESS CODE (STUDENTS)

Students are expected to wear clean, neat clothing which is not offensive to the race, religion, nationality, or gender of others. They are expected to wear clothing that is appropriate to the serious purpose of learning.

Faculty and staff are expected to consistently enforce this dress code so as to maintain safety, order, and an appropriate climate for learning.

1. Clothing which reflects or suggests obscenity, is sexually offensive, or which mocks, ridicules, or demeans others is not acceptable.
2. Clothing which promotes, advertises, or displays cigarettes, drugs, alcohol, other illegal or controlled substances, or satanic symbols is not acceptable.
3. Students will not be allowed to wear saggy pants; underwear may not show. Belts must be tucked in if they are excessively long or they will not be allowed to be worn. The wearing of a shirt outside your pants to cover up your underwear is still a violation of this rule.

4. Students may not have pagers, cellular telephones, laser pens, or other nuisance articles in school or on school property.
5. Clothing which in its style or appearance presents a danger to the health or safety of those in school or which creates or has the reasonable potential to create a classroom or school disturbance is not acceptable. This includes but is not limited to:
  - shirts or blouses which expose the midriff
  - shorts above mid-thigh
  - low cut tops, tops with spaghetti straps
  - slacks, jeans, or shorts with holes higher than mid-thigh
  - bare feet or footwear such as slippers
  - jewelry that constitutes a safety hazard (example: studded or spiked jewelry, studded hats, multiple chains, etc.) or which promotes the use of drugs, alcohol, or tobacco
  - spiked clothing (caps, backpacks, etc.) will not be allowed
  - clothing with loose hanging straps will not be allowed
6. Gang affiliated signs, symbols, jewelry, tatoos, and clothing that represent acknowledged gangs or gang activity is prohibited. Gang related personalization is not permitted on hats, on items of clothing, or on one's person or possessions. No bandannas of any color, size, or shape may be carried, worn or displayed on school property. This also includes simulations of anything representing "colors". Any gang activity is viewed as disruptive to the educational process and is grounds for dismissal or suspension.
7. No over- length belts or wallet chains may be worn during school hours or at any school function.
8. Hats, scarves, bandannas, bags, and backpacks are not allowed during the school day. Students must place these items in their lockers and retrieve them only at the end of the school day.
9. Students are not allowed to wear any kind of coat during the school day.

Students violating this dress code may be asked to remove the offending item(s), present the item to the staff person and/or administration, come to the school office, and/or be sent home.

## **EMERGENCY PROCEDURES**

A complete guide for emergency procedures is found in a separate publication which should be kept readily available and accessible. If it is necessary for a staff member to notify emergency personnel (ambulance, police-other than police liaison, or fire department), the staff member should complete the "Notification of Emergency Personnel" form found in that publication and forward it to an administrator.

## **FACULTY CHECK-OUT**

If it is necessary for a faculty or staff member to leave school during the school day for any reason, an entry must be made in the faculty/staff check-out book in the Office. It is also necessary to check with the principal or assistant principal before leaving.

## **FACULTY MEETINGS**

Faculty meetings are generally scheduled for the second Monday of each month school is in session. Attendance is required unless excused in advance by the principal or assistant principal.

## **FAILURES**

### **Part I: Failing an All Year Course**

Failing a course for three out of four quarters does not automatically constitute a failure for the course. The decision to fail a student for an entire course is an individual one to be made by a teacher. However, it is expected that the following guidelines will be used in making that decision:

1. By the end of the fourth quarter, if a student can demonstrate mastery of the most critical outcomes\* for the course even though she/he might have failed the first part of the course, it would be appropriate to pass the student for the course.

\*NOTE: The outcomes might be modified to take into account the special needs of a student.

2. By the end of the fourth quarter, if the student has consistently demonstrated a sincere willingness and effort\* to be successful, it would be appropriate to pass the student for the course.

\*NOTE: Evidence of this might be regular attendance, consistency in completing/turning in homework, participation and/or cooperation in class, etc.

3. If a student has failed three out of four quarters of a course(s), a staffing involving appropriate teachers, parents, counselors, and administrators will be held. The purpose of the staffing is to outline a program plan for the fourth quarter and develop a contract of student expectations.

## Part II: Failing a Semester Course

Failing a semester course is based on the standards and evaluation methods of semester course teachers. Midquarter notices of potential failure will be sent to parents. School Board policy requires that students who fail to successfully complete the work in any required course will need to make up the work in order to graduate from the secondary program.

## FIELD TRIPS

Trips away from the school which are trips sponsored by North Junior High School and which are not part of our activities program are considered field trips. Field trips which are of an instructional nature are encouraged at North Junior High School. Non-instructional field trips have been discouraged by the District and the North Site Council and will be approved only in unique circumstances.

1. See an administrator in advance for approval for any trip, both in and out of town, for which you are taking students as part of North Junior High School sponsorship.
2. Team field trips will be partially supported by the school, when possible. If the field trip is a required part of the curriculum, virtually all students would be expected to attend. Students may not be charged to participate in "required" field trips. If the trip is an "enrichment" to the curriculum, teams may establish in advance what criteria must be met to participate and fees may be charged to

attend. An alternative "educational experience" must be available for students choosing not to attend.

3. Costs beyond what the school can support for transportation must be secured by fund-raising or charging fees from students. These funds will be deposited in the North Student Activity Fund Field Trip Account. See Sue Edelbrock for depositing procedures. **DEPOSITS MUST BE MADE BEFORE CHECKS TO VENDORS CAN BE WRITTEN.** You will need to collect money from students and have it deposited **before** a check can be written to a vendor, such as, Valleyfair, Festival of Nations, Science Museum, etc. The District auditors will not allow a negative balance in any of our accounts. District vending machine funds (budget code) and Student Activity funds **cannot** be combined. Funds that are raised through fund-raising or are charged as fees from students must be spent in the year in which they are collected and cannot be carried over to the following year. Individual teams will keep track of their deposits and expenditures and should expend the amount deposited by the end of the current school year.
4. During school sponsored field trips, North Junior High School staff and District 742 are responsible for the well-being of students on the trip. School personnel assigned and/or responsible for such trips must enforce District policies and procedures relative to student behavior.

Consistent with District procedures regarding bus conduct, North Junior High School students who attend a field trip and are transported on school buses are expected to board designated buses from school and return to school on those designated buses.

The exception made to this procedure is if a parent or guardian notifies school personnel in advance and elects to have a child be transported with the parent or guardian. This does NOT include other students, but only the child(ren) of the parent or guardian. This procedure is intended to maximize the ability of staff to more readily assure the whereabouts as well as safety of students on the field trip. Additionally, it is intended to minimize possible liability issues associated with having non-District personnel transporting students during school sponsored trips.

All requests for transportation must be entered by the Tuesday of the week preceding the trip. The following procedure should be used when arranging a field trip.

1. The teacher must prepare a list of the students attending the field trip in alphabetical order, by grade, and the time the students will be gone.
2. When the list is prepared, the teacher turns it into the office at least two days before the field trip. This would include field trip activities outside the building, athletic trips, and approved in-school activities. Lists must also be sent to teachers electronically one full day before the event. In addition, teachers will receive athletic rosters at the beginning of a season.
3. Activities that would require students to miss class will be listed in the coming events section of the Weekly Bulletin. This means a two-week prior approval.
4. In the event a trip bus would fail to show up for a weekend trip or after normal business hours, the supervisor of the trip should call the emergency phone numbers for transportation staff given to them by the school prior to the trip.
5. In the event a trip is significantly delayed in returning, the supervisor of the trip should call the emergency transportation numbers and transportation staff will attempt to reach building maintenance staff or the building attendant with the delay information so it can be posted at the doors of the building. The phone numbers are personal and confidential.

If the trip is planned to be late, provisions should be made in advance for the school to be open, or a phone available, and a supervisor to stay until all students have left.

6. The teacher/team should use the Field Trip Checklist form when planning a field trip.

# NORTH JUNIOR HIGH SCHOOL FIELD TRIP CHECKLIST

## People to contact:

- \_\_\_ The principal
- \_\_\_ The Office staff
- \_\_\_ The cooks and cafeteria monitors( AT LEAST 2 WEEKS NOTICE)
- \_\_\_ The PE Department
- \_\_\_ The ESL teacher
- \_\_\_ The EBD teacher
- \_\_\_ The Special Services teacher/interpreters/sp. ed. paras.
- \_\_\_ The appropriate music teacher
- \_\_\_ The industrial arts teacher
- \_\_\_ The FCS teacher
- \_\_\_ The WL teacher
- \_\_\_ The art teacher
- \_\_\_ The counselor
- \_\_\_ The nurse, if medications are needed
- \_\_\_ The media specialist
- \_\_\_ The person in charge of detention

## Things to remember:

- \_\_\_ Make bus arrangements (forms in Office)
- \_\_\_ Reserve any needed rooms/equipment
- \_\_\_ Notify parents/guardians and get permission
- \_\_\_ Obtain chaperons and other needed help (see attached)
- \_\_\_ Get permission slips returned
- \_\_\_ Obtain necessary tickets/admission materials
- \_\_\_ Take all medications and extra food for medically involved students
- \_\_\_ Get the first aid kit
- \_\_\_ Take a copy of emergency telephone numbers if going out of town
- \_\_\_ Send students to the Office before leaving to see if any messages/lunches, etc. have been left
- \_\_\_ Turn in attendance before leaving
- \_\_\_ Leave an itinerary with times indicated in the Office
- \_\_\_ Make sure you have picked up any lunches ordered from the cafeteria
- \_\_\_ Call and notify destinations if any changes have occurred

NORTH JUNIOR HIGH SCHOOL  
FIELD TRIP SUPERVISION AND BEHAVIOR EXPECTATIONS

Supervision

1. A ratio of no less than one supervisor to twenty students will be used on field trips. Assistants and volunteers will be in-serviced in advance on the behavior expectations of students by the person(s) organizing the trip.

An overall supervisor will be designated for the trip to coordinate and help other supervisors with any problems.

2. If supervisors cannot be secured, see administration for assistance. No field trip will be taken without the above supervision ratio.
3. Supervisors will be expected to take periodic attendance throughout the day. Students will have a planned, written agenda for the day and expected to be accountable for that agenda.

Student Participation

1. All students have the right to participate in school supported and sponsored field trips which are considered to be an expected part of the curriculum.
2. However, students who abuse that right will be excluded as described below and may lose privileges to participate in optional field trips.
3. Criteria for student participation in field trips which are "enrichment" may be established by the team/dept. sponsoring the trip. These need to be approved in advance by North administration.

Behavior Expectations

1. Behavior expectations on a field trip are higher than in a normal school setting. When students are on a field trip, they are representing North Junior High School to the public. Additionally, support personnel for misbehavior intervention are not present on a field trip (monitor, counselors, administration).
2. Prior to any field trip, the following expectations and consequences will be reviewed with students. Before students may attend the trip, they will sign a contract agreeing to abide by the expectations described.

3. All students participating in a field trip will be expected to follow the North Code of Conduct at all times on the field trip.
4. Expectations which are specific to field trips are listed:
  - A. Respect for others:
    1. Students will follow directions of supervisors at all times.
    2. Students will be respectful of other members of the public in their language and actions.
    3. Students will follow the rules and procedures expected in any place in which the field trip is located.
    4. Students will respect their peers in language and actions - both on buses and at the destination.
  - B. Respect for property:
    1. Students will show respect for the buses and personal property of others on the trip.
    2. Students will show respect for the property located at the destination.

#### Consequences for Misbehavior

1. For minor misbehavior, the student will be warned only once.
2. For continued misbehavior and/or a major incident, the student will be removed from the activity. When possible, the parent will be called to get the student and/or the student will be returned to school. When that is not possible, the student will be kept in isolation from the activity for the remainder of the trip.
3. Upon returning to school, and depending on the nature of the misbehavior, community service and suspension will be considered the usual consequence for the activity.

## FIELD TRIP PERMISSION FORM

Please use the model form below when sending out parent permission forms:

Date \_\_\_\_\_

Dear Parents/Guardians:

This letter is to inform you of the details of the \_\_\_\_\_(team or area) field trip and to seek permission for your child to attend.

1. Provide details: where, when (date, times), why, cost (if any), lunch arrangements, other necessary details.
2. Indicate whom to contact with questions.

\_\_\_\_\_ (instructor's signature)

### PARENT PERMISSION FORM

I give my permission for \_\_\_\_\_(child's name) to attend the field trip to \_\_\_\_\_ on \_\_\_\_\_(instructor fills in these spaces).

\_\_\_\_\_ (parent signature) \_\_\_\_\_ (date)

Food choice (if appropriate)

\_\_\_\_\_ Bag lunch from home

\_\_\_\_\_ Purchase bag lunch from school

Other choices, if needed

\*Consequences for misbehavior:

## FIRE DRILL

State regulations require that we have five fire drills and five lockdown practices per year. Specific instructions for leaving the building appear in the separate crisis response material.

A good fire safety program depends much upon the real interest and concern of every teacher. Each teacher should do his/her utmost to see that students are alerted to the need for fire safety precautions and that they carry out fire drills in an orderly and efficient manner.

## **504 PROCEDURE**

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act require federal fund recipients (i.e. public schools) make their programs and activities accessible to all individuals with disabilities. Section 504 protects persons from discrimination based upon their handicapping condition. A person is handicapped under the definition if he/she (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) had a record of such an impairment; or (3) is regarded as having such an impairment. Education is regarded as a major life activity.

When a condition significantly limits a major life activity, an accommodation plan must be developed for that individual. While Section 504 encompasses all students on IEPs, it has much wider application; it also is a nonfunded mandate.

Any teacher, other certified school employee, parent/guardian, or community agency can request an evaluation of a student's eligibility under Section 504/ADA.

At North that request should be sent to the student's counselor. The counselor will bring the referral to a student assistance meeting of the student's team for evaluation. This will be forwarded to the school student assistance team. Bob Huot will serve as the building 504 coordinator. Consultation will also occur with the building Child Studies Team (Special Education Services).

If a student is eligible for 504 services, a plan will be developed. The counselor will be responsible for monitoring progress and initiating a review of the plan.

## APPENDIX G

### WHEN SCHOOL STAFF SHOULD CONSIDER THE EXISTENCE OF A HANDICAP AND POSSIBLE SECTION 504 PROTECTION:

1. When suspension or expulsion is being considered for any student.
2. When retention is being considered for any student.
3. When a student shows a pattern of not benefiting from the instruction being provided.

4. When a student returns to school after a serious illness or injury.
5. When a student is referred for evaluation but it is determined not to do an evaluation under the IDEA.
6. When a student is evaluated and is found not to qualify for Special Education services under the IDEA.
7. When a student exhibits a chronic health condition.
8. When a student is identified as "at risk" or exhibits the potential for dropping out of school.
9. When substance abuse is an issue.
10. When a handicap of any kind is suspected.
11. When a new building or remodeling is being considered.

## **FLAG**

See Pledge of Allegiance

## **FUND-RAISERS**

All fund-raisers in school must be authorized by the administration. No fund-raising in school will be authorized for out of school groups. Please see Mr. Huot for approval forms.

## **GIFTS TO SCHOOL PERSONNEL**

It is a policy of this school district that teachers and other school employees shall not accept gifts from individual students.

## **GOGGLES**

State law requires that students and teachers wear eye protective devices in hazardous areas. Because all of our students take industrial arts, science, and other courses where hazardous conditions exist, all students must wear eye protective devices from time to time. These goggles will be provided in the classroom as needed.

## **GRADING**

A student evaluation is made at the end of each of the four marking periods. The four marking periods for the school year close on the following dates:

- 1st - - November 6, 2008
- 2nd - - January 23, 2009
- 3rd - - April 3, 2009
- 4<sup>th</sup> - - June 3, 2009

The grading system A, A-, B+, B, B-, C+, C, C-, D+, D, D-, U/F means as follows:

- A -- Superior performance
- B -- Good performance
- C -- Adequate performance
- D -- Substandard performance
- F -- Unacceptable performance

A grade will be computed for each quarter and recorded on the report card. A final grade will be assigned at the end of each course and recorded on the report card. The final grade for semester courses and year-long courses may not necessarily reflect an average of the quarter grades because of the differences in the course of study of each quarter.

An "incomplete" should be made up within two weeks after the close of a marking period. However, in cases of prolonged excused absence, a student may be given special permission to use a longer time in which to complete his/her work.

Midquarter reports will be completed for all students who are earning a "D" or "F" grade or who have fallen one or more grades since the last report card (A to C). These reports will insure that parents are afforded the opportunity to receive feedback on student progress every four and a half weeks.

Our software for Integrate Pro insures that a continuous record of each student's achievement may be available at the end of each marking period. It should be available for checking by the principal or assistant principal at any time. when you print hard copies of student grades, no student should be permitted to see another student's grades when that student is identified by name.

Each teacher will be asked to turn in a hard copy of the grade book at the end of the school year.

## DIFFERENTIATED GRADING SYSTEM

### I. RATIONALE

North Junior High School is committed to facilitating individual student success for all students within a common school environment. We recognize that fairness in this context does not mean grading every student the same way; rather, fairness means assessing achievement based on a variety of factors for each student.

For this reason a differentiated grading system is used at North Junior High School.

### II. DESCRIPTION OF GRADING SYSTEM

A. In the differentiated grading system students in the target group (see below) will receive a grade for the course which is determined in a different manner than the grades for the rest of the students in the course. The criteria for these different grades may include student effort, amount of individual student progress on course expectations, and amount of student progress on modified course expectations. This differentiated grade will be noted on the report card by an asterisk (\*) and a standard explanation to parents printed on the report card.

It is recognized that this may be only a first step in individualizing our grading system for all students.

B. Target Students:

There are two groups of target students.

1. The first group to be considered for differentiated grades includes all students with individual educational programs (IEPs). Mainstream teachers together with special education teachers will determine which special education students will receive differentiated grades and on what basis those grades will be given.

2. The second group to be considered for differentiated grades include those mainstream students who appear to lack the necessary prerequisite knowledge or skills to successfully master course outcomes as they are currently stated.

### C. Methods to Determine Differentiated Grades

Several different methods may be used to arrive at a differentiated grade. Whichever method is used, teachers need to be clear about why they chose the method they did.

1. One method involves the computation and averaging of an academic grade and an "effort grade". Teachers who choose to use this method will compute the academic grades for the target group in the same way in which the grades for all other students in the class are computed.

However, another grade for these students will also be computed which takes into account additional factors such as social behavior, consistent attempts to complete assignments and participate in class, productive use of work time and open labs, etc. Teachers may wish to ask students to provide input into this grade. (Sample student self-evaluation forms are available from the Office upon request.)

These two grades will then be "averaged" to obtain the differentiated grade for students.

2. A second method involves the modification of course expectations to more appropriately adapt to the needs of the targeted students. The level of student achievement based on those modified expectations will then be assessed and graded. For example, if there were ten major outcomes for the course during the first trimester, it may be appropriate to modify those to five for a targeted student. That student's level of achievement on those five outcomes would then be graded in a traditional manner. Determining how to make those modifications will be done in conjunction with special education teachers in the same team.

3. A third method to arrive at differentiated grades is to assess the amount of student progress on course outcomes. This method involves the identification of students skills/knowledge when they began the course in comparison to their current level of achievement - not in comparison to other students in the class or to the total amount of possible achievement. For example, students may score in the 40th or 50th percentile achievement level in comparison to the rest of the students in the class, but may have made tremendous progress in comparison to their own starting achievement levels. Using method three, a differentiated grade which indicates the amount of individual achievement would be given, (i.e., twice the amount of starting achievement = A; less than  $\frac{1}{2}$  the amount of starting achievement = F).

While this method is the most difficult of the three methods because it involves the assessment of students' entry achievement levels, it may be possible in certain situations involving special education students who have been more carefully monitored than other students.

## **GUEST SPEAKERS**

We encourage teachers to use qualified outside resource persons. ALL RESOURCE PERSONS MUST BE CLEARED THROUGH THE ADMINISTRATION PRIOR TO ANY COMMITMENT OF EITHER THE GUEST OR THE STUDENTS. Complete the appropriate request form and submit the form to an administrator. Guest Speaker forms are available in the Office.

## **GUM**

Due to extreme problems in the past, students may not have or chew gum in the school building.

## **HALL SUPERVISION**

### **Morning**

Teachers are assigned morning hall supervision on a rotating basis. These assignments are found at the front of this handbook. It is critical to the success

of our Positive Behavioral Supports initiative that all staff members take an active role in "active supervision" of our hallways each day.

#### During Preparation Times, Transitions, Etc.

Staff members are asked, whenever they are in the halls or about the building, to supervise, check, and report on students or anything they think might be amiss. Between classes, staff are asked to supervise in the area outside the classroom door and greet students as they enter your classroom.

### **HARASSMENT** (see Section III)

### **HAT/CAP RULE**

Hats/caps may not be worn during the school day. Frequent disturbances involving hats/caps on buses, in school, and on school grounds have resulted in this rule.

### **HAZING** (see Section III)

### **HOMEROOM (HR)**

Homeroom time (8:25 daily) is an important part of the student's day. To emphasize this importance, the following will occur:

1. Morning announcements should start around at 8:25 a.m.
2. Students and staff should be quiet during announcements and listen to announcements. Teachers need to be role models.
3. Attendance should be taken and passes distributed.
4. Students who were absent the previous day should have admit to class passes from the Office. If they do not, please send them to the Office to obtain one.
5. Reentry conferences for students who were sent to Student Support may take place during this time.
6. There is no passing time between homeroom and advisory. Teachers may move immediately into advisory when homeroom is completed.

### **IDENTIFICATION BADGES**

STAFF: To improve safety and security within District 742, all employees of District 742 are expected to wear their District issued identification badge when on duty. These badges should be prominently worn on outer clothing in such a way

so as to be easily seen. A colored picture, name, and site location should be visible on each badge. If a badge is lost, stolen, or damaged, contact administration.

STUDENTS: For safety and security reasons, all students must carry their North Junior High School ID cards with them at all times. Students will need their cards to check out materials from the Resource Center and may be asked to produce their card at any time to verify they are North students. Students will be supplied with a color coded lanyard matched to their team and may choose to wear their ID on this lanyard. Broken or lost ID cards will be replaced once at no charge. Subsequent cards will cost \$1.00 to replace. **Students without Ids may not be excused from any area and will always be excused at 3:10 - not earlier.**

## **IMPROVEMENT PLAN**

The North School Improvement Plan is the primary plan for continuous school improvement. This plan is dedicated to the accomplishment of school/District goals. School goals and the School Improvement Plan are developed by the Steering Committee with input from the entire faculty. A variety of resources support this plan including staff development funds when available.

## **INJURIES**

If a student is injured after school hours on school grounds or while participating in a school event, the designated personnel will respond to the student. The building administrator will be notified as soon as possible.

Unless an injury/illness situation is obviously life threatening, the respondent will contact parents/guardians immediately. Parents/guardians will be asked to come to school to transport their child. If the parent/guardian cannot be contacted, the person authorized by the parent/guardian will be contacted to transport the student. If none of the above can be contacted, notify the designated personnel for further instructions.

For an injury/illness which appears to be life threatening, the respondent will immediately contact 911. The respondent will then contact the parents. The building administrator will be notified. The building administrator will notify the superintendent.

Designated personnel include the following:

Building administrator(s) if present

Activities Director if present

Coach/Activity Director  
Head engineer or assistant engineer  
Community Education attendant

## **INJURY/ACCIDENT CLAIM REPORT**

If you experience a work injury, come to the Office immediately and ask Angie Schlangen for an Incident Claim Report Form. All injuries must be reported within twenty-four hours of occurrence. If medical care is necessary, you must seek care from the Preferred WorkCare provider for an initial evaluation. Obtain a referral card from Ms. Schlangen in the Office. An exception to this would be in the event of a life-or-limb injury. In that case, you may seek care from any available provider.

The Preferred WorkCare provider in our area is:

Midwest Occupational Medicine  
St. Cloud Medical Group South Campus  
1301 33<sup>rd</sup> Street S  
St. Cloud, MN 56301  
(320) 251-9675

## **INSTRUCTIONAL MATERIALS**

### **Budget**

The school fiscal calendar runs from July to June. It is necessary for principals to prepare and submit a proposed budget covering instructional supplies and equipment to the superintendent of schools in January and February. Faculty members are asked to submit their suggestions for materials, supplies, and equipment early in the school year to designated persons. Actual purchase of materials requested in the budget may not be made until after July 1 of the next budget year, but purchase orders are prepared in the spring.

### **Purchases**

Teachers needing to purchase any instructional materials or supplies should see their department facilitator. Requisitions for materials and supplies need to be submitted to the principal's secretary. Purchases orders are then typed at North on computer and the Purchasing Office releases the orders and mails the actual purchase orders. Orders are paid for by District 742 Community Schools, St. Cloud, Minnesota. Teachers ordering materials directly from a company (without a

District Purchase Order) will be responsible for the payment of such orders.  
**District 742 uses a primary vendor system and all supplies must be purchased from this vendor.** We can only use other vendors if an item cannot be found in the primary vendor's catalog.

## **INSURANCE**

Students may take private accident insurance offered through the school at low cost. Teachers and employees may also elect to take this coverage. This insurance is processed through the HR classes. It is important that all accidents be reported immediately to the Office.

## **KEYS**

Keys for rooms, cabinets, etc. are issued from the principal's secretary. Lost or stolen keys are to be paid for by the staff person before receiving replacement keys at the rate of \$3.00 per key. It is imperative that every precaution is taken to prevent key loss. Staff may NOT loan keys to students. All desks and files should be locked before leaving school each day.

## **LATE WORK**

Late work is graded according to individual teacher discretion in order to accommodate student learning needs. This will follow the District goal of differentiation and may need asterisk grading. It is recommended that each team and/or allied arts, PE music, Special Ed. Department adapt similar procedures.

## **LIABILITY**

It is important that teachers understand that they are legally responsible during the entire time that students are assigned to them. This applies to HR classes, hall duty, extra-curricular activities, etc. In emergency situations when teachers must leave, it is important that someone be asked to come into the room or area of supervision. **TEACHERS SHOULD NOT DISMISS STUDENTS FROM CLASS BEFORE NORMAL DISMISSAL TIME UNLESS STUDENTS HAVE A PASS TO A SUPERVISED AREA.** Students are to report to class until teachers are notified by the counselor's office in writing that they are dropped. A student's declaration of intent to drop a class does not relieve the teacher of the responsibility for that student's supervision.

## **MAILBOX**

Every staff person has been assigned a mailbox in the Office. These boxes are listed in alphabetical order. Teachers are to check their mailboxes in the morning before school, at noon, and before leaving the building at night. Teachers are not to ask students to pick up mail for them.

**MAKE-UP** (See "Attendance Taking/Make-Up")

## **MATERIALS PREPARATION**

Assistance in preparing/duplicating teaching materials will be centered in the Production Room. Specific procedures and timelines will be communicated by personnel in the Production Room.

## **MONEY STORAGE**

**Teachers should not leave money in their desks/rooms as past experience has shown that money often "disappears" even from areas that are supposedly locked.** Money should be brought to the office daily for storage in the safe. Students should be discouraged from carrying large sums of money to school.

## **NON-DISCRIMINATION POLICY**

North Junior High School does not discriminate against any individual because of the person's race, color, creed, religion, sex, marital status, status with regard to public assistance, sexual orientation, or disability. Discrimination and/or harassment of students, staff, or the public at North will not be tolerated.

## **PARENT-TEACHER CONFERENCES**

North will have parent-teacher conferences as listed in Section I of this handbook. These conferences are paid duty times for faculty. Faculty members who anticipate conflicts with dates or times should see the principal as soon as possible.

## **PARKING**

Parking is permitted in the large south parking lot and along the east side of 29<sup>th</sup> Avenue along the North field. Parking is permitted in the west parking lot by

special permission only. The west lot must be left clear for bus loading and unloading.

## **PASSES**

### **Student Pass**

When a student is requesting permission to leave an area, he/she must use the Agenda Planner unless he/she has a responsibility pass and displays it. If the student does not have the Agenda Planner, the student may not leave the area or go to another area.

### **Staff Pass**

This pass is generated by school staff only, it admits/releases students at the request of the staff person. It replaces all previous passes (pink slips, green slips, etc.)

### **Responsibility Pass**

Responsibility passes are earned by students through an established process. Students may use this pass to exit an area with permission of the supervisor. Students must still sign out of the area and they must display their pass.

### **Room Pass**

Each classroom/study area in the building will be given a wooden pass for students to use to go to the bathrooms. No more than one student should use the room pass at a time.

### **Out of Building Pass**

Yellow "out of building" passes are issued to students who have need to leave the school grounds. These are issued only through the Office.

## **PAY DATES**

Basically, direct deposit slips will be distributed in the normal manner on the 15th and on the last day of each month. If the 15th of the month falls on Saturday or Sunday, distribution is scheduled for the preceding Friday. If the last day of the

month falls on either Saturday or Sunday, distribution will be on the preceding Friday.

## **PERMIT TO CARRY FIREARMS**

Although the legal right of specific individuals to carry concealed firearms has been expanded, it remains illegal to carry them on school grounds. That includes the school itself, school grounds, school buses, etc. The previous law has been modified to specify that the person must "knowingly" be on school property for firearm possession to be illegal.

## **PLEDGE OF ALLEGIANCE**

All public schools are required by law to lead the recitation of the Pledge of Allegiance at least once a week. North Junior High School students and staff will recite the Pledge of Allegiance every Monday during homeroom when school is in session. The pledge will be recited over the intercom system by a person designated by the school principal. Any student may decline to participate in the recitation. If students so choose, they may quietly and respectfully sit in their seat or stand until the recitation is completed. The law also requires public schools to instruct students in the proper etiquette toward, display of, and respect for the flag. During orientation days, homeroom teachers will conduct this instruction with students from their agenda planners.

## **POLICE LIAISON**

North is fortunate to have a police liaison assigned to our school on a part time basis. The primary purpose of this person in the building is PREVENTION of any illegal activity. A secondary purpose is to INVESTIGATE and act upon suspected illegal activity.

In order to help staff to know which items can be referred to the police liaison, the following guidelines have been established:

1. ALL student discipline referrals (including gang related clothing, graffiti, etc.) should be reported through the normal school discipline channels. If you are unsure about how to report something, bring it to the administrators. Referrals should not be made directly to the police liaison.
2. If something happens outside of school or off school grounds that involves our students or is personal in nature, see the police liaison.

3. If there is an emergency or crisis involving the physical safety of staff and/or students and our police liaison is available, request his/her attention.

## **POSTER RULES**

1. Posters or signs shall not be placed about the building without permission from an administrator.
2. Posters may be placed in the following designated areas:
  - a. May be put on designated bulletin boards in the halls.
  - b. May be placed on metal in classrooms if masking tape is used.
  - c. May be placed in individual rooms and in the showcases if the student has permission of the teacher.
3. Posters shall be neat in appearance and beyond reproach in subject matter, grammar, spelling, etc.
4. Posters that are allowed to be posted in North Junior High School are:
  - a. Those having to do with North events and school sponsored activities.
  - b. Civic events for junior high students.
5. Profit-making privately sponsored activities are not allowed to be posted.
6. No poster shall be put up whose date conflicts with any school event that is already posted.
7. Posters shall be taken down by the organization or individual who posted them the day following the event or function they advertised.

## **RECEIPTS**

Receipts should be issued for money collected for fines and fees.

## **RESPONSIBILITY PASSES**

The responsibility pass system will be explained in detail in a special faculty communication.

## **SCHEDULE CHANGES**

Any change in class meeting times or places or a teacher's schedule must first be cleared in the Office.

## **SCHOOL CALENDAR**

All requests for scheduling activities, programs, or use of school facilities must be cleared with the administration. All activities, such as, activity days, field trips, or special team flex days must be approved by the appropriate administrator and recorded on the master calendar which is maintained by Angie Schlangen in the office.

## **SECONDARY SCHOOL TRANSFERS**

On June 20, 1980, the Board of Education adopted a policy on Secondary School Transfers. The policy in its entirety is available on the District's web page. The policy enables students to attend secondary schools out of their attendance area. It should be noted that transportation for students who request transfers to a school outside of their assigned geographical area is the responsibility of the parent(s) or guardian(s).

Requests for transfers are automatically approved when made before April 1 of the preceding school year unless a school is designated as "closed". Requests made after April 1 may be approved or disapproved by the administration. Appeals are made to the Secondary Placement Unit.

## **SMOKING**

Effective August 15, 1988, smoking and use of tobacco products are prohibited on School District property. This includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by minor students on school property is prohibited.

## **SOLICITING**

Permission for soliciting teachers or other staff personnel for "drives" or sales of any kind must be cleared through the principal. Salespersons are prohibited from visiting teachers during school hours, although book company representatives may consult with teachers during open mods at the request of the administration. Teachers are requested to refuse audience to any unauthorized salesperson.

## **SPRE**

The Staff Performance Review and Evaluation program is the District's system of providing for staff development and evaluation.

Staff development activities take place through a process involving the school improvement plan.

Evaluation activities take place one out of every five years for tenured teachers and every year for nontenured teachers. An initial conference is held between a teacher and administrator at the beginning of the year to outline yearly evaluation goals. Throughout the year administrators conduct classroom observation cycles to gather data and provide feedback to teachers. At the end of the year, a final conference is held to summarize the year and assess achievement of goals. An administrator will initiate this process.

## **STAFF TRAVEL**

Requests for staff travel out-of-district for meetings must be made to the principal as far in advance as possible before the travel is to take place. Generally, the district will pay as per district policy all necessary expenses when the staff person is authorized to represent the district. Receipts must be attached to claim forms as per district policy. Claim forms are available in the principal's office.

When the travel involves a large sum for air transportation or a large registration charge, prepayment can be requested through the principal's office. The district office will determine the type of transportation and method of reimbursement.

## **STUDENT SERVICES PROGRAM (STUDENT ACTIVITIES/STUDENT ASSISTANCE, BUILDING PLACEMENT COMMITTEES)**

The mission of the Student Services Program at North is to help students learn by promoting health, safety, and wellness at North.

To do this we believe it is essential to use a comprehensive, systematic, school wide approach which builds on student strengths, creates protecting school conditions, and reduces risk factors in our school environment.

## Goals and Implementation Programs

The framework chosen for our student service model is an adapted version of the State of Minnesota framework for Guidance Programs and Violence Prevention.

There are four levels of service in this framework. Listed below are brief descriptions of each level of service and examples of school delivery methods.

### **LEVEL ONE - PROMOTION**

Goal To educate all students for optimal health and well-being.  
Examples Advisor programs, curricular programs, responsibility pass programs, extracurricular activities

### **LEVEL TWO - PREVENTION**

Goal To reinforce targeted healthy behaviors and reduce unhealthy behaviors in the total student population.  
Examples Police liaison programs, guidance programs, curricular programs, assemblies, clubs, mentoring

### **LEVEL THREE - INTERVENTION**

Goal To provide intensive, alternative opportunities for students to learn healthy behaviors.  
Examples Insight Group, student support programs, counseling groups, Project Support, team interventions, etc.

### **LEVEL FOUR - CRISIS**

Goal To provide immediate interruption of destructive behaviors.  
Examples CPI team intervention, crisis plans, out of building referral, student assistance program

The student service team is responsible for the general coordination of programs at all levels.

The student assistance team at North is composed of two levels; one level is the primary student assistance team and is a student's interdisciplinary team of teachers; the second level is the building wide student assistance team which is composed of all members of the student development team.

## **STUDENT RECORDS**

You must sign the yellow form in student cumulative folders when you review those records. Records are confidential and should be viewed on a need to know basis. Student cum folders should never be removed from the office by staff members.

Special education case files are stored in Room A211. These files are also confidential and should be viewed on a need to know basis. Files should not be removed from A211.

## **STUDENTS LEAVING THE BUILDING**

Any teacher authorizing a student to leave the building during the school day would be held liable in the event the student has an accident. Our policy at North is that a student should not, under any circumstances, be allowed to leave the building either for a teacher's errand or for materials needed by the student unless cleared by a parent through the Office. All students leaving the building with a class under a teacher's supervision for a field trip must be cleared through the Office. The supervising teacher should have a signed parent permission slip from each student prior to taking the field trip.

## **SUPERVISION - SPECIAL ACTIVITIES**

There are several activities throughout the school year in which faculty supervision is needed. These include athletic, drama, and music activities, and social activities such as school dances. Teachers will be asked to state their preference and an attempt will be made to assign supervision according to these preferences. In order that this assignment may be as equitable as possible, they will be made by roster and a record will be kept. Teachers who are assigned to activities are responsible for getting a substitute if they cannot serve at the time and date indicated. The office should be advised of any changes as far in advance as possible. We would anticipate that a teacher would not be asked to help more than one or two times during the year.

## **TARDIES**

1. Students who come late to school should be sent to the office. The behavior interventionist will process students who are tardy and who are skipping.

2. If a student is more than 15 minutes late to class, it is considered a skip.
3. For all other situations, students fill out tardy slips. Teachers give these tardy slips to the advisory teacher. The advisor will do as follows:
  - 1<sup>st</sup> tardy      Warning and conference
  - 2<sup>nd</sup> tardy      Call home by the advisor
  - 3<sup>rd</sup> tardy      Advisor notifies last hour teacher to hold student on restrictions until 3:10 for this and each subsequent tardy
  - 4<sup>th</sup> or more tardy incidents to class:
    - a. Advisory teachers will use a "discipline" referral form when a student has been tardy four or more times. Please state the number of times the student has been tardy.
    - b. Advisory teacher will assign an after school detention date (at that time). Ask the student on what day they could attend. Please allow a lag time of two or three days for the paperwork to arrive home. If appropriate a call may be made home to confirm a date. If it is confirmed by phone, any date is acceptable.
    - c. The completed referral form will be given to the behavior interventionist.

## **TARGETED SERVICE PROGRAM (EXTENDED DAY PROGRAM)**

The targeted service or extended day program is a program which targets at-risk youth. It provides academic and affective services outside of the regular school day to help students be successful.

The targeted service model requires:

1. The team approach to meeting students needs be demonstrated via the continual learning plan and in practice via the program staff.
2. Collaboration between regular school day interventions and staff and extended day programming.
3. Meeting the student's needs in a holistic manner--academically, behaviorally, emotionally, and through both remediation and enrichment.

Procedures:

1. Referrals come to the student's counselor.

2. The counselor makes a parent contact to confirm verbal interest in the student's participation.
3. The counselor fills out pertinent and basic information on the student's continual learning plan and sends a parent permission form home.
4. No students begin to receive program assistance without parent permission and a completed continual learning plan on file.
5. Three copies of the continual learning plan are required; one for the student's counselor; one for the program coordinator which will be forwarded to the DAO; one, the original, should remain in a file with the team recorder.
6. Attendance and/or disciplinary concerns are forwarded to the counselors using the extended day incident report form.
7. Attendance is taken and parents notified if a student does not attend extended day tutoring.
8. If two such unexcused absences occur, program staff alert the counselor with an incident report. The student is warned and the parents are notified that no more unexcused absences will be allowed. If the student misses again, the counselor notifies the student and parent and they are dropped from the program.
9. Enrichment programs take attendance but phone calls for nonattendance will not be required.
10. Purchasing of materials, when necessary, must be preapproved by the program coordinator to ensure proper purchasing procedures are followed. Do NOT make purchases without prior approval-- you will not be reimbursed.

## **TECHNOLOGY & USE OF THE INTERNET**

North has a number of computer services available to support the staff and students in teaching, learning, and productivity. Included in these resources are Internet, e-mail, on-line databases, and other technology resources. Any staff member using these resources is expected to comply with the following:

### **User Responsibility**

1. Professional responsibility to comply with all existing school board policies, such as, religious, racial, and sexual harassment/violence, etc.
2. Respect the privacy of other users, and not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users without permission.

3. Comply with legal protection provided by copyrights and licenses for programs, data, and documents.
4. Help maintain the security of the District technology resources by adhering to all security rules, including, but not limited to, logging on and off when finished using the network and making backups.
5. Teachers are responsible for the supervision of students using the Internet and other technology resources.

#### Acceptable

1. Usage consistent with the mission of the St. Cloud Area School District 742.
2. Usage that encourages efficient, cooperative, and creative methods to perform the user's job duties or educational tasks.
3. Usage of District technology resources to communicate in a responsible, ethical, and legal manner.

#### Unacceptable

1. Unauthorized or inappropriate access to the District's technology resources.
2. Activities that alter or interfere with the efficient operation of the District's technology resources.
3. Distribution or collection of obscene, abusive, or threatening material via telephone, video, electronic mail, Internet, or other means.
4. Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the District.

#### General

1. Any information used on ISD 742 computer equipment, whether storage or transmission, is considered the property of ISD 742.
2. Home usage of equipment is not permitted unless special arrangements have been made with building administration.
3. After four months, accounts of staff members leaving the District will be cleared and they will be removed from the network.
4. Before loading software, staff must check with the media specialist or building technician.
5. Electronic resources are provided by ISD 742 for educational use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable; however, staff will be expected to demonstrate a sense of responsibility and not abuse this privilege.

6. In the case of receiving inappropriate material electronically, the user should make reasonable attempts to end future transmissions and notify the building administrator.
7. Maintain software and technology parameters outlined by media staff.
8. Users are responsible for unauthorized financial obligations resulting from use of school district resources/accounts.
9. The school district may use technical means to limit network access. However, these limits are not fool proof.
10. All provisions of the acceptable use policy are subordinate to local, state, and federal laws.

### Limited Expectation of Privacy

1. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
2. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
4. Parents have the right at any time to investigate or review the contents of their child's files. Parents have the right to request the termination of their child's individual account at any time.
5. School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
6. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

Detailed information regarding acceptable use of technology and networked information is found in School Board Policy 524.

## **TELEPHONE CALLS**

While teaching stations are generally equipped with telephones, teachers are asked to hold calls during instructional times. If there is an emergency telephone call received in the Office for a teacher, he or she will be notified immediately, preferably by an administrator, and may leave class to take the call when arrangements have been made for supervision of the class. In ordinary cases the voice mail system will be utilized. **TEACHERS SHOULD NOT PERMIT STUDENTS TO USE THE REGULAR CLASSROOM TELEPHONES.** We do not have enough phone lines for student use. In case of emergency, send students to the Office. **WHENEVER A LONG DISTANCE CALL IS MADE FROM NORTH, IT MUST BE PLACED BY THE SWITCHBOARD OPERATOR.**

## **USE OF EQUIPMENT**

Rules governing the use by school personnel of school owned equipment, school district materials, or school facilities is outlined in Board policy. There are times when interpretation of the policy is necessary for specific requests.

Requests will be considered based upon educational need or service. It must be understood that in the case of loss or damage, the school district will be reimbursed for replacement or repair.

Requests should be made to the building principal.

## **VISITATION POLICY**

Most visitors usually fall into three categories: students from local colleges, practicing educators, and the general public. All college student visitations must be cleared through the principal's office. All other visitors will check in at the security desk by Door 3. Visitors will then be directed to the Office (not to classrooms). Teachers are asked not to have visitors come directly to classrooms.

## SECTION III

## DISTRICT POLICIES