

# **Norman County West Teacher Handbook 2018-2019**



**Web Site** [www.ncw.k12.mn.us](http://www.ncw.k12.mn.us)  
**Twitter** - @NCWActivities  
**Facebook** - Norman County West Elementary  
**Instagram** - @NCWActivities

**Elementary**

320 Main Street East  
 PO Box 39  
 Hendrum MN 56550  
 218-861-5800  
 fax 218-861-6223

**Valley Innovation Program**

225 2<sup>nd</sup> Avenue East  
 Halstad, MN 56548  
 218-456-2151  
 fax 218-456-2193

**Elementary Hours**

Students 8:10 am-3:20 pm  
 Teachers 7:45 am- 3:45 pm  
 Office hours 7:30 am-4:00 pm

**Board of Education**

Matt Nelson  
 Michael Holte  
 Brad Merkens  
 Lucas Spaeth  
 Peter Jacobson  
 Ann Tommerdahl

**School Structure**

Board of Education  
 Superintendent  
 Principal  
 Planning Teams/Committees  
 Teachers/Staff members  
 School Advisory Team  
 Parents/Community

**District Personnel**

Dr James Hess  
 Mary Niklaus  
 Pam Holte  
 Ron Gotteberg  
 Patty Olson  
 ??????  
 Kay Sway  
 Dorinda Blotsky  
 Judy Guttormson  
 Tracie Johnson  
 Carla Hegreberg

Superintendent  
 PreK-5 Principal  
 Valley Innovation Program Director  
 Technology Director  
 Payroll/Human Relations  
 Bookkeeping  
 Elementary Secretary/MARRS Coordinator  
 District Assessment Coordinator  
 Special Education Coordinator  
 School Nurse - consultant from Polk-Norman-Mahnomen Public Health  
 West Adventure Director

**Elementary Staff**

Becky Todd  
 Erin Holte  
 Mike Sterton  
 Sue Anderson  
 Kelsey Jacobson  
 Sarah Jeffery  
 Dorinda Blotsky  
 Judy Guttormson  
 Abby Harthun  
 Jean Hendrickson  
 Dan Jorgensen

Kindergarten  
 First Grade  
 Second Grade  
 Third Grade  
 Fourth Grade  
 Fifth Grade  
 Music Education//Testing/All Star Coordinator  
 Special Education Coordinator  
 Special Education  
 Speech/Language/Technology Instructor/Webmaster  
 Physical Education/Title/ELL

**Elementary Paraprofessionals**

Ceata Cook                      Para/Library  
 Heather Erickson              Para  
 Tomi Fike                        Para  
 Mary Gwin                        Para  
 Angie Larson                    Para/Health Aide  
 Crissy Rudnik                    WAC Para

**Elementary Support Staff**

Karen Smart	Cook
Debbie Borgen	Cook
Bonnie Vanderplaats	Custodian
Brent Vanderplaats	Custodian/Transportation Director
Rob Mickelson	Custodian

**Bus Drivers**

	Bus 2	218-790-2149
	Bus 6	218-790-2113
Robbie Mickelson	Bus 10	218-790-2014
David Swenson	Bus 8	218-790-2073
Brent Vanderplaats	Bus 7	218-790-1943

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USDA is an equal opportunity provider and employer.

**Norman County West Mission Statement**

Our mission at Norman County West is to build caring and contributing members of a community in an environment that challenges ALL students to realize their greatest potential.

**Vision Statements**

Acknowledging that ALL students are unique and play an important role in our school, our vision for the Norman County West Schools is that everyone will:

- Feel welcome and safe within our buildings.
- Respect themselves and others.
- Be committed to high standards in all areas of school life.
- Act with honesty, integrity, and good judgment.
- Show pride in their school and community.
- Graduate with high expectations and self-esteem.
- Appreciate learning as a lifelong endeavor.
- Leave NCW prepared for life in the 21<sup>st</sup> Century.

**Norman County District Policies**

The Norman County West School District is proud of its high standards. Classroom teachers are called upon to be leaders who provide exceptional role models and classroom opportunities for all students. The policy book has been developed to assist new and returning staff members by providing a set of uniform procedures.

**NCW District Policies Regarding Bullying, Harassment and Violence, Discipline, Attendance and Truancy, and Acceptable Use are found in the elementary Parent/Student Handbook. All of these are expected procedures that all staff will know and follow. Please refer to these policies/handbooks found on the NCW district website at [www.ncw.k12.mn.us](http://www.ncw.k12.mn.us).**

#### **Equal Employment Opportunity Policy**

This is to affirm Norman County West School District #2527 policy of providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of Federal State and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363.

Norman County West School District #2527 will not discriminate against or harass any employee or applicant for employment because of race, creed, religion, national origin, sex, disability, age, sexual orientation, marital status, or status with regard to public assistance.

Norman County West School District #2527 will use its best efforts to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this school district engages in.

Norman County West School District #2527 will take affirmative action to ensure all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay, other forms of compensation, and selection for training, including apprenticeship.

Norman County West School District #2527 will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

Norman County West School District #2527 fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Norman County West School District #2527 will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this school district or subcontractor to this school district, who does not comply with Equal Opportunity policies and procedures as set forth in this statement and plan, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Opportunity and Affirmative Action laws, directives, and regulations of the federal, state, and local governing bodies or agencies thereof, specifically Minnesota Statutes 363, will be subject to appropriate legal sanctions.

Norman County West School District #2527 has appointed the superintendent to manage the Equal Employment Opportunity program. The responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of the Affirmative Action program, as required by federal, state, and local agencies. The superintendent of Norman County West School District #2527 will receive and review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact Superintendent of Schools, Norman County West, PO Box 39, Hendrum, MN 56550 or call 218-861-5800.

#### **Beginning of the Year Requirements**

Beginning of the Year Forms:

All records listed below are to be filled in and turned into the office by September 1.

1. Teacher's License: All teachers must have licenses recognized by the Minnesota Department of Education qualifying them for the positions they hold. It is the responsibility of the certified employee to see that the proper license is issued, renewed, and presented to the office to be placed on file. If your license needs to be renewed this year, do so between January 1 and March 1.
2. Retirement Number (TRA): All teachers are required by law to apply for retirement. Each teacher will present a Teacher's Retirement Certificate of Membership to be filed in the office. New teachers will apply for membership as soon as possible after entering into contract. All new teachers automatically must join the "Coordinated Plan for Retirements."
3. Contracts: There are two copies of teachers' contracts. One copy is filed in the office and the other is the teacher's copy.
4. W4 Form: This form indicating the number of dependents each year and is used for tax purposes by our payroll department.
5. Salary Payment: By September, please indicate in writing to the payroll coordinator, the number of payments you want your salary to be divided into 12 months.
6. Lane Advancement Application: Applications for lane change must be completed by September 15. All courses must be pre-approved by the superintendent.
7. Background Check and other state statutes required for new employees.

### **Teacher Job Description (Criteria for Effective Teaching)**

#### Qualifications:

1. Hold a valid State of Minnesota Teaching Certificate.
2. Meet all certification requirements including teaching area endorsement in the State of Minnesota.

Reports to: Assigned building principal

Job Goal: To lead students toward the fulfillment of their potential by translating the district curriculum goals and objectives into learning experiences for each individual student in the district.

Terms of Employment: Salary and work year to be determined by contract.

#### I. Instructional

1. To plan and implement a program of study that, as much as possible, meets the individual needs, interests, and abilities of students within the district curriculum and mission statement.
2. To use effective teaching techniques and materials to implement established curriculum goals and objectives.
3. To have a weekly written lesson plan describing daily learning experiences. This weekly lesson plan is to be correlated with the district and state standards and course outlines.
4. To monitor and assess student progress in order to provide feedback, on a regular basis, to students and their parents.
5. To diagnose, instruct, and evaluate specific student needs and seek assistance of district specialists as required.
6. To communicate goals and/or objectives to students in a well planned, organized manner, using clear and precise language.

#### II. Climate

1. To create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.

2. To assist the administration in implementing all policies and rules governing the development of proper student behavior.
3. To develop and implement reasonable classroom rules of behavior and procedure in a fair and just manner.

### III. Student Relations

1. To create educational experiences that provide each student the opportunity to develop his/her potential in the areas of: personal-social adjustment, decision-making, positive self-image, and other life skills.

### IV. Professional

1. To promote and follow adopted school district philosophy, policies, and administrative procedures.
2. To communicate concerns and ideas with colleagues, students, parents, and community members in a positive, professional, and ethical manner.
3. To assume legal responsibility for the supervision of students on school property or in attendance at school-sponsored activities.
4. To strive to maintain and improve professional competence.
5. To assume individual responsibilities which may be assigned by the principal/supervisor and which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
6. To maintain accurate, complete, legible, and correct records as required by law, district policy, and administrative regulation.
7. To take necessary and reasonable precautions to protect students.
8. To maintain confidentiality of student records and information

### V. Personal

1. To conduct one's self in a business-like and/or task-oriented manner.

### VI. Other Assigned Responsibilities

#### **Teacher Transfer**

Definition: Shall mean the move of a continuing contract teacher from one teaching position to another teaching position.

#### Voluntary Transfers:

A teacher shall be eligible to apply for a transfer to a vacant position only if such teacher has a valid license from the State of Minnesota to teach in such a subject matter or field in which the vacancy exists.

#### Involuntary Transfers:

Situations will occur when involuntary transfers within buildings or grade levels will be necessary. An example of this would occur when the numbers of sections or students vary at different grade levels.

A teacher may only be involuntarily transferred to another position for which the teacher is licensed. Before making involuntary transfers within buildings, the Superintendent shall seek voluntary applications from among teachers in such buildings who are certified/licensed for the vacant position.

If the original position of the teacher who has been involuntarily reassigned reopens, prior to the beginning of the next school year, the teacher shall be informed and, whenever possible, offered reinstatement in the position from which he/she was involuntarily reassigned.

#### **Staff Bulletins**

Staff bulletins are updated daily, no later than 9:00 a.m.. Teachers are encouraged to use the staff bulletin to notify staff of school matters or activities. Please e-mail the secretary if you have information for the bulletin. Additional information is posted in the staff lounge or sent via email. In the event of

problems with the network, a paper copy of the bulletin will be distributed to every classroom as needed. A paper copy is also distributed to any substitute teachers in the building.

### **Faculty Meetings**

Staff meetings will be held during the eight hour contract day or on workshop/staff development days when possible. The staff meetings consist of staff development and dissemination of information. Periodically, guest speakers are invited to share expertise or conduct programs for professional development. All teaching staff are required to attend staff meetings unless prior arrangements have been made with the administration.

### **Family Resource Specialist**

Our Family Resource Specialist is a licensed social worker and is available to all staff and students to assist with areas such as self-esteem, crisis situations, child welfare concerns, home connections, attendance, and other pertinent areas. Please visit with her in private to arrange for support.

### **Elementary Library**

Teachers are encouraged to use the library regularly. Teachers are asked to check out from the library to assist the library staff in tracking books and ensuring that students are returning books in a timely manner. Should a student lose a book, a replacement fee will be charged. Should the book be found, a refund will be issued to the parents. **Encyclopedias and dictionaries should not be removed from the library.**

### **English Language Learners**

Instruction in the ELL program is provided for students who have non-native or limited facility with the English language as defined by Minnesota ELL guidelines. A major goal of the ELL program is to improve the understanding of the English language and, therefore, support academic achievement.

### **Music and Physical Education**

Students receive regularly scheduled instruction from resource educators specifically trained in these subjects. Physical education is required. Everyone is to participate except those students with signed excuses by a physician and/or a parent/guardian.

### **Elementary Computer Program**

NCWE has a technology specialist available to work with children. A computer lab and STEAM lab is available to all children, in addition to computers in each classroom.

### **Child Study Team**

The Child Study Team is a form of an inter-disciplinary support team whose primary purpose is to assist students who are at risk through the development of classroom interventions. The team develops interventions through a systematic problem-solving sequence using a Response to Intervention process. The principles of collaborative consultation direct the team's activities as it serves its primary clients – the child and the teacher.

### **Staffing Committee (IEP Teams)**

The Staffing Committee meets as a viable part of the Special Education Program. This team discusses students who are referred for special intervention and support from staff members in the Special Education Department. They plan assessment strategies, complete required assessments, meet with parents, and develop appropriate programming. The committee is composed of the school's principal or designee, the special education teacher, the student's parent(s), identified resource personnel, and the classroom teacher(s) whose input is seen as essential to the success of the referral.

NCW believes in inclusion, a philosophy which places special education students in the regular classroom for a part or all of the school day when appropriate. This program design is based on individual student

needs and student progress.

Teachers may address questions concerning special education matters to the specialist within the department.

### **Homework**

At Norman County West, homework is defined as assignments that are done outside the classroom to reinforce and extend classroom instruction, increase understanding of the subject matter, and transfer and extend direct classroom instruction.

The development of study skills is an integral part of our school's educational philosophy. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is our policy that homework takes into account individual learning styles, is assigned in amounts that can be completed successfully, and is evaluated and integrated into the teacher's assessment system.

As teachers and administrators, we encourage parents to work closely with their children on homework assignments. Doing so gives parents an opportunity to work with their children on activities centered around learning. Parental involvement with homework ensures its success and demonstrates parental commitment to the value of education.

### **Grading Policy (Grades 4-5)**

The marking and grading policy of Norman County West is designed to meet individual needs.

The school year is divided into four grading periods of approximately nine weeks each. A mark will be given for each class at the end of the period with the final mark at the end of the course or the end of the year. The letter grades A, B, C, D and F will be used. In determining letter grades the following scale will be used by all teachers:

	<u>Percent</u>	<u>GPA</u>
A	100-92	4.000
A-	91-90	3.666
B+	89-88	3.333
B	87-82	3.000
B-	81-80	2.666
C+	79-78	2.333
C	77-72	2.000
C-	71-70	1.666
D+	69-68	1.333
D	67-62	1.000
D-	61-60	0.666
F	59 and below	0.000

Pass-fail may be used in some classes in consultation with the principal. Pass/fail is not calculated into a student's overall grade point average.

If, as a result of receiving one or more F's, the student's final grade percent falls below 60%, the student will receive a final grade of F and receive no credit for the course. Grade retention will be evaluated on a case by case basis. (See Promotion Policy)



### **Pledge of Allegiance Policy**

As required by Minnesota law, all public school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted as follows:

- a) by individual classroom teachers or
- b) over the school intercom system by a person designated by the school principal

Any student or teacher may decline to participate in the recitation and other students and staff must respect another person's right to choose. The school district must instruct students in proper etiquette toward correct display of and respect for the flag.

### **Visitors**

Parents are encouraged and welcomed to visit school. Teachers are asked to encourage parents to volunteer in classrooms or complete volunteer projects at home. **Parents and all visitors are asked to report to the office prior to visiting a classroom or removing a student from class, which is in accordance with state requirements.**

Young friends or relatives are welcome to visit the elementary classroom only if accompanied by an adult visitor and given prior approval by the principal.

### **Supplies and Equipment**

Supply lists are sent out to parents of elementary students in the summer. These lists are also on NCW web site and at area retailers. If supply lists need to be changed, teachers should let the secretary know what those changes are.

Students are expected to take care of classroom text, library books, and all school equipment. Fines will be charged to students who have lost or damaged materials.

Student agendas are distributed to third, fourth, and fifth grade students. Other students may purchase agendas through the office if desired. Students will be charged for replacements.

### **Lockers**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rule. As soon as practicable after the search of a student's personal possessions, the school authorities will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The elementary has lockers available for students in grades 3, 4, and 5. Students should not leave valuables in lockers because they will not be locked. Students who misuse lockers (leave open, over-fill, slam, kick, etc.) will lose the privilege of having one.

Appropriate locker decorations are permissible; however, they must be fastened in such a way that does not cause difficulty in removal. Masking or scotch tape is the only type of tape that will allow this. Permanent mirrors or memo pads with self-adhesive backs are not to be used.

Unauthorized locks may be removed from lockers in such a manner that will destroy the lock. In this event, the school or its officials are not liable for the cost of the lock.

### **School Events**

Elementary students are encouraged to attend and be good fans at school events. The following rules must be adhered to:

1. Remain quiet and respectful during the National Anthem.
2. Stay off the gym floor or playing field.
3. No loitering or playing in the hallways.
4. Be respectful of students who are performing.
5. Be respectful of other people who are attending the game or activity.

Parents are responsible for the behavior and supervision of their children. Students not behaving appropriately will be escorted to sit with their parents. If the parents are not at the event, the student(s) will not be allowed to return to any more games for the balance of the season.

When an event is scheduled during regular school hours, students are to remain in school until the end of the day unless parents send written permission to leave earlier. Parents attending an event may take their child(ren) home with them but should be sure to inform the teacher(s) and the office to avoid confusion.

### **Policies, Rules, Regulations, and Interpretations Pertaining to the K-5 Staff**

#### Section 1 Work Day

The work day begins at 7:45 am, and ends at 3:45 pm, Monday through Friday. Teachers are expected to be in their classroom or hallways greeting students and families by 8:00 each day.

Leaving early: Please notify the principal and complete a leave form before you leave the building during the work day. This should not be a regular practice but will be granted to accommodate special circumstances.

#### Elementary Schedule

7:45 Breakfast served in the cafeteria  
8:10 Classes begin  
11:00 WAC lunch  
11:25 K, 1, 2 recess  
11:50 K, 1, 2 lunch  
12:00 3, 4, 5 recess  
12:25 3, 4, 5 lunch  
3:20 Dismissal for all students  
Load buses

#### Section 2 Lunch

The administration will make every attempt to give each teacher a minimum of thirty (30) minutes duty-free lunch period during the hours of 11:30 am to 1:00 pm.

We REQUIRE staff pay in advance for their own meals eaten through the hot lunch program. Lunch accounts are available through the JMC program.

Lunch and breakfast are served daily. Students should bring any payments for meals to the office. Forms for free and reduced meal prices are available in the office throughout the year. Prices for lunch and breakfast are listed but subject to change:

K-5 Breakfast \$1.41  
WAC Breakfast FREE  
Adult Breakfast \$2.35  
Pre-K-5 Lunch \$2.70  
Adult Lunch \$3.95

1-5 Extra Milk .32  
K-5 Second Helpings .75

Breakfast and lunch are free for students on the free or reduced meal program.

Teachers will review appropriate behavior in the cafeteria, which includes use of a quiet voice, following cafeteria procedures, and cooperating with the supervising staff members.

Section 3 Student Teacher Supervisor

Student teachers will be accepted only after the superintendent/principal agrees and the supervisory teacher or teachers have been consulted. A teacher who supervises a student teacher assigned by one of our nearby colleges will receive additional pay. If two or more teachers are involved with supervising, the pay will be divided proportionately to time involved (1/2 of what colleges pay).

Section 4 Substitute Teachers

Teachers should complete the paperwork and notify the office as soon as possible whenever a substitute will be required. The secretary will find coverage for the class(es). If you need to call before or after school hours, for elementary staff, please call Kay at home at 701-238-2862.

The classroom teacher will provide a Parent-Student Handbook, a Teacher Handbook and folder for substitute teachers with the following information:

1. A current class list.
2. Class schedules.
3. Fire drill information and emergency evacuation procedures.
4. Copy of Teacher Handbook.
5. Copy of Parent/Student Handbook.

Teachers need to be sure that their students are oriented to the fact that the substitute is indeed their teacher for the day and that, although routines may vary a bit, the substitute's instructions should be followed. Teachers should make arrangements with someone (preferably in the same area) to be responsive to the visiting teacher to answer questions and provide assistance as necessary.

Lesson plans are required to be available for a substitute teacher to ensure continued instruction occurs while the teacher is gone.

Substitute teacher pay is \$100.00 per day plus some gas replacement. Long-term subs will be paid the BS 1 step after 15 days (not retroactive) of substitute teaching for one position during any one school year.

Section 5 Preparation Time

Each full-time teacher should be provided with a minimum of fifty-five (55) minutes (excluding lunch hour) (average), per day, for the purpose of instructional preparation time whenever possible.

Section 6 Telephone Calls

All personal long distance calls placed on school telephones must be paid for by staff. Staff is encouraged to use personal cell phones for long distance calls during lunch breaks or prep times.

Students may call home when necessary using the classroom telephones. However, parents must call the main office for bus pass information. Parents and students should be encouraged to make transportation, music lessons, and after school activity arrangements prior to leaving home. In the event that a student must call home, telephones in the office or classroom may be used until 4:00. After 4:00, the telephone (local calls only) in the hallway by the gym may be used.

### Section 7 Workman's Compensation

Employees of the district are protected under the Workmen's Compensation Act. In order to secure benefits under this plan, employees and/or family must report to the principal within 24 hours all accidents when they occur within the school building or on the school grounds while on duty. A written report must be made by the office to Workman's Compensation within 48 hours. No claims for compensation will be allowed for injuries sustained outside employment or when off duty and not on school grounds.

### Section 8 Expense Reimbursement

Out of district meal per diem: A per diem of \$33.00 per full day for qualifying meal costs will be paid by the district. Half days will have a per diem of \$8.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner. Per diem claims should be made on district claim vouchers with an attached copy of the meeting schedule. If meals are included in a workshop, meeting or conference, a daily meal per diem will be prorated. Receipts for meals **MUST** be turned in with claims voucher to our bookkeeper upon returning to school. This is required to insure accurate account of disbursements and billing.

Mileage: Mileage will be approved at the rate established by the school board. Using district vehicles for staff workshops or meetings is encouraged. Transportation must be coordinated with Brent, our transportation coordinator.

Purchase of classroom supplies: Sales receipts are required and need to be attached to the claim voucher. Regular purchase orders are encouraged. Pre-approval by the building principal or superintendent is required.

In town purchases: All in-town purchases must be approved by the building principal or superintendent in advance.

### Section 9 Monetary Charges Against Students

No charges of any kind are to be levied against students in either building without permission. This includes assessments for picnics, parties, magazines, etc.

### Section 10 Conferences

Parent-teacher conferences will be scheduled at the end of the first and second quarters. It has been the policy, for the past several years, to invite all parents to attend parent-teacher conferences. Each teacher is encouraged to call or contact parents any time a problem arises. If the student shows definite improvement, the teacher should call the parent and give a positive report as well.

### Section 11 Confidential Student Information

Release of student information, including full names, telephone numbers and addresses, to other parents, grandparents, family friends or outside interests is not allowed.

School records pertaining to individual students are confidential and for the promotion and welfare of the student. This information is to be released by responsible school officials only after a student under 18 years old presents a written permission slip signed by his/her parents or a student of 18 years signs his/her own permission slip. The interpretation of individual student information will be done by the principal and it will be their responsibility to give meaningful interpretation in the information provided. The cumulative folder (interview notes, background information, etc.) should be treated in such a manner by the staff that the integrity and welfare of the student is considered at all times. It is recommended that this information be given only in a general way with adequate and meaningful interpretation. If at any time this information is given to individuals or groups outside the school, it must be with the consent of the individual and/or parents concerned. The permanent records (grades, tests, activities, census, data, etc.) may be released to parties so stated on written permit forms. **Any person who reviews or adds to any student folder must sign the Inspection Sheet according to State and Federal Privacy Information Law.**

Use extreme care in discussing student problems, test scores, results of faculty meetings, and personal problems of fellow teachers. All students and adults are entitled to their personal privacy and, as a result, confidentiality with volunteers and student teachers.

#### Section 12 Fire Drills, Tornado Drills & Lockdown Drills

The school is required, by law, to average five fire drills, five lockdown drills, and one tornado drill per school year. Each teacher should be very familiar with fire drill, tornado drill, and lockdown drill procedures (see Emergency Procedures Plan).

#### Section 13 School Nurse, Sick/Injured Children

A Norman Mahnomen Public Health nurse is in the district one day a week.

If a student becomes ill at school, send him/her to the office. The office staff in consultation with the health aide/school nurse will determine whether the student should remain at school or be sent home. The school nurse will be notified of concerns which may require medical attention. There are basic first aid items (Band-Aids, antiseptic wipes, thermometers, etc.) available in the office. You may request a supply of Band-Aids for your classroom.

Students involved in any injury of any kind during regular school activities or athletic competitions are to report the accident to the teacher, coach, para or staff member in charge. In the case of a serious accident, the office should be notified. Injuries should be reported within 24 hours. An accident report must be filled out by the teacher or para. Accident report forms are available in the office. Parents/guardians will be notified as soon as possible with regards to the accident/injury by the teacher or office staff.

Any minor injuries, such as cuts or scratches, should be treated as soon as possible.

#### Section 14 Protective Goggles

Pursuant to Minnesota law, after July 1, 1968, protective goggles must be worn in all classes by each student when engaged in any activity which could cause eye injuries.

#### Section 15 Rental and Use of School Buildings and Equipment

Only established community organizations will be permitted to use school buildings. The superintendent will be authorized to grant the use of buildings and equipment and establish the conditions under which they will be used. Rental fees will be established each year by the school board. Community organizations entitled to use certain rooms and/or equipment will provide an adult supervisor who will be responsible for the equipment and rooms. Everything must be left in first-class condition. Any damage or misuse will be assessed to the organization involved. The Board supports the use of school buildings and grounds by individual district residents, any association, club or corporation, any county, municipality or other political subdivision, to be used for civic, community, recreational, youth, or church purposes if such use will not interfere with use for school purposes.

#### Section 16 School Closings

School may be closed by the superintendent when, in his/her judgement, the busses are unable to travel. All missed days will be made up at the school district's discretion.

If the weather does not permit school to be in session or is late, an announcement will be sent to all staff members who are on our JMC Instant Alert calling system. It will also be broadcast over the following radio stations: WDAY – Fargo, KFGO – Fargo, KVOX – Moorhead, and KRJB – Ada as well as the three Fargo-Moorhead television stations. Staff is encouraged to keep their JMC account information current.

#### Section 17 Field Trips

The use of field trips to supplement class work is encouraged. Field trips must be focused on extending academic learning related to the curriculum of the course/class. All field trips must be approved by the

principal. Anytime students depart from school property, the activity will be considered a field trip including trips provided by local civic groups and businesses.

Field Trip forms are available in the office and on the district website and must be completed for approval. All field trips should be cleared through the principal as soon as possible to ensure getting a driver for the trip. Teachers should complete the form and return it to the office. Permission for field trips will be granted in writing by the principal. It will, then, be forwarded to the head bus driver as well as key personnel (music teacher, physical education teacher, special education staff, cooks, administration, etc.).

Parent permission is required for all field trips. A general field trip permission form is sent out each fall for parent signature. Please check with the office to make sure all of your students have field trip permission. Parents/guardians must also be notified of all field trips in advance.

### Section 18 Reporting Maltreatment of Minors

#### Reporting Child Abuse and Neglect

Reporting officials for suspected child abuse and/or neglect are the school principal, the counselor, and the social worker (Family Resource Specialist). Teachers are mandated by law to report suspected abuse and/or neglect. ***If there is reason to suspect that a child is being mistreated, adequate written documentation is necessary.*** In cases of abuse, and especially neglect, it is the documented establishment of a pattern that allows for reporting. Child abuse is seldom a single incident, but a pattern of behavior for the dysfunctional parent. Teachers should report, document, and discuss the case with the principal, social worker and/or counselor.

The following is a summary of Minnesota statute annotated 626.556.

#### I. (Citation) Minnesota Statute 626.556 (1975)

II. (Purpose) The public policy of this state is to protect children whose health and welfare may be jeopardized through physical abuse, to strengthen the family and make the home a safe place for children through improvement of parental and guardian capacity for responsible child care; and to provide a safe, temporary or permanent home environment for physically or sexually abused children. In addition, it is the policy of this state to require the reporting of suspected physical or sexual abused children, to require the investigation of such reports, and to provide protective counseling services in appropriate cases.

III. (Reportable Abuse) Knowledge of or reasonable cause to believe that a child is being physically or sexually abused.

'Physical Abuse' means:

1. Any physical injury inflicted by a parent, guardian, or other person responsible for the child's care on a child other than by accidental means; or
2. Any physical injury that cannot be reasonably explained by the history of the injuries provided by the parent, guardian, or other person responsible for the child's care.

'Sexual Abuse' means:

1. The subjection by the child's parents, guardian, or other person responsible for the child's care to any act which may constitute a violation of the Minnesota Statutes concerning rape, sodomy, sexual intercourse with a child or indecent liberties. (Minnesota Statutes 609.292, 609.293, or 609.296)

IV. (Required Reports and Contents) A professional or delegate who is engaged in the practice of the healing arts, social services, hospitalization administration, psychological or psychiatric treatment, child

care, education, or law enforcement must report physical or sexual abuse. The law encourages the voluntary reporting of neglect.

An oral report must be made immediately by telephone. An oral report made by those mandated to report will be followed as soon as possible by a report in writing.

This report must be made to the appropriate police department or local welfare agency. The report should identify: 1.) the child, 2.) the parent, guardian, or other person responsible for the child's care, 3.) nature and extent of the child's injuries, and 4.) the name and address of the reporter.

Written reports received by a police department will be forwarded immediately to the local welfare agency.

V. (Voluntary Reports) Any person not required to report may voluntarily report to the local welfare agency or police if he has knowledge of or reasonable cause to believe a child is being neglected or subject to physical or sexual abuse.

VI. (Immunity) Any person participating in good faith and exercising due care in the making of a report will have immunity from any liability - civil or criminal.

VII. (Privilege) No evidence regarding the child's injuries will be excused in any proceeding arising out of the physical or sexual abuse on the grounds of either a physician-patient or husband-wife privilege.

#### Section 19 Extra Curricular Activities, Wednesday Nights and Other Non-school Times.

All extra-curricular activities held before or after school, in the evening, or on Saturdays must be supervised. The teacher/coach in charge should be in the building before the students arrive and should be the last to leave.

It is the district's policy that no student extra-curricular activities be scheduled without special permission from the administration for the following times:

1. Wednesday evenings after 6:30 pm.
2. Sunday mornings and evenings after 6:00 pm.
3. December 23 through 29
4. June 10 through August 10

#### Section 20 Tobacco Use

Effective September 1, 1991, the use of tobacco, in any form, is prohibited in school buildings, school grounds, and school vehicles and will be considered grounds for suspension, exclusion, expulsion, or termination.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation in school buildings may report it in accordance with the procedures listed below.

First violation: The staff member will be verbally reprimanded.

Second violation: The staff member will receive a written reprimand with copies to be placed in their personal file.

Third violation: The staff member will be considered to be insubordinate and be subject to Minnesota Statute 125.12 - termination.

#### Section 21 Drug-free Workplace

You are hereby notified that it is a violation of the policy of the Norman County West District for any

employee to unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

'Workplace' is defined as the site for the performance of work done in connection with a federal grant. That includes any place where work on a school district federal grant is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from approved school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

You are further notified that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated at the discretion of the board.

#### Section 22 Employee Right to Know

All employees have the right to reasonable health and safety information regarding the products, compounds, and situations to which they are routinely exposed. All products or compounds within the school to which employees are routinely exposed will be labeled or readily identifiable as required by law. If an employee has questions relative to health and safety regarding any product, compound, or situation to which he or she is routinely exposed, they will be provided the latest health and safety information. Any questions or concerns regarding any product or situation relative to health or safety, to which school employees are routinely exposed, will be communicated, in writing, to the superintendent or designee. Employees who are routinely exposed to hazardous compounds or products or harmful physical agents will be informed as to the general health and safety characteristics surrounding their assigned duties. Ongoing and updated records and information surrounding potentially threatening products, compounds, and harmful physical agents will be maintained and made available for review by any employee upon reasonable notice.

#### Section 23 Detention Policy

Detention is used as a consequence for various inappropriate behaviors by a student as deemed through our discipline policy. Teachers and the principal or may collaboratively assign a student detention by writing up a detention slip in the office. Teachers will sign up for detention duty at the beginning of the school year.

Elementary Detention rules:

1. Parents/Guardians will be given a choice of two dates their child can serve detention. The student must serve one of the two dates offered.
2. Students must be working on assignments or reading a book.
3. Detention must be served in the regular classroom or a room that provides seating and table space for working. No gym use and no going outside during detention.
4. No sleeping, no food, no computer use, no cell phone use, no I-Pad or Chromebook use (except for homework purposes) during detention.
5. Must report at 3:20 and serve until 4:20.

The Principal has the discretion to use his or her judgment in determining the length of detention, if necessary.



Elementary students who serve a detention will not be allowed to return to the All Star after school program after the detention. Parents/guardians will be required to pick up their child at the elementary at 4:20.

#### Section 24 Civility Policy

Members of the NCW School District Staff will treat parents and other members of the public with respect and expect the same in return. Any individual who disrupts or threatens to disrupt school/office operation; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language; or who otherwise establishes a continued pattern of unauthorized entry to NCW School District or its property will be directed to leave the school or school property promptly by the Administration or designee and may be directed not to re-enter the school property for a period to be determined by the Administrator or the Administrator's designee.

#### Section 25 Emergency Procedures Plan

Norman County West has an extensive Emergency Procedures Plan that is discussed and updated yearly. Please take the time to review frequently what to do in case of a crisis in our school. Portions of this plan should also be discussed with your students at least once a year.

#### Section 26 Wellness Policy

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity. A copy of the complete policy is available in the office.

#### Section 27 Community Notification of Predatory Offenders

##### I. Purpose

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

##### II. General Statement of Policy

- A. It is the policy of this school district to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent in conjunction with the building principal or designee shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and/or students.

##### III. Definitions - (These definitions are compiled from the provisions of Minn. Stat. § 244.052)

A. The "Community Notification Act," Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

B. "Risk Level Assessment" is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, subds. 2, 3)

C. "Risk Levels."

- a. 1. "Level I" – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of re-offense.
- b. 2. "Level II" – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of re-offense.
- c. 3. "Level III" – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of re-offense.

D. (Minn. Stat. § 244.052, subd. 3(e)) "Notification or Disclosure by Law Enforcement Agency."

- a. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
- b. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification
- c. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender. (Minn. Stat. § 244.052, subd. 4)

E. "Offender Fact Sheet" is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender's residence.

- a. 1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
- b. 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.

F. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, subd. 1(c))

G. "Criminal history conviction data" is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

#### IV. Procedures

##### A. Level II Notification.

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district's care while they are on or near the school district's premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.

3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers and transportation providers.

4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.

6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

#### B. Level III Notification.

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.

### Section 28 Miscellaneous

#### Lost and Found

Elementary students should have their names on their coats, snow pants, boots, book bags, agendas, notebooks and any other belongings that are brought to school. Lost items will be available for parents to check during conferences. Unclaimed lost and found items are donated to a local charity.

#### Pets

Due to student allergies and health concerns, pets should only be brought to school for specific educational purposes. These exceptions will be granted through the building administrator prior to bringing the animal to school.

#### Fundraisers

Box tops from various General Mills cereal and snack products are collected for cash. Please save them

and send them to school to help raise funds for the elementary. A list of all the qualifying products is available at the office.

#### Elementary Birthday/School Party Policy

Students may bring a birthday treat for classmates, but 'homemade' treats are prohibited by law. Treats must be store bought and healthy snacks need to be encouraged.

Student holiday parties are planned and coordinated by staff members. Teachers should address questions about parties to the principal. Non-academic parties must be kept to a minimum (recommended 30 minutes but no more than 1 hour) to ensure effective use of instructional time.

#### Maintenance, Repair and Cleaning Procedures

All general maintenance, repair, and cleaning requests should be submitted to the building supervisor. Request forms, obtained from the office, must be filled out with details of the specific need.

#### Pesticide Control Schedule

Halstad Site

*Approximate dates for chemical application for pesticide control:*

Mosquito Control – applications coincide with outdoor home events between September 1 and October 15

Weed Control – approximately May 15, June 15, and August 15

Insect Control – approximately August 15 and December 20

Elementary

*Approximate dates for chemical application for pesticide control:*

Weed Control – approximately June 10

Insect Control – approximately August 15 and December 20

#### 2018– 2019 School Year Notification

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Norman County West ISD #2527 has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by Norman County West ISD #2527 were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Norman County West ISD #2527 has completed the three year re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians, and exterminators) must be provided information regarding the location of the asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Norman County West ISD #2527 has a list of the location(s), type(s) of asbestos-containing materials found in the school buildings and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at .25 cents per page. Questions related to the plan should be directed to McNeil Environment, Inc., Burnsville, Minnesota, at 800-232-5209 or by contacting Norman County West ISD #2527.

#### Indoor Air Quality Notice

Norman County West School District is proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

Norman County West School District's Indoor Air Quality contact person is Robbie Mickelson. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 218-861-5800.