



District Employee Handbook

District Strategic Roadmap	
District Mission <i>Our Core Purpose</i> <i>Inspire students to be empowered, lifelong learners, and equipped for global success through strong and supportive partnerships.</i>	Core Values (Commitment and Values) <i>Drivers of Our Words and Actions</i> Accountability: Accept responsibility for expected outcomes. Community: Work together for shared goals with efficient and effective use of resources to enrich our community in every way possible. Excellence: Relentless pursuit to be the very best in all we do. Integrity: Be trustworthy to do what is right, for the right reasons. Learning: Inspire continuous development through the acquisition of knowledge and experiences. Partnership: Students, staff, parents and community working together to achieve student success.
Vision: <i>What We Intend to Create</i> <i>Rush City Public Schools is the preferred school district of choice by providing:</i> ● Educational Excellence: We provide a rigorous education where students accept, believe in, and challenge themselves and others, supported by qualified, dedicated staff and programs implemented with fidelity. ● Career and Life Readiness: We ensure each student is prepared for their future as independent and well-rounded individuals. ● Community and Family Partnership: Together, with the community, we support students academically, emotionally, and socially. Parents are kept aware and involved, contributing to a supportive educational environment. ● Accessibility and Opportunities: We remove barriers so that all students have opportunities to succeed. ● Relationships and Empowerment: Staff ensure student growth through care, collaboration, relationships and empowerment.	Strategic Directions: <i>Focus of Our Improvement Efforts</i> A. Achieve academic excellence. B. Foster a positive and safe environment. C. Strengthen community relationships. D. Finance and management

ROAR EXPECTATIONS

KEY AGREEMENTS THAT MAKE UP THE ROAR OF THE RUSH CITY DISTRICT STAFF

Respectful:

- Be positive all day, every day. View problems and challenges as opportunities for growth and improvement.
- Be a team player. Every person and every position is important. Build relationships!
- Be respectful and ensure others are respectful. Address insensitive interactions/actions.
- Care for and maintain our facilities, property, supplies, and other resources.

Organized:

- Be timely with regards to meetings, communications, grades, and other responsibilities.
- Be purposeful in facilitating learning and/or accomplishing your duties.
- Leverage the resources of our team and those available in the greater community.
- Have a vision and plan to improve the realm you control.

Attentive:

- Monitor and respond to student needs, struggles, talents, and interests.
- Be flexible and do what's necessary to do what's needed.
- Self-evaluate so you know yourself and the expectations of your position.
- Model what you expect from others.

Responsible:

- Be a problem solver. Communicate and collaborate!
- Work hard. Do your part and exceed expectations.
- Grow. Work to continuously improve your skills and abilities. Seek out and take advantage of professional development.
- Embrace Integrity. Do what is right regardless of who's watching.



Rush City Schools
www.rushcity.k12.mn.us

[Staff Directory](#)

[School Board Webpage](#)

OVERVIEW

The purpose of this handbook is to familiarize you with general policies and administrative procedures that govern and affect your employment as an employee of Rush City Schools (District).

Because this handbook is a general source of information, it is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedure, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies are available on the [district website](#). All employees are expected to be familiar with those policies and procedures related to his/her job responsibilities.

Rush City Schools reserves the right and has the sole discretion to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right and has sole discretion to modify or change any portion of this handbook at any time.

Annual Compliance Training Requirements

All staff are required to complete the annual compliance trainings listed below. You will be notified of the specific training requirements and how to complete them—either in person or online. If needed, supervisors will provide time during back-to-school workshops to assist with this process. **All compliance trainings must be completed by the first Friday after Labor Day each year.**

Annual Required Compliance Training Includes:

- Mandated Reporting
- Bloodborne Pathogens
- Employee Right to Know
- Cybersecurity & Confidential Data

Annual Required Infosec Training: (must be completed online and will take approximately 60 minutes)

- Cybersecurity & Confidential Data
You will receive an email with a link to complete this training from: **notifications@securityiq-notifications.com**

Code of Ethics for Minnesota Teachers

Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. The principles are reflected in the code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. The code applies to all individuals licensed under the rules established by the Professional Educator Licensing and Standards Board.

This code is established in the Professional Educator Licensing and Standards Board's administrative rules.

Standards of Professional Conduct

The standards of professional conduct are as follows:

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

The enforcement of the provisions of the code of ethics for Minnesota teachers shall be in accord with Minnesota Statutes, section 214.10. Copies of the entire code, including complaint and enforcement procedures, are available from your principal.

Code of Ethics for Support Staff

The Code of Ethics applies to all persons who are part of the support staff. The standards of professional conduct are as follows:

- A. Support staff shall provide professional services in a nondiscriminatory manner.
- B. Support staff shall take reasonable action to provide an atmosphere conducive to learning.

- C. Support staff shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- D. In accordance with state and federal laws, support staff shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- E. Support staff shall not use professional relationships with students, parents and colleagues to private advantage.
- F. Support staff shall not knowingly falsify or misrepresent records or facts relating to that support staff's qualifications or to other support staffs' qualifications.
- G. Support staff shall not knowingly make false or malicious statements about students or colleagues.
- H. Support staff will endeavor to show an equal amount of respect to students as the staff expect from the students.

District Policies

Rush City School District is governed by policy. All Board Policies can be accessed on the [District Website](#) under the [School Board Policies](#) page. District policies and procedures may be updated at any time. It is the responsibility of all staff to review the policies referenced in this handbook annually. Best practice is for all staff to be familiar with all district policies.

Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

Discipline - Student

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control. The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct.

Employee - Student Relationships

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct. This applies to all school district employees at all times, whether on or off duty and on or off school district locations.

At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or employee-student basis.

School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

Harassment and Violence Policy

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

You should contact a Human Rights Officer as outlined in this policy to report behavior that allegedly violates this policy.

Hazing Prohibition

This policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report 526-4 taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

Mandated Reporting

The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

A mandated reporter as defined in this policy shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report. You must also immediately notify your building administrator or supervisor of the report. Reporting forms are available [online here](#) (last page of policy).

School Weapons

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. Student surveys may be conducted as determined necessary by the school district.

Subpoena of a School District Employee

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding. Guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding are listed.

Any employee who receives a subpoena for any purpose related to employment is to inform the administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

Technology Use

The District retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The District reserves the right to monitor all computer and Internet activity by system users. Electronic mail and other electronic records may also be subject to the Minnesota Government Data Practices Act, which means data and resources stored on District computers may also be subject to review, disclosure or discovery. Access to District technologies is a privilege granted by the District and can be revoked at any time. All employees must have a signed Internet Usage Agreement on file. Staff should be familiar with the School Board approved Internet Use Policy #524 and enforce the policy. Report any misuse to the building principal. Reports can be made anonymously with the See Something Say Something links on the school webpages.

Use of School Equipment Technology provided by the school district should be used for educational purposes. The district reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.

Website: The District maintains a website at www.rushcity.k12.mn.us. It contains a wide variety of information about the District, our programs, employment policies, telephone numbers, upcoming events, community education, etc.

It is the responsibility of the individual assigned to the web site page to maintain and keep the information current on that page. Principals and supervisors are responsible for monitoring the webpages for current and relevant information.

FaceBook and Social Media: Social Media will be monitored by the District. Any information that is to be considered for posting on District social media sites will be approved by the Superintendent and posted by the designated employee.

Copyright and Instructional Purpose: All staff will adhere to copyright guidelines and law. Any digital media used in the classroom will have instructional purpose and will be tied to class outcomes.

General Expectations of all Employees

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit professional behaviors and a courteous attitude toward other employees, parents, students, and community. We are the "face" of the District. We set the tone and the standards for our schools including through our presence, conversations, and interactions on social media..

The District expects employees to comply with the standards of conduct set out in Board policies, this handbook, administrative regulations/procedures, and with any other policies, regulations or guidelines that impose duties, requirements or standards which apply to their status as District employees. Violation of any policies, regulations or guidelines may result in disciplinary action, up to and including dismissal.

Non-Discrimination Notice

Rush City Schools promotes equal opportunity for students and staff and prohibits discrimination on the basis of race, color, national origin, sex, or disability. School Board policy designates the Superintendent as coordinator of Title IX, ADA, and Section 504 regulations.

Supervision

It is the responsibility of all staff members present to supervise all students and ensure their safety, welfare, and orderly conduct, at all times. This includes hallways during passing time. Paraprofessionals are responsible for supervising before and after school time.

BUSINESS OFFICE

Accounting Codes

[Elementary Expense Codes](#)

[High School Expense Codes](#)

Appropriate Expenditures

District funds are public funds and, in accordance with state and federal law, must be spent for a public purpose in a way that benefits the public and is directly related to the school district's mission to educate students. School district funds may not be used to make donations or purchase gifts for students, school employees, or other individuals/groups. Please contact your administrator, supervisor or business manager for further clarification as needed.

Cash Handling Procedures

All money (cash or check) should be turned in daily for deposit to either the Elementary Office, High School Office, or the District Office. All deposits need to be counted and submitted with the completed ISD #139 Deposit Report along with proper supporting documentation. Money collected should be locked in an authorized safe or other designated secure place. No money should be left visible or unattended at any time. Checks MUST be made out to RUSH CITY SCHOOLS. Personal checks cannot be cashed out of school district funds.

Check Requests

A [check request form](#) must be completed and approved before the check can be written. Check requests must be submitted at least one week in advance. Checks are cut bi-weekly, however may be available sooner upon timely request. Submit all requests to the Accounts Payable email; accountspayable@rushcity.k12.mn.us.

Deliveries

All orders must be delivered to school property; deliveries to home addresses are not allowed. Employees are expected to track their orders and notify appropriate parties if any order is incorrect or not received.

Disposal of Equipment

All employees are expected to seek approval from their administrator or supervisor prior to the disposing of equipment and materials and follow the guidelines established in this policy.

Donations / Gifts - Requests/Acceptance

Employees and school-related groups are required to receive prior approval from their administrator or supervisor before accepting any donations or gifts, including those made to student activities. All donations and gifts must be approved by the School Board in accordance with this policy. All materials received become the property of the school district.

District Employee Expense Reimbursement

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the [Reimbursement Form](#). The School District does not reimburse sales tax.

Fundraising for School Programs and Activities

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public. All fundraising activities must be approved in advance by the administration. On an annual basis the School Board will approve or deny all fundraiser

requests that involve marketing or sales outside of the school or within the community. All approved fundraisers must be reported to the business manager to be included in the annual report to the school board.

Grants

Employees and school-related groups are expected to receive prior approval from their administrator or supervisor and the business manager before submitting or accepting a grant.

Purchasing

All orders must be **pre-approved** by your administrator or supervisor and entered via Skyward. Refer to your building specific procedure for submitting all orders. All materials received become property of the school district. Purchases made with district cards or memberships must be pre-approved by your administrator or supervisor. Purchases made in this manner must be tax exempt and include detailed receipts.

Technology is ordered through the Technology Coordinator.

All invoices must be sent to the District Office or emailed to accountspayable@rushcity.k12.mn.us immediately upon receipt to ensure timely payment.

Telephone and Personal Cellular Phone Usage

District telephones are maintained for school business. Use of school phones for personal convenience of employees is limited to necessary calls. Personal communications during work hours can interfere with employee productivity and be distracting to others, regardless of whether using a cellular or regular telephone. Employees are expected to use discretion in using personal cellular telephones while at work. Employees are expected to make personal calls/texts during breaks and lunch periods. If email is set up on personal cell phones they should require a passcode, fingerprint or the like to unlock.

Vendor Contracts

Unless authorized in advance by the business manager, employees may not sign contracts with vendors. Contracts must be given to the business manager who will request approval from the School Board as needed.

FACILITIES

Appliances and Furniture

Upon approval of the Facilities Director and Superintendent, all personal appliances, furniture, etc., must meet fire code and safety considerations prior to use anywhere on school property. A sticker will be adhered to each item upon approval.

Asbestos Notification

Rush City Schools has on file a complete and updated Management Plan for dealing with former asbestos-containing building materials within the school district's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday; 8:00 a.m. through 3:00 p.m. at the District Office. Copies will be made available for reproduction at a nominal cost. The Rush City High School was designed without specifying or requiring the use of asbestos containing building materials. During the summer of 2003, C.E. Jacobson Elementary had all known asbestos containing building materials removed. This included floor tile and pipe wrap contained within interior walls.

AWAIR

The Workplace Accident and Injury Reduction program is designed to help prevent accidents and injuries by proactively identifying, analyzing, and controlling hazards in the workplace. [AWAIR Guide](#)

Automated External Defibrillators (AED's)

AED's are located in both buildings. In the high school building they are located outside of the principal's office and near the custodial room/food service area. At the elementary school they are located outside of the principal's office and in the cafeteria.

Classroom Door Windows

Classroom door windows should remain uncovered or the door open when the room is occupied for the protection of staff and students. An exception to this is when confidentiality must be maintained.

Clutter

Staff should minimize the amount of clutter in their rooms, offices, and storage areas. Excessive clutter can create a potential fire hazard, cause indoor air quality problems, and prevent proper cleaning by the custodial staff.

Facility Reservations and Use

If you have an event that requires use of our facilities outside of normal hours you must complete a request through our Facilities Manager. The [Events and Activities Calendar](#) provides up to date information on activities already scheduled in our facilities.

Recycling

Blue recycling bins are in the hallways and each classroom. These bins are to be used for paper, clean cardboard, and empty bottles and cans. Soiled items being placed in these bins result in all items in the bin being turned to garbage.

Rescue Medications

Each school building has on hand, rescue medication in the event of an opioid overdose. That medication is currently Naloxone (NarCan). The district has developed procedures for administering the rescue medication and will be administered only by trained individuals.

Use of Pest Control Materials

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings.

Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking and screening.
4. Application of EPA registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule. If you have any questions regarding our Pest Management Program or would like a copy of the inspection/treatment schedule, please contact the Facilities Manager at (320) 358-1393.

FOOD SERVICE PROGRAM

Accounts

All employees will be issued a PIN number for accessing their meal account and will pay the current rate for breakfast and lunch purchases. Additional portions are available for an additional charge. Employees will be notified when they have a negative balance. Adult employees who have a negative account balance may be denied breakfast/lunch until the account is paid or other arrangements have been agreed upon with the Food Service Supervisor.

Food Service Requests

Food Service personnel can provide food and related supplies to complement instruction or help meet party needs. It is important to complete a [Food Service Request form](#) a minimum of five student days in advance of the activity. Consult the Food Service Supervisor if food or beverages are desired at a school-related meeting.

HUMAN RESOURCES

American Disabilities Act (ADA)

The district ADA compliance officer is the Superintendent. For more information please refer to the policy.

Benefits

Rush City Schools provide medical, dental, vision, life, short and long term disability insurance coverage to eligible employees. Eligibility for and the District's contribution towards all benefit plans are determined by your individual contract, district group, or bargaining unit's eligibility specifications and negotiated employer contributions. Refer to the [district information drive](#) for specific benefit details.

Confidentiality

Much of the information you obtain as the result of your employment with the District is confidential. Respect for the dignity of our students requires that you discuss any student issues only with those staff members and parents who need to know the information. In addition to student information, confidentiality is expected in other areas including staff information or District business information. The District will comply with requests for public information as they are received in accordance with state law and school District policy. Emails that contain private/confidential data are to be encrypted with Virtru when sending.

Rush City Schools “**directory information**” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s).

Drug and Alcohol Free Workplace

Rush City Schools is committed to providing a work and school environment that is free from the effects of drug and alcohol use and abuse by its employees. Therefore, any use of drugs and alcohol within the school/work day, on school grounds or during school-sponsored trips or activities is prohibited. This includes employee time supervising or chaperoning students at events such as State Tournaments, overnight field trips, etc. The unlawful manufacture, distribution, dispensing or possession is also prohibited. Any employee violating this prohibition will be subject to disciplinary action up to and including termination of employment.

Employee Right To Know

Rush City Schools provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2) The school district has provided information and mandatory training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

Equal Employment Opportunity

The Rush City School District prohibits discrimination in any form on the basis of race, creed, religion, gender, color, national origin, family care status, disability, status with regard to public assistance, sexual orientation, age, veteran status or marital status. Employees who engage in discrimination will be subject to disciplinary action, up to and including termination.

Family and Medical Leave Act of 1993

-In accordance with the federal Family and Medical Leave Act (FMLA), eligible employees may take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for certain family and medical reasons. In some cases, up to 26 workweeks may be available for military caregiver leave. Employees must provide 30 days’ advance notice of the need for leave when foreseeable. If 30 days’ notice is not possible, employees must provide notice as soon as practicable. Employees on FMLA leave must keep in contact with their supervisor and Business Manager regarding their status and intention to return to work. Failure to return to work at the end of FMLA leave may be considered a voluntary resignation. Please schedule a meeting to connect with the Business Manager for clarification or assistance.

Earned sick and safe time employee notice:

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking. For detailed information visit the state of MN [website](#).

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice:

Minnesota’s Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry’s Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

Injury Reports

All accidents involving staff members should be reported immediately to the staff member’s administrator, supervisor, or district office personnel. All incidents, regardless of how minor they seem at the time, must be reported.

Jury Duty Pay

A leave of absence for jury duty shall be granted to employees in accordance with Minnesota State statute. Upon receipt of payment for your jury duty services, the employee will need to provide a check payable to Rush City Schools in the amount of compensation received, not including mileage and meal reimbursement. Both your payment and check stub showing the breakdown of your jury duty services will need to be submitted to Payroll. You will in turn receive your regular pay for your scheduled work day(s) that you served on jury duty.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify Payroll if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or direct deposit information. The District will require appropriate documentation of any legal change prior to making the change for District purposes.

Overtime

All overtime must be pre-approved by your supervisor *before* working overtime hours.

Payroll

Paydays are the 15th & last day of the month. If the 15th or last day of the month lands on a weekend or holiday, the payday will be moved to the work day preceding the weekend/holiday. All pay claims and timesheets must be submitted per the [annual payroll calendar](#) or payment may be denied. If you have any questions regarding your pay, please contact your direct supervisor.

Employees wishing to make a change to their tax withholdings or direct deposit information must complete the appropriate [Forms](#) and submit them to Payroll @ payroll@rushcity.k12.mn.us.

Minnesota Statute 518.611, Subdivision 8, requires employees to notify the School District of any child support obligations to be withheld from paychecks..

Personnel Files

In order to review your personnel file, a written request must be completed and submitted to the District Office. Once your request has been submitted, you will be contacted within 7 business days to arrange a time to view your file. When viewing a personnel file, you must do so in front of a designated district employee and you are not allowed to add or subtract information from the file. At your cost, you may request copies of any documents.

Request for Time Off

A request for time off should be made a minimum of three contract days in advance when possible. This refers to personal leave requests, compassion leave requests, and requests to attend workshops, conventions, etc. Please enter all absence requests into the district's absence tracking system per [district procedure](#).

If you are unable to work due to illness, or reasons that comply with MN statute 181.9413 you must notify your supervisor as soon as possible, and no less than 30 minutes prior to your scheduled start time. Excessive absences may result in disciplinary action and termination of employment.

TRA/PERA

When you begin your employment with the Rush City Schools, you also begin contributing to your retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). If you are interested in obtaining more information on the retirement association, you can contact the following: TRA <https://minnesotatra.org/> PERA www.mnpera.org

Union & Dues Information

Upon receiving the properly executed authorization of the employee involved, the District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization during the period provided in said authorization.

Volunteers

Anyone who volunteers to work with students or in a Rush City School, during or after school hours must complete a District sanctioned background check. This includes, but is not limited to, field trips, classroom, concession workers, coaches and ticket takers.

Who to Ask (click here)

Use this document as general information on who to contact with questions. Please refer to your supervisor if you are unable to find what you need on this list.

See something, say something

Employees are encouraged to utilize the see something say something process to report incidents of policy violations.

[See Something / Say Something Link HS](#)

[See Something Say Something Link C.E. Jacobson Elementary](#)

PROCEDURES

Building Security

It is the responsibility of every employee to ensure building security. All doors are locked during school hours. Visitors must be admitted at front doors and register at the designated check-in office. At no time should exterior doors be propped open. Students are not allowed in the building without adult supervision. All windows should be closed and locked at the end of each day.

The administrator will provide employees with a key for their building assignment. They are not to be duplicated and are to be kept in your possession. Students and unauthorized personnel should not have use of your access device. Each building is equipped with an alarm system. Any staff needing access to the building outside of normal hours will need to coordinate with your building administrator or supervisor. Staff members should become familiar with the schedule for the building security system.

Lost or damaged keys should be reported to your administrator or supervisor immediately.

Clean Desk /Clear Screen Procedure ([Link](#))

To improve the security and confidentiality of information, wherever possible, a clear desk procedure for papers and removable storage media, and clear screen procedure for information processing facilities shall be adopted. This shall reduce the risk of unauthorized access, loss of, and damage to information during and outside normal working hours or when areas are unattended. The purpose of this procedure is to set forth the requirements to ensure that all work areas are clear of company information, whether in electronic or paper form, classified as Level 1 – Confidential (Confidential) or Level 2 – Internal Use (Internal Use) when the work area is unattended.

Dress Code/Personal Appearance of Employees

School employees serve as role models for the students and as representatives of Rush City Schools. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately, as determined by the building principal. School staff (office staff, teachers, paraprofessionals, coordinators, etc.) are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment. School based personnel shall follow this guidance on ALL days students are in attendance. Drivers, Maintenance and Food Service Employees should wear their uniforms and/or appropriate clothing to accomplish their duties.

Physical Education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat or warm-up suit when not actively teaching physical education classes or coaching.

All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing accessories (including jewelry) or similar artifacts that are obscene, offensive, distracting, or may cause disruptions to the educational environment including the following:

- Clothing is not likely to be viewed as revealing, sexually provocative or offensive
- Attire is free of any propaganda, political or otherwise offensive or contentious slogans or logos

Special dress up days take place throughout the school year, which can be an exception to the guidance (administration may advise). Staff are encouraged to participate in school spirit dress up days!

E-Learning Days

"E-Learning Day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather or other unforeseen school closing. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction when all criteria are properly met. (MN Statute 120A.414).

The Rush City Schools [E-learning plans are here](#)

Emergency

It is every employee's responsibility to frequently review the emergency procedures cards posted in every room of the building. Every employee needs to fully understand each of the procedures; consult your supervisor if you have questions or concerns about the procedures.

- **EMERGENCY DRILLS**
During each regular school year all public schools are required to conduct at least five fire drills, five lockdown drills, and one severe weather drill.
- **EMERGENCY GO-KITS**
Emergency Go-Kits are to hang on the wall behind the teacher's desk or in a highly visible area with little student traffic. It is the responsibility of the teacher to ensure an updated class roster is in the Go-Kit.

Emergency Procedure

It is the duty of all employees to ensure they understand each of our Standard Response Protocol Actions. Posters are posted in all buildings and are printed on the back of staff ID badges. [Standard Response Protocol Poster](#)

Emergency Response Team (ERT)

Each building will designate specific staff as their ERT. This team will be trained to respond to medical emergencies.

Employees Leaving Site during the Work Day

In the interest of District safety for all students and staff, all employees assigned to school building locations are required to sign out upon leaving District property during regular business hours. In the event of an emergency this will allow administration to maintain an accurate list of those expected to be on the building premises. Failure to comply with this request may result in discipline up to and including dismissal.

Classes: Teachers taking their class outside of the building during the day must notify the office when and where you are taking your class. Plus, you must have a means of communication with you. If you will be using your cell phone, the office will need your cell phone number.

Employees: Any employee leaving and returning to the job site during working hours must make arrangements with the building office. All staff must sign out and sign back in at their building office.

Field Trips

Because field trips tend to be relatively expensive, careful consideration must be given to the educational value, costs, and potential benefits of each field trip.

Field trip request procedure:

Clip or staple forms together and submit to the principal.

- Complete the "Field Trip Request" form a minimum of three weeks prior;
- Complete the "Bus/Van Request" form a minimum of three weeks prior if needed;
- These forms need to have the approval of the principal first, then the superintendent.
- Complete the "Check Request" form a minimum of one week in advance if money is needed;
- Parent permission slips must be obtained anytime a student is taken out of the building during the school day.
- Notify Food Service a minimum of 5 days in advance to arrange for bag lunches as needed; and
- Notify the nurse to arrange first aid kits and daily medications.

Bus/Vans for Field Trips: Any staff member wanting to drive a van must complete the district van training offered during workshop days at the beginning of the school year.

The instructor is responsible for obtaining directions to the destination of the field trip and should either forward them to the Transportation Supervisor or provide them to the bus driver on the day of the event.

Instructors are reminded that parent permission slips must be obtained anytime a student is taken out of the building during the school day.

Prior to departure, an accurate list of passengers is to be submitted to the office.

All adult volunteers must complete the background process through the front office using Hall Pass.

Fundraising

Any teacher who is involved in a fund-raising activity for a class or organization must FIRST RECEIVE PERMISSION from the principal, superintendent and School Board BEFORE MAKING ARRANGEMENTS for selling goods or services. Envelopes are available from Athletics/Community Ed Administrative Assistant in which all activity money to be received should be enclosed. If you need to hold money in the vault or locked location until you are ready to have it received, please talk to the Athletics/Community Ed Administrative Assistant. All funds must be submitted daily, if possible. Required information is the date, the advisor's name, the total amount enclosed, the activity or district account, and a brief description. The signature of the student treasurer is required on all forms.

Mail

All school related US mail will be sealed and metered through the high school office. All mail, including inter-office, will be transported each morning between buildings. No personal mail should go through the school mail system. All staff will be assigned a mail slot in their respective building office which should be checked daily. Please do NOT send a student to the office to get mail!

Photo Identification Badge

The safety and well-being of District students and staff is of paramount importance. **All staff members are required to wear their photo identification badges that are provided by the District during school hours.** All employees will be issued a photo identification badge at the beginning of each school year. New employees will receive a badge as part of the employee onboarding process.

Visitor badges must be issued and worn as identified by each building. Staff should escort any visitor who does not have a badge to the office.

School Closings and Late Starts Due to Weather and Other Issues

School closings will be communicated through the district's messaging system, the school district website as well as local TV and radio stations.

Student Accidents/Incident Reports

All student accidents must be reported. This includes during the school day and during all extra curricular and co-curricular activities.

Whenever a student under your supervision is involved in any type of accident whereby an injury occurs, the school health office is to be notified. If the accident occurs after school hours, the Activities Director or Administrator must be notified immediately. Staff members and coaches are expected to fill out an accident report as soon as possible.

When assisting with an accident or injury...

Staff members are to use universal precautions (per Bloodborne Pathogen Training) which includes wearing vinyl gloves and following identified procedures when coming in contact with body fluids. Mandatory BloodBorne Pathogen training is required for every employee annually.

Staff should take the appropriate first aid action. The first adult on the scene should stay with the victim. Send for assistance immediately. Emergency procedures:

1. Notify the EMERGENCY RESPONSE TEAM in the building
2. Notify emergency personnel immediately (if necessary) (911)
3. ALWAYS fill out an [ACCIDENT REPORT FORM](#)

For your protection, document everything (who, what, when, where, why, how) when completing an accident form.

Technology and Software Management

All technology related questions and requests for potential purchase are to be directed to the Technology Coordinator.

Unauthorized software cannot be installed. Unauthorized personal tech devices such as printers, [IOT \(Amazon Echo, Dot, Google Home etc\) devices](#) are not permitted.

Please refer to the [Digital Resource Request Procedure](#) on the process to make requests.

[COPPA](#), [CIPA](#) and [MN Law](#) Requirements:

Teachers - please remember we are required by federal laws COPPA and CIPA as well as MN law to vet any and all websites that require a student to **create an account** and we are required to share this list with parents/guardians.

[This is a document that the MN Tech Leaders](#) group worked on explaining the MN law more in depth.

We are using the Learn Platform in conjunction with Southwest West Central Service Cooperative and will maintain the list of approved websites here

[:https://swwc.app.learnplatform.com/new/public/tools?tag-filter-251\[\]=6702](https://swwc.app.learnplatform.com/new/public/tools?tag-filter-251[]=6702)

If the website you wish to use is already listed as approved - it is ok to use with your students.

If a website you want to use is not listed - please refer again to the [Digital Resource Request Procedure](#) and fill out the [form](#) linked within.

Questions about obtaining instructional software should be directed to both the Technology Coordinator and the building Principal.

Weapons Prohibition

All District personnel shall be prohibited from carrying, bringing, using or possessing any dangerous weapons on District property, in any District vehicle or any District sponsored activity regardless of location, except as provided by law and/or with specific authorization from the Superintendent or designee. Dangerous weapons shall be defined in accordance with MN Statute 609.66

Work Spaces, Including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, computers and other electronic devices and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items are locked or unlocked.

Restricted area log procedure

All mechanical and electrical areas are to be accessed by authorized personnel only. Restricted areas are to remain locked at all times. Students are not permitted in these areas without adult supervision and all access by staff is to be logged on the log sheets located by the doors to these areas. All areas will be marked accordingly with proper identification. Logs must contain Name, Date, Time, and Reason for Access.

TRANSPORTATION**Bus Passes**

No bus passes are allowed. It is critical that we have consistent and accurate information on the location of all riders at any given time. This is why all students are required to ride the bus they are assigned to, as well as get on and off at their designated stop location.

Bus Safety

Students riding a school bus enjoy a privilege, not a right. Students will receive bus safety instruction during the first few weeks of school. Good behavior is expected at all times. The bus driver has authority over all students during transporting time. The driver will not transport unauthorized students or allow loading or unloading at unauthorized locations. A student may be denied riding privileges if they violate the rules. School Board Policy #709, Student Transportation Safety Policy, provides a more complete statement of policy in this area. Each student is expected to follow the ROAR expectations.

Van Driver Training

Staff who have a need to drive a van during the course of the school year must attend van training during back to school workshop days. A license check will also be completed.

JACOBSON ELEMENTARY SCHOOL

EXPECTATIONS FOR 2026-2027

Expectations for community: *The Rush City Community will encourage and support students academically, emotionally, and socially.*

- Demonstrate that education is important by what you say and do
- Send children to school on time each day
- Encourage children to work hard at school and on any homework
- Follow my child's progress by talking to my child, looking at my child's work, and communicating with the teachers and principal

Expectations for students: *Rush City Students choose to accept, believe in, and challenge themselves and others.*

- Attend school each day and arrive on time
- Actively participate in learning experiences and work hard to do your best
- Respect people and their property
- Accept responsibility for your actions

Expectations for staff members: *Rush City Staff will promote student growth through care, collaboration, and empowerment.*

- Contribute to a positive learning environment in which all students succeed
- Use a variety of instructional strategies so students are motivated to be actively involved in relevant and authentic learning activities that teach the whole child
- Establish and maintain good communication with parents concerning their child's progress
- Model positive problem solving and courteous, respectful treatment of others

As principal at Jacobson Elementary I expect to:

- Model and promote respect, empathy, compassion, integrity, and hard work.
- Approach my work and organizational structure with the "whole child" in mind.
- Foster strong, positive relationships with students, staff, families, and community members.
- Maintain high expectations for the student growth in terms of academic, social, personal, and behavioral achievement.
- Remain focused on what is best for students and children, what is developmentally appropriate for them, and what will ignite their passions in this ever-changing world.

**Mrs. Nelson, Principal
C.E. Jacobson Elementary School**

DAILY SCHEDULE 2026-2027

8:00	Report to classrooms (bell rings)
8:15	Tardy (bell rings)
10:50	Lunch begins
12:40	Recess ends
2:55	Dismissal for bus riders ONLY (bell rings)
3:00	Dismissal for parent pick-up (as buses leave)
3:00	Dismissal for walkers (only students allowed to go to the back of the building)

NOTES:

- Teachers' workday is from 8:00 a.m. to 3:45 p.m. These hours are considered the minimum to address instructional duties. Teachers leaving the building during the workday are expected to inform the office. All staff should be ready to start their duties at their start time.
- Weather permitting, students are expected to be outside until the first bell rings. If you invite a student to be a helper, remember you need to have them wear a badge at all times in the morning and ensure they are doing their tasks.
- Students should deposit lunch money in their accounts near the lunch room before school begins.

LUNCHROOM NOTES

- Teachers should accompany their class into the lunchroom.
- Students should:
 - o Sit in assigned areas
 - o Finish eating in the cafeteria. Do not carry food out of the cafeteria
 - o Wipe up any mess they create and dump waste in appropriate containers
 - o Leave the lunchroom and go directly outside when released
 - o Teachers must ENFORCE and SPECIFICALLY teach that students may NOT share any food at any time
 - o Follow all schoolwide PBIS expectations

GENERAL INFORMATION

Attendance

Accurate and consistent attendance record keeping is expected of each homeroom teacher. Attendance data should be recorded each morning by 8:30 a.m. via computer and revised as needed at the beginning of the afternoon session. Students present for part of a morning or part of an afternoon session are recorded as present for the whole session

If a student checks-in with multiple teachers in the morning, wherever the student leaves their personal items, that teacher becomes responsible to ensure attendance is reported properly each morning.

Tardy students must report to the office prior to going to their classroom, obtain a Tardy Pass, and give the Tardy Pass to their teacher. Students from a "late bus" will NOT be counted tardy.

Building Leadership Team

An Advisory Council consisting of faculty representatives from the Early Childhood, Primary, Intermediate, Special Education, and Specialist units meets with the principal as needed. Its purpose is to discuss topics of interest and to facilitate communication among staff. Information will be shared through your grade-level leadership member. Your BLT member will also collect opinions and speak for your group to facilitate decision making. BLT members will typically serve a three-year term with about one-third of the members changing per year.

Clothing

Students should wear clothing that is appropriate for the activity or weather. Inappropriate clothing includes clothing with obscene, racist, or sexist language, symbols, or pictures and clothing that promotes activities illegal for minors. Short shorts, skimpy tank tops, and tops that expose the midriff are not allowed. School Board Policy #504, Student Dress and Appearance provides a more complete statement of policy in this area. C.E.J. maintains a recess dress procedure according to the weather, as well—please refer to for temperature and weather related dress.

Drills

Each teacher – specialist or classroom – will discuss drill procedures with his/her class and will practice using the proper exit or procedures so students are familiar with the processes. Remind each child, in an age appropriate manner, that each drill is a serious matter which some day could save his/her life. Pull the fire alarm if witness to a fire and notify the office immediately. You have the right and responsibility to immediately do an all-call to alert the building of any situation you deem emergent. Practice drills for hold, secure, lockdown, evacuation, and shelter in place follow the I Love You Guys curriculum.

If Evacuating:

- Evacuate rooms to designated areas as posted in each room
- Children leave the building in an orderly manner, in double file
- The teacher brings a grade book or class roster to account for every student
- If you carry any kind of communication radio, make sure to have that with you

- The teacher leaves last, closes the windows and door, and turns off the lights
- The first class to leave by the outside doors appoints two children to hold the doors open for all other classes
- Walk far enough away from the building to be clear of danger
- Each class assembles in its own unit and the teacher counts his/her group
- If a child is not within his/her homeroom, he/she is instructed to go to the nearest exit, leave the building, and locate his/her homeroom group. Specialist teachers exit with any children they are supervising at this time and stay with them
- If an exit is blocked, the first person in line should raise his/her hand, the others behind following suit; the line should then reverse its direction and leave by the nearest exit
- Students and personnel stay outside until bells are rung to signal return to the building AND the announcement is made via radio or intercom to return.

Drop Off and Pick Up of Students

Morning Drop Off

Students may be dropped off as early as 7:40am if they are having breakfast at school. If students are not having breakfast, please try to drop them off at 8:00am. The doors to the school are locked until 7:40 a.m. and students may enter into the front of the building only where staff are supervising. Please be mindful of the weather when dropping students off prior to 7:40 a.m. and consider their safety as staff are not available to supervise or support student needs. Students may play on their respective playgrounds from 7:50am-8:10am if they are not eating breakfast.

Picking Up Children

Parents, guardians, and authorized adults who wish to transport their student after dismissal should join the pick-up line at 3:00 PM. Getting in line any earlier causes an unnecessary wait. The line starts to move at 3:00 when the buses pull out and is done by 3:15 at the latest. Picking up students is only allowed in the FRONT of the building where it is supervised. Students may not walk to the back parking lot for pick up for safety reasons. Any student seen getting into a vehicle in the back will be immediately reported to our school resource officer. We are not allowing anyone to “walk up and wait” as it was very hard to ensure the students were safe and going with the appropriate adult. If we allow anyone to walk up, we must allow everyone to walk up and that would include unknown individuals. Please report anyone walking toward the school to the SRO or administration through radio (find someone if you don’t have one as many staff have radios outside).

To help the carline move quickly, please: Parents must stay inside their vehicle and arrange the vehicle so students are ONLY LOADING from the curbside. Students may not walk into the traffic lanes to load on the non-curb side. This is a safety hazard as cars are pulling out and around. The child’s name card must be displayed on the front dash to help staff move the line quickly. Cards will be provided for each family. If a card is lost, they may request a replacement by calling or emailing the elementary office.

Early Dismissal of Students

Parents, guardians, and authorized adults who wish to pick up children before dismissal should send a note with each child. The office will send an email to the teacher and the student should be sent to the office at the appropriate time. All parents, guardians, and authorized adults must come into the office and sign each child out of school. If a note is not sent, parents, guardians, and authorized adults must stop in the office before 2:30 p.m. to sign their child out and obtain an “Early Dismissal Form,” which can then be given to the child’s teacher for dismissal. Students must obtain permission from their teacher and the principal’s office prior to leaving the building during school hours (i.e. to run home for something).

Emergency Forms

Homeroom teachers will assist office staff in obtaining a completed emergency form for each homeroom student. All staff members must also complete an emergency form and return it to the school nurse.

Faculty Meetings and Communications

Faculty meetings will be scheduled as needed, at least once a month. All teachers are expected to attend unless they have made special arrangements with the principal. Additional grade level meetings may be held weekly during common prep time. Meetings by Memo, called Elementary Highlights are sent out on a weekly basis in email. All staff (all positions) should read these thoroughly each week and it is staff’s responsibility to ensure that all items are read and completed (if there are assigned tasks) each week.

Fines

The office will assess fines for texts or other school property that is damaged beyond normal use, destroyed, or lost. Consult office personnel for information related to purchase prices.

Gifted/Talented

Enrichment opportunities are provided to challenge students to apply higher order thinking skills and to enhance skill development through a variety of educational experiences. Some examples include: Inventors Fair, Knowledge Bowl, Differentiated Instruction, Individual Student Goals, and Academic Triathlon.

Gum, Candy, Pop

As a general rule, students should not chew gum, eat candy, or drink pop in the classroom. Students may chew gum, eat candy, and drink pop, etc. in classrooms on special occasions with the permission of their classroom teacher. Any treats must be consumed fully or disposed of prior to leaving the

classroom where it was granted. Students can not return to class or report to another room with the treat as it causes upset. Students may not consume the treat in the hallway as it is a choking and safety hazard. Suckers may NOT be eaten in the hallways, the sticks are dangerous.

Head Lice

The Health Office staff will check students for lice when an active case of lice is suspected. Upon confirmation of live lice or nits, health office staff will contact the parent/guardian and send treatment information home with the student. The parent/guardian will be encouraged to pick up their student immediately. The student will not be excluded from school except in extreme circumstances.

Parents/guardians will be notified and will receive treatment information if there is an increased risk of contagion due to the number of active cases in their student's classroom or grade.

Health Room Guidelines

Students are sent home when one of the following conditions exist:

- Temperature of 100°F or greater.
- Vomiting.
- Headache unrelieved by rest or medication administered with parent permission.
- Uncontrolled diarrhea.
- Rash that is increasing in size or spreading to other areas.
- Contracted contagious disease (ringworm, impetigo, chicken pox, etc.).
- Uncontrolled cough.
- Accident or injury that requires referral to a clinic or parent.
- So emotionally distraught that the student cannot function in the classroom.



Holiday-Related Instruction

Any teacher who is responsible for a student during part of the day must provide alternative learning activities for students who will not be participating in holiday-related activities. Teachers should strive toward inclusive holiday-related instructions (example: teaching a variety of holidays are pertaining to various cultures)

Homework

When assigning homework, teachers should consider the needs, age, and abilities of the students. If a child is absent due to illness, teachers will accommodate requests to send home make-up work, and appreciate advance notice when possible. Materials may be picked up in the office. Parents are encouraged to consider the severity of the illness and the child's ability to "catch up" on missed classroom work. Sometimes rest is more important than homework. Parents need to confer with office personnel if a child is absent for an extended time and may need Homebound Instruction.

Because continuity of instruction is important, we discourage taking children out of school when they are healthy. If a child is absent due to an extended family trip, it may be best to take along some outside reading and focus on getting the most learning experience out of the trip. However, if parents request homework prior to the trip, teachers will try to accommodate such requests within reason. Parents should contact teachers ahead of time to clarify teachers' expectations concerning such homework, including length of time allowed to complete it and whether there are penalties assessed for late or incomplete work.

Instructional Media Center

- Student Use and Fines
Scheduled class checkout for students begins on announced dates. Checkout for books and magazines is two weeks, with a renewal optional at the end of these two weeks. Students may check out both books and back issues of magazines, but no reference books or multimedia. No fines are charged on overdue materials, but fines will be assessed for materials that are damaged, destroyed, or lost.
- Staff Checkout Procedures
Books: Six weeks. Renewal is optional at the end of six weeks and only fifty titles per classroom. Non-books: Six weeks. Renewal is optional at the end of the six weeks. Sign out at the desk. Please do not keep materials out for extended periods without renewal. Instructional Media Center personnel will sign out Multimedia.
- Resource Service
Resource materials: If staff members want materials on a topic, they must send an email message to the Instructional Media Center paraprofessional.
- Classroom Library
Staff members must select classroom-reading books by themselves, and each piece must be signed out individually.
- Professional Library
The Instructional Media Center contains a few materials reserved for staff use, purchased by school funds or donated.

- **Audio-Visual Machines**
Classroom teachers should obtain media machines themselves or by another adult. DO NOT ask children to obtain them because of liability concerns.
- **Films, Videos, and Multimedia**
Return items to the Instructional Media Center after use.

Lesson Plans

Each teacher is expected to plan lessons in advance and readily available for review. The principal may review any teacher's lesson plans without notice for any reason. Lesson plans should align with the scope and sequence for the current year and with the grade-level team pacing.

Lunch Program

Meals for students are free at this time through state funding. Additional milk will be available for purchase. Each student will be issued a PIN (personal identification number), which is scanned at mealtime. If a student just takes a milk, they are charged. Only an entire meal may be taken for no charge. Students may place money in their account by placing it in the drop box by the lunchroom before school. Teachers should remind students frequently to do this first thing in the morning. Employees must keep lunch accounts current. Additional portions for employees are available for an additional charge. Adult Lunch: \$TBD. Adult Breakfast: \$TBD.

“Get to Know You Days” (in place of Elementary Open House)

Jacobson Elementary School will host “Get to Know You Days” for the first time this fall in place of the traditional open house. Teachers’ attendance is expected. Professional attire is expected.

When: Tuesday, September 2nd from 9 a.m.-5 p.m.

Wednesday, September 3rd from 11 a.m.-7 p.m.

First day of full school for ALL students is Thursday, September 4th.

Parking

The east parking lot is reserved for staff parking. Staff located on the west side of the building may use the west parking lot. Staff should park in the row with their bumpers facing the grass on North side of lot

Parties

There are three occasions for student parties during the year: Fall, Winter, and Spring. Please collect \$5.00 from each student to defray the cost of parties as needed.

PBIS/Reset Room/Office Referrals

How does discipline work in Rush City?

- C.E Jacobson Elementary is a PBIS school. More information on this can be found in the student/parent handbook. ([Elementary Student Handbook](#))
- The Reset Room is to be used for reset time, cool down time, take a break time, and Major Office Referrals.

Pets in School

Pets are not allowed in school unless they are directly related to instruction. Parents/students must get permission from the classroom teacher before bringing animals into the classroom. All animal visits are encouraged to take place on linoleum floors.

Pledge of Allegiance

Consistent with School Board Policy #531, K-6 students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. Teachers are to instruct students in the proper etiquette toward, correct display of and respect for the flag.

Posting Items

Posting of any item, excluding student work, outside of a classroom requires prior approval from the principal. This is to avoid clutter, wall damage, and false security alarms. All posted items, in or out of classrooms, must use the approved hanging putty to avoid damage. The putty is available in the office.

Midterm Progress Reports

Teachers must complete midterm progress reports for students who are “at risk” to not fully master the material. Office personnel will mail them to parents. Parents should receive a Midterm Progress Report before a failing grade, an integer of 1, on a report card unless extreme conditions caused the failure. If a student is routinely getting an integer of a 2 and most likely will not achieve mastery (a 3 or 4), the parents should be contacted. There should

not be surprises regarding student performance. Reports will assist teachers in keeping parents informed of student progress and may also be used for positive reports of student progress. Midterm Progress Reports are available in the office.

Report Cards

Teachers Grade 1-6 should work with office staff to properly set up and maintain the electronic reporting system. It is very important to follow procedures precisely so the office can efficiently generate report cards that accurately reflect student progress.

A Report Card is an educator's primary written communication device to a parent. Communicate clearly and concisely. A parent who sees "good grades" on a report card and hears later about concerns has cause for bitterness and confusion. It is important to be positive, but also honest with parents and students.

Primary and Intermediate teachers will use integer- based grades (4,3,2,1) for most areas. Primary teachers will use 4,3,2,1 symbols for reporting student progress.

If an area has not been sufficiently covered during a grading period to assess mastery, it is okay to not enter a grade in that spot on the report card. Make this decision as a grade-level team.

Retention of Students

Parents and teachers want each child to be successful at learning and applying basic skills. If a student is not successful, school staff will consider various options. Some options include consulting colleagues, parents, or specialists; alternative methods of instruction; conducting formal assessments; etc. Retention, or repeating a grade, is an option that can benefit a limited number of students.

Parents and the principal will be informed as early as possible in the school year that retention is being considered. School staff and parents will consider a number of indicators that impact the success of repeating a grade. Potential risks and benefits will be carefully weighed. Parent input into this process is important, but school staff will make the final decision.

Security

This building is equipped with motion sensors and security cameras. Displayed items of student work must be securely fastened to the wall to prevent triggering the motion-sensitive security system.

Step parents, et al.

Technically, a stepparent, or an adult live-in, is not entitled to any private data unless school personnel receive authorization by a parent. If a stepparent or an adult live-in accompanies the natural parent to a conference concerning a child, school staff may assume that such authorization has been given. Similarly, if a child is living in the district with a relative (not parent), that relative is not entitled to private data unless school personnel receive authorization by a parent.

Student Council

Homerooms in grades 4-6 select representatives, from applicants, to serve on the intermediate Student Council. The purpose of this group is to provide opportunities for developing leadership and to allow students a voice related to building activities. This group meets approximately once per month during the school day.

Student Support Team

If a staff member notices a child having serious or prolonged difficulty (academic, social, emotional) the staff member should initiate the following process:

- Begin the MTSS process by consulting with your team to see if a referral is appropriate
- Fill out the digital "green sheet" to start the process
- Communicate the nature of the problem with the parents
- Consult with colleagues, specialists, or Student Support Team members for various teaching strategies
- Apply teaching strategies and research-based interventions with fidelity to meet the student's needs while collecting data to guide the next steps of the process
- Document the outcome of all the above. Documentation must include information about the child's difficulties, and the results of having tried different strategies, use the decision making flow chart for interventions

Appropriate school personnel meet to discuss the referred child's case, and then decide how to make best use of available resources to improve the situation. The more data you can provide, the better. You may be invited to a meeting or meetings to support the student.

Telephones

Telephones in classrooms have the potential to increase and enhance efficient communication among parents, teachers, students, and other staff. These phones also have the potential to disrupt and delay instruction. Incoming calls to teachers will be transferred to the classroom during non-instructional periods or when special circumstances prevail.

Student Use

Students should not make calls home for routine matters that should have been taken care of before coming to school. Teachers should clarify this with their students (it may vary with the age of students) and consistently follow established guidelines.

Cell Phones

Students may have a cell phone at school but it must remain in the backpack upon arrival at school and for the duration of the school day.

- Once students come into the building for the day, cell phones and electronics are put away for the day. This means: put them in your backpacks, turn the ringers OFF.
- Cell phones and devices stay AWAY FOR THE DAY and stay off and in backpacks until students are gone for the day. This means: no phones until students have left property or until they are seated on the bus to leave.
- Students should keep smart watches disengaged. They can keep them on unless or until they become problematic or students are using them to text for example.
- Protocol for when students do not comply:
 - You may provide a warning - “remember, our school is doing away for the day - no phones or devices allowed for use during the school day” except school issued devices.
 - If the student needs another reminder - you can ask them to put their phone on your desk or in a location for the day.
 - If a student does not put the phone away or refuses - contact Alicia or Joe. A staff member cannot take things from a student, but an administrator can. A referral will be typed up. The student can retrieve his or her phone at the end of the day from the office at dismissal.
 - If a student has 3 of the violations above (on the 3rd violation), a parent will be contacted to come pick up their child’s phone or device.
- WHY?
 - We are following our state’s guidance and believe that students have too much screen time. Screen time or technology addiction is a growing problem and we want you to be free from that during the school day. It’s time to use our brain for other things.

SCHOOL-WIDE EXPECTATIONS

All classroom teachers will teach the Be Good People daily to support student social-emotional health and wellbeing This program will also be supported by interventionists, specialists, paraprofessionals, special education teachers, and the building principal. We will use common language and practices to focus on skill building in the areas of empathy, respect, and problem solving which will support and further enable our PBIS program to be successful

All School-Wide PBIS practices are founded on the assumption and belief that all children can exhibit appropriate behavior. As a result, it is our responsibility to identify the settings, events, and environmental conditions that enable students to behave appropriately. We then must determine the means and systems to provide those resources, which include the following School-Wide PBIS features that must be repeatedly and explicitly taught and reviewed with modeling:

~Intervene early. It is best practice to intervene before targeted behaviors occur. If we intervene before problematic behaviors escalate, the interventions are much more manageable. Highly effective universal interventions enjoy strong support for their effectiveness with at-risk students.

~Use of a multi-tier model of service delivery. School-Wide PBIS uses an efficient, needs-driven resource system to match behavioral resources with student needs. To achieve high rates of student success for all students, PBIS uses tiered models of service delivery to address student needs.

~Use research-based, scientifically validated interventions to the extent available. Research Based interventions provide our best opportunity at implementing strategies that will be valuable for a large majority of students.

~PBIS practices and values need to reflect the perspectives of all the cultures represented in the school. This is accomplished by including multiple perspectives in the process, including the membership of the PBIS team, and the presence of the family voice in PBIS development.

~Monitor student progress to inform interventions. The only method to determine if a student is improving is to monitor the student's progress. The use of assessments that can be collected frequently and that are sensitive to small changes in student behavior are recommended. Determining the effectiveness (or lack of) an intervention early is important to maximize the impact for the student.

~Use data to make decisions. A data-based decision regarding student response to the interventions is central to School-Wide PBIS practices. Decisions in School-Wide PBIS practices are based on professional teacher and PBIS team judgment.

RUSH CITY HIGH SCHOOL

2026-2027 CLASS OFFICERS (Voting will take place Fall 2025)

CLASS ADVISORS (Updated in Fall)

Seniors	Mrs. Matzke Stoltz(Position), Mrs. Holmstrom(Position), Mrs. Knutson
Juniors:	Mr. Rood, Mrs. Erickson
Sophomores:	Mr. Olson, Mrs. Knudson, Mr. Monson, Mr. Engel,
Freshmen:	Mrs. Fitcher, Mr. Kuchenbecker, Mr. Risland,
8th Grade:	Mr. Telander, Mrs. Thill, Mrs. Carpenter, Mr. Lakeberg, Mrs. Buchmann
7th Grade:	Mr. Bingham, Mr. Vaughan, Mrs. Jeska, Mrs. Olson, Mr. Reisdorf

ASSEMBLIES AND PROGRAMS

Whenever assemblies and programs are held in the gym and/or auditorium, all teachers are required to attend and are responsible for the conduct and discipline of the students which are normally in their class for that particular hour when the program starts.

CALENDARS AND MEETING RESERVATIONS

All staff are expected to utilize Google Calendar for the purpose of communicating meeting dates, times, locations, and agendas. If you would like to reserve the media center please email Julie Risland. If you are wanting to reserve the auditorium or conference room please contact Athletics/Community Ed Administrative Assistant

RULES FOR USING THE AUDITORIUM

1. Obtain permission to use through Athletics/Community Ed Administrative Assistant.
2. Only trained persons may operate light or sound systems.
3. All established rules regarding use of the theater will apply such as **no food or drinks allowed.**

CLASSROOM MANAGEMENT

A school cannot function unless all staff members maintain a certain standard of control, and support one another. Each teacher is encouraged to be friendly, assertive, and positive in his/her own dealing with students while maintaining a position of authority. No one should hesitate to correct a student for acting in an unacceptable manner or wearing inappropriate apparel no matter where it takes place on school grounds.

From the first day, teachers should establish themselves as leaders in the classroom and refer to their PBIS classroom expectations. Keep rules the general framework of the school's rules and regulations. Do not make threats that are impossible to keep, but follow up on any violation of a rule. Remaining under control will add to any teacher's success in dealing with a tough situation.

PBIS matrices are to be posted in each classroom; this is also a part of the teacher observation evaluation form. All staff members are expected to participate in all PBIS initiatives such as awarding ROAR tickets, 5/1 positive to negative comments, and delivering SEL lessons with integrity.

Teachers should keep parents informed about concerning behaviors. Parents will be much more supportive if they hear it from the teacher in addition to getting the student's view.

Each teacher should make the initial effort to respond to a student's behavior prior to referring that student to the planning room, unless the problem is of such a serious nature as to disrupt the classroom teaching environment. The administration will support any reasonable stand the teacher may take and will attempt to rectify the problem students may be creating throughout the school. Sending a student from class should be held as a last resort. In cases where a behavior problem is developing, fill the assistant principal/ principal in on what is happening and take steps to correct the problem. If the situation reaches a point where other corrective measures are not working and removing the student from class is necessary or where a student commits a major offense, get them to the office immediately. Submit a Synergy referral. The instructor should personally follow-up on the situation at the soonest possible time personally with the assistant principal/principal. Teachers can refer to the Major/Minor chart

Each student has a unique personality and family situation. Varied techniques may be used with different students to find success. Students that are having problems should be referred to the special services personnel that can provide help to them. Special understanding should also be provided to those students with special needs. Staff can reach out to the Principal, Assistant Principal, Counselor, and/or MTSS Coordinator to help problem solve behaviors in the classroom. They are also available to come observe your classroom and offer guidance on how to address specific behaviors students are displaying

Teachers should not leave a classroom unsupervised during the hour, except in the case of extreme emergencies. Each instructor is asked to step out into the hall before and after classes to help supervise general student behavior. Any instructor who sends a student to the planning room is responsible for contacting a parent/guardian regarding the behavior. A referral should also be entered into Synergy. A copy of this referral will be sent home to the parents.

COMMUNICATION

Strong communication is one of the most important attributes of a high functioning organization. Efficiency and effectiveness in communicating rely in part on selecting the most appropriate mode of communication. Please use good judgment and utilize the mode that is best for the given situation.

When possible, using face to face conversation is usually most effective. Phone conversations are also highly effective, however, both of these modes can be challenging due to everyone’s busy schedules. Email is great for basic information requests and sharing of facts and information. An email should not be used for reporting emergencies, behaviors, or other time-sensitive issues as it is generally acceptable to not receive a response for up to one business day. All Staff are expected to check their email daily. Replying to phone and email messages within one business day is expected.

CREATION OF NEW CLASSES

New class proposals are to be submitted to the High School Principal for review. The process will also ensure there is sufficient student interest in the course, there is a plan to secure materials, the course fits into the master schedule, a curriculum map will be produced, and that the budget can support the addition (materials and curriculum writing if needed).

CURRICULUM MAPS

The curriculum for all high school courses is to be mapped in the shared Google Team Drive. Teachers are encouraged to put all of their curriculum in this drive. All new courses will be mapped prior to being offered and teachers are encouraged to continuously update their maps to ensure the written, taught, and assessed curriculum are aligned. The high school principal will be looking into this Google Drive to make sure updates are being made and learning targets are getting added.

DAILY SCHEDULE

Doors Open	7:30 AM
Breakfast Served	7:45-8:10 AM
School Begins	8:10 AM
School Dismissed	3:05 PM
Building Office Hours	7:30 AM - 4:00 PM

DAMAGE TO SCHOOL ISSUED ELECTRONIC DEVICES

Damage or loss of any electronic device issued to a staff member needs to be reported to Coley McDonough and Jim Hatz. If a staff member notices a student has a damaged device please report this to Julie Risland. If a student has lost their device please report this to Jim Hatz.

FACULTY MEETINGS

Faculty meetings will be scheduled at the discretion of the principal. Meetings will normally be held before school on the first Friday of the month and all staff members are expected to attend.

FIELD TRIPS

Once your field trip is approved by the principal, superintendent and transportation, notify teaching staff of the date of the field trip and send a tentative list of students as soon as you are able but no later than three days prior to the trip. Please make sure to verify that your field trip does not interfere with any state or benchmark testing. Best practice is that students should not be failing any classes if they are going on a classroom field trip so please work with the classroom teachers.

GRADING

From a High School point of view:

- 1. Quarter grades will count for 40% of the semester grade.
- 2. Semester exams will count for 20% of the semester grade.**
- 3. For year-long courses, the four quarter grades and two final tests are averaged to determine a final grade.

** All senior high classes are considered semester classes in terms of grades and awarding credits.*

*** Note the importance of the semester exam.*

From a Teacher’s point of view:

- 1. All grades are student earned/teacher determined, unless the MTSS process was not followed by the teacher.
- 2. The teacher is responsible for assigning all grades on the report card.
- 3. The choice and integrity of the class grading procedure is a teacher decision.
- 4. All classes offered will have a semester exam with the exception of some else

GRADING SCALE

94 - 100	A
90 – 93	A-
87 – 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+

63 - 66 D
60 - 62 D-
59 & Below F

GRADE SUBMISSION

Grades are submitted electronically through Synergy following each quarter. It is imperative that grades are submitted on time in order to prepare report cards, student schedules, and student awards. Office staff will add due dates to the high school highlights.

MARKING SYSTEM AND REPORT CARDS

Marks represent scholastic growth and achievement, not simply special traits such as behavior, cooperation, interest, and initiative. Class work should challenge the student to increase his/her knowledge and skills, while improving their ability to apply this knowledge and skill to problems appropriate to the subject area. Grades should be an objective reflection of the students' scholastic improvement over the grading period. Frequent use of short quizzes, tests, papers, written work, class discussion, board work, etc. should be required by teachers. The final grade is a reflection of the composite accomplishment in the subject by the student. In addition, citizenship and good work habits are to be encouraged as these attitudes have a great carry over into general school life and personal areas.

Report cards are the school's statement to the student and parent of what has been learned. Care must be exercised in determining the grade and then placing it on the card. Letter grades must be used. Incompletes should be changed as soon as the work is made up. Make sure the proper changes are made through the office. Teachers are encouraged to make use of the comment section of the card. Grades must be submitted each quarter by the specified date. Staff are reminded to make sure that students on academic contracts are graded according to the provisions of the IEP. Whenever a student is failing the teacher needs to consult the student and his or her parent(s). A failing grade should never be a surprise to a student or parent.

Teachers are also encouraged to make further contact with parents during the grading period. Phone calls, personal notes, and progress reports are effective in informing parents on the progress their child is making. These methods should be used for students doing a GOOD JOB as well as those students having or causing problems.

MID TERM DATES

1st Quarter – September 28, 2026
2nd Quarter – December 11, 2026
3rd Quarter – February 22, 2027
4th Quarter – April 30, 2027

GUESTS AND GUEST SPEAKERS

Any teacher who plans to invite a guest or a guest speaker into a classroom must notify the principal BEFORE making the arrangements.

HIGH SCHOOL HIGHLIGHTS

The purpose of the high school highlights is to limit the amount of emails and staff meetings throughout the school year. The High School Highlights will be sent out to all staff every Wednesday. Please make sure to read these weekly for the updates, reminders, and changes.

HOMEWORK

Homework assignments/projects are an expected and educationally valid extension of classroom learning experiences in most classes. Instructors are always encouraged to use discretion in assigning homework experiences which supplement and reinforce classroom activities while not imposing unreasonable time expectations for students.

IEP ATTENDANCE

All teachers are encouraged to attend Individual Education Plan (IEP) meetings for each of their students. In the event a teacher is not able to attend an IEP they should email the student's case manager regarding the student's performance in class, student strengths, and any concerns. At least one general education teacher must attend every IEP meeting. In the event that there is no general education teacher signed up to attend an IEP meeting, the principal will assign a teacher based on the IEP attendance log. The Due Process Coordinator will schedule IEPs via Google Calendar and document attendance. All teachers are expected to RSVP to the IEP meetings to ensure a general education teacher is attending.

ORDERING MATERIALS AND SUPPLIES

If a teacher or department anticipates requesting equipment or instructional materials that would require increasing their department budget this should be communicated to the Principal as soon as possible. Budgets for the following school year are established in the spring. The Principal will send out budget spreadsheets to each department for anticipated costs for the next school year. Once these sheets have been approved, the Principal will update each department on when they can order through the skyward system. If we are out of supplies in the supply closet, please contact Mrs. Wiener.

PARENT CONFERENCES

Parent conferences on students' scholastic progress are usually scheduled in November and February. School personnel must be factual with their assessment of the student's progress and demonstrate what is being covered in class and how grades are determined. Parents want a clear indication of what their child is accomplishing. Informed parents will be more supportive of the school and its staff. Teachers must attend conferences.

PERSONAL LEARNING PLANS

All students develop a personal learning plan (PLP) starting in 8th grade. PLPs will be reviewed on an annual basis within the social studies curriculum. Within this plan, students indicate career interests and college or technical training interests. The PLP should assist students in selecting electives and can be a resource for staff with regard to course offerings or student engagement. The Minnesota Career Information System(MCIS) will be utilized for the development and storage of all PLPs.

PROGRESS REPORTS

All staff are required to use Synergy to email parents/guardians progress reports at least biweekly.

REPORTING TO ASSIGNED CLASSES

All students must report to their assigned class or study hall before signing out to go anywhere. No students should be allowed to leave your classroom unless a pass has been created.

GOOGLE CLASSROOM

All teachers will be using Google Classroom as the only online platform. All work that will count towards a student's grade must be posted on Google Classroom so parents are able to engage in the instructional program by viewing the concepts their children are studying and ensuring they complete their work on time. This can be displayed as a "weekly snapshot". Example of what is expected every week:

Monday: Pg. 102 Evens 2-36

Tuesday: Review Study Guide as a class using Kahoot

Wednesday: Turn in Study Guide and take Chapter 3 Test

Thursday: Pre-Test for Chapter 4(this can be found in Google Classroom)

Friday: Go over Chapter 3 Test

This is the minimum expectation for every class, however many teachers may use it for accessing assignments, assignment turn-in, check ins, etc.

SEATING CHARTS

Each teacher shall assign a definite seat to each student in each class. A copy of the seating chart shall be in a convenient place in the teacher's desk so that it will be readily available in the case of a teacher's absence. Please consult your Health Concerns List for students with health issues that would require special placement; such as hearing or vision loss.

STOREROOM SUPPLIES

Most supplies are available in the storage room. However, if you cannot find a needed item, please notify Melissa Wiener.

STUDENT ACCESS TO BUILDING

Students are welcome to utilize Tiger Cafe and the commons to access WiFi, work with a group, or work on homework whenever the building is open. Doors to the locker halls will be locked at 4:00 each day. The Media Center will be open one hour before and after the school day.

STUDENT ANNOUNCEMENTS

Student announcements will be read daily during advisory. A copy of the daily announcements will be posted on the school website and shared with all students via shared google docs.

STUDENT ATTENDANCE

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also 503-2 the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Accurate and consistent attendance record keeping is expected of every instructor. Attendance should be taken and recorded at the beginning of each class period via Synergy. Students receiving an unexcused absence are to expect some consequences involving loss of credit for the day's work as determined by each instructor. Students should be clearly informed from the start as to the consequences for unexcused absences in your class.

Please refer to our website for the complete attendance policy. (Policy# 503)

STUDENT DISCIPLINE

Refer to the Student/Parent Handbook to see the Discipline Matrix. PBIS defines major and minor behaviors. Behaviors that have a single "*" are examples of minor behaviors and if possible should be handled within the classroom setting. There are School Board Policies (on our website) for information on student discipline as well. (Policy # 506).

STUDENT HANDBOOK

Teachers should review the student handbook and be aware of student rules and regulations. Over the first few days of school, teachers will review the handbook with their Rush Hour-students. Teachers must enforce the rules of the student handbook.

STUDENTS LEAVING BUILDING

Students leaving the building at any time during the school day, must be cleared by the principal's office.

TAKING STUDENTS OUT OF ANOTHER CLASS

Respect the classes of other teachers by not calling pupils out of their classes without their consent. This does not apply to changes scheduled through the principal's office or counselor's office. Arrangements should be made at least a day in advance with the other instructor if at all possible. Teachers should not be excusing any student to leave the building for any reason without first obtaining parent permission. Additionally, a student should not be given a pass to leave another class and the building without prior arrangements being made with the instructor. Any student leaving the building must check out and back in with the office.

KEEPING BUS STUDENTS AFTER SCHOOL

Teachers may not detain a bus pupil after school unless they give students a chance to notify their parents that they will be required to stay after school and the parents give their approval.

TARDY SLIPS

An eHall Pass is required of late students. DO NOT DETAIN PUPILS as they may be late for their next class and disrupt the instructor's plans for the day. If you must detain them, give them an eHall Pass. If the tardiness is the fault of the student, he/she will be marked tardy in Synergy for the office to document. If students are showing up late to 1st hour, please send them to the office for an eHall pass unless there is a traffic situation or severe weather. Office staff tracks tardies and consequences are assigned as stated in the student/parent handbook.