Lake Benton School District



2026-2027 Faculty Handbook

Home of the Bobcats

Handbook Adopted by the
Lake Benton Board of Education on
DATE 06/17/2026

Dear Faculty Member-

This handbook has been prepared to present information as to the procedures and general policies with subsequent details dealing with the operation of Lake Benton Public School. If you have any questions regarding this information, please direct your questions to the principal or superintendent.

Educational Philosophy

The following statement of philosophy shall form the foundation of Lake Benton School District:

We believe that the central focus of the Educational Program in the Lake Benton Public School must be in recognizing and providing for the various needs of each child attending our school. We believe that as an outcome of education, each child should possess the skills, attitudes and understandings necessary to become a satisfied and productive citizen. We further believe that the outcome of education for each child should be to instill their own initiative to possess these skills, attitudes and understandings. Our philosophy embodies the concept that education involves the child's total development and that school, parents, church and community must provide those experiences, which allow the individual child or young adult to realize their fullest potential in every way. In order to achieve this philosophy, the school board of School District No. 404 has adopted the following curriculum goals.
In basic skills, the school must assume primary responsibility, while in goals related to character, it must be recognized that parents and community must share responsibility with the school.

SCHOOL PHILOSOPHY

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

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

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

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

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

We believe that learning is a lifelong process, and the Lake Benton Public School is a partner in that process.

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

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

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

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

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

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

DEPARTMENTS

Board of Education

Tony Schwing, Board Chair
Heath Houselog
Margo Suiter
Josh Osland
Steven Hurd
Janell DeVries

Administration

Principal: Jeff Hansen
Superintendent: Loy Woelber

Front Office

Kylie Rochel

Maintenance

Troy Jordan

Food Service

Anna Finzen
Mona Haynes
Peg Gorter
Courtney Stolp

Para Professionals

Penny Krause
Cindy Nielsen
Teresa Kohler

Faculty Directory

Preschool	Crystal Enga
Kindergarten	Rochelle Drietz
Grade 1	Chelsey Hillard
Grade 2	Alissa Christianson
Grade 3	Angela Coe
Grade 4	Melinda Pahl
Grade 5	Jennifer Castle
Grade 6	Kelli Larson
Title 1	Kris Benson
Music	Leslie Lueck
Special Education	Megan Kroh
Early Childhood SPED	Channing Van Overbeke
Occupational Therapist	Allison Kruisselbrink
Speech/Language	Mary Carmody
School Nurse	Julie Nelson and Jackie Fuller
DAPE	Gina Zaske
Physical Education	Gina Zaske
School Counselor	Natalie Jerzak
Library	Dianne Hurd

SCHOOL HOURS

School is in session from 8:00 AM – 3:00 PM. Bus students will complete loading at 3:00 p.m.

SCHEDULED MEETINGS

Board of Education Regular Meetings

School board meetings are held on the third Wednesday of each month at 6:00 pm in the Lake Benton Public School library.

School Board Members

Chair
Tony Schwing
605 Oakwood
Lake Benton, MN 56149
507-368-4223
aschwing@mchsi.com

Vice Chair
Heath Houselog
1966 130th St
Lake Benton, MN 56149
507-368-2771
houselog_58@hotmail.com

Clerk
Steven Hurd

Lake Benton, MN 56149
605-695-1694
sjhurd13@gmail.com

Margo Suiter
1566 Co RD 107Ave
Lake Benton, MN 56149
507-829-4213
Margo.suiter@kibbleeq.com

Josh Osland
1759 130th Ave
Lake Benton, MN 56149
605-690-8365
jrosland@itctel.com

Janell DeVries
400 E. Benton St.
Lake Benton, MN 56149
507-368-4494
janell.devries@pas.k12.mn.us

STAFF ABSENCE

ILLNESS

Notify the district administrative assistant, principal, or designee at the earliest possible indication of an absence due to illness. Notification should be received NO LATER than 6:00 a.m. on the intended day. If you are unable to reach someone in person, please leave a message on the administrative assistant's phone at 368-4235.

Each staff member is required to provide the substitute with the following aids:

1) A current, readable seating chart for the entire day.
2) Lesson plans for the period in writing, and detailed enough to allow the substitutes to plan suitable activities.
3) Schedule of the day's activities, lessons, and specials.
4) Directions on how to take and report attendance.
5) Page that informs substitute on crisis procedures.

Staff members who were ill should log in to Time Clock Plus and request this day of leave in the time clock system. Please send an email to the district office to inform them of you leave day. These entries need to be done as absence takes place – not at the end of the year. Administration may request doctor's notes to excuse absence.

PERSONAL DAYS, PROFESSIONAL DEVELOPMENT, AND OTHER PLANNED DAYS

All staff scheduled to work and not in the building should log into time management system and complete a Request for Leave. Be SPECIFIC about absence for professional leave (i.e. conferences, workshops, etc.). Please notify district office prior to leave. Requests need to be completed as absence takes place – not at the end of the year.

Use of Personal days are allowed by contract. Please be familiar with this process. Arrangements should be made well in advance of the intended use of the Personal Leave.

ACTIVITY ACCOUNTS

All staff advisors to student organizations are required to comply with established procedures. Advisors need to complete a "Student Activities Fund Order" for payment of claims

ACTIVITY FINANCES

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

AUDIT ACCOUNTS

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

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

STUDENT SOLICITATION/FUNDRAISING

It is the policy of Independent School District # 404 to encourage supervised extra-curricular activities. In order to have effective programs, funds need to be raised and the Board of Education has a planned process for fund raising activities.

All requests for fund raising activities must be approved in advance, by the advisor of the activity, the Activities Director, and by the building principal. All such requests shall be submitted on forms available from the office of the principal. These are to be turned in and on file in the Principal's office by September 30th.

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

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

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

ASSEMBLIES

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

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

ATHLETIC/CO-CURRICULAR SUPERVISION

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

AUDITORIUM SIGN OUT

Use of the auditorium is first reserved on a first-come-first-served basis. This can be checked out with Kylie in the office. If lights and/or sound equipment are to be used, it will be done with students who have been trained by the appropriate personnel. Doors are to be locked when finished. A key is reserved in the office with Kylie.

The Auditorium is for the cultural advancement of students and faculty alike, whether they are put on by professionals or by students. Therefore, all faculty members must be present and sit with their respective groups. To do otherwise will place the burden of supervision on just a few of the teachers. Each of you has the responsibility of maintaining students discipline at these assemblies. Teachers are also to be present for all Pep Fest of supervisory purposes.

AUTHORITY – STAFF

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

Behaviors -- Personal and Professional

1. Code of Ethics – Review the Code of Ethics for Minnesota Teachers. These ethical guidelines are to be followed by all certified and non-certified employees.

2. Many school relationships are of a personal nature and are better kept confidential within the limits of the school. Teachers and their spouses should not be guilty of repeating such information. It is highly embarrassing for the administration to be approached by our patronage and have recited to him/her exaggerations of what teachers said or did as a representative of the school.

3. To speak disparagingly of your fellow teachers and co-workers or in destructive criticism of the school and staff can result for a thoughtless, unfounded remark.

4. Great care should be taken by teachers to avoid interference between other teacher and students.

6. Faculty and Staff should always be discreet in matters of conduct. By our example and actions we are conveying to the public an image of education. If our example and actions are questionable, our image will also be questioned.

7. Teachers should strive to improve educationally, belong to professional organizations, and participate in those activities which benefit education.

BUDGET

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

BUILDING SUPERVISION

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

Teachers are required to supervise the students in their classrooms. If you need to step out please contact another staff member or the office to supervise the students during this time.

All students will be allowed to report to their rooms between 7:45 and 8:00 a.m., Please encourage students to report to their classrooms by the time the class is scheduled to start. As students are passing between classes, remain near your door to help maintain order in the halls.

BULLETIN – DAILY/WEEKLY

These bulletins will consist of student and staff announcements. If you wish to have an announcement in the daily bulletin, this information should be given to the office by 2:30 for placement in the next day's bulletin. Last minute announcements must be on Kylie's desk by 8:00 a.m. Announcements in the Daily Bulletin are asked to be e-mailed to the office by 3:00 P.M. on the day before you wish them printed. Please type them exactly as you want them to appear, which includes proofing for spelling and grammar.

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

Announcements for the weekly bulletin need to be turned into Kylie by noon on Thursday.

BUSES / SCHOOL VAN

Shall be driven by only qualified personnel, approved by the school board. This means in town as well as out of town. All buses are the direct responsibility of the drivers at all times.

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

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

CARE OF ROOMS/GROUNDS/EQUIPMENT

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

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

Teachers are responsible for:

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

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

CHEMICAL USE, ABUSE, DEPENDENCY

It is the goal of Independent School District # 404 to create a caring atmosphere for each individual within our system. It is recognized that it is this caring environment that is the first step in preventing an individual from becoming harmfully involved with chemicals. This prevention is instituted by nurturing successful inter-personal relationships, promoting skills in decision making and problem solving. The district understands that an individual may become harmfully involved with chemicals.

This involvement would create pain for themselves and others. At this juncture, the school must continue to operate as a caring, rather than a punitive community. Harmfully involved individuals will be assisted in seeking supportive

and rehabilitative services, without fear of penalty. If treatment becomes necessary, outside of the school setting, every effort must be exerted to effect a successful continuation in, or re-entry into the school setting.

In order to encounter the complex problems of chemical dependency, chemical abuse and misuse more effectively, Independent School District # 404 has adopted a policy based on the following premises.

1. Chemical dependency is a treatable illness. Harmfully dependent people can be returned to productive, healthy lives.
2. Chemical dependency is often preceded by abuse and misuse. District # 404 wishes to intervene as early as possible in the disease process.
3. Alcohol is America's number one chemical problem, and any chemical dependency program must recognize it as a drug.
4. The social stigma often associated with this disease only increases the suffering of the chemically dependent and his/her family.
5. The civil rights of all involved parties must be considered at all stages of any program.
6. If a student is involved in the chemical dependency program, and is successfully addressing his/her harmful involvement with chemicals, he/she may continue to participate in any special programs as long as he/she fulfills the requirements of the Minnesota State High School League, where they are applicable.

CLASS RECORD BOOKS

A computerized grading program is used by all staff. If you use the teacher grade book for your own reference, keep them simple and neat. Be sure enough marks showing student achievement and growth are there so that parents and the Principal have evidence to justify the grade given. Keep accurate attendance records in case of discrepancy with office records. They should be clear enough so that we can immediately tell why and what grade each student received. DO NOT list names in your record book until after the first week, as numerous changes are inevitable.

ATTENDANCE TAKING PROCEDURES

1. Teacher will take attendance each morning and afternoon school is in session.
2. Teachers will enter this into JMC unless other arrangements have been made.
3. Tardies should be entered into JMC.
4. Tardy Policy will be posted in room and on file in the office.
5. An automated e-mailer will send attendance data home at the end of each day. It is imperative that classroom attendance is accurate.
6. The teacher should keep a log of each student's attendance and tardies as listed in the Student Handbook.

CUMULATIVE RECORDS

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

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

1. Any professional, instructional, or administrative staff member has access to pupil's records, providing the keeper of the records maintains an accurate record of each person using a pupil's records.

2. The staff member has a legitimate need for access to a student's records.

3. The staff member signs a written form which shall be kept permanently with the file of the pupil.

Confidential files are kept in the office, and may be discussed with the superintendent/principal.

COMMUNICATION

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

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

CONTINUING EDUCATION

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

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

COPY MACHINE USE PROCEDURE

Teachers are expected to run their own copies. If you notice a supply is running low (ie. paper) please notify the office so that it gets restocked. The copy room is available around the clock for staff usage. If you have any problems with malfunction please DO NOT leave the problem for the next person. Inform the office so the problem can be fixed.

PRINCIPAL

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

DISCIPLINE - BASIC PRINCIPLES

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

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

<u>Physical Holding</u>

1. In emergency situations, it can become necessary for staff members to use physical restraint to provide a safe environment for students. Reasonable force may be used on a student without his/her consent when used by an administrator, teacher, or general staff member in the exercise of lawful authority, to restrain or correct each student. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury or to prevent serious property damage.
2. Physical restraint means physical intervention intended to hold a child immobile or limit a child's movement and where body contact is the only source of physical restraint. The term "physical holding" does not mean physical contact that: a) helps a child respond or complete a task b)assists a child without restricting the child's movement c) is needed to physically escort a child when the child does not resist or the child's resistance is minimal.
3. When an emergency situation develops and a staff member needs to physically restrain a student the staff member must follow the "Restrictive Procedures" plan.

<u>Removal From Class</u>

Teachers must send a discipline referral form with the student when he/she is removed from the classroom and sent to the Principal. Students sent to the office for disciplinary reasons should not walk unsupervised to the office. If help is needed call the office or find another staff member to provide assistance.

DISCIPLINE POLICY

I. STATEMENT OF POLICY

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

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

II. GUIDELINES OF HANDLING STUDENT DISCIPLINE AND REFERRAL

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

LEVEL 1 – TEACHERS-Classroom Intervention
These behaviors are to be handled by the teacher in the classroom:

Staff may use their own classroom consequences in dealing with the following behaviors. If you would like suggestions please contact the principal. Parents must be contacted by teachers if level 1 behaviors continue.

- Academic Misconduct: Non-completion of tasks, not doing homework, refusal to work, calling the work stupid, saying it's boring
- Classroom Misconduct: Leaning back on chairs, tipping chairs, chewing gum, eating candy, complaining about classroom decisions, mumbling, rolling eyes, scowling, irrelevant verbalization, pouting, wearing jackets/hats/gloves in class, improper dress, basic hygiene concerns, playing with toys, doodling, poor listening, lack of responsibility, etc.
- Self-Conflicts: Violence in drawing/language/games etc., lack of empathy, lack of motivation
- Peer Conflicts: Rudeness, poking, writing notes, resentment toward cooperative groups, refusal to cooperate, excessive tattling, minor hitting/scuffling, chasing peers
- Authority/Teacher Conflicts: Rudeness to adults, slowness in responding to directions, noncompliance, ignoring teacher (plugging ears, shutting eyes), arguments about "fairness", arguing about adult direction, minor disrespect, etc.

LEVEL 2 – Office Referral

A. These individuals will assume an active role in disciplinary matters after other conditions have been met or under other special circumstances which require immediate action. Teacher must complete office referral form when a student is referred to the office for disciplinary reasons. Before referring the student to the office be sure to give the student time and space to comply before referring them for administrative intervention.

   1. Students who have passed through Level 1, and have not yet been remedied. ***Parent contact is required during level 1 before a referral can be made to the office relating to level 1 behaviors.***
   2. Students and circumstances needing immediate action, such as; behavior that disrupts the learning environment, damage or destruction of school property, physical or verbal abuse of a student, school employee, or a person not employed by the school, use of weapons, or other dangerous instruments, use of narcotics or alcoholic beverages on the school grounds, or off the school grounds, direct aggression or harassment.
   3. Students on an IEP
      a. Staff will review the I.E.P. to provide assistance when determining disciplinary actions
      b. Refer pupils in need of additional special education services to the special education department.

.
Each teacher is responsible for the procedures and policies in his/her class. It is important staff members use the PBIS philosophy when developing these policies.

In addition, the specific expectations of each class will be explained by the teacher. The regular consequences for not meeting classroom expectations should be explained to your students. (i.e. phone call, or note home, detention)

. ***Do not leave students unsupervised at any time. Do not leave students in the classroom unsupervised***. If a staff member needs a break during a scheduled activity with students he/she should request someone to supervise his/her students during the break.

E–MAIL

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

Your school email account is the property of the school and may be accessed by the district.

EMERGENCY SAFETY PROCEDURES/FIRE EMERGENCY PROCEDURES

1. Sound the nearest fire alarm.
2. After the fire alarm sounds all students, faculty and personnel are to leave the building immediately. Use the proper exit doors. The exit doors for the various rooms should be posted in your room.
3. Washrooms are to be cleared by the male and female teachers closest to the washroom on that floor.
4. Students leaving the building should go at least 50 yards away from the building.
6. Teachers are to supervise students until buses take them home.
7. If a fire occurs in cold weather, students will be taken to the American Legion.
8. Each teacher should take their class attendance book along. In case of an actual fire, roll must be taken and missing students should be reported to the principal.

EMERGENCY – STUDENTS NEEDS

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

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

EMPLOYEE RIGHT TO KNOW LAW

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

EVACUATION OF PHYSICALLY HANDICAPPED

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

FACULTY MEETINGS

Faculty meetings are held monthly or as the need arises. Please plan appointments around those dates and times. Attendance will be taken. Any changes will be reflected through email.

FIELD TRIPS

- Request approval from an administrator at least one month prior to the trip.
- Complete a Transportation Request three weeks prior.
- Parental permission slips must be turned in before the trip takes place.

FIRE DRILL/CIVIL DEFENSE/TORNADO PROTECTION PLAN

Please give directions for emergency evacuations to each and all of your classes during the first week of school. The purpose is for orderly evacuation of the building in case of emergency or fire. Fire drills are to be conducted periodically (at least five times during the school year).

When the fire alarm sounds, proceed to lead your class to your door and see that they go to the correct destination. After they are out of your room, follow them out the exit. Drills will be held to see that students and teachers know what to do. Please dismiss students so they leave the building single file. Once at the pre-assigned destination, teacher should take attendance and report any missing students immediately to the Principal.

Classroom Instructions

- Pupils and teacher leave immediately and proceed at 100 feet from the building. Each teacher should be prepared in advance to take care of any student who is unable to get out unassisted.
- Exit the room single file. Teacher should insure that there is no crowding at the corridor exits.
- Walk fast – do not run.
- First person out, prop doors open or hold open for the rest of the line.
- Teachers will follow their group after checking to see that all pupils are out of the room. Classroom doors should be closed and locked; and windows should be shut.
- The building is to be cleared of all personnel as rapidly as possible.
- Walk sufficient distance from the building. All students are to be at least 100 feet from the building.
- We ask the people in charge to wait for a signal before coming back in to the school. After the signal, teachers and students are to return to their classrooms.
- Obey the fire signal, even if there is reason to believe the signal was set off accidentally.
- Teachers who do not have classes during the hour of an alarm can aid greatly by stationing themselves in strategic places to aid the flow of students and other personnel.

We are asking faculty members to move students away from the building. Areas of the building will be assigned to faculty. We will need the cooperation of all faculty to clear students from your area and move them away from the building.

All teachers are responsible to assist in seeing that students are at least 100 feet away from the building. Also, see that students walk quickly without crowding, pushing or running. In case one exit is barred, use your judgment in going to the most convenient exit where there is the least traffic. Please stress the seriousness of fire drills. There is little danger if we follow directions.
Fire drills are scheduled periodically to insure the arriving of a maximum degree of efficiency in the emptying of the building. All children should be instructed as to the necessity for such fire drills for the protection of their lives. See sheet on drills at the end of the handbook.

EVERYONE PLEASE WAIT FOR A SIGNAL FROM THE OFFICE THAT THE BUILDING IS SAFE TO RE-ENTER!

FIRE DRILL INFORMATION

Students should follow the plan posted in your room. Additional copies can be obtained from Mrs. Rochel. Fire drills will be held on an average of one per month. A record of time required to empty the building will be keep so everyone is asked to cooperate in speeding up the exit, but without crowding. Groups nearer the exits should evacuate immediately so as to clear the passages for those to follow.

FIRE DRILL AND BOMB THREAT EVACUATION PROCEDURES – There is a "Fire Drill and Bomb Threat Evacuation Procedures" map posted in each room in the school building. Each teacher is expected to familiarize him/herself with the plan. Students should move along rapidly and efficiently, but safely. All staff must leave the building during drills and evacuations, as well as the students, with the possible exceptions of the administration and custodians

GRADING SYSTEM

Standards Based Reporting in classroom grade reporting. Students will be scored 1-3. 3 means the student has achieved the highest mastery of a content standard.

Failing Grade:

Before a student receives a failing grade for the semester, be sure that the following procedure has been completed:

1) The student has received a deficiency report.
2) You have had a personal conference with the student.
3) You have offered special help to the student.
4) You have consulted the student's parents.
5) You have consulted the principal.

Grade Reporting Periods

All grades must be submitted by the deadline determined by the building administrator. These dates may change as a result of snow days or other unexpected school closures. Please use the School Calendar for the dates of the quarters and semesters. The building administrator will inform all teachers of deadlines and any changes to the grading periods.

GUIDANCE AND COUNSELING

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

What Are the Required Content Areas for Minnesota Schools?
State required content areas shall include:
1. Mathematics
2. English Language Arts
3. Science
4. Social Studies (history, geography, economics, citizenship, and government)
5. Arts
6. ELP

Standards and benchmarks for mathematics, English language arts, science and social studies will be established by the department subsequent to legislative authorization. These standards and benchmarks will be:

- developed through a broadly inclusive public process
- established in rule
- reviewed and revised as necessary every 4 years
- assessed by state tests, if state tests are available (no state tests in social studies)

MINNESOTA K-12 ACADEMIC STANDARDS, REQUIRED TESTS, AND GRADUATION STANDARDS

Definitions

A. "Department" means the Minnesota Department of Education.
B. "State Test" means a test established and maintained by the Department.
C. "Nationally normed, commercially published" means a nationally normed, commercially published test which has been approved by the Department for use as a basic standards test in mathematics or reading.
D. "Locally adopted test" means a test of a basic standard that is written according to the specifications for the state test, and adopted by a school district as the local test of the basic standards.
E. "Credit" means a unit measuring education achievement based on successfully completing the requirements of a given course of study.
F. "Section 504 Accommodation" means the defined appropriated accommodations or modifications that must be

made in the school environment to address the needs of an individual with disabilities.

G. “Individualized Education Plan”, or “IEP” means a written statement developed for a student eligible by law for special education and services.
H. “Limited English Proficient” or “LEP” students means individuals whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

MCA-III Assessments

Each spring all students in grades 3-6 will take the MCA-III assessments.
Grades 3-6 Math and Reading
Grade 5 Science

Test Administrator

The Principal or designee shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

Teacher Responsibilities

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

Administrator Responsibilities

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

Daily Work Assignments

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

EXTRA CURRICULAR ACTIVITIES

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

Clear classrooms rules should be established for each teacher. These rules should be posted for ALL students to see. A copy of the teacher rules, grading procedure, and tardy policy should be kept on file with the Principal.

GUEST SPEAKERS

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

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

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

HALL DUTY

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

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

INSTRUCTIONAL MATERIALS

In fulfilling its responsibility for the selection of instructional materials for Independent School District # 404, the Board of Education adopts this policy for the guidance of the superintendent and his professional staff:

The Board of Education, as the governing body of the school district, is legally responsible for the selection of instructional material. Since the Board is a policy making body, it delegates to professional personnel of the district the authority for the selection of instructional and library materials in accordance with this policy.
Materials for the school classrooms and school libraries shall be selected by the appropriate professional personnel supported by reputable selection aids. Final decision on purchase shall rest with the professional staff in accordance with this policy statement.

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

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

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

In accordance with this belief, the following policy statements will govern the selection of the materials in Lake Benton School District # 404 based upon the American Library Association policies for selection as approved by the American Association of School Librarians in the School Library Bill of Rights as follows:

1. Materials will be selected that will enrich and support the curriculum taking into consideration the varied interests, abilities, and maturity levels of the pupils.

2. Materials will be selected that will stimulate growth in factual knowledge, literary appreciation's, aesthetic values and ethical standards.

3. Materials will be selected that will provide background of information which enables pupils to make intelligent judgment in their daily lives.

4. Materials will be selected that will present a reasonable balance of opposing sides of controversial issues so that young citizens may develop under guidance, the practice of critical reading and thinking.

5. Materials will be selected that will reflect the contributions to our society of the many ethnic, religious, and cultural groups and present the many and varied aspects of our culture and society.

6. The value and impact of any literary work will be judged as a whole, taking into account the author's intent, rather than individual works, phrases, or incidents. Material will not be excluded because of the race, nationality, religion, or political views of the author.

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

1. Religion: Survey material which includes all major religions shall be included in the school library collections.

2. Ideologies: The curriculum and library materials shall make available information on the level of its reading public, on any ideology or philosophy pertinent to a thorough understanding of the world in which we live.

3. Sex and Profanity: Materials presenting accents on sex shall be subject to the usual test of literary and artistic merit and reality by the appropriate professional personnel, who takes into consideration his reading public, prevailing community standards, age and maturity of the students and redeeming social values of the materials. The fact of sexual incidents or profanity appearing shall not automatically disqualify instructional material. Rather, the decision shall be made on the basis of whether the instructional material in the total curriculum presents life in its true proportion, whether circumstances are realistically dealt with, and whether the material is of literary value when judged as a whole. Factual material of an educational nature on the level of the reader public shall be included in the library collection.

<u>Handling Complaints about Instructional Materials:</u>

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

1. They must be submitted in writing on the forms provided for this purpose by the Lake Benton School, Dist. # 404.

2. They must be sent through the U.S. mails or delivered in person to the Superintendent of Schools, who will forward copies to the Board of Education, the instructional department involved, and the Review Committee chairman.

3. An investigation of the merit of any complaint shall be made only at the request of the Board of Education.

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

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

1. After due deliberation, the Review Committee shall submit a report of its findings to the Board of Education through the Superintendent of Schools. The report need not be unanimous; it may be composed for separate majority and minority reports.

2. The Board of Education shall make a final decision concerning the merit of the complaint based upon the report of the Review Committee and the recommendation of the Superintendent of Schools.

3. The Board of Education shall notify the complainant in writing of its decisions.

INVENTORIES

Music instructors and all coaches are to issue equipment under a plan which will minimize theft, loss and abuse of equipment

EQUIPMENT INVENTORY CARDS/SPREADSHEETS

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

KEYS

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

LEGAL – IMPLICATIONS FOR THE STAFF

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

LESSON PLANS

Lesson plan books are provided to assist in planning and to provide continuity. Detail in completion may vary according to subject matter taught.

LIBRARY MEDIA CENTER

Teachers are encouraged to work together with the librarian to plan group activities in the library. Teachers are also encouraged to make requests to the librarian for the purchase of new library materials necessary for the updating and enrichment of the library collection in their special subject areas.

Teachers may also send a few students to the library from their classroom when the students need to work on individual educational activities (this should be coordinated with the media center). All passes are required to be signed and dated. In summary, the librarian hopes to work well with the teachers so that the best use possible is made of the library media center during the school year.

LUNCH INFORMATION/PRICES

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

Avoid charging your meals. This practice has led to several misunderstandings in the past. Adult and student meals can be paid before school in the office. The kitchen serving the hot Lunch Program is, under State Regulation, off limits for all persons except Hot Lunch Personnel

MAIL

Each faculty member has a mailbox assigned to them in the workroom. You should check your mailbox each morning before school begins, at lunch time, and at the end of the day. Please keep your mailboxes clean. We will not allow individuals to use our mailboxes as a means of mass distribution of non-educational materials. Mail will be distributed to the mailboxes by 11:00 a.m. Students are not to be in the workroom. Outgoing mail leaves approx. 9:00 a.m. daily.

MALTREATMENT OF MINORS

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

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

PERSONS MANDATED TO REPORT

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

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

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

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

MATERIALS – CLASSROOM SUPPLIES AND FEES

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

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

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

MATERIALS – ISSUED TO STUDENTS

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

NATURAL DISASTER PROCEDURES

Since a tornado is the major type of natural disaster foremost in people's minds, it is important that everyone acquaint themselves with the terms used by the weather bureau. Some of these terms are listed:

1. Tornado Watch - The weather bureau has determined that atmospheric conditions over an area are such that the threat of a tornado may exist from time to time. That is the initial forecast of a possibly severe weather condition. This does not entail taking immediate cover.

2. Tornado Warning - This is the indication that a tornado has been signed in the immediate vicinity and that cover must be taken by all people within that area.

3. EBS Station - This is a radio station that is a member of the Emergency Broadcast System. In time of emergency, it is prepared to supply its own power, if necessary, and to give messages of local importance. Many of our "local" radio stations are EBS stations.

4. Public Siren Signal - This will be a 5 - 7 minute steady blast on their sirens. Upon hearing such a signal, all people are expected to turn their radios to an EBS station and take cover immediately.

5. School Warning Signal - This will either be announced over the intercom or each room will be instructed personally to proceed to their designated area.

   A. Responsibilities of School Authorities:
      1. Teachers are to watch carefully for pushing and running.
      2. Instruct all students to sit or squat with their backs to the wall and arms over their faces for protection. Teachers will stay with their classes.
         a. Designated areas are posted in the classrooms.

      2. Teachers are to close all windows, shut off lights, and close classroom doors.

      3. Teachers are to supervise all students until the emergency has passed.

NUCLEAR EMERGENCY PROCEDURE/FACULTY, STAFF AND STUDENTS

The standard siren signals are established by Civil Defense authorities are:

1. Alert Signal - a steady blast of sirens for 3 - 5 minutes.
   a. take appropriate actions as directed by the Civil Defense and local authorities.
2. Attack Warning Signal - wailing tones or series of short blasts - 3 - 5 minutes.
   a. take cover immediately in the best available shelter.

Responsibility of School Authorities:

A. Upon nonfiction of national emergency:
   1. Administration must determine the advisability of evacuation of the students, or to send home local students (if time permits) and to retain rural children in the school.

   2. All members of the faculty and staff are required to remain on duty in the school building. They will have supervisory charge of the students. They will assist in leaving the rooms, and will assist local Civil Defense and health authorities in the performance of their duties in reference to the use of the school plant.

   3. All bus drivers, first learning of the emergency from the siren system, or by radio will immediately report to the bus garage and prepare to report to the school. This shall be done without awaiting determination of evacuation or retention of the students.

   4. Phone calls to the school will not be honored.
      a. School authorities must have clear lines to contact bus drivers and to conduct the business of the emergency.
      b. Civil Defense requires clear lines to conduct the necessary business of the emergency.

B. Determination of retention of students:
   1. All faculty and staff shall be on active duty at the school immediately.

   2. If it is expected that time will allow such action safely, students living in town may be sent home. They will not be taken home by bus.

   3. Students retained in the school will be moved to areas of maximum safety, regardless of comfort.

C. Determination of Evacuation:

   1. Bus drivers will be called - out of town drivers first.

   2. Town students will be immediately dismissed.

   3. Teachers will remain with their students until they are dismissed. Teachers and staff will then report to the high school commons for any further instructions.

   4. Bus drivers will report to the bus garage (by phone or in person) immediately at the conclusion of their run.

<u>Procedures for a drill, or for retention of students</u>

A. Announcement will be made to each room at the start of the drill. Expect to follow all instructions given at this time.

B. If “Evacuate and shelter” instruction are given, students from town are to be excused first. They will obtain their outer garments and proceed rapidly to their homes. Books may be left in lockers or taken home.
C. Instruct rural students concerning where they will be sheltered according to room locations. Do this during the time occupied by step 2 above.
D. Teachers will supervise the passage of their students to the proper shelter locations as instructed, and remain with the students until further instructions are given to them. Classrooms doors should be closed by the last person to leave the room.
E. Every attempt should be made by students and teachers to maintain a “reasonable” noise level that announcements may be heard.

Shelter areas will be congested during any drill. This can be held to a minimum, as well as offering what protection is possible, if students stationed in the hallways will stand with their backs toward the walls, and face the center of the call.

The Boys and Girls locker rooms will offer students the best protection available in our buildings.

PANDEMIC

- Governor has the authority to close the school.
- Local officials must have a plan for providing continued education during closure.

PA ANNOUNCEMENTS

Announcements over the PA will be held to a minimum. It is the responsibility of the student to stop in and collect their message. Our goal is to reduce the use of the PA, the only time the PA should be used is as follows:

1. An activity is canceled.
2. An emergency in the school.
3. The Principal makes an announcement.
4. Messages as needed by office staff.

Parent/Teacher/Student Conferences

Will be held three times this school year in individual classrooms. .

POSTAGE STAMPS

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

PURCHASING OF MATERIALS/SUPPLIES

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

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

Financial Information/Collection of Funds:

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

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

No club will have their own checking account. All moneys will be processed through the school’s activity account. Each advisor is accountable for the funds in the club’s treasury within the activity account. Whenever possible, all moneys should be accompanied with a receipt. All money will be collected by the instructor and turned in to the school office daily. The school office staff will issue a receipt for the money received. Teachers are responsible to

collect money for book fines. Documentation of collection efforts along with a list of students who owe fines should be turned into the office at check-out time at the end of the school year.

SAFETY IN THE BUILDING

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

- Be aware of and enforce all safety procedures necessary to make the classroom/learning station safe.
- Explain to the students all class safety rules and procedures on the first day of class, and make sure the students follow the rules and procedures every day of class.
- Have enough safety equipment for all students in class, and have students wear the necessary equipment at all times.
- Make sure that all safety equipment is in good condition and works properly.
- Have enough safety signs and have them posted where they are visible.
- Report any unsafe equipment, lack of safety signs, lack of safety equipment, or unsafe conditions to the Dean of Students or to the Principal immediately.
- Safety committee meetings will be held approximately four (4) times each school year. The Dean of Students will chair this committee and there will be a recording secretary. Members will be notified in advance of each meeting.
- Monitor entrance and exits to the building during supervision, and report any strange occurrences.
- **Direct all visitors to the office if they are not wearing a pass**.
- By 8:00 a.m., teachers will be stationed by the assigned door to greet students and visitors, provide assistance and supervise students entering the building.
- Outside doors to the building will be locked according to the crisis plan.

SAFETY REGULATIONS

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

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

SCHOOL EQUIPMENT

School equipment and supplies shall not be loaned outside of the immediate school building unless permitted to do so by the superintendent.

SCHOOL PROPERTY

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

SMOKE FREE BUILDING AND GROUNDS

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

SNOW EMERGENCY PLANS

ALL-DAY CLOSING

1. School closings will normally be decided by 6:00 a.m.

2. The Principal and the drivers or designated District # 404 Contact Person will discuss weather and road conditions prior to 6:00 a.m.

3. If the decision is made to close school for the day all staff will be notified through the JMC notification system.

4. The announcement made to the radio and T.V. stations will include closing of the Lake Benton School, Community Education classes, and any announcements relating to scheduled school activities.

5. In the event that school is dismissed early or closed for the entire day, extra curricular activities, practices, Community Education, Early Childhood Family Education Activities may be cancelled.

LATE START

1. A late start will normally be decided by 6:00 a.m.

2. The Principal and the school bus drivers will discuss weather and road conditions prior to 6:00 a.m.

3. If the decision is made to start school two hours late, all staff will be notified through the JMC notification system.

4. The announcement made to the radio and T.V. stations will include information of the Lake Benton School and Early Childhood Classes will all have a late start.

4. Staff members are to be in rooms or supervising hallways a **minimum of 45 minutes** before the re-scheduled start of the school day.

SCHOOL CLOSING DURING THE SCHOOL DAY

1. The Principal and Bus Drivers will contact each other as to conditions of District roads, threatening weather conditions, county road information and other information relating to emergency conditions.

2. If a decision is made to close school early, the following procedures will be utilized:

   a. The Principal will contact the Bus Drivers.

   b. The Principal will contact staff members, Head Cook and Custodians.

      i.) From 11:00 a.m. to 12:15 p.m. school should not be canceled unless absolutely necessary due to the lunch schedule.

   c. The announcement shall include closing of the public school, school activities, and Community Education classes for the evening.

BUSES UNABLE TO RETURN STUDENTS TO THEIR HOMES

1. The Administration and/or Bus Drivers will contact each other as to visibility, condition of district roads and upcoming weather conditions. They will seek relevant information from the Minnesota Department of Transportation, the County Highway Department, or other relevant sources available about the weather.

2. Every effort should be made to dismiss the students early according to procedures listed under School Closing During the School Day. If the procedures cannot be utilized, a decision will be made by the Superintendent.

3. If a decision is made to not provide bus service home to the students when they are already in school, the following procedures will be used:

   a. The Administration is responsible to develop a contingency plan for holding students in the building, unless they have been cleared to leave the building to go either home or to shelter (storm homes) in the community.
   b. The school will be responsible for food, activities and getting adequate supervision if students cannot leave the Lake Benton School. They are also responsible to know where each of their students have gone if they leave the school building.
   c. The decision to not provide bus service will be made no later than 2:30 p.m.
   d. The Administration will contact the radio and T.V. stations.
   f. The Administration will contact Staff Members, Cooks and Custodians.
   g. Students may be dismissed to parents or to other adults if administration has been given approval in writing or verbally by the parents.
   h. The Administration should remain on duty until all students have been housed in storm homes, dismissed to parents, housed in homes in town or if students have to remain in school.
   i. The school will make every effort to communicate with parents that they will have the information about where children are staying if it is not within the school building.
   j. All faculty and staff will remain on duty until excused by administration.
   k. Students living within walking distance of the schools will be sent home immediately.

SOME STUDENTS ON BUSES AFTER SCHOOL IS CANCELLED

1. If conditions arise where students, after being picked up, are unable to either be brought to school or returned to their homes, the following procedures should be utilized:

   a. The Bus Driver will contact the base in Lake Benton as to location and number of students already on the bus.
   b. The Bus Driver will attempt to make a decision as to attempting to return the students to their homes, staying in the same location until the storm subsides or bringing the students into the school.
   c. The Bus Driver will contact the Administration about the decisions that have been made.
   d. The school will call all parents on the route and inform them about the situation and at the same time request their assistance in setting up a communication line with other parents on the route.
   e. The Administration will contact Radio Stations and School News Line as to the specific bus problems.

2. Procedures outlined under either All Day Closing or Buses Unable To Return Student To Their Homes will be in effect for the remainder of the problem.

3. The Administration should be sure to have adequate staff available for supervising students already at school or being brought to school.

STAFF DEVELOPMENT

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

SUICIDE - STAFF GUIDELINES FOR DEALING WITH ATTEMPTED OR THREATENED SUICIDE

Circumstances surrounding suicide attempts and threats vary widely, and there may be instances when the suggested guidelines especially if interpreted rigidly with no allowances for flexibility, may not be in the best interest of the student. Recognizing that such incidents can be traumatic and emotionally charged, it becomes particularly important for involved staff members to work in a coordinated and cooperative manner.

Attempt in School, or immediately prior and/or after school:

If a staff member is aware that a student has performed an act in school, or before coming to school, with the expressed or implied of intent of taking his/her life, the staff members should immediately refer the student to a Counselor, or any member of the student assistance team.

Attempt in recent past:

If a staff member is aware that a student has performed an act which could be interpreted as a suicide attempt in the recent past, then the staff member should immediately refer the student to a counselor or the Principal.

Threat:
If a student expresses to a staff member, or is reported to have expressed an intention to take his/her life, the student should immediately be referred to a Counselor, student assistance team member, Dean of Students, or Principal.

NOTE: Confidentiality need not apply in life threatening situations.

SUICIDE - GUIDELINES FOR THE CRISIS INTERVENTION TEAM FOR DEALING WITH REFERRALS RELATING TO THE SUICIDE

If any Board of Education employee of the Lake Benton School determines that a student in planning suicide, the following procedure will apply:

1. Report any potential suicidal student to the school psychologist, counselor, student assistance team, Dean of Students, or Principal.
2. The psychologist, counselor, social worker, student assistance team member, or administrator shall be responsible for determining the seriousness of the threat. In the case of life threatening situations, the student and staff members involved must understand that the issue and confidentiality shall no longer apply.
    a) question the student about any feelings of hopelessness and the length of time of such feelings.
    b) question the student about any thoughts about killing himself/herself and discuss the persistency and strengths of the thoughts.
    c) question the student to determine whether any plans have been made: the details of the plan, and whether any preliminary action have been taken.

NOTE: If suicidal behavior is suspected, do not mince words but directly question the student about his/her thoughts, intent, and/or plans.

After gathering the information, the staff member should determine the level of risk for a life threatening situation.

A. If it is determined that it is a medium or HIGH Risk:
    1. Do not let the student out of your sight.
    2. Immediately contact the building administrator who in turn will contact the superintendent and members of the student assistance team (school counselors, Dean of Students, Principal) at the school. The team will be responsible for the management of the case.
    3. The parent must be notified immediately.
    4. The pupil may only be released to a parent or someone who can provide help, such as a close relative, psychiatrist, or clinic.
    5. Make the parent aware of sources of help.
    6. Follow up to be sure that some contact has been made.

B. If it is determined that the situation is LOW RISK:
    1. The parent should be notified within 24 hours. Information about danger signs and means of getting assistance must e given to the parent. (If there is a resistance from the pupil regarding parental notification, try to get the pupil to discuss the reasons with the parent, either verbally or in writing.
    2. Notify “significant others” such as an interested teacher, nurse, or school administrators.
    3. Provide supportive counseling and refer the student and parent to an outside source.
    4. Follow up to be sure that contact has been made.

Note: Low risk pupils will benefit from supportive discussions, group support, teacher support - try to help the pupil develop relationships. If contact is made at a time other than school hours, the pupil personnel staff member should remember that his/her role is one of support, parental notification, and referral.

A report of identified suicide risk shall be completed by the pupil personnel staff member who received the referral, or identified the problem. The report shall be forwarded to the Administrative Office.

SUPERVISION OF STUDENTS DURING CLASS HOURS

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

If a teacher give a student a pass to leave the classroom, the teacher is responsible for the student. Students who leave your class without permission should be reported immediately.

SUPERVISION OF STUDENTS OUTSIDE CLASS HOURS

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

TEACHER FORMAL EVALUATION

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

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

TEACHER EVALUATION AND ACCOUNTABILITY

Evaluation of staff members is a difficult procedure. Though a teacher may have excellent knowledge of his or her subject matter, class achievement may be undermined by poor classroom control or unprofessional or unethical use of class time.

We believe that good supervision and good classroom control are the keys to effective teaching and maximum learning. Your students will achieve more and respect you for your command of the learning situation. A good teacher realized when student freedoms have gone too far and will move to correct the problem.

If you have trouble in this area your principal will assist and advise you however, she can not manage your class for you and you must establish yourself.

Laxity in one area of the school soon leads to a breakdown of good learning situations in other areas and makes the job of all teachers more difficult.

In an effort to make every teacher equally accountable and anticipate and prevent problems before they arise the Board of Education and the administration has endorsed a policy of closer supervision of students. For teacher this implies the following responsibilities some of which have been stated elsewhere but need repeating.

1. Teachers are not to leave classrooms unattended. If it is necessary to be absent from a class you must notify the principal in advance.

2. Teachers must work with their principals on reporting students absent from class and assist her in curbing unauthorized absences for the school promised. Know where you students are. Do not assume that they are supervised elsewhere.

5. Teachers are expected to set examples of proper attire with mature compliance with the dress code, and to avoid immature and unstable influences in dress and conduct. Please see the Student Handbook for the Dress Code

6. Ethics makes it mandatory that teachers use restraint in matters of controversy between staff members, between staff members and student or parents or administration and students. You are expected to be professional in all such situations and withhold outspoken judgments.

7. A teacher having a legitimate reason for leaving the classroom or their area of responsibility on a particular day is expected to notify the Principal. If this requirement is habitually abused it will result in a salary adjustment for time lost.

8. Supervision is not done from the teacher lounge. Be in your place of responsibility during the day. Please use, not abuse the lounge facilities.

9. Directors and advisors of special activities must directly supervise the activities of their groups and be in attendance at the beginning and throughout a scheduled period. This applies to practices in all activities…sports, phy. Ed, music, plays, others. No group will be admitted to the building for practices unless

supervised by the staff member responsible and the staff member is not to leave until all in his or her charge are out of the building. Students are not to be given school keys at any time.

10. Student groups are to work with and through their advisors and all extra activities must be cleared with the Principal. No event is officially scheduled until it has been properly cleared at all levels and placed on the school calendar in the Superintendent's and principal's office. Teachers taking students on out of town trips must clear this in the office and have bus transportation approved. No buses leave town without proper scheduling.

11. Beginning November 15, 1988, smoking and use of tobacco products are prohibited within the school building or school vehicles. Anyone who observed in violation is verbally reprimanded with written documentation going in the staff member's personal file; penalty for the second violation is written warning with a copy in the personal file; penalty for the third violation is the staff member will be subject to procedure of Minnesota Statute 125:12 (reason for Termination) for further violations, which shall be considered insubordination.

12. Acquaint yourselves thoroughly with the student handbook. It will assist you in carrying out school policy and make you a more valuable asset to the total program whether or not it applies to your department.

13. We are all working for quality education. We are not in competition. Anything you can do to assist another staff member makes you stand taller in your job. You may need assistance sometime yourself. We have the facilities and a curriculum framework for an outstanding educational program. It becomes the responsibility of the staff to add the instructional ingredient to make it effective.

TEACHER WORK DAY

In keeping with the Master Contract, the basic teacher's day will begin at 7:45 a.m. and end at 3:45 p.m. Teachers are expected to have their classrooms open and available to students at 7:45 a.m. Your attention to students both in and around your room during the time before and after classes begin will greatly reduce the occurrence of minor problems and vandalism. The time one half hour before classes begin and one half hour after dismissal is considered school time and teachers are to be on duty in the building, This period is to be used for preparation, supervision, and helping students. Teachers should remain in or around their classrooms until 3:45 p.m. A thirty (30) minute duty free lunch period will be included within each workday.

TEXTBOOKS

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

THEFT/VANDALISM

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

TITLE IX

It is the policy of Lake Benton Independent School District # 404 not to discriminate against any person on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to Mr. Jeff Hansen, Principal, Independent School District # 404, Lake Benton, MN 56149, 507-368-4241; or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, DC.

TORNADO PROTECTION PLAN

Please familiarize yourself and your students with the different areas as identified on the building Tornado Drill Evacuation Instructions.

Also some additional things to be aware of:

- The intercom will be used as a warning device in case a tornado is spotted.

- Walk rapidly, but do not run.
- Teachers will follow their group after checking to see that all pupils are out of the room.
- Chances are strong that there would be only be about three (3) minutes to reach a safe area.
- Students should stay away from areas where there is glass.
- Physical Education personnel who are outside might have to direct their students to lie flat in the nearest ditch.
- Students and staff are to sit quietly, with their backs against a wall, until the "all clear" is announced on the intercom.
- Attendance will be taken by each teacher. Teachers will report their attendance to the principal's office.

Generally, in the event of a tornado we would ask all staff to do everything in their power to move students to a safe area.

WEDNESDAY NIGHTS

Every attempt to have no school functions on Wednesday nights, however there may be a need for this to happen occasionally. Our best effort will be made to keep this open for church activities.

WORKMEN'S COMPENSATION

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

E-Learning Days

Lake Benton Elementary utilizes E-Learning days as an alternative way to facilitate instructional time for weather related cancellations. If an E-Learning day is utilized when school is cancelled it will count toward both the student calendar and the teacher contract as would a regular day that school is in session and should be treated as such in an educational sense. If an E-Learning day is to be utilized both staff and students must be notified 2 hours prior to the start of the school day. Lake Benton Elementary has up to five E-Learning days that can be utilized throughout the school year.

In preparation for E-Learning Days, teachers are asked to:

- Anticipate time requirements recognizing students learn at different paces, especially in an independent context.
- Provide a timely plan, posting work for the day by 10:00 AM.
- Consider being present on some sort of digital platform (Google Classroom, Seesaw, Dojo, etc.) and email during the E-Learning Day.
- Plan for self-directed, independent learning with specific consideration to age and individual learning needs.
- Customize learning opportunities especially in troubleshooting student challenges.
- Communicate and collaborate with colleagues to ensure common grade-level expectations, communications, and protocols.

Considerations for the Planning of E-Learning Days

- It is your responsibility to communicate what platform (Google Classroom, email, etc.) you will use to assign work for your classes. This should also be communicated to parents as well as students.
- As you prepare your expectations for students, keep in mind that learning tasks for each class should take most students no more than 15 - 20 minutes to complete.
- A variety of methods can be used to verify work or objectives completed: written, video, etc. When you prepare assignments/activities for each learning day, include possible methods for showing completed work or tasks accomplished.

- Communicate modifications and accommodations to IEP & 504 students as well as SPED staff and Paraprofessionals who would normally work with that student on the given tasks.
- Grade Levels using offline activities are strongly encouraged to establish an online printable version for potentially lost or misplaced copies. (Ex. - a copy of the Bingo card used for task completion could be posted on a classroom website or the school website).
- Prepare and provide any materials that students will need to take home in hard copy and set aside to be used on an E-Learning day.
- Make note of which students have access to internet, or devices.
- Please complete attendance for your class on the given E-Learning day based on verification of completed tasks and communication with students. One week later, finalize attendance based on completed work and objectives from that E-Learning day.
- If possible, practice E-Learning day methods in your classroom.
- Communicate basic intentions for your grade/subject on E-Learning days to Administration.
- Staff will have some discretion as to how the E-learning occurs at each grade level.

INTERNET USE AGREEMENT - EMPLOYEE

Lake Benton Public School District #404 Employee

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date:_____

Please review the Lake Benton Public School ISD 404 Faculty Handbook and Board Policies, and return this form to the superintendent within 10 days. The policies are on the website: www.lakebentonschool.org.

Receipt and Acknowledgment of Lake Benton School's Employee Manual and Board Policies

I have received and am familiar with Lake Benton School's Employee Handbook and Board Policies including:
• 407-Employee Right to Know–Exposure to Hazardous Substances,
• 410-Family and Medical Leave,
• 413-Harassment and Violence,
• 414-Mandated Reporting of Child Neglect or Physical or Sexual Abuse,
• 415-Mandated Reporting of Maltreatment of Vulnerable Adults,
• 418-Drug-Free Workplace,
• 419-Smoke/Tobacco Free,
• 420-Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions,
• 423-Employee-Student Relationships
• 524-Internet Acceptable Use and Safety Policy.
• 514-Bullying Prohibition Policy.

I understand that the guidelines described in the Employee Manual are subject to change at the sole discretion of the Lake Benton School Board at any time.
I acknowledge that the Board Policies contain policies, practices, and regulations that I am familiar with, understand, and agree to comply with during my employment with Lake Benton Public Schools.
I acknowledge responsibility for complying with future changes in such policies, practices, and regulations communicated to employees from time to time, whether or not I have signed an acknowledgment of such changes.
I understand that no director, manager, or representative of Lake Benton Public Schools, other than the Lake Benton Public Schools Board of Education, has any authority to make any agreement contrary to the terms of the Board Policies.
I am aware that during the course of my employment, confidential information may be made available to me. I understand that this information is proprietary and critical to the success of the Lake Benton School and must not be given out or used outside of Lake Benton School premises or with non-Lake Benton School employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

Employee Signature _____

Employee Printed Name _____

Date_____