

# UNDERWOOD PUBLIC SCHOOL

2018-19

“*Working Hard and Making a Difference*”

“Underwood School named one of the Best High Schools in the Nation”

\*Ten Years in a Row

U.S. News & World Report, 2008, 2009, 2010, 2012, 2013, 2014,  
2015, 2016, 2017, 2018

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## Teacher Handbook 2018-19

revised as of May 21, 2018

\*\*US News & World Report did not publish a list in 2011

*Teacher Handbook 1*

## OPERATIONAL DATA

All of the records listed below on each teacher are to be filed and into the Superintendent's office by the end of the first week of school.

1. Teachers Licenses: Before a school can legally employ (therefore pay) a teacher, the teacher must be qualified by the State Department of Education standards, and must have a current license valid to teach. If your license is to be renewed this year do so between January 1 and March 1.
2. Retirement Number: (TRA) All teachers are required by law to apply for retirement. Each teacher is notified what their retirement number is. Teachers who have not taught in Minnesota before should apply for one.
3. Contract: There are two copies of the contract which the board of Education has with each teacher. One copy is filed in the District Office. The other is the teacher's copy.

All of the records listed below on each teacher are to be filed and into the Assistant Director of Financial Affairs' office by the end of the first week of school.

1. W-4 Form: The form indicating the number of dependents each year.
2. Health Insurance: Single/Family coverage.

## THE TEACHER'S RESPONSIBILITY

1. To teach in the most effective way possible and to be firm, friendly, and fair.
2. To maintain adequate and up-to-date records for all pupils under their direct classroom supervision-attendance, academic accomplishment, attitudes, etc.
3. To counsel and guide pupils in their development, to examine, understand and utilize information found in the student's cumulative folder. These folders are found in the principal's office.
4. To supervise the conduct of students wherever they may be-in the classroom, hall, cafeteria, assembly, immediate vicinity of the school, athletic field both at home or away.
5. To know the skills and knowledge of students is important in parent-teacher conferences. To be considerate and understanding and expect the same in return.
6. To stimulate by example: good scholarship, character, leadership and service.
7. To carry out the duties summarized in the teachers' handbook and to share extra curricular responsibilities when asked to do so.
8. To maintain classroom environment conducive to learning.
9. To use proper channels in seeking information.
10. To avoid becoming too subject-centered by recognizing values of the entire curriculum.
11. To be ethical in relation to members of the entire school staff and Underwood community.
12. To keep abreast of current literature in teaching fields.
13. To be able to identify individual differences and to accommodate the need for success opportunities and experiences of all students.

## RESPONSIBILITY FOR ALL

A point to be emphasized is that teachers have the right and responsibility to see that all students in the building behave as they should. If a teacher sees a child from another class or another grade misbehaving in the absence of the responsible teacher, that child should be reprimanded. For disciplinary purpose, no child belongs to any one teacher. We all have the responsibility of maintaining order in the school regardless of who the offenders may be.

## SCHOOL DAY

A teacher's length of school day is defined in the master contract. Any time a teacher must leave before 3:40, they are asked to notify the principal. The time before/ after school is valuable preparation time. Prep periods should be used for the preparation of classes and not personal use. It is also a good time to contact parents if necessary. In case of teacher's absence, call the school at approximately 7:00 A.M. so arrangements may be made.

## SCHOOL KEYS

Each Faculty member will be provided with the necessary keys. Keys must be checked out from the Superintendent's office. Utmost care and responsibility should be shown with the keys issued. Loss of school keys due to a teacher's gross neglect may result in his/hers bearing the expense incurred in replacing the lock tumblers. If your keys are lost or stolen, please notify the administration immediately.

## BULLETIN BOARDS

The bulletin boards will be taken care of by the classroom teachers. If possible, display the actual work of your pupils as it involves the classroom work.

## CLASSROOM PROCEDURE

1. Supervise passing in and out of the room.
2. Teachers supervise the hall area near their classroom between classes.
3. Start and dismiss classes promptly.
4. Never leave a group of students except for an emergency.
5. Leave classrooms in order. Close windows, lock door, and shut off lights at the end of the day.
6. Post fire drill directions (in red) in your room. Review these exits with all students.
7. Post CODE RED procedures.
8. Classroom will be available to all students by 8:15 am

## ATTENDANCE PROCEDURES

All teachers will take attendance at the beginning of the day with attendance being recorded using Synergy. High school teachers will take attendance every hour. Elementary teachers will take attendance by half days.

## SOCIAL MEDIA

Communication with students is very important and with social media it can be very convenient. It is recommended that whenever a school employee informs a student of an event, shares information, or sends out a message using social media that it is done to the entire team and/or also includes another teacher/coach/advisor.

## CLASSROOM MANAGEMENT

1. Clearly define classroom procedures and routines and post in classroom.
2. Teach students classroom procedures and routines.
3. Monitor student behavior and work by actively supervising and circulating among them.
4. Handle inappropriate behavior promptly and consistently. Hold them accountable for positive and productive behavior as part of the curriculum.
5. Present instructions, expectations, goals, and objectives clearly for each lesson
6. Focus instruction on student accountability, experiences, and understanding.
7. Begin instructions promptly at the beginning of class and stay on task until the end of the period.
8. Involve All students in the planned lesson.
9. Provide time for students to practice the skills being taught. The initial practice should be specific, short, and closely supervised.
10. Provide the opportunity for students to develop effective communication skills by stressing the need to speak clearly, correctly, and in complete sentences.
11. Have high expectations of the students. Create and foster a positive learning environment.

## STUDENT EXCUSES DURING THE SCHOOL DAY

Observe the following regulations: Allow NO student to enter your class who has been absent unless he has a properly signed Admit Slip from the high school. Unexcused absence means no credit for work completed.

## PASSES

Any students who are allowed to be out of their assigned area(s) must have a pass which states their name, which class they are out of, where they are going, time left, reason for pass, and teacher's signature. Students should have a very good reason for receiving a pass.

Visitor passes will be required of all non-school personnel. Visitors are required to stop in the office, sign in, and then receive a visitor pass to be worn while in the building.

## LUNCH

Elementary teachers must accompany their students through the lunch line.

## TARDINESS

Students are expected to be in their classrooms when the bell rings to begin the class period. Any student not present at the time shall be marked absent. Students reporting to class after the bell will then be marked tardy unless they present an admit slip from the office or their previous instructor. Teachers will be responsible for appropriate action to curtail tardiness.

#### HALLWAY SUPERVISION

All faculty members should supervise students passing between classes. Everyone should remember that their job entails not only classroom instruction, but also the overseeing of students at all times. If a student is seen running in the halls, talking loudly, or whistling, remember it is your position to call his attention to his action and remind him of proper behavior outside the classroom. Do not let the children loiter in the halls after they have been dismissed. Only if all teachers abide by this will the school policy be effective.

#### STUDENT SUPERVISION

NO student should be in the building after school unless under the direct supervision of faculty members. A faculty member supervising the various activities after school or in the evening should be the first in attendance, the last to leave, and make sure that all doors are locked, windows closed and lights shut off in your room or area.

#### LOCKER ROOM SUPERVISION

PE teachers should supervise the locker rooms frequently. Teachers/coaches should make an extra effort to be visible within the locker rooms during student occupation of the area.

#### INVENTORY OF FIXED ASSETS

Inventory for the fixed assets in each of the teachers' rooms will be done twice a year, once during the first two weeks of school and once during the end of school workshop. Each teacher is responsible for inventorying the equipment and textbooks of their room or department. A list of fixed assets may be obtained from the Accounting office. Any fixed asset item moved, added or removed must be recorded on the school's Fixed Assets Transfer form and returned to the Accounting office. Please let the administration know if there are discrepancies.

#### REQUISITIONS

All orders for school supplies and materials must first have the approval of the principal and/or superintendent and will be ordered through the superintendent's office. Any purchase made without prior approval of the administration will be the employee's responsibility. Requisition forms or purchase orders are available in the Accounting office and must be used. At no time should a faculty member charge items to the school without following the foregoing procedures. Make two copies if you wish to have one to keep in your file for future reference.

#### VAN

Employees who use the van for school purposes must check it out on the calendar provided for that purpose in the front office. Information needed: Name, destination, reason, time of departure and time of return. The vans should never be returned with the fuel tanks less than 1/4 full. Vans should be fueled at Shell or Undermart. For longer trips, please contact the bus mechanic to make certain that the oil level, tires, etc. are checked. All drivers should make a visual check of the vehicle before taking it on a trip and complete the log sheet located in each of the vans. The inside of the van must be cleaned after every use. It should be noted that employees who transport students have priority for the use of the vans. It is the practice of the district for employees to use the school's vans when the opportunity for their use is there. (i.e. - If you have a conference or meeting and the school van is available, you should take it.) If you choose to take your own vehicle the school will not reimburse mileage expenses. If there is no van available mileage expenses will be covered.

#### DOORS

All exterior doors will be locked at 8:30 am, all visitors and late arriving students should use the security doors located by the administrative offices to gain entrance into the building. All classrooms should be locked, windows closed, and lights switched off when employees leave for the day. When after school, evening, or Saturday activities are conducted, the coaches, advisors, or supervisors must make certain that ALL DOORS are locked and ALL LIGHTS switched off. This includes the locker room and bathroom lights. The supervisors should be the last persons to leave the building.

#### DRESS-FOR-SUCCESS

Dress, talk, and groom yourself as a professional at all times. If something is questionable, then don't wear it. We should always be able to tell the difference between students and staff. The last thing you want is to be told what not to wear to work. A well-dressed person is one "whose clothes you never notice." Your attire must be suitable for your work. Except for PE/Gym teachers, no sweatpants or wind pants are to be worn by teachers (subject to administrative discretion).

#### CELL PHONES

All teachers will refrain from using personal cell phones when students are in the classrooms.

#### PROCUREMENT CARDS

P-Cards are specialized credit cards issued to those employees who are responsible for purchasing materials and services. These highly secure cards empower employees to purchase goods and services directly.

#### DISCIPLINE

Authority of any disciplinary action by Underwood teachers and administration are part of a well operated school. Students showing insubordination, challenging teachers, harassing teachers, damaging property, lettering property, or any other form of disturbance caused by students toward teachers can carry with it expulsion from extracurricular activities, suspension from school, or both, dependent upon circumstances.

The leading cause for teacher failure is poor discipline. If there were a "magic formula" available to insure good discipline our worries would be few. Unfortunately what is effective for one teacher does not necessarily function for another. Be friendly, warm, sympathetic, impartial, cheerful, and professional and the authority in the classroom. Discipline first. Be consistent and fair without using ridicule, intimidation, or fear. Discipline with dignity.

Whenever possible, try to handle your own discipline problems. When you send a student to the office for disciplinary reasons you are indicating to us that you are unable to cope with this student and that you need help in working with him/her. In some cases referring a student to the office may be the only logical and reasonable thing to do. However, if you are able to handle these problems yourself, you will gain respect from those disciplined as well as the respect of their classmates.

Unless there is a serious situation, the teacher will contact the parent prior to bringing a discipline problem to the front office. The teacher will give their own discipline or detentions. Examples are: feet on desk, book left out, talking, putting paper on the floor, etc. Contact Principal on repeat violations. Keep a log parental contact by phone or letter. You may keep students after on Monday through Thursday at your discretion. Contact Principal immediately after serious repeat violations. Keep a log of your detention or extra work assignments in your grade book or another book.

At the beginning of the school year teachers are to post reasonable classroom rules and consequences in the front of their classroom. Be consistent and fair.

#### REASONABLE FORCE

Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

#### CIVIL LIABILITY

Provides a defense against civil action for damages under M.S. 123B.25 ("Legal Actions Against Districts and Teachers") when reasonable force is used within the lawful authority of a teacher, school employee, school bus driver, or school employee.

#### BACKGROUND CHECKS

All new school employees and other individuals that who provide services to the school will have a background check completed.

#### CRIMINAL PROSECUTION

Provides a defense against criminal prosecution for damages under M.S. 609.06, Subd. 1 ("Authorized Use of Force") when reasonable force is used within the lawful authority of a teacher, school employee, school bus driver, or school employee.

#### PAY DAY

Pay will be distributed on the 20th of each month provided the 20th is a school day. Otherwise, payment will be received on the nearest school day before the 20th. Teachers employed for the regular school term may choose their salary on either a ten or twelve month basis.

#### NOON LUNCH

The cost this year for breakfast will be \$1.80 and for noon lunch will be a \$3.60 per meal for all adults. Extra milk will cost 40 cents.

#### EMPLOYEE INJURIES

Any and all employee work related injuries must be reported to the Superintendent or Principal within 24 hours of the occurrence. An accident/injury report will be completed by a supervisor.

#### STUDENT ACCIDENT

It is the responsibility of the teacher to recognize and conduct their classes and maintain equipment so that accidents are unlikely to occur. Under NO circumstances should a teacher send a student home or to the doctor before notifying the principal. First aid supplies are kept in the secretaries' and nurse's offices. In case of a serious accident, the office should be notified at once so that a physician can be called and the parents notified. All injuries must be reported to the principal within 24 hours. The report should contain name, grade, time of accident, teacher in charge, cause, activity and nature of injury. ACCIDENT REPORT FORMS are available in the Principal's office.

#### LEAVING SCHOOL

No student will be allowed to leave the school grounds during the school day without signing out in the office.

#### SCHOOL DISMISSAL

Grades K-6 will be dismissed at 3:05 and grades 7-12 will be dismissed at 3:08.

#### HEALTH RECORDS

Health records will be kept up to date by the school nurse. Each pupil's health census will be sent home to be brought up to date. If the teacher becomes aware of any health information which should be recorded on the health records please notify the nurse.

#### GENERAL SUPPLIES

General supplies and materials are either on hand in the individual rooms or may be obtained from the office secretary. Teachers are to pick up necessary supplies from the office staff as needed before 8:10 A.M., prep hour or after school.

#### FACULTY MEETINGS

Faculty meetings will be scheduled. If unable to attend see the administration before the meeting.

#### SCHOOL ANNOUNCEMENTS

All school announcements concerning changes in school hours and busing schedules will be aired on:  
Lakes Radio 103.3 FM, 96.5 FM, 99.5 FM, 1250 AM, 1020 AM  
Wild Country Radio 104.1 FM and 1340 AM Fargo TV - WDAY 6 - ABC and KXJB 4 - CBS  
KCCO/KCCW 7/12 - CBS

#### EXTRA-CURRICULAR DUTIES

Extra-curricular coaches and/or advisors who work on days when school is cancelled will not be entitled to extra compensation regardless of whether the cancelled day is made up and regardless of the reason for the cancellation.

#### ACTIVITIES CALENDAR

The activities calendar will be maintained in the Administrative office. All events, meetings, band activities will be posted on the calendar. Put your activities on as soon as you know when they will be.

#### ACTIVITIES PRIORITY

All scheduled events that involve another school will have priority over a locally planned event. UHS participation in events with other schools will be approved only when a conflict does not exist with a previously scheduled event of this nature. Locally planned events will be approved on a first come first serve basis. Two events will not be scheduled at identical times. Through proper advance planning, conflict will be eliminated and students will not be forced to neglect responsibilities.

#### FIELD TRIPS

The use of field trips to supplement class work is recommended. This phase of education has accepted values. Trips should be well planned and organized with definite objectives. ALL FIELD TRIPS MUST BE APPROVED BY THE PRINCIPAL. Any time students depart from school property, the activity will be considered a field trip. Teachers should notify the kitchen staff, one week prior to a field trip, in order for sack lunches to be prepared. (Administrative discretion will be used)

1. All field trips should be cleared through the principal's office one week prior to the trip. A. Submit a field trip request form (request for students to leave building) at the beginning of each year to cover all field trips during the year.
2. Compile a list of students one day prior to the trip, present that list to all teachers and kitchen staff.
3. Cancellation shall be made one day prior through the principal's office.
4. All personal student belongings shall be screened by district personnel.
5. All liquid containers must have a factory seal, unbroken.
6. All school rules and regulations shall be in effect at all times.
7. Any violations shall be reported immediately to the school. (Supervisors: call principal collect immediately).
8. Parents will be called to pick up their children and to be informed of the violation.

#### CLASS ADVISORS

Faculty members appointed as class advisors, in addition to being responsible for seeing that class purchasing procedures are followed, are responsible for the direction and supervision of all class activities.

#### CLASS AND ORGANIZATION PURCHASING

The spending of class and organization money is to be done ONLY by the faculty supervisor in charge of that group. At times it will be necessary to charge items at various business places in the community. Proper procedure for this is to sign your name and the group's name represented on the sales slip. This is imperative since the secretary handles all the school's accounts and when bills come due, disbursement of money from the correct account would otherwise be impossible. Only under extenuating circumstances should faculty advisors give permission for students to charge items.

#### SCHOOL PARTIES

1. School parties and dances held on nights not followed by a school day must close in time for the building to be vacated by midnight.
2. School parties or dances held on nights followed by a school day must close in time for the building to be vacated by 10:00 P.M.
3. All social events must have the approval of the principal and the advisor of the sponsoring group one week in advance.
4. Students attending school parties or other functions must come at the time set for the function or shortly after. The doors will be locked at approximately 10:00 p.m. Students will not be admitted thereafter.
5. Students may leave the building before the function is over, but they will not be readmitted.
6. Attendance at parties by guests will be at the discretion of the advisors or chaperones. Students wishing to bring a guest must call at the principal's office for a guest pass at which time they will give the name, residence, and age of the guest.
  - a. All guests are governed by the same rules as the students.
  - b. Students will be held responsible for the conduct of their guests.
  - c. Except as a guest at Homecoming and the Junior and Senior Prom and Banquet, alumni will attend ordinary school dances.
7. Chaperones: At least two advisors or teachers must be present at all school parties, in addition to two sets of parents.

#### OUTDOOR CLASS

Classes may be conducted outside during warm weather. The class shall be as orderly and business-like as in the regular classroom. When outside, consideration of other classes in the building must be considered. Only with prior approval from the principal shall classes be conducted outside.

#### CONFERENCES (Parent-Student-School)

You may be called on from time to time to participate in parent conferences. For this reason it is essential that your information such as grade books on all students, be kept up-to-date. Any other notations on students that you can contribute to these conferences may be helpful in correcting or substantiating any dealings we may have with a particular student. Keep grades for other students secure and out of view. Be respectful of other students grades.

#### PARENT-TEACHER CONFERENCES

If and when parents come in for conferences either for special conferences or arranged general conferences, the following advise should be heeded:

1. Give the parents an accurate picture of their child. Do not give an excellent picture, if it is not true, just to make the parents happy. Try to describe the child's strengths and weaknesses as accurately as possible.
2. Be professional in your manner of dealing with the parents. Remember your status and what you are trying to achieve.
3. Before the parents leave, try to reach a mutual understanding of the total problems being discussed and the actions, if any, that parents and teachers need to be taking.
4. Do not show your grade book with student names and grades.

#### CLASSROOM VISITATION

From time to time, your classes will be visited. The purpose of these visits will be to obtain a general idea of what is taught in your classes, to see specific teaching methods, and to discover any problems with which you might need help. If you are planning an activity you would especially like visited, please feel free to notify the office. Evaluations will be made during the year where the teacher and the principal meet and discuss the evaluation.

#### CARE OF PROPERTY

Desks, books and all other school equipment which are loaned to the students are school property. Any damage done to such articles will be assessed against the borrower. Do not allow marking or defacing of building, walls, books, or furniture. These materials and the building have been provided for our use by the community. Let us justify the confidence that they have in us by teaching the respect for the building and its contents.

#### COLLECTION OF FEES OR FINES

Teachers who assess fines or fees to students shall collect all money directly from each student. No grades shall be posted or report cards distributed until all fines or fees have been accounted for.

#### TEXTBOOK FINES

Teachers are responsible for maintaining a record of the number of all books issued and the names of the students who have them. The condition of the book at the time of issuing should be recorded. Students shall be assessed at the time the books are checked in if they show undue wear or abuse.

- NEW BOOKS:
1. Lost or damaged-75% of the initial cost.
  2. Pages torn-75% of the initial cost.
  3. Broken cover or binding-50% of the initial cost
- USED BOOKS:
1. Lost or damaged-50% of the initial cost.
  2. Broken cover or binding-25% of the initial cost

Assess and collect fines early, as report cards will not be issued until all fines are paid. Students are responsible for the books assigned to them regardless of the circumstances regarding the damage. At the beginning of the year, if a shortage of textbooks is evident, notify the principal of this matter immediately so additional books may be obtained.

#### CODE RED

There will be a total of 11 emergency drills during the school year; 5 code red drills, 5 fire drills, and 1 tornado drill

#### SAFETY



Every teacher must instruct students about all safety precautions etc. that are necessary in every classroom, P.E., shop, and science classes. Safety glasses must be worn in shop and labs, etc.

Eye protection policy of Underwood Public Schools: Section 1 Subdivision 1. Every person shall wear industrial quality eye protection devices when participating, observing, or performing and function in connection with, and courses or activities taking place in eye protection devices as defined in subd. 3, of any school, college, university, or other educational institutions in the state. Subd. 2. Any student failing to comply with such requirements may be temporarily suspended from participation in said course and the registration of a student for such a course may be canceled for willful, flagrant, or repeated failure to observe the above requirements. Subd. 3. Eye protection areas shall include, but not limited to, vocational or industrial area shops, science or other school laboratories, or school or institutional facilities in which activities are taking place and materials are being used involving: a) hot molten metals; b) milling, sawing, turning, shaping, cutting, grinding, or stamping on any solid materials; c) heat treatment, tempering, or kiln firing or any metals or their materials; d) gas or electric arc welding; e) repair or servicing of any vehicle or mechanical equipment; f) any other activity or operation involving work in any area that is potentially hazardous to the eye. Subd. 4. The governing body of a public educational institution referred to subd. 1. May purchase such devices in large quantities for the use of pupils, teachers and visitors. Subd. 5. Any person desiring protective corrective lenses instead of the protective devices supplied by the educational institution shall, at his own expense, procure and equip himself with industrial quality eye protective devices. Subd. 6. Industrial quality eye protective devices; as used in this act, shall mean devices meeting the standards of the American Standard Safety Code for Head, Eye, and Respiratory protection, currently identified as ASAZ2. 1-1959. Subd. 7. This act shall become effective on January 1, 1978.

Students who will not wear the required protective devices shall be reported to the principal and those students shall be removed from the class for the day.

#### Pupil Transportation

New Minnesota State Legislation requires the following:

- Requires that students in grades K-6 receive school bus safety training by the third week of school
- Requires students K-3 to receive school bus safety training twice during the school year.
- Requires the review of bus evacuation drills for students in grades K-10.
- Requires that students in grades 9 and 10 in drivers training be taught laws concerning school bus extended stop arm.
- Requires that students in grades 7-10 receive school bus safety if they have not done so prior to enrolling in Underwood Schools.

If there is a time that a student will be riding a different bus rather than their normal route, a signed note must be presented to the student's teacher prior to departure time on that given day.

#### INSTRUCTIONAL SUPPLIES

All instructional supplies, tools, and materials (including workbooks) must be submitted on a requisition form or on the instructional supplies form described as expendable items that will need to be replenished yearly.

#### UNDERWOOD SCHOOL LEGAL NOTICES

Underwood ISD #550 adheres to the belief that all vocational opportunities will be offered regardless of race, color, national origin, gender, or disability. Dave Kuehn serves as the Title IX coordinator and Anne Stenoien serves as the Section 504 coordinator.

#### Title IX

It is the policy of Independent School District No. 550 not to discriminate on the basis of sex in its education programs, activities or employment policies as required by Title IX of the 1972 Education amendments. Inquiries regarding compliance with Title IX may be directed to Anne Stenoien (Phone: 218-826-6101) or U.S. Department of Education, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, Tel. 312.730.1560, TDD 312.730.1609

#### TEACHER'S RECORD

The duplicate copy of all requests submitted shall be returned to the teacher. This copy should be retained for your records and future planning. The copy will also indicate the approximate date that the supplies were ordered and that the request was approved or disapproved.

#### PAYMENT

The district will approve payment of supplies, materials, tools, texts, etc. only when the proper requisition has been submitted, approved and processed by the business office. Staff members will not be reimbursed for any expenses that may incur personally without prior requisition approval.

#### GRADING AND REPORTING TO PARENTS

The Underwood School is on a twelve-week grading period schedule. Report cards are sent home with the students after each twelve-week period unless a Parent-Teacher conference follows the twelve-week period in which case the parents are asked to pick them up.

If a student is doing unsatisfactory work after any week of the twelve-week period, the teacher will send a "Progress Report" home with the student explaining what appears to be the problem. The student, parents and school can then make a concentrated effort to correct the problem.

Extra credit is up to the teachers. It must be made up by the 11th week of the trimester, with prior approval of the instructor. An incomplete on a report card during each of the three quarters of the year will become an "F" after two weeks from the end of that trimester. Tell the office of the change for the records. There will be no incompletes after the final trimester. Report cards must show a failing average for the year in order to retain a student. You must attempt to make parent contact when a student begins to fail.

When a student shows lack of progress in a class at any time of the year, a special conference will be called with the principal and the teachers involved to discuss ways to help the student. Conferences requested by parents to see teachers should be arranged at a time when the teacher is not conducting a class.

#### BASIC GRADING REQUIREMENTS

Basic requirements must be established in every class outline, in our curriculum guide, and should be stated throughout the course. A list of behavioral or performance objectives and the grading procedure should be given to the student the first day of class. If the requirement is not made at the end of the year and an incomplete is given; it becomes an "F" after two weeks. Remember: It should always be to the student's advantage to be in class.

#### INDIVIDUAL DIFFERENCES

As educational diagnosticians we must come to the realization that all students (people) are different. It is your responsibility to provide opportunities for every student to experience success at his level of ability or development. "F's" are to be used when students have failed to complete the work they are capable of doing.

If additional diagnostic help is needed, please contact the principal, special ed. teacher, school psychologist, or STAR Team.

#### GRADE BOOKS

Each teacher is provided with a grade book for their convenience. In it are recorded daily grades as well as twelve-week, (quarter) semester and yearly average, for semester and full year courses. These books are to be turned in to the principal's office at the end of the school year. Due to numerous changes in student schedules during the first week of school, it is advisable not to record the name of the students until after that time. For teachers of quarter classes, including multiple grade level students, it is advisable to alphabetize students by grade levels for ease of recording.

#### GRADING SYSTEM

Use symbols indicated on report cards. Tell students at beginning of each year your system for grading. Example: 50% project, 25% test, 25% daily work.

#### VIDEO/MOVIE USAGE

Videos and movies shown in and out of the classroom setting at Underwood Schools will be age appropriate, using the Motion Picture Association of America ratings. The staff member presenting the video or movie must preview it prior to its presentation to students. Any questions or concerns should be discussed with the high school principal before it is shown to students. If a video or movie is out of the age appropriate rating for that group of students, the teacher must get a signed parent permission slip from parents/guardians. The permission slip shall contain the following:

- \* Title of video/movie
- \* When video/movie will be shown
- \* Indicate alternative activities
- \* Slip needs to be sent home at least five (5) days in advance of the video/movie showing
- \* Rating/age appropriateness of the video/movie
- \* Why video/movie is being shown (indicate educational value)
- \* Parent signature line

- \* If students do not return the permission slip, it should be assumed that the parent is NOT giving permission and that the student may NOT view the video/movie
- \* Encourage parents to visit the class during the video/movie viewing

#### PROFESSIONAL ORGANIZATIONS

All teachers are urged to join the professional organizations of their choice.

#### PROFESSIONAL ETHICS

From time to time there will be situations arising in school and discussions taking place which should not be repeated outside of school. It is taken for granted that a sense of professionalism will keep any criticism of the school from being aired in public. Any dissatisfaction with school policy or problems concerning the school should be presented to the administration. Students must feel that all curriculum areas are worthwhile and beneficial and play an important part in their school life. It is the professional responsibility of all faculty members to help students maintain this feeling. Regardless of personal feelings, no faculty members should talk or act against any school function or activity, but should help promote all subject departments and activities that have been accepted as part of our school program. Certainly, we are all subject to mistakes; none of us are infallible. However, we must profit by our mistakes and thus gain in wisdom and knowledge. Let us, therefore, be careful in our appraisal of others and, perhaps, a bit more conscious of self-appraisal. Most assuredly, the Golden Rule applies in teaching, too.

In a changing society where we become more liberal and fear the infringement of personal rights, teachers find themselves in a position of uncertainty and personal conflicts. A teacher's personal feelings and his/her professional obligation often create a dilemma in which he/she is immediately disgusted or later feels ashamed or embarrassed. Actions speak louder than words; and students being great observationists, do not subscribe to "Do as I say; not as I do". Your appearance is of great importance and must be emphasized throughout the school year. Teachers should always want to set an example in their dress and appearance.

#### NOTICE OF NON-DISCRIMINATION

The Underwood Independent Public School District #550 does not discriminate on the basis of race, color, national origin, sex or disability in its programs and activities. The following people have been designated to handle inquiries regarding non-discrimination policies:

Dave Kuehn, Title IX Coordinator  
Underwood Public School  
100 Southern Ave East  
Underwood, MN 56586  
218-826-6101

or Anne Stenoien, Section 504 Coordinator  
Underwood Public School  
100 Southern Ave East  
Underwood, MN 56586  
218-826-6101

or

U.S. Department of Education  
Office for Civil Rights - Chicago Office  
500 W. Madison Street  
Suite 1475  
Chicago, IL 60661  
Tel. 312.730.1560  
TDD 312.730.1609

#### REPORTING MALTREATMENT OF MINORS

Child Abuse and Neglect Reporting Law, Minn. Statute 626.556 (1975)- Citation is on file in the principal's office. The following information is on the Referral form:

##### 1. Reporting Maltreatment:

- A. Why report maltreatment of minors; Minnesota Statute 626.556, effective 8/1/75 the following MUST report abuse; a professional or his delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, education, child care or law enforcement.
- B. Reporting to whom? Appropriate police department or local welfare agency.

- C. Immunity: While acting in good faith and exercising due care, the reporter is immune from either civil or criminal liability.
- D. Failure to report: Willful failure to report physical or sexual abuse is a misdemeanor.
- E. All reports, information, names or persons reporting and names of persons being reported, shall be strictly confidential.

The following is a SUMMARY OF MINNESOTA STATUTES ANNOTATED 626.556

I. (CITATION) Minnesota Statute 626.556

II. (PURPOSE) The public policy of this state is to protect children whose health or welfare may be jeopardized through physical abuse; to strengthen the family and make the home safe for children through improvement of parental and guardian capacity for reasonable child care; and to provide a safe temporary or permanent home environment for physically or sexually abused children.

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

UNDERWOOD PUBLIC SCHOOLS CRISIS MANAGEMENT POLICY

The Underwood Public School Board, District #550, recognizes the existence of and the possibility of enemy attack, sabotage, or other hostile actions, as well as a disaster resulting from fire, flood, or natural causes. In order to ensure that the preparations of this school district will be organized to deal with such disasters, the district established the following policies.

It is imperative that pupils, staff, and the public be protected in case of emergency and that the educational process of the school be carried out with the least amount of disruption.

Common sense should dictate the reaction of school personnel to emergency situations. All situations CANNOT be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment needs to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations, should be an area of great concern.

Emergency procedures are designed to give guidance to those having responsibility for the safety of the pupils, school staff, and users of the school facilities.

The Otter Tail County Civil Defense Organization will have the responsibility to transmit warning messages to our school superintendent, who in turn shall be responsible for getting the warning spread throughout the schools.

I. FIRE:

A. FIRE PROCEDURES

Upon discovery of a fire, proceed according to the following:

- Sound the fire alarm (using pull switches located in the various hallways throughout the building).
- Evacuate the building to at least 300 feet.
- Call the Underwood Fire Department.

B. FIRE DRILL REGULATIONS

During the course of the year, several fire drills will be held. In the event of these drills, or real fire, the following procedures will be followed:

C. GENERAL RULES

1. Walk rapidly at all times, but do not run.
2. Avoid pushing or shoving in the halls.
3. Stay in your respective lines at all times.
4. Once outside, stay clear of the building.
5. Each instructor is to acquaint each of their classes with the closest fire extinguishing equipment.
6. Each instructor should take charge of their respective groups.
7. Home ec., science, and agriculture students must know where the fire blanket is.
8. Each teacher must post evacuation procedures for their room in large red letters next to the door.

D. LOCATION OF THE FIRE ALARMS

Teachers are asked to locate the fire alarms so you are familiar with their location.

#### E. LOCATION OF THE FIRE EXTINGUISHERS

By band room on west wall  
In room between stage and vocal  
Behind door in music hallway  
By main office door  
In concession stand  
In kitchen  
By wood shop and drawing room  
In art room  
In welding room  
In wood & metal shop in northeast corner  
In shop area - Vo. Ag.  
In locker room hall  
In all mechanical rooms  
In all custodial rooms  
In hub rooms  
Located in science lab and lecture room  
By 6th grade classroom  
By preschool room  
In library storage room  
Elementary art hall  
Title I hall

#### F. LOCATION OF FIRE BLANKETS

Fire blankets are located in the kitchen and shop area.

#### G. LOCATION OF AED UNITS

Outside of the Northwest Doors of the Large Gym  
In the small gym (north wall)

### GENERAL POLICIES RELATING TO ORGANIZATION AND ADMINISTRATION

#### A. Use of School Buildings and Facilities

1. The Policy of the School Board is to encourage the proper use of the school plant and facilities to meet the needs of the community. The superintendent is authorized to schedule the use of the school plant and facilities under the rules and regulations adopted here.
  - a. The school office shall keep a calendar of all scheduled meetings where the custodian may make a regular check, of the same, for the purposes of opening the school for such scheduled events.
  - b. All school activities shall have absolute priority in the use of the school and the principal shall notify the superintendent's office of all evening scheduled school activities of the school.
  - c. All organizations granted use of the school building or facilities shall be responsible for any damage to the same.
2. Alcoholic beverages shall absolutely not be allowed in any of the school buildings or on the school grounds.
3. Smoking is prohibited on school grounds.
4. The school plant and facilities will be left in approximately the same condition as found before the meeting or event.

#### WEAPONS POLICY

No student or employee shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. Possession refers to having a weapon on one's person or in an area subject to one's control on school property or at a school trip/activity.

Weapons may include any item that may inflict bodily harm. Examples are firearms (loaded or unloaded), knives, clubs, explosives, look-alike guns, or any other item that could be used to threaten people.

A student or employee who finds a weapon on the way to school or in the building and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. Minimum corrective action shall include initial suspension for five days, confiscation of weapons and notification of police and parents.

For a complete copy of the Weapons Policy, contact the superintendents office.

#### RELIGIOUS, RACIAL and SEXUAL HARASSMENT and VIOLENCE

It is the policy of the Underwood School District to maintain a learning and working environment that is free from religious, racial and sexual harassment and violence.

It shall be a violation of this policy for any student or employee of District 550 to harass a student or an employee through conduct or communications of a religious, racial or sexual nature as defined by the policy. It is also a violation of this policy for any student or employee of District 550 to be religious, racial or sexually violent to a student or employee.

Harassment is in the "eye of the beholder". The "eye of the beholder" means that harassment is different for different people, that everyone has a different point of view. What matters is what the victim thinks/feels, not what the harasser thinks. There can be a primary and secondary victim of harassment. The primary victim is the one receiving the harassment and the secondary victim is someone seeing someone else being harassed. The report forms are available in the administrative offices. For a complete copy of this policy, please contact the superintendent's office.

#### Hazing

All students in the Underwood School have the right to a safe learning environment which is free from intimidation, ostracism, humiliation, or mental stress. Hazing activities of any type are inconsistent with the educational goals of the Underwood School. The definition of "Hazing" means committing an act against a student, or coercing an act that creates a substantial risk of physical harm or that threatens the student with ostracism, humiliation, or mental stress.

Reports of hazing should be made to the Principal. Upon the receipt of a complaint the school district shall undertake an investigation and the guilty person(s) will be dealt with accordingly, which may mean suspension, expulsion, or the case being turned over to the legal authorities.

#### Pesticide Application at School

During the school year parents/guardians will be notified prior to the application of any pesticides.

#### IN CLOSING

This handbook will be your guide for interpreting and carrying out the educational philosophies and programs of School District 550. We realize this handbook is not all inclusive. Please contact us when questionable situations arise.

Dave Kuehn, Superintendent

John Hamann, Principal