



KELLIHER STAFF HANDBOOK 2024-2025

**Kelliher School:
Developing leaders and life-long learners
in a community that promotes rigor,
relevance, and respect.**

MISSION STATEMENT

Developing leaders and lifelong learners in a community that promotes rigor, relevance, and respect.

KELLIHER SCHOOL VISION

To be the first choice of district patrons for a rigorous and safe education by consistently promoting our directive, mission, and goals.

CORE BELIEFS

- Learning is a lifelong process.
- All people, birth through adulthood, can succeed at learning.
- A positive, secure, and supportive climate allows quality education to occur.
- Respect for self, others, and property is fundamental to all interpersonal interactions.
- Partnerships and open communication among students, staff, parents, and community members create a cooperative and success-filled environment.
- Appreciation and acceptance of diversity strengthen and enrich the community.
- All learners are members of an increasingly interdependent and interconnected world-wide community.

DISTRICT DIRECTIVE



Daily Bell Schedule – Grades 7-12 (Tuesday - Friday) **Monday 9:25 start time

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Power Hour
8:25-9:12 T-F 9:25 – 10:08 M	9:15-10:02 T-F 10:11-10:54 M	10:05-10:52 T-F 10:57-11:40 M	10:55-11:42 T-F 12:13-12:56 M	12:15-1:02 T-F 12:59-1:42 M	1:05-1:52 T-F 1:45-2:28 M	1:55-2:42 T-F 2:31-3:15 M	2:45-3:15 T-F

Welcome to the Kelliher School District. This handbook has been prepared for staff to outline expectations in the Kelliher District.

The Kelliher School Board, administration and staff provide the best possible education for our students. We believe this education can best happen in a safe, productive environment. Such an environment is the goal of this handbook.

By working together as parents, school, and community, we believe we can make a difference in the lives of our students. Thank you for your trust.

New information may be added to this handbook from time to time

DISTRICT 36 BOARD OF EDUCATION

- Frank DureskyChairman
- Rachel Jorgensen Vice-Chariman
- Mary Thayer Clerk
- Dawn Jensen Treasurer
- Tessa Koisti Director
- Jake Neft Director

Policy Information

Many rules and guidelines within this handbook are predicated upon district policies. Full copies of district policies can be found on the district website, or high school office.

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KELLIHER SCHOOL GUIDEBOOK FOR PERSONNEL

It is essential to have a certain amount of uniformity in philosophy and practice within the school in order to operate any school smoothly and efficiently. To secure this basic uniformity, all personnel must have available information regarding the policies and practices of the school.

This guide consists of specific routines, regulations, and schedules. Additional school procedures and policies will be formulated during the school year, becoming part of the staff guide. Some of the procedures outlined may be changed, but staff should follow policies until changes are made.

ASSEMBLY SUPERVISION/EXPECTATIONS

Assembly programs are official school meetings, and all students and teachers should be present. All teachers and staff must help with the supervision of pupils during programs.

1. Students are expected to sit quietly in assigned areas. The Dean of Students, Principal and Superintendent will be in the gym to direct classes to their designated areas.
2. Students are expected to be a polite audience. This means no talking during the program, no booing, whistling, or stamping feet, clapping appropriately to show appreciation, and no kneeling or sitting on the backs of chairs.
3. Students are expected to enter and leave the gym in an orderly manner. This means no pushing, shoving, obstructing entrances, etc.
4. Teachers and paras should sit/stand beside their classes to monitor their behavior. Teachers without a class will join the assembly and help supervise where needed.
5. The classes will be called to the assembly over the PA system. Times and specific classes will be listed in your bulletin.
6. Students are to remain seated until the end of the assembly program, and either the Dean of Students, Superintendent, and/or Principal will excuse the students.
7. Students who are removed from the program should be aware that they forfeit the privilege of attending the next school activity (i.e., Dance, Assembly Program).

ATTACHMENTS

Attachments are necessary to board policies included on the last page in this handbook with links to policies.

ATTENDANCE

Attendance is an important factor in school success, and all teachers must be very careful in taking attendance in all classes. Elementary teachers will take attendance in the AM and PM. Middle/High School Teachers will take attendance at the beginning of each class period. Please inform the office if you have any information regarding an absence that is out of the ordinary.

BOARD POLICIES

All staff is expected to follow board policies. These include, but are not limited to - Harassment, Hazing, Discipline, Data Privacy, and Personnel. Complete copies of these policies are available in the office.

CALLING THE OFFICE FOR SUBSTITUTE

If you need a sub for your classroom, please use the following procedure:

- If it is a planned absence, please use SMARTeR TimeTracker to request your absence to be approved by the Superintendent.
- If you are sick and need a sub, please call Mary Poxleitner by 7:30 a.m. in the office or at home in the morning or evening (218-407-7878). Enter request in SMARTeR TimeTracker upon return.

CELL PHONES

All Kelliher School staff members should set good examples for students regarding the proper utilization of cell phones during the school day. Teachers, paraprofessionals, and substitutes should **refrain from texting and speaking on their cell phones for personal reasons during student contact time**. All other staff should refrain from using cell phones for personal reasons while on the clock.

CLASSROOM MANAGEMENT

Every teacher must maintain classroom management if a positive learning situation is to be created. All teachers will follow Positive Behavior Intervention Support (PBIS) protocols for discipline and classroom management. The method for establishing this environment will vary from teacher to teacher. The most successful teacher usually has a few cardinal principles by which she/he operates. These include fairness, impartiality, consideration for pupils' ideas, respect, and firmness. Teachers are asked to communicate with parents/guardians on EACH discipline problem (i.e., note, phone call). If a student has a chronic or severe disciplinary problem, the teacher should inform the Dean of Students and provide dates and summaries of parental contact, and have disciplinary incidents entered into Synergy and results of teacher/student meetings, if any, so that steps may be taken to correct the situation. Steps may include but are not limited to disciplinary action according to the Discipline Policy, a meeting with the teacher, parent, student, and administration, referral to the student support team, parents sitting with the student for the day, or involvement of a mental health provider. A teacher that ignores disruptive behavior or demonstrates continued difficulty in managing the classroom may be required by Administration to engage in effective classroom management training.

CLASS RECORDS

All teachers will be using the Synergy system to keep records. **Grades need to be updated in Synergy before Monday morning at the start of the school day.**

COURSE OFFERINGS HANDBOOK

Planning for next year will begin this fall. Course offerings for next year should be determined by January 1, and appropriate descriptions for the handbook should be developed before January 30. Any questions regarding the policy should be directed to the Superintendent.

CRISIS SITUATION COMMUNICATION PROTOCOL

In the event of a crisis, either during school hours or during non-school hours, district officials believe it is imperative that parents are aware of the situation. Therefore, in some situations, an "All Call Announcement" will be made to home phones, cell phones, text messages, and emails. Depending upon the content and complexity of the All Call Announcement message may direct parents to the school website to read a memo or letter with detailed information and instructions regarding the situation. An example of such a situation might be a gas leak occurring after hours. In such a situation, an All Call would go out to parents notifying them of the situation and that school may be delayed or canceled the following day. In addition, the message may instruct parents to visit the school website for more detailed information about the situation or the investigation behind the event. This "All-Call-to Website" protocol will be especially utilized in case of any real or perceived threats to the school or to students and staff when clear communication of complex information is highly important.

CUSTODIANS

If you need custodial work in your room, complete a repair request form which can be picked up in the office and put in the head custodian mailbox.

DAILY BULLETIN

A daily bulletin will be e-mailed to staff daily by the office. **Please read these announcements and post them in the classroom.** The bulletin will be read to grades 7-12 at the beginning of the second hour.

DISCIPLINE

All staff members are responsible for knowing and helping to enforce the policies established by the Kelliher School Board. We can provide students with a safe and consistent learning environment by working together. Proactive behaviors are more effective than reactive. Teachers should review the Student Handbook as directed by the administration on the first day of school **and** the Specific Behaviors and Consequences table in the Student Handbook on page 26 that outlines consequences for specific rule violations. Any student sent to the office for misbehavior needs to have a Discipline Incident entered in Synergy. Remember that parents can see their child's discipline incident in ParentVue. **A call home notifying a parent is a must on the day of the incident by the teacher.**

DRESS CODE

Students are encouraged to dress appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing that exposes undergarments and/or private parts.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Jackets and coats designed for outdoor wear.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hoods are not to be worn in the building except with the approval of building administrators (i.e., students undergoing chemotherapy, medical situations; designated school theme day).
- Pajamas, sleepwear (Unless designated as part of a theme day).
- Students with hickeys will be considered in violation of the dress code and will be asked to cover their

necks.

- Blankets: Students may not carry/have a blanket during the school day.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. The parent or guardian will be notified of the offense.

DUTY-FREE LUNCH

Teachers will be scheduled for a 30-minute duty-free lunch, and hourly employees will be allowed up to a 25-minute duty-free lunch. A complete noon lunch will be available for students and staff. **An adult lunch is \$5.00, and an adult breakfast is \$2.50.** Staff members are encouraged to eat in the cafeteria with students. Teachers and paras will supervise the cafeteria commons/gym area. **Milk may be purchased on a cash basis for only 50 cents. No one will be allowed to charge over \$25.00 for meals.**

EARNED SICK AND SAFE TIME EMPLOYEE NOTICE

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. *All ESST time is included in your PTO sick leave per your master agreement.* A year of the employee's earned sick and safe time accrual is: **July 1 through June 30.**

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer documentation:

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform ***your building supervisor or supervisor and building secretary if a sub is needed by email or phone*** as far in advance as possible, but at least **3 days** in advance. In situations where an employee cannot provide advance notice, the employee should contact ***your building supervisor or supervisor and building secretary if a sub is needed by email or phone*** as soon as they know they will be unable to work.

EXPECTATIONS

All staff will receive a Positive Behavioral Interventions and Supports (PBIS) Matrix. Teachers are encouraged to post this Matrix and refer to it throughout the year to encourage positive behaviors.

FIELD TRIPS/CLASS TRIPS

To keep track and minimize confusion, any teacher who wishes to take a class or group off school property should first have a verbal confirmation that the Superintendent approves of the field trip. After the oral confirmation, a TRIP FORM from the office must be completed and submitted to the Dean of Students for final approval. This form should be completed **at least one month before** the scheduled date unless unusual circumstances prevent that much advance notice, and the trip must be chaperoned by school personnel. **Please note:** If you are taking your class out of the building for any reason (other than if you have filled out a TRIP FORM), **please inform the district office.** All school rules apply during a class trip/field trip.

FUNDRAISING ACTIVITIES

We must always be aware of the community selling products during the year. If you wish for a class or group to engage in a fundraiser, stop by the office to pick up a **FUNDRAISING FORM** and place your fund-raising activity on the master calendar in the Principal's office.

GRADING - ALL TEACHERS MUST USE THE FOLLOWING GRADING SCALE

Teachers will assign student grades based on the following grading scale:

A	93-110
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	73-76.99
C-	70-72.99
D+	67-69.99
D	63-66.99
D-	60-62.99
F	59.99 & below

The grading scale for online college classes is as follows: A-4.5; B-3.5; C-2.5; D-1.5.

In all cases, when figuring grades, any percentage with a decimal will be rounded up.

When determining the final semester grade, teachers will weight grades according to the following:

Each quarter percentile grade will carry equal weight. For those students not required to take semester tests, each quarter's grade will be 50%. For students required to take semester tests, the 1st quarter grade will be worth 40%, the 2nd quarter grade will be 40%, and the semester test will be 20%. Teachers wishing to deviate from this schedule must seek written approval from the principal and notify students of the deviation, in writing, on the first day of class. Teachers will decide the weight of specific components for their class. This information will be in writing and given to students at the start of the class. Syllabus of course outline will be entered on Teacher Page on the school's website.

HALLS/COMMONS AREA/BATHROOM SUPERVISION/OBLIGATIONS

All staff should help supervise and correct any inappropriate behavior observed in any area of the building. Staff is expected to be in the halls before school and at the end of the school to help move traffic. During passing time, teachers should be stationed in their classroom doorway to observe the room and halls. Only students with passes should be in the halls during class hours. It is suggested that no bathroom passes be given during the last 10 minutes of any hour unless it is an emergency.

HOMEWORK

The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. A student's job while in school is to complete the homework assigned in each class.

Students are expected to complete all homework, on time, by the due date for each class assignment.

When students are absent from school for any reason, they need to communicate with each of their teachers before and after they are absent as to any assignments or work that was missed. The Student Planner Booklet is a great place for this communication. When students have been absent, at a minimum, they will have two days to complete makeup work for the first day of the absence and one day for each successive day of absence. Failure to do so or to make arrangements otherwise may result in a failing grade for the work not completed. Students who skip class will not receive an extension of time to complete the missing work.

Each classroom teacher in grades 7th-12th will communicate with each of their classes as to what constitutes a late assignment and how those late assignments by the classroom teacher may be given no more than 50% of the total points unless the teacher determines there is a need for additional grace on a case by case basis.

LOCKDOWN - A.L.I.C.E - Steps do not have to be done in order

When a lockdown "drill" is conducted - It will be clearly stated twice that it is just a "drill."

Alert: Descriptive announcement of what and where the threat is "*Attention, there is a tall man in a green coat with a knife threatening students in the lunchroom; take measures to protect yourselves*". No code words: only simple, clear, and accurate information so that it can be used to make life-saving decisions. The Alert can also be the sound of gunfire, people screaming, people running, or something out of the normal expected behavior. Whatever it is, do not hesitate to take protective action.

Lockdown: If it is safer to stay in a locked room, do so if you must, but continue to take steps to protect those in the room. Lock the door, if possible, and add a secondary locking device. Barricade the door and other possible entrances (windows) with desks, shelves,

furniture, or anything else at hand. Spread out and move around to make a more difficult target inside the room. Monitor the threat and evacuate if the opportunity presents itself. If you are waiting for Law Enforcement to arrive, verify their credentials.

Inform: Pass along any real-time information that can help others in the building or responding. Report what you know to 911 or with a cell phone 'alert application'. Do the best you can to report what you know and avoid speculation. Use the 5 W's (Who, What, Where, When, Why). Report significant changes. This step is a continuation of the initial alert.

Counter: If you are confronted by the attacker, use distraction techniques. Yell, throw objects at the attacker's face, and continue to move around to be a harder target. If possible, 'swarm' the attacker; grab the attacker's arms and legs and pile on top to stop the threat.

Evacuation: The most important step is to evacuate. Get away from the threat as soon as possible. It is human nature to flee, and 96% of us will do so when confronted with imminent danger. Follow your instincts and leave the area. Establishing locations for everyone to go to in advance will help with accountability but make sure they are a safe distance away. Besides exits, windows need to be recognized as good evacuation points. The window glass may have to be smashed out; plan for how to do this in advance.

MAILBOX

Each staff member is assigned a mailbox in the office and is responsible for emptying the mailbox daily.

MAKE-UP WORK/GRADING PROCEDURES

Please refer to the Student Handbook for current policy statements.

MEDICAL ATTENTION FOR STUDENTS

Students must have a teacher pass from class to go to the nurse's office. If the student is too ill or seriously injured, please call the nurse at extension 151. All medications must be registered with the nurse's office. The nurse will determine if the medication should be left in the nurse's office or if the student will be allowed to remain in possession of their medication.

MOVIES, VIDEOTAPES, DVD'S

Movie-viewing policy – all staff members must notify administration before showing any commercial entertainment movie with a rating of PG-13 or "R" Educators have long known that community standards -- which vary widely around the country -- often dictate what movies teachers may and may not show in the classroom. In many schools around the nation, parents are informed a few days before the showing of a commercial film rated PG-13 or higher, allowing them a chance to have their child dismissed from the showing. Kelliher School administrators may need time to notify parents or to approve a movie that a teacher plans to show students. Any movie that a teacher plans to show students **must be germane to the topic of the lessons the teacher has been teaching, and the teacher must be able to demonstrate that the movie will support the goals of the lesson plan and the standards the teacher is seeking to teach his or her students.**

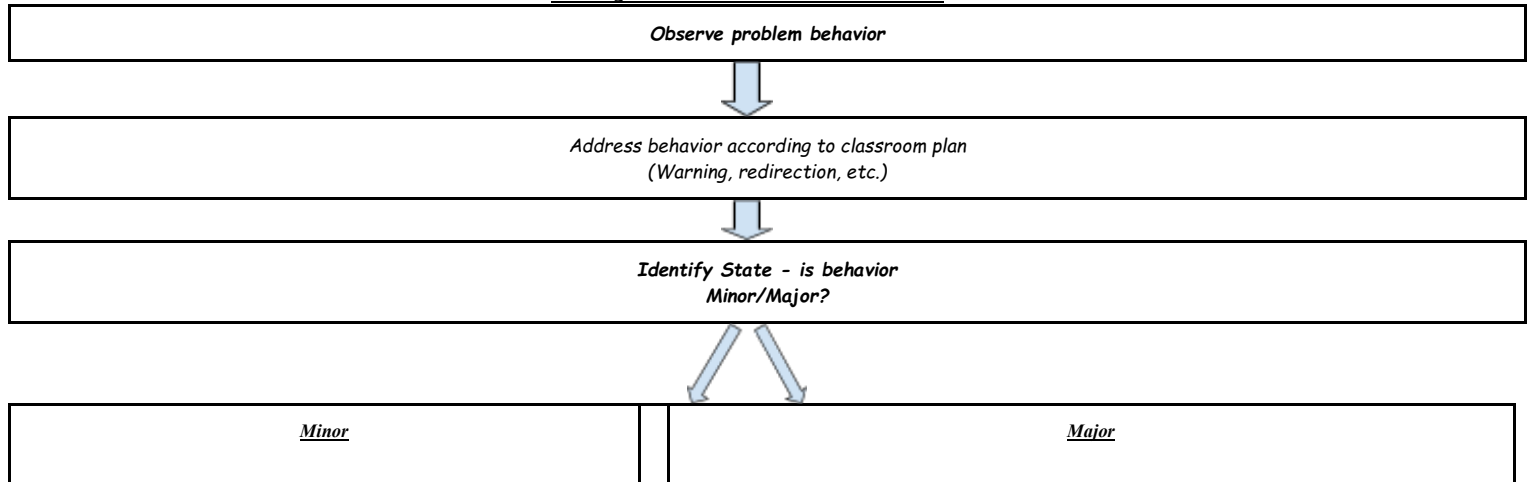
PLEDGE OF ALLEGIANCE

State law requires students to recite the Pledge of Allegiance a minimum of once per week. Every Friday morning, the Pledge of Allegiance will be recited. Students have the right to refuse to participate but must remain quietly in their seats in the classroom or wait quietly in the hall.

POSITIVE BEHAVIOR INTERVENTION (SW-PBIS)

School and district support for character education and behavioral intervention are very strong and therefore, the district will support implementing SW-PBIS to continue to achieve the goals of the district **to remove all barriers to education.** The district supports the effort to build its capacity to identify clear behavioral *outcomes* for all staff and students, utilize evidence-based practices to achieve those outcomes, and understand data/information used to support sustainable, safe, and positive learning environments.

Mustang Pride Behavior Referral Procedure



<p><i>§ First Offense: Education, parent contact - Handled by Classroom Teacher</i></p> <p><i>§ Second Offense: Additional education, parent contact - Handled by Classroom Teacher</i></p> <p><i>§ Third Offense: Individual plan, parent contact, MLC -ASD - Handled by Administration</i></p> <p><i>§ Additional Incidents: Review plan, parent meeting, MLC, possible OSS, other consequences - <u>Handled by Administration</u></i></p> <p><i>Defiance/Disrespect</i> <i>Disruption</i> <i>Dress Code Violation</i> <i>Inappropriate Language</i> <i>Lying</i> <i>Non-Compliance</i> <i>Physical Contact</i> <i>Property misuse</i> <i>Tardy</i> <i>Teasing/Taunt</i> <i>Chronic Disruption</i></p>	<p><i>§ OSS, possible PRO Contact, possible lost privileges, report form -Administration</i></p> <p><i>§ Second Offense: Individual plan, parent contact/meeting, ASD/ MLC, possible OSS, possible Law Enforcement contact, possible lost privileges - Administration</i></p> <p><i>§ Third Offense: Review plan, parent meeting, MLC, possible expulsion, possible PRO contact, possible lost privileges, other consequences - Administration</i></p> <p><i>§ Additional Incidents: Review plan, parent meeting, MLC, possible OSS, possible expulsion, possible PRO contact, possible lost privileges, other consequences - Administration</i></p> <p><i>Alcohol/Drugs</i> <i>Abusive Language</i> <i>Arson</i> <i>Bomb Threat</i> <i>Bullying - Cyber</i> <i>Bullying - Non-Cyber</i> <i>Cheating</i> <i>Combustibles</i> <i>Fighting/Physical aggression</i> <i>Forgery/Theft</i> <i>Harassment - Nonsexual</i> <i>Harassment - Sexual</i> <i>Tobacco</i></p> <p><i>Tobacco</i> <i>Vandalism/Property Damage</i> <i>Weapons</i> <i>Other</i></p>
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PROGRESS REPORTING

Students' grades will be reported at the end of each quarter during the year. Report cards (end of the quarter) and progress reports (mid-quarter) will be mailed to parents/guardians or eligible students and will be available online for review. Online grades and progress reports may be reviewed at any time through the ParentVue in Synergy. All staff K-12 are encouraged to phone, send personal messages, email, or engage in other appropriate communication techniques to inform parents/guardians of the progress of their children.

PROMOTION/RETENTION GUIDELINES

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level after the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The administration's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school administration.

The School Board has adopted a policy to alleviate social promotion in the Kelliher Public School. Therefore, the following guidelines will be followed for retention:

K-2nd grades: Will be retained based on the joint decision of the parents and teacher based on the best interest of the child. When a parent denies the recommendation of the teacher for retention, a waiver must be signed and dated by the parents to document this decision.

3rd- 6th grades: Students who receive 2 F's at the end of the school year in the core subjects of math and reading, which includes spelling, language arts, and vocabulary, may be retained in their current grade. Students in danger of failing a core subject will be identified by the end of the first semester, and a personalized plan will be developed. This plan will provide a cohesive plan for remediation developed collaboratively by the teacher, student, parents, and administration.

7th – 8th grades: An 8th-grade student who receives one or more F's at the end of the school year in the core subject areas of math, science, language arts, reading, or social will be assigned academic support during their 9th-grade year. Students receiving two or more F's in core subject areas will have to attend summer school to make up the work needed to earn passing grades in each core subject failed. If students don't attend summer school, they will be considered for repeating the failed core classes or retention for the next school year.

9th–12th grade: Students failing required classes (including 8th-grade algebra) will be required to repeat those classes. Students may be required to complete one semester or both semesters of a class. Students failing required classes will need to repeat those classes through credit recovery opportunities. Credit recovery opportunity guidelines: 1st retaking the class during the next school year, 2nd attending summer school, and as the last option, the school will work with the student to develop a plan for completion of credits needed to graduate.

PURCHASE ORDERS/PURCHASING ITEMS FOR THE SCHOOL

Requisition forms are used for all purchases. These must be pre-approved by the Superintendent. When purchasing materials, a signed purchase order either electric or paper requisition must be submitted before placing an order or buying goods. Purchase orders will not be signed for employee reimbursement after the goods have been secured or received. When buying goods, provide the cashier with the school's sales tax number. Remember, you may be asked to present your school identification card. The Superintendent and Business Manager will establish a schedule of purchasing. Do not purchase any item you may seek reimbursement for unless it has been pre-approved.

RECOGNITION AND PARTIES

Teachers are encouraged to recognize and reward students for their daily accomplishments. This can be done in a variety of ways: verbal praise, positive notes, phone calls, etc. On occasion, a class celebration or party may be appropriate. If you plan a party that interrupts regular instruction, please inform the Superintendent or Principal, and do not interrupt the schedule of other teachers.

Please note: *If you have a group of students that you know will not be eating school lunch due to a class assignment that entailed students eating before lunch or testing and a reward of food is brought in, or a teacher is rewarding a class as a whole, please be considerate and inform Justine Nistler, Food Service Manager.*

REMOVAL OF STUDENTS FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. The administration or designee has the right to suspend a student from class.

Grounds for removal from class shall include any of the following:

- Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
- Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the school's property.
- Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy.

SEMESTER TESTS

Semester tests will be given to students who are below 90% for each quarter of a semester.

SIGNING IN

Staff members that are hourly employees are required to clock in and out on SMARTeR TimeTracker.

SIGN OUT

Please notify Mary or Alyssa whenever you will be out of the building for any period. This procedure is helpful to the office staff should they need to reach staff during the day.

STAFF MEETINGS

Staff meetings may be K-12 or set up by grade level/academic/or committee level and will be scheduled when needed.

STUDENT HANDBOOK

All staff members are asked to read and keep a copy of the Student Handbook handy when dealing with students.

SUBSTITUTE TEACHER

Each staff member will be asked to set up a subfolder and have it available on his/her desk. These folders will be used to provide school and class information for subs working at Kelliher. Please remember to include class lists and/or seating charts, lesson plans and standards.

SUPERVISION

Classes should not be unattended unless arrangements have been made with another teacher or para to supervise the students. In an emergency, use the room phone to call the office, and someone will come to supervise.

TEAMS/COMMITTEES

There are several teams/committees that continue from year to year. In addition, special teams/committees will be established according to building/district needs. Standing committees include Student Support Team, Staff Development Committee, and Continuing Ed. Committee, Technology Committee, PBIS, Wellness Committee, and Safety Committee.

TEXTBOOKS/WORKBOOKS

All texts and workbooks will be furnished to the pupils without charge. When texts/workbooks are issued, the number of the books should be recorded in the record book. Any unusual wear or tear will be subject to a fine.

THEFT OF PERSONAL/ SCHOOL PROPERTY

Report to the Principal any theft as soon as possible.

TIME SCHEDULE FOR TEACHERS

The basic teacher's day shall be 7 hours and 45 minutes. Teachers will be expected to arrive and be on duty from 7:45 a.m. and remain on duty until 3:30 p.m. The exception will be Mondays; as long as Kelliher School participates in an AIW cohort. On Mondays, teachers will be expected to arrive and be on duty from 7:30 a.m. and remain on duty until 3:15 p.m.

VALUABLES

Leave purses, keys, money, and other valuables in a locked desk or cabinet. Keep classrooms locked when not in use.

PLEASE NOTE: This handbook is an ongoing working document. Changes, deletions, and additions can be expected throughout the school year. The administration will always provide adequate notice and explanation for changes, deletions, or additions.

APPENDICES **KELLIHER SCHOOL BOARD POLICIES**

(The ISD#36 School board policies can be found on the school website or by selecting the blue hyperlinks within this document)

*Policy will be updated as they are approved by school board

[Bullying Prohibition Policy #514 and Report Form](#)

[Hazing Policy](#)

[Internet Acceptable Use Policy #524](#)

[Laptop Acceptable Use Policy](#)

[Wellness Policy #533](#)

[Email Use Policy](#)

Notices and Selected District Policies

[Pesticide Notice](#)

[Grievance Procedure for Complaints of Discrimination](#)

Equal Educational Opportunity Policy #102

[The Pledge of Allegiance Policy #531](#)

[Notice of Nondiscrimination](#)

[Student Disability Nondiscrimination Policy #521 \(Covers 504\)](#)

[Harassment and Violence #413](#)

[Tobacco Free Environment Policy #419](#)

[Religious, Racial, or Sexual Harassment and Violence Report Form](#)

[Student Discipline Policy #506](#)

Parent Legal Notices

Notice of School Wide Title I Program Eligibility

Right to Request Teacher Qualifications

No Child left Behind Act of 2001

[McKinney-Vento Act](#)

[Notice of Educational Services for Homeless Children and Youth](#)

Family Educational Rights and Privacy Act (FERPA)

Notice for Disclosure of School Directory Information

Protection of Pupil Rights Amendment (PPRA)

Parent Consent and Opt-Out Response for Student Participation in Scheduled

Activities/Surveys

Access to Student Information by Military or College Recruiters