FILLMORE CENTRAL SCHOOLS
(507) 886-6464 or (507) 765-3809

2019-2020
FACULTY HANDBOOK
This handbook has been prepared as an aid to the staff of Fillmore Central. Its contents are based on district policy, staff input, and administrative decisions.

**STATEMENT OF PHILOSOPHY**

Fillmore Central Schools recognize the responsibility to provide an educational program, which is available for every student we serve. This educational program must afford each student in the school the educational opportunities that will enable his/her ability to fulfill his/her responsibilities to self, home, community, and country and to foster the democratic way of life.

We recognize our responsibility to provide for the needs of each individual in our school district and to be sensitive to value systems and learning styles.

Our purposes are:

1. to provide a comprehensive school program that will offer an inclusive, relevant, education for all students,

2. to offer the background that provides the greatest range of options for our students that they may pursue whatever career their ambitions may dictate, and their abilities and persistence can provide,

3. to prepare our youth for honorable places in society,

4. to foster home-school-community relations,

5. to develop programs with the flexibility necessary to meet the changes in the world of work,

6. to develop human relations, international understanding, and to provide for constructive and wise use of leisure time,

7. to develop an appreciation for the learning process,

8. to provide a means and opportunities for each child to develop a positive self image, and

9. to develop respect for themselves and others.

We understand and affirm our obligation to help develop each individual to his/her highest potential because each student will then become better able to make his/her just contribution to our democratic way of life. So that he/she may fulfill this obligation, the complete resources of the area must be utilized. The community, the parents, the faculty, and the students must be involved in a cooperative effort.

**ABUSE**

In working with students, staff are not to mentally, verbally, or physically abuse or harass children. No staff member is to slap or strike a child. Force needed to restrain a child from harm shall not be excessive and shall be the minimum amount necessary.

If abuse is seen or if indications show or suggest abuse, law requires that social services officials be notified. Call social services at once and then notify the principal (See “Mandated reporter”).
ACCIDENTS
All accidents must be reported immediately to the school office. In the event an accident occurs in the classroom, send the student to the office or call for help, whichever is most practical. Unless a serious emergency exists, it is not wise for the teacher to leave the classroom.

An accident report form is to be filled out for any student or staff member accident which requires medical attention or causes an absence from school. This report should be filled out by the person in charge of the activity or area where the accident occurred. Forms are available in the school office. It is required that any situation that involves more than a bruise or scrape must be documented because of the nature of insurance and legal actions.

ACTIVITY ACCOUNTS
All money raised by classes for any purpose other than book clubs, must be handled through the school office. Expenditures made from an activity account must follow business office guidelines.

AV EQUIPMENT
ALL AV equipment and library/media materials need to be checked out. The importance of this cannot be stressed enough.

BOARD POLICY
All Staff members are responsible for the board policies set forth by the board of education. These policies are posted on the school web site. Questions about these policies can be directed to the administration.

BUILDING HOURS
Hours for faculty are flexible with the following combinations for Monday through Friday: 7:30 am -3:30 pm, 7:45 am - 3:45 pm, or 8:00 - 4:00 pm. On days which there is a meeting, teachers are required to match the schedule for that given day.

On any day when the buses leave early due to bad weather etc., staff shall remain in the building until the principal or his designee releases them. District policy is to assure that all students have arrived home safely before releasing staff members.

CELL PHONE USAGE
Faculty and staff are to refrain from using their cell phones during class time for personal business.

CHILD STUDY TEAM MEETINGS / SPECIAL EDUCATION MEETINGS
These meetings are for the benefit of a given student and require teacher attendance. Be prepared ahead of time, contact special education teacher and the student’s parents if you are unable to attend. Do not schedule child study team meetings at the same time. If it becomes necessary to do so as may be the case during conferences, please work it out with the principal.

CLASSROOM
Teachers are to be in the classroom whenever there are students in the room except during the noon hour when supervised by other personnel. The classroom teacher is responsible for the safety of the students, please refrain from having students in hallways unsupervised for extended periods of time.

COMMUNITY RELATIONS/PUBLICITY
Teachers provide the most important links between parents and the school. Letters, phone calls, and visitations with home should be typically friendly, courteous, and cooperative.

Both faculty and staff need to be mindful of confidentiality and appropriate protocol when speaking about students, parents, and school. Derogatory statements about students, each other, or department/management are “unbecoming” behavior of a professional. These behaviors will be noted as unprofessional.
COMPUTER USAGE
Computers are provided for staff use for professional and student usage. Email, Internet and other computer applications should be used on a limited basis during direct student contact time, unless a lesson plan deems necessary. All of the usage of the computer is public knowledge, nothing is private at a public facility. Each email and Internet inquiry are accessible. Keep that in mind when you are passing emails and navigating the Internet. Refer to the internet acceptable use and safety policy established by the board.

CONFIDENTIAL INFORMATION
Specific information concerning individual students or matters discussed at faculty meetings must be treated confidentially.
Teachers will be issued a confidential list of students with special health/medical conditions. This is to protect the student from danger. This information is not for non-authorized personnel.

COPY MACHINE:
Cost for personal use copies $0.25 each copy, make payment to the office staff.
Curriculum copies need to be assessed, only copy what is necessary.

CUMULATIVE FILE FOLDER
For every student in your classroom there is a cumulative file folder which contains the following:
- cumulative records of previous grades,
- results of standardized tests and other state tests,
- any information from previous teachers that may be of use working with the student,
- reading progression files or materials, and
- photographs.
Cumulative files are open only to the classroom teachers and other authorized school personnel. Parents may view files upon request. They must sign a form and view the file in the area where the file is normally kept. A school employee must always be present when a parent is viewing the file. A parent may not remove anything from the file without the principal's authorization.
Folders will be started or sent for when a new student enters the district. The office secretary will start a folder and cumulative record when informed that one is needed. Information will be sent to the classroom teacher when received from another school.
Original records are not to be given to a parent to carry to the new school. A duplicate copy can be given to the parent upon request.
Health records of each student are to be kept in the office.
Special education records are to be kept separately from the regular cumulative files.

DISCIPLINE EXPECTATIONS and DETENTION
Teachers should handle routine discipline cases. Problem solve with peers, document, and involve the parents. Parents appreciate notices of problems as soon as it becomes habitual and apparent in interrupting the child’s day.
If the problem is serious, or if anyone is in danger, the principal should be summoned immediately for assistance. When a student is sent to the office the teacher must notify the office immediately and submit a short verbal or written description of the situation for further clarification, (Please refer to the discipline plan outline in the student handbook).
High School detentions may be served at 7:45 – 8:15 a.m. or 3:20 – 3:50 p.m.
K-6 detention times may be served as stated in the K-6 student handbook.

DOCUMENTATION
Documentation of incidents: Keep a record of incidents that occur in your classroom such as behaviors that may be found to follow a pattern or which may be triggered by certain antecedents. All this
can be helpful when reporting behaviors to the counselor or the principal. It also assists us when situations are referred to social services or county court.

Teachers are encouraged to keep a record of all parent contacts, the topic of discussion, the date, and what solutions might have come from those contacts.

In addition, teachers must contact three parents per week to report academic progress. This may be done through letters, emails, phone calls, or face-to-face conversations.

**DRESS CODE**

Staff should dress professionally and appropriately on a daily basis. Clothing restrictions include blue jeans, yoga pants, sweat pants (unless job related), and flip flops. Blue jeans may be worn on approved dress down days. Be mindful that FC staff is perceived as models for our students, and we expect them to dress appropriately as well.

**ELEVATOR**

The elevator is to be reserved for staff and handicapped students. Other student use is by permission of school personnel.

**EMERGENCY CLOSING**

When school needs to be closed, an announcement will be made on KFIL, KQYB, KROC, K-Viking Radio, KNXR, KTTC TV, KIMT TV, and KAAL TV. On those occasions when dismissal will be moved up teachers will be notified as discretely as possible.

**END OF DAY PROCEDURES**

- Close all windows, Turn off lights in room.
- Walk around the room to check for graffiti or other things that seem out of place.
- Erase chalkboards and white boards, if something needs extra tending leave a note on your door for the custodian.
- Lock classroom doors.
- When advising/coaching a group, get students out on time. You should be the last to leave.
- Check to be sure outside doors are secure if they have been locked behind you after hours.

**END OF YEAR PROCEDURES**

Requisitions for the following year are due upon request by the principal each year. They must be done through the online ordering procedure. Three main budgets come into play during requisition season:

- **Capital Facility** includes items that are permanent and attached to the facility somewhere.
- **Capital Equipment** includes reusable and more costly equipment such as books, desks, and apparatus.
- **General** includes expendable or small and less durable items.

A check out list detailing other specific end of year activities will be provided in May. Also refer to the Cumulative Records part of this handbook.

Each classroom teacher will take an inventory each spring which is to be kept in the school office. New books will be stamped as school property as they are issued to classrooms. Textbooks are not to be discarded without approval of the principal. Classrooms will be cleaned during the summer months; therefore, materials should be stored properly by taking items off walls and furniture that is expected to be moved (small bookshelves without wheels, tops of file cabinets, tables, etc.) Utilize permanent areas of your room for these items or carts that roll.

**FACULTY MEETINGS**

Staff meetings are required and if you are not in attendance you must have prior approval by the principal. Upon return to the building check in with the principal for copied materials and other items.
FAMILY NIGHT / RELIGIOUS RELEASE

Fillmore Central School activities must not be scheduled on Wednesday nights. This night has been reserved for family and community activities.

FIELD TRIPS

A field trip is a learning situation and provides the opportunity to do what can be better accomplished in the field. All students are to go on the field trip unless previous arrangements have been cleared through the office.

Disciplinary issues do not constitute a reason for denying a student class field trip participation unless the student is already suspended from school or a class by some arrangement or the decision to deny the field trip is a team decision by the individual educational planning group. If this does not cover the situation you are facing, please conference with the principal to reach an appropriate solution.

All field trips will be scheduled with the principal as far in advance as possible.

A request for bus transportation must be submitted as well when transportation is needed.

Notify lunchroom personnel two weeks in advance.

A permission slip for each student, signed by the parent must be on file before any student is allowed to go on a field trip except when it is part of the school’s regularly scheduled activities such as programs at the high school. Field trips are not covered by general fund expenditures, please consider student expense when planning your trip.

FIRE DRILL PROCEDURES

All teachers will follow fire drill procedures as outlined in the district emergency/disaster preparedness plan.

FIRST AID

First aid supplies are stored in the school office. We are responsible for providing first aid. This is defined as immediate, temporary care given in case of accidents or sudden illness before service of a physician can be secured. Wash broken skin areas and cover with bandage or band-aid.

ALWAYS FOLLOW DISTRICT POLICY REGARDING BLOOD PATHOGENS. WEAR PROTECTIVE GLOVES WHEN DEALING WITH BODY FLUIDS AND OPEN INJURIES.

FLEX-LEARNING DAYS

Beginning in the 2018-2019 school year, flex-learning days may be held in the event of an unscheduled school closure due to situations, such as severe weather. On flex-learning days, students and teachers will utilize educational resources and engage in learning suitable course topics.

The guidelines for the high school flex-learning days are as follows:

- Teachers will have assignments loaded on Schoology by 10:00 A.M.
- Assignment requirements such as time required, point value, due date, and other details will be set by each individual teacher and communicated on Schoology.
- Teachers will be available until 3:00 P.M. via e-mail or Schoology to answer questions on assignments.
- Accommodations will be made for students without sufficient access to the internet.
- Upon return to school, the students will follow the school’s make-up policy to complete work that was not completed on flex-learning days.

The K-6 flex-learning days guidelines are as follows:

- Teachers will provide five activity options for the day. Each student will need to pick one from each subject area.
- Students will have parents / guardians sign the sheets that demonstrate what the student has accomplished and return to their teacher.
- Teachers will be available from 10:00 A.M. – 3:00 P.M. via e-mail to answer questions.
• Upon return to school, the students would follow the school’s make-up policy to complete work missed on flex-learning days.

**FOOD SERVICE**

The school cafeteria serves a morning breakfast and a lunch to all who want one. Staff is encouraged to maintain a positive balance in their food service account.

**INSTRUCTIONAL MATERIALS**

In most subjects, the school district has adopted a basic text to be used by all teachers in the district. This adopted text is to be used as the basic text by all students. Other materials may be used to supplement the adopted text, but they are not to be used in place of adopted texts.

No instructional text materials are to be purchased outside of the district purchase policy unless approval is given by the principal. Any subject that is of a controversial nature, must be approved by the principal before it is taught in the classroom. This is to help the principal be prepared and to have a voice in what potential difficulties may be faced.

**GRADES**

Teachers are accountable for keeping current record of student grades. These records may be anecdotal or numerical. Your grading scale should be made available to students and parents early in the school year. Grades will be maintained and finalized using the district’s adopted software, by all staff members. Grades must be updated for online parent access viewing by Thursday of each week.

**GUEST SPEAKERS**

Outside speakers must be cleared by the principal before addressing any students. If the speaker has visited in the past, just simply email the principal who is coming and why.

**HALL AND BUILDING SUPERVISION**

Students are not permitted to remain in any part of the building without teacher supervision. Teachers should be in the hallway as classes switch and when students enter and exit the building.

**KEYS/FABS**

Easy access for faculty to enter the building is very important and security for students, staff and property cannot be compromised.

Keys are assigned from the principal’s office at the beginning of the school year and are checked in at the close of the school year; unless you have a special need for them during the summer. The loss of a key is serious in as much as it might necessitate a complete change in locks.

For your protection and for the protection of your things each key holder will need to agree and sign a statement to the following terms:

- I will never duplicate school keys
- I will forfeit entrance/passage keys found in another’s possession when I’m not present.
- I will never prop any entrance doors open
- I assume full responsibility for person I allow in the school building with me.
- I will pay $20.00 for each lost key

**Doors:** Always check doors both when entering and exiting after hours to assure that they are locked.

**Temporary use keys:** Persons may sign out a key with the principal to use during a certain season to be turned in at the end of the season or event.

**Consequences:** Violation of security rules will result in loss of key privileges for a time.
LAVATORIES
Faculty members should periodically check their respective student's lavatories. If you find evidence of writing, vandalism or other poor conduct, please report it right away to custodial staff via voice mail or note. Emergencies can be called into the office.

LEAVING SCHOOL GROUNDS
No pupil is to be sent out of the building during school hours on an errand of any kind which involves the student leaving the school grounds without receiving permission from the school principal, or the parents. The only exception is open noon hour for students in grade 12.

Parents accept responsibility for the child when a note is sent to the office allowing the child to leave the building.

Staff must notify the principal or office if you leave the school building during contract hours. Simply call the office and leave a message. The principal must approve early and late requests.

LESSON PLANS
Lesson plans are to be completed for the next school day before the teacher leaves and need to be suitable for a substitute to follow. Plans should be kept on your desk for quick access by a substitute or principal. Teachers are expected to list objectives for the day's plans - what are you teaching, how will students learn it, and how will you know they learned it?

LOCKDOWN
All teachers will follow lockdown procedures as outlined in the district emergency/disaster preparedness plan.

LUNCH HOUR ROUTINE
The lunch schedule will be set by administration.
While in the lunch room, the students will be monitored. Teachers and supervisors need to work together to maintain a high standard of student conduct
Teachers are given a duty-free lunch for 30 minutes; you may be required to assist with duties outside of that 30 minutes.

MAIL BOX
Each staff member is assigned a mailbox. Please check your mailbox at least twice daily before the opening of school and again after lunch.

MANDATED REPORTER
WHO MUST REPORT: Anyone may report abuse or neglect. However, under Minnesota State Law, some people are required to report: A professional or the professional's delegate who is engaged in the practice of the healing arts, social workers, hospital administration, psychological or psychiatric treatment, child care, education, law enforcement, or member of the clergy.
Members of the clergy are required to report child abuse or neglect unless that information is received under certain privileged circumstances (Minnesota State Statutes, Section 595.02).
A list of mandated reporters would include doctors, dentists, educators, day care staff, group home staff, therapists, clergy, foster parents, pharmacists, social workers and nurses.
Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. The reporter’s name is confidential, accessible only upon consent of the reporter or by court order. Anyone who is required to report and fails to do so is guilty of a misdemeanor.

WHAT YOU MUST REPORT: The law requires mandated reporters to make a report if they know or have reason to believe a child is being neglected or abused or has been within the past three years.
If you are uncertain whether or not a situation should be reported, you may call social services for advice. The child protection staff there will help you decide if a report should be made based on the information you have.

A REMINDER: Although the following will help you with your report, it is not good enough to tell your immediate supervisor or the school social worker; you must report it to the proper authorities. If you have any questions make sure that you get the answers; doing nothing, in this case, is a violation of the law.

THE TELEPHONE NUMBER TO CALL: 765-2175 and ask for a case worker who can intake an abuse or neglect call.

MEDICATION
Students requiring medication during the school day must bring a signed permission slip from the parent and the medication in the original prescription container before the medication will be given. Substitute containers will not be allowed. The school is not authorized to give aspirin or other common household drugs, such as cough syrup, Tylenol, Bufferin, etc. without permission from the parent. Only office personnel may administer medication. Also, please refer to the district medication policy in appendix I.
If you require medications during the day please keep them in a safe place, away from students.

MINI GRANTS
Mini Grants of up to $500.00 are available for enhancement of educational opportunities for students. There are many possibilities for use of this funding, and you are encouraged to submit any idea that would directly benefit students. However, it is suggested that applicants avoid capital expenditure requests such as school furnishings which come under a different part of the school district budget. Grant applications may be obtained in the office.
Mini Grant applications are reviewed by a committee representing First State Bank of Fountain, First Southeast Bank of Harmony, F&M Bank of Preston, the District 2198 superintendent, and the Fillmore Central School principal and K-6 dean of students. Be sure to thank the bankers.

OFFICE CALENDAR FOR BUILDING USE
All school events should be placed on the calendar in the office. If you wish to have a school event, check the district and building calendars first, and consult with the respective secretary. Do remember that on Wednesday nights we do not schedule school events. Find out the appropriate building use form for events in the building.

PARENT TEACHER STUDENT CONFERENCES
The Fillmore Central School District allows for Fall and Spring conferences during the school year. Both sessions are during the evening.
A schedule of the time for conferences will be prepared by the K-6 teachers and will be sent out to the parents at least 10 days prior to the scheduled time of the conference.
Effort is to be made by teachers to confer with all parents at conference time, if at all possible, within the time scheduled for conferences. If a personal conference is not possible, the teacher should attempt to phone the parent(s) and confer by phone. If calling is not possible a letter summary of the child’s school progress will be sent to the parent(s).

PHYSICAL FORCE AGAINST A STUDENT
No employee of the district shall ever use physical force against a student for the purpose or administering punishment or for correction purposes except as hereafter provided.
An employee of the district may use that degree of physical force necessary against a student in the following situations:
To restrain or prevent a student from doing injury to self or another,
To restrain or prevent the student from doing damage to property of the school or another person, To remove a student from a disruptive situation after the student has failed, upon request, to remove self.

**POSTERS AND DISPLAYS IN HALLWAYS**

Hallway message posters are great communication tools, and several will be on display throughout the course of the school year. Rotation of these items is refreshing and should be done on a regular basis.

**REQUISITIONS**

Any teaching materials needed during the school year are to be requisitioned through the online ordering procedure. No purchasing will be approved for payment without prior approval from the principal.

**RETENTION**

Teachers are required to notify the principal and the parents of the student, when the student is at risk of failing a class. Early communication is the key to assist the student.

**ROOM APPEARANCE**

The classroom should be neat, clean, and attractive. Interesting bulletin boards add much to the appearance of the room and should be changed regularly. Useless or unused materials should not accumulate. Model expected student behavior of organization.

**SCHOOL VEHICLES**

Staff may use school vehicles for school events and transporting students. All drivers who transport students must have Type III transportation safety training which is provided by the school district each year. A copy of your valid driver’s license must be in the district office. However, any staff that has had a DUI or reckless driving conviction, will not be allowed to drive school vehicles. Staff are required to notify the principal of such violations.

**SPORTS PASSES**

Staff may receive a free sports pass upon request. Requests are to be made to the principal’s office. Each staff may receive one adult pass for personal use.

**STUDENTS IN BUILDING AFTER HOURS**

Students have ten minutes to clear the building after the close of the school day. After that, students must have a pass or be under the direct supervision of an adult to remain in the building. Remember that if you unlock and permit students or others to be in the school building, you must be there to supervise them.

**STATEMENT OF NONDISCRIMINATION**

The Fillmore Central School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

<table>
<thead>
<tr>
<th>Section 504 Coordinator</th>
<th>Alternate Section 504 Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heath Olstad</td>
<td>Chris Mensink</td>
</tr>
<tr>
<td>145 Main Ave. S.</td>
<td>702 Chatfield St.</td>
</tr>
<tr>
<td>Harmony, MN 55965</td>
<td>Preston, MN 55965</td>
</tr>
<tr>
<td>507-886-6464 ext. 3306</td>
<td>507-765-3809 ext. 1102</td>
</tr>
<tr>
<td><a href="mailto:heath.olstad@isd2198.k12.mn.us">heath.olstad@isd2198.k12.mn.us</a></td>
<td><a href="mailto:chris.mensink@isd2198.k12.mn.us">chris.mensink@isd2198.k12.mn.us</a></td>
</tr>
</tbody>
</table>
STUDENT HANDBOOK
 Defines rules and policies; staff needs to read it to be aware of student rules.

SUPPLIES
 Many of your supplies can be kept in your room. There is a central supply area for replenishing supplies. Monitor your use vs. needs.

TEACHER ABSENCES
 Refer to district office procedures when requesting a substitute. Please keep in mind the conditions for taking P.T.O. as stated in the master contract.

TEACHER EVALUATION
 Please refer to Fillmore Central’s Teacher Evaluation Plan.

TELEPHONES
 Students will not be allowed to use classroom or office phones for other than emergency purposes. Teachers are requested to either screen calls or send the students to the office to make calls on the office phone.

TESTING
 State and standardized testing is done to provide data and information that will enable the staff to evaluate and serve the needs of each student and to examine the school curriculum.

TOBACCO FREE SCHOOL POLICY
 Fillmore Central is a tobacco free school. No person shall at any time smoke or use any other tobacco product in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for or controls.

VALUABLES
 Faculty and staff should not leave money or other valuables in their desks or room when they are elsewhere. Students should be warned not bring valuables or money to school. If they do, they should give it to their teacher who is not to be held responsible for loss either way.

TORNADO DRILLS
 All teachers will follow tornado drill procedures as outlined in the district emergency/disaster preparedness plan.

TRANSFERS
 When a student transfers to another school, the classroom teachers are responsible for bringing the required records, report cards, necessary forms, etc. up-to-date and turning them in to the office.
VIDEOS

The use of videos (DVD, VHS, YouTube, etc.) in the classroom should be reserved for educational purposes and care should be taken to prevent their overuse. It is important that the teachers be aware of the rating of a video to be shown and that it is appropriate to the age level of the students viewing it. Any video above a “PG” rating must be approved by parents through a signed permission slip. In order to prevent the overuse of video viewing, teachers are to email the building administrator a short email containing the title of the video and the date of viewing.

VISITORS

Parents are urged to visit school and become acquainted with what is going on in their child’s classroom. A cordial welcome to parents and other visitors should be extended by the first person who encounters them as they enter the school.

- Children are not to bring another child to visit school.
- Visitors must check in at the school office before visiting a classroom.
- If a visitor becomes disruptive while in the classroom, they will be asked to leave the school.