

Rockford High School



2017-18

Supplemental information to the
RAS Staff Handbook
(RHS specific)

TABLE of CONTENTS

RHS Building-Specific Information

INTRODUCTION

[Daily Class Schedule](#)

[Map of RHS](#)

[2017-18 School Year Calendar](#)

[Employee Directory](#)

PART I -- INFORMATION

[Absences](#)

[Announcements and Bulletins](#)

[Calendar](#)

[Complaints](#)

[Copying / Printing](#)

[Crisis Management](#)

[Distribution of Materials for Outside Groups](#)

[Detention](#)

[Forms](#)

[Fundraising](#)

[Hours of Service](#)

[Illness / Injury](#)

[Student Illness](#)

[Student Injury](#)

[Staff Illness](#)

[Staff Injury](#)

[Internet Acceptable Use](#)

[iTeam](#)

[Keys and Security](#)

[Leaving School Premises](#)

[Mailboxes](#)

[Maintenance Repair/Set-Up Requests](#)

[Multimedia Procedures](#)

[Music Lessons](#)

[Parent and Teacher Conferences](#)

[Payroll](#)

[Pesticide Notice](#)

[Photographs](#)

[Pledge of Allegiance](#)

[Purchasing and Receiving](#)

[Recycling](#)

[Safety Regulations](#)

[School Closing Procedures](#)

[Student Activity Accounting](#)

[Student Publications](#)

[Student Transportation](#)

[Surveys](#)

[Suspension](#)
[Technical Support](#)
[Telephones](#)
[Textbooks](#)
[Visitors](#)

[PART II - TEACHER RESPONSIBILITIES](#)

[Classroom Management](#)
[Grading](#)
[Mid-Term and Final Grades](#)
[Incomplete Grades](#)
[Weighted Grading](#)
[Lesson Planning](#)
[Parent Communication](#)
[Passes](#)
[Media Center](#)
[Professionalism](#)
[Room Appearance](#)
[Staff Development](#)
[Supervision](#)
[After-School Activities Supervisors](#)
[Assemblies](#)
[Hallways](#)
[Student Attendance](#)
[Tardiness](#)



INTRODUCTION

Welcome to the 2017-18 school year!

Thank you for being a part of our Rockford High School. I look forward to working with each of you as we strive to provide our students with extraordinary learning experiences.

Our mission at Rockford High School reads as follows:

“Our Learners are Tomorrow’s Leaders”

The purpose of this handbook is to provide staff with a quick reference to many of the fundamental building rules, administrative guidelines, and district policies. This information is intended to supplement the Rockford Area Schools’ District Handbook. The district handbook can be found on the district website at www.rockford.k12.mn.us and is intended to provide you with information pertinent to your employment with Rockford Area Schools. Please read it carefully. This supplement will provide you with RHS specific information, procedures, guidelines for consequences, and general information.

At RHS, we are a team. We have many resources available to support you professionally. Please take advantage of them. I hope this handbook serves as a valuable and helpful resource for you. I look forward to working with you during the 2017-18 school year as we attempt to make this a great year for the students and staff of Rockford High School.

Sincerely,

Dr. Matthew J Scheidler

Daily Class Schedule

	Start	End
1 st Block	8:00am	9:00am
2 nd Block	9:04am	10:04am
3 rd Block	10:08am	11:08am
4 th Block	11:12am	12:42pm
“A” Lunch		
Lunch	11:08am	11:38am
Class	11:42am	12:42pm
“B” Lunch		
Class	11:12am	11:42am
Lunch	11:42am	12:12pm
Class	12:12pm	12:42pm
“C” Lunch		
Class	11:12am	12:12pm
Lunch	12:12pm	12:42pm
5 th Block	12:46pm	1:46pm
6 th Block	1:50pm	2:50pm

Map of RHS



	Rockford High School	
		AED Location
		First Aid Kit Location
	Exterior Door Numbers	

2017-2018 School Year Calendar

[CLICK HERE](#)

Employee Directory

To leave a message for a staff member from an outside line, please call (763) 477-5846. When prompted, dial the 4-digit extension number and begin recording your message after the tone. From within the building, dial the 4-digit extension number and leave a message on voicemail.

SCHOOL BOARD	
Chuck Tryon	Chair
Ted Botten	Treasurer
Amy Edwards	Director
Lia Hall	Director
Jessica Johnson	Director
Kevin Campbell	Clerk
Paul Durand	Superintendent

Office	EXT	Email
Scheidler, Matthew – Principal	3002	scheidlerm@rockford.k12.mn.us
Gordee, Jill – Counselor	3031	gordeej@rockford.k12.mn.us
Grimm, Peter – Director of Teaching & Learning	4005	grimmp@rockford.k12.mn.us
Pratt, Dan – Activities Director	3011	prattd@rockford.k12.mn.us
Support Staff		
Mueller, Anne – Principal’s Secretary	3001	muellera@rockford.k12.mn.us
Larson, Stacey – Activities/Counseling Secretary	3032	larsonst@rockford.k12.mn.us
Swanson, Angel – Student Services Secretary	3000	swansona@rockford.k12.mn.us

Staff		
Agriculture Smith, Clint	smithc@rockford.k12.mn.us	3603
Art (Media/Visual) Cindy Miller	millerc@rockford.k12.mn.us	3104
Business Johnson-Sparrman, Ryan	johnsonsparrmanr@rockford.k12.mn.us	3507
EL Welborn, Stacy	welborns@rockford.k12.mn.us	3209 or 2122
Language Arts Kuck, Brittany	kuckb@rockford.k12.mn.us	3205
Mattson, Kathryn	mattsonk@rockford.k12.mn.us	3400
Merila, Julie	merilaj@rockford.k12.mn.us	3402
Palm, John	palmj@rockford.k12.mn.us	3401
Math Koenen, Bruce	koenenb@rockford.k12.mn.us	3406

Ulen, Cheryl	ulenc@rockford.k12.mn.us	3404
Vasseei, Alex	vasseeia@rockford.k12.mn.us	3303
Walters, Lloyd	waltersl@rockford.k12.mn.us	3405
Music		
Ferdig, Jerald – Band	ferdigj@rockford.k12.mn.us	3703
Gullickson, Brandy – Choir	gullicksonb@rockford.k12.mn.us	3701
Nystrom (school-based mental therapy)		
Duckert, Christine	cduckert@nystromcounseling.com	3023
Physical Education/Health		
Matheson, Jessica	mathesonj@rockford.k12.mn.us	3108
Science		
Hester, Jason	hesterj@rockford.k12.mn.us	3309
Merila, Steve	merilas@rockford.k12.mn.us	3305
Roe, Stephanie	roes@rockford.k12.mn.us	3307
Social Studies		
Houghton, Dan	houghtond@rockford.k12.mn.us	3102
Tauber, Mike	tauberm@rockford.k12.mn.us	3100
Young, Caroline	youngc@rockford.k12.mn.us	3101
Special Education		
Russell, Suzanne	russells@rockford.k12.mn.us	3106
Wurm, Lindsay	wurml@rockford.k12.mn.us	3203
Stariha, Paul	starihap@rockford.k12.mn.us	3207
Holm, Madison	holmm@rockford.k12.mn.us	3302
SUPPORT STAFF		
Custodial		
Larson, Scott	larsons@rockford.k12.mn.us	
Mullen, Maureen	mullenm@rockford.k12.mn.us	4007
Health Services		
Morgan, Becca - District Nurse	morganb@rockford.k12.mn.us	3015
Paraprofessional Support		
Broker, Connie	utesc@rockford.k12.mn.us	3207
Hellman, Pam	hellmanp@rockford.k12.mn.us	3207
Henrich, Amy	henricha@rockford.k12.mn.us	3201
Hoffmann, Alicia	hoffmanna@rockford.k12.mn.us	3207
Koosman, Janel	koosmanj@rockford.k12.mn.us	3207
Peterson, Judy	petersonj@rockford.k12.mn.us	3207
Sieg, Kathy	siegk@rockford.k12.mn.us	3206

PART I -- INFORMATION

Absences

If a sick or emergency leave is requested in advance, you may complete a sick or emergency leave form before the leave. If not, please complete the form when you return to school. The completed form should be given to your building principal for approval. If you do not receive notification from Kelly Services that a sub has been lined up, please contact the RHS office.

Who to Call

Teachers and paraprofessionals need to record all absences with Kelly Services by calling (800) 942-3767 or logging on the internet at www.kellyeducationalstaffing.com. Absences must be called in no later than 6:30 a.m.

Reasons to call Kelly Services directly at (763) 561-1678:

- Prearranged absence - Kelly Services must enter and assign the sub that you have scheduled for your absence.
- If you are having problems with the system and need help.
- If you are a traveling teacher.
- If you have forgotten your ID and PIN.
- If it is after 6:30 a.m. and you are in need of a substitute, call their office directly at (763) 561-1678. (All absences should be called in as early as possible to allow time for us to find a substitute.)

Type of Absences:

- Personal (Must be preapproved by principal)
- Sick Leave
- Staff Development (Must be preapproved by Principal)
- Unpaid—Dock Day (Must be preapproved by Principal)

Substitute Pay

All substitutes are to be paid from district funds. The individual teacher cannot hire and pay his/her substitute.

Substitute Plans

For a substitute to go into a room and do good work, they must have information on the classroom routine, teaching materials, and projects underway.

The Principal's Secretary will keep an updated folder in the office for your substitute.

Please include:

- Seating chart
- Daily schedule
- All schedules, such as music lessons or children to special classes (speech, resource, etc.) should be listed and available.
- TA name/s and expectations
- Plans to be used when a daily lesson plan is unavailable.
- Location of items in your room that a sub may need to use (videos, passes, etc.)

Any other useful information about how you operate your classroom or suggestions for smooth conduct of the class should also be included. This folder must be updated each trimester as classes or situations change. **Daily lesson plans for during your absence should be emailed to the office staff and a teaching colleague. They may also be left on your desk.**

Announcements and Bulletins

Daily announcements for the day will be sent via e-mail to all staff and posted on the Rockford High School Webpage. Announcements should be read aloud to students during **second** period.

A Weekly Parent Bulletin is sent out via email keeping parents updated on News of the Week, Upcoming Events, and Points of Pride. Newsletters are sent out thru the year, via email to parents, with more in-depth Rockford High School highlights.

Staff wishing to have announcements posted in the daily announcements, in the Weekly Parent Bulletin, or Newsletters should submit them by email to the office secretarial staff.

Calendar

Refer to District Policy 602

The school calendar is adopted annually by the school board. A copy of the school calendar can be found at the beginning of the handbook on page vi and on the school district's website at www.rockford.k12.mn.us.

Complaints

Refer to District Policy 103

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Copying / Printing

Each staff member will have a fob to access building copiers and printers. Teachers should not give their fob/keys to students. Please contact the front office to see if there is an office teaching assistant is available to assist.

Crisis Management

Rockford High School will hold five (5) fire, one (1) tornado drill, and five (5) lock-down drills throughout the year. It is important that you regard these drills seriously and know the procedure to follow in case of an actual emergency. You should know the exit routes to use from each of your classrooms. Directions for exits are posted in each room. Staff should familiarize themselves with the procedures found in the red Emergency Procedures three-ring binder located in each classroom. Contact the office staff if this binder is missing from the room.

Blue Team

The Blue team at each respective school is a group of staff members certified in First Aid and CPR that respond to medical emergencies. These staff members have specific roles to allow for a safer and more efficient response. Meetings and drills will be organized and implemented throughout the school year as needed.

Fire

Staff Responsibilities:

- Bring red clipboard with current class rosters
- Take class attendance promptly once safely in designated area (record names of any students not present from your class roster and report to reassembly point person)
- Keep students together in safe area
- Return to the building when an all-clear signal is given by the building principal/designee
- Observe individual evacuation plans for student w/special needs

Lock-down

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- The building principal/designee will issue lock-down procedures by announcing a warning over the PA system
- All students, staff, and visitors will be directed to classrooms
- Lock classroom doors
- Stay away from windows and doorways
- Remain in classroom until an all-clear signal is given by building principal/designee

Distribution of Materials for Outside Groups

Refer to Policy 505 & 904

Principal or designee must approve all materials from outside groups prior to distributing within the school.

Detention

Detention is a consequence for violations of school rules. The assigning of after-school T/TH detention of students is an administrative function. It may follow a teacher's discipline referral. Students may also be assigned in-school detention during WIN time on Tuesdays and Thursdays between 2:50-3:20 pm. The following guidelines should govern after-school T/TH detention supervised by assigned staff:

1. Students must report to detention by 2:50 p.m. and may not leave before their time is completed.
2. Each student must bring work to do or material to read during the entire detention period. Students may not sleep or put their head down on the desks.
3. During detention there will be no talking or non-verbal communicating.
4. No eating or drinking is permitted during detention.
5. If a student is asked to leave detention before their time is completed due to not following detention room rules, their time served does not count and they will serve double the original time assigned.
6. Work or extracurricular activities are not excuses for missing detention.

**** It is the expectation that if teachers assign detention, that detention will be served with that teacher.**

Food Service

Staff may opt to purchase meals through our Food Service program.

2017-18 LUNCH PRICES

Adult Lunch \$3.60

Milk \$.50

Staff will be notified when their balance is at a negative balance. Staff can make deposits to their lunch accounts using Infinite Campus or mailing a check to the high school kitchen, attention: Deb Graunke.

Forms

Staff forms (e.g. Payroll/Payment Voucher, Fundraising Application Form, etc.) are located on the Rockford Area Schools website (www.rockford.k12.mn.us) under Staff Handbook, Department Information and Forms.

Fundraising

Refer to District Policy 511

All fundraising activities must be pre-approved by the administration. Students are expected to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Hours of Service

The basic teacher's day shall be eight hours. In addition to the basic day, teachers may be requested to reasonably participate in school activities beyond the basic teacher's day as may be required by the school its designated representative.

Normal duty hours are from **7:20 AM to 3:20 PM**. Any deviation from this is to be cleared with the principal. The need to meet personal commitments and appointments during these hours should be avoided.

Teachers are to be in their classroom by 7:50 AM each day and are to remain in their classroom for ten minutes beyond the end of the class day to meet the needs of any student who remains after school.

The front office is open between 7:00 AM - 3:30 PM.

Illness / Injury

The district nurse is available within the district daily. The school nurse or nurse's aide will be available in the Rockford High School nurse's office each day.

Student Illness

If a student becomes ill during class time, send the student to the health office with a pass and the health aide will evaluate the situation and if necessary, contact the parent for child pick up. An ill student needs to be sent home through the health office, **not by the student calling home asking to be picked up**.

Student Injury

All school staff should know how to stop bleeding, restore breathing and how to care for shock and minor injuries. If the injury requires more than first aide, the school nurse is called to access the injury. If it requires more care than we can provide safely at school, the parents are called and the child is monitored at home or referred to the doctor.

When an injury occurs, the teacher who witnesses the accident is responsible to prepare and sign the **Student Accident Report** ([CLICK HERE](#)) to attest to its accuracy. This report can be completed by a team of witnesses and the health care attendant (or school nurse). This report is filed in the student's health file. The lack of signatures on an accident report form does not alter the level of staff responsibility for the safety and welfare of a student while under the jurisdiction of the schools. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Staff Illness

If you become ill during the day, contact the office, and they will assist you in procuring a substitute.

Staff Injury

All staff members are covered under Minnesota Worker's Compensation Act. If you are injured at work, please report this to your immediate supervisor immediately. Immediate supervisors will complete an online first report of injury form by asking you several questions. The online form is then submitted by the district office to

the insurance carrier. In the event your immediate supervisor is not available, injuries should be reported to the business manager in the district office.

Internet Acceptable Use

Refer to District Policy 524

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

iTeam

In Tier 1 of the RtI framework, all students receive high-quality, scientifically-based core instruction and curriculum linked to state standards. When a student is not making adequate progress in the core curriculum, teachers may refer the student to the iTeam; who will determine if Tier II instruction, such as supplemental instruction, strategies, and/or programs would be appropriate. During the 2017-18 school year, iTeam meetings will occur on Wednesdays at 2:50 p.m.

Keys and Security

Staff members are issued keys to areas of this building in which they instruct or supervise. **Keys shall not be given to students.** Please keep careful track of your keys. Losing a set of keys can create a tremendous inconvenience and loss to all staff members and students. Rooms not in use should be locked and lights turned off during unassigned periods and lunch hour. All rooms should be locked when you leave at the end of the day. If you are using the copier and/or the staff workroom after the front office staff has left for the day, all doors must be locked when you are finished.

Leaving School Premises

You must report to the office if for any reason you are leaving the school building during school hours.

Mailboxes

Your mailbox should be checked daily so materials do not accumulate. When placing confidential materials in a fellow staff members mailbox, place them upside down; students disperse the daily mail. There is a mailbox for personal mail on the front office counter. Inner-office/building mail is picked up/delivered once per day.

Maintenance Repair/Set-Up Requests

All requests for maintenance or set-up help should be submitted through FMX system - Maintenance Request.

Multimedia Procedures

Multimedia materials and equipment are handled through the media center. Equipment requests should be made before the equipment is needed. You are responsible for the equipment in your room. It is important that you keep the equipment safe from theft. Equipment that can be easily carried away should not be left in the open.

Music Lessons

Students shall be allowed to leave class to attend music lessons with the band or choral director no more than six times during a nine-week marking period.

1. For music students in grades nine through 12 no more than three of the six lessons shall take place during any one class during that same nine-week marking period unless arrangements are made between the music and non-music teacher.
2. Being excused for a lesson is always at the discretion of the non-music teacher. Students will not leave for a lesson more than once a week and the lesson time should not exceed 20 minutes.
3. All pull-out lessons will be provided by contracted school music staff only.
4. Individual lessons provided by Community Education music teachers will be scheduled only during their scheduled band and choir class time.

No student will be required to take these lessons or receive a grading advantage for taking them.

No student seeking these lessons will be discriminated against because of ability level. (All band students have the opportunity for free school-provided private and/or small group lessons depending on available teacher time. Vocal students, grades nine-12 only, have school-provided group lesson time priority.)

Individual school-provided vocal attention is available on a limited basis. Instructors not on the school staff will be arranged through Rockford Community Education.

Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time. For more information on the conference dates for 2017-18 school year, please check out the 2017-18 academic calendar in Part 1 of the handbook or contact the building office.

Payroll

Access your pay stub on the 1st and 15th of each month by using the Electronic Pay Stub. You can look up information relating to:

- a particular pay date
- your leave accounts
- your calendar year to date totals as of the day you log on, or
- your W4 information as of the day you log on.

Go to the district website: District Home, District Office, Staff, Staff Resources, SMART systems. If you have questions, contact Paula Wanous.

Pesticide Notice

A Minnesota state law went into effect in year 2000 that requires schools to inform school employees if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Photographs

Throughout the year, photographs are taken in classrooms and at school activities. The Rockford High School has a high quality camera for STAFF use within classrooms/activities. Staff is encouraged to check the camera out from the office and use it often.

Some of these photos may be published in local newspapers or in Rockford Area Schools' publications/emails/websites. Parents may request that their child's photographs and identifying names not be published. The request must be made in writing and sent to the district office. (This does not apply to pictures of school events taken by the news media.)

Pledge of Allegiance

Refer to District Policy 531

At Rockford High School the Pledge of Allegiance is recited each week, led by a student/students/staff member over the intercom.

Purchasing and Receiving

How to place an order and obtain approval for payment:

- **Step 1** Staff member completes an online order request through the SMARTeR System and transfers it electronically to the account clerk.
- **Step 2** Staff member alerts Principal's/Activities Secretary that an order has been placed in SMARTeR System. Principal's /Activities Secretary applies appropriate account code and routes the requisition to appropriate administrator for approval and to be encumbered to budget. After the requisition is approved, the District Office Account Clerk (Sara Pepin) transfers it to the purchase order status, and it is either mailed, faxed, or e-mailed to the vendor.
- **Step 3** Account clerk e-mails requisitioner status of order being sent. (no photo copies of purchase orders will be made).
- **Step 4** Order is shipped to appropriate building and delivered to requisitioner's area by custodial staff.
- **Step 5 Requisitioner/Receiver of goods checks order for accuracy, signs packing slip for approval and sends via inter-office mail to district office account clerk on the same day or as soon as possible after the items are received.**
- **Step 6** Account clerk matches packing slip to invoice and issues payment through Smart Finance.

All items are done in a timely manner as to not receive finance charges or late fees. Public schools are required to pay all invoices within 35 days of receipt by state statute.

Summer Orders: Summer orders will request that delivery not be accepted until August 1st unless noted that it is needed earlier. Items delivered August 1st through the beginning of the school year will be kept in a central area, checked in by district office/custodial staff and then delivered to appropriate classrooms.

Recycling

Refer to District Policy 805

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

Safety Regulations

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

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

School Closing Procedures

Refer to District Policy 806

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Notifications will be placed on the district website, www.rockford.k12.mn.us, and through the Infinite Campus Parent Portal.

School closing announcements will be broadcast over KARE (11) TV and also placed on their website at www.KARE11.com (click on School Alert). Announcements may also be made to radio station KRWC (1360) - Buffalo, WCCO (4) TV, KSTP (5) TV and KMSP (9) TV.

Generally, school will be in session if it is felt that the buses can make their routes in relative safety. Even if school is in session, parents are asked to assess their situation and determine whether or not it is safe for their children to attend school on a particular day. If parents determine not to send their child to school due to deteriorating weather conditions, the absence will be excused.

Student Activity Accounting

All staff that collect fees are responsible for completing deposit slips and complying with district finance regulations. All cash should be kept locked and submitted to the District Office in a locked money bag (via the Student Services or Activities Secretary).

All staff advisors to student organizations are required to comply with established purchase order procedures. All necessary forms and information are available in the office. No items may be purchased without a purchase order. No bills will be paid unless a correct purchase order has been secured in advance. All members of the coaching staff will obtain necessary permission for purchases from the Activities Director.

Student Publications

Refer to District Policy 505, 512, 904

Posters, signs, and circulations must be approved by administration. For students and employees, approval is needed 24 hours in advance of desired distribution time. For non-school persons, approval needs to be obtained five (5) days in advance.

Student Transportation

No Employee Transportation of Students with Personal Vehicles

Refer to District Policy 710

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

Surveys

Refer to District Policy 520

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations. A complete copy of the school district's "Student Surveys" policy may be obtained on the district website at www.rockford.k12.mn.us.

Suspension

The suspension of students is an administrative function. It can follow a teacher's discipline referral.

Technical Support

All requests for technology assistance or set-up help should be submitted through FMX by going to www.rockford.k12.mn.us and clicking the Staff menu and FMX System.

Telephones

Employees are not to make any personal long distance calls that will be charged to the school on school phones.

Textbooks

Be sure that all textbooks are stamped and numbered, if not utilizing the Media Center's barcode system. Record the number of the book given to each student on a proper form or paste in your lesson plan book. Check this number against the number in the book he/she returns at the end of the trimester/year. Textbooks are to be issued and collected by the teacher using them. It is advisable that they be checked periodically to see that students are taking proper care of them. Fines are collected at the end of the trimester for all lost or misused books. If you need help in determining appropriate fines, please consult the principal. A complete inventory of all textbooks will be requested of each teacher at the close of the school year.

Visitors

Refer to District Policy 903

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee-working environment.

PART II - TEACHER RESPONSIBILITIES

Classroom Management

Good classroom management describes a school setting where a classroom is run on a successful educational plan.

Good classroom management leads to learning respect for self, others, school subject matter, and education itself. Good classroom management is essential to the learning process. Teachers are expected to command their classroom. A classroom environment conducive to teaching and learning should prevail. The welfare of each individual student is the responsibility of the teacher.

It is expected that every teacher will clearly communicate, in writing, their classroom learning and behavior expectations. Consistent application of those expectations is critical to successful classroom management.

Discipline should be primarily handled in the classroom. However, situations do arise where sending the student to the office to process with an administrator is necessary due to either safety or educational concerns. When sending a student to the office, please call a school secretary to notify them of the student that will arrive as well as the reason for the office visit. Fill out a Behavioral Referral in Infinite Campus. Be aware of how you respond to a student in these situations. Do not engage the student in ways that may escalate the situation. Maintain a professional approach; do not engage in a power struggle with the student. Additionally, there's no quicker way to create an unmanageable situation than to grab or strike a student. The result of such action is the loss of student respect and conflict with parents. However, it is permissible to physically restrain a student to prevent harm to the student or others.

Sending a student out of the room draws attention to a possibility that the student is in need of help from people in special services. The special services department includes the counselor, LD teachers, IH teacher, EBD teachers, DH teachers, the principal, psychologist, social worker, nurse, and any agency that can help bring about a solution to the problems presented by the student's behavior.

Grading

The Parent Portal is a vital communication tool between the school and home. Parents may access their child's attendance, academic progress reports, report cards, health records, and lunch account information through the Parent Portal. Student grades must be updated weekly to ensure that parents have timely access to information.

Mid-Term and Final Grades

Grades should be submitted by the deadline given by the school counselor. This allows report cards to be printed and ready for conferences, or mailed in a timely manner.

Incomplete Grades

Incomplete grades must be made up within two (2) weeks following the end of the marking period. If the incomplete grade is not made up within the two (2) week time period, then the grade will turn to a failure or the

grade earned by the student without the make-up work turned in. Please contact the office if extenuating circumstances apply.

Weighted Grading

The rationale for weighting: additional weight is given for courses that are designed to develop a high degree of productivity including substantial homework and written testing requirements. Classes weighted include all Advanced Placement (AP) and College In the Schools (CIS) classes.

Weighted classes will receive a two grade increment increase. On a 4.0 scale, weighted classes will be given a .66 boost. (Example: 3.0 grade in a weighted class on 4.0 scale becomes 3.66.)

College courses taken by PSEO students, deemed by Rockford High School to be equivalent to its eligible courses, are eligible for weighted grading.

If a student takes a weighted class at Rockford High School, that student cannot receive weighted grading for the equivalent class taken at college.

Lesson Planning

The responsibility for organization and execution of an instructional plan is that of the individual teacher. This vital component of the teacher's job is challenging and complex.

Parent Communication

Communication between parents and teacher is vital. Teachers are strongly encouraged to contact parents when academic or behavioral concerns arise. It is expected that parents will be contacted if their child's grade is below passing.

Teacher websites are another extremely valuable communication tool. Teachers now have a google classroom. Each class page must, at the minimum, include:

1. Contact information
2. A brief course description
3. Timely information (ideally, this information will include upcoming assignments, due dates, and other pertinent information)
4. Website tools in use (tools not in use should be hidden)

Teachers are encouraged to use their websites to communicate information about upcoming assignments and events; share resources; and provide other pertinent course information.

Additional opportunities to communicate about what is happening in the classroom include, but are not limited to, weekly bulletins, monthly newsletters, the Rocket Report, emails, and phone calls.

Passes

Teachers are responsible for the students assigned to their classes during the time classes meet. Issue passes with some caution and maintain a pass sign-out list on your desk. No student is to be out of the classroom without a pass.

Professionalism

All staff members are expected to present themselves professionally and in accordance with the Code of Ethics for Minnesota Teachers.

Room Appearance

Make your room a pleasant place in which to be, and insist that your students treat school property with care and respect. It is the teacher's responsibility to, at the end of the day, leave the room in a condition that will allow the custodial staff to perform their cleaning tasks. Take a few minutes at the end of the school day to have your students straighten out the room. Do not use pushpins or tape on the walls.

Staff Development

Complete the following process for any staff development:

1. Complete Staff Development Form found on the Rockford website (Staff=> Staff Resources => Staff Development Form)
2. At a minimum of 2 weeks prior to the event, the form must be routed to the appropriate person listed below:
 - a. Q-Comp requests: Q-comp coordinator
 - b. Special Education: Special Education Coordinator
 - c. All other requests: Building Principal
3. Form will be Approved or Not Approved
4. Forms (Approved and Not Approved) will then be routed to the Director of Teaching and Learning
 - a. If Not Approved, person will be provided with an explanation
 - b. If approved, schedule a substitute through Kelly Services
 - i. The Director of Teaching and Learning will approve a substitute through Kelly Services
5. All completed forms will be housed in the District Office and tracked by the Director of Teaching and Learning.

Supervision

All teachers have responsibility for maintaining and promoting an atmosphere in the school that is pleasant, positive, and productive. Whether in the classroom, in the hallway, in the cafeteria, outside the building, at an athletic event, or on a school bus, the teacher is a role model and a manager of the educational well-being of all students. It is a teacher's duty to correct inappropriate behavior whenever or wherever it occurs. Taking immediate and decisive action in instances of errant behavior contributes to the improved behavior of the students immediately involved as well as to the overall school atmosphere.

2017-18 Supervision Schedule

A weekly supervision schedule exists for before and after school supervision. Staff are welcome to trade with other staff members as needed due to scheduling conflicts. Staff are expected to be out in the hallways between classes.

After-School Activities Supervisors

Advisors are to be present during the time any student or student group is meeting after school hours. School keys are not to be given to students. The advisor is responsible for checking to see that all lights are off and doors are locked at the conclusion of the activity.

Assemblies

All teachers, unless excused by the principal, are to be present at all assemblies, lyceums, pep fests, and the like. Supervision will eliminate or prevent most discipline problems. Teachers are to take seats in the bleachers or auditorium among the students.

Hallways

Stand outside the doorway to your room when classes are passing. In addition to your classroom, all teachers have a responsibility to take care of problems arising in their presence. If you do not think you can properly take care of a situation, seek help from another teacher or the office.

What students do before school, between classes, or at lunch affects what they do in the classroom. Each teacher is obliged to do whatever necessary to make that affect positive. When you quell unruly activity, show concern for a disaffected or disturbed student or support a colleague by carrying out either school policy or common codes of acceptable conduct. You are performing an essential teacher task, i.e., the creation of an atmosphere in which learning can take place. THANK YOU FOR YOUR HELP!

Student Attendance

Every teacher must take attendance every period, every day, as early in the ~~block~~ **period** as possible. Be sure to include tardy information when recording attendance.

Instructors who will be absent with students for activities are to email a list of these students to the RHS staff.

Tardiness

Insist that your students be on time to class. Teachers are to handle student tardiness in their own way. Be sure to record all tardies. Do not send students to the office for being late to class.