

# **Renville County West Schools ISD #2890**



## **Teacher Guidebook 2025-2026**

**ISD #2890 does not discriminate based on race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.**

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## INTRODUCTION

This guidebook has been prepared to acquaint you with the applicable policies, procedures, practices, and benefits of RCW Schools. It is intended to provide you with information about the district that will be helpful to you in the course of your employment. Because of this, we expect you to take the time to read it and become familiar with its contents.

The guidebook is simply a summary of the district's current policies, procedures, practices, and benefits for personal education and should not be construed as a legal document. It is not a contract of employment.

This guidebook is intended for teachers of RCW Schools. The word "teacher", shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota but shall not include Superintendent, assistant superintendent, and principals who devote more than 50 percent of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

## General

### ANNOUNCEMENTS

Daily announcements are sent to all staff and students to read independently. The Pledge of Allegiance is said on Mondays as a district. On the other days, the elementary staff lead it on their own in the classroom.

Daily Roar- provides daily announcements and information

Weekly Roar- provides announcements and information for upcoming events, activities, and opportunities.

### ATTENDANCE AT WORKSHOPS OUTSIDE OF THE DISTRICT

If you are going to attend a workshop outside of I.S.D. #2890:

1. You need to fill out the proper request forms.
2. Upon approval:
  - a. Request a sub and prepare sub plans to either be left in the Subfolder or the Google file
  - b. In the event of a group, carpooling or requesting a school vehicle is recommended.
    - i. The district reimburses mileage at the federal rate. Obtain forms for requesting reimbursement from the office. Mileage should be submitted monthly.
3. Receipts must be attached to the expense reimbursement form for all meals, room charges, and other reimbursable expenses. (See Policy 446)
  - a. If a meal is provided at the workshop, the district will not reimburse for that meal.
  - b. Obtain forms to request reimbursement from the office.

### BASIC CLASSROOM CARE

1. Students should not be allowed to put their feet on desks or furniture or to sit on tables or furniture not intended for sitting.
2. Check the condition of classroom furniture daily; report any damage immediately to the principal, their designee, or custodian.
3. Rooms, desks, and cabinets should be locked when not in use.
- 4. Students should not be allowed to use rooms without supervision.**
5. The room should be left at the end of the day the same way it was found at the beginning. Students should be asked to help in keeping the room clean and neat.

## CELL PHONES AND ELECTRONIC DEVICES

Student cell phone policy is in the student handbooks.

### Purpose Statement

Renville County West School is committed to minimizing distractions and promoting positive social interactions to create an optimal learning environment. This policy outlines the acceptable use and management of cell phones, other communication devices, and **personal electronic devices (PEDs)**, including smartwatches, earbuds, and AirPods) during school hours.

### General Statement of Policy

Students are encouraged not to bring cell phones or other electronic devices to school, **including smartwatches and earbuds (such as AirPods)**. If students choose to bring a cell phone/device to school, the expectations are as follows:

- A. Cell phones, electronic devices, other communication devices, and earbuds/AirPods will be kept in student backpacks or lockers during instructional time and must be turned off. This includes, but is not limited to, classrooms, hallways, and restrooms unless explicitly permitted by school personnel.
- B. Cell phones and PEDs are not to be used at any time in the classroom unless authorized explicitly by the teacher.
- C. **Staff** will model appropriate use of cell phones and PEDs, ensuring they do not use devices during student contact time for personal reasons.
- D. **Visitors** must silence their devices upon entering school premises and refrain from using them in a manner that disrupts the educational environment.
- E. Students who need to contact their families during the academic day must ask permission to use our office phones. Parents are encouraged to contact the office if they need to relay a message.
- F. Students who bring a phone to school assume the risk of damage, theft, or loss of their device.
- G. Students may use their cell phones, smartwatches, and earbuds/AirPods before and after the academic school day. This includes:
  - a. Checking in or responding to family members.
  - b. Sending and receiving appropriate communication with friends.
  - c. Sharing school-appropriate material with friends.
- H. **In grades P-6, cell phones should not be used during the school day and should remain in the student's locker. In grades 7-12, cell phone use is allowed during lunch only.**
- I. Corded headphones will be allowed at designated times for instructional purposes only on school-approved devices.

- J. Cell phone use is prohibited in locker rooms and bathrooms during school functions, both on and off campus.
- K. Phone usage during lockdown and fire drills is prohibited.
- L. Using a cell phone to record or take photos of staff members or other students is strictly prohibited without prior permission.
- M. Recording or taking photos of classmates with the intention of bullying or harassing them is not permitted. Students who violate this policy are subject to the district's Bullying and Harassment Policies.
- N. Social media, apps, or any other function of a cell phone or device to spread rumors, bully, make fun of, exclude, or disrupt the school environment is not permitted.
- O. Sharing or asking classmates for inappropriate or sexually explicit content is not permitted.
- P. Students who need to leave the classroom for any reason must obtain direct permission from a school staff member (e.g., principal, nurse, secretary) to access their devices.
- Q. Students on field trips or road trips for extracurricular activities will follow the guidelines set by the staff member supervising the event. Cell phones may not be used in restrooms or locker rooms during school trips.

**\*\*Unauthorized Use of Electronic Devices:\*\*** If any electronic device, including cell phones, is used or seen during school hours without prior approval from a teacher or staff member (excluding lunchtime), it may be confiscated by any staff member. Each violation will be documented in JMC, allowing parents to be notified. Violations are not limited to a single classroom; regardless of where they occur, each infraction will count toward the total number of infractions. The total number of infractions will reset each year.

- **\*\*First Infraction:\*\*** The device will be sent to the office and remain there until the end of the school day. The student may pick it up at that time.
- **\*\*Second Infraction:\*\*** The device will be sent to the office. It will remain there until the end of the day and will need to be turned into the office the following day.
- **\*\*Third Infraction:\*\*** The device will be turned in to the office and must be checked in each morning for the remainder of the week. A parent or guardian must come to the school to retrieve the device. A cell phone use plan will be developed in collaboration with the parent/guardian and school administration. Administration may hold the phone during the days or not be allowed on site.

## **CLASSROOM MAINTENANCE & REPAIRS**

Teachers can expect a clean room at the beginning of each day. Please report to the principal if a continual problem exists around cleanliness due to a lack of proper daily maintenance. If a repair is needed within the building, submit a maintenance request that is located in the office and place completed forms in the custodian mailbox. If the problem is not resolved within 48 hours, contact the principal. The building custodian will inform staff when the request is resolved. Staff are expected to keep their room in a neat, clean, and organized condition. Chairs should be put up at the end of the school day to allow sweeping and vacuuming.



## **CODE OF ETHICS FOR MINNESOTA TEACHERS**

- A.** A teacher shall provide professional educational services in a nondiscriminatory manner.
- B.** A teacher shall make a reasonable effort to protect the student from conditions harmful to health safety.
- C.** In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D.** A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E.** A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F.** A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G.** A teacher shall not deliberately suppress or distort subject matter.
- H.** A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I.** A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J.** A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

### **Statutory Enforcement of Code: Complaints, Investigation and Hearing**

MN STAT 214.10 Complaint, Investigation, And Hearing

## **CORPORAL PUNISHMENT PROHIBITED**

[Refer to Policy 507](#)

### **Purpose Statement**

The purpose of this policy is to describe limitations on the use of corporal punishment or prone restraint upon a student.

### **General Statement of Policy**

No employee or agent of the school district or charter school shall inflict corporal punishment or use prone restraint upon a student.

## **CUMULATIVE RECORDS**

The pupil's cumulative records are on file in the district office. Any teacher who wishes to review the records of the students in their class may obtain the folder by getting it from the secretary. **Cumulative records may never be taken from the building.**

## **CURRICULUM DEVELOPMENT**

### **Purpose Statement**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### **General Statement of Policy**

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

In recognition of the necessity of developing long-term goals for instruction and the need for communicating these goals throughout the school system and the community, teachers and administrators in I.S.D. #2890 have developed and adopted extensive curriculum guidelines in most subject areas. To ensure that we do not leave gaping holes in the student's education or, on the other hand, needlessly duplicate things that have already been covered in other subjects or at other grade levels, it is your responsibility, as a classroom teacher, to familiarize yourself with the curriculum in your subject area, both at the level you are teaching and at other levels. It is also your responsibility to see to it that the curriculum in your assigned area is covered in adequate depth and breadth, and with an acceptable level of student comprehension before you proceed to areas outside those specified in the curriculum document.

Members of staff will be asked to meet on a cyclical basis to evaluate curriculum already in place, design new curriculum, modify existing curriculum, review the results of achievement tests and statewide assessment tests in their areas, and review textbook series for adoption. These curriculum development meetings are an integral part of the instructional process. An effort will be made to schedule them with as little disruption of the educational process as possible. All members of staff who are invited are expected to attend. Substitute teachers will be provided as needed and should be given detailed instructions as usual. Most meetings will be held before or after school and occasionally throughout the summer.

### **DAILY SCHEDULES**

High School daily schedules must be posted in your classroom.

Elementary daily schedules must be posted in your classroom. The master schedule must be followed unless approved by the principal.

Schedule changes need to be updated and posted throughout the year.

## **DIGITAL CONTENT CODE OF CONDUCT**

ISD #2890 strongly believes in creating a learning and working environment that is positive and welcoming to all.

We encourage the use of social media and digital communications to connect and collaborate with our community. We also encourage employees to remember that even outside of school hours, they are seen as employees of the school district. We are working together to achieve a positive, informed, communicative school community.

### **Blogs, Wikis, Podcasts, Digital Images & Video**

#### **Personal Responsibilities**

- ISD #2890 employees are personally responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time— protect your privacy.
- When posting online, please remember that you are an employee of ISD #2890 and a representative of your colleagues, students, parents, and the school community.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies on a personal page that contains students if you do not have express parental consent.
- There are many websites that allow users to share personally created movies. You are responsible for all you do, say, and post online, including videos. Anything posted online should represent you in a professional manner, as others will see you as connected to ISD #2890. It disrupts learning when teachers, employees, and staff post videos with questionable content.
- When posting online, be sure not to post confidential student information.

### **Facebook, Twitter and Instagram**

#### **Personal uses of social networking sites**

- ISD #2890 staff and employees are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as tweets and status updates will be visible and public for a long time.
- By posting comments, having online conversations, etc., on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings, what you ‘say’ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.

- Comments related to ISD #2890, its employees, staff, and/or events related to ISD 2890 should always meet the highest standards of professional discretion. When posting, even in the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality and an extension of your professional life and classroom. If it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online.
- Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional. #(Hashtags) that tag students and provide personal financial gain are prohibited. ISD #2890 students are not to be used as promotional material.
- All ISD #2890 employees who choose to utilize Facebook, Twitter, Instagram, or any other social media platform to provide classroom information to students and parents must create a "teacher" page or classroom group. Posts must be exclusively about classroom or school activities.

## **DRESS CODE POLICY**

Employees of the District are obligated to dress appropriately for the job. **No torn/holey clothing.** Contact your building administrator with questions.

### **Purpose Statement**

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

## **DISTRICT DISCIPLINE POLICY**

[Refer to Policy 506](#)

## **Purpose Statement**

This policy's purpose is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

## **Positive Behavioral Interventions And Supports (PBIS) - Elementary**

The goal of PBIS (Positive Behavioral Interventions and Supports) is to increase academic achievement and foster the social development of all students. It is a school-wide framework for helping all students achieve important social and learning goals. Rather than focusing on the response or punishment when misbehavior occurs, this approach introduces and models behavior expectations and then recognizes students when positive social behaviors occur. The purpose of PBIS is to establish a school climate in which appropriate behavior is the norm.

As part of this initiative, much work has been done to build **Future Ready, Jaguar Proud**, School Wide. Expectations for behavior are clearly posted throughout the building, school grounds, buses, and at all school-related activities. A common language has been developed for everyone, including students, administration, teachers, support staff, bus drivers, paraprofessionals, and guests. A system has been established to recognize students for their positive behavior, academics, and attendance. The following four behavior expectations have been established for all areas of RCW Schools:

HEAR the ROAR, FEEL the ROAR, and BE the ROAR

**R: Relationships:** Building connections and accepting others.

**O: Ownership:** Being responsible for you and all you do.

**A: Achievement:** Giving YOUR best to achieve success.

**R: Respect:** Showing kindness to everyone and everything.

## **E-MAIL**

Staff will receive district news, updates, and notifications of changes through email. Employees should monitor their email on a regular basis and respond to emails within a reasonable amount of time.

**Staff are not expected to monitor or respond to district emails outside of their duty day, except in an emergency.**

**Please remember that all emails are public data and may be requested to be viewed by the community at any time.**

## **EMPLOYEE HARASSMENT**

[Refer to Policy 413](#)

### **Purpose Statement**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

## **EXTRA ASSIGNMENTS AND RESPONSIBILITIES**

In addition to the basic school day, teachers may be required to reasonably participate in school activities beyond the basic teacher's day, as is required by the School Board or its designated representative. The normal duties for teachers include a reasonable share of co-curricular and supervisory activities as determined by the principal, superintendent, or School Board. Junior and senior class head advisors may be assigned, with the provision that chaperoning the senior class trip is not a part of the assignment. Assignments of extra-curricular activities are by mutual agreement. However, once an assignment is accepted, the teacher must give notice by May 1 to be relieved of the assignment for the following school year unless by mutual agreement.

## **FACULTY COMMITTEES**

Various committees are formed during the year to study school problems, resolve issues, or perform specific tasks.

## **FAMILY INVOLVEMENT**

School District #2890 firmly believes that the future success of the children in our schools depends on the commitment and effort of those students, their families, and the Staff of I.S.D. #2890.

Therefore ISD #2890 supports parental involvement activities in:

1. Creating awareness about educational programs and issues.
2. Fostering cooperation among school personnel, parents, students, and community members in working together.
3. Assuring a climate of respect and valuing the diversity of our communities.
4. Empowering all parents and students to be involved in achieving common goals.
5. Fostering communication and involvement activities will ensure that all families have the knowledge to become active, effective participants in the education of children.
6. Working toward the equal involvement of parents and educators in decision-making and the active involvement of students in decision-making.

7. Supporting the cooperation among families, schools, and agencies to provide coordinated support and service to children and their families.

## **Wednesday Evenings**

By tradition, no evening activities are to be scheduled by the school on Wednesday. This night has been set aside for the family to be together and to provide an evening for other community organizations to sponsor activities.

## **FIELD TRIPS**

### **Purpose Statement**

This policy provides guidelines for student trips and identifies the general process for reviewing and approving trip requests.

Field trips are encouraged and occasionally used to enhance learning or subject matter that is taught in the classroom. These field trips should be well organized and relevant to the class material being studied. The following criteria and procedures should be used when organizing and planning a field trip:

1. The teacher should first discuss the possibility of having a field trip with the principal and complete the Field Trip Request Form.
  - a. Forms are found in the mailroom in the K-12 office
2. Specific items should include:
  - A. costs to the district
  - B. transportation - request must be made 2 weeks before the field trip
    - a. Place in principal's box for approval
    - b. If approved, the Principal will turn into the transportation director
  - C. supervision/chaperones - not less than 2 for elementary classes.
    - a. Communicate with the special education case manager if para support is needed for a student. Parents should be asked if they would like to attend.
  - D. Parent chaperones must have a background check completed before the trip
    - a. HR has the form for parents to complete. Try to allow 2 weeks before the trip for background checks to be conducted.
    - b. Parents only need to complete this one time.
  - E. educational value and worth
  - F. time/date and agenda of the trip
3. All students should be attending unless there is a safety concern, which should be reported to the principal to determine if the student is eligible to attend.

## **FUNDRAISING**

[Refer to Policy 511](#)

## **Purpose Statement**

The purpose of this policy is to address student fundraising efforts.

## **General Statement of Policy**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraints to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

All fundraising activities must be approved in advance by the administration. Upon approval, complete all appropriate forms and follow procedures as listed in the policy.

No money should be left on a faculty member's desk. Each staff member should turn in all money received during the day to the district office with the proper form(s).

Funds must be used “by the students for students”.

## **GENERAL SUPPLIES**

All general supplies are ordered in bulk and stored in the secretary's closet. If you need a general supply, contact the office.

## **HANDLING OF BODY FLUIDS (BLOOD-BORNE PATHOGENS)**

Call the office to report, and a custodian responds. Monitor the area until the custodian responds to prevent other individuals from coming in contact.

## **INCLEMENT WEATHER PROCEDURES**

An instant alert will be sent to all staff. For late start or school closing announcements, all employees may listen to local radio or television stations.

If a late start is announced, staff will report at the later start time. For example, if a two-hour late start is announced, teachers will report by 9:30 A.M.

If school is closed for an entire day, staff will not be required to report. If the days exceed the currently scheduled snow-make-up days on the school calendar, a make-up day may be scheduled.

Teachers must fulfill their contracted days. As such, E-Learning is an opportunity for the district to meet the requirements of hours in a year of student instruction and at the same time allow teachers to meet their contractual requirements for days. The following are the expectations for



### **E-Learning days:**

1. Teachers will be available by email or Zoom to students during regular school hours to assist students in their learning.
2. Teachers will have lessons prepared that are both paper/pencil and broadband-based to meet the needs of all students.
3. If a student needs paper or pencil work, it will be provided in advance (if possible). If not, accommodation will be made so that students have 2 (two) days after returning to school to turn in the work.
4. Lessons must be enrichment or reinforcement in nature and not new learning or final assessments.
5. Attendance must be taken for the classes of high school teachers and for the day of elementary teachers.
6. If a child cannot complete the work due to attendance in a daycare or having to attend to a younger sibling, the child shall not be negatively impacted. They will have 2 (two) days after returning to school to turn in the work.

### **INTERNET ACCEPTABLE USE AND SAFETY POLICY**

#### **[Refer to Policy 524](#)**

#### **Purpose Statement**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

#### **General Statement of Policy**

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 the preparation of citizens and future employees. Access to the school district computer system and 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.

### **INVENTORIES**

Teachers will be required to update room and curriculum resource inventories at the end of each school year and every new curriculum purchase.

## **Textbooks**

Each teacher is responsible for issuing the necessary textbooks to the students. Teachers are to keep accurate records of the condition of books and to whom they are issued. Damage or loss of texts should be reported to the office at the end of the year so that the appropriate charges may be assessed.

## **KEYS/BADGES**

Each member of the staff will be issued the necessary keys/badges by the district office. The keys are regulated by the following guidelines:

- A. Only adult school employees will be issued keys/badges.
- B. No staff member is to be in possession of a school key/badge that has not been properly issued by the district office.
- C. Any staff member who unlocks the building after school hours is responsible for the students and/or adults who enter and will be certain that the building is secure when the staff member leaves. This especially pertains to "open gym" on weekends.
- D. Lost keys/badges can be replaced, and a replacement fee will be assessed. Report lost keys immediately to the building principal.
- E. Staff are not allowed to give keys/badges to students.

## **LESSON PLANS**

Whereas the curriculum document is the most concise explanation of the content of the educational program, your lesson plans are the most accurate depiction of what is happening in your classes. Lesson plans are important for several reasons - (1) supervising and evaluating your teaching; (2) briefing substitutes in the event of your absence; (3) monitoring your progress and the appropriateness of the curriculum; and (4) providing teachers at other levels and parents with descriptions of what you are doing.

Protocol:

Elementary Lesson Plans- Stored on Google Shared Drive- Grade Level Folder

- Complete the week before the lesson is taught
- Learning Targets and standards being addressed should be documented in the lesson
- If you use a planner for detailed lesson plans- scan lessons and place them in the drive under your shared folder.

High School Lesson plan- Stored on Google Shared Drive

- Completed the week before the lesson is taught
- Learning Targets and standards that are addressed should be documented and accessible

Teachers taking any leave of absence must have a basic guideline of lesson plans available for the substitute. The substitute will work with the collaborating teacher (preK-6) to continue common planning. In addition, all teachers need to have emergency sub plans easily accessible by a partner teacher and/or on the desk.

## **LICENSES**

Some employees of the District are required to be licensed. It is the responsibility of the employee to keep their license current. Copies of licenses must be submitted to the Human Resources Department as they are received. The District reserves the right to remove an employee from employment if their necessary license is not maintained.

## **LOCATION OF CLASS**

Please notify the office if you wish to have your classes meet in a location other than assigned. All classes which leave the building must be signed out by the classroom teacher at the office. Radios (walkies-talkies) must be used when outside. If radios are unavailable, other communication must be established before leaving the building.

## **MAIL**

A basket for outgoing mail is in the office. Teachers will be notified when packages arrive via email. When possible, packages will be delivered to classrooms. Please affix the proper postage to all personal mail.

## **MAILBOXES/EMAIL**

The school district provides each teacher with a mailbox in the staff mail room located off the office.. Mail and other materials are distributed to staff through these boxes. Staff members are asked to check their mailboxes daily. Communication is also done via email. Staff are asked to check their email regularly and respond within 24 hours if a response is needed.

## **MALTREATMENT OF MINORS AND VULNERABLE ADULTS**

All employees of the District have an obligation to report maltreatment of minors and vulnerable adults if they have reason to believe someone is being neglected or physically or sexually abused. The employee will immediately report to the local welfare agency, an agency responsible for assessing or investigating the report, the police department, or the county sheriff. The employee may also request help in reporting by contacting their immediate supervisor.

## **MAKE UP WORK**

### **Absenteeism**

- Students must make up all missed work.

- Two days are given for every day missed unless an extension is arranged with the teacher.
- Known assignments and tests for the missed day are due upon return.
- Make-up work for prearranged absences should be picked up no more than two days in advance.

## **MANDATED REPORTING**

All public school employees have a responsibility to be mandatory reporters under the Abused and Neglected Child Reporting Act. Any school employee who suspects a child is experiencing abuse of any form must report that abuse to the local social services. Once reported, the Social Services will do an investigation.

### **Minnesota Statute 626.556- Reporting of Maltreatment of Minors**

All school employees are Mandated Reporters. Child Protection Assessments are conducted in response to reports of children being abused or neglected by caregivers. Family Services and Law Enforcement are required by law to cross-report any child protection reports. The purpose of child protective services is to help protect children from physical abuse, neglect, and sexual abuse. The goal is to help families get the services needed so children do not need to continue to be abused or neglected.

### **How do I Report Abuse or Neglect?**

Complete the online form before you make a call to Renville County Social Services: at 320-523-2202 if you believe that a child is being hurt or neglected. Doctors, school employees, and ministers are required by law to report suspected child abuse or neglect. Other people, such as neighbors or relatives, are encouraged to also report if they think a child is being abused or neglected. Please contact your supervising teacher or principal to complete a Suspected Child Abuse/Neglect Report.

### **What will happen when I call?**

County child abuse staff will decide if your concerns fit within the statutory definitions of abuse or neglect. If so, a child protection worker will meet with the family to assess the situation. The name of the person making the report will not be shared with the family unless the reporter agrees or the court compels it. Child protection will work with local law enforcement and individuals who know the child, such as doctors or teachers, if necessary.

## **PARAPROFESSIONALS**

Teachers who supervise paraprofessionals are responsible for helping create schedules and daily routines that meet the students' needs. Teachers are also responsible for communicating with paras who work in their classroom at least once a week.

Constant communication is open between paraprofessionals, teachers, and principals. The responsibility to keep the communication open is jointly held among all various groups. Clear, open, and continuing communication is a priority.

## **PAYROLL INFORMATION**

### **Pay Periods:**

Licensed staff will be paid in twenty-four (24) equal installments on the 15th and last days of the month.

When the 15th or last day of the month falls on Saturday, Sunday, or a legal holiday, payments will be issued on the preceding workday.

Summer paychecks will be issued on May 31st.

### **Direct Payroll Deposit**

RCW Schools uses direct deposit for payroll. Employees need to submit a direct deposit form to HR every time they want to change the place where their paycheck is deposited. Further information is available from HR.

### **Pension Plans (TRA)**

State law requires public employees to belong to pension plans administered by the Teachers Retirement Association (TRA). Minnesota Statutes Chapters 353 and 354 set the rates for employer and employee contributions.

If you have any questions, please call the toll-free numbers listed below: TRA (for licensed staff) 1-800-657-3669

### **SMARTeR – Employee Self Service**

RCW Schools utilizes a paperless payroll system. **Employee Self-Serve** is an online program that allows employees to view/print their own pay stubs, W2s, and other information **whenever** they need it. Employees can see more detailed information regarding their leave time and view pay information the day before payday. The District Employee Self-Service (ESS) site can be accessed from the District's home page at <https://www.rcw.k12.mn.us/>. Click on "District," then "Employee Portal," then "Employee Self-Service."

### **Information on Logging in to ESS:**

If you are not familiar with the Employee Self-service program, please follow the directions below after you've connected to the district website address:

1. Put in your password.
  - a. Your User ID is your employee number. If you can't remember it, you can look at a previous pay stub. If you can't find that, please contact HR. If you

can't remember your password, use the "Forgot Password" feature on the login page.

2. Click on Login. \*\*After three unsuccessful attempts, you will be locked out. If that happens, you will need to contact HR to reset your password and unlock your access.
3. Choose the option for Two-Step Verification
4. Enter the verification code.
5. Once you are at the Employee Self-Service menu, you will have multiple tab options. Click on the "My Payroll" tab. The various options you will see are:
  - a. "Pay Stub" - On payday, the current pay information will automatically appear. To view other pay stubs, click on "View Old Pay Stubs." You can also view your Year-to-Date information and general pay information.
  - b. "Time Off" - information about your leave will automatically appear.
  - c. "W-2 and W-2 Information Sheet" – is where you will go to print off your W2. You can also see what you are currently claiming for your tax withholding.
  - d. "Direct Deposit" – view the current setup and change the direct deposit
6. Another tab, "About Me" is where you would go to change your password. It is recommended that you do this on your first visit to the site so that others cannot access your employee information. Your password can be up to 12 characters.
7. When you are done – be sure to Log Out from the main menu.

If you have any problems accessing this program, please contact Payroll

## **TEACHER FLEXIBLE BENEFITS PLAN**

Eligible employees can participate in our Flexible Benefits Plan ("Flex Plan"). A Flex Plan is a benefit that allows employees to identify certain expenses as non-taxable, thereby saving federal, state, and FICA taxes on those dollar amounts and increasing take-home pay. Flex Plans are a part of the U.S. Tax Code that is designed to give employees this opportunity to pay for certain eligible living expenses with tax-free dollars. Contact HR for specifics.

## **PERFORMANCE REVIEWS / EVALUATIONS**

1. Evaluations will be conducted by an RCW principal/superintendent. Peer review may be used as a formative evaluation only as a supplement to an evaluation conducted by the principal/superintendent. Peer review may not be used as an evaluation tool for any disciplinary or job status decisions.
2. Probationary teachers will be formally evaluated three times per year and completed by April 1. Post-conferences will be held in conjunction with each evaluation. Advance notice may be given.
3. Each continuing contract teacher will be formally evaluated once every three years. A post-conference interview will take place within three working days scheduled by mutual agreement.
4. Teachers will be offered assistance in dealing with the problem areas that surface through the evaluation process.

5. The results of each formal evaluation will be validated by the signatures of the teacher and evaluator.
6. Written copies of the evaluation will go to the teacher, the evaluator, and the district office.
7. A copy of the formal evaluation three-year schedule will be provided to the teachers.

## **PERSONNEL FILES**

The District maintains data on all employees. Individual personnel files are maintained on all employees. Personnel data is maintained according to MN Statute Chapter 13. All employees have rights related to the data kept on them. Contact the Human Resources Department with questions relating to this data.

## **POLICIES OF THE SCHOOL BOARD**

Staff should familiarize themselves with the School Board policies. School board policies are available on the district website, and copies may be obtained from the Executive Secretary. Changes are made periodically according to the needs of all concerned and according to state and federal regulations. If you see a need for a change, please contact the principal.

## **REPORTING GRADES AND ATTENDANCE**

It is the teacher's responsibility to ensure that the parents are updated on their student's academic and behavioral progress.

### **Reporting Grades**

Parents are informed of student's progress through phone calls/emails, conferences, report cards, and grades in JMC. High school teachers update grades in JMC weekly and ensure they are submitted for each grading period.

### **Conferences**

Conferences are held twice per year, **as stated on the school calendars.**

Teachers are requested to contact families as much as possible regarding potential problems or concerns. In addition to the regularly scheduled parent-teacher conferences, teachers are encouraged to set up additional conferences as needed throughout the year. The principal or his/her designee should be kept informed of any recurring problem or concern.

Teachers are encouraged to make folders and/or save samples of the student's work to show parents.

Teachers are required to attend Conferences. Out-of-district workshops/in-service should not be scheduled on these days. Teachers missing conferences for illness or other reasons need to notify parents of alternate days and times they will be available for conferencing and send written student progress summaries to them.

Elementary Conferences- Student Success Conferences are conducted after the 2nd universal screener (Fastbridge) is conducted. Parent/Teacher/Student conferences for students who are not meeting academic and/or behavioral benchmarks are offered. The teacher submits a voucher for conference time.

### **Report Cards**

- All K-12 students will receive Quarter and Semester Report Cards or Progress Reports.
- PreK will receive DRDP reports in the Spring.

### **Reporting Attendance**

Student attendance is vital for both safety and student achievement. Teachers must take attendance every morning in preschool and elementary and at the beginning of every period in high school and report on JMC. Attendance is reported in terms of present, absent, and tardy. Students missing any part of a half-day will be marked absent for that half-day. It is the teacher's responsibility to communicate with parents when absences or tardies are negatively affecting student achievement.

### **RESIGNATIONS/TERMINATION**

Employees deciding to resign or retire from their positions should contact their immediate supervisor, the Payroll Department, or the Human Resource Department.

Resignation/retirement letters should be delivered to the HR Director within a reasonable time period before the employee's last day of work. The letter should include the employee's name, current date, last date of work, and position, at minimum. Additional information can be included if desired.

Teachers will be eligible for a bonus of \$3,000 if a retirement letter is received by January 5 and \$500 if a retirement letter is received by March 5. This will be paid 6 months after the last day of employment at Renville County West and is contingent upon the teacher not accepting a position in another school district. The exception would be a retire/rehire or substitute position at Renville County West. The bonus can only be granted once per teacher. Eligibility would require the teacher to be a minimum of 55 years of age by June 30th and have completed a minimum of 10 full years of service with the RCW District.



## **REQUEST AND PURCHASE OF INSTRUCTIONAL MATERIALS**

Each teacher has an approved budget. Teachers should familiarize themselves with their budgets. Each teacher is requested to submit requests in the spring for materials, books, equipment, etc., to be needed at the beginning of the next school year. Requests will be honored pending available money, needs, priorities, and justification. The principal will ask teachers to prioritize individual items if necessary. Budget figures and allotments are based on need, the availability of funds, and anticipated enrollments and are very rarely adjusted after the beginning of the school year.

Budgets may not be exceeded. Grade level budgets for PK-6 are \$1,000, SPED Team - (Reach out to Londa for this information), PE Team - \$1,000, Elementary Music \$1,000, 5-12 Band \$800, Elementary EL \$500, HS English \$1,000, HS Spanish \$1,000, HS PE \$1,500, HS Math \$1,000, Vocal Music \$800, HS Science \$2,000, HS Social Studies \$1,000. Teachers should not make purchases with their own money and apply for reimbursement unless the purchases have been authorized in advance by the principal. Teachers are not authorized to make purchasing agreements, submit purchase orders, enter contracts, or in any other way encumber school funds without prior approval. Those who do may be subject to paying for the purchase themselves. Requisitions for the current school year will end on February 1st, Or by permission of the administration.

Orders are processed electronically. Any questions regarding this process please contact Krista in the business office.

Color Copies are taken from your grade-level budget. Color Copies are \$0.063 each. On the main black/white copiers, the cost is not charged to the grade level/department.

## **RIGHT TO KNOW**

### **Annual Integrated Pest Management Pesticide Notification**

RCW Schools uses a licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent their presence and control them as necessary. The district or outside contractors may also apply herbicides on district properties as deemed necessary. The long-term health effects on children from the application of such pesticides may not be fully understood. All pest control materials are chosen and applied according to labeling directions per Federal law.

To limit the potential pesticide exposure, the district follows safety regulations to ensure pesticides are applied properly. All pesticide products that are used in and around school buildings are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees

and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label. An estimated schedule of pesticide applications is available for review or copying at the district office.

### **Environmental Monitoring - Ahera**

EPA's **asbestos regulations for schools** (the **Asbestos Hazard Emergency Response Act, "AHERA"**), require that an accredited inspector reinspect school buildings at least once every three years to reassess the condition of ACM.

### **Indoor Air Quality Notice**

RCW Schools has an Indoor Air Quality (IAQ) management plan. The plan outlines specific policies and procedures for the district to address indoor air quality issues. IEA, the District's health and safety consultant, completes annual IAQ assessments within the school to ensure proper air quality.

Any questions concerning this notice or an explanation of our IAQ Management Plan can be directed to Chad Paelhke

## **SCHOOL PROGRAMS AND ACTIVITIES**

A variety of presentations and assemblies are scheduled periodically throughout the school year. Teachers are asked to take the time to talk to their students about appropriate behavior at these events. Any of these programs that take place during the school day require the attendance of all faculty members. Faculty members are to supervise students as per instructions given by the principal.

## **SCHOOL VEHICLES**

School vehicles are available for district-approved travel on a "first-come-first-served" basis. Requests should be made several days in advance if possible.

## **PROCEDURES FOR BUS OR SMALL VEHICLE CHECKOUT**

Staff need to email the Transportation director requesting the need or complete the field trip request form.

## **SCHOOL VEHICLES WITH STUDENTS**

Type III bus is a car, van, or station wagon carrying nine or fewer students. The driver:

- Shall not operate a vehicle as a Type I or Type II bus.
- Shall not stop traffic.
- Shall not load or unload in a vehicular traffic lane or on the shoulder. Shall be restricted to curb, non-traffic side (normal parking lane), off-street loading areas, driveways, yard service, and other areas to avoid any hazardous conditions.

- Shall not load or unload in the right-hand lane of the roadway, designated turn lane, or lane immediately adjacent to a designated turn lane.
- Shall not load or unload so that a child has to cross the road. Where not possible or impractical, the driver or aide shall personally escort the child across the road. If the driver escorts, the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
- Shall not load or unload before making a complete stop and disengaging gears by shifting into neutral or park.
- Shall not operate as a school bus, whether carrying pupil passengers or not, without displaying the “Vehicle Stops at RR Crossings” sign and stopping at all railroad crossings. The vehicle must be always operated with headlights on. A sign may be covered or removed when a vehicle is not operating as a school bus.
- Shall enforce the bus riding rules and regulations.
- People requesting a car/van must make arrangements for picking up the key and the vehicle the day before using the vehicle.
- People returning vehicles after school hours need to lock the vehicle and bring the keys and completed School Vehicle Use Form to the school office.

## **DRIVING SCHOOL VEHICLES**

All school personnel wishing to transport students to games and other activities will be required to complete Type III driver training, submit to a driver’s license check, and hold a Type III license.

- All training and driver’s license checks need to be completed prior to the transportation of students.
- Driver license checks need to be updated annually.
- Forms may be obtained in the district office.
- Forms must be returned to the district office for processing.
- Pre-approval needs to occur with the building Principal or Superintendent.

## **SOLICITORS**

The laws of this state establish that no one is to come into the school building other than to come to the administrative offices unless they have the permission of the principal. This refers to sales personnel and others who have a business reason for calling on the school, as well as those who might want to call on individual faculty members or students to solicit personal business. Agents will not be allowed to call on staff members during a time when the faculty member is engaged in actively supervising students in some capacity. In no event will agents be allowed to contact teachers unless it directly involves a school activity.

## **STAFF DEVELOPMENT PLANS AND PROCEDURES**

[Refer to Policy 425](#)

## **Purpose Statement**

This policy establishes a staff development program and structure to plan and report on staff development, which supports improved student learning.

## **Procedures**

1. The requester will complete the Application Form for Staff Development Request.  
(Found in the mail room)
  - a. Attach the following to the form:
    - i. a copy of the training/workshop information
    - ii. options for hotels, if needed
2. The requester will place the form with the attachment information in the principal's mailbox.
3. The requester will be notified if the request is approved or denied.
  - a. Upon approval, the requester will be informed of the next steps.

## **STUDENT ACTIVITY ABSENCES**

Staff members who will be taking students out of classes during the school day are asked to provide the office with a list of those students who will be gone. This list should be given to the office at least one day before the scheduled event with the purpose of the activity and the advisor's name. This list will be shared with all teachers that have those students throughout the day.

## **STUDENTS AS HELPERS**

Occasionally students may be asked to assist in some set-up or take-down activities. The person requesting students to help must teach the students what needs to be done and to warn the students of potential hazards of the job. The requesting staff member must supply on-site supervision. Do not allow students to set up or take down risers.

## **STUDENT SCHOOL BUS SAFETY**

The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training in the following concepts:

- A.** transportation by school bus is a privilege, not a right;
- B.** school district policies for student conduct and school bus safety;
- C.** appropriate conduct while on the bus;
- D.** the danger zones surrounding a school bus;
- E.** procedures for safely boarding and leaving a school bus;
- F.** procedures for safe vehicle lane crossing; and
- G.** school bus evacuation and other emergency procedures.

All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school.

All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school if they have not previously received school bus training.

Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

The school district and a nonpublic school with students transported by school bus at public expense must provide school bus safety training twice during the school year for students enrolled in grades K through 3.

### **STUDENT SAFETY**

All teachers need to review proper safety procedures during the first week of each new school year. Document such instruction in your lesson plans. Instructions in safety must include safety in:

1. The building
2. On the playground
3. On the bus
4. Walking to and from school
5. Fire and other emergency situations

### **STUDENT HEALTH**

When a student becomes ill, notify the office. In most cases, students who become ill should be escorted to the office. **NEVER** leave an ill student unsupervised.

If a student is ill, he/she will be allowed to rest in the nurse's room for up to an hour. If the illness lasts beyond that, the office /nurse will call the parents to pick up the student. (Nurse/Staff member - make sure the child is checked on at least every 15 minutes while they are in the sick room.)

### **Accidents**

If a student is injured while under teacher supervision, the responsible teacher should report the incident immediately to the principal's office and complete an **"accident report"** form by the end of the day. Parents need to be contacted if the accident requires first aid or more by the school nurse.

All student accidents must have the proper form filled out on the same day as the accident.

### **Medical Assistance to Injured Students**

When a student is injured, the first adult on the scene shall give whatever first aid they are capable of giving and contact the school office if emergency medical help is needed. If the person giving assistance needs extra help, he/she will ask for it. If no assistance is requested, no other adult should interfere.

The district is responsible for first aid only. Licensed medical professionals must perform all other procedures.

Drugs or medication, including aspirin products, must not be dispensed by school personnel without a written request from the parent. The medication must be in a pharmacy-labeled container and stored in the office.

Parents of a student who needs emergency medical help must be contacted as soon as possible.

### **SUPERVISION OF STUDENTS**

The safety and well-being of students is a primary responsibility of staff.

Teachers are to be in their classrooms when the students arrive. **They are not to leave the classroom unattended while students are present, except in a real emergency or when specifically called to the office of one of the administrators.**

Each member of the faculty is responsible for supervision. If an adult becomes aware of a student behavior problem either within his/her classroom or elsewhere in the building, the observing adult should handle it.

### **Supervision Before and After Class**

**Staff members are required (when able)** to stand in the hallway by their classroom when students are passing to and from classes to promote and monitor appropriate student behavior.

### **Active Supervision**

**Why should I do it:**

- An adult presence is enough many times to keep misbehavior from occurring and can help with specific students and areas that have a high prevalence of behavior issues. When this adult presence is unpredictable and frequent, Behavior incidents decrease.

**When should I do it:**

- When an area in class or the hallway has a high incidence of problem behaviors.
- When a student or group of students persistently exhibit behavior incidents
- For areas that are out of the way or not within visibility of staff
- On playgrounds and during recess
- During unstructured times in class, the lunchroom, gym, auditorium, etc
- During tests, quizzes, and exams

**How do I do it:**

- Walk around without a specific pattern or predictable route or routine and scan with your eyes.
- Make positive contact with students while walking around, saying “hi,” “what’s up,” “looking good,” “I like that shirt,” “how was your weekend,” etc
- Reinforce good behaviors by making positive remarks to students about it, for example, “I like how you are walking down the hall, good job” or “That was very nice of you to pick up that person’s books for them, great job!”
- Correct bad behaviors by approaching the student in a non-threatening and non-imposing manner. State the rule they are breaking, get their acknowledgment that they are breaking the rule, and ask them to correct it
- Give appropriate consequences for bad behavior when appropriate and necessary.
- Do not allow students to draw you into battles or fights when you address them; instead, if they try to, tell them you will talk to them later about it or have them go to the office where you can address them one-on-one and away from other students.
- Make interactions with students brief and to the point, and keep moving and scanning.

**TEACHER ABSENCES**

A teacher who must be absent because of illness or other emergency must put their absence into Red Rover by 6:00 a.m. so that a substitute can be secured. In all cases of absence, the teacher must supply a subfolder.

**Sub Folder**

- Class roster
- Schedule
- Individual student schedules (sped, reading, and math corps)
- Seating chart
- PBIS Behavior Flowchart - Elementary
- Standards Response Protocol sheet - Elementary
- A copy of your classroom management plan

- This is a quick one-paragraph hello from you, explaining where the weekly lesson plans are, how students access the daily/weekly learning goals, how to contact you if needed, etc.
- Emergency lesson plans for 2 days, to include everything needed for those lessons.

It is extremely important to the well-being of the students that the quality of supervision and instruction does not decline in the absence of their regular teacher. Regular teachers may help assure quality instruction by adhering to the following guidelines.

- A.** Enter the absence as soon as the date of the absence is known. If this cannot be done until the day of absence, be prepared to phone or email the building secretary instructions for each class prior to the start of the school day, preferably after the sub has arrived. Be as specific as possible with instructions.
- B.** Avoid asking the sub to run a "study hall" instead of instruction. Students want to be taught, and subs are often offended if they are not asked to teach.
- C.** Error on the side of overworking the sub. There is nothing worse than finishing the prescribed activities 30 minutes before the bell rings and having nothing else to do.

## **SUBSTITUTE TEACHERS**

If a teacher prefers a substitute teacher, they should try to make arrangements with that substitute, and the absence should be assigned to that sub in Red Rover.

Each substitute should leave a substitute feedback sheet on the teacher's desk for each day they work. Teachers should read it and share any pertinent information with the administration.

## **TEACHER DUTY HOURS**

According to the Master Agreement, a teacher's day is eight hours.

### **\*\*\*New for 2025-2026\*\*\***

The contract hours a teacher is to be in the building will be 7:15 to 3:15, or 7:30 to 3:30. Teachers will fill out a form at the beginning of the school year so that the office can keep track of when staff are in the building. Staff will not be allowed to switch during the year, unless there is an extenuating reason. If an occasion arises that a staff member needs to arrive late or leave early, the principal must be contacted. Secretaries may not give permission to leave early or arrive late except in an emergency. Faculty members are not to leave the school building during the day without first "checking out" in the school office. Occasions arise when it is necessary to take care of personal business during the day. This must be cleared with the principal and should be the exception rather than the rule.



## **TEACHER INJURIES**

Please report all job-related injuries to the District Office as soon as possible after they occur. An Incident Report must be completed and returned to the District Office within 24 hours.

## **TOBACCO AND DRUG-FREE SCHOOL**

[Refer to Policy 418 – Drug-Free Workplace/Drug-Free School](#)

[Refer to Policy 419 – Tobacco-Free Environment](#)

### **Purpose Statements**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

## **UNPAID TIME OFF**

Absenteeism beyond the contractual personal, vacation, or sick leave days provided by the district creates unnecessary educational disruption for the students. ISD #2890 places a high value on each position. Thus, the expectation for employees is to be in attendance for all scheduled days unless using provided sick, personal, or vacation days per their intended use.

Sick, personal, and vacation absences beyond the employee's available accrued balance will generally be unexcused and subject to discipline, up to and including termination. Exceptions to unexcused absences include leaves of absence allowed through the employee's unit contract, federal, state, or local laws

Absences beyond the individual's available accrued balances must be communicated to both the employee's direct supervisor and the Human Resource Department as soon as they are known.

Unpaid sick absences may require a doctor's verification. Unpaid personal or vacation absences may be approved in rare circumstances by the employee's supervisor and Human Resources (annual requests will not be approved).

## **USE OF CHAIRS AND STOOLS AS A STEPPING DEVICE**

Please be advised that no employee is to use a stool or a chair as a stepping device. Several options are available:

1. Get a ladder or step stool.
2. Request assistance from the custodial staff that will use a ladder.

## **USE OF SCHOOL PROPERTY**

From time to time, teachers may request to use school equipment for personal reasons. The facility use form must be completed and turned in to administration. Upon approval, all school property must be checked out in the District Office prior to its leaving the building.

## **VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

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

Visitors entering RCW Schools must report directly to the main office. All visitors must:

- sign, date, provide the location and record the time they have entered the building, and
- receive and wear the visitor identification badge.

Any student guests of I.S.D. #2890 students must have prior approval by the building principal or designee.

Unauthorized persons are not permitted in school buildings or on school grounds. School administrators are authorized to take appropriate action to prevent such persons from entering buildings or loitering on the grounds. Please notify the office if you see someone without a visitor badge.

Visitors to the school are not allowed to interview or interrogate students at school unless they have written permission from the student's parents and the consent of the building administrator.

People who are not employees of District #2890 shall not be permitted to meet with the employees and/or students at school during the workday except as permitted by the building principal or district-designated representative.

**SPECIAL CIRCUMSTANCES:**

Parents need not sign in if they are attending Conferences, Assemblies, Athletic events, or special programs.

**WEAPONS POLICY**

[Refer to Policy 501](#)

**Purpose Statement**

The purpose of this policy is to ensure a safe school environment for students, staff, and the public.

**General Statement of Policy**

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.