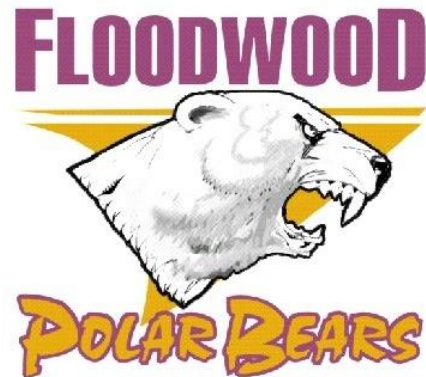


# **Floodwood School District 2019-2020 Employee/Activities Handbook**



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[www.isd698.org](http://www.isd698.org)  
Board Approved June 27, 2019, amended 11/6/19

FLOODWOOD SCHOOL: Preparing all students to succeed.

## INTRODUCTION

This handbook has been prepared for the convenience of all personnel in the Floodwood Public School. The information contained in this handbook will facilitate an orderly and efficient school system. It is not intended to serve as the only source of information to staff regarding school policy. Please ask questions about items that are not understood or unfamiliar to you.

## EDUCATIONAL PHILOSOPHY

Students of Floodwood School are the priority and focus of the school. Through supporting teachers in their development and knowledge of best practices, the students' educational, social, and emotional needs will be met. Teachers growing in their learning will positively impact the students' growing in their learning.

## VISION STATEMENT

**Floodwood School:** Preparing all students to succeed.

## MISSION STATEMENT

Prepare with Pride – ROAR with Excellence

# ALL STAFF

## Tennesen Warning for Employees

In accordance with the Minnesota Government Data Practices Act, we are required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (anyone can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As a public employee or an applicant for public employment, most of the data we maintain about you is public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3.

The information we request from you may be used for one or more of the following purposes:

- To distinguish you from all other applicants or employees and identify you in our personnel files;
- To determine your eligibility for employment or promotion;
- To contact you or other significant persons in an emergency;
- To enroll you and your family members for health insurance;
- To enroll you for pension plans;
- To account for wages paid;
- To justify travel expense reimbursement;
- To account for other employer paid fringe benefits;
- To compile Equal Opportunity and Affirmative Action reports.

Information which you are asked to provide generally is not required by statute. However, it generally is to your benefit to provide it. Without the requested information, this agency may not be able to determine your eligibility for employment or promotion, compute your wages, or grant you other fringe benefits.

Federal law permits government agencies to require an individual to provide his/her social security number for the administration of any tax. Please be aware when you are asked to give your social security number on Revenue forms, this collection is mandated by section 1211 of the Tax Reform Act of 1976 and also Minnesota Statutes, section 270.66. This information will be shared with the State Department of Revenue, the Internal Revenue Services, security tax programs. In most other cases the disclosure of your social security number is voluntary. If it required by law, we will inform you of the statute which requires collection.

The information you provide may be shared with the Floodwood School District's payroll and personnel staff; supervisory staff; St. Louis County Attorney's office; TRA; PERA; IRS; and the State Departments of Revenue, Finance, Economic Security, Employee Relations, and Labor and Industry.

Information may also be shared with other agencies authorized by law to receive specific data relating to:

1. Absent/non-supportive parents;
2. Civil/human rights complaints;
3. Worker's Compensation;
4. Unemployment Compensation;
5. Labor contracts (to the extent specified in Minnesota Statutes, chapter 179);
6. Employee assistance programs;
7. Child/vulnerable adult abuse.

If you have any questions about this notice, Human Resources staff will explain it to you. The information on this form applies to your future contacts with this agency whether the contact is in person, by mail, or by phone.

## ABSENCE FROM WORK

All staff (teachers, paraprofessionals, administrators, custodial personnel, office staff, and kitchen staff) is asked to report their intended absence using the substitute calling system at their earliest opportunity. Bus drivers will follow the procedures set by their supervisor. The substitute calling system can be accessed by logging onto AESOP at <http://www.aesopeducation.com>. All absences (including medical) require Superintendent approval.

## ATHLETIC EVENTS - ADMISSION

All staff will be granted free admission to athletic events and music concerts.

## ATTENDANCE AT CONFERENCES AND MEETINGS

Teachers and para-professionals shall apply for attendance at meetings and conferences to the Superintendent/Principal. If administration is requiring the employee to attend, a two week notice minimum will be given to the employee when possible. November and January Teacher Inservice/training days will always be mandatory. Forms are available in the office or on-line. A teacher, upon approval, may attend professional meeting(s), seminar(s), clinic(s), etc. germane to his/her curriculum area each school year. The following guides shall be used to determine reimbursement for expenses incurred:

1. **Overnight trips shall be allowed \$45.00 per day for meals.** An exception will be made if a luncheon or banquet with a higher cost is included as part of the program. Tips need to be listed on the bill and the maximum tip is 15%.
2. **Lodging shall be limited to a reasonable rate at the District's discretion.** Lodging shall be allowed when the attendance at the meeting and travel time exceeds 12 hours or at the discretion of the Superintendent. Lodging will be shared, when appropriate, when more than one person is in attendance.

3. For approved functions, a personal vehicle should be used. **Mileage will be reimbursed at the current IRS rate for use of a personal car.** If more than one person attends the same function, mileage may be paid if prior approval is secured. The actual transportation method will determine the amount of reimbursement. If the trip does not originate from the school, mileage will be paid from Floodwood or the claimant's home, whichever is closer. The staff member does not need to return directly to Floodwood after the function. Mileage is paid to and from the original destination.
4. All registration fees shall be reimbursed but not expenses for college credit earned through the experience.

The above guides for reimbursement of expenses shall apply to all school personnel, board members and others traveling on school business.

Verification for actual expenses must be attached to any expense claim submitted. When a person is assigned a conference or meeting, all expenses shall be reimbursed, except actual costs for college credit when earned. **Reimbursement requests must be made within 30 days of the event. Reimbursement requests after 30 days will not be granted.**

### **BOARD MEETINGS**

Regular school board meetings are usually held the last Monday of each month at 6:00PM, with some exceptions. See district website for complete listing. These meetings are public meetings, and as such, are open to all employees of the district.

### **BREAKFASTS, LUNCHESES**

Breakfasts and lunches are available for all staff through the school's food service program. The cost per breakfast is \$2.25 and lunch is \$4.25. Breakfast is served from 8:10 to 8:25 AM each day. Lunch is served from 11:06 AM until approximately 12:15 PM each day. With the exception of the ½ hour duty free noon, staff is not allowed to take time to eat during their normal duty hours. Staff members taking trays and silverware to their classroom are asked to return it to the kitchen when they are finished. Staff may choose to pre-pay for their meals or pay each time they eat.

### **BUILDING PERMITS**

The use of the building after school will be reserved for organized groups under supervision. All building permits are issued through the community education office and all activities, practices, meetings, etc., must be scheduled. These reservations should be made well in advance to avoid scheduling conflicts. The use of the building for activities of outside groups requires a fee based on the room or facilities required by the group.

### **BUS REQUESTS FOR SPECIAL TRIPS**

Field trips and special trips will be allowed for the current school year, unless they were not budgeted for or the class does not have the funding to pay for the trip.

### **CALENDAR OF EVENTS/ OFFICIAL SCHOOL CALENDAR**

The official district calendar is maintained by the Administrative Assistant. Events, such as games, concerts, prom, dances, Snow Week, Homecoming Week, etc. must go through the Activities Director, and get final approval from the Superintendent/Principal. All school events need approval to receive official School District recognition of the event.

No date is official unless it has been put on the calendar by the Superintendent/Principal or the Superintendent/Principal's designee.

### **CHURCH NIGHT**

Wednesday evenings shall be reserved for church functions in scheduling of school events and rehearsals. No extra curricular activities are to be scheduled after 6:00 PM on Wednesdays unless a special clearance is obtained from the Superintendent/Principal/Activities Director. One exception to this rule will be in the month of October when the annual Educational Minnesota Conference is held that may require a varsity football game to be played on a Wednesday. Another exception to this rule may include play-off games and spring sports make-up games.

### **CONFIDENTIALITY/DATA PRIVACY**

Confidentiality and data privacy are very important within the scope of school district operations. All employees must be aware of the importance of state and federal statutes that govern and regulate data that are used within the operations of the Floodwood School District. This includes but not limited to data and communications regarding students, parents/guardians, law enforcement personnel, social service agencies, in regular and special education settings are all subject to these rules and regulations. Violations of this provision may result in disciplinary action by the School District. Questions regarding this topic should be forwarded to the Administration for clarification if necessary.

### **COMMUNICATION**

Communication is a key to success. Here are some of the expectations for communication:

#### **Email:**

Set up your email account to have an automatic signature with your name, title, and work hours. Set up a "vacation responder" if you are out so anyone who emails you will be automatically notified of your absence.

Check your email often; at a minimum of first thing in the morning, midafternoon, and about 2:15 in case there is something urgent regarding a student(s).

Make sure to respond to emails within 24 hours or a reasonable amount of time. If you don't have an answer for a question, at least respond that you are checking into it and give them an expected response time.

#### **Calendars:**

There is a shared district Google calendar. Please keep it updated with your class events such as trips where you'll be taking students out of the building or for events that you are an advisor for (plays, pep rallies, class meetings, etc.) to help all be informed. This will help the AD in sport event planning, the custodians and cook, Office Staff with the daily announcements, and accidental overlapping of events. If you are not able to see the district calendar or have any questions, please make sure to ask.

#### **Phone:**

Set up your voicemail for all of the various responses (busy signal, after hours, no answer, etc.)

Check for messages often; at a minimum of first thing in the morning, midafternoon, and about 2:15 in case there is something urgent regarding a student(s). Make sure to respond to phone calls within a reasonable amount of time, meaning the same day or first thing the next day. If it is something you don't have an answer to and there will be a delay, make sure to call back or have administration call back to give them an expected response time.

#### **Conversations with students and the public:**

It is crucial to be professional when communicating with students, the public, and fellow staff members. Talking to students about being unhappy with another staff member or with your employment is an example of unprofessionalism and is grounds for dismissal. We are a team. If you have a problem, talk to the individual directly or pull in administration to help resolve the issue. Direct communication often resolves misunderstandings.

**Facebook, Twitter, Website, etc.: (see “Social Media” section for more information)**

We have an established website and Facebook account for the district. Do not create another school district account without administrative approval. You may create a teacher account however make sure it is professional. Please make sure that your personal Facebook account is professional and/or that the privacy is such that Floodwood students cannot view it. “Friending” students on your personal account is not recommended.

**Positive Promotions:**

We are all responsible for promoting the Floodwood School District. If you have things you would like to celebrate or highlight, you are encouraged to forward your information and pictures if possible, to the news team at [news@isd698.org](mailto:news@isd698.org) for district website, newsletter, and/or Facebook articles. Please also inform the two local newspapers (The Forum and The Voyageur Press) of any upcoming events as they are interested in coming to take pictures and publishing information as well.

**DAILY ANNOUNCEMENTS/BULLETIN**

Daily announcements will be made at the beginning of each day shortly after the beginning of first hour. The daily bulletin will be distributed via email during first hour each day and will be posted to the district website.

All notices to be announced and/or printed in the daily bulletin should be submitted to the office by 8:20 AM. These notices are to be signed by the faculty member responsible for submitting the notice.

**EMERGENCY SCHOOL CLOSING INFORMATION**

The Floodwood School District will utilize the Campus Alert Notification System for the current school year. This source of information shall be considered the primary and most direct/accurate source of communication from the school District for school closing information. It is the employee's responsibility to maintain accurate contact information to ensure that you are contacted via this system. In addition to the Campus System the school District will continue to use regular regional media sources for emergency school announcements. Please see below for that information.

When winter conditions require the closing of school, Floodwood School will follow the following procedures:

**MORNING CLOSING OR DELAY**

A school closing or delay announcement will be made prior to 6:00 AM. Announcements will be carried on local television stations as well as radio stations:

TV Stations: KBJR Channel 6, KDLH Channel 3, WDIO Channel 10, WIRT Channel 13

Radio Stations: WEBC 560AM, KKCB 105.1FM, WNMT 650AM, WTBX 93.9FM, KOZY 1320AM, KMFY 96.9FM, USA 99.9FM

The school district website [www.isd698.org](http://www.isd698.org) may also be used to obtain information. The district will also utilize Facebook as a means of communication to all staff, students, and community members.

Year-round full time salaried employees unable to work, or leave early, on an emergency closing day will take either vacation, personal, comp time or leave without pay for that day or portion of.

**EMERGENCY/CRISIS/EXPOSURE TO BLOODBORNE PATHOGENS, ETC.**

Please refer to the district crisis manual for all emergency information such as lockdowns, threats, fire, medical emergencies, accidents, evacuations, exposure to blood borne pathogens, etc. Each classroom is required to have a red crisis manual easily available for a substitute in case of a teacher absence. A crisis manual will also be kept in the mailroom for non-teaching staff to review. The bus garage and custodian area also need to have a manual available for all staff in those areas. All staff needs to be familiar with the procedures laid out in the manual for the different emergencies.

**EQUIPMENT**

The equipment in the building was purchased with the intent to assist in your task of educating students. It was not intended as your personal equipment for your personal use. Please help extend the longevity of the equipment by keeping things clean, protecting it from abuse by others, and using it for its intended purpose. Please do not take district equipment home for your own use or loan it out to non-staff. All equipment loaned out must be checked out through the office.

**FITNESS CENTER**

The Fitness Center is available to staff for free. Staff access cards will work on the fitness center door. Access may be limited at times for maintenance to hall floors or equipment.

**KEYS**

Keys are issued to each teacher for their own classroom and other areas that are essential for their daily use. Keys and access cards to exterior doors are issued with administrative approval. Please do not loan your keys to anyone; they will remain your responsibility. **STAFF DOES NOT HAVE AUTHORIZATION TO DUPLICATE SCHOOL KEYS.** All authorization to issue school keys comes from the superintendent or his/her designee.

A. It shall be the responsibility of the Administrative Assistant and Activities Director to issue and record the distribution of all school district keys.

B. Grand master keys shall be issued to the following personnel on a continual basis:

1. Administration – Superintendent/Principal, Director/Dean, Community Ed Coordinator, Business Manager, Administrative Assistant, School Secretary, and IT support.
2. Maintenance - All regularly scheduled Custodians.
3. Floodwood Police Department.

With the superintendent's approval keys can be issued, upon request, to the following personnel on a conditional basis:

1. Coaches (Head Coaches may keep keys year round if returning to position the following year. All other coaches must return keys/access card at end of their season.)
2. Community Education Personnel
3. Person with a signed building permit.

Teachers are to be given a key to their assigned room and work rooms.

E. Staff must report a lost key to administration immediately. A fine equaling the cost, incurred by the school district, for rekeying the area may be assessed any individual who loses a key assigned to them. To replace a lost or broken access card is \$5.

F. Under no conditions are keys to be loaned to a student or to a person not employed or assigned by the school district.

G. Any person in the building, when a custodian is not on duty, is responsible to secure the building. (Check all outside doors.)

H. The use of a school key may be revoked if this procedure is not followed.

#### **LONG-TERM ABSENCES OF SUPERVISORY PERSONNEL**

In the event of a long-term absence (more than 20 days) by any supervisory personnel, the board shall determine whether or not a substitute will be hired to assume the duties of that person. The board, at its discretion, may delegate the supervisory duties to other supervisory personnel. Working hours of non-supervisory personnel may be adjusted to best suit the needs of the district.

In the event a substitute is hired, the terms of compensation and working conditions shall be negotiable with the school board.

#### **PARKING**

There is assigned parking for all staff during school hours. Employees are reminded that the Floodwood Police Department has indicated that the two hour parking limit in the parking area on the south side of the school building (main door) will be strictly enforced. Please adhere to the posted regulations in that parking area. Do not drive a long side parked buses on the north end. Law enforcement will be involved if bus traffic arm stops are not adhered to.

#### **PERSONNEL FILE**

All evaluations and personnel files of the School District relating to an individual staff member shall be available for inspection by the individual staff member. All requests to inspect evaluations or files will be completed within a reasonable amount of time. Personnel files will be available during the regular school business hours (8:00 AM to 3:30 PM) and must be viewed in the office. Staff members shall have the right to reproduce, at the staff member's expense, any of the contents of their personnel files. The School District reserves the right to destroy personnel files as permitted by law and notification to employees will be provided when this occurs.

#### **POLICY MANUAL**

Copies of the Floodwood School Policy Manual are available, for employee review, in the school office or on the district website.

#### **PROFESSIONAL DEVELOPMENT**

All professional development must be approved by the Superintendent/Principal. Attendees of professional development will be responsible for writing a summary of what they learned and how it will improve their instruction or performance of their job. They may also be required to present what they learned to the School Board or to their colleagues. Teachers will be paid \$150 for a 7.5 hour day for professional development suggested by the Superintendent/Principal that falls on a day that is not contractual.

- Educational Assistants are required to attendance three Professional Development Inservice days: 1) one of the assigned August Teacher Inservice days, 2) the November Inservice day, and 3) the January Inservice day.

#### **PURCHASE ORDERS / PURCHASING**

All orders for materials or equipment must be processed through the office.

#### **PROCEDURE:**

Prepare a purchase requisition using the online system through SMART eR. The link and instructions can be found on the school website under "Staff." Complete ALL necessary order information and use the comment section to describe what the order is for. If a vendor name is not on the list, please contact the business office. Supporting documents for the requisition should be labeled with your name and submitted to the Business Manager.

The Superintendent/Principal will approve and submit the requisition to the business office for final approval. Once the approval is secured, the School Secretary will prepare and place the purchase order.

Purchases will be made locally whenever possible as is consistent with good business practices and in the best interest of the school district as a whole. All employees are to secure a signed purchase order prior to making any purchases from local merchants.

**The district has no obligation to pay for items that you may purchase without prior approval and without a purchase order.** The individual who does make a purchase without prior approval shall be required to personally pay for those goods.

#### **RESTRICTIVE PROCEDURES**

The Floodwood School District promotes the use of positive approaches for behavioral interventions for all students. When restrictive procedures are employed in an emergency situation with any student, the School District will adhere to the standards and requirements of Minnesota Statutes 125A.094 and 125A.0942 with respect to Restrictive Procedures for Children with Disabilities.

#### **A. Definitions**

The following terms have the meanings given them.

1. **"Emergency"** means a situation where immediate intervention is needed to protect a child or other individual from physical injury. Emergency does not mean circumstances such as: a child who does not respond to a task or request and instead places his or her head on a desk or hides under a desk or table; a child who does not respond to a staff person's request unless failing to respond would result in physical injury to the child or other individual; or an emergency incident has already occurred and no threat of physical injury currently exists. Minn. Stat. 125A.0941 (b)
2. **"Physical holding"** means physical intervention intended to hold a child immobile or limit a child's movement and where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury. Minn. Stat. 125A.0941(c). The term "physical holding" does not mean physical contact that:
  - (a) Helps a child respond or complete a task;
  - (b) Assists a child without restricting the child's movement
  - (c) Is needed to administer an authorized health-related service or procedure; or
  - (d) Is needed to physically escort a child when the child does not resist or the child's resistance is minimal.
3. **"Positive behavioral interventions and supports"** means interventions and strategies to improve the school environment and teach children the skills to behave appropriately. Minn. Stat. 125A.0941(d)
4. **"Restrictive procedures"** means the use of physical holding or seclusion in an emergency. Restrictive procedures must not be used to punish or otherwise discipline a child. Minn. Stat. 125A.0941(f)
5. **"Seclusion"** means confining a child in a room from which egress is barred. Egress may be barred by an adult locking or closing the door in the room or preventing the child from leaving the room. Minn. Stat. 125A.0941(g) (Removing a child from an activity to a location where the child cannot participate in or observe the activity is not seclusion.)
6. **"CPI Team Control Position"** is a physical hold that is used to manage students who have become dangerous to themselves or others. Two staff hold the individual and additional members assess the student for signs of distress and take other safety measures as necessary.

7. **"CPI Children's Control Position"** is a physical hold that is designed to be used with a student that is a head size or smaller than the adult. Additional members need to be present to assist the adult, monitor safety of the student and take other safety precautions as necessary.
8. **"CPI Transport Position"** is a physical hold that is an upright position that is used when the student is calm and needs to be moved to a safer place. Two staff assist with this position, one on either side of the student, with additional staff as needed.
9. **"CPI Interim Control Position"** is a physical hold that is a temporary, upright position that allows staff to maintain control of both of the individual's arms for a short period of time. One staff is needed for this position; however, additional staff are necessary to monitor the student and assist with any other safety precautions.
10. **"Outcome of A Personal Safety Technique"** is a physical hold used when a student engages in a grab with peers/staff and the adult needs to immobilize a part of the student's body to minimize damage to the student, peers and/or school staff.

#### B. Personnel Development Activities

Personnel development activities will be provided to District staff and contracted personnel who have routine contact with students and who may use restrictive procedures in the following areas:

1. Positive behavioral interventions;
2. Communicative intent of behaviors;
3. Relationship building;
4. Alternatives to restrictive procedures, including techniques to identify events and environmental factors that may escalate behavior;
5. De-escalation methods;
6. Standards for using restrictive procedures;
7. Obtaining emergency medical assistance;
8. Physiological and psychological impact of physical holding and seclusion;
9. Monitoring and responding to a child's physical signs of distress when physical holding is being used;
10. Recognizing the symptoms of and interventions that may cause positional asphyxia when physical holding is used;
11. District policies and procedures for timely reporting and documenting each incident involving use of a restricted procedure; and
12. Schoolwide programs on positive behavior strategies. Minn. Stat. 125A.0942, Subd. 5(a)(11) and (12)

#### C. Staff Training Requirements

Staff who design and use behavioral interventions will complete training in the use of positive approaches as well as restrictive procedures. Training records will identify the content of training, attendees, and training dates.

#### D. Restrictive Procedures and Prohibited Procedures

Restrictive procedures that may be used in emergency situation include seclusion and physical holding.

**Prohibited** procedures include the following:

Corporal Punishment which include conduct involving:

1. Hitting or spanking a person with or without an object; or
2. Unreasonable physical force that causes bodily harm or substantial emotional harm;
3. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain;
4. Presenting an intense sound, light or other sensory stimuli using smell, taste, substance, or pray as punishment;
5. Denying or restricting the student's access to equipment and devices such as wheelchairs, hearing aids or communication boards that facilitate the student's functioning except when temporarily removing the equipment or device, in which case the equipment or device shall be returned to the student as soon as possible;
- Interacting with a student in a manner that constitutes sexual abuse, neglect, or physical abuse under section 626.556;
6. Totally or partially restricting a student's senses as punishment;
7. Withholding regularly scheduled meals or water;
8. Denying the student access to bathroom facilities;
9. Physical holding that restricts or impairs a student's ability to breathe; or
10. Use of tasers or threatened use of tasers.

#### E. Documentation Procedures

The use of restrictive procedures in emergency situations will be documented-using Appendix A and B and submitted to the Special Education Director and building Principal. The District will monitor and review the use of restrictive procedures, including conducting post-use debriefings and convening an oversight committee.

The use of restrictive procedures in behavioral intervention plans will be documented in the learner's file. Reviews will be conducted in accordance with the plan. In the case of a student with a disability, due process and documentation requirements will be followed. Record retention will be in accordance with administrative policies on student records.

#### F. Emergency Situations – Use of Restrictive Procedures

The Floodwood School District shall make reasonable efforts to notify the parent/guardian on the same day by phone when restrictive procedures are used in an emergency. If the school is unable to provide same-day notice, notice will be sent by written or electronic means or as otherwise indicated by the parent.

District administration will receive written notification when restrictive procedures are used in emergency situations. Records will be reviewed quarterly.

### PROTOCOL FOR USING PHYSICAL HOLDING

Physical holding should only be used in an emergency. Notify parents the same day a restrictive intervention is used. Provide written or electronic notice within two days if unable to notify parents the same day. Staff must directly monitor the student to insure that the student is safe. End the intervention when the threat of harm ends and staff determine if the student can safely return to his/her routine activities, education setting, intervention, and/or site determined by the team, Positive Behavior Intervention and Support Plan (PBISP) and/or administrator.

Complete the **Critical Incident Form for Restrictive Procedures** (Appendix A-1 page) (see administration for a copy). Document the date, type of intervention, starting and ending time, and the location of the incident. If a physical hold is used, document the type of hold used. These following physical holds are the only ones adopted by the Floodwood School District #698: CPI Children's Control Position, CPI Team Control Position, CPI Transport Position, and CPI Interim Transport Position. Summarize the student's behavioral and physical status during the intervention. Record names of staff present and involved in the intervention. Record the removal of shoes, belt and contents of pockets. Provide an explanation if scheduled meals are delayed. Record the date and time of parent notification as well as who made the contact, and a brief summary of parent comments. Record if law enforcement was contacted regarding the incident, who called, and the outcome of the call.

Complete the **Critical Incident Form for Restrictive Procedures – Staff Debrief** (Appendix B-2 pages) (see administration for a copy). Document the attendees, date and time of debriefing. Note the person who is facilitating the debriefing and if the student is on an IEP and/or has a PBISP. Completely describe the incident, answering all the questions included on the form. Describe specific actions that both helped the situation and did not help the situation. Describe the procedure used to return the child to his/her routine activities. Note if the behavior is likely to occur again. Note if the PBISP was followed, and if not, what circumstances prevented it. Describe the action plan

to assist the prevention of future incidents. Note if restrictive procedures have been used on two separate school days within the last 30 calendar days. If yes, note if an IEP meeting has been scheduled within 10 calendar days.

Provide a copy of the Critical Incident Forms (Appendix A and B) (see Administration for a copy) to the Special Education Director and the building principal and also place a copy in the student's special education file. The Director of Special Education, building Administrator, Special Education Coordinator, School Psychologist and as appropriate, ASD Consultant, special education teacher, school mental health provider, will serve as the district oversight committee and will review all restrictive procedures quarterly.

If a restrictive intervention is used on two separate school days within 30 calendar days or when a pattern of behavior emerges, the district must hold a team meeting within 10 calendar days after the use of restrictive procedures. In the case of a nondisabled student, the team should develop an intervention plan. In the case of a student with a disability, the district must hold an IEP or 504 team meeting, conduct or review a functional behavioral analysis (FBA), review data, consider developing additional procedures, and modify the IEP, PBISP, or 504 plan. The district may use restrictive procedures in emergencies until the team meets, provided the emergency measures are deemed necessary by the district to protect the individual pupil or others from harm.

Before incorporating physical holding into the IEP or PBISP, the IEP team should insure that an FBA has been completed. The team should use the FBA information along with the present levels of performance, needs, goals, and objectives to develop a PBISP.

- (a) Include positive behavior supports, de-escalation procedures, instruction in appropriate behavior, and other preventative measures in the PBISP.
- (b) Document which restrictive procedure is being included and why it is the least restrictive effective intervention. The PBISP must identify the frequency and severity of target behaviors for which the regulated intervention is being considered; and anticipated criteria for returning the pupil to the routine activities and regular education environment if the intervention is used.
- (c) Document that the physical health and psychological assessments determined that seclusion is not contraindicated because of psychological or physical health reasons. The licensed school nurse can conduct the physical health assessment or review and the mental health facilitator can conduct the psychological assessment or review, restrictive procedure is used.
- (d) Document how the parent wants to be notified when a restrictive procedure is used.

Schools that intend to use restrictive procedures are required to maintain and make publicly accessible a restrictive procedures plan for children.

Restrictive procedures may be used only in response to behavior that constitutes an emergency, even if written into a child's individual education plan (IEP) or positive behavior intervention support plan (PBISP).

Standards for Physical Holding or Seclusion may NOT be used to discipline a non-compliant child. Minn. Stat. 125A.0492 Subd. 3(a)(2)

I. The Floodwood School District intends to use the following:

A. Physical holding restrictive procedure; with

B. these types of physical holdings:

- (a) CPI Children's Control Position
- (b) CPI Team Control Position
- (c) CPI Transport Position
- (d) CPI Interim Control Position

C. Floodwood School District has a policy of not using seclusion. The district has no seclusion rooms.

II. The Floodwood School District will implement a range of positive behavior strategies and provide links to mental health services in the following manner:

A. Positive behavioral interventions and supports

B. The Floodwood School District will train staff on positive behavior intervention supports (PBIS). Teachers will learn the foundational concepts and framework of PBIS and have a better understanding of what PBIS is and why it is important. Additionally, staff will be trained in effective office discipline procedures (SWIS System) and using data in a proactive manner. Floodwood School is a PBIS cohort.

C. The Floodwood School District provides the following links to mental health services:

1. St. Louis County Health and Human Services
2. Range Mental Health Center

III. The Floodwood School District will monitor and review the use of restrictive procedures in the following manner:

A. Documentation:

1. Each time physical holding is used, the staff person who implements or oversees the physical holding shall document, as soon as possible, but not to exceed more than 24 hours after the incident concludes, the following information:

- (a) A description of the incident that led to the physical holding or seclusion;
- (b) Why a less restrictive measure failed or was determined by staff to be inappropriate or impractical;
- (c) The time the physical holding or seclusion began and the time the child was released; and
- (d) A brief record of the child's behavioral and physical status.

2. Attached, as Appendix A (see Administration for a copy) is the Floodwood School District form used to document the use of physical holding.

B. Post-use Debriefings, consistent with documentation requirements:

1. Each time physical holding is used, the staff person who implemented or oversaw the physical holding shall conduct a post-use debriefing with staff involved and an administrator as soon as possible but not to exceed 24 hours, after the incident concludes.

2. The post-use debriefing will review the following requirements to ensure the physical holding was used appropriately:

- (a) Whether the physical hold was used only in an emergency.
- (b) Whether the physical hold was the least intrusive intervention that effectively responds to the emergency.
- (c) Whether the physical holding was used to discipline a noncompliant child.
- (d) Whether the physical holding ended when the threat of harm ended and the staff determined the child could safely return to the classroom or an alternative activity.
- (e) Whether the staff directly observed the child while physical holding was being used.
- (f) Whether the documentation was completed correctly.
- (g) Whether parents were correctly notified.
- (h) Whether an IEP team meeting needs to be scheduled. If yes, has it been scheduled?
- (i) Whether the appropriate staff used the physical holding.
- (j) Whether the staff that used the physical holding was appropriately trained.

3. If the post-use debriefing determines the physical holding was not used appropriately, the Floodwood School District will ensure immediate corrective action is taken, such as reviewing appropriate use of the procedure, appropriate application of the procedure and/or appropriate training of necessary staff.

C. Oversight committee:

1. The Floodwood School District publicly identifies the following oversight committee members:

- (a) Special Education Director
- (b) School Psychologist
- (c) General Education Administrator
- (e) Special Education Coordinator

2. The Floodwood School District oversight committee meets quarterly.

3. The Floodwood School District oversight committee will review the following:

- (a) The use of restrictive procedures based on patterns or problems indicated by similarities in the time of day, day of week, duration of the use of the restrictive procedure, the individuals involved, or other factors;
- (b) The number of times a restrictive procedure is used school wide and for individual children;
- (c) The number and types of injuries, if any, resulting from the use of restrictive procedures;
- (d) Whether restrictive procedures are used in nonemergency situations;
- (e) The need for additional staff training; and
- (f) Proposed actions to minimize the use of restrictive procedures

IV. The Floodwood School District staff who use restrictive procedures, including educational assistants, receive training in the following skills and knowledge areas:

A. Positive behavioral interventions

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Functional Behavior Assessment (FBA)/Positive Behavior Intervention Plans (BIP) in-service training
- 3. Documentation available upon request

B. Communicative intent of behaviors

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Functional Behavior Assessment (FBA)/Positive Behavior Intervention Plans (BIP) in-service training
- 3. Documentation available upon request

C. Relationship building

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Functional Behavior Assessment (FBA)/Positive Behavior Intervention Plans (BIP) in-service training
- 3. Documentation available upon request

D. Alternatives to restrictive procedures, including techniques to identify events and environmental factors that may escalate behavior

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Documentation available upon request

E. De-Escalation methods

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Functional Behavior Assessment (FBA)/Positive Behavior Intervention Plans (BIP) in-service training
- 3. Documentation available upon request

F. Standards for using restrictive procedures only in an emergency

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Documentation available upon request

G. Obtaining emergency medical assistance

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Documentation available upon request

H. The physiological and psychological impact of physical holding

1. CPI training entitled Nonviolent Crisis Intervention

- 2. Documentation available upon request

I. Monitoring and responding to a child's physical signs of distress when physical holding is being used

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Documentation available upon request

J. Recognizing the symptoms of and interventions that may cause positional asphyxia when physical holding is used

- 1. CPI training entitled Nonviolent Crisis Intervention
- 2. Documentation available upon request

K. District policies and procedures for timely reporting and documenting each incident involving use of a restrictive procedure

- 1. Floodwood School District #698 Restrictive Procedures Policies and Procedures, Critical Incident Forms Appendix A and B (see administration for a copy)
- 2. Documentation available upon request

L. School wide programs on positive behavior strategies

- 1. Informational handout on the strategies being implemented in each of the buildings in the district
- 2. Documentation available upon request

II. Floodwood School District is committed to using positive behavior intervention and supports.

Positive behavioral interventions and supports:

Positive behavioral interventions and supports mean interventions and strategies to improve the school environment and teach children the skills to behave appropriately to keep children safe.

The Floodwood School District will never use the following prohibited procedures on a child:

- A. Engaging in conduct prohibited under section 121A.58 (corporal punishment)



- B. Requiring a child to assume and maintain a specified physical position, activity or posture that induces physical pain;
- C. Totally or partially restricting a child's senses as punishment;
- D. Presenting an intense sound, light, or other sensory stimuli using smell, taste, substance, or spray as punishment;
- E. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning, except when temporarily removing the equipment or device is needed to prevent injury to the child or others, in which case the equipment or device shall be returned to the child as soon as possible;
- F. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under section 626.556 (reporting of maltreatment of minors);
- G. Withholding regularly scheduled meals or water;
- H. Denying access to bathroom facilities; and
- I. Physical holding that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso.

### **SAFETY**

Floodwood School shall take all practical steps to safeguard employees and students from accidents and to maintain an effective safety program. All district employees are responsible to help maintain a safe environment.

The Floodwood School has a Safety Committee that meets periodically. Safety concerns should be brought to the attention of the Superintendent to be reviewed at the committee meeting. The Indoor Air Quality Coordinator is Al Clark and all indoor air concerns should be brought to his attention.

### **SECURITY SYSTEM**

The building has a security system that can monitor the activities of any and all persons in the building. Please be aware of this, as the actions on tape may be your own. It is not our intent to monitor the activities of all persons; only those who are causing problems.

### **SOCIAL MEDIA**

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include Facebook, twitter, blogs, message boards, chat rooms, electronic newsletters, online forums, Facebook and any other social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of Floodwood School as well as personal use of social media when referencing Floodwood School:

- Employees need to know and adhere to the district's Code of Conduct and other district policies when using social media in reference to Floodwood School.
- Employees should be aware of the effect their actions may have on their image, as well as the Floodwood School's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Floodwood School may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Floodwood School, its employees, or students.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with administration.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to administration.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of administration.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at Floodwood School. Personal use of social media on District time could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates the district's Code of Conduct or any other district policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Floodwood School, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Floodwood School's positions, strategies or opinions."
- It is highly recommended that employees keep school related social media accounts separate from personal accounts.

### **SOLICITATION IN THE SCHOOL**

Any solicitation in the school of faculty or students requires administrative approval in advance.

### **STAFF DRESS**

Staff should wear attire that is clean and appropriate.

### **STAFF INJURY**

Any staff member injured while on duty should contact the office immediately. Be sure to complete a First Report of Injury Form; they are in the office. This report must be filled out within 24 hours of suffering the injury and turned in to the office.

### **STUDENT ACCIDENT REPORTING**

Recent trends in legal cases make it a virtual necessity that all student injuries and accidents be promptly reported. Fill out an accident report and turn it in to the Superintendent/Principal's office on the day the injury occurred.

### **TECHNOLOGY USE**

The technology equipment is intended for the purpose of educating students and assisting the staff to that end. It is not intended for your personal pleasure. We expect that each employee will abide by the policies established by the school board related to personal use of school equipment as outlined in the Technology Plan. Remember that this equipment is owned by the District and can be monitored by the personnel of the District at any time. The use of this equipment and its contents are not protected by data privacy. Staff will be required to sign an Appropriate Use Policy Agreement form at the beginning of each school year.

## TELEPHONE USE

Each classroom and instructional space has a telephone for your use as an employee of the district. Please limit the use of telephones for personal use as we have only limited lines into the building. Personal faxes sent or received on the school fax machine will be charged at a \$.50 per page rate. The telephones also have voice mail capabilities so you can receive messages when you are not available to answer calls. Remember that the use of voice mail and telephones can be monitored by District personnel and is not protected by the same level of privacy as is the US Mail.

Students will be called from class to answer phone calls only in the case of an emergency. A telephone is located in the foyer and should be used by the students making local calls. If staff members allow students to use the telephone in their rooms, they are to monitor the calls.

## TOBACCO FREE

We are a Tobacco Free school. There is to be no use or possession of tobacco products in any part of the building or on school grounds at any time. This includes the e-cigarette.

## VOLUNTEERS

Often coaches/advisors use volunteers in their program. Any volunteers that work with students must have a background check **prior to** working with students. The school district will pay for these background checks for volunteers. In order to monitor the number of volunteers and who is volunteering, all volunteers **must** be approved by the Superintendent/Principal for school activities or the Community Education Director for Community Education activities. The responsibility falls on the coaches/advisors to ensure this approval has been granted from the respective school administrator.

## CERTIFIED STAFF

### ARRIVAL AND DEPARTURE OF FACULTY/WORKDAY

All teachers are to be in the school building from 8:00 AM until 3:30 PM.

In the event of after school programs such as parent-teacher conferences, open houses, or other programs and activities which all teachers are required to attend, teachers will receive compensatory time equal to the amount of time they are in actual participation in the program. The compensatory time will be granted to all teachers in a block of time.

### AUDIOVISUAL AND MULTIMEDIA

When films/VCR tapes/DVDs/CD ROMs are used in the classroom, they should be used for an educational experience. If you have not viewed the films/tapes before, please preview them. If the content is questionable, it is recommended that the teacher send a parent permission slip home prior to showing the film/DVD/tape.

### CLASS ACTIVITIES

All class or organizational activities must be supervised by the advisor(s). Class advisors are responsible for class meetings, class activities and class funds. Meetings, practice, planning, etc., of all activities must take place during the noon hour or after school unless other arrangements are made with the Superintendent/Principal. Post activities on the district Google calendar and hall TV to help keep all informed.

Students are not to be excused from curricular classes for extra-curricular activities except in rare instances and then only with clearance from the Superintendent/Principal.

Advisors are reminded that Wednesday evenings are reserved for church activities. No school activities, practices, or meetings are to be scheduled after 6:00 PM.

### EVALUATIONS

Each faculty member will be evaluated once a year. New staff will be formally evaluated three times a year.

### FACULTY MEETINGS

There will be a Faculty meeting on all Thursdays at 8:00AM when school is in session (or on Wednesday if no school on Thursday.) All teachers are to be present at these meetings unless excused by the administration. If excused, it is the teacher's responsibility to find out what information was covered.

### FIELD TRIP RULES\_ (to also include athletic trips other than normal athletic event trips – example: overnight playoff competitions)

Field trips provide additional learning experiences for students beyond the confines of the classroom. To make a field trip meaningful, the responsibilities of planning, preparation and follow-up are to be assumed by the individual teacher/coach.

Field trips will be limited to those trips that have administrative approval. The “end of year” elementary field trips will remain in effect; this includes the sixth grade trip to the Capitol and the fifth grade trip to Laurentian Environmental Center. Any other trips other than the elementary level “traditional end of year trips” will not be allowed unless approved by the school Administration. \*Any trips that would be approved other than those stated here would require that they be completely funded by some means other than School District general funds.

All field trips must comply with the following:

- All field trips shall have **prior** approval of the Superintendent/Principal and/or Superintendent with a trip itinerary on file **prior** to formal approval. (The itinerary shall include departure and return times and all scheduled activities for the trip – usually included on district van or bus request.)
- Post all trips on the district Google calendar to help keep all informed.
- All students shall have parent permission slips on file prior to the event. Slips sent home should specify where the group will be going, the date of the trip, and the return time.
- NO STUDENT WILL BE ALLOWED TO GO WITHOUT PARENT PERMISSION. Parent permission forms are available in the workroom.
- All students shall have teacher/administrative approval to attend.
- Students shall not be allowed to separate into “groups” without supervision except as part of planned activities.

### OVERNIGHT FIELD TRIPS

In addition to the above rules, the following shall apply if the trip includes any overnight stays:

- When timelines allow, overnight field trips shall have permission from the school board.
- Overnight field trips shall have chaperones approved by the administration. (See background checks also.)
- In the event both boys and girls are on an overnight trip, both male and female chaperones shall accompany the students.
- Chaperones shall conduct room checks and/or attendance checks on a regular basis.

## **FUNDRAISERS**

All employees intending to hold a fundraiser must obtain approval from the Superintendent/Principal prior to scheduling any fundraisers. No fundraising project will be allowed unless it receives this approval. Participation in a non-approved activity shall be considered a violation of school district policy. Any activity that involves soliciting from local merchants must have prior approval from the Superintendent/Principal.

Sale of merchandise by school groups in competition with local merchants shall be kept at a minimum. Each group, organization, sports activity, and class will be allowed a limited number of fundraisers per year.

## **GRADUATION**

Students must have met all graduation requirements in order to participate in the graduation ceremony. In special circumstances, the Superintendent/Principal may allow a student to participate in the ceremony even if all graduation requirements have not been met; however a diploma will not be issued until all graduation requirements are met.

## **HALL PASSES**

Students should have a pass if they are in the hallway during class time.

## **HOUSEKEEPING**

Each teacher is responsible for the daily condition of their room. The District has a big investment in the equipment, furnishings, and technology in each room. Please take care of the items in your rooms and in the rest of the building. All repairs, special cleaning requirements due to spills, etc., should be reported immediately to allow the custodial staff to maintain a clean, healthy environment. Please refrain from bringing your own personal furniture, equipment, etc., into the building. The district can be held liable for injuries due to equipment that does not meet various codes established for school buildings. If there is a need for equipment and furniture in your classroom, bring this need to the attention of the superintendent. Keep free of clutter; if you haven't used something in the past year, please discard it.

Housekeeping needs should be shared between the teacher and the custodial staff. It should not be expected that custodians clean up classroom litter. A few minutes at the close of each day should be used to have students pick up waste paper, pencils, or objects which may be on the floor. We do not have enough custodians to clean every space in the building without students' and teachers' assistance.

At the end of the day, make sure that windows are shut and the door is locked. Instructors in rooms with tables and chairs should see that the chairs are put on the top of the tables at the end of the day.

## **LEAVING BUILDING DURING WORK HOURS**

Teachers are allowed to leave the building during their prep hours for reasons related to class preparation. They must sign out before leaving in the sign-out book located in the office and sign in upon their return.

## **LOUNGE AND WORKROOM**

The staff lounge is reserved for the staff only; no students. The staff work rooms are intended as staff areas only; please do not send students to work in these rooms unless you have completely trained the student on how to use the equipment and to respect confidentiality.

**COPYING** - The use of the copy machines for instructional purposes is available for all staff members. Personal copies are \$.10 per black & white copy, and \$.25 per color copy. The school or district secretary should be asked for help should an emergency arise with the machine, such as a jam. Please treat these machines as if they were your own. Do not run construction paper or other non-copier-friendly paper through the copiers. Service calls are often required due to harsh operation of these machines.

**FAXING** – A fax machine is available for school business use by all staff members. To send a personal fax the cost is \$.50 per page received or sent, including the cover sheet.

## **LUNCH**

Elementary staff are asked to escort their students to the lunchroom.

## **MANDATORY REPORTING**

All Staff are mandated to report child abuse and can be held liable for failure to do so. The report should be made as soon as possible. To make a report call the St. Louis County Initial Intervention at 726-2012. (See policies #414 and 415 under Mandatory Notifications for more information on mandatory reporting.)

## **PARENT / TEACHER COMPACT**

See end of this handbook for copy of compact.

## **PERSONAL DAYS/STAFF DEVELOPMENT DAYS**

Teachers are encouraged to use their personal days/staff development days prior to the last two weeks of school. This is a critical time to the efficient running of the building. Consistency is important at this time of the school year.

## **PREPARTORY PERIOD**

In the event a teacher is needed to substitute for another teacher due to substitute shortage, teachers will complete appropriate paperwork and submit to the business office within 48 hours.

## **PROGRESS REPORTS**

The school has developed a program to inform parents of the progress that their child is making in each of his/her classes. Any student who is experiencing difficulty in a class shall be given a progress report that explains the difficulties by the teacher. Parents should be encouraged to schedule an appointment with teachers at any time to discuss their student's progress in school. The timeline, when progress reports are issued, is found in the Student Handbook, school calendar, and the district Google calendar. Teachers are required to update their gradebook for the Campus Portal system to provide parents with the academic progress of their students during the course of the school year. Grades must be updated by 8:25AM every Monday, or whatever day is the first school day of the week. If a non-passing grade (F) is given, the teachers need to explain why in the comment area; explain what the teacher has done in order to prevent the F, what assignments the student is missing, if it's the absences, tardies, poor attitude/participation and anything else that may help the parent, student, and administration understand.

## **RECYCLING**

Every classroom should have a bin for recycling paper. Every effort to recycle paper shall be encouraged by students and adults.

## **SAFETY DRILLS**

State law requires that public schools have a crisis management policy that includes conducting a minimum of one (1) evacuation drill, five (5) lock-down drills, five (5) fire drills, and one (1) tornado drill during the school year. Upon completion of these drills, staff should inform the Superintendent/Principal regarding any problems encountered with these drills.

### **FIRE DRILL INSTRUCTIONS**

It is imperative that students know definitely which route to take when the fire alarm sounds. All rooms have signs posted indicating which exit to use

- Please see that **THE FIRST STUDENT TO ANY DOOR HOLDS THAT DOOR OPEN** until all other students are out. Students are not to take books or coats. The instructor will check all small rooms, etc., within each room or area, to make sure all students are out and make sure students holding doors are also out. The teacher should carry their grade book with them and should be the last person out of any room, making sure all doors and windows are closed.
- Do not exit for a fire drill if under a soft or hard lock down, unless you see smoke.
- Students should be instructed to remain in order, both in the halls and outside the building.
- The teacher should see that his/her class is at least 25 yards from the building exit and off of the driveways and roads so emergency vehicles can get through.
- At the signal from the administrator or custodian securing the building, everyone may re-enter the building in an orderly fashion.
- After the drill is complete, please inform the Superintendent/Principal of any problems encountered during the drills.

## **STUDENT AWARDS**

Each year an Academic Award Ceremony is held to honor students in grades 7-12 for academic and student organizational accomplishments. The date is set each year and posted on the school calendar. The Superintendent/Principal and advisors present the awards.

Generally the Sports Boosters sponsor an athletic banquet throughout the school year. These banquets will be advertised by the school in advance after the date has been selected.

The elementary students have an awards ceremony following track and field days.

## **STUDENT DISCIPLINE**

Teachers must familiarize themselves with the discipline policy and other information in the student handbook. If at any time, the conduct of a student cannot be corrected by the classroom teacher, please refer to the Polar Pride matrix for further instructions.

## **STUDENT ILLNESS**

The student/parent handbook states: Should a student become ill while at school and unable to attend classes, he/she is to inform their teacher and report to the school office. Determination will be made at that time whether the student needs to go home. Under no circumstances should a student go to the sickroom without being sent there by the superintendent/principal or an authorized representative. The parents or designated emergency contact must be contacted before a student may leave school because of illness.

### **ELEMENTARY**

In the event of student illness the teacher should use their discretion as to which procedure to follow.

The student should be sent to see the school nurse. The nurse should be alerted by a telephone call that the student is on their way. If the student needs to be escorted to the nurse's office, you may call the nurse or the office for an adult escort.

On days when the nurse is not available, the teacher is to call the parents requesting they pick up their ill child. If the child cannot remain in the classroom until their parent/guardian arrives, the child may be sent to the office to wait.

On days when the nurse is not available, and parents are not able to pick up their ill child, the child may be sent to the office to lie down in the nurse's office.

Tylenol or Ibuprofen will not be distributed to students except in the event of an emergency or parental approval.

### **SECONDARY**

The student should be sent to see the school nurse. The nurse should be alerted by a telephone call that the student is on their way. If the student needs to be escorted to the nurse's office, you may call the nurse or the office for an adult escort.

On days when the nurse is not available, ill students are to be sent to the office where office personnel will care for them.

Tylenol or Ibuprofen will not be distributed to students except in the event of an emergency or parental approval.

REMINDER THAT ONLY AUTHORIZED SCHOOL PERSONNEL ARE TO ADMINISTER MEDICATIONS TO ANY STUDENT.

## **STUDENTS LEAVING SCHOOL**

Under no circumstances will a teacher allow a student to leave school without the Superintendent/Principal's or the Superintendent/Principal's designee approval. Students who wish to leave school during class hours will be allowed to do so if their parent has given their approval to the office and have secured the Superintendent/Principal's approval.

If a student needs to leave the building for a class, but without the teacher, parental permission and an excuse from the office must be secured.

On occasion a teacher may need to take students out of the building. Students are required to have prior permission from parents so parents are aware that their child will be out of the school building. Also, teachers must supervise students at all times while out of the building.

## **STUDENT HANDBOOK**

All teachers are to familiarize themselves with the rules and regulations found in the Student Handbook. The policies stated in the handbook are to be carried out.

## **STUDENT RECORDS**

Student records are kept on file in the office. Each record has valuable information concerning the individual student. This information may assist the teacher in daily interaction with the student.

## **STUDENT SUPERVISION**

Teachers should never leave students without adult supervision. If an emergency occurs and a teacher must leave the classroom, another teacher should be asked to supervise the students.

Teachers should escort their students to assemblies and continue to supervise them by sitting with them during the program.

We all share the responsibility of supervising student behavior in the building and on school grounds. Each teacher is to be present at the door of his/her classroom during the passing of classes. Any behaviors considered "major" on the office discipline referral, should be referred to the Director/Dean and/or the Superintendent as soon as possible.

#### **SUBSTITUTE TEACHERS**

Teachers and paraprofessionals must initiate the substitute calling system at their earliest opportunity. The substitute calling system can be accessed by ASEOP at <http://www.aesopeducation.com>. If a teacher or paraprofessional expects to be absent for reasons other than illness, arrangements must be made in advance with prior approval from the Superintendent/Principal.

#### **SUPPLIES**

There are general supplies in the office for staff use. Although usually teachers requisition and receive these supplies before school begins, occasionally there is a need for general supplies during the school year. If a staff member needs supplies, they must complete a supplies request form and place it in the secretary's mailbox.

#### **TESTS**

Teachers are to bear in mind, when making out regular tests during the year those tests is not to last longer than one class period. Students coming late to their next class cause problems for both students and teachers.

#### **TEXTBOOKS**

Textbooks are to be issued to each student by number. The number of the textbook will be recorded in the teacher's record book. Students are to enter their names in the form found on the inside cover of each textbook. Students are not to mark or tear books. Each teacher will note the condition of each book at the time of issue. Teachers are responsible for maintaining an up to date text inventory.

High school teachers are to document fines assessed for textbooks (or other equipment damage) and turn in the list of the fines to the office on check out day.

#### **VISUAL AIDS**

Audio visual material is available through the library. Procedures and policies for use will be established by the media aide. Cooperation between staff members is vital with limited A/V facilities and equipment.

### **MANDATORY NOTIFICATION**

#### **District Policies**

The Floodwood School District is responsible of making employees aware of the following policies. These policies in their entirety as adopted by the Board of Education can be found on the district website at [www.isd698.org](http://www.isd698.org).

- 102 – Equal Educational Opportunity
- 401 – Equal Employment Opportunity
- 410 – Family & Medical Leave Policy
- 413 – Harassment & Violence
- 414 – Mandated reporting of child neglect or physical or sexual abuse
- 415 – Mandated reporting of maltreatment of vulnerable adults
- 416 – Drug & Alcohol Testing
- 417 – Chemical Use & Abuse
- 418 – Drug-free Workplace Drug-free School (attached)
- 419 – Tobacco-free Environment
- 505 – Distribution of non-school-sponsored materials on school premises by students & employees
- 514 – Bully Prohibition
- 521 – Student Disability Nondiscrimination
- 522 – Student Sex Nondiscrimination
- 524 – Internet Acceptable Use and Safety (attached)
- 525 – Violence Prevention
- 526 – Hazing Prohibition
- 529 – Staff notification of violent behavior by student

#### **Asbestos Notification**

During the 2018-2019 school year the following asbestos management plan activities will be completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763-"Asbestos Containing Materials in Schools; Final Rule and Notice."

- One periodic and one third-year inspection.
- Notification of Asbestos Locations for Short-Term Workers (Electricians, Plumbers, etc.)
- Training of District Personnel

For the 2019-2020 school year, Floodwood School District does not have any major response actions planned.

Floodwood School District has contracted through the Institute for Environmental Assessment (IEA) to provide Environmental, Health and Safety consulting services, including being involved in the above listed activities.

The complete updated Asbestos management plan can be found in the District Office. The management plan can be viewed, without cost or restriction, during normal working hours. Copies can be obtained for a fee of \$.10 per page.

Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to Al Clark at Floodwood School District or Taylor Dickinson with IEA (Institute for Environmental Assessment) at (800) 223-9513.

## Indoor Air Quality Notice

Floodwood School District has an Indoor Air Quality (IAQ) management plan. The management plan outlines specific policies and procedures that will be used in 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.

If you have any questions concerning IAQ, or would like to use the EPA Tools for Schools checklists, please contact the District IAQ coordinator: Al Clark 218-476-2285

## Lead-in-Water Annual Notice

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents of the availability of the information. Notification may be accomplished by publishing a statement in the "Back to School" newsletter or publication that is available to staff, student, parents and the public.

Floodwood School is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) Lead Contamination Control Act (LCCA) of 1988 and the Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE).

For more information on Floodwood School's lead reduction and testing program, please contact Al Clark, Head of Maintenance, at 218-476-2285 ext. 70224.

## Pesticide General Notice

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9).

In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product, and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the District office.

Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or to the school building itself, or to control pests or weeds that are seen as a nuisance.

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. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also their playful behavior may expose them to more pesticide residue.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which 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.

To be notified about pesticide applications or the management plan, please contact Al Clark at Floodwood School District, 218-476-2285.

**The Floodwood School District #698 does not discriminate based on sex, disability, race, color, and national origin.**

## DRUG-FREE WORKPLACE / DRUG-FREE SCHOOL Policy 418

### I. PURPOSE

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, and controlled substances without a physician's prescription.

### II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use or possess alcohol, toxic substances, controlled substances, medical cannabis, in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### **IV. EXCEPTIONS**

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

#### **VI. ENFORCEMENT**

##### **A. Students**

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

##### **B. Employees**

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

##### **C. The Public**

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

#### **INTERNET ACCEPTABLE USE AND SAFETY POLICY #524**

##### **I. PURPOSE**

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

##### **II. 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 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.

### III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district technology resources and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that is harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization. Users will not use the school district system to engage in cyber bullying or harassment of another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. This includes, but is not limited to, social network sites, tweeting, texting, chat rooms, email, or other electronic communications.

Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, hack into, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    1. Such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    2. Such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515. In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
  - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for



financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## VI. FILTER

With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:  
Obscene; Child pornography; or harmful to minors.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or  
Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and  
Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking website, in chat rooms and cyber-bullying awareness and response.

## VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district

## IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

#### X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

#### XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
  - a. Information stored on school district diskettes, hard drives, or servers.
  - b. Information retrieved through school district computers, networks, or online resources.
  - c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

#### XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

## Floodwood Elementary Parent/Teacher Title I Compact

### RESPONSIBILITIES FOR LEARNING – A TEAM APPROACH – EDUCATION TAKES EVERYONE

This agreement is a pledge to work together. We believe this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.  
Please READ, SIGN, and RETURN this Compact.

#### STUDENT AGREEMENT

If I am going to have success in school, I must work to the best of my ability. I will strive to do the following:

- Attend school regularly and on time.
- Have a positive attitude towards self, others, school, and learning.
- Know and obey all school and class rules.
- Be respectful to my schoolmates and the adults who help me learn.
- Ask for help and ask questions when I don't understand something.
- Work as hard as I can to do my best in class and complete all assignments on time.
- Discuss with my parents/guardians what I am learning in school.
- Limit my TV viewing and do quiet learning activities instead.
- Read aloud a minimum of 20 minutes every day.

Signature of student \_\_\_\_\_

#### PARENT/GUARDIAN AGREEMENT ~ I want my child to be the best he/she can be and achieve at the level he/she is capable of. I will strive to do the following:

- See that my child attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Find out how my child is progressing by attending conferences and reviewing schoolwork.
- Respond to communications sent home.
- Limit my child's TV viewing and encourage quiet learning activities instead.
- Provide reading materials for at home use.

Signature of parent/guardian \_\_\_\_\_

#### INSTRUCTIONAL STAFF AGREEMENT ~ We believe that all children can and want to learn. We will strive to do the following:

- Respect, love, and encourage children, their ideas, and their growth.
- Find out what techniques and materials work best for each student.
- Vary techniques, materials, and pace of instruction to ensure all students achieve at the level they are capable of.
- Provide necessary assistance to classroom teachers and parents so the students can be successful learners.
- Communicate regularly with students, teachers, and parents regarding progress in learning and behavior.

Signature of Instructional Staff Member \_\_\_\_\_

#### PRINCIPAL AGREEMENT~I support this form of parent involvement. As a principal, I will strive to do the following:

- Create a welcoming environment for student, staff, and parents.
- Communicate our school's mission and goals to students, staff, and parents.
- Maintain a positive and safe learning environment.
- Reinforce the partnership between parents, students, and staff members.
- Provide appropriate in-service and training for staff members and parents.
- Maintain and foster high standards of academic achievement and behavior.

Signature of Principal \_\_\_\_\_

# Floodwood Activities

## MISSION

The mission of the Floodwood athletic department is to encourage student participation and to allow students to experience the benefits of competitive interscholastic sports in which they have the opportunity to have fun and to learn cooperation, mental and physical toughness, sportsmanship, personal sacrifice, discipline, and accomplishment, along with many other character-building assets which enhance the total development of students.

## PHILOSOPHY

The major purpose is to provide wholesome opportunities for students to develop from their experiences, favorable habits and attitudes of social and group living in a democratic world. The secondary purpose of the activities program is to provide an opportunity for the community to participate, as a spectator, in these activities and develop positive school/community relationships.

The leadership should be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the athletic program. Measurement of success of the leadership should not be in terms of the tangible evidence of the victory and defeat record, but in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program.

The athletic program shall always be in conformity with the general objective of the school and the athletic department shall be in line with the general policies of the institution. At no time, shall the program place the education curriculum secondary in emphasis; the program shall function as part of the whole curriculum and shall constantly strive for the development of a well-rounded individual, capable of taking her/his place in modern society.

## CODE OF ETHICS

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game:
  - a. To stress the values derived from playing the game fairly.
  - b. To show cordial courtesy to visiting teams and officials.
  - c. To establish a positive relationship between visitors and hosts.
  - d. To respect the integrity and judgment of sport officials.
  - e. To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
  - f. To encourage leadership, use initiative and good judgment by the players on the team.
  - g. To recognize that the purpose of athletics is to promote fun, physical, mental, moral, social and emotional well-being of the individual players.
  - h. To remember that an athletic contest is only a game - not a matter of life or death for the player, coach, school, fan or community.

## GOALS FOR STUDENTS:

To fulfill the mission of the district, students will be provided with opportunities to identify non-academic areas of interest and opportunities to succeed where they have the potential to do so. To this end, students will be encouraged to do the following:

1. Have fun, pursue special interests and develop wise use of leisure time;
2. Improve their abilities to communicate and interact with other people and to develop a respect for the talents and interests of others;
3. Develop an awareness of individual differences in ability, cultural values and other areas of individuality;
4. Assume the responsibilities of citizenship, responsibility, loyalty, and respect;
5. Develop sound physical and mental health;
6. Develop an appreciation for and interest in fine arts activities;
7. Develop attitudes of sportsmanship and fair play both in competition and recreation;
8. Learn from their experiences with success and failure;
9. Give and receive recognition consistent with their abilities and performance
10. Be part of an organization larger than themselves with common goals that can be achieved only by cooperation, dedication, and teamwork;
11. Experience the self-confidence and positive self-worth that can serve as cornerstones for future achievements.

## ATHLETICS

At the Junior High level the board expects a philosophy of development while using as many players as possible. The expectation will not be, nor should be, that just because a player is suited for a game that he/she will play or receive proportional playing time. The board recognizes that many of the lessons learned in athletics are taught in practice, not in games, and herein lay many of the benefits in athletics.

The expectations of the junior high coaches are:

- \* Teach good habits and stress fundamentals;
- \* Make sure that the team can do at least three things well;
- \* Consistently praise good attitude and enthusiastic effort;
- \* Emphasize the team concept and de-emphasize the individual;
- \* Teach sportsmanship and self-control;
- \* Teach personal responsibility and proper work ethic;
- \* Encourage participation in varied extra-curricular activities;
- \* Assist the varsity head coach in matters regarding the program.

At this level it is expected that the coach will use his/her best judgment to play players in a manner that will allow the team and program the greatest opportunities for development. The expectation will not be that just because a player is suited for a game that he/she will play or receive proportional playing time. The board, again, recognizes that many of the lessons that are learned in athletics are taught in practice, not in games and here in, lay many of the benefits of athletics.

### Junior High Squad

Junior High Squad is considered a transition from Elementary to "B" Squad and Varsity. Participation in practice and contests will continue to be emphasized and no squad members will be cut on the basis of ability. Coaches will make every effort to give playing time to all players, but teams will strive to be competitive.

The expectations of head coaches and assistants:

- \* Directs the K-12 program
- \* Has teams that consistently play up to their ability;
- \* Has a demonstrated knowledge of the sport and its rules;
- \* Organizes and supervises the staff and program in an efficient manner;

- \* Shows concern for the athletes' general welfare;
- \* Communicates effectively with players;
- \* Represents the school in a positive manner in the community;
- \* Motivates and inspires players to reach their potential;
- \* Works well with Athletic Director, other coaches, and school personnel;
- \* Encourages participation in varied activities;
- \* Responsible for all equipment for their team;
- \* Responsible to see that all levels of his/her sport conduct a student/parent meeting before the start of the season;
- \* All coaches are to be familiar and responsible for the enforcement of the rules and regulations of the MSHSL;
- \* The head coach or designated assistant is responsible for submitting game reports to the proper media outlets, school websites, MSHSL, and the high school office for the announcements;
- \* Attendance at all conference meetings;
- \* The Activities Office will hand out and collect all forms and fees.

The coaches are expected to work with any athlete who is interested and has a need to belong, not just work with the gifted and highly skilled athlete. Each athlete is entitled to our best effort.

### **ACCELERATION OF ATHLETES**

There are situations where it is appropriate for a 7<sup>th</sup> or 8<sup>th</sup> grade athlete to be moved up to compete at a higher level. In order for an athlete to be accelerated the following procedures must be followed:

1. Any coach who plans to accelerate an athlete in grades 7 & 8 must meet with the Activities Director before any suggestion to the athlete or their parent is made and any action is taken.
2. If a 7th or 8th grade athlete is accelerated, the coach must give the athlete and his/her parents the advancement form (found on the back page of this handbook) which the parent must sign and the coach have in possession before the advancement can take place.
3. Acceleration of an athlete on an emergency basis (ineligibilities or injuries) can take place but only if the parent of the athlete approves and the other members of the teams involved are informed, before the move, of the rationale for the movement.
4. Once a student is accelerated to a higher level, the status of the player shall be reviewed to determine what the player's appropriate playing level should be. This will be left to the discretion of both coaches.
5. Athletes should be moved up for playing purposes, not to ride the bench.

### **ADVISORS**

See job descriptions at end of this handbook for details of expectations. All activities need to be cleared by the Superintendent at least one month in advance of the event.

### **DANCES**

School dances are scheduled on the district Google calendar.

1. Any school organization desiring to sponsor a dance must first receive permission from their advisor. All dances must be approved by the superintendent/principal no less than 30 days before the dance is scheduled to take place. Final arrangements including the required building permit must be made no less than two weeks before the dance is scheduled to take place.
2. To ensure these functions will be well organized and will provide wholesome entertainment for the student body some regulations are necessary:
  1. School dances are for Floodwood students in grades 7-12. Students wishing to bring guests to the dance must seek prior approval from the superintendent/principal who will then notify the dance chaperones. It is in the students' best interest to ask for approval well in advance of the dance, as there is a required form for the guest to complete, which requires his/her school principal to sign.
  2. No one will be allowed to enter after 9:00 p.m. If a student has left the dance he/she will not be allowed to re-enter unless he has secured permission from a faculty member before leaving the building.
  3. School dances will not start before 8:00 p.m. and will be terminated no later than 12:00 midnight.
  4. At least three faculty members are to chaperone each dance. The organization sponsoring the dance will be responsible for arranging for these people.
  5. Student committees will see that concessions and dance areas are cleaned as soon after 12:00 midnight as possible.
  6. Dances are special occasions and students are expected to be clean and presentable and conduct themselves as ladies and gentlemen.
  7. Admission charge at dances will be set by the organization sponsoring the dance but must be approved by the superintendent/principal.
  8. All persons attending the dance must remain in the cafeteria or main hall. All other areas in the school are off-limits.
  9. The organization sponsoring the dance may sell tickets in advance.

### **DUTIES OF HEAD COACHES AND ASSISTANTS**

Athletic Department Forms:

1. The Activities Director will collect Physical Form, Insurance Form, and Eligibility Information.
2. Do not issue equipment or permit a student to participate until the Activities Director has received all required forms.

Eligibility:

1. See insert below from student handbook.
2. Do not permit an athlete to participate on any level if they are on the ineligible list issued on Tuesday's throughout the school year.

It is our goal to provide students with a strong learning environment as well as offer a variety of extracurricular opportunities to students. We expect all student athletes to be in good academic standing. An essential belief is that extracurricular activities are secondary to academic programs. As such, failure in academics results ineligibility to participate in activities.

To encourage the development of responsibility, it is important to make certain that stakeholders understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality.

The following is the process followed by the Activities Director regarding Athletic Scholastic Eligibility:

- 1 Unexcused Absence (1 Period or More): The student will be ineligible to participate in the next practice or event scheduled for that day.
- 3 Tardies in one week: The student will be ineligible to participate in the next practice or event when he/she reaches three (3) tardies in one week and this will be the case for each succeeding tardy.
- Grade of D in One or More Classes: Students will be ineligible to compete in events, games, or performances for the remainder of the week. A list of unsatisfactory grades (D) will be generated each Monday for all classes (current semester and quarter), and this period of ineligibility will begin on Tuesday and run through Sunday. If the student completes the "Eligibility Reinstatement Form," which is signed by teachers verifying the grade(s) is up to passing, the student will immediately regain eligibility.
- One time per season: Students may petition the principal to substitute completing a one (1) hour community service project to regain eligibility for a practice, event or game. This petition must be preapproved by the Superintendent/Principal.
- Administration has the right to create individual contracts with students as long as the contracts meet MSHSL guidelines.

#### Athletic Injury - Medical emergencies:

1. Planning ahead for uncommon major medical emergencies involves pre-preparation in four major areas: personnel, communications, supplies, and transportation.
  - a. Personnel
    1. Head Coach
    2. Assistant Coach
    3. Student Managers
  - b. Communications
1. The coach is directly in charge of IMMEDIATELY handling the medical emergency involved and each coach is required to have an Emergency Action Plan on file with the Activities Director. These plans can be developed on the Coaches Clipboard on the MSHSL.org website.
2. The Coach must decide whether additional immediate knowledgeable assistance, manpower and supplies are needed and from whom.
3. A telephone and telephone assistance is readily available. (Make sure you have a key to the phone area!)
  - a. Ambulance - 911
  - b. Hospital - (inform the hospital if a student is being transported there).
  - c. Parents - Have a list of parents' phone numbers readily available and don't forget to inform them in an emergency.
  - d. Emergency information is listed in the First Aid Kits.
- c. Supplies (for immediate emergency)
  1. A First Aid Kit issued to each Coach with emergency care supplies.
- d. Transportation
  1. The injured athlete will be transported to the hospital by school van or by ambulance. ***Use an automobile only as a last resort.***

#### FUNDRAISING

All fundraising activities conducted will be required to follow Floodwood School Board Policy #511. The responsibility of fundraising through organizations is as follows:

1. Fundraising must be conducted in a manner that will not result in embarrassment on the part of the individual students, employees, or the school.
2. All fundraising activities must be approved in advance by the administration. One fundraiser per year is allowed with the exception of yearlong activities. The length of the fundraiser should be agreed upon between the coach and the Activities Director prior to the start of the fundraiser.
3. The school district expects all students who participate in approved fundraising activities 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.
4. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

Organizations conducting fundraising activities should make regular deposits into their Student Activities Account in the office. Funds should not be kept in desks, at home, or anywhere where they can be lost or stolen.

Accessing funds will be done through the Activity Fund Pay Order form that can be found on-line at [www.isd698.org](http://www.isd698.org) under District and Staff Resources. All signatures must be secured before administration will approve the transaction. No Student Activity Account will be allowed maintain a negative balance at the end of the school year.

#### EVALUATIONS

1. Assistant and Junior High coaching evaluations will be performed by the Head Coach.
2. All Head Coaching evaluations will be performed by the Activities Director and the Principal.
3. All coaches/advisors will be evaluated at the conclusion of the season.
4. The evaluation form can be found at the back of this handbook.

#### HIRING OF COACHES

1. Upon a successful evaluation and pending austerity issues it is assumed that coaches will be retained for the following school year.
2. All coaching vacancies shall be posted in house as a first step.
3. The filling of a Head Coaching vacancy will be the responsibility of the Principal/Activities Director.
4. The filling of an Assistant and Junior High Coaching vacancy shall be a joint responsibility of the Head Coach and the Principal/Superintendent and Activities Director.
5. The Principal/ Superintendent will bring the coach's name forward to the school board for a recommendation and they vote on the hire.
6. The hiring process shall begin as soon as possible after a vacancy exists.

#### PROCEDURES FOR ATHLETIC INJURY

1. Call the hospital or doctor and make arrangements before taking the injured athlete for medical treatment.
2. Call and inform the parents of the injury.
3. Send a coach along with the injured athlete to the doctor or the hospital. **Do Not** allow athletes to drive themselves.
4. Fill out accident report (forms are located in the coach's office).
5. Player must have a signed doctor's note before they can continue participation.

#### IF AN INJURY OCCURS:

1. Minor to intermediate seriousness - ice and elevate the injured part or attend to the immediate needs of the injured.
2. Coaches and managers are the only ones who can get ice. There is a freezer in the Football locker room.

3. Serious injury - move remainder of the team away from injured player; attend to the immediate needs of the injured - call the ambulance or take the injured player to the hospital.

NOTE: IF AN ATHLETE MUST GO TO A DOCTOR, THE ATHLETE SHALL **NOT** BE PERMITTED TO PRACTICE OR PLAY UNTIL RELEASED BY A PHYSICIAN IN WRITING TO DO SO. Make sure you fill out injury reports for all injuries.

#### **PROGRAMS**

1. The head coach is responsible for development and operation of the program related to her/his sport. This means the head coach runs the program K – 12.
2. The head coach shall meet with his/her assistants prior to the season to discuss the program and duties of each member of the staff.
3. The head coach shall pass on information to the assistants as to how the program shall be carried out. It is very important that head coaches carry on continued communications with the junior high coaches.
4. The head coach is responsible for equipment of all teams.
5. The head coach is responsible to see that all levels of his/her sport conduct a student/parent meeting.
6. The head coach is responsible for the enforcement of the rules and regulations and policies of the Minnesota State High School League and the Floodwood School District.
7. The head coach is required to represent the school at Polar League post season meetings.
8. The head coach is responsible for submitting game reports to the proper media or designating someone from their coaching staff to do so.

#### **PRACTICE REGULATIONS FOR HOLIDAYS, VACATIONS, WEDNESDAYS AND SUNDAYS**

1. If a coach calls a practice on any of the following days and parents do not desire that their son/daughter participate, no punitive action shall be taken by the coach nor shall it affect the student's status on the team.
  - a. Labor Day - may practice
  - b. Thanksgiving Day - may practice if there is a game the next day or two
  - c. Christmas Eve Day - may practice, keep in mind that many families have early evening activities
  - d. Christmas Day - no practice
  - e. New Year's Eve Day - may practice
  - f. New Year's Day - no practice
  - g. Good Friday - may practice
  - h. Easter Monday - may practice
  - i. Memorial Day - may practice
2. Wednesday Practice Schedule
  - a. On Wednesdays, all teams must be out of the building by 6:00 p.m.
  - b. No events can be scheduled on Wednesday's with the exception being play-off games or spring sports who often times must reschedule multiple events due to poor weather.
3. Sundays – No School activities shall be scheduled on Sunday's – exceptions:
  - a. Open Gym
  - b. Pastors of all churches located in the district give approval
4. Starting Practice After School
  - a. No practice shall begin after school until the end of the school day
  - b. Teachers/Coaches are not to allow athletes into the locker rooms until the end of the school day.
  - c. Approval by the Activities Director is necessary for any change in this schedule
5. Emergency School Closure
  - a. Due to the nature of the closure
  - b. Varsity practice only
  - c. Permission granted by Principal
  - d. All parents of varsity players must be informed
  - e. No players are penalized for non-participation

#### **PRACTICE AND VOLUNTEER COACHES**

1. Any college students who wish to serve their practicum at the Floodwood School must first get permission from the Activities Director. Coaches are not authorized to accept practicum students for their programs.
2. Practicum students will be assigned to a program by the Activities Director. Head coaches are responsible for assigning the responsibilities to the student but it is mandatory that if at any level of their program (7-12) there is an overload of students the practicum student must be assigned to that level.
3. Volunteer coaches may be used at the discretion of the head coach. They must have a background check through MBCA. The background check must be complete prior to participation. The head coach must obtain prior permission from the Activities Director for all volunteer coaches.

#### **HOW TO AVOID LIABILITY IN SPORTS**

1. Medical Exam - the school should be reasonably aware of the health status of each athlete. There should be a thorough medical exam when a student enters the athletic program and three year updates supplemented by observation and referral exams when warranted.
2. Acceptance of Risk - a "waiver of responsibility" by athletes should be based on a full understanding by them of the risks involved. This emphasizes that the student shares responsibility for preventative measures.
3. Planning and supervision - those responsible for sports programs know where, when, and to whom an athletic injury could occur, and they should plan for any anticipated problems.
4. Competitive preparation - pre-season practices should protect participants from "the full rigors of the sport". In-season practices should help them be fully prepared and "follow the spirit of the rules" for that sport.
5. Equipment - appropriate equipment recommended by rules or authoritative groups must be used by all participants in practice as well as in games.
6. Facility - there should be regular checks on the facilities, including warm-up and adjacent areas to make sure the conditions are safe.
7. Emergency care - each practice or competition should have a person immediately available to give first aid, planned access to a physician for prompt medical evaluation, planned access to a medical facility, and a thorough understanding by all persons, including the leadership of visiting teams, or the personnel available and procedures.
8. Record - documentation is evidence that "you care". This should include data on participation, injury records, and waiver forms.
9. Justification - if the sport is to be defended adequately, its benefits and its risks must be thoroughly justified and accepted by all participants.

#### **SCHEDULING AND OFFICIALS**

1. Make recommendations to the Activities Director as to opponents.
2. Make recommendations to the Activities Director as to officials.

## SCOUTING

Shall be done on an individual basis of need and level of competition. School vehicles are not available for scouting purposed. Personal vehicles must be used and you may be reimbursed by the district. Coaches are encouraged to exchange video via the internet.

## TEAM TRANSPORTATION

1. The Activities Director will provide the bus times monthly for each activity. The Activities Director will check with the transportation supervisor and head of the activity on all needs for the loading time and departure time. The Activities Director will list load times and departure times. Leave on time. Please let the Activities Director know if there needs to be an adjustment. **DO NOT TALK TO THE TRANSPORTATION SUPERVISOR ABOUT CHANGES, ALL ADJUSTMENTS NEED TO BE MADE THROUGH THE ACTIVITIES DIRECTOR.**
2. Use of school vehicles - it is your responsibility to make sure that the vehicle that you have used is filled with gas and cleaned up at the end of the activity. The drivers have been directed to keep small garbage bags in all of the school vehicles. They will be in the very back of the vans. Please have your students put their materials and containers in these garbage bags and drop them in the school receptacle when you return from your activity. In addition, please refuel the vehicle if possible. Otherwise leave a note or let someone know to fill it. If you would assume responsibility of having most of these things done, it would facilitate the people using the vehicle the next day in getting on their way so they do not have to wait for the custodians to clean the vehicles and fill them with gas. All keys must be returned to the office by 8:00 a.m. on the following school day after the use of a school vehicle.
3. When teams travel by bus, each coach is responsible to see that someone is in charge to inspect the bus prior to the trip and after the trip. And make sure that "spikes" or other inappropriate shoes are not worn on the bus. This protects you and your players from false accusations. To assist in holding students accountable, and to make your job easier, it is suggested that you have assigned seats. It makes it easier for the AD and Principal to support you if you are thorough. It makes it easier for the district to defend you in court if you are thorough.
4. The school district's practice regarding the transportation of students to co-curricular activities is:
  - a. Students are transferred from the Floodwood School site to the co-curricular activity and back to the school site. They are not to be dropped off at any other site unless the parent of the student contacts the coach or supervisor and takes custody of the student in the presence of the coach or supervisor.
  - b. Only the parent of the student can take custody of the student. Parents should sign the release form that each coach should have along.
  - c. Prior arrangements may be made through the Activities Director for alternate transportation on a case by case basis.
  - d. Students are **never** allowed to drive other students.
5. Coaches are always the last ones to leave the school building, do not leave athletes outside or inside the school building after practices, scrimmages or games.
6. Parents and other adults should not be allowed to ride team buses unless the parent or other adult is employed or a volunteer acting in an approved capacity by the school district.
7. All coaches must ride the team bus. The only exceptions would be emergencies and very rare occasions which would benefit the students and authorized in advance by the Principal/Athletic Director.

## LOCKER ROOM

### Coaches

1. Keep locker rooms as neat and clean as possible.
2. Have players pick up after themselves.
3. Keep all doors locked- coaches' room, and equipment room. When the coaches leave the area, they must see to it that the doors are locked.
4. Do not permit students and players to enter equipment and storage rooms without supervision.
5. When practice is completed, the head coach or his/her designated assistants should be the last person to leave the building. Lock all doors and turn off lights before you leave.
6. Coaches will be given locker numbers that their athletes can use, the rest of the lockers will be used for PhyEd students.
7. Locker room assignments:
  - Floodwood VB players will use their own Girls locker room
  - Visiting VB teams will use the Boys locker room.
  - Floodwood FB team will use the Varsity locker room aka FB locker room
  - Visiting FB teams will use the Boys locker room
  - Floodwood GBB players will use their own GBB locker room.
  - Floodwood BBB players will use their own BBB locker room.
  - The Football locker room will be reserved for visiting Basketball teams.
  - In the case were both GBB and BBB teams are playing on the same day –The varsity team who plays second will use an alternative room as a locker room.

### Athletes

1. No running in the locker rooms.
2. No "snapping" of towels.
3. No water or soap fights.
4. No sliding in the shower areas.
5. Athletes are instructed that the improper turning on and off of the water in the shower area can be dangerous.
6. Shut off showers (when done using them).
7. Pick up towels.
8. All clothing, books, etc. should be kept in lockers.
9. Lockers are closed and locked when not in use.
10. No glass containers (deodorant, etc.).
11. No electrical appliances near shower area (hair dryer, etc.).

## KEYS, ACCESS CARDS

Keys are to be used by coaches and managers only. (Do not lend your keys to students). Lock and unlock doors using your key or Allen wrench. **DO NOT PROP DOORS OPEN WITH CANS, ROCKS, ETC.** Inspect all exits prior to leaving and make sure all students have left the building.

## SEASON'S END REPORT

1. Each head coach is responsible for completing an end of the season summary form and inventory sheet from the Activities Director.
2. The head coach is responsible to see that all reports are turned in on time.
3. All reports from assistants should be turned in with the head coach's reports.
4. Coaches will be paid when their season ending summary sheet and inventory sheets are turned in. The Activities Director will determine when all items are accounted for. Coaches will be paid on the next scheduled pay period.



#### **BUDGET PREPARATION**

1. Submit all budgetary items to the Activities Director.
2. Confer with assistant coaches as to what is needed.
3. Confer with Activities Director when materials are purchased.
4. You must use the electronic requisition form provided by the district. All information must be electronic, handwritten will not be approved. All UFARS codes must be typed in, no other is acceptable. Only the head coaches' signature is acceptable. The Activities Director will not approve any requisitions not signed by the head coach. The Activities Director will do all of the ordering of equipment.
5. List each item separately with the number needed and description. Also give the unit cost and total cost of items.
6. All ordering of materials for athletics shall be done by the Activities Director. In special cases where it becomes necessary for a coach to pick up needed materials, he/she must first contact the Activities Director and secure a purchase order and number. You may not purchase any item without a proper purchase order.
7. If you purchase anything for your personal needs, or if you are ordering items for the athletes on a personal basis, have the company bill you at your home address.
8. Policy Law

#### **RUNNING IN THE HALLS**

1. Running in the hall after school can occur after 3:30p.m, after the coach has inspected the hallways, and has determined the halls safe for running.
2. Any indoor running must be directly supervised by a teacher or coach.
3. Students are to be instructed to run on the right side of the hall area.

#### **LEAGUE RULES AND ETHICS**

1. Report all player violations of the MSHSL rules to the Activities Director.
2. Abide by the rules and regulations which pertain to your sport.
3. Become familiar with the MSHSL rules by reading the MSHSL website.
4. Be ethical in your dealings with opponents, players and the public.
5. Submit a copy of your special rules to the Activities Director at the beginning of your season.
6. Before dismissing a player from your program, check with the Activities Director and Principal. Also, the parents shall be informed before any action is taken.
7. If you consider moving a younger player in your sport to a higher level of competition, please refer to the acceleration procedure on page 4.

#### **USE OF OTHER SCHOOLS LOCKER ROOM FACILITIES**

1. Check locker room as to its condition before your team enters.
2. Check locker room as to its condition after your team leaves.
3. Impress on your players the need for respect of property and facilities of other schools.

#### **INCLEMENT WEATHER**

1. If school is canceled or dismissed early, all activities for that day will be canceled. This includes all practices.
2. In the event of inclement weather prior to the start of an activity, the Activities Director will communicate with the opposing Activities Director to determine the status of the activity.
3. In the event of inclement weather during the activity, the Activities Director will conference with the officials and both the home and visiting coaches to determine the continuation of the activity.
4. Outdoor activities should be suspended when the heat index reaches - or higher and the wind chill index is - or less. Please see back of handbook for more information.

#### **STUDENT OR ATHLETE USE OF PHY-ED FACILITIES DURING THE SCHOOL DAY**

1. Students or athletes shall not be permitted the use of physical education facilities during the school day unless under the direct supervision of a coach. Direct supervision means the coach and athlete are in the same room at the same time. Students must never be taken from a class for practice. Student performance is the highest priority we have after student safety.
2. Coaches and athletes are not to use the physical education equipment for athletic purposes. Sharing equipment can be done but only at the permission of the physical education department. Coaches are not to assume physical education equipment can be used in their programs. Physical education instructors can use athletic equipment during the instructional day as they see fit.

#### **USE OF PRACTICE FACILITIES AND EQUIPMENT (SAFETY)**

1. Before using facilities or equipment, check to see that there are no safety hazards to the participants. This includes road ways for track athletes. If so, report them to the Activities Director.
2. After a practice session is over, make sure that all equipment is put away and that all lights are turned off and all doors are locked. It makes it easier for the AD and Principal to support you if you are thorough. It makes it easier for the district to defend you in court if you are thorough.
3. Coaches shall inform their players that use of facilities prior to the start of their first practice will not be permitted. Safety is our top priority. Coaches must be the first to enter the facility and the last to leave. Coaches must clearly communicate to participants what the start time of practice is and what the earliest time they will be allowed in the building. (If you arrive to open the building and students are already in the building, they are to be sent home and they are not allowed to practice. The Principal must be notified. (No student is ever allowed in the building unsupervised, this is a violation of school rules and the principal will take corrective action.) Students in the building, immediately after school, will be an exception to this procedure. Please communicate clearly to your participants what door they are allowed to use to gain access to the building. Unlock that door from the inside using an Allen wrench or key. These are school issued. Once your deadline for arrival is past then you need to relock the doors as you are personally responsible for all students who enter during that time. It is your responsibility to be the last one out of the building. It is your responsibility to check each door that your actions could have allowed access to the building. If your actions allowed access to the entire building then you must ensure that each door is checked and secure. If a student is waiting for a ride it is your responsibility to supervise that student until the parent arrives.
4. **"Captain's Practice"**
  - It is believed that the words "captain's practice" originated years ago as a description of the spontaneous gatherings of students for the purpose of preparing themselves for a level of physical conditioning prior to the start of a school's sport season. These were physical conditioning meetings. The activities were usually led by the captains and included calisthenics and running, hence the term "captain's practice". Member schools have subscribed to the rules and regulations governing the start and close of each sport season. Their athletes should be permitted to choose their activities in the "off season" providing they do so without direction from school coaches. No school may engage in any game or games, practice, training, or other activities between the close of one season and the opening of the next season. Group and individual physical development programs opened to all students between the close of one season and the opening of the next season are encouraged. This does not include "captain's practice". Our school policy or personnel do not offer "captain's practice." The use of high school gymnasiums and other athletic facilities during this same period is also encouraged.

There shall be no compulsion of athletes to participate in any pre-season training as a qualification of being on a high school team. When using school facilities students must be supervised. However the school district cannot in any way be involved in a "Captain's Practice." If the school is fined by the MSHSL and your actions are responsible you will reimburse the district for that fine.

#### 5. "OPEN GYMS"

- Members of the schools coaching staffs will not be allowed to set up open gyms outside of their season or the summer waiver period.
- Members of the schools coaching staffs will not be allowed to supervise open gyms outside of their season or the summer waiver period.
- Open gyms during the school year must be set up by adults who are not a part of the schools coaching staff, and they may not be directed to do so by members of the schools coaching staffs.
- If the adult who set up the open gym is unable to supervise they must notify the activities director/facilities scheduler and notify them of the replacement.
- Members of the schools coaching staffs will not be allowed to notify student-athletes of open gyms that are held outside of their season or the summer waiver period by phone, text, email or other social media.

(Note: The reason for these changes is to protect the school, our coaches, and our student-athletes from accusations of coaches putting undue influence on kids to participate, and to protect us from accusations from coaches coaching student athletes out of season.)

#### 6. All facilities, gym, weight room, locker rooms, fields, etc. must be supervised at all times before any formal or informal activity can be conducted in the area.

#### GYMNASIUM

- Gymnasium doors should be locked after practice.
- Coaches should check gymnasium area each day for possible hazards.
- Players are not allowed in gymnasium unless the coach is present.
- Players are not allowed to use the equipment until the coach has given permission.
- Players are to leave the gymnasium in an orderly manner.
- Gymnasium doors are to be opened carefully when leaving the gym (doors open out).
- Players are instructed to walk in the center of the hall by the gymnasium area, and to stay away from the gymnasium doors.
- Coaches or managers shall be the only ones to turn lights on or off.
- Bleachers shall not be opened or closed by players without proper supervision.

#### OUTDOOR FACILITIES

- Athletic fields are maintained by the grounds keeper, Head Coach and the Activities Director. Observation of the fields by both the coaching staff and grounds keeper result in repairs as needed.
- Players are instructed to watch for vehicles when crossing the streets and walking to and from the field.
- Players are instructed to wait for the coaches to open gates. They are instructed not to climb fences.
- Players are instructed to walk on the street, not on personal property, to and from the athletic field. Students need to be instructed to walk or run no more than two abreast and they need to ensure traffic is not impeded.

#### EQUIPMENT

- Coaches shall check equipment prior to use. It is the responsibility of each coach at each level to not use unsafe facilities or equipment. The coach is liable if he or she elects to use equipment or facilities that they believe is unsafe. Coaches should electronically report to the Activities Director to request any repairs needed.
- Care of equipment and use of equipment is discussed in detail with players for each activity.
- Safety precautions are discussed with players pertaining to the use of equipment - not only the player's safety, but that of their team members.

#### UNEXCUSED ABSENCE

- Students who are absent from school without an excused absence will not be permitted to participate in any school sponsored activity, including practice, the day of their absence, or on Saturday, if the violation occurs on Friday.
- Any absence on the day of an activity will result in the student not being allowed to participate/attend the activity that day or evening. This does not relate to absences such as appointments (medical, dental, counselor, and legal, driving tests), funerals, religious instruction, or absences that have prior approval by the Principal. If a student is in a situation where he/she feels there should be an exception to the rule and an afternoon class must be missed, that student should clear the absence ahead of time with the superintendent/principal. Verification may be requested if it is deemed these exceptions are being abused by the parent and/or the student. Also, any unexcused absence for the day (or any part of the day) of an activity will result in ineligibility for that day's activity. This would include unexcused absences for missed school or either in or out of school suspension.
- Athletic contests on school nights do not excuse students from being in school promptly the following morning and parents/guardians cannot excuse an athlete for their morning absence or tardy following a late night without a medical note.

#### UNIFORMS

- Teams and individuals must wear the uniforms and warm-ups provided by the athletic department. Any special situations or additions to uniforms or warm-ups must be approved by the activities director.
- Coaches at any level cannot accept or solicit from outside sources contributions of or for uniforms, warm-ups, or any other apparel that can be taken as part of the team outfit. Coaches cannot purchase for re-sale any equipment.
- Teams who wish to order from source items for the personal use by and purchased by the individual members can do so but cannot be part of the team uniform unless provisions are made for those wishing to not purchase such items. i.e.--Team sweat shirts, jackets, shooter shirts, etc. Design for such items must be approved by the Activities Director.
- Uniforms should be good quality and meet all requirements set by the MSHSL.

#### Uniform Rotation

Sport	Last purchase	Rotation
Boys Basketball	2014-2015	2021-2022
Girls Basketball	2015-2016	2022-2023
Softball	2016-2017	2023-2024
Cheerleading	2017-2018	2024-2025
Volleyball	2016-2017	2023-2024
Football	2014-2015	2019-2020
Baseball	2011-2012	2021-2022
Boys/Girls Track	2012-2013	2020-2021

### **SPECIAL RULES WHICH PERTAIN TO YOUR PARTICULAR ACTIVITY**

1. If you have special rules for your sport, make sure they are written and gone over with the team members, and they must be approved by the AD and Principal.
  - a. Give a copy to the Activities Director so he/she also has a record of your rules.
  - b. Punishment should not be as harsh for a first offense, as for continuous violations. In some cases, involvement of parents may be necessary before action is taken.
    - 1) Never do or take any punitive action in the heat of disappointment or anger.
    - 2) Punitive action for a violation of your rules shall be constructive. Never use a sport activity for punishment.
2. Floodwood High School will abide by Minnesota State High School League rules with the exception of those that have been made more restrictive and adopted by the Floodwood school board.

### **REPORTING GAME RESULTS**

1. Email score to the Activities Director's Office prior to 7:50 a.m. the morning succeeding an activity to be put in the announcements. It is the coach's responsibility to inform members of the media.
2. The following media should receive end of game scores and stats: MSHSL.org, Channel 6, Channel 10, Duluth News Tribune, Minnesota-scores.net, The Floodwood Forum, and the Voyageur Press.
3. The Duluth News Tribune should also receive end of season stats.

### **WEIGHT MACHINE, FREE WEIGHT AND GENERAL AREA**

1. If any unavoidable damage occurs to the weight equipment, free weights or general area through use, you are to report it to the coach or Activities Director so repairs may be made.
2. If any undue damage to the weight equipment, free weights or general area occurs, it may be closed and only limited lifting under direct supervision would be permitted.
3. No pop or food will be permitted in the weight room at any time.
4. The weight equipment and free weights are to be used only as designated and prescribed by the posted rules and lifting charts and not in a manner that is unsafe or injurious for pre-lift warm-up exercises and proper lifts. (No less than two people shall be in the weight room at one time during the day).
5. Students must be properly dressed in gym clothes before being permitted to use the weights.
6. The weight room is for general use by the students and public (*with permission from the Activities Director*). Athletic teams cannot reserve it for just their use, but as always, they may use it with the proper supervision when it is not scheduled and coaches may send athletes there when it is scheduled to be opened.

### **SCHEDULING OF EVENTS**

1. As soon as the Activities Director has finished scheduling athletic events, these shall be made available to the Principal and the Music Department.
2. The Music Department will give the Activities Director a list of event dates by March for the ensuing year.
3. Events scheduled after that date will have to clear the master schedule which is to be kept in the Principal's office. Official sub-section, and state additions or corrections should take precedent over non-conference and locally scheduled events.
4. Both the Activities Director and the Music Department are to check the master schedule with the Principal on proposed dates for events that are scheduled after the initial schedule is drawn up.
5. The original schedule will take priority over all late schedule events.
6. All junior high level activities will take priority over high school activity for the junior high level student who might be participating in a high school sport or activity.
7. When it becomes necessary to reschedule a sport or music activity that has been postponed due to weather conditions, each coach or director must check the existing school schedule before rescheduling the event. If there is a possible conflict, the change must be approved by the Activities Director and Music Department.
8. All other departments and organizations that need to schedule events must check with the Activities Director and the master schedule for open dates. These departments and organizations must also abide by the guides that are set for the athletic and music departments.

### **PROCEDURE FOR HANDLING POSSIBLE CONFLICTS IN THE SCHEDULE**

1. School activities that have been scheduled and appear on the master schedule in the Activities Director's office take priority over rescheduled inter-school activities, unless the normal progress for advancement may be affected. First consideration will be given to the activity that may have its advancement affected.
  - a. Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt should be made so that the students need not be asked to make a choice, nor be penalized to be outside of a decision stemming from these policies.
    - All performances (games, concerts, or meets) take priority over a practice or rehearsal.
    - A concert will take priority over a JV or "B" squad game or meet.
    - A JV or "B" squad game or meet will take priority over a practice or rehearsal.
    - All Polar League or Great Northern Conference tournaments where a conference championship is determined, sub-sectional, sectional or state activities will take priority over any other scheduled activities or practices.
2. When a conflict appears, the following procedures should be followed:
  - a. Notify the Activities Director as to the possible conflict.
  - b. The Activities Director and Music Department will meet to see if the adopted rules can handle the alleged problem.
  - c. If the adopted rules do not apply or when an agreement on the interpretation cannot be reached, then the Activities Director and Music Department will call a meeting with the two coaches and/or directors to resolve the conflict. The Principal or Superintendent will be called in as a fifth party only if needed.
3. When rescheduling events Activities Director will try to minimize time away from classroom.

### **MISCELLANEOUS SALARIES**

Miscellaneous Salaries will be paid to those individuals wishing to be paid for their time. The person performing the activity is responsible for requesting the salary. Salaries will be paid for home events only. Requests must be made within 2 weeks after the last regularly scheduled home game.

Scorebooks, Score/Clock, Libero Tracker, Officials for Volleyball, Football, Basketball (Girls and Boys) will receive \$25 per night for "A" and "B" games/matches. Officials for "C" Volleyball will receive \$25 per match. Summer Umpires will receive \$10.00 per game.

### **ATHLETIC AWARD POLICY**

1. First award earned – Certificate, a chenille letter (only one chenille letter will be given to cover all sports through high school), and a sport specific pin.
2. Succeeding awards earned - Certificate every time a person letters in a sport. A bar will be given to signify each year the participant lettered.
3. Members of a Polar League Conference Championship Team - Conference Championship Certificate.

4. Awards will be presented at an Athletic Banquet or other activity set-up by each individual activity. There will be no religious observance at any awards presentations. There may be a moment of silence.
5. MVP Offense and MVP Defense awards will be given to all sports. Other awards must first be approved by the Activities Director.
6. The head coach will select the winners of the "end of season awards". It is not the responsibility of the players to choose the winners.
7. Only section championship and state trophies will be engraved with names of participants.
8. Attendance at Athletic Awards Ceremony is mandatory for all coaches, employed.

#### **PARTICIPATION REQUIRED TO QUALIFY FOR A HIGH SCHOOL LETTER**

(During a complete sport season)

##### ***Football:***

- Actively participate in one-fourth of the total quarters played by the varsity squad during the regular season;
- Or by the coaches' and Activities Directors' judgment in special cases.

##### ***Basketball:***

- Actively participate in one-fourth of the total quarters played by the varsity squad during the regular season. Tournament games do not count as a season game, but tournament quarters count toward winning a letter;
- Or by the coaches' and Activities Director's judgment in special cases.

##### ***Softball:***

- Students must participate in at least 70% of the games, or half of the innings on the schedule. Any entrance into games counts as playing in a game.
- Lettering is at the discretion of the head coach.

##### ***Baseball:***

- Students must participate in at least 70% of the games, or half of the innings on the schedule. Any entrance into games count as playing in a game.
- Lettering is at the discretion of the head coach.

##### ***Track:***

- Must score points equal to the number of meets in which the varsity team participates during the regular season. These points can be scored during the regular season meets, and/or Conference and District meets;
- Or by the coaches' and Activities Director judgment in special cases.

##### ***Cross Country:***

- Will follow cooperative criteria.
- Or by the coaches' and Activities Director's judgment in special cases.

##### ***Volleyball:***

- Must participate in as many games as there are matches must have played in 3/4 of the matches, exclusive of tournaments;
- Or by the coaches' and Activities Director's judgment in special cases.

##### ***Manager:***

- Must act as manager for two sport seasons;
- Or by the coaches' and Activities Director's judgment in special cases.

##### ***Cheerleading:***

- Must complete season and satisfy coaches' criteria
- Or by the coaches' and Activities Director's judgment in special cases

##### ***Band:***

##### ***Plays:***

All coaches and advisors must have written criteria assessable to all concerned for earning a Floodwood School letter. The above are the requirements and any changes to these must be submitted to the Activities Director prior to the beginning of the season of the activity.

#### **ATHLETIC RECOGNITION**

Official school recognition for outstanding individual or team performance at state, sectional, and sub-sectional events shall be held at organized school assemblies. The Activities Director, Cheerleading Advisor, and anyone interested shall work together on the organization and scheduling of the activity.

##### ***Individual Events:***

- The school shall hold an assembly to recognize individuals who will participate in State Tournaments or Meets.
- Interested community organizations, groups or individuals may participate in this assembly by making such a request to the Principal/Superintendent.

##### ***Team Events:***

- The school shall hold an assembly to recognize teams who will participate in State Tournaments or Meets.
- Interested community organizations, groups or individuals may participate in this assembly by making such a request to the Principal/Superintendent.

#### **COACHES CLINIC/STATE TOURNAMENT ATTENDANCE POLICY**

- Individual Participation in State Tournament or Meets – Only the head coach/advisor is permitted to attend the State Tournaments at school expense, whether one or several individuals are participating. Exceptions may be made if individuals of both genders qualify. All necessary expenses of the head coach, and participants will be taken care of by the school.
- Team Participation in State Tournaments or Meets – The head coach/advisor and the official school assistant of the varsity team may attend when a school team is participating in a state tournament. All necessary expenses of the coaches, team, band, and cheerleaders will be taken care of by the school. Cheerleaders must meet lettering criteria.

## PEP BAND

- The Pep Band will play at four home activities for Football and Volleyball. Pep Band will play at six home activities for Boys Basketball and Girls Basketball.
- The Pep Band shall play at all tournament games. *This will be based on tournament seeding as is the section policy.* (Tournament games shall have preference over regular season scheduled games).

## SPORTSMANSHIP

Implementation of Sportsmanship Project:

### Participants

- a. Coaches will meet prior to each season with players to inform them of sportsmanship behavioral expectations.
- b. Advisors of activity groups will discuss sportsmanship behavioral expectations with participants.

### Coaches and Athletic Staff

- a. A general meeting will be held in the fall with the athletic staff, coaches and administrators to review the sportsmanship behavioral expectations outlined in the Coaches' Handbook.
- b. Seasonal meetings with the coach/coaches involved in each activity will be held to review these expectations.

### Cheerleaders

- a. The advisor will meet with the cheerleaders on weekdays to direct their program and discuss problems that may arise.
- b. The advisor will be in attendance at the various sport activities to insure that the rules are implemented.

Responsibilities of:

#### 1. Participants

- a. Abide by the rules of the game in letter and spirit.
- b. Show respect for opponents and officials by:
  1. Applaud when the other team is introduced;
  2. Show proper respect when the National Anthem is played;
  3. Shake hands with your opponent before and/or after a game as the sport warrants;
  4. Offer a helping hand to assist an opponent who is down; in a contact sport, unless the opponent appears to be injured;
  5. Refrain from negative yelling or booing when an opponent is shooting free throws;
- a. Display modesty in victory and graciousness in defeat;
- b. Show respect for the official's call by not yelling or booing after calls with which you disagree;
- c. Respond in a reasonable manner when an official's decision is not in your favor. Raise your hand to indicate that you respect the official's decision;
- d. Cooperate with the officials; and,
- e. Thank the officials after the game for officiating the game.
- f. Show respect for opponent's facilities by:
  1. Leaving the locker rooms with all items picked up and put away;
- g. Refraining from defacing or destroying any property in opponent's locker rooms or surrounding facilities.
- h. Abide by the Minnesota State High School League eligibility rules:
  1. Participants are reminded that team members represent their school and community. Participation is an honor and a privilege, not a right.
  2. Participant's actions, attitudes and personal appearance while representing their school and community are being observed by people of all ages. These characteristics will have a definite influence on the manner in which all look at sportsmanship. They reflect other areas of attitude development necessary for good sportsmanship.

#### 2. Coaches and Staff

- a. Abide by the Minnesota State High School League Coaches' Code in making an effort to:
  1. Exemplify the highest moral character, behavior and leadership.
  2. Promote ethical relationships among coaches.
  3. Abide by the rules of the letter and spirit.
  4. Respect the integrity and judgment of sports officials.
  5. Display modesty in victory and graciousness in defeat.
  6. Play by the rules - don't try to bend them.
  7. Be a gracious host or hostess to visitors.
  8. Control one's emotions, especially those which may lead to technical fouls.
  9. Avoid inciting the crowd or players by one's actions, on or off the bench.
- b. Acknowledge that by the coach's exemplary actions during his/her contact time with the team members he/she is, in fact, having an effect on the attitudes of team members toward sportsmanship.
- c. Respect for opponent's facilities:
  1. Make sure every effort is made to prevent any damage to any part of the opponent's facilities.
  2. Make sure all materials are picked up and properly put away before leaving the locker rooms.
- d. Respect for opponent's players and coaches:
  1. Greet them when they arrive and direct them to their assigned facilities.
  2. Shake hands before and/or after a game as the sport warrants.
  3. Remove any players who are not conducting themselves in a sportsmanlike manner.
- e. Respect for officials:
  1. Introduce yourself to the officials before the game.
  2. Try not to show your discontent toward the officiating.
  3. Respect the calls made by the officials, good or bad. If you disagree with a call, ask them, in a respectful manner, for an interpretation of the call. This should be made when a time-out has been called.
  4. Shake hands with the officials following the game and thank them for officiating the game.
- f. Wear appropriate dress.

#### 3. Cheerleaders:

- a. Conduct:
  1. Remember, you are a leader in all you do. What you do, others copy. Let your behavior be a model on and off the floor.
  2. Be a good sport. Win or lose, wear a smile. The crowd will reflect your sportsmanship.
  3. Assume your responsibilities willingly and strive never to let your team, your school or other cheerleaders down.
  4. Recognize your responsibility and report problems or difficulties to proper adult authorities.
  5. Greet the opponent's cheerleaders, if any, before and after the game and make them comfortable.

6. Show respect for the opponent's facilities by conducting yourself in a reasonable and appropriate manner.
7. Conduct yells only when they do not distract or interrupt the play.
8. Select yells that are in good taste and do not offend either the home or opponent's participants or spectators.
9. Discourage any booing or unnecessary yelling at the opponents or officials by the home crowd.
10. Refrain from showing negative emotions, especially if disgusted with a play or an official's call.
11. Cooperate with the band at all times.
12. Lead the crowd in showing respect for the National Anthem and each school's song.
13. Assist school officials in keeping students off the playing floor before, during and after the game.
14. Assist in promoting student and community awareness of up-coming activities and encourage their support.
15. Remember the crowd will give back to you exactly what you give to them. Enthusiasm is highly contagious, so your spirit and excitement must be sincerely felt.
16. Promoting school spirit takes a lot of work behind the scenes, not just during the game. Find creative ways to build positive traditions and promote pride in the school among students, faculty and community.

#### **COACH, PARENT AND STUDENT MEETINGS**

1. All coaches of Floodwood School athletic teams are encouraged to have a parental information meeting which includes both parents and students. The following are the guidelines for these meetings:
2. Parents are to be given a handout with a brief explanation of the coaches' guidelines for their activity. These guidelines should cover such items as:
  - a. Practice Schedules
  - b. Game Schedules
  - c. Coaches Rules and Penalties for:
    1. Missing practices
    2. Missing games
    3. Participation policy
    4. Any other team rules
    5. Goals and expectations
3. Philosophy (especially as to playing time)
4. Rule changes in your activity
5. Sportsmanship
6. School's rule for attendance
7. Each coach/advisor is to review the Floodwood School Eligibility Information, which includes the Minnesota State High School League material. It is suggested that you read it to all who are in attendance. A copy of this information can be obtained in the activities director's office.
8. It is suggested that each coach have their meeting at the same time that they have a practice. It is not practical to have it any other time since athletes must attend. It may not be the best time for parents but for the majority of the people involved, it makes for a better situation. For example: if you have a scheduled practice at 3:30 p.m. to 5:30 p.m., schedule the meeting at your practice facility for 4:30 to 5:30 p.m. You are free to conduct this meeting when you like and the activities director's office will do what they can to assist you.

#### **DEALING WITH CONFLICT**

##### **Procedure for handling athletic complaints**

1. In order to allow an expression of differences that often occur in athletics, a procedure has been developed for establishing a line of communication between school, parent/guardian, students and coaches. This procedure should follow an orderly process.
2. No conflict between a parent, student, official or coach should be addressed during or immediately following a game. The game site, practice field, lobby or locker rooms are not appropriate places to handle conflict. Coaches are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.
3. If you are upset, please call or arrange a meeting the following work day.
4. The following steps should be taken in order for conflict to be resolved.
  - Step 1. Student athlete asks the coach to meet to discuss the issue.
  - Step 2. The parent or student-athlete contacts the AD to arrange a meeting to talk about the issue. After talking with the parent and/or student athlete, the AD will decide whether or not the coach needs to be brought into the conversation.
  - Step 3. If needed (issue not resolved,) the coach will be brought into the conversation with the parent(s), student athlete, and AD. The student athlete does not need to be involved, but is recommended.
  - Step 4. If needed (issue not resolved), the Principal/Superintendent will act as a mediator to resolve the issue.
5. Group conflict -- No parent or booster group shall meet at Floodwood School to discuss team problems without representatives from School which will include the Activities Director, coach or both. Actions or concerns addressed by such groups at any other meetings where School representatives are not present will not be officially acted upon by officials and coaches are not required to attend unofficial meetings.

#### **ENFORCING RULES AND REGULATIONS OF THE MSHSL**

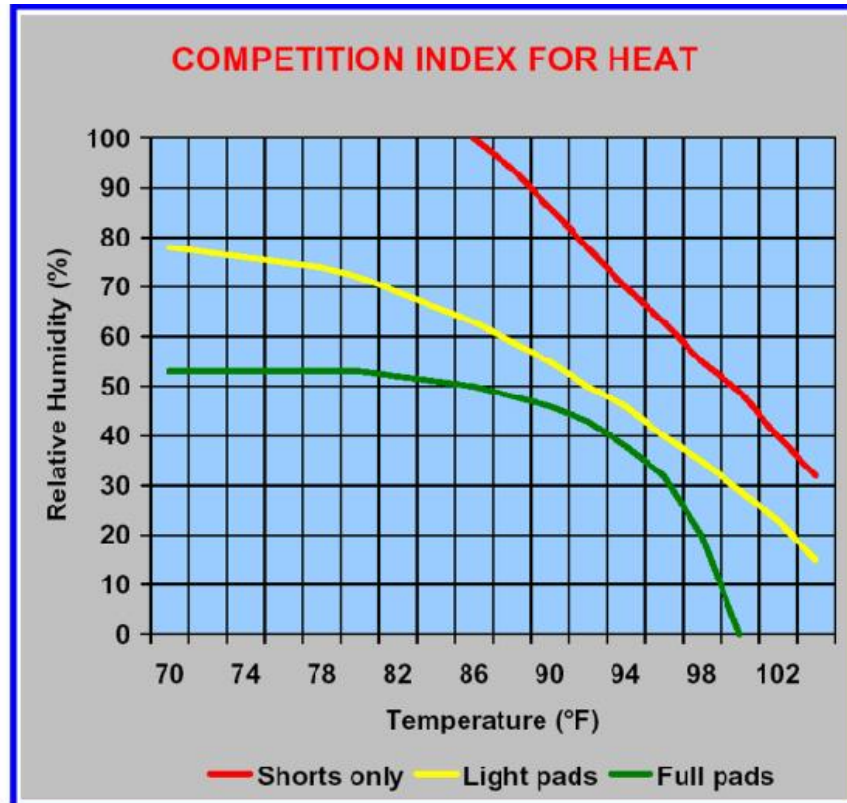
##### **Guidelines for Compliance with MSHSL Rules and Regulations**

1. Any and all reported violations of Minnesota State High School League Rules and Regulations must be reported to the Activities Director.
  - a. Coaches, directors, or advisors cannot declare a participant ineligible.
  - b. Coaches, directors, or advisors are directed to inform people who report violations to them to take their allegations to the Activities Director.
  - c. Coaches, directors, or advisors shall check with the Activities Director to ensure that the allegation has been reported.
  - d. Coaches, directors, or advisors will be informed of any violations by participants.
2. A coach, director or advisor who directly witnesses a violation or who has a confession of a violation given to him/her is directed to report such an incident to the Activities Director
3. Coaches, directors and advisors are expected to know the school policies regarding the evaluation and suspicion of chemical abuse problems.
4. Coaches, directors and advisors are expected to act according to their professional judgment at all times.
5. Coaches, directors and advisors will be informed by a list each Wednesday when a participant is academically ineligible. All dates in the letter are to be adhered to regardless of cancellations, etc. Any student who does not follow the guidelines stated in the letter will not have their eligibility restored until the guidelines are fulfilled. Coaches must know that in order for a student to serve the ineligibility, he or she must complete the season of the activity where the ineligibility was served. Please explain to students in your program who are ineligible for a period that if they do not come to practices or finish the season after they become eligible, they will again be declared ineligible.
6. Ejection of a player or coach from MSHSL events.
  - a. Ejections must be immediately reported to the Activities Director.
  - b. Coaches are required to know the procedure for dealing with an ejection as outlined in the MSHSL handbook.

- c. The Floodwood School Athletic Department will not tolerate coaches getting ejected from a contest. A written explanation of an ejection must be filed with the Activities Director and a conference with the director must take place before such coach can resume any of his or her coaching activities.

#### MINNESOTA STATEHIGH SCHOOL LEAGUE SUMMER COACHING WAIVER

1. Each head coach must meet with their 9 - 12 assistants and distribute a Summer Coaching Waiver Request form. This should be done by the third Friday in May. This also applies to coaches who anticipate working at a camp that Floodwood School athletes may attend. Only Coaches need to sign a waiver request.
2. Summer is defined as the time starting on the 4th Saturday in May and ending on July 31st. With one week of no contact in July, dates for the no contact period will change from year to year but are there to provide athletes a break during the July 4<sup>th</sup> celebration.
3. DURING THE SCHOOL YEAR, COACHES MAY NOT COACH THEIR STUDENTS IN ANY CAPACITY OTHER THAN DURING THEIR RESPECTIVE SEASONS.
4. All coaches who are going to provide summer coaching in a clinic/camp format or as a coach of a competitive team **MUST** submit a written statement to the Activities Director as to their intent of what they will be doing and when. And be able to comply with the no contact period in July.



**Heat Stress Risk Temperature and Humidity Graph**

Reprinted with permission from Kuika T.J, Kenney WL. Heat balance limits in football uniforms: how different uniform ensembles alter the equation. *Phys Sportsmed* 2002;30(7):29-39.

- GREEN LINE: Regular practices with full practice gear can be conducted for conditions that plot to the left of the green line.
- RED LINE: Cancel all practices when the temperature and relative humidity plot to the right of the red line; practices may be moved into air-conditioned spaces.
- BETWEEN RED AND YELLOW LINES: Increase rest to work ratio with breaks every 20 minutes and all protective equipment should be removed to practice in shorts only when the temperature and relative humidity plot between the red and yellow lines.
- BETWEEN YELLOW AND GREEN LINES: Increase rest to work ratio with breaks every 30 minutes and wear shorts with helmets and shoulder pads only when the temperature and relative humidity plot between the yellow and green lines.
- Heat risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and increased as the heat stress rises.
- Add 5 degrees to temperature between 10 AM & 4 PM from mid May to mid September on bright, sunny days.
- Practices should be modified to reflect the conditions for the safety of the athletes.

# SCHEDULE C JOB DESCRIPTIONS

## Senior Class Graduation Advisor Job Description

The Senior Class Graduation Advisor is responsible for advising and overseeing the activities of the Senior Class as well as planning the graduation ceremony with assistance from the principal. Throughout the school year the Senior Class contributes to school-wide activities such as spirit week. The major event is the Senior Class Trip. The Senior Class also raises funds for class activities for graduation. All activities are paid for through fundraising and by class participants. As this is paid position, time during the regular school day should not be done during the regular work day.

### PERFORMANCE RESPONSIBILITIES:

1. Supervise the Senior Class activities, including fund raising activities. All activities need to be cleared by principal by a minimum of one month in advance of activity.
2. Determine role of class officers and conduct election of class officers.
3. Establish class goals on class unity, spirit, funds, and events.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Promote and monitor these goals to keep the class on task.
7. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. These meetings will be held before 8:00 a.m., after 3:30 p.m., or during the lunch hour.
8. Work with class to develop budget for all activities and events. Determine a budget for the year and plan accordingly. Determine a budget for graduation ceremony, class trip, and class group picture.
9. Track student contributions to senior class trip vs. other expenses. Students will not be held responsible for senior class trip fees if they do not go on the trip.
10. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
11. Inspect gowns for tears, working zippers, quantity/sizes for current seniors, and set up a dry cleaning schedule. (The gowns belong to the school district; the students purchase their own graduation caps.)
12. Prepare graduation programs with the guidance of the principal.
13. Hold graduation ceremony practice and set up with the guidance of the principal, in order to conduct a respectable and timely ceremony.
14. Mediate class trip planning meetings, assist in determine location of trip as well as the itinerary, coordinate dates with school administration. The initial preliminary plan is to be shared with the school board in May of their junior year, with more detailed plans to be shared at the January board meeting of their senior year.
15. Assist students in setting goals for their individualized plan as required by law to be college and career ready when they graduate, including assistance with class schedules.

## Senior Class Advisor Job Description

The Senior Class Advisor is responsible for advising and overseeing the activities of the Senior Class. Throughout the school year the Senior Class contributes to school-wide activities such as spirit week. The major event is the Senior Class Trip. The Senior Class also raises funds for class activities for graduation. All activities are paid for through fundraising and by class participants. As this is paid position, time during the regular school day should not be done during the regular work day.

### PERFORMANCE RESPONSIBILITIES:

16. Supervise the Senior Class activities including fund raising activities.
17. All activities need to be cleared by principal at least 30 days in advance of activity.
18. Determine role of class officers and conduct election of class officers.
19. Establish class goals on class unity, spirit, funds, and events.
20. Encourage students to appreciate and value their classmates, school, and community.
21. Encourage activities in support of school and community.
22. Promote and monitor these goals to keep the class on task.
23. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. These meetings will be held before 8:00 a.m., after 3:30 p.m., or during the lunch hour.
24. Work with class to develop budget for all activities and events. Determine a budget for the year and plan accordingly. Determine a budget for graduation ceremony, class trip, and class group picture.
25. Track student contributions to senior class trip vs. other expenses. Students will not be held responsible for senior class trip fees if they do not go on the trip.
26. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
27. Mediate class trip planning meetings, assist in determine location of trip as well as the itinerary, coordinate dates with school administration. The initial preliminary plan is to be shared with the school board in May of their junior year, with more detailed plans to be shared at the January board meeting of their senior year.
28. Assist students in setting goals for their individualized plan as required by law to be college and career ready when they graduate, including assistance with class schedules.

## Student Council Advisor Job Description

Under the direction of the school principal the Student Council Advisor provides support to the elected officers and serves as leadership team motivator, mentor, and manager.

### STUDENT BODY ACTIVITY COORDINATION AND DELIVERY OF SERVICES

To provide leadership and supervision of events:

1. Coordinate and attend bi-monthly student council meetings held during lunch or after school.
2. Coordinate Student Body Special Events: Homecoming/Spirit Week Activities/Food Drives/Formal Dances/Special Events/Student Council Elections
3. Supervise and approve all club, class and special event activities
4. All activities need to be cleared by principal at least 30 days in advance of activity.
5. Promote/Support to other school-wide events
6. Promote Student Council activities through a variety of district outlets: the web page, Facebook, providing a newsletter article each month, supply the principal with weekly items for the bulletin, hall TV, update the bulletin board monthly
7. Monitor Student Council account and expenditures monthly; determine budget
8. Coordinates school fundraising activities



9. Develop and initiate programs under which students and faculty can communicate with one another
10. Provide leadership in recognizing outstanding student achievement; i.e. student of the month, honor roll, citizenship, attendance and improvement; Recognize various employee days
11. Attend monthly Polar Pride meetings so that Student Council and Polar Pride can work together in recognizing positive behavior
12. Coordinate a student council representative to attend and report to the school board at the monthly school board meeting
13. Ultimately, the advisor is responsible for all student council events and activities. Student Council members are under the Advisor's supervision, if problems arise or deadlines are not met- it is the Advisor who accepts responsibility.

#### **STUDENT BODY LEADERSHIP TEAM ORGANIZATION**

1. Work with class advisors and athletic director to set up programs and class activities
2. Coordinate and control all student body fundraising activities with the cooperation of the principal
3. Coordinate the yearly Master Calendar with Principal
4. Deliver Student Body Events
5. Provide direction to student council in Event Planning

#### **STUDENT COUNCIL MEETINGS**

1. Manage scheduling of meetings
2. Mentor team in preparing meeting agendas and minutes

#### **STUDENT COUNCIL TRAINING**

1. Provide student council members with training regarding their roles and responsibilities.

#### **Junior Class Advisor Job Description**

The High School Junior Class Advisor is responsible for advising and overseeing the activities of the Junior Class. Throughout the school year the Junior Class contributes to school-wide activities such as spirit week and dances. The major event is the Junior Prom. The Junior Class also raises funds for class activities from junior year to graduation. All activities are paid for through fundraising and by class participants. As this is paid position, time during the regular school day should not be done during the regular work day.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise the Junior Class activities, including fund raising activities.
2. All activities need to be cleared by principal at least 30 days in advance of activity.
3. Determine role of class officers and conduct election of class officers.
4. Establish class goals on class unity, spirit, funds, and events.
5. Encourage students to appreciate and value their classmates, school, and community.
6. Encourage activities in support of school and community.
7. Promote and monitor these goals to keep the class on task.
8. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. These meetings will be held before 8:00 a.m., after 3:30 p.m., or during the lunch hour.
9. Work with class to develop budget for all activities and events. Determine a budget for the year and plan accordingly. Determine a preliminary budget for their senior class trip and graduation expenses including their group graduation picture.
10. Track student contributions to senior class trip vs. other expenses. Students will not be held responsible for senior class trip fees if they do not go on the trip.
11. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
12. Mediate prom committee meetings, view locations and facilities, coordinate dates with school administration, preview music groups, and work with class and prom committee for a successful prom.
13. Mediate senior class trip planning meetings, assist in determine location of trip as well as the itinerary, coordinate dates with school administration. The initial preliminary plan is to be shared with the school board in May of their junior year, with more detailed plans to be shared at the January board meeting of their senior year.
14. Assist students in setting goals for their individualized plan as required by law to be college and career ready when they graduate, including assistance with class schedules.

#### **7<sup>th</sup> – 10<sup>th</sup> Grade Class Advisor Job Description**

The 7<sup>th</sup>-10<sup>th</sup> grade Class Advisor is responsible for advising and overseeing the activities of their assigned class. Throughout the school year each grade level contributes to school-wide activities such as spirit week and dances. Each class also raises funds for activities when they are juniors and seniors. All activities are paid for through fundraising and by class participants. These meetings will be held during the day as these positions are not paid, but a duty as assigned.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise grade level activities. All activities need to be cleared by principal at least 30 days in advance of activity.
2. Determine role of class officers and conduct election of class officers.
3. Establish class goals on class unity, spirit, funds, and events.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Promote and monitor these goals to keep the class on task.
7. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. There will be an advisory time set to conduct meetings.
8. Work with class to develop budget for all activities and events.
9. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
10. Assist students in setting goals for their individualized plan as required by law to be college and career ready when they graduate, including assistance with class schedules.

#### **National Honor Society Advisor Job Description**

Under the direction of the school principal, the National Honor Society Advisor provides support to the National Honor Society members and future members and serves as leadership team motivator, mentor, and manager.

**Duties shall include but not be limited to the following:**

1. Be familiar with the constitution of the National Honor Society and the by-laws of the Floodwood High School Chapter of the National Honor Society (NHS).
2. Review junior and senior grades each semester to determine students who are scholastically eligible for membership in NHS. Check by-laws to ensure all student eligibility is accounted for.
3. Notify eligible students and distribute Student Activity Information Forms immediately after semester grades are posted.
4. Call a meeting of the faculty council to consider membership applications.
5. Notify candidates of the faculty council's decision on membership applications.
6. Organize the annual NHS initiation ceremony and the Honor Tea with principal and counselor, including preparation of programs (with principal's guidance) and invitations to school board members, staff, and parents/students of those being honored.
7. Regularly review each NHS member for compliance with Society standards and obligations.
8. Serve as a non-voting member of the faculty council.
9. Principal and NHS advisor are to determine faculty council member in October of each year.
10. Assist chapter officers in understanding and carrying out their duties.
11. Call meetings of the NHS membership as determined by chapter by-laws.
12. Coordinate at least two service projects of the NHS membership each year.
13. All activities need to be cleared by principal by at least one month in advance of activity.
14. Maintain files on membership, chapter history, activities, and financial records. Submit annual reports and the annual affiliation fee to the national office. Share with principal prior to submitting.
15. Notify local media of chapter events, including the selection of new members. Promote NHS through a variety of district outlets: the web page, Facebook, providing periodic newsletter articles, supply the principal with periodical items for the bulletin, hall TV, and update the NHS bulletin board monthly. Share with principal prior to submitting.
16. Coordinate with Holly the ordering of honor cords, medallions, membership cards, etc.
17. Keep the administration informed of chapter membership, activities, and needs.

## Acknowledgement of **EMPLOYEE/ACTIVITIES HANDBOOK 2019-2020**

**Please sign and return to the Floodwood School office. By signing below, you are acknowledging that you have received the employee/activities handbook and the information stated below. Please ask if you have any questions. Thank you!**

**Printed Name:** \_\_\_\_\_

**Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Employee Handbook**

I have received a copy of the Floodwood School Employee/Activities Handbook for 2019-2020.

### **Tennesen Warning**

I have read and understand the Tennesen Warning for Employees located in the Employee/Activities Handbook.

### **Mandatory Notifications of Pesticides / Asbestos / Lead-in-Water / Pesticides**

I have read and understand the notifications located in the Employee/Activities Handbook.

### **Parent/Teacher Compact**

I have read and agree to comply with the Floodwood School Parent/Teacher Compact located in the Employee/Activities Handbook.

### **Drug-Free Workplace / Drug-Free School Policy #418**

I have read and agree to comply with the Floodwood School policy #418 located in the Employee/Activities Handbook.

### **Internet Acceptable Use & Safety Policy #524**

I have read and agree to comply with the Floodwood School policy #524 located in the Employee/Activities Handbook, and the responsibilities listed below:

#### **SUPERVISING TEACHER'S RESPONSIBILITIES:**

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

#### **SCHOOL DISTRICT EMPLOYEE'S RESPONSIBILITIES:**

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

### **District Policies**

I am aware that all district policies, some of which are stated below, can be found on the district website [www.isd698.org](http://www.isd698.org) or in the school office.

- 102 – Equal Educational Opportunity
- 401 – Equal Employment Opportunity
- 410 – Family & Medical Leave Policy
- 413 – Harassment & Violence
- 414 – Mandated reporting of child neglect or physical or sexual abuse
- 415 – Mandated reporting of maltreatment of vulnerable adults
- 416 – Drug & Alcohol Testing
- 417 – Chemical Use & Abuse
- 418 – Drug-free Workplace Drug-free School (attached)
- 419 – Tobacco-free Environment
- 505 – Distribution of non-school-sponsored materials on school premises by students & employees
- 514 – Bully Prohibition
- 521 – Student Disability Nondiscrimination
- 522 – Student Sex Nondiscrimination
- 524 – Internet Acceptable Use and Safety (attached)
- 525 – Violence Prevention
- 526 – Hazing Prohibition
- 529 – Staff notification of violent behavior by student

**The Floodwood School District #698 does not discriminate based on sex, disability, race, color, and national origin.**