

# ***Melrose Area Public Schools Staff Handbook***



***“Strength in Diversity  
Diverse in Opportunities”***

***Staff Handbook Adopted August 26, 2019***

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This handbook is intended to cover all employees and substitutes of the Melrose Area Public Schools.

#### ABSENCES – FRONTLINE PROGRAM PROCEDURES

FRONTLINE is the District's sub calling program. For all absences go online to [aesoponline.com](http://aesoponline.com) or call 1-800-942-3767 to log an absence. This system is used for all employees except for custodial and food service employees. If you have questions, please contact Diana Konz or Jodi Rademacher.

#### ACADEMIC ELIGIBILITY

In order to implement the Academic Eligibility Policy we have to know which students are involved in activities. We can get athletes names from the Minnesota State High School League lists, but we will have to have the names of all other students involved in other school activities. Please give the Activities Director the names of students in any activity you direct. This will help us to easily identify students who participate in school activities.

#### ACCIDENTS

All accidents or injuries must be reported to the Principal or his/her agent as soon as possible. Pick up a form in the office and fill it out for each incident. All the information pertaining to the accident will be provided by completing this form. Because of the large number of injury suits in litigation it becomes extremely important that this be done. Do not divulge any information about the accident to anyone other than school personnel.

#### ADMIT SLIPS

It is the responsibility of all grade 6-12 teachers to check admit slips when a student comes into their classroom after being absent or the student comes into the classroom late. Admit slips let the teacher know if the students absence was excused, unapproved, unexcused or the student is excused for being tardy or is not excused for being tardy. The teacher should note the appropriate reason in the students record.

#### ADMISSION TO ATHLETIC EVENTS

All school personnel and their spouses are to be admitted free to all athletic contests. The children of all school personnel must pay the regular admission charge. This policy applies to all regular school staff.

#### ADVERTISING

If you are asked to endorse a product, you will need to get approval from the Superintendent.

#### AFTER SCHOOL ACTIVITIES INVOLVING STUDENTS

Before leaving school, the teacher /advisor is responsible to make sure that all students are out of the building and have rides home.

#### ANNOUNCEMENTS

Announcements will be listed in the morning bulletin and read by the 3rd hour teacher each day. Additional announcements will be displayed on the interactive T.V. monitors, or if necessary,

read over the intercom at the beginning of 7th period. Any announcements you wish to make for the day should be written on the clipboard in the office before 9:00 a.m. The principal must "OK" any announcements that need to be read over the intercom 7th hour. Elementary school announcements will be given as needed.

### ASSEMBLIES AND LYCEUMS

All teachers who have class the hour of a lyceum or assembly are required to supervise the area where the program or lyceum is taking place. Teachers need to be in the gym or auditorium sitting with students or supervising students in an appropriate manner. Helping to supervise students during this time is the responsibility of everyone. Proper supervision can only be accomplished if teachers are stationed where the students are. Middle School students sit with their Home Base in their designated location.

### ATTENDANCE

In grades 6-12, taking attendance at the beginning of each hour (within the first 15 minutes) each day is the responsibility of the classroom teacher, not students. Attendance will be completed via computer entry. If a computer is unavailable, please notify the appropriate secretary of hourly attendance. In grades K-5, attendance will be completed using the computer program by 8:45 am each day. Parents will be notified if the student is absent without our knowledge. Please inform the office if you know that a student is going to be absent.

### AWARDS

Awards are presented to students at a ceremony in the spring. The ceremony will be scheduled in May. Athletic awards in grades 7-12 are presented to students following each sport season to athletes who have lettered in a sport that year. Coaches in each sport determine these dates.

### BUILDING REGULATIONS

1. Supervised Activities:
  - A. Teachers should be on time for all scheduled activities.
  - B. Keep the students in the one room or area used for the meeting.
  - C. The teacher should be the last one out of the building after the students have been dismissed.
  - D. All activities should be scheduled through the office.
  - E. Most meetings, etc., can be over by 9:30 p.m. and they should never go past 10:00 p.m. unless it is a school dance.
  - F. The teacher in charge is responsible to see that all lights are turned off and the doors are locked.
2. Do not permit students/other adults to use your school keys/fobs to open or enter the building. If you open the building for students/adults, do not leave them unattended. If you have any questions regarding the key policy, please ask the principal.
3. Before leaving the classroom after school be sure that the windows are closed, the lights are turned off, and the door is locked and closed.

4. The school may be used on weekends if approved with the use of a Facility Use Form.
5. When using the building in the evening, keep the lights to a minimum.
6. The custodians are responsible for the physical plant. They have been instructed as to the regulations and have been asked to report any violations to the Superintendent.
7. This is our building - please take care of it.
8. Teachers must supervise any student or group allowed in the building by the staff member, or the teacher must provide other appropriate adult supervision in her/his place.

### BULLYING POLICY

Please refer to the Bullying Prohibition Policy #514 on the District website.

### CELL PHONES

Staff are not to use cell phones during school instructional time. Please remember to turn your cell phone off during this time. Cell phones are not to be on or used during the time that a staff member is responsible for or working with students.

### CHAPERONES

It shall be the policy of this school district that any school buses leaving the school which are transporting children to other communities shall have at least one chaperone on the bus.

#### *CHAPERONE DUTIES ON BUS TRIPS:*

1. Must be on the bus 15 minutes before departure.
2. Count and know names of students before departure.
3. Collect tickets or money on bus (if necessary).
4. Sit in rear one-half of bus.
5. Sit with students at the event.
6. After event, before departure, count students and check with other chaperones.
7. Monitor student behavior and handle disciplinary problems as necessary
8. If student is missing:
  - A. Get name or names of students.
  - B. Check with friends.

- C. Check with any administrator present.
  - D. Call the Melrose Police to inform them that you are leaving without the student and they should notify the parents.
  - E. Wait an additional 10 or 15 minutes, then leave.
9. If a student becomes ill en route to activity:
- A. If minor: notify parents upon return before releasing student.
  - B. If serious: call doctor or ambulance immediately.
10. Upon return, remain until all students are gone.
11. On overnight bus trips, hotel rules are to be read or distributed to students.
12. On overnight bus trips, difficult students are to be picked up by parents.

#### CHAPERONE DUTIES AT DANCES/ACTIVITIES

It shall be the policy of this school district that all school sponsored dances or activity nights shall be chaperoned.

- 1. Be at the dance one-half hour before scheduled starting time.
- 2. Discuss area assignments with police auxiliary and other chaperones.
- 3. Periodically check and assist ticket takers.
- 4. Report problem students to building principal on the next school day. (submit in writing)
- 5. Seek help of auxiliary police if student becomes unreasonable or unmanageable.
- 6. Remain until all students have left premises.
- 7. At least 2 chaperones should be present at school activities.

#### CHILD ABUSE (see attached reporting form)

Minnesota Statutes, Section 626.556, relates to the mandatory reporting of suspected physical and sexual abuse and neglect of children under the age of eighteen. The statute states in pertinent part: A professional or professional's delegate who is engaged in the practice of education ...who knows or has reason to believe a child is being neglected or physically or sexually abused or has been within the preceding three years...shall immediately report the information to the appropriate social service agency or law enforcement. (See policy #414 Mandated Reporting - District Website and Policy #415 - on District website.)



In addition, Minnesota Statutes, Section 626.5561 states that a person mandated to report under the above section, shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a non-medical purpose during the pregnancy. Furthermore, Minnesota Statutes Section 626.557 requires a professional or the professional's delegate who is engaged in the care of vulnerable adults, education, social services, law enforcement....who has knowledge of the abuse or neglect of a vulnerable adult, has reasonable cause to believe that a vulnerable adult is being or has been abused or neglected, or who has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained...shall immediately report the information to the appropriate agency.

If a child abuse case is suspected, you are mandated to orally report to a Stearns County Social Worker within 24 hours, followed by a written report within 72 hours. The Melrose office telephone number is 320-256-3308.

### CLASSROOMS

Classrooms and other work areas should reflect a good educational atmosphere. You may or may not be an artist, but with a little imagination your room can be more inviting. Please make sure your classrooms are kept clean. Please shut off the lights, close and lock windows, and lock and close the door as you leave at the end of the day. Classrooms should also be locked when there are no students in the room and the teacher leaves the classroom.

### COACHES/ADVISORS

All exempt coaches and advisors will be paid following the end of their season or once the activity is completed.

### COMMENDATION REPORTS

Whenever students are doing well, we should try to recognize them in a positive way. One of the ways to do this is by sending home a Renaissance Card in grades 6-12. These forms may be picked up in the high school or middle school office.

### CONTESTS

There are only a few contests sanctioned for students. Check with the administration before you get involved in any contests.

### CONTRACTS

Staff are not to sign any contracts on behalf of the District. Please see your building principal or other administrator to sign contracts.

### CORRESPONDENCE

Please use school stationery when corresponding for school purposes.

## CURRICULUM MAPS

Curriculum maps must be readily available at all times during the school day (Place on the corner of your desk or other nearby area) and updated throughout the school year as requested by the administration.

## CUSTODIANS

We have some really fine people on our custodial staff. They go out of their way to make this a pleasant place to work. Please fill out a custodial work order form for any requests that you may have, and do all you can to help them out.

## DATA PRIVACY

As you perform your assignments, you will likely be working with information about students and employees of the School District. The purpose of this information is to notify you that the Minnesota Government Data Practices Act, Minn. Stat. 13.01, et. seq., protects almost all information about students and employees from public access and to explain your responsibilities under this complicated law.

*Students:* Virtually all information you learn about a student through your service at Melrose Area Public Schools is classified as "private data" under law. You may not release private data to anyone other than other members of the committee on which you serve or to the school district student involved. This prohibition on the release of private information about students covers oral and written disclosures. Such information may not be released without written authorization from the students' parents or a court order.

*Employees:* While some information about School District employees is public, much is also classified as "private data" and thus may not be released to anyone. The rules for determining what information about employees is public and what is private are extremely complex. Because of this complexity, you should not share information about District employees with anyone other than other members of the committee on which you serve, school board members or school administrators unless you have first contacted the Superintendent, who will consult with legal counsel where necessary to determine whether the information is public or "private".

*Responsibility:* You are responsible for complying with the Government Data Practices Act. Violations of this Act expose the School District to lawsuits and money damages. In addition, someone who willfully violates the Data Practices Act may be charged with a crime.

## DETENTION

### 1. Definition

Detention is defined as requiring a student to remain after normal school hours as disciplinary action for violating school policies. Parents/guardians will be notified when a student is required to serve detention. See the middle school and high school student handbooks for more information concerning detention policies.

2. In grades K-5, detention after school is is not recommended. If a student should stay after school, arrangements must be made with the home before dismissal time and must be approved by the elementary principal.

### DISCIPLINE

Most discipline problems can be solved by the teacher. When this is not possible, the building principal should be notified. Corporal punishment is not permitted by state law. Teachers will review the information with the students concerning discipline and removal from class procedure at the beginning of the school year. Staff should read and follow the board approved discipline policy outlined in the Student/Parent Handbook and are responsible for understanding the procedures.

DISCIPLINE POLICY: (see K - 5, 6-8, and 9-12 student handbooks for complete policy)

### TEACHER/STAFF RESPONSIBILITY

1. Help students follow HANS expectations.
2. Respectfully facilitate the writing of disciplinary report with a student who has behaved inappropriately.
3. Distribute copies of disciplinary report to student, office, and classroom teacher.
4. Remind or help student return disciplinary report to office the next day.
5. Immediately report all violation of HANS Behavior to the administrator by completing a disciplinary report. The report will be complete and detailed with the events that occurred.
6. Deliver 30-45 minutes of Character Building instruction, each week as assigned.

### ADMINISTRATOR'S RESPONSIBILITY

Students will only be referred to the administrator for a major violation of HANS Behavior in K-5.

1. The administrator will deliver a consequence to the student for a bottom line behavior. The consequence will depend on the severity of the behavior. District policy will be followed for violation of these behaviors.
2. A disciplinary report will be completed by teacher/staff indicating which major violation behavior was violated.
3. The administrator will indicate on the disciplinary report what action was taken for the violation. A copy will be sent home, kept on file, and given to the classroom teacher.

4. Administrator will be responsible for maintaining records of disciplinary reports returned to office.
5. Administrator will assist in supervising students assigned in-school suspension (ISS).

#### Grade 6-12 Objectives

Good discipline involves more than the maintenance of school and classroom order. It has as its ultimate objective the development of socially-acceptable behavior with respect or democratically-constituted authority and the rights of others. Policies and practices of discipline will be such as to achieve this broad, long range objective while, at the same time, achieving the immediate objective of maintaining the desired degree of order in the classroom and in the school.

#### The Teachers' Role (Grades 6-12):

It is not true that a good teacher has no disciplinary problems. Every teacher has encountered behavior problems, including some which he/she could have solved more appropriately. It is true, however, that an excellent teacher is a good disciplinarian. Maintenance of good discipline in a school involves all personnel. Through a cooperative approach, discipline becomes consistent and effective. This means all teachers must assume responsibility not only for their own rooms, but the entire building and grounds. Teachers are expected to familiarize themselves with the Discipline Policy in the Student Handbook. Teachers will need to contact the parent/guardian by phone or conference at least once if discipline problems continue with a student. It is the duty of each staff member to insist on good order wherever he/she may be. Overlooking an infraction without taking some action amounts to condoning a violation. Teachers need to telephone parents at least once when discipline problems occur with a student. Teachers need to sign discipline reports before they are sent out and the reports must give an explanation of what occurred. Checking boxes on disciplinary reports does not provide enough information when administration deals with a discipline situation. Teachers are asked to turn in a copy of their classroom discipline plans to the Principal by the end of the first week.

#### CONSIDERATIONS ON DISCIPLINE:

Discipline in a school is one of the most difficult areas to deal with. If a school has good reasonable discipline, a school will normally have good public relations. The level of and the reaction to discipline is dependent upon the individual involved. There are a number of principles teachers can use to reduce the number of conflicts involved with discipline. I submit the following for your consideration:

1. Respect the student and treat him or her as a human being.
2. Do not lose your temper, or at least control it to an appropriate level
3. Do not swear.
4. Corporal punishment is prohibited by state law.
5. Do not use sarcasm that is directed at a specific trait of a student.
6. Do not make a threat you cannot carry out.
7. Do your best to relate with students.

8. Do not use grades for discipline, but you do not have to give a discipline problem the benefit of the doubt.
9. Do not use extracurricular as a means of disciplining.
10. Do not use group punishment.
11. Remove students from class sparingly.
12. Call parents or ask for a parent conference in all appropriate discipline cases and when classroom performance is unacceptable.
13. Use the principal for problems you cannot handle.
14. Keep the administration informed on potential problems.
15. Admit you are wrong and apologize if it is the case. You will be respected for it.
16. Give students due process, even when you are sure they are wrong or guilty.

A primary requisite of learning is the ability to get the attention of those to be taught. This is impossible when discipline is lax and the teaching/learning atmosphere is chaotic. Be firm, fair, and use COMMON SENSE. All are important. Remember that the teacher has nearly all the techniques at their disposal for handling discipline that the principal has.

#### DISMISSAL of CLASSES

The teacher in charge shall dismiss all classes. The bell is merely a signal indicating the time has arrived for dismissal. Do not dismiss the students prior to the bell. This is particularly important prior to lunch and at the end of the school day.

#### DISTRIBUTION OF MATERIALS

Please refer to the Distribution of non-school sponsored materials Policy #505 on District website.

#### DRESS CODE

It is the responsibility of teachers to dress at all times in such a manner that it will bring dignity to the teaching profession. Blue jeans/denim may be worn, provided they are neat and clean, on the last day of the week unless it is a conference day. In addition, Administration may designate additional days as business casual days. Individuals may be allowed to deviate from this agreement at the discretion of the Administration. Appropriate denim skirts and dresses may be worn throughout the week.

In making a determination for appropriate attire the following questions should be considered:

1. Does the attire create a professional environment?
2. Does the attire create a positive role model for students?
3. Does the attire project a positive image and instill confidence with parents and the community?
4. Does the attire reinforce the student dress code?

## DRILLS

Evacuation Drills - The signal for an evacuation drills is an announcement over the intercom and/or a European police siren. Everyone must report to the pre-designated evacuation site in an orderly manner, with his/her class. Keep away from dangerous situations. Return to the classroom when instructed to do so by Administration.

Fire Drills - The signal for a fire drill is a continuous blast of the fire alarm system. Everyone must leave the building. Close doors and windows as you leave. Please check the fire exit sign in your classroom as to what exit you should use.

Lock Down Drills - The signal for a lockdown drill is an announcement over the intercom. There are two types of lock down drills that are used. For lock down drills:

1. **Soft Lockdown** – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building or in an isolated area in the building. A soft lockdown may also be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

### **2. ALICE (Alert, Lockdown, Inform, Counter, Evacuate)**

The threat/intruder is inside the building.

#### **Soft Lockdown**

- Building administrator will order and announce “soft lockdown” procedures. Repeat announcement several times.
- Staff will bring people inside or to other designated safe areas.
- Secretaries will activate exterior door locks.
- Staff will clear hallways, restrooms, and other rooms that cannot be secured.
- High School office will shut off bell system to limit unnecessary movement in the buildings. Move on announcement only.
- Building administration will announce an “all clear” when the event is over.

#### **ALICE**

- Building administrator will order ALICE.
- All staff will listen for information from the office to begin implementation of ALICE protocol. This protocol is on the next sheet.
- Building administration will announce an “all clear” when the event is over.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is the safety procedure adopted by Melrose ISD 740 in the event of a VCI (Violent Critical Incident).

In the event of a VCI, staff will:

Listen to the alert from administration and determine whether to lockdown or evacuate.

Lockdown:

1. Make sure the door is secured.
2. Enhance lockdown by moving furniture in front of the door and/or adding other locking mechanisms.
3. Stay scattered about the room.
4. Find objects to Counter.

Evacuate:

1. Find the safest exit point.
2. Do not evacuate to a designated area.
3. Students/staff may go to any safe area.
4. Staff/Students will inform a school official that they are safe once the incident is over.

\*\* Staff will make the decision for students in the elementary. High School and Middle School students will make their decision based on the information given.

Tornado Drills – The signal for a tornado drill is a three minute continuous ringing of the bells. Check the tornado exit sign in the classroom so you know where to go in the event of a drill. When you reach your shelter area, sit on the floor with your hands covering your head. An “all clear” announcement will be given when you are to return to your classrooms.

All of the above-mentioned drills will be held during the school year to instruct students of proper procedures in case of an emergency. Follow the procedures found in the Crisis/Safety Plan. Drug Free Workplace/Drug Free School - Policy #418 on District website.

### DUPLICATING

Staff have the responsibility for the duplication of classroom materials. Each staff member will be issued an identification number to enter before copies can be made. Do not run more than 5 copies through the small copiers. Staff should understand the basics of running the large copiers. Please refrain from sending students down for copies during the school day. If you have a problem you can't take care of, please contact the office staff for assistance.

### E- MAIL

All staff are required to check their e-mail daily to ensure they receive messages. Staff are responsible to understand and follow the school district policy pertaining to the use of e-mail. E-mail correspondence should always be written in a professional, tactful, appropriate manner.

IE - If you can't or wouldn't say what you are sending in an e-mail in person to the individual, it probably would be best not to send an e-mail.

### FACULTY MEETINGS

There will be a set schedule for faculty meetings. See your administrator for the faculty meeting schedule. Additional faculty meetings will be scheduled as necessary. Teachers will be expected to give a short presentation to the staff dealing with any workshops they have attended recently. Please notify the appropriate Principal if you know you are unable to attend the faculty meeting.

### FAILURE REPORTS (Gr. 6-12)

A list of all students who failed or received incompletes for a nine week period or for a course must be given to the Principal at the same time the teacher turns in her/his grades. A detailed Failure Report explaining the reasons for the failure must also be handed in. Teacher will make every attempt to contact parents at least three times during the course of the quarter via email, progress reports, phone call, conference or report sent home. (Contacts will also include progress reports sent by the school.)

### FIELD TRIPS

Field trips are valuable because they provide concrete learning experiences, provide for pupil planning in real situations, provide opportunity for training in courtesy, safety and good citizenship and stimulate children's interest in the community. Approval for a potential field trip should be given by the appropriate principal for all excursions before plans are made. It is the teacher's responsibility to notify the appropriate office of planned field trips. In grades K-5, the teacher must also record the field trip on the calendar located in the office, and a form will be sent home with the student at the beginning of school to cover permission for all trips during the school year. As details of specific field trips are planned/available, classroom teachers will send information home. In order for a student to go on a field trip, the student must have written permission from their parents (Administration reserves the right to accept verbal permission in emergency situations). Field trips lend themselves to liabilities, so be extremely cautious in your supervision and planning. If a bus is needed, the teacher is responsible to make arrangements. The vehicle request form should be completed and turned in to the building principal for approval. Once the request is signed by the principal it will be sent to the Activities Director for scheduling. Students may be expected to pay a transportation charge for field trips as needed. All field trips must be approved by the administration as far in advance as possible. In the high school, no students may drive on field trips, and an adult sponsor must accompany the bus.

School field trips within District 740 boundaries may occur during the course of the school year. Depending on the nature of the field trip, a permission slip may or may not be utilized. Parents who enroll their student will agree to "passive permission" unless a request is made to the building principal within 30 calendar days from the first date of student enrollment."



### FINAL EXAMS (Gr. 6-12)

It is up to the individual teacher if he/she will be giving a final exam to students. If a teacher decides to give a final exam:

1. The final exam may be in the form of a project.
2. If a student needs to make up the final exam, the teacher must turn in a copy of the test with the key given to the principal's office. (end of the year)
3. The teacher should list the requirements for his/her classes. The teacher should advise students (in writing, if possible) that in order to pass the course they must take the final exam or project (to the satisfaction of the teacher). This might eliminate the temptation for kids to "skip" a final exam.

### FUND RAISING

All fund raising activities must be conducted according to district policy and procedure. Do not schedule a fundraiser and / or order products until approval is given. All monies collected must be deposited with the district bookkeeper. Advisors or Coaches are required to double check all cash and check totals before turning in deposits. Do not leave monies in your room / office. (See Cash Management Procedures - Appendix E and Fundraising Policy #511 - Appendix A - on District website).

### GRADING

Teachers in grades 6-12 are encouraged to use a normal grading system ("C" is an average grade, A, B, D, F reflect work above or below average). Certain classes will have a disproportionate number of above or below average students and the teacher must grade accordingly. Grades must be kept up to date according to district procedures and timelines (the week's grades must be entered by 4:15 pm on Tuesday of the next week). A copy of student grades recorded by the teacher will be collected by administration at the end of the school year.

### GUEST SPEAKER

Please inform the appropriate principal when a guest speaker is invited to the building.

### HALL AND LAVATORY SUPERVISION (Gr. K-12)

Supervisory duty is never the most rewarding task that a teacher has to do, but it is an extremely important one. With everyone working together a positive atmosphere can be provided and excellent discipline becomes the norm. Good supervision in the hallways, lavatories, and throughout the building are preventative in nature. It is also a good time for teachers to be visible to students, and to have a chance to talk to them. Teachers are expected to be in the halls by their classrooms no later than 8:05 am and to be in the hallways between classes. Teachers whose classrooms are located near a lavatory should help supervise the lavatories. Teachers going from class to a prep period should stop by the lavatories to supervise. No lavatory supervision schedule will be made out unless the need arises. Hall monitor responsibilities include:

1. Checking on bathrooms

2. Checking passes of students to make sure they are going to or coming from the area the pass specifies.
3. Making sure all visitors have checked in at the main office. They should check to make sure all visitors have badges.
4. Keeping an eye on exits to make sure students have passes to leave or come back into the building.
5. Walking through the halls several times during the period.
6. Finding a spot with a good view of a least two hallways. If there are two monitors on duty, they should be sure partners are clear on who is covering what area.
7. Watching the students who leave the lunchroom to visit in appropriate areas during lunch. Students must be juniors or seniors in order to visit outside the media center. Hall monitors should make sure the students are going back to classes on time.
8. Making sure outside doors are locked within your area. Don't prop open doors for any reason during the school day or before or after the regular school day.

### HARASSMENT POLICY

Please refer to the Harassment Policy #413 (Appendix G) on District website..

### HAZING POLICY

Please refer to the Hazing Policy #526 on District website.

### IDENTIFICATION BADGES

Employee identification badges are required to be worn by all staff during the work day. This helps visitors to the school identify people who may be of assistance to them.

### ILLNESS

Refer to Frontline procedures under absences on page 5.

### INCOMPLETES (Gr. 6-12)

The grade of incomplete will be given to a student who has been absent from school and has not had enough time to make up the work that was missed. The rule of thumb is "one day for every day missed plus one." Thus, a student who is absent for three days has three days plus one, or 4 days, to make up any missed assignments.

NOTE: The above policy does not necessarily apply when a student misses a test that he/she was aware was going to be given on the day he/she was absent. In this case, the test must be made up as soon as possible after the student returns to school. This is also true of long-term assignments due while the absence occurred. (see Student Handbook)

If the work is not made up within 5 school days of the end of any quarter, the student may receive an "F" for the work missed and his/her grade would be lowered accordingly. The teacher will notify the student regarding exactly what work has to be made up, but it will be the student's responsibility to see that it is done. The teacher may require the incomplete work to be made up before the student receives credit for the course; the student may not choose to take an F on an assignment the teacher requires to be completed before credit will be given. If the student refuses to complete the work assigned by the teacher, the incomplete will remain on the report card until

the incomplete window is closed after 5 days, at which time the grade will become an "F". This is not to say that the letter grade can't be changed when the student completes the requirements.

If a teacher gives a student an incomplete grade at the end of a marking period, the teacher must send home a progress report which lists all missing assignments and tests which the student must make up. This is a good idea to do whenever a student is not completing assignments.

### INTERNET

Melrose Area Schools prohibits the use of internet for:

- ❖ Sending or displaying offensive messages or pictures
- ❖ Using obscene language
- ❖ Harassing, insulting, or attacking others
- ❖ Damaging computers, computer systems or computer networks
- ❖ Violating copyright laws
- ❖ Using another's password
- ❖ Trespassing in another's folders, work, or files
- ❖ Intentionally wasting limited resources
- ❖ Using the network for commercial purposes or non-curricular political lobbying

Staff access to e-mail and internet service is provided for work purposes. Staff should have NO expectations of privacy or confidentiality regarding either of these technology resources. See district policy for detailed provisions. Violations may result in loss of access as well as other disciplinary or legal action. Please see the full Internet Acceptable Use & Safety Policy #524 (Appendix I) on District website.

### KEYS / KEY FOBs

Teacher's keys may be obtained from the appropriate building office. You are responsible for leaving the building secure when you leave if you work after hours. Under no circumstances is a staff member to give their school key fob or key(s) to a student or non school employee, even for a short period of time. Any loss of a school key fob or key(s) shall be reported immediately to the building principal and to the Superintendent Secretary. Staff are responsible to understand and follow the school district procedures relating to school keys or key fobs.

### LATE STARTS / EARLY OUTS

In the event of a late start or early out, classes will meet according to the schedule provided by the appropriate principal.

### LETTERS, PUBLICATIONS AND NEWS RELEASES

All letters, publications and news releases affecting the school should be cleared through the principal's office.

### LICENSE

All certified staff must have a valid Minnesota teaching license or a state approved out of field permission. A copy of this license must be kept in the District Office. It is the responsibility of the individual teacher to make sure their license is valid and covers their teaching responsibilities.

### LOCKER ROOM SUPERVISION (Gr. 6-12)

When teachers are supervising locker room, they need to be in the locker room for at least the first ten minutes of the beginning of the hour and at least the last ten minutes of the end of the hour. Physical education teachers will inform the locker room supervisors concerning rules, regulations and tasks that need to be completed.

### LUNCHROOMS

According to Federal guidelines only food served from the food service kitchens will be allowed to be eaten in the school cafeterias except for sack lunches brought from home. No other food can be sold or provided to students throughout the building during the designated lunch periods.

### MAIL

Mail boxes are in the main building offices. Please check your mailbox frequently, and remove the contents daily. The mail arrives about 9:15 am each morning. The mail carrier will pick up the mail daily.

### MAKE-UP WORK (Gr. 6-12)

In order to make up work missed, students will be allowed one school day for each excused day absent plus one more school day.

### MEDIA CENTER

Please refer to the respective student handbook for media center policy / procedure information.

### MEDICATION

Diagnosis and treatment of illness and the prescribing of drugs and medication are never responsibilities of a school and should not be practiced by any school personnel. Only the school nurse or other designated staff are able to administer prescription medication to students.

### METHOD CHANGES (Procedures or Materials)

If you have any new ideas that you would like to incorporate into your instruction, please advise the principal before doing so. This administration strongly endorses new and innovative methods of instruction.

### MOVIES/VIDEOS

All non-curricular movies, videos, etc. must have prior approval from the Building Principal before being shown.

### NONDISCRIMINATION

It is the policy of School District 740 that no person within the jurisdiction of this school district, shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap status with regard to public assistance, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. Inquiries regarding compliance may be directed to the respective Principal, school Superintendent, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. (Please see the MEC Plan for further information.)

### OBSERVATION/EVALUATION OF TEACHERS

Evaluation and Performance Review will be carried through for all teaching staff members. Classroom observations/walk throughs are made with the purpose of promoting teacher growth. All non-tenured teachers will be observed at least 3 times each year by an administrator. Each formal observation will be followed by a post observation conference. A copy of the formal evaluation will be provided to the teacher for his/her signature which indicates the report has been read by the teacher. Tenured teachers will be observed (on a rotational basis) at least once every three years, or as often as deemed necessary by administration. Please see the Teacher Development and Evaluation Plan (MEC) for additional information.

### PARENT-TEACHER CONFERENCES

Conferences will be held as scheduled by the District. Teaching staff need to be in attendance unless other arrangements have been made and approved by administration.

### PARTIES

Parties are to be held near the holiday and should be less than an hour in length. Staff should also be in compliance with the Wellness Policy. Staff are encouraged to use healthy treats and non-food rewards when possible for parties, birthdays, class goals, etc. All treats must be commercially produced by a licensed vendor.

### PASSES

Students should never be allowed to leave your supervision without a signed pass stating time, date, and destination.

### PERSONNEL FILE

There is one official staff personnel file in the District. This is kept in the Superintendent's office. You may view your file in the District Office only. During the viewing process, nothing may be added or deleted from this file.

### PETS

No pets/animals are allowed in the school building or on school grounds. The building principal/administration may approve under special circumstances.

### PLAGIARISM / CHEATING

The student handbook contains a section regarding plagiarism and cheating. The consequences for students who plagiarize material will receive a zero on that assignment and may be subject to other academic and disciplinary consequences as outlined by the teacher. Cheating will be handled by the classroom teacher with the possibility of the removal policy being invoked. Administrative consequences may also apply.

### PLEDGE OF ALLEGIANCE

As per Minnesota Statute 121A.11, the Pledge of Allegiance will be recited at least once a week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and other students must respect another person's right to make that choice.

### PROGRESS REPORTS

Progress Reports should be sent out according to the calendar that is distributed at the beginning of the year.

### PUPIL INTERVIEWS

Pupils may not be interviewed by strangers or by estranged parents except in the presence of a teacher with the consent of a legal parent or guardian.

### REMOVAL FROM CLASS

"Removal from Class" and "Removal" means any action taken by a teacher, Principal, or other district employee to prohibit a student from attending class for a period of time not to exceed three class or activity periods.

#### 1. Grounds for removal

- a. Willful conduct which materially and substantially disrupts the rights of others to an education.
- b. Willful conduct which endangers school district employees, the student or other students, or the property of the school.
- c. Willful violation of any rule of conduct established in the discipline policy adopted by the school board.

#### 2. Procedure for teachers to remove students from the classroom

- a. The classroom teacher, after an informal conference with the student, may remove from class a student who violates a, b, or c in "Grounds for Removal" listed above in #1, for the class period in which the inappropriate conduct occurs.

- b. The teacher will notify the office by phone or by intercom that a student is being sent to the office. The teacher will send with the student a pass with a brief note on the back indicating the reason for removal.
- c. If the teacher determines it is necessary to remove the student from class for more than the class period, the teacher will confer with the principal to determine the length of the removal, which may not exceed three class or activity periods.
- d. Whenever a student is removed from class, the teacher will fill out a disciplinary report and submit it to the principal as soon as possible but no later than 8:15 a.m. of the next school day. A copy of this report will be sent to the parents/guardians.
- e. Whenever a student is removed from class (whether the removal is for one class period or longer), the teacher will call the parents/guardians within 24 hours of the incident to inform the parents/guardians of the student's inappropriate conduct.
- f. If the removal from class is for more than one class period, the Principal may schedule a conference with the parents/guardians, the student, the teacher who removed the student, and any of the student's other teachers who wish to attend. This conference should be held before the student may return to the class from which he or she was removed. If the parents/guardians do not attend the conference at the mutually agreed upon time, the student may not be allowed to return to the class, may begin to lose credit for each day the parents or guardians delay, and may be removed from that class permanently if the parents or guardians haven't attended a conference within five school days from the originally scheduled conference.
- g. If the student is removed from the same class three times within a semester, a conference (similar to the one described in F above) will be held to consider permanently removing the student from the class.

3. Responsibility and custody of a student removed from class

- a. Students removed from class shall be the responsibility of the Principal or her/his designee.
- b. Students removed from class must report directly to the main office.

REPORT CARDS

Teachers are responsible for making certain that grades are entered on the district approved grading program by the assigned deadlines.

REQUISITIONS / PURCHASE ORDERS

No orders shall be placed until requisitions / purchase orders have been completed and approved. Orders for textbooks or other instructional supplies to be ordered must be approved by the Curriculum Director. All purchase orders need to be submitted on the District's online ordering system.

Most orders will be processed in the summer. Textbook orders must be submitted/discussed with the Curriculum Director. Other large capital outlay items must be submitted/discussed early in the spring with your principal.

### SAFETY

Student and Staff safety is of highest priority. Staff must be aware of all students' whereabouts at all times. Staff must keenly understand all district safety procedures. The Crisis/Safety Policy and class lists must be taken with staff when leaving the building for fire or other evacuations.

### SALESPERSONS

Please confine business to prep time or before or after school hours.

### SCHEDULES

Any schedule adjustments need approval from your administrator.

### SCHOOL ACTIVITY ACCOUNTS

All money must be deposited with the Finance Manager. All money becomes the responsibility of District 740. Do not leave money in your room. See the attached cash management procedure sheet (Appendix E) at the end of this handbook for more information regarding activity accounts.

### SCHOOL AUTHORITY

All employees of the Melrose Area School District have the responsibility and obligation to enforce school regulations, procedures, handbooks, and policies.

### SCHOOL CLOSINGS

All staff will be notified by Apptegy.

### SCHOOL DAY / FLEX TIME

The basic duty day for teachers is eight hours in length. Our flex time schedule allows teachers to be on duty anytime between the hours of 7:15 a.m. and 4:05 p.m. Be sure to adjust your flex day schedule as necessary, to meet the needs of IEP's, staff meetings, and data retreats, child study, etc. If you deviate from your normal schedule, you need to notify your administrator.

### STUDENT ABSENCES

Please familiarize yourself with the student handbook regarding student absenteeism.

### STUDENT SURVEYS

Please refer to Student Survey Policy #520 on District website. All surveys must have administrative approval in advance before being used.

### STUDENT SUSPENSIONS

For more information regarding student suspensions, see the appropriate building level student handbook.



### STAFFINGS / CHILD STUDY

Occasionally a teacher may believe that a staffing would be appropriate for a particular student. This staffing would possibly include all of the student's teachers, the parents, the counselor, school social worker, principal, and anyone else who may help in solving the issue. If you have concerns regarding a student, contact a child study team member or bring up the student's name at the appropriate grade level meeting. Please flex your day to meet the timelines of staffing/child study.

### STUDENT/STAFF HANDBOOKS

Staff are responsible to be familiar with the student/staff handbooks.

### STUDENT SUPERVISION

Licensed teaching staff have sole responsibility for direct supervision of students assigned to them at all times. Direct supervision means: you must be physically present with the students when they are assigned to you, you must be actively engaged in supervising the child, and you must develop and enforce reasonable rules and procedures to keep students healthy and safe. In the event that you must be absent from the children under your care (i.e. bathroom, emergency) you should enlist the assistance of another staff person. If other staff are not available to assist you, please contact the office.

### SUBSTITUTES

Information must be available for substitutes. Absent teachers must provide a substitute teacher with a folder or in Frontline the following information: class seating charts, daily schedule, appropriate lesson plans. Please include extra activities for those times they may be needed. Please remind your students that these are guest teachers in our building and they need to treat them with respect. Substitutes may be required to complete a substitute teacher or para report at the end of each day/part day.

### TARDIES

Elementary teachers need to inform the office of students who arrive late for school. Grades 6-12 teachers need to check readmit slips to check for excused or unexcused tardies. Teachers need to keep track of the number of tardies and the dates the tardies occur. Discipline reports should be filled out by the teacher when a student receives her or his third tardy in a class. The discipline reports should be signed by the student and turned in at the respective Principal's office. The office staff will write out a pass for a student who is late to class only if office personnel delayed the student. Please do not send tardy students to the office for a pass if the student's own lack of responsibility caused him/her to be late. Teachers should let students know when they are giving them a tardy.

### TEACHERS' WORKROOM / LUNCHROOM

The teacher's workroom is a combination workroom and a place to relax. Please take care of it so all can enjoy.

### TELEPHONES

We will call a teacher to the telephone in an emergency. If the call is not an emergency the secretary will forward the call to voicemail.

### TOBACCO FREE GROUNDS

All Melrose Area Public School buildings and property are "Tobacco Free." This means that the use of any tobacco products in school buildings or on school property is prohibited. Teachers need to report any violations of the tobacco free grounds policy. (See Policy #419 Tobacco Free Environment) on District website.

### VISITORS POLICY

The School Board encourages parents and citizens to visit the schools. Parent-teacher conferences, visitation days, open house and other special occasions are held for this purpose. Visits by individuals must have the approval of a teacher, building principal or the superintendent of schools.

- 1) All visitors must sign in and out in the respective office.
- 2) All visitors must wear a visitors badge. School personnel are directed to politely escort or show those visitors without badges to the office.
- 3) If deemed necessary or requested, visitors may be escorted to the area sought to be visited.
- 4) Student visitors/or student visitors of staff are not allowed during school hours (8:15 am – 2:55 pm), except for educational type purposes as approved by the administration.
- 5) Visitors who wish to visit with teachers will be restricted to hours in which teachers are not with students. Visitors are encouraged to schedule appointments in advance.
- 6) The administration has the discretion to deny a request to visit the school.
- 7) The administration has the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.
- 8) Visitors who fail to comply with the Visitors Policy may be: denied future visits, detained by the school principal pending the arrival of the police, and charged and found guilty of trespassing on school property under Minn. Statute 609.605, subd. 4.

Students visitors are not allowed, but if special circumstances arise, students need to get permission from the Principal in advance of the day of visitation. Under no conditions will permission be granted if the visiting student's school is in session. All visitors must sign in and out at the office and wear a badge stating the date and time of their visit. Staff are directed to stop visitors without badges and direct them to the office.

### WEAPONS POLICY

Please refer to School Weapons Policy #501 on District website.

### WORK ORDERS

All work orders should be filled out on the appropriate form and given or emailed to the Custodial Supervisor. Any major changes/work orders should also be given to one of the Principals/Superintendent for approval.

**Working Procedures for an Additional 6<sup>th</sup> Teaching  
Assignment (Not contract Language)**

1. PreK-12 staff will be notified of additional 6<sup>th</sup> teaching assignments through the District staff email system.
2. An additional 6<sup>th</sup> teaching assignment that becomes available during the summer will be posted according to the contract but will not be assigned until staff report for opening workshop.
3. The number of additional 6<sup>th</sup> teaching assignments in a curricular area will be posted.
4. If the number of additional 6<sup>th</sup> teaching assignments in a curricular area increases a new posting will occur.
5. Any posting for an additional 6<sup>th</sup> teaching assignment that does not require a specific curricular license will be noted on the posting with a phrase, “Any teaching license qualifies for this position.”
6. A staff member may volunteer for an additional 6<sup>th</sup> teaching assignment in one posting and not volunteer for an additional 6<sup>th</sup> teaching assignment in another posting.
7. All postings of additional 6<sup>th</sup> teaching assignments will be on a semester basis. The District may combine two (2) different quarter classes to create a semester class.
8. The working procedures for an additional 6<sup>th</sup> teaching assignment outlined herein will be included in the School Board approved staff handbook.

Note: Item #2 will be reviewed with MFT during August/September of 2017 for possible revision.

**CONFIDENTIAL DATA**  
**Maltreatment of Minors by School Personnel Reporting Form**

Date Submitted \_\_\_\_\_ School District Name & Number \_\_\_\_\_  
School Name \_\_\_\_\_  
Address \_\_\_\_\_  
Principal \_\_\_\_\_  
School Phone Number (\_\_\_\_) \_\_\_\_\_

**Reporter**

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_ (Reporter is confidential under Minn. Stat § 626.556)

**Alleged Victim**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_ Gender \_\_\_\_\_  
Special Education: Y/N Disability Category \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

**Alleged Offender**

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

**Type of Maltreatment**

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_  
Location \_\_\_\_\_ County \_\_\_\_\_ City \_\_\_\_\_  
Witness \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Witness \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Summary of Incident:

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**School Investigation Information Included:** Yes \_\_\_\_\_ Date to be sent \_\_\_\_\_  
**Were Police Notified:** Y/N Date \_\_\_\_\_ Police Department \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

**Please Fax Report To: Attention Maltreatment of Minors Program - 651.634.2277**

Maltreatment information is confidential Data. Use this form **only** to report to MDE.

## Appendix E

### MELROSE ISD 740 CASH MANAGEMENT PROCEDURES

There are some basic guidelines to cash management that when followed provide protection to all. It is this spirit of protection that this procedure is being written. For all intended purposes checks are considered cash.

1. Cash must be kept under lock and key at all times.
2. Cash should be in the custody of a staff person at all times. Do not leave cash unattended.
3. Cash should be turned into the business office daily.
4. Cash must be pre-counted and tallied on the purple deposit sheet and have the appropriate signatures.
5. Cash must be accompanied by a detail of monies collected. For example, 20 students at \$5 each, or 100 candy bars at 50 cents each. This must match the total of funds turned in. (This is required by our auditors.)
6. "Cash Only" may not be demanded for payment.
7. Staff needing checks for cash turned in should follow the Check Cutting Procedure. (Checks are cut on Fridays and sent to the board for approval and will be available the following Tuesday if approved.)
8. Checks must be made out to "ISD 740" or "Melrose Public Schools", not made out to individuals.
9. Checks made out to the school will not be endorsed to a third party or cashed.
10. Staff should never collect cash and then pay with a personal check for school business or sponsored events.
11. The district office will notify you if there is a discrepancy with the deposit.
12. Cash will be deposited into the district bank accounts by the business office on Fridays or the last business day of the week and on the last business day of the month.
13. Petty Cash accounts are not permitted.

Thank you for following these procedures. Exceptions are made on an individual basis. Questions should be directed to the business office.

## Fundraising/Donation Application Form

## Appendix A Policy 511

Date: \_\_\_\_\_

- Please submit at least one month before you plan to start a fundraiser DO NOT ORDER ANYTHING until you have received approval.

Fundraiser is for \_\_\_\_\_ group or class.

Advisor/Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Fundraising idea is to: (be specific about item sold and price, amount of return/profit, etc.)

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We will be using the profit to: (Must be for student benefit or organization expenses)

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We will be having a fundraiser from date \_\_\_\_\_ to \_\_\_\_\_.

- Fundraisers cannot duplicate what is already a designated fundraiser which include:
- Fundraisers/donation activities cannot disrupt class time or the school day in any way.
- Fundraisers/donation activities are limited to school groups and groups which contribute to the school such as Booster Clubs and Post Prom.

**\*\* Fundraisers/donation activities that are not approved in advance will be cancelled and not allowed to continue.**

Activities Director:

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Not Approved

School Principal

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Not Approved

Superintendent

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

## Appendix G

### General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

Independent School District No. 740 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant

Home Address

Work Address

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s)

Circle as appropriate **sexual \ racial \ religious**.

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)



Received by

(Date)

## **Appendix I**

### **Melrose Area Public Schools**

#### **INTERNET USE AGREEMENT - STUDENT**

**STUDENT:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

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. Please remember that access is a privilege, not a right. Therefore use your privilege wisely and with common sense. Your password(s) should not be shared/given to other students. I further understand that should I commit any violation, including the sharing of my password(s), my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print):

User Signature:

Date:

#### **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Parents and students need to sign this Internet Use Agreement form once in grades K-5 and once in grades 6-12. In the event a student leaves Melrose Area Public Schools and then returns a new form will need to be signed by both the student and parent/guardian.

**Melrose Area Public Schools**

**INTERNET USE AGREEMENT - EMPLOYEE**

**SCHOOL DISTRICT EMPLOYEE**

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.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

