

Mt. Iron-Buhl
ISD #712

Faculty Handbook
2016-2017

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Introduction

This handbook is to be used as a guide for teachers in the Independent School District No. 712, Mt. Iron-Buhl Public Schools. The handbook is developed to give general information and, in many cases, refers directly to the district policy manual, which can be considered the “final word” on most issues.

It is important for you to realize that your building principal is responsible for the operation of his/her school. It is essential that he/she be your first contact with regard to any question that this handbook or the district policy manual does not cover.

School District Mission Statement

Learning should provide learners with basic skills, acquaint them with the wealth of knowledge which the human mind has discovered, and motivate them to use this knowledge to enrich their lives and the lives of their fellow citizens. In the process, learners should acquire, in an organized fashion, a body of knowledge which will form the basis for enlarging their understanding of self, the world around them, and for expanding the intellectual capacity and skills which they will call upon during a life-long process of learning.

This would mean to develop the intellect, to form character, to reveal the meaning, purpose, and value of life, to provide a means of livelihood and to teach an obligation to self and society.

School District Philosophy

The purpose of education in Independent School District Number 712 is to develop the continued physical, intellectual, social and moral growth of each learner. The district shall strive to form a well-disciplined individual, a good citizen and a responsible person who realizes that every additional privilege carries related responsibilities. This purpose pertains to all learners regardless of what they choose to do after completing all school requirements.

Mountain Iron-Buhl ISD Number 712

2016-2017 School Calendar Revised May 9, 2016

August 2016 T=3

M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2016 T=21 S=19

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2016 T= 19 S=19

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016 T=20 S=19

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2016 T=16 S=16

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2017 T=20 S=19

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2017 T=19 S=19

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017 T=23 S=23

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31


April 2017 T=18 S=18

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2017 T=20 S=19

M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 4 End of First Quarter - 42 Days
 January 13 End of Second Quarter - 40 Days
 March 17 End of Third Quarter - 43 Days
 May 25 End of Fourth Quarter - 47



Graduation May 26, 2017 172 Instructional days

School Closed/ Holidays Teacher in-Service Day (no school for students)

Parent/Teacher Conference First and Last Day of School End of Quarter

Labor Day – September 5, 2016
 Columbus Day – October 10, 2016
 Thanksgiving Day – November 24, 2016
 Christmas Day – December 25, 2016

Presidents' Day – February 20, 2017
 Good Friday – April 14, 2017 Easter Monday – April 17, 2017
 Memorial Day – May 29, 2017

2016-2017 Testing Schedule

While the Minnesota Department of Education strives to ensure this testing schedule remains unaltered, it is subject to change based on assessment decisions made by the state Legislature or reauthorization of the Elementary and Secondary Education Act (ESEA).

OCTOBER 2016

- 17 Optional Local Purpose Assessment (OLPA) Reading Grades 3–8, 10 and Mathematics Grades 3–8, 11 Online Begins

FEBRUARY 2017

- 10 Optional Local Purpose Assessment Reading Grades 3–8, 10 and Mathematics Grades 3–8, 11 Online Ends

MARCH 2017

- 6 MCA Reading Grades 3–8, 10 and Mathematics Grades 3–8, 11 Online Begins
MCA Science Grades 5, 8 and High School Online Begins
MTAS Reading, Mathematics, and Science Begins

MAY 2017

- 5 MCA Reading Grades 3–8, 10 and Mathematics Grades 3–8, 11 Online Ends
MTAS Reading, Mathematics, and Science Ends
- 12 MCA Science Grades 5, 8 and High School Online Ends

INDEPENDENT SCHOOL DISTRICT NO. 712 SCHOOL BOARD MEMBERS SCHOOL YEAR 2016-2017

<u>OFFICE</u>	<u>FIRST</u>	<u>LAST</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>PHONE</u>
Chair	Troy	Martinson	8388 Balsam Dr	Mt. Iron	929-8053 c
Director	Betsy	Olivanti	Box 537	Mt. Iron	735-1013
Clerk	Larry	Sokoloski	5476 Hwy 7	Virginia	749-2134
Treasurer	Mike	Grahek	5418 Garden Dr S	Mt. Iron	735-8456
Director	Amy	Winans	Box 537	Mt. Iron	750-0434
Director	Jason	Gellerstedt	Box 537	Mt. Iron	290-5560
Director	Jeff	Holmes	5119 Mineral Ave	Mt. Iron	735-1087 h 969-0371 c

COMMITTEE MEMBERS/ORGANIZATION REPRESENTATIVES

- Minnesota State High School League Representative – Troy Martinson
- East Range Vocational Cooperative Board Representative – Larry Sokoloski
- Policy/Handbook Committee – Troy Martinson and Jason Gellerstedt
- Community Education Board – Amy Winans
- Legislative Committee/RAMS – Jeff Holmes
- Finance Committee – Betsy Olivanti, Troy Martinson and Mike Grahek
- Building and Grounds Committee – Troy Martinson, Larry Sokoloski and Jeff Holmes
- Curriculum/Systems Accountability Committee – Betsy Olivanti, Jason Gellerstedt and Mike Grahek
- Computer Technology Committee – Betsy Olivanti and Amy Winans
- AFSCME Local No. 453 Committee – Troy Martinson and Amy Winans
- MIBFT Committee – Mike Grahek, Jason Gellerstedt and Jeff Holmes
- Administrative Committee – Betsy Olivanti, Larry Sokoloski and Troy Martinson
- Student/School Board Liaison – Jason Gellerstedt, Mike Grahek and Amy Winans
- IRYA – Larry Sokoloski
- Mt. Iron Cable Commission – Larry Sokoloski
- New Building Committee – Troy Martinson, Jeff Holmes and Jason Gellerstedt

E-mail Addresses:

Jason Gellerstedt jgellerstedt@isd712.org
 Larry Sokoloski l.sokoloski@mchsi.com
 Mike Grahek mgrahek@isd712.org
mbgrahek@gmail.com
 Jeff Holmes jeff@holmesrecycling.com

Amy Winans awinans@isd712.org
 Troy Martinson martinsontroy@yahoo.com
 Betsy Olivanti bolivanti@isd712.org

POSITION DESCRIPTION: TEACHER

QUALIFICATIONS: Appropriate Teaching License

REPORTS TO: Principal

SUPERVISES: Students and assigned aides

MAJOR FUNCTION: To provide all students with the educational opportunities that will enable them to learn to their fullest potential

TERMS OF EMPLOYMENT: Terms and conditions negotiated with the School Board or its designee

PERFORMANCE

RESPONSIBILITIES: Since it is the purpose of a school to provide the best possible education for the students it serves, we offer the following job description as a means of achieving this end.

While the sub-points listed are means of accomplishing the five main goals, it should be understood that the simultaneous occurrence of these sub-points represents an ideal situation. Therefore, this outline should be regarded by administrators and teachers as a guide to aide them in increasing their effectiveness as educational instruments and should not be used merely as a checklist for performance evaluations.

SPECIFIC RESPONSIBILITIES:

Motivation: Motivates students using various methods determined by the learning environment and the individual needs of the students.

Relates to Individual Differences

1. Is aware and sensitive to individual differences and learning styles.
2. Adapts materials and various techniques and activities to accommodate individual learning differences.
3. Monitors and designs curriculum adjustments.
4. Evaluates and reports students' progress to measure growth.
5. Assists in pinpointing students' needs in cooperation with other professional staff members in helping students solve health, attitude and learning problems through the prescribed referral process.

Knowledge and Presentation of Subject

1. Has thorough knowledge of subject matter.
2. Develops lesson plans in order to provide small and large group instruction.

3. Employs instructional methods and materials that are appropriate for meeting curricular goals.
4. Shows enthusiasm.
5. Communicates at the level of the student that will best allow interaction between students and/or teacher.

Classroom Organization and Control

1. Maintains order thereby creating an atmosphere conducive to learning.
2. Creates pleasant surroundings and organizes physical classroom space to facilitate instruction.
3. Enforces established rules and guidelines whereby the students are responsible for their own actions

Other Factors Related to Teacher Effectiveness and Responsibilities

1. Works effectively and cooperatively with other staff.
2. Complies with and assists in enforcing school rules, administrative regulations and school board policies.
3. Participates in curriculum development and complies with school district curriculum course of study.
4. Continues professional growth through in-service education activities provided by the district and/or self selected professional growth activities.
5. Communicates with parents through conferences and other means to discuss student progress.
6. Demonstrates professional behavior by adhering to Code of Ethics for Minnesota Teachers (see next page).
7. Maintains required inventory records, selects and orders supplies, capital outlay, and instructional materials as budget allows.

CODE OF ETHICS FOR MINNESOTA TEACHERS

Minnesota Board of Teaching

Subpart 1. Scope. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Minnesota Board of Teaching.

Subpart 2. Standards of professional conduct. The standards of professional conduct are as follows:

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

<u>Merritt Elementary Staff</u>		<u>E-mail Address</u>	<u>735-8271</u>
Klarich, J.	Principal	jklarich@isd712.org	Ext. 2101
Hill, J.	Secretary/Para	jhill@isd712.org	Ext. 2131
Parenteau, S.	Executive Secretary	sparenteau@isd712.org	Ext. 2118
Briski, M.	First Grade	mbriski@isd712.org	Ext. 2124
Buffetta, B.	5 th /6 th Reading	bbuffetta@isd712.org	Ext. 2134
Buffetta, J.	5 th /6 th Social Studies	jbuffetta@isd712.org	Ext. 2130
Ceglar, S.	Media Generalist	sceglar@isd712.org	Ext. 2103
Dahl, J.	Fourth Grade	jdahl@isd712.org	Ext. 2129
Etter, T.	Fourth Grade	tettter@isd712.org	Ext. 2121
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Frosaker, S.	Title I	sfrosaker@isd712.org	Ext. 2136
Helander, H.	Special Ed.	hhelander@isd712.org	Ext. 2117
Hendrickson, J.	Speech	jhendrickson@isd712.org	Ext. 2135
Hill, D.	Band/Music	dhill@isd712.org	Ext. 2131
Hirsch, L.	ECSE	lhirsch@isd712.org	Ext. 2109
Hiti, K.	Kindergarten	khiti@isd712.org	Ext. 2120
Rogers, C.	5 th /6 th Math	crogers@isd712.org	Ext. 2127
Johnson, S.	Health Aide/LPN	sjohnson@isd712.org	Ext. 2102
Esler, D.	Third Grade	desler@isd712.org	Ext. 2126
Lindmeier, S.	Music	slindmeier@isd712.org	Ext. 2132
Koski, R.	Special Ed.	rkoski@isd712.org	Ext. 2107
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Parenteau, L.	5 th /6 th Science	lparenteau@isd712.org	Ext. 2112
Phaneuf, J.	ECFE	jphaneuf@isd712.org	Ext. 2113
Phaneuf, J.	Community Ed.	jphaneuf@isd712.org	Ext. 2137
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Skadsem, T.	Second Grade	tskadsem@isd712.org	Ext. 2122
Strahan, E.	Third Grade	strahan@isd712.org	Ext. 2125
Taus, D.	Phy. Ed.	dtaus@isd712.org	Ext. 2139
Thronson, L.	ADAPT	lthronson@rangementalhealth.org	780-9774
Inmon, J.	Second Grade	jinmon@isd712.org	Ext. 2128
Wainio, T.	First Grade	twainio@isd712.org	Ext. 2123
Winans, L.	AD/Phy. Ed.	lwinans@isd712.org	Ext. 2139

<u>Central Office Staff</u>		<u>E-mail Address</u>	<u>735-8271</u>
Klarich, J.	Superintendent	jklarich@isd712.org	Ext. 1001
Parenteau, S.	Executive Secretary	sparenteau@isd712.org	Ext. 1000
Ulman, J.	Secretary	julman@isd712.org	Ext. 1003

<u>Business Office Staff</u>		<u>E-mail Address</u>	<u>735-8271</u>
Hopkins, M.	Business Manager	mhopkins@isd712.org	Ext. 1004

<u>Mt. Iron-Buhl High School Staff</u>	<u>E-mail Address</u>	<u>735-8271</u>
Jotter, J.	Principal	jjotter@isd712.org Ext. 1006
Erickson, A.	Secretary	aerickson@isd712.org Ext. 1005
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Busch, K.	Science	kbusch@isd712.org Ext. 1030
Ceglar, S.	Media Generalist	sceglar@isd712.org Ext. 1009
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Hultman, A.	Counselor	ahultman@isd712.org Ext. 1007
Johnson, C.	Mathematics	cjohnson@isd712.org Ext. 1032
Johnson, S.	Health Aide/LPN	sjohnson@isd712.org Ext. 1012
Jacobson, M.	ISS/Indian Ed.	mjacobson@isd712.org Ext. 1046
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Lindmeier, S.	Choir	slindmeier@isd712.org Ext. 1035
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Taus, D.	SpEd/PE 8	dtaus@isd712.org Ext. 1027
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Today, M.	Science	mtoday@isd712.org Ext. 1030
Winans, L.	AD/Phy. Ed	lwinans@isd712.org Ext. 1025

BELL SCHEDULE for High School Staff

1 st Period	8:15 to 9:06
2 nd Period	9:10 to 10:01
3 rd Period	10:05 to 10:56
4 th Period	11:00 to 11:51
Lunch	11:55 to 12:25
5 th Period	12:29 to 1:20
6 th Period	1:24 to 2:15
7 th Period	2:19 to 3:10

Attendance and Tardiness for High School Staff

Teachers are expected to keep accurate records of student absences and tardiness. At the end of the day, take the time to double check your attendance records on Campus to make sure they are accurate. It is the teacher's responsibility to assign consequences to the students who are tardy. If a student is marked absent on Campus and that student shows up for class, notify the office. Also remember students who miss more than eight days per semester will not earn credit. Those students who miss more than eight days per semester will receive an IA (Incomplete due to Attendance) 2nd quarter and/or 4th quarter.

Care of Room

We must insist that students treat equipment including desks, books and other students' equipment with due respect. Please check desks at the beginning and end of each period for marks and scratches. During the day, when leaving your room unoccupied, shut your lights off and lock your door. When leaving for the day, turn off your computer(s), shut your windows, turn off your lights and lock your door.

Classroom Management

Twelve steps teachers can take to promote effective classroom management by Howard Miller, Associate Professor of Education at Lincoln University.

1. Develop a set of written expectations you can live with and enforce.
2. Be consistent. Be consistent. Be consistent.
3. Be patient with yourself and with your students.
4. Make parents your allies. Call early and often. Use the word "concerned." When communicating a concern, be specific and descriptive.
5. Don't talk too much. Use the first 15 minutes of class for lectures or presentations, then get the kids working.
6. Break the class period into two or three different activities. Be sure each activity segues smoothly into the next.
7. Begin at the very beginning of each class period and end at the very end.
8. Don't roll call. Take the roll with your seating chart while students are working.
9. Keep all students actively involved. For example, while a student does a presentation, involve the other students in evaluating it. Never show a video for an entire hour. Show short video clips and have student activities to go along with the video clips.

10. Discipline individual students quietly and privately. Never engage in a disciplinary conversation across the room.
11. Keep your sense of perspective and your sense of humor.
12. Know when to ask for help.

Classroom Observations

During the school year, observations of classroom teaching will take place on either a formal or informal basis. Probationary teachers will be observed a minimum of three times a year. Continuing contract teachers will be evaluated based on a three-year cycle. That cycle will include an annual peer observation and one summative evaluation at the end of the three-year cycle by an administrator. Pre and post conferences will be held in conjunction with formal evaluations and a copy of the written observation/evaluation will be entered into the faculty member's personnel file. Teachers are also encouraged to use their own developed consumer evaluation (students) to see if the student's needs are being met and see how students feel on different aspects of a particular class. Other self evaluation methods are also encouraged such as videotaping, peer observation, etc.

Confidentiality

In order to protect the rights of our students and staff, all of us must practice ethical behavior. We must maintain confidentiality and protect and promote the rights of students and staff to due process, dignity, privacy and respect. Student and staff educational concerns should be discussed only among those staff members who are directly concerned. We all should refrain from speaking about students, teachers, or building issues outside of the school setting. This is extremely IMPORTANT!

Course Syllabi for High School Staff

All teachers are required to provide a syllabus for each course they teach. Please post your syllabi on the MIB website by the end of the 1st week with students. Having a copy available allows me to communicate more effectively with members of the school community who may have questions concerning academic issues related to your course. When you write or update your syllabi, please be sure to include the following:

- Academic Expectations
- Behavior Expectations (Include consequences)
- Grading Policy (Include how you determine students' final grades)
- Information that parents might be looking for like how to get in touch with you (e-mail or phone number)
- Large projects and/or class materials needed

I also strongly suggest that you require a parent/student signature on an acknowledgment page that must be returned to you.

Daily Bulletin for High School Staff

The daily bulletin will be distributed (emailed and inbox on Campus) to students and staff via Messenger during the 2nd period classes. Teachers are to take the time during the 3rd period to read the announcements to their class. All announcements to be included in the daily bulletin should be emailed to Karla by 9:00 a.m.

Discipline Policy

Each classroom teacher is responsible for his/her classroom rules/policies. How your class reacts to your first set of directions will be an indication of how they will react to your directions the rest of the year. The three most important things you should teach on the first day of school are:

Discipline: Present your rules and consequences clearly and provide reasonable explanations of the need for them. Rules should be permanently posted in your classroom. A copy should be sent home, signed by parents, and returned to school. Immediately enact a consequence when a rule is broken. Always make your behavior consistent and predictable.

Procedures: The number one problem in the classroom is not discipline; it is the lack of procedures and routines. A procedure is how you want something done (dismissal, quieting a class, collecting papers, etc.) There are 3 steps to teach a procedure: explain, rehearse, reinforce.

Routines: After they are practiced repeatedly, procedures become routines.

The following is a list of suggestions for establishing classroom control:

- a. When enforcing a school rule, there is no place for argument. Don't be drawn into one.
- b. Seek the cooperative aid of parents. Communicate with parents and get them to understand your point of view. They can help!
- c. Document everything.
- d. In serious discipline cases, reprimand a student privately. Don't use classroom time.

E-mail

It is necessary for each teacher to check their e-mail on a daily basis and answer any parent e-mails promptly. Communication is a key factor in providing a successful school experience for both students and parents.

Final Examinations for the High School Staff

Final examinations are an integral part of the learning process. A final examination will synthesize the outcomes which have been learned in a course. The final examination allows the student an opportunity to demonstrate competency.

Students will not be allowed to take final examinations early unless cleared by the Principal. Circumstances for students taking the final examinations early are:

1. Involvement in school sponsored or school scheduled events
2. Illness
3. Family moving out of the district before the end of the school year.

Final examination dates for the 2016-2017 school year will be:

1st Semester Finals:

January 12, 2017

January 13, 2017

2nd Semester Finals:

May 24, 2017

May 25, 2017

Fire, Lockdown and Tornado Drills

During tornado, lockdown, and fire drills, students and teachers are to report to their assigned areas. There will be five lockdown and fire drills and one tornado drill throughout the year.

Hallway Supervision

We, all of us, can deter a lot of small problems if we are visible in the halls between classes and before and after school. When possible, help out in this area. High school staff on a rotating basis will be assigned to supervise the Ranger entrance door #4 from 7:50 a.m. to 8:10 a.m. Duties include: greeting students, enforcing removal of hats, and preventing eating of food and beverages to facilitate a smooth transition to the students' school day. Merritt staff will supervise students from 7:50 a.m. to 8:25 a.m. in their classrooms.

Hours of Employment

Hours of employment for all employees are from 7:45 a.m. to 3:30 p.m. Any changes to these hours need administrative approval.

Lesson Plans

Whereas the course descriptions and the curriculum documents are the most concise explanation of the content of the educational program, your lesson plans are the most accurate depiction of what is actually happening or what is to happen in your classes on a day to day basis. Teachers are required to make and submit lesson plans weekly. Place lesson plans in principal's mailbox no later than Friday or the last working day of the week. Posting lesson plans on the MIB website is preferred.

Lost and Damaged Books for High School Staff

Teachers are responsible for the total number of books of each title issued and they must maintain accurate records of the books issued to students. At the end of the school year, teachers are to collect all textbooks and assess fines for damaged or lost books. Fine monies are to be turned in to the office after all fines have been collected, as well as, book fine report forms for each student who did not pay their fines. The book fine report forms are available in the high school office. Fill out the student name, reason for the fine, book title, book number, and the amount owed.

Maintenance Requests

All maintenance requests should be turned into the appropriate building principal. The form is attached.

Meetings

Below is a Code of Ethics that you should follow when you have disgruntled parents at a meeting. These guidelines also are applicable to staff meetings.

Code of Ethics/Ground Rules for Mt. Iron-Buhl Staff Meetings

1. Focus on the relevant issues and what is best for all students (or the student.)
2. Stick to the agenda and/or timelines.

3. Use professional dialogue at all times.
4. Refrain from sarcasm and comments that are negative in nature.
5. Put any personal and political agendas aside.
6. Respect and welcome differences of opinion and listen to each other without interrupting.
7. Be honest, open-minded, and refrain from judging.
8. Support decisions made by the group.

Nurse

Accidents & First Aid

Students involved in an injury of any kind while in the gyms, classrooms, or in athletic competition, must immediately report the accident to the teacher who is in charge. The student will be referred to the nurse (or principal's office if the nurse is not in) to fill out an accident report.

When sending an injured or ill student to the nurse (or principal's office if the nurse is not in), have one or two students accompany the student, depending on the seriousness of the situation. Keep in mind that classes and students must be supervised at all times.

If an injured student cannot be moved, send someone for the nurse immediately. If the nurse is not in, contact the office.

If a student is injured while under teacher supervision, the teacher should report the incident immediately to the office and complete an "accident report" form by the end of the day.

Parent Portal – Infinite Campus

With today's technology and our own Infinite Campus system, parents have immediate access to their children's grades and attendance. It is important to keep accurate and updated information in Infinite Campus so that parents have an avenue to track their children's progress. Grade updates should be made, at the very least, on Thursday of each week. Specialists need to enter at the very least participation points every Thursday.

Procedure for Assemblies in the Gym

Whenever students are told to report to the gym, for any reason, each teacher is to walk his/her class down to the gym. Do not just release your students!

Professional Attire

When school is in session with students, staff is expected to dress professionally. Standards of dress attire for teachers are of a higher standard than for students. "Casual" attire may be worn on Fridays or the last working day of each week.

Purchasing Procedures

The school will assume no responsibility whatsoever for bills that have been incurred without being supported by a purchase order approved by the building principal and the superintendent. A Request for Authorization to Purchase is enclosed.

Report Card – End of Marking Periods and Mid-Terms

Grades in Campus MUST be completed by 12:30 p.m.

1 st Mid-term	Tuesday, October 4, 2016	Wednesday, October 5, 2016
1 st Quarter	Friday, November 4, 2016	Monday, November 7, 2016
2 nd Mid-term	Tuesday, December 6, 2016	Wednesday, December 7, 2016
2 nd Quarter	Friday, January 13, 2017	Monday, January 16, 2017
3 rd Mid-term	Wednesday, February 14, 2017	Thursday, February 15, 2017
3 rd Quarter	Friday, March 17, 2017	Monday, March 20, 2017
4 th Mid-term	Monday, April 24, 2017	Tuesday, April 25, 2017
4 th Quarter	Friday, May 25, 2017	Friday, May 26, 2017

Safety

Our school is to remain a safe haven for any and all students and staff. As responsible adults, we must insure the safety of everyone. Any violations must be reported to administration immediately! Also all visitors without a visitor's pass must be directed to the central office to sign in. For those visitors who do not willing report to the office, please contact the office immediately.

School Closings

School closings are announced on local radio stations WTBX, WEVE, and WKKQ and television stations 3, 6, and 10. Our instant alert system will also be activated. Announcements will be made as timely as possible.

Staff Development

Those requesting to use Staff Development funds must fill out the "Form for Prior Approval of Staff Development Funds". After attending the Staff Development activity the "Follow-up on Staff Development Activity" form must be turned into the appropriate building principal. If you are requesting to be reimbursed for travel and meals, fill out the "Conference/Travel Reimbursement Voucher" form and turn into Michelle Hopkins in the central office. (All three forms are attached.)

Student Activity Absences for High School Staff

Staff members who will be taking students out of classes during the school day are to provide fellow staff members (including Karla and Mrs. Williams) with a list of those students via email. Please email this list of students to as soon as possible.

Sub Folder

A sub folder should be in place so when you are absent the substitute will teach the scheduled lesson. Under no circumstances should there be a study hall or free day in lieu of the lesson. The sub folder will be kept in the principal's office and have the following:

- Lesson plan
- Classroom Routine
- Class seating charts/Class roster
- Safety procedures in case of a fire drill, lockdown, or tornado drill
- A list of "where" to find "what"

Lists of important numbers
List of students who may use the resource room

Supervision

Never leave students unsupervised. You will be held accountable and liable for any student actions or injuries during your absence. In an emergency, contact the office and a neighboring teacher of the situation before leaving.

Teacher's Absence

In the event you are ill, you must call either the night before between the hours of 6:00-9:00 p.m. or the morning of between 6:00 a.m. and 6:30 a.m. Those who call outside of those hours could be subject to disciplinary actions.

Elementary and High School Staff call Kathy Giorgi at 218-741-8370 (Do not leave a message on this number) or 218-780-0849.

Those requesting advance leave (personal days, medical leave, professional leave, bereavement, etc.) should follow the contractual guidelines and submit their Advance Leave Request form to June Hill, if an elementary employee, or to Karla Kintner if a secondary employee. Make sure you receive a copy of your Advance Leave Request form to confirm your request to be absent from work. If you do not receive a copy with the Superintendent's and Principal's signature, please inquire.

The yellow sick leave cards to sign will be in your mailboxes the day following the absence. These should be completed and returned to the office immediately upon return so that sick leave and sub pay can be authorized efficiently.

Transportation Requests

Those requesting transportation requests must do so 5 days in advance. Those requesting to drive a school vehicle must follow the School Transportation Policy. (See attached)

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The

school district also makes reasonable accommodations for disabled employees.

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. It is the responsibility of every school district employee to follow this policy.
- E. Any person having any questions regarding this policy should discuss it with the Superintendent.

III. EQUAL EMPLOYMENT OPPORTUNITY GRIEVANCE PROCEDURE

- A. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing or orally along with the reasons for complaint to:
 - Superintendent of Schools
 - ISD #712
 - P.O. Box 537
 - Mt. Iron, MN 55768
 - 218-735-8271 ext. 1001
- B. The Superintendent shall investigate the complaint and determine whether the school district is in fact in violation of this policy. A decision shall be made by the Superintendent and such decision communicated to the complainant within 15 days of the initial reception of the complaint.
- C. If the Superintendent finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the Superintendent finds that the complaint is not justified, he/she so notify the complainant in written communication.
- E. If the complainant is not satisfied with the findings of the Superintendent, an appeal may be made to the Board of Education. The appeal may be requested in a written or oral communication to the Superintendent of Schools no later than 15 days after the receipt of the written decision of the Superintendent.

- F. A hearing before the Board of Education shall occur no later than 30 days after the receipt of a written or oral request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The Superintendent will present the findings of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its finding not later than 15 days after the hearing.
- G. If the complainant is not satisfied with decision of the board, or at any time in the process, a complaint may be filed with the Equal Employment Opportunity Commission or the Minnesota Department of Human Rights.

MN Department of Human Rights	Equal Employment Opportunity Commission
190 E. 5 th Street	330 S. 2 nd Avenue Suite 430
St. Paul, MN 55102	Minneapolis, MN 55401
800.657.3704	800.669.4000
651.296.5663	612.335.4040
TDD 651.296.1283	TDD 651.335.4045

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 2615 (Family and Medical Leave Act)
 38 U.S.C. § 4301 *et seq.* (Vietnam Era Veterans' Readjustment Assistance Act)
 38 U.S.C. § 4211 *et seq.* (Veterans' Reemployment Rights Act)
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
 MSBA/MASA Model Policy 405 (Veteran's Preference)
 MSBA/MASA Model Policy 413 (Harassment and Violence)

Board Adopted February 23, 2009

INTERNET USE REGULATIONS

Rights and Responsibilities:

Internet access is a privilege offered each academic year to the staff and students at the Mountain Iron-Buhl Schools. With this learning tool, students and staff must understand and practice proper and ethical use.

This regulation requires that all electronic resources and materials be consistent with district adopted guidelines; supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, and abilities of all students, including those with exceptional needs. Equitable access to technology and telecommunications will enable students to explore libraries, databases, and the Internet.

Internet Safety Policy
For Mt. Iron-Buhl ISD #712

Introduction

It is the policy Mt. Iron-Buhl ISD 712 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]; and (e) comply with the Protecting Children in the 21st Century Act by educating minors about internet safety and appropriate online behavior, including cyber bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. ISD 712 will annually train students and any new enrolling students using www.onguardonline.gov as a resource to aid compliance.

Key Term Definitions (as defined in the Children’s Internet Protection Act)

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are: 1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code; 2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or 3. Harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2. 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 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. **SEXUAL ACT; SEXUAL CONTACT.** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) are used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Mt. Iron-Buhl ISD 712 filters at least six categories of inappropriate content.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Mt. Iron-Buhl ISD 712 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Mt. Iron-Buhl ISD 712 staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives.

Adoption: This Internet Safety Policy was revised and adopted by the Board of Mt. Iron-Buhl 712 at a public meeting, following normal public notice, on April 23, 2007, and on March 12, 2012.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communications as outlined in the School Discipline Policy shall apply to all students. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Ethical Use Expectations:

1. Use of ISD #712 Internet access is limited to educational purposes such as research, professional development, instruction and collaborative educational projects.
2. Users will protect individual accounts by keeping passwords secure, not using another person's account and reporting any security problems to school staff.
3. ISD #712 is not responsible for unauthorized financial obligations resulting from staff or student users of the district or Internet accessed accounts.
4. Use of ISD #712 Internet access or accounts for unauthorized commercial use and/or financial gain of the user is prohibited.
5. Users storing information on district diskettes, hard drives, or servers do so at their own risk.
6. Users will respect the legal protection provided by copyright, trademark, licenses, and other laws to programs, data and documents as referenced in the copyright policy of ISD #712.

7. All users will use ISD #712 services and facilities in a manner that does not interfere with or disrupt other network users, services or equipment. Such prohibited interference or disruption includes, but is not limited to:
 - a. wide scale distribution of messages to forums or mailing lists unrelated to current classroom topic;
 - b. propagation of computer viruses or worms;
 - c. use of the network to make unauthorized entry into other computational, information, or communication devices or resources. (this includes unauthorized security probing activities or other attempts to evaluate the security integrity of a network or host system.)
8. Vandalism and harassment will not be tolerated. Vandalism is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, ISD #712 networks or any other networks that are connected to the ISD #712 network. This includes but is not limited to the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference in any way of another user's work. Harassment includes but is not limited to the sending of unsolicited mail.
9. The ISD #712 computer system may not be used for illegal or criminal purposes.
10. Obstructing other users work by consuming excessively large amounts of system resources (disk space, downloading (e.g. music files, CPU time) or by deliberately crashing machines will not be tolerated and is subject to discipline.
11. Users will not attempt to gain unauthorized access to district systems or any other system through the computer system. Users will also not 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.
12. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the access to a school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this regulation. A user may also in certain rare instances access otherwise unacceptable materials if it is necessary to complete an assignment and only if done with the prior approval of and with appropriate guidance from the appropriate teacher.

ELECTRONIC MAIL (E-MAIL)

Unsupervised student Email is not an acceptable use of district resources and will not be utilized. Student email to facilitate approved distance learning projects, virtual tours, newsgroups or other classroom assignments as designated by a teacher is acceptable. This usage is granted only by permission of a staff member and supervised by a teacher.

Like other forms of communication, it is expected that Email messages will follow the rules of courtesy outlined in ISD #712 network procedures. Attempts to read another person's Email of other protected fields will be subject to discipline. If a user's Email is stored on the district Email server, messages older than 100 days will be automatically deleted. If a user desires to save a copy of an Email, he/she must print a hard copy or save the message in an authorized hard drive or disk.

NO EXPECTATION OF PRIVACY

1. By authorizing use of the ISD 712 system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on the district system.
2. Routine maintenance and monitoring of the districts computer system may lead to a discovery that a user has violated a policy of the law.
3. The telecommunication network is owned and operated by ISD 712 for the expressed use of staff and students in education related activities. The district retains the right to monitor activity of users consistent with the law.
4. Data maintained on the ISD 712 system may be subject to review, disclosure or discovery under Minnesota Statute, Chapter 13 (Minnesota Government Data Practices Act).
5. Parents have the right to request to review the contents of their child's files and Email files. Parents have the right to request the termination of their child's individual account at any time.

WEB PUBLISHING

1. Students should not be easily identifiable from materials they might publish on the Internet. Only the student's first name will be used in publishing student work.
2. Pictures that are a part of student publishing should not include identifying information and under no circumstances will the student's home address or telephone number in included.
3. If replies to published student work are appropriate, the sponsoring staff members Email address will be displayed.
4. If student-identifying information is required, a parent signed release form will be kept on file for 2 years.
5. All students' web pages will be posted under the district home page for that student's school.
6. The sponsoring staff member will review all student web pages prior to authorizing publication, to assure compliance with this regulation.

SOCIAL NETWORKING

The school district has adopted separate social networking policies for students and staff members, which regulate social networking activities. Copies of said policies may be obtained at the High School Office and are posted on the school's web-site.

LIMITATION OF SCHOOL DISTRICT LIABILITY

Use of the ISD 712 computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's diskettes, tapes, hard drives, or servers. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district's system. The district will not be responsible for financial obligations arising through unauthorized use of

the district's system or Internet. The school district reserves the right to bring criminal charges and/or a civil lawsuit against a school employee or student that violates the law or this policy for any damages suffered by the school district. If a school employee or student intentionally contracts a virus or otherwise damages the school's computer system, the employee will be held responsible for the damages caused by such use, or the costs to repair such. Internet content may be used against school employees or students in any disciplinary proceedings.

The district does not promise that any particular level or method of access will be given or continued and retains authority to qualify, limit or terminate any or all Internet and computer use. The district network is a private network used as an educational tool by ISD 712 employees and students. The network is monitored electronically.

References: MSBA/MASA Model Policy 524
Internet Safety Policies and CIPA written by Erate Central
Rochester School District Internet Use Policy
Mountain Iron-Buhl Public Schools Acceptable Use Policy 1998
Bloomington School District Internet Use Policy
Approved: April 23, 2007, ISD #712 School Board
Approved: March 12, 2012, ISD #712 School Board

WEAPONS POLICY

It is the policy of Mountain Iron-Buhl School District to maintain a safe learning and working environment that is free from weapons, threats or the harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

Definitions: A "weapon" means any item, thing and/or object designed to have, or having an inherent or intrinsic capability of inflicting or producing bodily harm on another or one's self. Examples include but are not limited to: firearms (including rifles, handguns, shotguns and other guns whether loaded or unloaded), ammunition for such firearms, knives, tool man or box cutter devices containing a blade, clubs, metal knuckles (brass knuckles), numchuks, throwing stars, explosives, bombs, pipe bombs, explosive fireworks or dynamite, arrows, chains, stun guns, tasers, pellet guns (air rifles) or BB guns, mace, pepper spray, or similar propellants, poisonous or toxic chemicals, substances or compounds, objects that have been modified to serve as a weapons or in certain circumstances matches or any kind of lighter or igniter.

The definition of a "weapon" includes any item, thing and/or object or device that has the appearance of weapon, but does not have an inherent or intrinsic capability of inflicting bodily harm on another, but because of its appearance to the items identified above, could be used to threaten, intimidate, produce or raise fear in another. Examples of items include but are not limited to look-alike weapons, such as toy guns, plastic guns rubber knives, or paintball guns.

The definition of a “weapon” also includes items that are designed or are commonly used for other purposes including items that by their very nature would not be considered threatening, intimidating or inherently capable of raising fear in another (belts, combs, pencils, scissors, letter openers, laser pointers) but are used in a manner to inflict, or attempt to inflict, bodily harm upon another.

“School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school district, locations and sites of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction or aegis of the school district. As to employees, volunteers, and other representatives of the school district, school location also includes any site or place while within the scope of employment by the school district including travel with a school or personal vehicle for that purpose and within that scope.

Prohibited Conduct.

1. It shall be a violation of this policy for any student to possess, use or distribute a weapon on or in a school location.
2. The exceptions to rule #1 above are:
 - A. A student who finds a weapon on the way to school or in a school location, or who discovers that he/she inadvertently and unknowingly possesses a weapon and immediately and safely turns the weapon over to the building principal or, if impractical or dangerous to do so, to another administrator, teacher or activity supervisor, who, in turn shall immediately notify the building principal or superintendent of the weapon’s location.
 - B. Other persons who are licensed peace officers in the State of Minnesota, or military personnel, in conjunction with the performance of their official duties.
 - C. Firearm safety or marksmanship courses or activities conducted on school property in accordance with state and federal law, rule and regulation.
 - D. When carried in an unloaded condition by a ceremonial color guard in conjunction with an official school activity or ceremony in a school location.
 - E. Where the Board of Education or its designated agent has, by formal action, given permission to possess a weapon in a

school location, but it shall not do so in violation of federal or state law.

G. When used in or as part of an approved curricular class or program, to the extent not a violation of federal or state law.

Consequences for Staff Members.

1. The school district takes the position of “No Tolerance” in regard to the possession, use or distribution of weapons by school employees, except as noted above. The possession, use or distribution of weapons by school employees shall result in disciplinary action, which could include any or all of the following:
 - A. Suspension without pay;
 - B. Termination of employment;
 - C. Confiscation of the Weapon;
 - D. Notification of law enforcement authorities

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

I. GENERAL STATEMENTS OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature, or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or

informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition

1. Sexual harassment consists of unwelcome sexual advance requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment: Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
- or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
- or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant.
- D. In the District. The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board chairman.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.

- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by

the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering in to the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 *et. seq.* (Reporting of Maltreatment of Minors)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)

INDEPENDENT SCHOOL DISTRICT NUMBER 712
Mountain Iron-Buhl Public Schools

MAINTENANCE REQUEST
(Turn into Building Principal)

Building _____

Room No. or Area _____

Date _____

Submitted by _____

Problem _____

MAINTENANCE DEPARTMENT
(Turn into Building Principal after task completed)

Received by _____

Date Request Received _____

Date Work Completed _____

Comments _____

Place original copy in building principal's mailbox.
Make a 2nd copy for your records.

Form for Prior Approval of Staff Development Funds

Staff Development money may not be used for salary advancement (credits).

**Applicants: Please turn in this form into your building staff development representative.
You must have receipts for payment.**

Name _____ Date of Request _____
 Building _____ Activity _____
 Location _____ Date(s) _____

<u>Information Needed</u>	<u>Prior Approval</u>	<u>Prior to Payment</u>	<u>Insert Building Code</u>
<i>Description of Expenses</i>	<i>Est. Amount</i>	<i>Actual Amount</i>	100 - Merritt 300 - High School
Workshop/Registration			01-____-640-000-30 6-367
Meal Allowance – \$5 breakfast, \$7 lunch, \$9 dinner			01-____-640-000-30 6-367
Lodging – Number of Nights _____ Where _____			01-____-640-000-30 6-367
School vehicle – miles \$0.54			01-____-640-000-30 6-365
Personal car – miles \$ 0.54			01-____-640-000-30 6-367
*Substitute cost – _____ days __ am __ pm \$105.00 per day			01-____-640-000-30 6-145
Other			
Total Amount Requested	\$	Actual Amount Spent \$	
Total Amount Approved	\$	Actual Amount Paid \$	Non-refunded Balance \$

What building goal will this activity meet? (See other side)

Building Staff Development Rep, _____ Date _____

District Staff Development Coordinator _____ Date _____

Superintendent of Schools _____ Date _____

Mt. Iron – Buhl Schools
Staff Development and Student Achievement Goals
2016-2017

District Goals:

2016-2017

The percentage of all students enrolled October 1st in grades 3 through 8 and 11 at ISD #712 who are proficient on all mathematic state accountability tests will increase from 58.9% in 2016 to 63.9% in 2017.

The percentage of all students enrolled October 1st in grades 3 through 8 and 10 at ISD #712 who are proficient on all reading state accountability tests will increase from 59% in 2016 to 65% in 2017.

MIB High School Goals:

2016-2017

The percentage of all students enrolled October 1st in grades 7, 8 and 11 at Mt. Iron-Buhl High School who are proficient on all mathematic state accountability tests will increase from 44.9% in 2016 to 51% in 2017.

The percentage of all students enrolled October 1st in grades 7, 8 and 10 at Mt. Iron-Buhl High School who are proficient on all reading state accountability tests will increase from 50% in 2016 to 56% in 2017.

Merritt Goals:

2016-2017

The percentage of all students enrolled October 1st in grades 3 through 6 at Merritt Elementary who are proficient on all mathematic state accountability tests will increase from 67.1% in 2016 to 72% in 2017.

The percentage of all students enrolled October 1st in grades 3 through 6 at Merritt Elementary who are proficient on all reading state accountability tests will increase from 62.5% in 2016 to 67% in 2017.

Follow-up on Staff Development Activity

Name _____ Date of Activity _____

Site goal activity addresses (see reverse side):

Brief description of the training:

Findings (How can you use the information):

Impact on student learning:

Impact on teacher learning:

**INDEPENDENT SCHOOL DISTRICT NUMBER 712
MOUNTAIN IRON-BUHL PUBLIC SCHOOL DISTRICT**

ADVANCED LEAVE REQUEST FORM

NAME: _____ DATE: _____

REQUEST DATE: (s) _____

SUBSTITUTE NEEDED: YES _____ NO _____

_____ SICK LEAVE

_____ PERSONAL LEAVE

_____ VACATION

_____ EMERGENCY LEAVE

_____ BEREAVEMENT

_____ SERIOUS ILLNESS LEAVE

_____ JURY DUTY LEAVE

_____ PROFESSIONAL LEAVE

_____ UNION BUSINESS

_____ STATE ORGANIZATION LEAVE

_____ COMP-TIME

_____ CHILD CARE LEAVE

_____ OTHER

_____ COMMUNITY SERVICE LEAVE

REASON(S) FOR REQUEST

EMPLOYEE SIGNATURE

APPROVAL:

PRINCIPAL/SUPERVISOR

SUPERINTENDENT OF SCHOOLS

PRINCIPAL/SUPERVISOR SIGNATURE DOES NOT GIVE FINAL
APPROVAL (Revised 7/31/12)

REQUEST FOR TRANSPORTATION

Mountain Iron–Buhl Transportation Department

Requester's Name _____

Date Submitted _____

1. Type of vehicle needed and size needed: _____
2. Number of students to be transported? _____
3. If requesting a suburban(s), please list drivers:

Driver – Vehicle #1 _____	Training	Yes	No
Driver – Vehicle #2 _____	Training	Yes	No
Driver – Vehicle #3 _____	Training	Yes	No

If transporting students and driver has not had proper training, request form will be denied.

1. Purpose of trip (Example: Knowledge Bowl, Staff Development, Volleyball Game)

2. Names of other staff members to be transported: _____
3. If the business office is supposed to bill another entity for this trip, please specify: _____
7. Destination: _____ Approximate Number of Miles: _____
8. Date and Departure time vehicle is needed: _____ a.m. ___ p.m.
9. When will the vehicle be returned? _____
10. Signatures of approval: _____

(Athletic Director, Supervisor)
(Principal)

(Superintendent)
(Date)

- Must be turned in 5-days in advance. All cancellations must be made ASAP!

School Transportation Policy – for Non bus-riders

Any individual using school vehicles for the purpose of transporting students, athletes, themselves, the public, fellow educators, school personnel, board members, or any other extra-curricular activities must comply with all of the following:

1. Submit a copy of their current driver's license to the central office 30 days prior to driving any District vehicle.
2. 30 days prior to driving any District vehicle, sign a release of information form, (provided by the District) that will allow the District to conduct a driver's license and background check.
3. All drivers must attend a pre-route safety orientation and a review of District driving rules by a full-time District bus driver, or the designated Transportation Coordinator, prior to driving any District vehicle. There is an on-line test you can take to satisfy the training component. See your building principal regarding the on-line test.
4. Drivers who are approved to utilize District Vehicles shall be placed on a "District Approved Drivers" list, that shall be maintained in the District office and a copy shall be posted at the District bus garage, and those on the list shall be subject to random and periodic license checks. Once on the list, there will be no need for re-application.
5. Anyone on the list who is ticketed for a driving offense must report that offense to the District office, and if convicted of said driving offense may be immediately removed from the eligible list of drivers at the discretion of the Superintendent, until such times as the Superintendent has determined that the driver poses no additional risk to the District insurance premiums, and passengers.

For those District employees who routinely make requests for transportation and use of District vehicles, the initial request shall include the names of all drivers of District vehicles, and if the name(s) of the driver(s) are not on the list of "District Approved Drivers", the request shall be denied until such time as approved drivers can be secured. Under no circumstances, should a District vehicle be allowed off of District property by any other than an approved driver or a District employed bus driver.