



# STAFF HANDBOOK 2007 - 2008

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*Attachment A: Activity Request Form*

# PRAIRIE SEEDS ACADEMY POLICIES & PROCEDURES

## I. ATTENDANCE

### A. **Teacher/Staff Day:** 8:15 A.M. to 4:15 P.M.

Regular staff work hours are from 8:15 A.M. until 4:15 P.M., with a half-hour duty free lunch period for all full-time staff.

If tardy, PTO time will be taken off and deducted each pay period.

Staff are expected to be on school premises during school hours and, if applicable, in their assigned areas (breakfast, hallway, outside with buses, etc.) by 8:15 AM, and at 4:15 PM for dismissal.

In addition, staff must use the sign-out binder, also located in the Main Office, if they need to temporarily leave the school premises for any reason during the school day. Prior approval from the Principal is required.

If there is a lot of snow or if the temperature or wind chills is below zero, listen to WCCO 830 AM radio for a school closing report. **PLEASE WATCH CHANNEL 5 FOR SCHOOL CLOSING.**

### B. **Staff Absence:**

On the day of an unexpected absence, staff must notify the Principal by 7:30 AM in the morning. Call (612) 735-2148. The Admin Assistant will place an Absence Report in his/her mailbox. When a staff returns from an unexpected absence, he/she MUST immediately fill out the Absence Report Form and turn it in to the Admin Mailbox.

For unexpected absences, it is recommended that teachers call their own substitute teachers. If this is not possible, the Admin Office can secure a substitute teacher for him/her. Each teacher is required to have a current "Sub Binder" on file in the Admin Assistant's Office with the following information:

- Class schedule
- Emergency exit procedures
- Classroom/school guidelines, policies and procedures
- Special instructions (regarding individual students, etc.)
- The names of 2 to 3 reliable students who could assist the substitute teacher with procedures
- Class list
- Busing information
- Lunch
- Attendance

Teachers are also required to have 5 days of lesson plans available in order to provide sufficient detail to a substitute.

**C. Time Off:**

All time off and development time away from school must be approved by the **Principal**.

Staffs are required to give one week notice for the following: Personal Time Off, Time Off Without Pay, Conferences, Workshops or any other time when the staff will not be present at the school.

Generally, time off will not be approved for:

- First two weeks of school year
- Last two weeks of school year
- The week before and the week after major breaks throughout the school year. For only one instance per year, staff may use PTO directly before or after holidays. Also, approval is on a first come first served basis and may not be approved if others have already been granted the time off.

***If any classrooms need to leave during the day for any special reason, he/she must place a request by filling out the Activity Request Form (attachment A) and get approval from the Principal before leaving.***

**D. Student Day:**

The Student School Day is from 8:45 A.M. to 4:00 P.M. for all grades. Students are not supposed to come to school before 8:15 A.M. Students who come early are expected to wait in the entrance hallway until 8:15 A.M. and cannot eat breakfast until 8:20 A.M. After breakfast, students are to stay in the lunchroom. Teachers will pick them up by 8:43 A.M. Students must go directly to the classrooms from the lunchroom; otherwise they are marked as unexcused tardy.

Every child is expected to go home via his/her usual procedure unless we receive a note or phone call from the parent/guardian directing us differently. Staff should immediately send any written notes received regarding such changes to the Admin Office for verification. If request is made via phone, staff should write a detailed note, sign it, and turn it in to the Admin Office. No child should be kept in the office without prior approval or notification from the parent/guardian.

If a student needs to be picked up early, the parent/guardian must wait in/by the Main Office while the office calls the appropriate classroom. If the parent/guardian prefers to go to the classroom to pick up his/her child or for other reasons, the parent/guardian must be accompanied by a staff member. If the child is being picked up by someone else, the parent/guardian must give permission both written and verbal to the school to release a student to someone other than the parent/guardian.

## II. FOOD PROGRAM

### A. Breakfast:

**All students must go to breakfast directly from the bus.** The breakfast time is from 8:20 A.M. to 8:43 A.M. At 8:15 A.M., Mong (if Mong is absent, Sub 1 is Xavier, Sub 2 is Khe) is expected to check off arriving buses and be outside to greet students off the bus; while Chris sets up the computers for breakfast attendance (Sub 1 is Mai Lia, Sub 2 is Lee Seng) and supervises students to and through breakfast. At 8:43 A.M., teachers are expected to pick up their students from breakfast to go to their classrooms.

<b>Breakfast Duty</b>
<ul style="list-style-type: none"><li>▪ <u>Mong, Xavier and Khe</u> @ 8:15 – greet students at bus stop and supervise students to the lunch room until 8:43</li><li>▪ <u>Mai Lia</u> @ 8:15 - greets students in the <u>entrance hallway</u> area, helps them transition into the lunch room and supervises breakfast until 8:45</li><li>▪ <u>Julie (Sub is Lee Seng)</u> @8:15 - supervises lunch room computers and check student breakfast counts until 8:43</li><li>▪ <u>Chue (Sub is Xiong)</u> @8:15 – Setup tables then supervise breakfast until 8:45</li></ul>



If a breakfast duty staff member cannot fulfill his/her role for any particular day, he/she must find someone to provide coverage.

Staff assigned to duties must be with his/her group of students at all times. We **CANNOT** leave students **UNSUPERVISED** at any time!

**B. Lunch:**

“A” and “B” Lunch

Teachers are expected to line up their students and take them to lunch. Lunchroom duty staff will supervise students while teachers eat their lunch. Teachers must escort students from Lunchroom back to their classroom in a timely manner so instructional time is not lost.

Lunch	Grade	Lunch Start Time	Lunch End Time	Recess End Time	Staff Responsible
“A”	K (1)	12:00	12:30	NO	EA4/EA2
“A”	K (2)	12:00	12:30	NO	EA4/EA2
“A”	1 <sup>st</sup> (1)	12:00	12:30	NO	EA4/EA2
“A”	1 <sup>ST</sup> (2)	12:00	12:30	NO	EA4/EA2
“A”	2 <sup>nd</sup> (1)	12:00	12:30	NO	Teng
“A”	2 <sup>nd</sup> (2)	12:00	12:30	NO	Khue
“B”	3 <sup>rd</sup>	12:30	1:00	NO	EA1/EA3
“B”	4 <sup>th</sup>	12:30	1:00	NO	EA1/EA3
“B”	5 <sup>th</sup> (1)	12:30	1:00	NO	EA1/EA3
“B”	5 <sup>th</sup> (2)	12:30	1:00	NO	EA1/EA3
“B”	6 <sup>th</sup>	12:30	1:00	NO	Teng
“B”	7 <sup>th</sup>	12:30	1:00	NO	Khue

Eligible subs: Assistant Director

If a teacher changes his/her lunch schedule for any day due to special circumstances, that teacher is responsible for making the necessary arrangements (if times are switched with another teacher, etc.) and for notifying in advance any planned changes to the Food Service Supervisor. At the same time, teachers must inform the Admin Office of all changes.

If special lunch order arrangements are needed (due to field trip, etc.), teachers are required to make arrangements with the Food Service Supervisor and lunchroom staff TWO weeks prior to delivery date.

Students can not bring chips, candies, gum, pops, etc. to the lunchroom.

**C. Breakfast/ Lunch Staff:**

FY 06-07 – lunches are free for all students and staff until further notice.

**III. BUDGET PROCESS**

**A. Collection of Funds:**

When collecting funds for field trips or other activities, indicate whether payment should be made with cash, check, and/or money order. Instruct parents/guardians to make checks payable to "Prairie Seeds Academy."

Fundraising money must be turned into the Administrative Assistant for deposit into the appropriate account within ONE week.

## **B. Material Orders**

- Request and receive approval from the Principal.
- Complete order form from catalog (if available) listing vendor name, address and phone number as well as item name, #, brief description, unit price, and quantity.
- Add shipping costs if applicable and total the order.
- Place completed order form in the Admin Assistant's mailbox.
- Our preference is to order materials from suppliers/vendors who we have established an account with. However, new accounts can be set up at the discretion of the Principal.

## **C. Payment for Services (Presenters/Speakers):**

- All presenters/speakers must be approved by appropriate committee.
- Once approved, staff member must complete a Request for Payment form, and submit it to the Admin Assistant who will in turn send it to the finance office for payment.

*Please give advance notice to the Principal when such funds are needed. **Please do not guarantee to a presenter/speaker that he/she will be paid before services are rendered.***

## **D. Reimbursements**

- Request and receive approval from the Principal.
- Submit original receipt/invoice or copy of check/charge statement, fill out reimbursement form, and submit everything to the Principal.
- Examples of acceptable reimbursements are: instructional materials, classroom products, etc.
- Taxes are not reimbursable – please ask the Admin Assistant for a ST3 Certificate of Exemption form prior to purchase.
- PSA cannot reimburse anyone for gifts, etc.

***If staff are not sure whether purchases will be reimbursable or have questions, please talk to the Principal prior to making a purchase.***

## **E. Workshop Fees**

- Request and receive approval from the Principal.
- Complete a Request for Payment form in the registration amount (Cannot request for meals yet).
- Submit the following to the Admin Assistant:
  - LOA/PTO form,
  - Completed registration form or confirmation letter,
  - A copy of flyer announcing: name of workshop, where held, date, cost, and
  - A copy of the Request for Payment form.

- The Admin Assistant will review the paperwork, seek the Principal's approval, and then confirm your attendance.

**F. Field Trips (Requiring Payment the Day of the Trip):**

- Notify the Admin Assistant of special requirement and include anticipated payment date.
- Complete a Request for Payment and submit it to the Principal.
- The finance office will cut a check payable to the field trip organization.

*Our preference is to submit Request for Payments to the finance office who will in turn cut checks. However, the principal can accommodate urgent/special requests on a limited basis.*

**IV. COMMUNICATION**

**A. Communication with Parents/Guardians:**

All teachers are responsible for establishing and maintaining communication with all parents/guardians regarding student progress, behavior, attendance, etc.

- WEEKLY NEWSLETTER  
Classroom teachers are expected to send a newsletter to families each week on Fridays or on the last day of the school week. These newsletters should contain information about upcoming activities as well as activities that have already taken place during that week. Please hand in a copy of each newsletter to the Principal before the end of each Monday. There should be translations whenever possible.
- PHONE CALLS  
All licensed staff are encouraged to contact the families of the children they work with on a rotating basis throughout the entire year. All contact should be documented. Please make positive contacts on a regular basis, not just negative ones. The Principal will request to see documented logs as needed.

**B. In-house Communications:**

- 1 Employees are responsible for checking Mailbox, and Pearson e-mails daily. Pearson in-house e-mails will be one way for staff and Administrative to communicate.
- 2 Respond to any messages and phone calls promptly.
- 3 Prior to sending home personal classroom letters especially Hmong, etc., you may submit a copy to the Principal but always ask a colleague to proof read such communication for you.
- 4 When possible, parent communication should be translated into Hmong. Items needing to be translated must be given to Administrative Assistant one full day before they are needed.

**C. Activities Calendar:**

A large event/activity calendar will be kept in an assigned area in the Admin Office. Staff are expected to put their activities on the calendar so that everyone can see which activities are happening where and when. Staff are also expected to not overlap activities if students are shared between the staff. Special activities must also be listed as they are planned.

**D. Staff Meetings:**

Staff meetings are held every Tuesdays from 8:15 A.M. – 8:50 A.M. in the staff lounge (Basement). The purpose of these meetings is to discuss information/concerns/questions/etc. pertinent to all students and staff. A staff member may include an agenda item by simply adding an item on the agenda chart the day of the meeting. All teachers **are required** to attend staff meetings, except the Admin Assistant, Tech Support and All Educational Assistants. Any staff member who is not present at the meeting is held responsible for finding out information discussed at the meeting.

**E. Staff Development:**

The Leadership Team, Principal or Assistant Director must approve and plan all sessions addressing needs from the School Continuous Improvement Plan. Staff Development sessions are held every other Tuesday from 4:15 to 6:15, place is TBD. All staff including Educational Assistant must attend the staff development. Staff who cannot attend a session or part of a session must do the following:

- Fill out the Activity Form
- Talk to the Principal/Principal approval
- Read about/find out the content missed

**V. COMMITTEE MEETINGS**

It is important that input and direction be given to help shape educational programs and the complex, multi-faceted system, which delivers those programs.

**A. Staff Requirements:**

All staff are expected to serve on at least one school committee. All committee members are expected to share responsibility for doing the work of the committee. All staff must attend committees meetings and be respectful of meeting times by arriving on time. Some staff will serve on one committee and also on the Leadership Team.

**B. School Committees:**

Once committees are established, each committee will be assigned a chairperson who will be responsible for convening committee meetings and preparing the agenda. Committees will keep written minutes of each meeting; a copy of the minutes will be given to the Principal; Committee Chair will compile minutes in a committee binder. Committees are scheduled to meet every other week from 8:15 A.M. to 8:50 A.M. on these assigned days:

<b>Committee</b>	<b>Day</b>	<b>Time</b>
Wellness Committee	Mondays	8:15-8:50
Staff Meeting (every Tuesday)	Tuesdays	8:15-8:50
Public Relations Committee	Wednesdays	8:15-8:50
Leadership Team	Friday	8:15-8:50

***Meeting days and times may change during the second half of the school year. See committee schedule.***

**C. Expectations/Tasks:**

1. Each committee is expected to determine its goals and action plan for the year.
2. Promote School Continuous Improvement Plan goals through committee work, activities and decisions.
3. Involve staff, as needed, and keep all staff informed of committee activities.
4. Promote multicultural, gender-fair and disability aware concepts and practices.
5. Maintain accurate and balanced financial records if there is a designated committee budget.
6. Identify a facilitator to serve as the chairperson.
7. Chairperson from each committee may be on the LT.
8. Chairperson is responsible for maintaining minutes in a committee binder.
9. Chairperson is responsible for preparing the agenda to pass out at the meeting.
10. Chairperson is responsible for delegating tasks to committee members and making sure tasks are completed.

**D. PSA Leadership Team (LT):**

Members are responsible for making sure PSA has all curriculum needs, staff development training for the success of the school and also monitoring the school community.

LT Membership: determined by the Principal.

## **VI. GENERAL SCHOOL PROCEDURES**

### **A. Confidentiality:**

The reputation of students, parents, colleagues and Community of Prairie Seeds Academy as an institution must be respected and protected. Please be mindful of the circumstances and places where difficulties concerning students, parents, colleagues or the school are discussed. Generally speaking, the staff lounge, business office, parent meetings and social gatherings are not appropriate forums for such discussions. The Principal's office is always an appropriate forum for such discussion.

Gossip has no place on a professional team. As a matter of professional ethics, discussions concerning difficulties with students, parents, colleagues or the school should focus on solutions and should involve only those professionals immediately concerned with the situation.

Prairie Seeds Academy holds many records and much information that is confidential. Specific information on any individual using any of the school programs or services is confidential unless it is public knowledge. Discussion of confidential information outside of normal school business is considered a major offense against the policies of the school.

### **B. Insurance:**

Health/Dental Insurance is provided for all employees who regularly work at least 80 hours in a two week pay period. For eligible employees who are employed at the start of the school year coverage begins on the 1<sup>st</sup> of the month following their first day of employment. The employee may elect to include other members of his/her immediate family, but the additional cost would be deducted from the employee's payroll check.

### **C. Jury Duty:**

Employees will suffer no loss of salary as a result of jury duty. It is recommended that the employee be paid regular salary and then endorse jury payment checks to the school.

### **D. Just Cause:**

The Contract for employment provides that Prairie Seeds Academy shall have the right to terminate or temporarily suspend the provisions of the contract for Just Cause. Just Cause is defined as conduct with-in the opinion of the Executive Director/ Principal of Prairie Seeds Academy constitutes a major offense

Major offenses are violations of school policies or procedures that can lead to immediate dismissal. They are offenses that may seriously affect productivity or endanger the school, its employees or students. Major offenses include but are not limited to:

- By reason of reorganization, retrenchment, of financial constraint that results in a job elimination. By reason of unsatisfactory performance, misconduct, or conduct unbecoming an employee.

If the results of your background investigation (including, but not limited to, criminal history, education, license, work experience, references, certifications) are unsatisfactory or if the employee was not truthful on his/her employment application form.

- Detrimental behavior or conviction of a crime which impairs the desirability of continued employment.
- The sale, offering for sale, use or possession of illegal drugs or the possession or use of alcohol during the school day or on school premises.
- Disorderly conduct which substantially impairs the discipline and order of the school environment.
- Negligence or unsafe conduct by failing to use ordinary and reasonable care in the performance of school related duties, which results or may result in injury, property damage or financial loss to the school.
- Misuse or deliberate destruction of property.
- Acts or threats of violence against another staff member, student or client of the school.
- Gross insubordination.
- Distorting or providing false information to the employee's hiring if the truth is discovered at some later date.
- Sexual harassment or abuse.
- Breach of confidentiality.

#### **E. Keys**

Employees are responsible for classroom and building keys. If keys are lost, please report to the principal immediately. You will be responsible for replacement costs. Any employee using the building after hours or on weekends is responsible for closing and locking classroom and building windows and doors. Students should not be allowed to use employee's keys. Employees who leave the employer of Prairie Seeds Academy must turn in all keys assigned to them. All staff **must** return all keys to Administration before leaving for summer break. A checklist of all items needing to be returned to Administration will be provided toward the end of the school year.

#### **F. Lesson Plans**

Lesson plans are due every Monday morning. Lesson plan books are provided by the school. If you use a lesson plan book, make a copy of your plans for the Principal. If the standard lesson plan book does not meet your planning needs, you may type your plans on computer. In that case, print a copy for the Principal. Please do not e-mail lesson plans. Please develop a process of planning that works for you.

Please follow these guidelines when preparing your lesson plans:

- When planning please follow the four Domains in your PDP Goals such as, Preparation and Planning-Organization, Classroom Environment, Classroom Instruction, Professional Responsibilities will especially helpful.
- If you have not taught in the present subject or grade level before, take time to become familiar with the grade level or course outcomes. Keep these at hand when planning.
- If you are using a new text book or new teaching equipment or materials, familiar yourself with the entire text or program as early in the year as possible. In this way, you will be able to pace yourself so that the most important concepts are given adequate attention.
- At Prairie Seeds Academy, Peace and Ethics education are not optional. Please include them in you weekly plans.
- Accelerated Reader is required at all grades. Please include it in your plans.
- If you use other notebooks to expand upon your weekly lesson plans, be sure to indicate this so that a guest teacher would be aware of it.
- Please indicate in you plans if you will be having special guests, programs, parties, field trips etc. during the week.
- At the top of your plans please include the dates of the week being covered, **the teacher's name** and grade level or subject and in grades K-7 the time of day each lesson will be taught.
- Lesson plans should be written with enough clarity so that a guest teacher could follow them.

#### **G. Multicultural Awareness**

Each teacher is expected to assure to the best of his or her ability that the cultures, contribution, history and perspectives of all people are accurately represented in the curriculum, classroom décor and in all aspects of the school program. Teachers are expected to be continually growing in their knowledge of the cultures represented at Prairie Seeds Academy.

*"You cannot teach a child who you do not love. You cannot teach a child who you do not respect. You cannot teach a child who you do not understand. You cannot teach a child who you are afraid of. You cannot teach a child if your 'political baggage' i.e. sexism and racism, is brought into the classroom. You cannot teach a child without bonding first, which results from love, respect and understanding."*

*-Jawanza Kunjufu*

## **H. Parental Leave**

**Parental leave is a leave of absence without pay** (unless making up during summer session or using their PTO) granted upon request subject to the provisions of this section. It may be granted for reasons of adoption, or pregnancy and/or the need to provide parental care for a child or children of the staff for an extended period of time immediately following adoption or childbirth.

A certified staff member may be given parental leave for a period of up to four (4) weeks. Longer leave may be granted upon the approval of the Principal. Mutual agreement between the Principal and the certified staff member will determine the time of returning to work. When feasible the leave shall begin coincident with some natural break in the school year. The well being of students will be a consideration in determining length of parental leave. A certified staff member taking the full four weeks leave would have the option to have their contract salary pro-rated for the given calendar year.

A pregnant woman, with the consent of her physician, may be allowed to teach as long as it is not hazardous to her health and as long as her physician states that she is capable of performing her duties. If at any time during pregnancy a teacher's absence is excessive, she should, out of fairness to students and her work, take a leave of absence.

Parental leave shall be extended until an appropriate vacancy occurs if no position has been offered to the certified staff member at the time the leave would otherwise terminate.

## **I. Personal Injury**

In case of injury covered by the Worker Compensation Law, the employee must immediately contact or cause to have contacted the Principal. The Principal must immediately file a report in accordance with the procedure out-lined by the insuring company. Employees may be required to complete a First Report of Injury form.

## **J. Personal Phone Calls**

Personal phone calls should be placed only during break times during the school day. Due to limited phone lines personal phone calls should be limited to 5 minutes.

## **K. Sexual Harassment**

All employees of Prairie Seeds Academy are entitled to work in an environment free from sexual harassment. This policy reflects the desire of the school to protect employees from sexual harassment in the workplace and the school's refusal to tolerate this type of behavior.

Any employee found to have acted in violation of this policy will be subject to disciplinary action, which may include termination of employment.

Sexual Harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact and or other offensive verbal or physical conduct or communication of a sexual nature.

Employees can often stop unwanted behavior by telling the offender that the behavior is unwelcome and firmly asking that it not be repeated. If however an employee is uncomfortable taking that action or if the behavior continues despite the employee's effort, the employee should bring the matter to the attention of the Principal.

Employees who feel they have been subjected to harassment from a co-worker, supervisor or a student or are aware of a harassment situation should inform their supervisor. Any information reported shall be treated in a strictest of confidence.

All employees are required to report any suspected or actual incident of sexual harassment to the proper authority. All allegations of harassment will be investigated and appropriate action will be taken.

#### **L. Staff Lounge**

The Staff Lounge is everyone's responsibility. Please clear and wash your own dishes and do your part daily to keep it clean. Please do not leave classroom or personal items in the Staff Lounge or refrigerator unless they are clearly labeled.

#### **Confidentiality of Student Information & Records:**

As quoted in the Board of Education Policies Manual 5350A, "Maintaining confidentiality shall be a requisite of use by all personnel." Staff needs to be cautious when engaging in conversations regarding student welfare (i.e. student living situations, custody issues, addresses, guardianships, etc.).

#### **M. Staff Safety and Security**

It is important whenever you are in the building to turn on lights so that stairways and hallways are well lit. When leaving the building please be sure that windows are shut and doors locked. After schools hours light in the halls and stairwells need to be turned off when you are the last person leaving your area.

Upon leaving the building it is important that you check the door from the outside to verify that it is locked

Visitor should be told to obtain a visitor badge from the office. Greet anyone in the building without a badge and ask them to report to the office. If you suspect foul play, report it to the Principal, or the office.

Personal valuables, purses, etc. should be put away out of sight and locked up.

## **N. Student Record**

Permanent record folders of students are kept in the office files unless checked out by teachers. Records should be kept current since frequent reference is made to them. All permanent records must be completed and filed by the last day of the year. All information is kept in professional confidence. No one is to handle a cumulative record file except building personnel.

Each teacher is required to review his/her student records prior to the first day of classes.

Report to the Administrative Assistant if any missing files. Files for all new students should be received before school begins. Student Official records must never be kept in the classroom.

## **O. Certification of Teachers**

Minnesota certification is necessary for all teachers. The green file copy of the Minnesota Teacher's Certificate must be on file in the main office. The building representative for relicensure should provide forms for renewal units and answer questions pertaining to relicensure. Teachers are expected to keep their licenses current.

The Minnesota Department of Education can provide further information regarding Minnesota Certification.

## **P. Teaching Duties**

Teachers are expected:

1. To uphold and practice the Philosophy and Mission Statements of Prairie Seeds Academy and to conduct himself/herself in a peaceful and ethical manner.
2. To be responsible for competent classroom instructional methods and knowledge of subject matter. Questions or concerns should direct to the Principal.
3. To teach all curricula that has been adopted by Prairie Seeds Academy such as Responsive Classroom, Saxon Math, Guided Reading, and Foss Science etc... Time per class should be appropriately allocated so the core subjects (language arts, mathematics, peace and ethics education, social studies, and science) are adequately taught. Art, Hmong Literacy, and culture and other pertinent units are not to be ignored. These classes are to be built into the weekly schedule.
4. To follow guidelines set forth in the Staff Handbook regarding Lesson Plans.
5. To work on curriculum development as an on-going process during the school year.
6. To be responsible for the policies and duties outlined in the Staff Handbook and to follow proper procedures if they do not agree with a policy.

7. To be responsive to and responsible for any additional duties that is shared by the faculty/staff during the school year.
8. To be in the building daily at least from 8:15 a.m. to 4:15 p.m.

**Q. Smoking:**

It is the policy of the PSA School Board that use of tobacco products by staff, students, visitors, or contractors is prohibited on school property. "School property" includes, but is not limited to, buildings, grounds, vehicles owned, leased or contracted by the school, and at school sponsored functions. Employees who smoke should leave the building **only during their lunch break**, and not during prep time or other session. Employees must smoke out of the view of students.

**R. Internet:**

Staff should use the Internet as a professional educational tool.

Staff are prohibited from surfing inappropriate sites on the Internet during any time using school property or within the school. Violation of this policy will result in immediate termination.

**S. E-mail:**

Staff should use E-mail as a professional educational communication tool. PERSONAL use is prohibited except for during lunch, or before and after school.

Please do not subscribe to any non-educational services using the school provided email account.

Violations to this policy can result in termination.

**T. Family & Friends Visitation:**

The education of students is our first and foremost priority at PSA, therefore, staff members must obtain prior approval from the Principal to bring family members, including children, to school during school hours.

**U. Pet Policy:**

The education of students is our first and foremost priority at PSA; therefore, staff members must obtain prior approval from the Principal to bring family pets to school. Classroom pets are allowed as long as they do not interrupt students' learning.

**V. Outdoor Recess Policy: **\*\* (06-07 school year, no recess) \*\*****

- This policy applies to outdoor activity.
- Students cannot re-enter the school without a teacher's permission.
- Students can have outdoor recess if the temperature and wind-chill factor are above 0 degrees.

- Students can be outside for approximately 15 minutes. We believe fresh air helps children concentrate better in the afternoon.
- Recess is also a time for students to learn a new game and play with their friends. We have a **structured recess period**, meaning children participate in an activity with their entire classroom for part of the recess time and are on their own for the other part.
- All students must participate in outdoor recess, unless we receive a note from a physician, which states a medical reason why a student cannot go outside. The nurse is not available to supervise children during the lunch/recess hours. Students with a medical reason will be supervised in the Admin Office.
- If a teacher requests indoor recess, the teacher must supervise the students for this period of time.
- Please follow the lunch/recess transition process.

Staff assigned to lunch and recess duties are expected to be with their assigned groups of students during their assigned times and places. These staff members cannot be anywhere else. If anything happens to an unsupervised child, the negligent staff member assigned to the specific area is responsible. Quality supervision is critical for a school setting with young children.

**W. Identification Badges:**

All PSA staff are required to wear their employee identification badges during work hours. There are no exceptions to this policy. If you need a replacement badge, please notify the Admin Office. Charges will be assessed if more than one replacement is needed within a school year.

**X. Preparation Period:**

The schedule for preparation period is established for Hmong Literacy and Music Instruction.

**Y. Retention of Students:**

We recognize that the decision to retain a student in the same grade for an additional school year is difficult and should be implemented only when the decision making team:

- Believes that at the end of the retention period the student will have gained the skills to keep up with and be caught up to his/her grade level peers academically and socially.
- Determines that the decision will not have a negative social effect on the child.
- Provides significant, documented interventions designed to prevent the retention.

The decision making team will include the family, the classroom teacher, support service providers\*, an administrator and the school psychologist.

The team will work together to provide interventions that accelerate the learning of the child. The child should have gone through the SST process already.

When a child is retained the second year program will include the following:

- A written plan including additional specific interventions.
- Social skills support specifically addressing the needs of the child surrounding the retention.

\*Support providers can include any or all of the following staff members: Special Education Teacher, ELL Teacher, Educational Assistant, Social Worker, or School Psychologist.

**Z. Placement of Students:**

Students cannot be moved from one grade to another, one room to another, one program to another, etc. without going through the Principal. The Principal reserves the right to make final placements. Classes are not structured solely according to academic ability.

**AA. Telephone Use:**

Personal phone calls are prohibited during student contact time, except for emergencies. Students may use the telephone in the classroom with teacher permission. Phone calls are all directed to the Admin Assistant. When teachers and staff receive a call, the Admin Assistant will decide if the call is urgent or can wait. If urgent, the call will be transferred to the classroom. Otherwise, the Admin Assistant will take a message and place it in the appropriate mail slot. Staff do not have their own voicemails.

**BB. School Events:**

PSA plans to have four school events this school year, plus other parent meetings during the year. All staff are required to participate in all school events. If there is a reason someone cannot make it, please talk to Principal prior to the event. **Other events are TBD.**

<b>DATE</b>	<b>EVENT</b>
August 31, 2006	Open House
December 22, 2006	Hmong New Year
May 11, 2007	Spring Carnival

**CC. Homework:**

Homework is expected to be given daily, five days a week. Reading assignments are part of the homework assignments. Students should receive other types of homework in addition to reading. There will be a reading homework sign-off sheet or on the student plan book that parents/guardians need to sign each night. Teachers are to file the

reading logs for each student. The Principal may request to see them as needed.

**DD. Student Uniforms:**

All staff are expected to enforce the uniform policy of the school. We have to be proactive and consistent with our dress code policy.

**EE. Staff Dress Code:**

The school's dress code is business casual. All staff are expected to dress professionally on a daily basis; meaning **Jeans** and T-shirts are **not acceptable**, except for outdoor field trip days. The Principal will address any violations and concerns.

**FF. House Keeping:**

Staff lounge, supply room and other common areas and equipment are to be kept clean and neat at all times. Every staff member is expected to clean up after themselves.

**GG. Classroom Parties/Celebrations:**

If a classroom decides to have a holiday party or celebration for students, the teacher and students are responsible to pay for the cost. Staff may NOT incur costs for the school. The school's budget does not allow for this type of expense. If negligent, the staff in charge of the party/celebration is responsible for reimbursing the school.

**HH. Student Meals:**

Students who are in school must eat the school provided meals, unless they bring breakfast/lunch from home. Staff may NOT offer or give food other than school food to any student. Staff cannot take any student out to buy or get a different breakfast/lunch.

**VII. RECORDS**

**A. Report Cards:**

Report cards are issued four times during the year – in November 6<sup>th</sup>, January 29<sup>th</sup>, April 9<sup>th</sup>, and June 14<sup>th</sup>. See the school calendar for specific dates.

**B. CUM Record Cards:**

CUM folders are filed in the Admin office and cannot to be removed from the school building. The following code is used in marking the CUM cards:

- Emerging
- Making process
- Meeting standards
- Excel

The value assigned is intended to represent a student's achievement in relation to achievement of other Minneapolis Public Schools students.

## VIII. SAFETY/SECURITY

### A. Emergency Procedures:

<b>FIRE DRILL:</b> Bell signal (continuous siren); exit the building according to assigned door for area. (See maps posted in each room.)
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<b>TORNADO DRILL:</b> Bells serve as signal (intermittent siren); report to assigned tornado area for that class. (See posted maps for destinations.)
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### B. Emergency Codes:

Walkie-talkies, cell phone or school phone– please call 911 and the Principal at (612)302-8555 in the case of intruder.

Potential Danger CODE YELLOW

Dangerous-seek for safety CODE RED

**During any emergency drills, teachers are responsible for:**

- **Emergency clipboard:(Take this with you when you and the students evacuate the building)**
  1. **Attendance list,**
  2. **Student contact list**
- **Making sure all students are taken out the building in a calm manner (do head counts),**
- **Take attendance once classroom reach their destination, and**
- **Teachers are responsible for their classrooms at all times.**

### C. Visitors:

Visitors are to report to the Admin Office immediately. Visitors will check-in and receive a "Visitor" sticker to wear while they are in the building.

It is important that staff notify the Admin Office immediately if they see strangers in the building.

Students are not permitted to bring other children with them to school.

Staff are permitted to bring visitors with prior approval from the Principal.

### D. Trespassing Procedures:

If you see a stranger in the building without proper identification, ask the person if you can help them and direct them to the Admin Office. Any person who is in the building without a legitimate reason should be asked to leave. This can be done by asking the person directly or by notifying the Admin Office. If the person refuses to leave, the Admin Office will call the police and press trespassing charges.

## IX. SERVICES

### A. **Classroom Maintenance:**

Classrooms will be vacuumed and wastebaskets emptied according to the schedule established by Pastor Pete. Staff should keep their work desks and classrooms neat. Everyone shares the responsibility of helping keep the school clean and attractive.

### B. **Copier Machine:**

The copier machine, which is located on the stage, is available for making copies. All staff are responsible for making their own copies; EAs can help if needed. Every staff member will be given a copier code which keeps track of copier usage for budgeting purposes. Each staff is allocated a certain amount of copies per month on the copier. Once that amount is reached, staff cannot make anymore copies. Staff are expected to be conservative because of the costs of copying and maintenance.

Personal copies are prohibited. If required, please pay \$.05 per copy in the Admin Office.

### C. **Volunteers:**

Staff are responsible for the following when assigned a volunteer:

- Orient the volunteer to the building and expectations,
- Remind the volunteer to sign in/out and to wear an ID badge each time he/she comes to school to help,
- Provide the volunteer with specific assignments and enough direction so that he/she can proceed with the work,
- Give feedback and continuing guidance on a regular basis,
- Notify the volunteer if a field trip or other event make it necessary to cancel volunteer services for a day, and/or
- Provide guidelines for volunteers with classroom assignment.

### D. **Supplies:**

The Principal, along with the Leadership Team, determined the amount of money allocated to each teacher, staff and support staff. Classroom teachers are to receive \$15 per student for classroom usage. Other staff can talk to the Principal to request for allocations. The Office Manager will keep a balance ledger per classroom or staff. Teachers may make purchases at a local retail store and will be reimbursed after submitting original receipts. Copies of receipts are not accepted. Teachers need to request the ST3 Certificate of Exemption tax form prior to going shopping. The school will not reimburse taxes.

*Any supplies requested throughout the school year will be deducted from your remaining balance. Questions are to be directed to the Principal.*

**E. Instructional Materials:**

Requests for instructional materials should initially go through the Principal for approval.

Instructional supplies will be purchased by the Admin Assistant and stored in a community supply area (supply room). These supplies are available to all staff by making requests through the Admin Assistant. Each classroom is given a \$15 "per student" allocation for the school for classroom needs.

**X. STUDENT SUPERVISION**

**A. General Supervisory Responsibility:**

The adult in charge has primary responsibility for the supervision and discipline of those students assigned to the adult at that time. Every student and staff person will be expected to help make "our school" the best it can possibly be. All staff will be expected to be responsible for the conduct of any students in halls, lunchroom, playground, etc. other than while they are under the direct supervision of the adult who has current assigned responsibility for that/those child/children.

**B. Responsive Classroom Approach:**

All teachers, teacher's assistants and support staff at PSA are or will be trained to use Responsive Classroom Approaches.

**C. Discipline:**

If a student's behavior warrants suspension, the supervising adult at the time the behavior occurred should refer the student to the office and complete the Student Referral Form and send that form to the Assistant Director. When a child is referred to the office, the adult should either bring the child to the office, making sure the other children are properly supervised, call the office to have someone accompany the child, or send the child with another adult to the office.

Teachers are expected to escort their classes wherever the whole class goes as a group. Children should not be left in the hall without proper supervision.

All teachers are responsible for thoroughly discussing and enforcing the Discipline Policy, School Procedures and Rules, and Bus Rules the first week of school and throughout the school year.

See the School Discipline Policy against Religious, Racial and Sexual Harassment and Violence, and the Policy on Weapons in the District section of this binder.

Good supervision of students at the beginning of the school day is important to ensure students enter school and their classrooms in a safe, orderly manner. It is also key to getting the school day off to a smooth

start. This is a reminder that staff are expected to be in their assigned areas by 8:15 A.M. This means that staff assigned to bus duty are to be outside by 8:15 A.M. and classroom teachers are in the lunchroom ready to pick up their kids by 8:50 A.M.

Should an incident occur and a staff member is not where he/she should have to supervise students THAT **STAFF MEMBER IS SETTING HIM/HERSELF UP FOR A POTENTIAL LAWSUIT.**

**D. Staff Assigned Duty/Area:**

- An EA is outside to greet kids off the bus at 8:15 A.M. until all buses have arrived.
- Pae is in the entrance way monitoring students as they come in the morning and supervise students in the breakfast room until 9:00 A.M.
- At 8:50 A.M., teachers pick up their students and escort them to the classroom.
- At 4:00 P.M., teachers walk all of their students to the gym and make sure all students are in the right bus before returning into the building. During this time, EA will be out first to make sure all the buses are here, then calls for students to come out of the building in an orderly manner, leading and ending the line by adults.

**E. Assemblies:**

Each class has an assigned sitting area for assembly programs held in the lunchroom/gym. Kindergartens sit in the front, 1<sup>st</sup> grades sit in the second row etc... Please talk to your students about assembly expectations. Students who are disruptive will be removed. All staff in the building is expected to attend assemblies and support our students.

**F. Field Trips:**

- Teachers must request and receive verbal approval from the Principal.
- Teacher must fill out Field Trip Form; including the date, time, place, and names of teachers and grades participating.
- It is the teacher's responsibility to ensure there is adequate adult supervision while on all field trips. When parents accompany the class on a field trip, it is the teacher's responsibility to fully inform parents of their responsibilities.
- Students must have written consent from parent/guardian to attend each field trip and for any activity that takes the child off the school grounds. Blanket approval slips are not permitted with the exception of "walking trips" where a class may take a walk in the immediate neighborhood around the school. The teacher is responsible for making arrangements for supervision of children who remain in the building during a field trip.

*If Field trips require bag lunches for students and/or change the lunch schedule, staff must make arrangements with or update the Food Service Coordinator TWO weeks in advance of the field trip date.*

**G. Walking Trips:**

Classrooms may take walking trips to a nearby park or surrounding neighborhood for educational purposes. Teachers must fill out the Activity Form and get approval from the Principal prior to such activities. The front office need to know at all time where teachers and students are during school hours.

Attachment A:

**ACTIVITY REQUEST FORM**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

- Walking Trip
- Outside Activity
- Staff Development
- Other: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time: Leaving @ \_\_\_\_\_ Returning @ \_\_\_\_\_

Purposes/Reasons:

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How will you integrate this activity into your curriculum? Which content?

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