



*North View Middle School Staff  
Handbook*

**Vision:**

Inspired by the community we serve, *North View Middle School* provides an *inclusive* and *responsive* environment that *empowers* and inspires our students for a *bright* and *bold* future.

**Mission:**

Committed to furthering the lives of each student by using the best practices available.

**Our Commitments:**

**We, the staff at North View Middle School, commit to...**

1. Providing challenging academic opportunities that are relevant, engaging, culturally responsive, and rigorous.
2. Providing a meaningful, encouraging and safe environment that fosters the whole child, and focuses on student strengths.
3. Including data driven best practices and instruction that meets the academic and individual needs of our students, improves student achievement, and promotes growth.
4. Engaging in continued professional development to ensure that we are aware of our students' racial perspectives, challenge our biases, and include practices that serve our diverse student population.
5. Providing effective collaborative partnerships with the entire school community by ensuring that we encourage multiple opportunities for involvement, communication, and access.
6. Modeling and implementing daily engaging multi-level reading and writing strategies within our classrooms.
7. Accepting responsibility for each student's success and celebrate that success with our school community.

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## District Policies

It is each staff person's responsibility to review the district policies hyperlinked below. If you would like a hard copy to review, please see the main office secretary.

1. [Policy 102- Equal Educational and Employment Opportunity](#)
2. [POLICY 406 – PUBLIC AND PRIVATE PERSONNEL DATA](#)
3. [POLICY 413 - PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND VIOLENCE](#)
4. [POLICY 414 – MANDATED REPORTING OF MALTREATMENT OF CHILDREN OR VULNERABLE ADULT](#)
5. [POLICY 418 – DRUG-FREE WORKPLACE](#)
6. [POLICY 419 TOBACCO – FREE ENVIRONMENT](#)
7. [POLICY 441 – TECHNOLOGY AND INTERNET ACCEPTABLE USE BY STAFF](#)
8. [452 CONCEAL AND CARRY RESTRICTION FOR EMPLOYEES](#)
9. [POLICY 507 – CORPORAL PUNISHMENT](#)
10. [POLICY 514 – STUDENTS – BULLYING & HAZING PROHIBITION](#)
11. [POLICY 524 - TECHNOLOGY AND INTERNET ACCEPTABLE USE BY STUDENTS](#)
12. [POLICY 533 WELLNESS](#)

### **ACCIDENT REPORTS**

Accident reports are to be completed by the supervising teacher in duplicate and given to the school health specialist on all injuries. Please list witnesses if the injury is serious. This is to be done the same day or the following day! Any staff member involved in an accident or injured while on the job must complete an accident injury report within 24 hours of the accident/injury whether or not medical attention was received. Forms are available from the business manager.

### **BADGES**

An important part of providing a secure environment for our students is to ensure that everyone who enters our schools is identified. Employees are required to wear the name badge any time they are at work. It should be worn in a visible spot on the upper portion of the body at all times. It is the employee's responsibility to follow these rules and to maintain the name badge in good condition. Employees receive new school district issued name badges at the beginning of each school year. If an employee needs a replacement name badge, the employee should contact the Human Resources department to obtain a new name badge.

### **BLOODBORNE PATHOGENS**

Copies of the District's Blood borne Pathogen Exposure Control Plan are available in the Health Service Specialist's office. All direct exposures to blood or blood-containing body fluids must be documented using forms found in the plan. Employees should see the Health Service Specialist as soon as possible after any incident. Questions should be directed to Health & Safety, and as for the Exposure Control officer.

### **CANINE SEARCHES**

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search student lockers and the school building during and after school hours. If a dog identifies a locker as having a prohibited item in it, the locker, its owner and his or her possessions will be searched.

### **COMMUNITY EDUCATION**

To find out if any part of our building is being used, check in the main office. If you wish to use the building after 5:00 p.m., obtain a permit form from Business Manager to submit to Community Education for approval. Questions call Jenny Van D391-7121.

### CONCEAL AND CARRY RESTRICTIONS FOR EMPLOYEES

In accordance with M.S. 624.714, sub. 18, employees of the District, while acting in the course and scope of employment, are prohibited from carrying firearms, except, that employees with a permit to conceal and carry firearms may keep a firearm in the interior of a vehicle while parked in a District parking lot. Such employees may also carry the firearm outside the vehicle to directly place the firearm in the trunk or rear area of the vehicle.

### CONFERENCES, CONVENTIONS, WORKSHOP ATTENDANCE

Coordinate all requests for staff development leave through the main office. To receive approval to attend a workshop, convention or conference the directions below must be followed:

- Complete the form BA-10. Turn in the form to the Principal for signature.
  - Enter request for the substitute in AESOP to request a substitute teacher after principal approval.
  - Submit the request and intact all registration information at least 3 weeks prior the event.
  - Registration information should include cost, location, and agenda brochure.
  - The business office will not accept, pay for or send in the registration without the information.
- Forms are located in the main office.

### COPY MACHINE

A large plain paper copier is located on the first floor by the cafeteria. The copy room is staffed by trained personnel from 7:30 A.M. until 1:30 P.M. except during a portion of the lunch period. Please turn in copying requests **2 days** before you need them. **Emergency duplicating requests** are only filled between 7:30 and 8:35 AM.

The teacher copy machine is located in the Media Center for **up to 10 copies only**. The Main and Admin. office printer/copy machines are for Main and Admin use only. For copyright information refer to the district booklet, "Explaining the Copyright Law, A guide for the Staff of District 279", or contact a media specialist.

### **SCHEDULE CHANGES**

1. **Schedule Changes** are strongly discouraged by the administration. Any request for schedule should be submitted to the business manager using schedule change form.
2. Any student **withdrawing from school** will have a form on which each teacher will indicate grades, materials, check-in, etc. Generally, we will have students do this on their last day of attendance at our school.
3. Staff members are reminded to notify the office whenever they become aware of a student who has moved.

### **CUMULATIVE RECORDS**

Each student has a cumulative record file located in the counseling office. The file contains test scores, special education data, report cards and other pertinent information regarding a student's entire school history. Teachers may access the files through the counseling secretary; however, the file cannot be taken from the counseling office.

### **BUILDING LEADERSHIP TEAM MEMBERS**

The primary function of the Building Leadership Team members is to help plan and coordinate the activities of their members. Building Leadership Team members report to the building principal and works with the building principal, department members, district resource teachers, building business manager and personnel. Other responsibilities include but are not limited to the following items.

- Attend all monthly meetings.
- Provide a forum for the discussion of school policies and procedures
- Provide help/counsel for individuals of the group who may need help in arriving at a decision regarding their department.
- Receive communications from chair people regarding problems and developments that transpired the past month.
- Develop a team effort in the management of the school.
- Assume leadership within department and conduct department meetings on timely basis.
- Coordinate department activities, including student master schedule planning.
- Negotiate and allocate budget within department.
- Lobby and be an advocate for the department.
- Serve as a liaison between staff and administration.
- Coordinate representation at District Task Force meetings.

### **FIELD TRIPS**

North View has no field trip budget, Teachers must plan accordingly. Field trips may be taken if they are: **voluntary, not graded**, and **alternative assignments** are provided for students not going on the field trip. There should be no field trips during the first week and after May 1st of the school year or during the first and last week (*5 school days*) of each trimester, nor should trips be scheduled during school or district testing days. There are several documents to help you plan and carry out a field trip at the link listed below: **FIELD TRIP PLANNING GUIDE** You will find the planning guide in the [U:\NV\NV\\_Shared\\_Staff\Field Trip Info.](#)

### **GRADING**

Teachers should update students and parents on academic progress every two weeks using the Synergy system and/or any other method they desire.

### **SUBSTITUTE TEACHER**

Responsibilities of faculty members to substitute teachers are:

1. To provide lesson plans for the guest teacher (Give your lesson plans to your department chair, if necessary.)
2. To provide up-to-date seating charts.
3. To have an attendance sheet for period 1 attendance readily available.
4. To review with your students, during the first week of each quarter and the day before you will be absent (if possible), the type of behavior expected when a guest teacher is in the classroom.

### **HALLWAY SUPERVISION**

Hall supervision is very important day one and every day of the year:

1. Teachers are responsible for supervision of the hallway at the following times:
2. 7:50-8:10 am, between class periods and 2:40-2:50 pm.
3. Staff members are required to monitor the hallway by their classroom or designated area when students are passing to and from classes in order to promote and enforce appropriate student behavior.

Be where you are assigned to be. If you have hall, cafeteria, or other duties, be there on time. An accident that occurs when you are some other place may be blamed on your negligence.

### **HAZARDOUS WASTE**

Waste chemicals/products are often classified as hazardous and must be disposed of properly. Common wastes can be shipped to the ESC throughout the year using the Hazardous Waste Tracking form (SA500) available from the head custodians. Examples of wastes that are accepted include: used oil, used oil filters, fluorescent light bulbs/ballasts, paint-related waste, solvents, batteries, and photographic chemicals/negatives. Waste science chemicals will be picked up directly from the buildings each summer through the University of Minnesota's Chemical Safety Day Program. Information is sent out every April or May regarding registration. Contact the District Health & Safety Department if you need your waste evaluated or have questions on labeling, storage, or disposal requirements.

### **HEALTH SERVICE SPECIALIST**

Health Care Specialist (HCS i.e. Nurse)

1. Office hours are 8:10-2:40 pm
2. Students must have a pass from a teacher before going to the HCS.
3. Students remaining in the HCS office longer than 15 minutes must choose:
  - a. to return to class
  - b. to call a parent/guardian to go home
  - c. to see an administrator

### **HIGH PERFORMANCE CLASSES (HP classes)**

High Performance Math will provide accelerated programming for students beginning in grade 6 and continuing through grade 8.

### **HOMEWORK**

Homework is a form of independent practice of concepts taught in class. It is assumed that students will have homework. Please keep in mind that students may have homework in other classes and will need adequate time to complete all assigned work.

### **INDOOR AIR QUALITY**

Indoor Air Quality forms are located in the counseling office (small drawer file cabinet). Completed forms should be submitted to the head custodian. The District Health & Safety Department will follow up on unresolved problems and perform testing as needed. Questions should be directed to Dave Moredock 763-391-7247, who is the designated IAQ Coordinator.

### IPAD REMINDERS

1. If you confiscate an iPad during your class period, you must return it to the student at the end of the hour. Holding on to it for more than one class period, puts an unnecessary strain on the student, the student's other teachers and does not allow our students to fully engage in other teacher's curricular offerings.
2. If a student leaves their iPad in your area of supervision, you must return it to the Counseling Office preferably upon discovery and no later than end of your duty day.
3. Students will only be admitted into the media center to check on the status of their iPads if they have a green pass. Please do not send students to the media center with a hall pass.
4. This link that follows will take you to a form to report any iPad violations that occur in your area of supervision. Click here to access the iPad ticket icon.

### KEYS

The office will provide all necessary keys to each staff member at the beginning of each school year. Keys must be checked in at the end of each school year. No duplicate keys are to be made. If a staff member needs additional keys, see the business manager. ***If keys are lost, staff members should notify the business manager within 24 hours.***

### LATEX - SAFE SCHOOLS

To safeguard the health of students and staff having latex allergies, the District has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the Health Services Specialist at their school so that accommodations can be made.

### LOST AND FOUND PROPERTY AND CONFISCATED ITEMS

Lost and found property should be turned in to the administrative office. Students should report all lost and/or found items the administrative office. Students should check with the assistant principal's secretary to see if their lost items have been found. ALL lost and confiscated items not picked up in 30 days of being brought to the administrative office will be donated or disposed of.

## MEDIA SERVICES

The media personnel are resource people for faculty and students. In order for these staff members to do an effective job, they must know the needs and desires of each staff member. Please feel free to utilize all of the media facilities.

1. Audio-visual materials are located in the Audio-Visual (AV) Center on the second floor next to the IMC (Media). Materials are available for students and staff to check out.
2. A faculty professional information center containing magazines, books and pamphlets is located in the office of the IMC.

## PARKING

Staff members are asked to park in the **east parking lot** (side of building). The front parking lot is reserved for visitors.

## PHONE NUMBERS

- **86500** Emergency phone in the main office
- **86460** Health Specialist (Nurse)
- **86250** AV office for computer and email help (be patient)

## P.O. BOXES

Each staff member has a P.O. Box that is located in the copy room. You are expected to check your P.O. Box in the morning and again before you leave school. **Do not ask students to your retrieve mail** for you since there may be confidential papers regarding students, legal issues, etc. that students should not read.

## PURCHASING INFORMATION

All purchase requests must be completed on the proper requisition form, signed by your BLT Rep and approved by the business manager. When completing the requisition form:

1. Make sure the description is accurate and complete
2. Give the company name and address
3. Use local companies, when possible, to save freight costs
4. Do **not** order products from your iPad through the "Play Store" without prior authorization from the Business Manager.
4. Do **not** make purchasing commitments on the telephone
5. Use publishers catalog numbers **and** copyright date for book orders, edition & ISB #

### **PURCHASING INFORMATION CONTINUED...**

All vendors have been advised not to accept any orders placed by District 279 personnel without an official written purchase order number being given at the time of the contract. Orders accepted without conformance to these requirements are strictly the responsibility of and between the vendor and the person proposing an unauthorized order. Invoices on unauthorized purchases will be referred to the individual involved for payment.

These guidelines also apply when materials are requested for use on a trial/purchase basis. In this case purchase order must state "the materials requested are for use on a trial/purchase basis for approval and subject to return for credit."

### **Reppin' Knight Pride Certificates:**

The form found [here](#) has been created to provide you with an opportunity to positively acknowledge our students who are showing Knight Pride. Students who are acknowledged by staff will be given a certificate, Knight Pride tickets as well as a positive phone call home to share this acknowledgement with their family members. Please consider nominating a student this week.

### **ROOM AND EQUIPMENT CARE**

It is hoped that you will take special precautions, extreme care and be very observant in helping maintain the appearance of our building. Students who maliciously or carelessly damage school property should be reported to administration at once.

Upon leaving for the day, each teacher will close their windows and lock the classroom door. Custodians vacuum classrooms every other day. Teachers are responsible to keep whiteboards, etc. clean .It is the student's responsibility to keep desk and table tops clean. Please see the custodian for cleaning materials. Teachers are asked to check desks, chairs and tables for writing after each class to prevent desks from becoming marked and grooved. Move these desks up to the front of the room so that further damage will not occur. If desktops or chairs are damaged severely, the administration should be notified.

Tables, chairs and other classroom furniture are not to be moved from room to room without authorization from the office. Equipment cannot be taken from the school without approval. The duty of the custodian is to maintain our building and grounds. Your cooperation will be appreciated very much. Special requests for custodian services must be made through the building engineer.

### **SAFETY LINK**

The link found [here](#) will take you to a form to report any non-emergency conditions that could contribute to an unsafe school environment and/or to make suggestions that will improve school safety. When completing this form, it is not necessary to identify yourself\*, but please be as specific as possible so we can respond effectively. All submissions will be reviewed daily and discussed at our weekly administrative meetings. This form should not be used in lieu of discipline referrals or to report emergency situations. If you have any questions about this form, please let me know and I will assist.

### **SALES IN SCHOOL**

No individual or organization, public or private, charitable or otherwise, may use the school to sell literature or products for a profit. The only exception to this rule is the sale of items by official school organizations to raise funds specifically for that organization. All money raised and items bought through fundraisers become the property of the district and conform to general district use. (see fundraisers in staff section). Prior approval must be secured before starting a fundraiser.

### **STAFF ABSENCES**

**Leaving School During the Day:** If you need to leave school during the work day, please inform the main office and sign out in the book in the office. Please let the Principal's secretary know, she will put your absence in AESOP.

**Reporting Absences:** Licensed staff absences should be placed into the AESOP System prior to 7:30 am using the AESOP system. Teachers must be registered in the AESOP System prior to putting in an absence. Instructions for this can be obtained from the office secretary. Non-Licensed staff are asked to put in their absence to AESOP System and to NVMS (763-585-7200) prior to 7:50 am on the date of the absence.

### **STUDENT LUNCHROOM**

Students should not be in the cafeteria unless it is their lunch period. Do not **send** students (or **allow** students) to go to the cafeteria outside of their regular lunch period.

### **TEACHER DUTY DAY**

1. Teachers are required to be in the building ready to supervise students by 7:50 am and may leave at 2:50 pm. *Any change in these hours must be cleared through the principal.*
2. If you need to leave at any time during the school day, please inform the office staff and sign-out in the main office. Upon your return, sign-in and inform the office staff that you are back.

### **TELEPHONE CALLS**

1. Staff members may make local calls from classrooms or department phones.
2. Staff members expecting an important call during the day should notify office personnel.
3. Please do not make persona long-distance calls from school phones. If it is necessary to do so, please see main office secretaries. If the call pertains to school business,
4. Receive authorization from a principal or the business manager before placing the call.

### **TELEPHONE TREE**

During a crisis situation, it may be necessary to contact all employees of North View to give out information and/or set up a plan for the following day of school.

1. If you wish to have all NVMS staff contacted for some critical reason, please call the principal and have him/her start a School Messenger call. If you are unable to reach Ms. Bledsoe, please call either Alex Berg.
2. Each staff member is responsible for ensuring their contact information is correct on MyView.

### **TIER THREE (RED ZONE) REFERRALS:**

If you are reporting an incident that involves a threat to staff or student safety, please be sure to connect with Kim Sturdy personally. Because admin is not always at our desks during the school day, emailing or leaving a message for us might not get a timely response. You can do this by calling her or stopping down to the administrative office.

### **USE OF BUILDING AFTER HOURS**

Faculty members using the building after regular hours are asked to be sure to close windows, turn off all lights, and make sure any outside door you use is locked when leaving the building. An extra pull on the outside door is a good way to check to see if the lock caught. **An organized activity in the building outside of normal school hours requires a building permit arranged by the business manager.**

### **ATTENDANCE POLICIES/PROCEDURES**

Attendance is taken **every hour** on Synergy. Accurate attendance must be taken, recorded and saved by each individual teacher every period of the day using Synergy. **Teachers are legally responsible to produce this information when asked to do so.**

### **STUDENT PASSES**

1. To students who are allowed to leave the classroom during the school day, or any student that will be leaving the classroom, but does not already have a pass from someone else should sign out on classroom pass clipboard and carry the clipboard pass.
2. Staff members will receive passes from students in certain instances, for example:
3. From the counseling department. (\*Note: If the student is doing something in class that he/she cannot make up later, or if the student is taking a test, or if some other activity is taking place that you feel the student has to be there, you may wish to call the counseling department #86192 and talk to one of the counselors about the situation.)
4. From time-to-time students will come to you with passes from other groups, individuals, etc. Feel free to contact the person that signed the pass if you have questions or concerns about releasing the student.

### **PLEASE NOTE THE FOLLOWING REGARDING PASSES**

1. Teachers should try to keep student locker and lavatory trips to a minimum (emergency only). One student at a time.
2. It is the teacher's responsibility to monitor the student's time allotment on each pass.
3. Students should not be sent out on a hallway or bathroom pass during the first or last ten minutes of class.

### **TELEPHONES**

1. Students are not permitted to use school telephones for long distance calls.
2. Students are not permitted to use personal devices during the school day. Any student who needs to contact their family during the school day should be sent to the main office with a green pass to use the phone.



## STAFF RESOURCES

## Interpreter Etiquette

The purpose of this resource is to provide with information on how to successfully communicate with someone who does not speak your language using an interpreter.

- **Get in position.** When using an interpreter to speak to someone, always sit or stand directly opposite the person. The interpreter will stand beside you or the other person. Never place an interpreter between yourself and the other person.
- **Speak directly to the other person as though the two of you are speaking the same language.** Never speak to the interpreter or ask the interpreter to speak to the other person on your behalf. Expect the person doing the interpreting to take notes if things get complicated and be prepared to repeat yourself in different words if your message is not understood. If you suspect that your message is not fully understood by the interpreter, double check to see if s/he understands your message.
- **Maintain eye contact.** Keep focused on the person to whom you are speaking, rather than the interpreter. Pretend the interpreter is not present.
- **Speak in a normal voice.** It's tempting to alter your tone and volume when someone is interpreting your words. Instead, you are simply talking to another person as though you both speak the same language. Even though the other person does not understand your words, he or she will hear your tone and see your gestures and body language, which can convey a great deal.
- **Keep sentences simple and at a moderate pace.** Always speak in complete sentences that are simple and declarative, without using slang, jargon, or metaphors that only apply in your own country and don't say anything that you do not want interpreted. Pause after every two or three sentences to allow the interpreter to do his or her job well. Many languages take more words to convey the same content.
- **Bonus: Always say thank you.** Thank everyone present, especially the interpreter for the hard work performed. Acknowledge how difficult it is to hold conversations that must be translated and how much you appreciated everyone's patience in it taking longer.