

# King Elementary School

Staff Handbook  
2021-2022



## **KING SCHOOL CRISIS TEAM**

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Work Ext.</u></b>	<b><u>Cell#</u></b>
<b>Principal</b>	<b>Jennifer Stefan</b>	<b>60401</b>	<b>218-838-7869</b>
<b>Admin Asst</b>	<b>Addy Carstensen</b>	<b>60400</b>	<b>507-261-6569</b>
<b>Nurse</b>	<b>TBD</b>	<b>60412</b>	
<b>Dean</b>	<b>Ben Maxa</b>	<b>60426</b>	<b>218-360-9939</b>

## **KING FIRST AID/CPR CERTIFIED TEAM**

<b>Jennifer Stefan</b>	<b>Principal</b>	<b>CPR &amp; First Aid</b>
<b>TBD</b>	<b>Nurse</b>	<b>CPR &amp; First Aid</b>
<b>Addy Carstensen</b>	<b>Admin Asst</b>	<b>CPR &amp; First Aid</b>
<b>Karen Kaasa</b>	<b>Phy. Ed</b>	<b>CPR &amp; First Aid</b>
<b>Rita Smith</b>	<b>Nurse</b>	<b>CPR &amp; First Aid</b>
<b>Virginia Foix</b>	<b>Para</b>	<b>CPR &amp; First Aid</b>
<b>Daisy Mundt</b>	<b>Social Worker</b>	<b>CPR &amp; First Aid</b>
<b>Jenny Conrad</b>	<b>Music</b>	<b>CPR &amp; First Aid</b>

## **DISTRICT CRISIS SPOKESPERSON**

**Dr. Jeff Pesta**                      **Spokesperson/Coordinator**                      **Ext. 60212**

# **1: TEACHER/PARAPROFESSIONAL - GENERAL**

## **Section 1.1 Working Hours**

In order to maintain a professional atmosphere, it is important to adhere to basic professional expectations. Teachers are required to be on duty for 7.5 hours a day. The workday for all teachers is 7:55 a.m. to 3:25 p.m. The workday for paraprofessionals is 8:00 a.m. to 3:00 p.m. All staff are to remain “on duty” until all buses have departed. Staff are not to leave the building during the above hours without letting the office know. We believe that the ending time allows for you to schedule outside personal appointments after school hours. If you are going to be late for arrival, you must call and let the office know. It is required that staff sign out in the main office prior to leaving and when they return to the building.

## **Section 1.2 Absences**

In case of absence of a staff due to illness or cause, arrange for substitute coverage by notifying the substitute system. Staff becoming ill during the day must report to the office before leaving the building (and should report in AESOP if possible). When absent from the classroom for any reason, staff must report in AESOP at least three days prior to the absence. **It is the staff’s responsibility to ensure there are sub plans prepared in the event of an unplanned absence.** All personal/professional leave requests shall be submitted and in accordance with the Master Contract. Personal leave approvals may be limited to two teachers per day on a first come basis. Additional approvals may be made for unavoidable emergencies. Administrative approval is required prior to any teacher accepting appointment to an advisory committee that would absent the teacher for any instructional time.

## **Section 1.3a Mail**

Teachers are assigned a mailbox in the studio and should pick up their mail regularly.

## **Section 1.3b Email**

Staff have been assigned an email address and should check their email twice daily, once in the morning and once in the afternoon. Teachers are responsible for the information distributed via email.

## **Section 1.4 Daily Announcements**

Daily announcements are an important part of King’s school day. We encourage staff who have any items they wish to have included provided to the office by 8:00 a.m. Announcements will be made from 8:25-8:30 a.m. daily.

## **Section 1.5 Building Responsibility**

The teacher in charge of the classroom is responsible for the equipment in their room. It should be kept clear of any unnecessary marking and damage. Inside covers of books should contain a code (K-2, K-3, etc.) to identify the room/program for which they were purchased. Students are held responsible for their assigned seats and should any unnecessary damage occur to them, it should be reported to the office so that appropriate action may be taken. Teachers shall periodically check the room and desks for this purpose. Desks should be kept away from walls at all times to eliminate marking and damage.

Because of fire codes and to aid in the neat appearance of our school, teachers are responsible for keeping materials stored in a proper fashion. Under no circumstances are there to be stacks of materials stored on the floor. Fire code requires that no materials be stored within 18 inches of the ceiling. Any personal furniture and electronics are expected to adhere to building code and need approval from building custodians. **Additionally, student artwork and posters on the walls in the hallways must be limited and not more than 20% of the wall space, per the fire code.**

Windows and doors are to be closed and locked and lights turned off when leaving for the day.

### **Section 1.6 Student Accidents**

School should be a safe place for students to attend. It is the responsibility of the teacher to conduct their classes and maintain equipment so that accidents are not likely to occur. **All accidents, no matter how minor, must be reported to the nurse and the building principal.** An accident report form must be completed by the witnessing staff and turned in to the school office by the end of the school day.

### **Section 1.7 School Telephones**

School telephones, as a general rule, should be used for school business.

### **Section 1.8 School Stationery**

All letters/correspondence must clear the principal's office. School stationery and envelopes will be used only for school business.

### **Section 1.9 General Supplies**

General supplies for instruction are stored in the supply room. Teachers may pick up additional supplies from the supply room as needed.

### **Section 1.10 Staff Meetings**

Staff meetings are an important means of communication among colleagues. Staff meetings will be held when needed, usually at 7:45 am or 3:10 pm. If you can't make it to a staff meeting, please inform the principal and get the information from a colleague.

Professional development gatherings for teachers will be each Wednesday from 2:30-4:00 per the contract agreement. Teachers are expected to attend. Professional development gatherings for paraprofessionals will be designated Mondays from 3:00-4:00. Paraprofessionals are expected to attend. Please avoid scheduling appointments during these meetings.

### **Section 1.11 District Office (bookkeeping forms, Teaching Certificates etc.)**

Each teacher shall have a valid teaching certificate and their Teacher Retirement number on file at the District office. If there is a change in your withholding status, you need to fill out a new form in the District Office.

### **Section 1.12 Inventories**

Inventory is completed annually. Each teacher is responsible for doing inventory for the equipment and teaching resources in his/her room on the template provided in Google Drive.

### **Section 1.13 Preparation Periods**

Every teacher will be allowed preparation time each day. A prep period is designed for planning of instruction, curriculum, and general daily tasks.

### **Section 1.14 Lunch Schedules**

To facilitate a smooth lunchtime for all students and staff, please adhere to your assigned lunch schedule. At least one teacher per grade level is to remain in the lunchroom, supervising their students unless a paraprofessional is assigned the duty.

### **Section 1.15 Student Schedule**

The first bell will sound at 8:20 a.m. to signal the time for students to move into classrooms. Formal class work begins at 8:25 a.m. The school day ends at 3:00 p.m. (and at 2:30 on Wednesdays). Students who remain in the building after 3:00 p.m. or on weekends must be under the direct supervision of an adult.

### **Section 1.16 Tobacco Free**

The Deer River Schools (buildings, grounds and vehicles) are tobacco free facilities. Any use is prohibited at all times.

### **Section 1.17 Teacher Dress/Attire**

To aid in preserving a professional atmosphere in the building, teachers are expected to dress in a manner which represents their position appropriately. "Casual Friday" will be respected by the administration. Avoid wearing jeans or shorts unless they are appropriate for a field trip. Please avoid wearing heavy fragrances.

### **Section 1.18 Supervision Responsibilities**

Teachers are responsible to be present in their rooms at all times that students are in the room. Leaving to make copies or make phone calls is not acceptable, as it presents a safety issue. It is expected that teachers will be present in their rooms as students return from recess or lunch. (This includes the 8:00 a.m. time.) Teachers may also be asked to assist in other supervision duties (i.e. morning recess, lunch room, south drop off, after school supervision, etc.) Please note that if you are assigned to morning recess or south lot you need to be present at 8:00 a.m. sharp to ensure the safety of students.

### **Section 1.19 Salespersons**

Salespersons are not allowed to solicit teachers during the school hours without permission from the school office. Salespersons will only be permitted to talk with teachers during prep periods, lunch, and before or after school.

## **2: CLASSROOM PROCEDURES**

### **Section 2.1 Textbooks and School Equipment**

We take great pride in the materials we have to offer students and teachers at ISD 317.

- A. Teachers are responsible for maintaining a record of the number of all books issued and the names of the students who have them. The condition of the book at the time of issuing should be recorded.
- B. Students are required to reimburse the school for lost or damaged school property and books.

#### **New Books:**

- 1. Lost - 75% of the initial cost
- 2. Pages torn - 25% of the initial cost
- 3. Broken binding - 50% of the initial cost

#### **Used Books:**

- 1. Lost - 50% of the initial cost
- 2. Damaged - 25% of the initial cost

No student will be denied educational activities (ex. assignments, field trips, assessments) grades, or promotion due to uncollected fines or fees. Students are responsible for the books assigned to them, regardless of the circumstances regarding the damage.

It is important to secure all school equipment (i.e. electronics such as iPods, iPads, macbooks) to prevent theft.

### **Section 2.2 Lesson Plans/Guest Teacher Folders**

A professional responsibility of all teachers is to provide students with well thought-out lessons that are based on district curriculum and/or state standards that incorporate best practices strategies in order to differentiate instruction. For non-tenured staff, lesson plans may be mandatory during the first month of school. Thereafter, it will be the principal's decision. Paraprofessionals are also required to have a sub folder available and updated.

A completed yellow guest teacher folder is to be kept on each teacher's desk, with a copy of the current lesson plans and other required information as outlined within the guest teacher folder. Details for guest teachers regarding crisis procedures for fire drills, lockdowns, etc. should be included with the guest teacher folder. If you know you are going to be absent for some reason, please make out a special lesson plan covering the day you are gone. This should be detailed so that a guest teacher may easily take over the control of your class in your absence. Under no circumstances are videos to be used as a "lesson" for guest teachers, unless for educational purposes.

### **Section 2.3 Tardiness**

Students are expected to be in their classroom when the bell rings to begin class. Teachers will be responsible for appropriate action to curtail tardiness. Teachers shall confer with the principal regarding repeated violators and a corrective plan will be arranged.

### **Section 2.4 Student Arrival/Hall**

In order to maintain a positive learning environment, teachers are to be at their classroom door by 8:00 a.m. to greet students. Start classes promptly and dismiss promptly. **Active supervision by all staff is an essential component to a Positive Behavior Intervention Supports framework.** As a result it is expected that all teachers are responsible for maintaining good order in halls, classrooms and in and around the building and grounds. With all teachers assisting in this matter, it helps to improve overall conduct of all students in the school.

### **Section 2.5 Students Leaving the Building**

Students will not be permitted to leave the classroom with a parent or adult. Parents are asked to sign out students in the office and the office staff will call the classroom to release the students. Students are not permitted to leave the building to go elsewhere unless it is a supervised activity with a teacher for which arrangements have been made with the office.

### **Section 2.6 Classrooms Leaving the Building**

Teachers must notify the office when taking classes outside for any activity other than recess. When outside, consideration of other classes in the building must be given. **Teachers are expected to take a radio so you can be reached in the event of an emergency.**

### **Section 2.7 Recess**

To ensure that all students receive high quality instruction throughout the day, additional recess time will only be permitted four (4) times a quarter.

### **Section 2.8 Grading**

Each teacher is required to maintain student progress (grades) in a grade book or through a grading software program. In it are recorded daily grades, as well as a nine-week progress report. Teachers will utilize Campus to complete report cards each quarter. Grades must be updated by the established due dates in order to provide parents with current information regarding student progress.

Teachers have a professional obligation to their students to be aware of grading procedures. All teachers will follow the procedures outlined in the Student Handbook.

### **Section 2.9 Field Trips**

Any time students depart from school property, the activity will be considered a field trip.

1. Teachers must complete a field trip request form and submit to the office prior to scheduling field trips.
2. Parent permission slips will be sent home with each student in the first Tuesday Folder. This permission will suffice for the entire school year.
3. All school rules and regulations shall be in effect at all times.
4. All expenses will be collected from the students participating prior to the event.
5. Teachers will receive authorization for transportation prior to the field trip.
6. Teachers will communicate with food service at least two weeks prior to the field trip.

### **Section 2.10 Nurse's Office**

The health room is available for students who become ill during the day. Students should be sent to the health room with a written note stating the problem. Please note departure time on this slip. Send only those students who need the attention of a nurse. Band aids and minor issues must be addressed by the teacher. Students will either return to the classroom or be sent home.

### **Section 2.11 Attendance and Lunch Count**

A copy of the district policy on attendance can be found in the student handbook. Attendance and lunch count must be entered in the morning using Campus by 9:00 a.m.

Students who are in attendance on any school day are expected to complete the whole day. Any situation that would cause absence from a part of the day must be reported to the office by the student before leaving the school. Students who are in attendance but are late to class because they were at breakfast shall be marked present. Students who arrive late to school should receive a pass from the office prior to coming to class.

### **Section 2.12 Absences**

All work missed due to absence is to be completed and full credit recorded. Keeping the record and completion of make-up work requirements is the teacher's responsibility.

### **Section 2.13 Parent Communication**

Frequent communication with our families is essential for maintaining high quality relationships. It is proven that children perform better in school when parents and teachers maintain close communication. Teachers are encouraged to make connections with families early in the school year to communicate expectations for the

upcoming year. Teachers are also encouraged to communicate with families throughout the school year to share positive news about their child and provide updates regarding classroom events and activities.

### **3: DISCIPLINE**

#### **Section 3.1 General Discipline**




King Elementary has adopted a Positive Behavioral Intervention Support (PBIS) framework in order to create a positive school climate and reduce problem behavior. The language used by staff as part of this framework is “King Pride.” It is expected that all teachers teach and model King Pride at the start of each school year using the King Pride matrix and lesson plans. Students are to be taught expectations in all settings during the first couple of weeks of school. Additionally, teachers are asked to reteach the matrix and expectations throughout the year as needed. Teachers should distribute “Pride Paws” throughout the day to students demonstrating King Pride. The Pride Paws are used to reinforce positive behavior. Teachers should try to distribute Pride Paws to 2-3 students per day and ensure all students in the classroom have received at least one early in the school year.

Proper discipline is a prerequisite of effective instruction in any school. While the administration stands ready to help the teachers, especially with unusual cases, discipline will always remain the responsibility of the teacher. Some factors in securing effective discipline are: careful teacher preparation, good organization of classroom routine, effective presentation of subject matter, proper teaching attitudes, and consistency.

Teachers are asked to follow the Student Discipline Process as outlined on the next page. All policies and procedures outlined in the student handbook will be consistently followed by staff. It is the responsibility of the teacher to manage minor/classroom managed behavior. It is expected that teachers contact parents after each minor/classroom managed infraction and document infraction on an Office Discipline Referral form (ODR) entered into EduClimber. All major/office managed behavior should be referred to the principal/dean of students. The principal/dean of students will work with the teacher, student, and parent to develop appropriate consequences and a plan to prevent future problem behavior. Students who demonstrated a pattern of problem behavior should be referred to the Behavior Support Team to develop interventions.



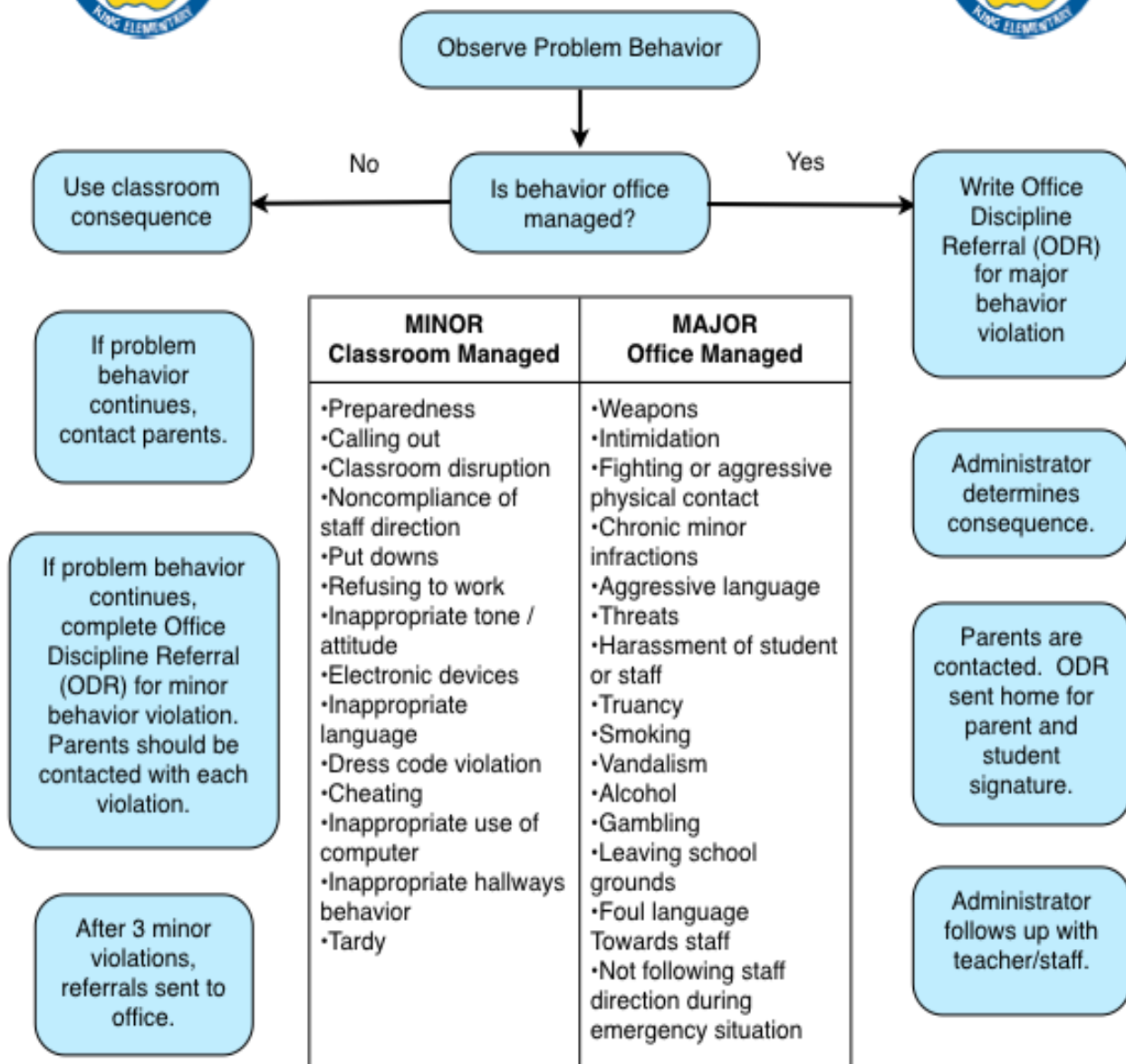
# We just can't hide our KING PRIDE!

We Will Be...	Classroom	Hallways	Restroom	Playground	Lunchroom	Bus	Digital Citizenship
<b>Respectful</b> 	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Be on task</li> <li>• Be on time</li> <li>• Be engaged in the activity</li> <li>• Use kind words</li> <li>• Take turns</li> <li>• Follow the classroom rules</li> </ul>	<ul style="list-style-type: none"> <li>• Silently walk through the hallways</li> <li>• Quietly greet others with a smile</li> <li>• Pick up litter</li> <li>• Keep hands and feet to self</li> <li>• Only go in your locker</li> <li>• Open and close your locker quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices while in the restroom</li> <li>• Leave bathroom clean</li> <li>• Allow privacy</li> <li>• Flush</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize Buddy Benches</li> <li>• Take turns</li> <li>• Invite others to play</li> <li>• Use kind words</li> <li>• Respect personal space</li> <li>• Enter building quietly</li> <li>• Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Use manners (please and thank you!)</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Be ready</li> <li>• Be on time</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others the way you would treat them in person</li> <li>• Respect the contributions of others</li> <li>• Follow teacher directions</li> <li>• Handle equipment with care</li> <li>• Respect the privacy of others</li> <li>• Give proper credit to your sources</li> <li>• Remember: everything you publish on the internet can be seen and is there forever</li> </ul>
<b>Responsible</b> 	<p><b>ATTEND SCHOOL EVERY DAY AND BE ON TIME!!!</b></p> <ul style="list-style-type: none"> <li>• Give your best effort</li> <li>• Be ready</li> <li>• Complete work</li> <li>• Participate in classroom discussion</li> <li>• Clean up after yourself</li> <li>• Only go to your locker when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at a safe pace (quickly and quietly)</li> <li>• Walk in a straight line on the right side of the hallway</li> <li>• Keep personal items organized (backpacks, boots, shoes, hats, etc...)</li> <li>• Keep your locker neat and clean</li> </ul>	<ul style="list-style-type: none"> <li>• Throw garbage in container</li> <li>• Use restroom quickly and return to class</li> <li>• Use water, soap, and paper towel/hand dryer responsibly</li> <li>• Let an adult know of problems (plugged toilet, out of soap, no paper)</li> </ul>	<ul style="list-style-type: none"> <li>• Bring equipment back</li> <li>• Use equipment properly</li> <li>• Return found items</li> <li>• Dress appropriately for the weather</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up space (floor and table)</li> <li>• Eat what you take</li> <li>• Eat only the food on your tray</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up space</li> <li>• Listen to driver</li> <li>• Have a plan for going home</li> <li>• Keep aisles clean</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate &amp; think critically while communicating &amp; being creative</li> <li>• Know your usernames and passwords</li> <li>• Have your device ready to use</li> <li>• Return your device to proper place</li> <li>• Stay on assigned site or app</li> <li>• Use devices as an educational tool</li> </ul>
<b>Safe</b> 	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Use materials properly</li> <li>• Walk safely</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep shoes tied</li> <li>• Keep hallway clear</li> <li>• Keep your boots neatly under your locker</li> <li>• Keep your locker door closed</li> <li>• Keep belongings in your locker</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Keep hands and feet to self</li> <li>• Keep feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Line up immediately at whistle</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Wash hands</li> <li>• Walk safely through the tables</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your seat</li> <li>• Keep hands and feet to self</li> <li>• Make eye contact with the driver before crossing the road</li> <li>• Stay out of danger zone</li> <li>• Walk on sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>• Keep personal information private</li> <li>• Only trust people you know</li> <li>• Only go on websites and apps your teachers/parents approve (ask permission first)</li> </ul>

We show King Pride by coming to school all day, every day!  
**Attendance Matters! Attendance Matters! Attendance Matters!**



# King Elementary School Student Discipline Process



*\*Please note: Students who exhibit a pattern of problem behavior should be referred to the Behavior Support Team to plan appropriate intervention supports.*





### **Section 3.2 Proper Title**

The first step in gaining the respect of the students is in the proper use of titles, be it Mr., Mrs., Miss, or Coach. Make this understood whenever the student addresses you by any other title or when a student refers to another teacher or staff member by a title other than the proper one.

### **Section 3.3 Conferences (Parent/Student/School)**

In addition to fall and spring conferences, you may be called from time to time to participate in parent meetings. For this reason, it is essential that your information, such as grade books on all students, be kept up to date. Any other notations on students that you can contribute to these conferences may be helpful in correcting or substantiating any issues involving a particular student.

### **Section 3.4 Tobacco, Alcoholic beverages, Controlled Substances**

Use of tobacco, alcoholic beverages or illegal substances is prohibited and cause for suspension. Teachers shall confiscate tobacco if seen in a student's possession. All violators must be brought to the office immediately.

## **4: REPORT CARDS - GRADING**

### **Section 4.1 Grading System**

All teachers will follow grading procedures as outlined by the Student Handbook.

### **Section 4.2 Report Cards**

Report cards shall be distributed quarterly. Teachers are responsible to report all final grades in Campus.

### **Section 4.3 Student Progress Reports**

Teachers are encouraged to recognize exceptional student performance, as well as underachieving students. Because a positive relationship needs to be established with parents, it is imperative that teachers take the opportunity to contact parents by telephone or email about student progress. Teachers need to notify parents if a student is not making progress in any academic area.

## **5: SCHOOL PURCHASES**

### **Section 5.1 Purchases and Payment**

Requisitions for supplies, equipment, etc. are to be given to the King School Office. Be sure to first get approval from the building principal before submitting any orders to the front office. The order will then be processed through the business office. Teachers shall not contract any bill or make any arrangements that involve the school without an approved requisition form. This includes extracurricular activities. Purchases made without following the preapproval process may be responsible for any billing.

### **Section 5.2 Budget Planning**

Staff input is essential to provide an adequate budget for instruction. Staff members are to complete and return requisition forms to the Elementary Principal as accurately as possible and by the set date for budget considerations.

### **Section 5.3 Return of Materials**

All materials to be returned to a vendor should be brought to the district office for shipment. The office will be responsible for obtaining vendor's permission to return materials and for preparing the materials for shipment. Advise the office why materials need to be returned.

## **6: TECHNOLOGY**

### **Section 6.1 Responsibility for Equipment**

Teachers are responsible for all technology equipment checked out to them. Defective equipment should be marked and submitted to the office for repairs. Teachers will be held accountable for damaged or lost technology equipment assigned to them.

### **Section 6.2 Classroom Use of Video**

Only lawful copies and content appropriate videos are permitted. Instructional staff shall preview all videos prior to use in the classroom to determine the appropriateness of the video for the age of the students. Only 'G' (General Audiences) rated videos are permitted to be shown at King School, unless prior approval is granted. Videos must be used on a limited basis.

## **7: LIBRARY**

### **Section 7.1 Class Use**

The King School library is viewed as an extension of the reading program. Teachers are reminded that they have an equal responsibility in covering material as it relates to the library. Classes may use the library and its facilities during scheduled class periods. Arrangements should be made in advance with the library paraprofessional for any changes requested for unique situations. Students must be supervised when using the library.

## **8: CLASSROOM OBSERVATION**

### **Section 8.1 Administrative Supervision**

The Elementary Principal is responsible for the supervisory program of the teachers. Supervision is carried on, not for a critical standpoint of teaching performance, rather to aid the improvement of instruction. Performance rubrics outlining expectations will be distributed to each elementary teacher before the observation. Formal observations may take place at any time.

### **Section 8.2 Observation Conference**

Following a formal observation, teachers shall arrange a conference at a convenient time with the Elementary Principal to discuss the evaluations made. All teachers will be provided a copy of the observation form upon signing. The observation form is part of the teacher's personnel file. Teachers may write a rebuttal to all or part of any written observation notation.

## **9: MISCELLANEOUS**

### **Section 9.1 Child Abuse**

In complying with Minnesota State Law, MSA 626.556, "Child abuse must be reported, if suspected, by school personnel. The report is to be made to the local Social Service or Sheriff's Department. Immunity from liability is offered to those making such reports in good faith, but the law also holds liable anyone who willfully and recklessly makes a false report." Failure to report suspected physical or sexual child abuse is a misdemeanor. If the abuse causes death, the report is to be made to the coroner or medical examiner. Under the provisions of the law we require notifying the building principal immediately.

### **Section 9.2 Crisis Intervention Plan**

Teachers each have a copy of the crisis intervention plan and are to keep it visible on their desks with the substitute folder. Teachers are responsible to read this plan and be familiar with their responsibilities as outlined so their students and all staff can be kept safe during any crisis event. Teacher should have "ready kits" easily accessible in the event students and staff are to be evacuated. Teachers are required to have the "Lockdown Summary" posted near the door.

### **Section 9.3 School Closings**

School will not be in session when buses are unable to safely complete their routes due to snow or storms. In the event of weather related school closings, tune in to KOZY, KMFY, KGPZ, WNMT, KAXE, WUSZ,

KMFG, KQDS, tv channel 3/11 KDLH, channel 10/13 WDIO/WIRT, channel 21 KQDS, channel 6 KBJR, channel 4 WCCO, channel 5 KSTP, and channel 9 KMSP. Should teachers be required to report for duty, the announcement will indicate such. When school begins late, teachers are expected to report at the usual time, unless the announcement indicates otherwise. We will also continue with Instant Alert.

#### **Section 9.4 Lunch Procedures**

There is no credit authorized to any staff member. Staff and students may make lunch payments to the King School office. Prior to summer break, staff lunch balances must be paid in full.

#### **Section 9.5 Medication**

No medication, including aspirin, will be issued to students by anyone except the school nurse or designated personnel.

#### **Section 9.6 End Of The Year Checkout**

To facilitate the office work that needs to be started immediately following the end of the school year, teachers must complete the following tasks prior to leaving on the last day of school:

1. Report cards completed and ready to mail
2. Materials neatly stored away/covered, counters clear, and walls reduced of materials
3. Keys to the building turned into the office
4. Report cards filed in cumulative folder
5. Inventory completed on Google Drive
6. List of student retention turned in, with completed Light's Retention Survey
7. List of school supplies for next school year turned in
8. Classroom and grade level orders turned in to the office
9. Professional Growth Plan Reflection completed on iObservation
10. Welcome letter shared with office
11. Keep your telephone plugged in throughout the summer

## **Section 9.7 Casual & Extra Assignment Wages**

1. The district is required to deduct Federal and State Income Tax, Social Security and Teacher Retirement Association/Public Employee Retirement Association from all wages earned by District Employees, effective currently.
2. Any wages earned for services rendered that are not a part of your normal salary will have deductions calculated on the additional wage separately, effective currently.
3. ESS site will identify extra wages, as well as normal wages.
4. Normal and additional deductions will be totaled on your monthly check.
5. Normal and additional net wages will be totaled on your monthly check.
6. Casual wages will be paid in the November, March and June payrolls when an authorized voucher has been received by the District Office no later than the first week of the respective months.
7. Extracurricular wages may be paid with a separate check when a voucher has been received by the District Office. The check for the net wages will be available within 10 days of receiving the voucher. If the normal payday occurs during the 10-day period, the extracurricular wages will automatically be included in the regular check.
8. Casual wages may be paid with a separate check when an authorized voucher has been received by the District Office and the gross earnings exceed \$100.00. The check for the net wages will be available within 10 days of receiving the voucher. If the normal payday occurs during the 10-day period, the additional wages will automatically be included in the regular check.
9. Vouchers for athletic coaching assignments will be validated by the Athletic Director.
10. All other vouchers for secondary programs will be validated by the building principal.



## **KING PRIDE SONG**



*(To the tune of "You're a Grand Ol' Flag")*

We're a great grade school  
Where all learning is cool  
And forever we'll show our King Pride  
We're respectful of  
The school we love  
With students and teachers side by side

All our days are filled,  
We're becoming more skilled  
Thanks to all those who act as guide  
Good citizens are growing here  
**SO LET'S ALL SHOW OUR KING PRIDE!!**  
**YEAH!**