

SOUTHWEST HIGH SCHOOL

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Staff Handbook

2012-2013

MINNEAPOLIS PUBLIC SCHOOLS MISSION

The primary mission of the Minneapolis Public Schools is to ensure that all students learn. We support their growth into knowledgeable, skilled and confident citizens capable of succeeding in their work, personal and family life into the 21st century.

SOUTHWEST HIGH SCHOOL MISSION STATEMENT

Southwest high School develops young people to become principled, open-minded, caring members of society. Recognizing that young people will inherit a society that is global in nature, we develop international mindedness in students and help them to appreciate the common elements of humanity that transcend nations, racial, ethnic, religious, and political boundaries.

Southwest high School promotes learning through inquiry, positive risk-taking and critical thinking. Students learn to be reflective and intentional in their thoughts and actions as well as to effectively communicate their knowledge and ideas.

Understanding that a well-rounded education is more than academic, Southwest high School strives to develop the whole person, nurturing balanced growth in the physical, social, emotional and intellectual spheres.

Staff Handbook

In order to facilitate the smooth operation of Southwest High School, we must have a well informed faculty and a commitment from each faculty member to consistently execute his/her professional responsibilities. This STAFF HANDBOOK contains policies and procedures for the school year. It is the responsibility of every faculty member to become thoroughly acquainted with the items covered in this handbook. Please accept them and practice them as a means of establishing and maintaining the high standards of quality and excellence in education.

It is important to regularly visit this manual, as new policies and procedures become necessary they will be added for your review.

This STAFF HANDBOOK will be kept up to date and will be located on the Southwest Website. Your suggestions for improvement of the handbook, as well as the individual policies or sets of procedures, are welcome. Please communicate them to us.

William Smith, Principal
Sue Mortensen, Assistant Principal
Rasheedah Ali, Assistant Principal
Dawn Reilley, Assistant Principal

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Staff Policies and Procedures

Absences/Staff

Non-Licensed Staff (Hourly)

All non-licensed staff must report absences to the Main Office before the start of the duty day (you may leave a voicemail on #83034 or call #83034 after 8 a.m.) If your absence is more than two days, a doctor's note **will** be required upon your return.

On Line time sheets must be completed through the ESS System. You must enter your time by the Monday following a Payday.

Licensed Staff Instructions

All licensed staff must call into the MPS *AESOP* system **if you are absent** whether a reserve teacher is needed or not. If you are a coordinator in the building, you must request a substitute. You also need to make sure that if you are gone the full day—that you have a sub for a full day (even the time period you are not teaching). You also must report your absence or tardiness to the Main Office. You must also indicate when you are due to be back in the building. **Sub-Finder Phone: 1-800-94-AESOP or 1-800-942-3767 or www.aesoponline.com**

Enter your ID Number (your full 10 digit phone number) and your PIN Number (last four digits of your SS#) and follow the instructions. Write down the confirmation number. See the Reserve Teacher Information section of this book for further information.

Leaving the Building During the School Day

Occasionally it may be necessary to leave the building for short periods for personal or professional reasons. When this need arises, the staff should inform the supervising administrator. If your absence will be for more than one prep period (teachers), you must **enter the absence on AESOP and** inform the school secretary.

Leaves for Workshops or Conferences

If the reserve teacher will be paid by the school, another department, the district or an organization outside of the District, a *Conference Billing* form (available in the *Forms* section of this book) must be completed **before the absence**. If the reserve teacher will be paid for by building staff development funds, an approved Staff Development Request form (found in the *Forms* section of this book) must be turned in to the School Secretary. The Conference Billing Form and the approved Staff Development Request Form **must be turned in to the secretary before your absence occurs**. Teachers may be asked to return to the school if a reserve teacher is not assigned to their absence. Please call to check in with the secretary for any staff development absence to make sure your absence is filled.

Leaves of Absence/Personal Leaves

Leaves of absence of more than 11 consecutive days require a *Leave of Absence Request* form (found in the *Forms* section of this book) must be completed and submitted to the School Secretary for the principal's signature. After the principal has signed it, it will be forwarded to the Human Resources Department.

Change of Address

Any change of home address or telephone number must be reported to the school secretary. You must also change your address on the ESS system to correct the central office/district's records.

Coaches

All teachers who coach and leave school before the end of the day must notify the Athletic Director. **Coaches must also enter their absence on AESOP** if they need to leave before the end of their last teaching period. Non-licensed staff who coach and leave school before the end of the day must notify the Athletic Director and reflect their absence from the building on their timesheet.

Accidents

The following statements have been reprinted from Minneapolis Board of Education Policies #5660 and #5660A.

Accidents are the chief cause of death among children of school age. Injuries due to accidents are the cause of a great amount of absenteeism. It is extremely important that the schools do all in their power to prevent accidents and to maintain a safe environment in classrooms, laboratories, shops, gymnasiums, swimming pools, auditoriums, athletic fields, and playgrounds.

Through a sound program of safety education, students learn to make wise choices when the possibility of injury to self or to others is one of the factors involved. Wise choice does not necessarily mean avoidance of all potentially hazardous activities, but does imply conscious consideration of the safety factors involved.

Units on safety and first aid are provided in the school curriculum. A continuing instructional program is offered to every student throughout his/her school life. Special emphasis should be placed on prevention of falls and burns, and proper precautions in the use of equipment, electrical and mechanical devices, and in highway safety.

Responsibility of the School

The function of the school in relation to sudden illness and accidental injury is one of emergency handling of these situations. School personnel shall act promptly and intelligently in emergencies for the saving of life, the prevention of further injury and the alleviation of pain. As soon as possible the parent or guardian of the injured child shall be notified. The school is not responsible for subsequent treatment.

Teachers and All School Personnel

Every person on the school staff should know how to stop bleeding, restore breathing, and how to care for shock and minor injuries. Each teacher should be skilled in carrying out the procedures included in this policy. It is recommended that at least three or four teachers in each building hold a Standard American Red Cross First Aid Certificate or equivalent.

The Teacher:

Carries out the school policies on first aid and emergency care as described on the *Emergency Care Chart*

Reports accidents to nurse, health service assistant, or principal

Refers serious cases to the principal or the designated authority in the building

Is responsible for reporting in writing any equipment which is in a hazardous condition

Avoids using equipment which is not in good condition

Athletic Coaches:

The policy of first aid as it pertains to athletics is no different from any other school program or department. In the event of sudden illness or accidental injury, the function of the department of athletics is one of emergency handling of these situations. The coaches, trainers and other personnel associated with athletics are not responsible for subsequent treatment. All athletic personnel should be qualified in basic first aid procedures and practices.

Emergency Care Charts must be posted in each room used by teacher (teacher responsibility).

Health service is available in the health office each day.

Announcements - P.A.

Announcements will be posted on the monitors and emailed to staff. No announcements except emergencies will be read over the PA system.

Attendance

DISCOVERY Classroom Plus On-line Attendance

Attendance will be taken every period each day. Only teachers are to take attendance. Errors in attendance reporting can result in a great deal of embarrassment for the school and considerable alarm for parents, so please be diligent in this important task. Corrections may be made by the teacher up to three (3) days after being entered. After three (3) days, let the attendance clerk know, via e-mail, of any corrections. Reserve teachers will be given an updated class roster for each of your classes when they check in at the Main Office. They should take attendance on this roster and turn it in to the Attendance Office at the end of the day. DISCOVERY allows you, the teacher, to gather cumulative attendance data for your review and use. You can use these reports for speaking with students and parents to support the 95% Attendance Initiative. **Parents can now see attendance the minute you enter it on the parent portal.**

Teachers must remember that students are accountable for attending all classes on time. Teachers will use appropriate techniques to assure promptness and good student attendance. Students should be assigned detention when tardy to class. Other techniques may include: phone calls to the parents, student-teacher conference, parent-teacher initiated conference or referral to AP.

Teacher Responsibilities

Discuss attendance with student after first and subsequent unexcused absences.

Make personal contact with the parent/guardian.

State in the course syllabus how participation will affect their course grade.

Take daily attendance and maintain accurate attendance records for each class.

Make assignments available for students who are absent.

Inform students periodically of their **tardiness** and unexcused absences.

Refer students with excessive attendance concerns to the Social Worker, Truancy worker or Administrator.

Auditorium and Stage Usage

All staff members are welcome to use the auditorium, but we do need your help in order to maintain an organized system.

- You must contact Tory Quiggle at 8-3073 or on line or the Auditorium Coordinator (to be more general) to schedule your event in the auditorium. Because the auditorium is open to all staff, we need to keep an organized schedule of events.
- If you plan on using the auditorium after school you need to fill out a building permit that gets approved or denied for the dates requested for use. This is also how the engineers will be informed of your event. The building permit forms can be obtained on line through Community Education. See Pat Goldberg if you have any questions.
- If you are planning an event that requires microphones, sound equipment or if you plan on using lights or moving curtains on the stage, please indicate that on your permit forms. Please submit your permit at least a week in advance as it takes time to organize the stage crew to handle your events.
- Any student use of the auditorium must be pre-arranged through Tory or the Auditorium Coordinator and must have adult supervision. No students are allowed in the light/sound booth for any reason unless they are a part of the stage crew.
- Please help us take care of the auditorium by teaching students to respect the space. No food or drink is allowed anywhere in the auditorium.
- Please help us keep “wandering” students out of the auditorium. Make sure that the auditorium is locked when you are finished.

Behavior Management Plan

Philosophy & Goals Statement

Southwest recognizes that individual responsibility and mutual respect are essential to the educational process. Southwest further recognizes the nurturing of the maturing process for each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self control.

We believe that all students, parents/guardians, educators, and members of the community have a right to a safe, stimulating, and productive learning environment. They also have the responsibility for assisting in efforts to establish and maintain such an environment. All persons are expected to model the core values of honesty, respect, integrity, and trust. Students have the responsibility to follow school, district, state, and federal rules and regulations.

Cafeteria

Hours:

The Cafeteria is open for breakfast from 8:05 a.m. to 8:25 a.m. Students and teachers have 30 minutes for lunch, which is served at 11:58 a.m. and 12:50 p.m.

Procedures:

Staff should avoid coming in to purchase lunch between lunches because the cafeteria staff is preparing for the next lunch service. If you need bag lunches for field trips, please give the Cafeteria Manager one week minimum advance notice. All staff who eat in the cafeteria are to open a pre-pay account for their purchases. See the Cafeteria Manager to set it up.

Use of Space:

Because of union contract rules and limited space, use of the cafeteria freezers and equipment is limited to use only when a cafeteria staff employee is on duty. This includes use of carts, utensils and paper supplies. The Cafeteria freezers are not available for storing food unless authorized by the Cafeteria Manager.

LUNCHROOM INFORMATION - **Breakfast** is served daily from 8:05 a.m. - 8:25 a.m. Breakfast is free to all students. Students have one half hour for **lunch**, which is served at 11:58 a.m. and 12:50 p.m., depending upon the 4th period class schedule.

Free/Reduced Price Lunches: All families are requested to complete a Free/Reduced Lunch Application available from the Lunchroom Coordinator or in the office. Full paid students need to have a pre-paid account to receive lunch. **No money is taken during lunch serving times.**

Calendar for Southwest High School

SOUTHWEST CALENDAR

*(Note: Calendar dates for in school events **may** change; please check the Southwest calendar web site for updates.)*

AUGUST

27	First Day of School
31	Picture Day, First Friday

SEPTEMBER

3 No School – Labor Day
7 Link Crew Freshman dance
11 Open House – 6:30 p.m.
28 Picture Retake Day

OCTOBER

6 Homecoming-Hyatt Regency, Minneapolis
16 Parent/Teacher Conferences – 4 p.m. – 8 p.m.
17 Parent/Teacher Conferences – 9 a.m. - 4 p.m.
18-19 No School – State Convention

NOVEMBER

1 1st Quarter Ends
2 Recordkeeping Day
15 Native American Family Involvement Day
22-23 No School – Thanksgiving Holiday

DECEMBER

24 -31 No School – Winter Break

JANUARY

1 No school – New Year's Day
17 1st semester ends
18 Recordkeeping Day
21 No school – Martin Luther King Day

FEBRUARY

11 African American Family Involvement day
18 No School – President's Day
28 Parent/Teacher Conferences - 4:00 p.m.-8:00 p.m.

MARCH

1 Parent/Teacher Conferences - 9:00 a.m. - 5:00 p.m.
28 3rd Quarter Ends
29 Recordkeeping Day

APRIL

1-5 Spring Break

MAY

18 Prom- Minnesota History Center, St. Paul
27 No School – Memorial Day

JUNE

2 Graduation – 4:30 p.m. – Convention Center
4 Last Day for Students
5 Recordkeeping Day

Cell Phone/Electronic Policy

Southwest High School has adopted a **Responsible Use** policy towards all electronic devices. The following procedures will be followed for the 2011-2013 school year.

Students are permitted to use electronic devices during passing times and during their individual assigned lunch period.

Students are permitted to use electronic devices with the explicit permission and supervision of their classroom teacher during class time.

Students may not use electronic devices to engage in bullying, harassment or other illegal or threatening behavior at any time.

Students may not use electronic devices during class time, to include exams, and testing without the direct

explicit permission and supervision of the teacher.

Students found violating the responsible use policy during the school day will be dealt with in the following progressive discipline process:

- **1st Offense** – Taken away by teacher until the end of day
- **2nd Offense** – Parent must come in and pick up
- **3rd Offense** – Device will be held by administrator until the end of the grading period.

Chemical Use/Abuse

Student Chemical Use and Abuse

Chemical use/abuse is a preventable behavior and chemical dependency is a treatable illness. Chemical health of youth is primarily the responsibility of the home. However, because chemical problems interfere with behavior, learning, and fullest possible development of each student, the responsibility for students who are experiencing problems with chemicals must be shared by schools, parents and community. Further, it is the intent of Southwest High School to uphold state and federal laws pertaining to chemical use by minors.

Identification and Referral of Students Who May Have Chemical Use Problems

Any staff member who has reason to believe that a student is in possession of, distributing, and/or using a controlled substance such as alcohol, marijuana, steroids, inhalants, and/or other mood-altering substances (this includes smelling of alcohol or marijuana) shall immediately express that concern to an Assistant Principal. No student who meets this criteria shall be allowed out of the building without permission of the Principal or an Assistant Principal. The Principal or designee shall take such disciplinary actions as are indicated in the District's code of student conduct. Parent(s) or legal guardian will be notified. When appropriate, the student will be required to receive chemical health services. Any staff member who has reason to believe that a student's behavior and/or academic progress indicates possible chemical use or abuse, shall express that concern as soon as possible to the AP.

Committees

Academic Performance

Co-Curricular

Communications

Climate

Leadership Council

Scholarship

Professional Development

Technology

Staff is encouraged to join a committee of their choice.

Components of a Good Syllabus

Teacher Name

Class Name

Period #, Room #

School phone number

E-mail address

Prep hours

- 1. Class Description**
A paragraph that outlines the course, addresses the standards, and units of study
- 2. Minnesota Standards**
Discuss what standards will be met in this class and give a description of the standard.
- 3. Curriculum Materials**
List all texts and other curricular materials to be covered.
- 4. Timeline**
List a tentative schedule of events, such as when units begin and end, project dates, quizzes and exams. Outline the unit including length, major quizzes and exams, papers, and/or projects.
- 5. Grading Procedures and Guidelines**
Describe grading procedures and include the grading scale here, differentiate between homework, papers, projects, class work, tests, quizzes, participation, etc.
- 6. Attendance Policy**
List any attendance policies you may have in your class. These should be in line with the building policies.
- 7. Behavior / Classroom Expectations**
List your behavior expectations for your class. These should be in line with the building policy and stated positively.
- 9. Supplies Needed**
List any supplies students are expected to bring to class or have at home to be successful.
- 10. Office Hours**
List day(s) and hours you are available before and after school.
- 11. Communication**
Let parents know what to expect with regard to emails or calls from you.
List your voicemail number, email address, when parents may expect a reply (e.g., within 24 hours), and if you send emails or call them periodically.

Parent Signature and Date
Student Signature and Date

Computer Use

Internet and School Computer Network Responsibilities:

Teach students the appropriate and ethical use of the Internet and email.

Help students understand the guidelines.

Help students locate appropriate sites for school use.

Monitor student use of the Internet and help them back out of inappropriate sites.

Not post any student work to the Internet without parent/guardian permission. If permission is granted, the work will be considered fair use and available to the public.

Limit access to the Internet or the School Computer network if the student does not follow these guidelines.

Copying

Copy machines are located in Room 106 and East Building E100. The machines are available every school day, before, after, and during school hours. Please do not send students to make copies for you. **Students are not allowed to use the copy machines.**

Covering Classes

Occasionally it is necessary to ask a faculty member to cover a class.

When a teacher is absent and a reserve teacher is not assigned, it will be necessary to ask other teachers to cover all or part of the class. Teachers will be reimbursed according to their contract in such situations.

It may also be necessary to ask other teachers to cover a class if another teacher is late to school due to weather or other unforeseeable circumstances.

Teachers who wish to discuss any assignment should meet with the principal, not the clerical staff.

The school does not have funds to cover teacher absences due to field trips. If a teacher needs coverage for a field trip, he/she must build the funds into the cost of the field trip to the student.

Counselors

Counselors are available all day by appointment.

Counselors help students succeed at school. In large group, small group and individually, counselors help students:

- Learn high school requirements and how to succeed in high school
- Learn about themselves and what careers they want to explore
- Learn about careers and the education they require
- Learn how to choose and apply for schools after high school
- Resolve personal, social and school-related problems.

Curriculum

It is the teacher's responsibility to follow all graduation standard requirements as well as department requirements when developing course curriculum. It is also suggested that lesson planning be done and shared occasionally with the subject area lead and program coordinator. All teachers should refer to their contract and review the essential components of effective instruction.

Emergency Procedures

Safety and Security

District Office 612-668-0177

Jason Matlock, Director 612-290-1180 (cell phone)

Southwest Crisis Team

Bill Smith
Dawn Reilley Beulah Hill
Sue Mortensen Ryan Lamberty
Rasheedah Ali
Pat Goldberg
Pat Walker
Connie Overhue
Kent Elliot-Allen
Officer Schnickel
Bob Lynch
Charles Reed
Chris Patnoe
Mark Robinson

Evacuation routes for Fire Drills and other Emergencies

Rooms 1-6, aux gym	Door 13
Rooms 6-12,	Door 12
Rooms 14-21, west gym	Door 7
Rooms 22-25, aux gym	Door 6
Rooms 26, 27, lunchroom	Door 5
Rooms 30-34	Door 4
Rooms 36-39	Door 2
Rooms 40-43	Door 15
Room 100	Door 3
Rooms 103, 104	Door 2
Room 101, 102	Door 14
Rooms 107	Door 3
Rooms 108, 111	Door 14
Room 112-114	Door 5
Rooms 117-119	Door 4
Rooms 120-128, auditorium	Door 3
Rooms 201-202	Door 14
Rooms 203, 204	Door 2
Rooms 206-209	Door 3
Rooms 210-213	Door 4
Rooms 214-216	Door 3
Rooms 217-219	Door 4

Rooms E5-E10, pool	Door 17
Rooms E17-E23	Door 19
Rooms E100-E102	Door 15
Rooms E103, E105, media center	Door 20
Rooms E107-E110	Door 19
Rooms E114-E115	Door 17
Rooms E116-119	Door 16

Exempt Student Activities

Any organization, adult, coach, advisor or teacher planning/wishing to take students out of class for a meeting/group session/rehearsal/sports event/music event/testing session must:

- Notify the school secretary a MINIMUM of one (1) week in advance.
- Provide classroom teachers and the attendance clerk with a list of student names a MINIMUM of one (1) week in advance.
- Provide the attendance clerk and classroom teachers with a revised list the day after the event.

Field Trips – see procedure under Field Trips

Class Meetings

- Notify the school secretary and classroom teachers a MINIMUM of two (2) weeks in advance.
- Ongoing group sessions need to vary their meeting schedule as much as possible, so that students/groups do not miss the same class hour on a regular basis.
- Schedules and rosters that are in place should be distributed immediately. Advisors/coaches are responsible for the accuracy of the roster. The roster must be updated as needed.
- Auditorium programs/pep fests/all school events that affect the daily schedule must be on the school calendar a MINIMUM of two (2) weeks in advance.

COMPLIANCE:

If the necessary planning and notification is not done and the above process is not followed, the event/meeting/activity will not occur and/or students will not be excused from class. This includes all academic, athletic, music, extracurricular, groups, and organizations.

Extended Time

Extended time is defined as hours worked in addition to the regularly assigned duty day. Any employee who works extended time for any reason must have permission from the principal first. See Pat Goldberg for entering extended time.

Extra-Curricular Activity Sponsor Guidelines and Responsibilities

Clubs, Organizations, and Activities

Southwest High School encourages students to participate in clubs and activities. Should there be an interest that is not addressed in an existing club and/or activity, students may seek a staff member to be their staff advisor, complete a SWHS Activity Advisor Application Form and turn it in to the Co-Curricular Committee Chair.

Activities and clubs are a vehicle to promote the mission of the school and to encourage participation by and for Southwest High School students. Activities and clubs that seek participation from the community at large will need to coordinate such activities with the Community Education Department.

In planning and organizing events, members are reminded that because clubs and activities are an after school activity, meetings, practices and field trips are also to be conducted after school. However, approved events may be conducted during the school day.

Special care must be taken when supervising school activities, especially those occurring outside the school building or outside the regular school day. Student safety is of utmost importance and responsibility for supervision does not end until the activity has been completed. Supervision cannot be delegated to students.

Staff calling special practices of pupils will be expected to assume responsibility for the group, and they should stay until all pupils have left the building. Parents should be notified of such after school practice.

There must be adequate supervision of the group following the same guidelines appropriate to the school environment and the prescribed school regulations.

All clubs must be open to all students presently enrolled at Southwest High School regardless of race, creed, or religion.

All clubs must be sponsored and supervised by a staff member at Southwest High School who has been authorized by the principal.

Each advisor is responsible for keeping a record of attendance and activities.

All clubs who handle money must have records kept by the school and funds deposited in the school account.

Fax Directions

There is a fax machine located in the main office and one in the east copy room which is room E100. Fax machines are for school use only. **Do not send students to fax items for you.**

Field Trip Procedures

Teachers and/or parents may not transport students on a field trip.

The purpose of the field trip should be stated on the parent notification form. Relate the trip to learner

outcomes.

For forms and procedures, go to:

<http://staff.mpls.k12.mn.us/Depts/generalcounsel/Pages/Field-Trips.aspx>.

There is also a link to Field trips on the Southwest website under the Staff heading.

Final Exam Policy

The importance we place on academic achievement is reflected in the importance we place on assessment at the end of each semester. Final exams are required in all classes and are to be administered per the school's schedule. A copy of your final exams should be turned in to the administrator for your subject area.

Financial Procedures

High Standards for Financial Management at Southwest in FIVE EASY STEPS!

PRESENT A REQUISITION FORM TO THE FINANCE CLERK BEFORE MAKING ANY PURCHASE.

Have your Department Chair or Area Lead sign off on the Requisition Form before submitting to the finance clerk.

The finance clerk can guide you through any district policies required by your order if you present an expense authorization first, assuring a good relationship with district suppliers, providing sound financial planning and streamlining paperwork

PLAN AHEAD. LARGE PURCHASE ORDERS CAN TAKE FOUR TO SIX WEEKS FROM BID TO DELIVERY.

ALL MONEY RECEIPTS FROM FUND RAISERS, FIELD TRIPS, ETC. MUST BE DEPOSITED WITH THE FINANCE CLERK WITHIN ONE BUSINESS DAY. YOU MUST HAVE THE STUDENT ACTIVITY ACCOUNT (SAA) ON ALL CHECKS AND ALL DEPOSITS FOR THE WEEK MUST BE TURNED IN BEFORE 2:00 P.M. ON **Tuesday**.

FORWARD ALL INVOICES, PACKING SLIPS, AND RECEIPTS IMMEDIATELY TO THE FINANCE CLERK.

Questions will be asked about what was the purpose of expenditures and whom we are reimbursing.. We need complete records to be able to show proper use of funds. Therefore, all items purchased must have a valid "proof of purchase" (**original receipts only**).

CALL THE FINANCE CLERK AT 668-3032 IF YOU HAVE ANY QUESTIONS. All school SAA associated organizations who have funds are to have those funds deposited in the SWHS account.

Each organization SAA will have a separate accounting within the Southwest checking account

All accounts SAA will be non interest bearing

Each organization will maintain jurisdiction over the funds in their account

All expenditures of funds must be signed by the organization advisor

The organization advisor may request the balance of the account by contacting the finance clerk

The organization/advisor must provide a written statement detailing the description of student activity accounts, name of advisor, student role/function in student activity account and how the funds will be distributed at end of student activity and school fiscal year, if applicable.

Staff who collect money from students need to keep track of individuals paying.

Money collection envelopes are available from the finance clerk. All monies collected are to be placed in the collection envelopes and turned in to the finance clerk. After the money is verified by the finance clerk, a receipt will be issued and returned to the advisor. **Do not leave any money on the finance clerk's desk or in her mailbox** in her absence.

School Checks

Payment for purchases charged to student activity or Athletic accounts will be made by Southwest High School check. However, all department orders will be placed on the SAP Finance System and purchased via the purchasing department. Please plan ahead for any checks you need written. A two day notice of checks to be written is required.

The School Checking account CANNOT be used for:

Salary payments to employees or students

Contracted service payments to individuals (most independent contracts need Board approval before payments can be made)

Travel advances or reimbursements

Mileage payments or other contract benefits

Cashing personal checks

Equipment purchases (over \$300 per item)

Donations to charitable or non-profit organizations (student-organized clubs may raise funds to donate)

Gifts, prizes or incentives for employees, flowers for funerals, retirement parties or gifts, food or beverages for staff

Personal Checks

Payment by personal check made out to Southwest High School may be accepted from students for the exact amount of the collection. Personal checks may not be cashed in the office.

Expenditures of Cash Funds

All requests for expenditures of cash funds must be initiated through an expenditure authorization form with 2 day notification. All receipts must be submitted to the finance clerk for all purchases made with cash funds.

Emergency Purchases

The advisor may purchase items in advance by paying for them with his/her own funds. Then, completing the Requisition form and submitting a receipt for your proof of purchase in the amount of the purchase, the advisor will be reimbursed for the amount expensed. Request for reimbursement must match the receipts which are turned in. If this method is used, please remember that the school can reimburse sales tax, but the staff activity account that will be reimbursing the advisor will have to absorb the cost. Purchases are not tax exempt unless they are made with the school finance clerk. Purchases are only allowed if you have money in your account.

Student Role in Cash Transactions

Only advisors should contact the finance desk on cash account matters. If a student needs to contact the finance desk, the advisor must turn in the student's name and the nature of the finances that they will be handling.

Food/Beverages in the Classroom and Media Center

Vending machines are in the hallways. With the exception of water, food and beverages are not allowed in classrooms and must be eaten in the lunchroom or commons area. No beverages or food are allowed in the auditorium.

Fundraising Policy

A record of income and expenditures will be required for each fundraising event or any event where funds are involved, by any school associated organization. A **fundraising form** needs to be filled out and approved by the co-curricular committee chairperson, assistant principal, and finance clerk.

If you or your group wants to conduct any fundraising activity, exchange of money or selling of any kind, the following steps must be taken. This applies to all clubs, teams, classes, and groups. All fundraising money must be deposited into the school checking account.

These projects must meet the following conditions:

No student will be permitted to conduct door to door sales or solicitations after sunset.

All earnings from fundraisers will be processed through the school's checking account. District policy prohibits in-school organizations establishing individual checking and/or savings accounts. The advisor must make arrangements with the Finance Clerk for receipt, disbursement of the money, and selling permit.

During some fundraisers, the advisor is in charge of large amounts of merchandise – all materials should be kept in a locked safe area. When students are given merchandise to sell directly to the customer, the amount of merchandise allocated to the students should be controlled by the adviser. Students also need to be educated in the responsibilities of being involved in fundraising activities.

At the end of the fundraising event, all money and unsold merchandise must be returned to the advisor.

Grading Policy

Teachers are expected to use the Grade Book program for recording grades, and records need to be up to date within two weeks.

Grading in your courses must reflect the course description, syllabus, progress towards graduation standards, and our Southwest attendance policy. The instruction time that you spend with students will be of such quality that it is impossible for students to succeed if they are not present.

Students are at risk of failing when they have reached four (4) absences.

An appeal process may be initiated by you based on special circumstances.

Incompletes may be given if you are allowing student(s) additional time to complete work after the specified grading period.

Credit/No Credit

A Credit/No Credit grade is an option in designated classes at the teacher's discretion. Students must

request this option during the first two weeks of the quarter. Students choosing this option must complete a Credit/No Credit slip and obtain signed permission from the teacher, parent, and counselor. Only one class per quarter may be taken for Credit/No Credit. This is not a recommended option for academic classes necessary for college acceptance. Students are expected to follow the Southwest Attendance Policy and do all assignments and tests. Failure to do so will result in a failing grade.

Grade Changes

A teacher may change a student's grade after the marking period (semester) expires **ONLY** if the change is made prior to the end of the subsequent marking period. The following conditions apply to grade changes:

An "NC" can only be changed to a "CR".

A "CR" cannot be changed to a grade higher than a "C".

A letter grade can only be changed by a maximum of (1) full letter grade (i.e. a C- cannot be changed to a grade higher than a B-).

To change a grade, a teacher must use the "Correction/Change of Grade" form which is available from the program clerk. Teachers must pick up this form and turn this in themselves before the deadline. Students are not allowed to pick up or return this form to the program clerk's office.

Teachers make clear the parameters and conditions to the student/parent under which a grade will be changed before the end of the semester in which the initial grade has been earned.

Hall Supervision

Greeting students at the doorway of your room and assisting in hall supervision helps to maintain an atmosphere of control and respect that affects the entire school day. The sharing of this responsibility by all teachers helps to achieve the type of school in which it is pleasant to teach. It should be the exception when a staff member is not assisting in supervision before school, between classes, and after school.

All students in the halls during class periods must have a pass (including student aides).

Everyone is expected to help maintain an orderly building by assisting in the following ways:

Be in the halls during passing time to assist students in getting to class on time and to help maintain order

Do not allow students to leave class early at anytime during the day

Fill out a pass for students who have legitimate school business. Students who do not have legitimate school business should not be given a pass to leave the classroom

Under no circumstances are students to be locked out of a classroom for tardiness. If a student is tardy, they should be marked tardy on attendance. An appropriate consequence should be given.

Please do not keep a student's I.D. as collateral for an item (i.e. pencil, calculator, disk) as they must be in possession of I.D. at all times.

No passes the first or last 10 minutes of class.

Photo ID Plan

Emergency Management, Safety & Security

Blue Badge Distribution Process

During the 2012-2013 school year, the Office of Emergency Management, Safety & Security began distributing the new blue MPS badge design. The first phase of the distribution began in the fall with badges printed by Lifetouch with the previous year photos from school sites. The next phase will be to distribute to the remaining school site staff from the school site photos taken during the 2012-2013 school year. Finally, arrangements will be made at the remaining administrative sites to take photos and print new blue badges. This process will continue throughout the 2012-2013 school year.

Who needs to wear an MPS photo ID?

All MPS employees and contracted employees must display an MPS ID badge. MPS employees can be defined by the following categories:

- District Staff: Any person hired by the Minneapolis Public Schools in a permanent position (receives a pay check from the MPS and has a Labor Contract, Executive Contract or Administrative Contract). Supervisors are responsible for collecting this ID at the end of the employment term.
- Reserve Teacher: Any person hired by the Minneapolis Public Schools as a reserve teacher position will return their ID to Human Resources at the end of their employment term.
- Temporary Employee: Any person hired by the Minneapolis Public Schools in a temporary position. Supervisors must collect the ID at the end of the employment term.
- Contract Employee: Any person hired by the Minneapolis Public Schools on an independent contract in order to provide a service for the district. Supervisors must collect the ID at the end of the employment term.

Visitors, Community Partners and Volunteers

The office of Emergency Management and Safety and Security will not provide badges for non-MPS employees or community partners. They will however provide supplies for the visitor sign-in process.

- Visitors shall be issued badges upon entrance to any MPS building and the visitor sign in system must be managed by each site. Follow Visitor Sign in procedures. <https://staff.mpls.k12.mn.us/Depts/emss/Pages/Visitor-Procedures.aspx>
- Community Partners shall follow visitor sign-in procedures
- Volunteers may be issued name tags created and provided the site, or may display university or organization identification.

Requesting an ID - If you do not currently have a yellow MPS ID badge

Send an email to photoid@mpls.k12.mn.us

Include the following information:

Employment Site (Where you would like to have your ID sent)

Employment Category: District Staff, Reserve Teacher, Temporary Teacher, or Contract Employee (See definitions above)

Requesting an ID – Lost/Damaged Replacement

Send an email to photoid@mpls.k12.mn.us

Include the following information:

Employment Site (Where you would like to have your ID sent. Note – We cannot send your badge to a personal address. If you do not have a site, contact photoid@mpls.k12.mn.us to schedule a time to pick it up at the Davis Center)

Employment Category: District Staff, Reserve Teacher, Temporary Teacher, or Contract Employee (See definitions above)

Replacement Fee Determination:

If your badge is lost, you will be contacted to provide a replacement fee. The fees are as follows:

There is a \$5 charge for non RFID badges replacement badges (currently RFID badges are only in use at The Davis Center).

For Davis Center employees there is a \$10 replacement fee for replacement of RFID badges

If a replacement fee is necessary you will be asked to send checks or money orders to Emergency Management, Safety & Security written out to: Special District #1

Internet Use

Changes in Policies that affect YOU!

Internet and Educational Network Use – Policy 6415 Amended

On May 26, 2009 the Board of Education amended Policy 6415 and renamed it and Educational Network Use. The Superintendent has promulgated Regulation 6415 A – Internet Use Agreements and Limitations of District Liability, 6415 B – Internet, E-mail and Network Rules for Student use, 6415 C – Internet, E-mail and Network Rules for Staff Use, and 6415 D – Web page Development. This policy and these regulations can now be found on the Policy pages of the District website @ http://www.mpls.k12.mn.us/6000_Learning_Instruction.html. Just click on the pdf document buttons to download the policy and regulation.

Access to the Internet offered through District resources is what is known as a “limited educational purpose” access. It is NOT the same as access from a home terminal or a public terminal – such as a public library, CTC, or internet shop.

The District is increasingly relying on technology provided to staff for the purposes of doing their work. Staff is *expected* to use the technology provided and *expected* to participate in the proper training on technology use necessary to properly perform their jobs.

All users should be aware that there is **NO EXPECTATION OF PRIVACY** in the contents of files

created by you using District resources. All documents and files created on District resources remain the property of the District. This includes e-mail messages.

If you invite a non-district person to present materials electronically using their personal computers, you must require the person to have their computer examined by your building Technology staff, or District technology staff prior to connecting the visiting computer to the District resources. (This is to eliminate the importing of any viruses, etc. that could damage the District system).

Participation in public internet discussion groups while using District resources is limited. The participation must be work related, may not reflect adversely on MPS, must be consistent with current standards and policies (including preserving confidential information), and may not express opinions that are, or may be interpreted as, inconsistent with any official position of the District.

If you transfer from or leave your current position you MUST leave all work-related files whether physical or electronic for your replacement, or in the control of your supervisor. This includes any form letters, handbooks, databases, procedures or manuals, regardless of authorship.

You will be asked to sign a form stating that you have read and received a copy of Policy 6415 and its Regulations and submit this to your supervisor.

The policy creates an expectation that all teaching staff will work to develop in students the technical and critical thinking skills needed to use the technology provided, and to use the internet, e-mail, and educational network appropriately for educational purposes.

Teach students the District standards for internet and educational network access and use.

Report breaches of District standards for internet and educational network access and use to the school principal, site administrator or designee.

The policy creates an expectation that faculty will blend use of the internet, e-mail and educational Network use into their curriculum, and teach students the necessary skills to use these tools.

Individual schools may develop with your guidance school rules to augment the Citywide Disciplinary Policy and Policy 6415 to guide student discipline regarding computer access and use; School Rules must be compatible with both the Disciplinary Policy and Policy 6415.

Reports of misuse of access, e-mail, internet use or electronic educational network use should be investigated by you and any discipline of students must follow the Disciplinary Policy, Policy 6415 and your School rules, if any. Discipline of employees for breaches of the policy must be handled through the disciplinary process required under the employee's contract or collective bargaining agreement.

You will need to inform parents of student's responsibilities regarding computer access and use while at school, and of their right to view their student's computer files, e-mails, and may request the termination of their student's individual account.

You are responsible for the content of your school's website.

You are responsible for authorizing the "webmaster" of your school's website. You may authorize a staff member, a parent or community member under certain circumstances. A written authorization form is available from media services.

Your website is subject to certain content and technical standards. (These are delineated in Regulation 6415 D – Web Page Development).

Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying or political campaigning.

Users are not permitted to transmit, receive, submit or publish any inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.

Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems or computer networks will result in cancellation of privileges and will be reported to the police.

Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.

All communication and information accessible via the computer resources shall be regarded as private property. However, staff who operate the system may review files and messages to maintain system integrity. Messages relating to or in support of illegal activities will be reported to the authorities.

Keys

Keys are not to be duplicated.

All staff are issued keys to their classroom or areas of the building where access is needed. These keys are issued for the full year. **Staff are responsible for the safety of their keys and will be required to hand them in before checking out at the end of the year. Do not allow students to use your keys for any reason.** Should you lose your keys, report that loss to the school secretary in the Main Office immediately as lost keys represent possible theft of District materials and personal items. **Staff will be responsible for the cost of replacement of lost keys (currently the cost range is \$5.00 to \$500.00).**

Master Calendar

The official calendar for school and after school activities is maintained by the school secretary on the website. For school day events to be scheduled on the Master Calendar, fill out a *Master Calendar* form (see Forms section of this book). If your activity takes place after 5:00 p.m., on a weekend or on a holiday, you must fill out a building permit, *Permit/Application for Use of Building and/or Grounds* and turn it in to the school secretary.

This form must be signed by the principal, building engineer, and site supervisor (example: Tory Quiggle for Auditorium). At that time, it can be determined whether or not there will be rental and/or janitorial charges.

Use of Media Center

Follow the same directions above, except that you will clear your date with Shirley Frank.

Use of Building for Athletics

Follow the same directions above, except that you will clear your date with the Athletic Director.

Responsibilities

Whenever a teacher desires to put on a program either in the auditorium or the gymnasium for all or part of the student body, the teacher first clears such an event with the principal. Then, it is that person's responsibility to contact all other parties involved and make all necessary arrangements for set up and clean up. Whenever a pep fest is scheduled in the gymnasium, it is the responsibility of the Athletics/Activities Director to contact everyone necessary to put on a pep fest and for set up and clean up. The event must be put on the Master Calendar by filling out a *Master Calendar Item* form found near the Master Calendar in the Main Office.

Responsibilities for Building Use after 5:00 p.m.

The following standard procedure is to be observed by all staff having group meetings or athletic activities at Southwest High School after 3:15 p.m. weekdays, or at any time on weekends or holidays.

Supervisor (must be an adult) shall complete a *Building Permit/Application for Use of Building and/or Grounds* as required, found in the Main Office from the School Secretary if the building is to be used after 5:00 p.m., weekends or holidays.

Engineer fees and cost of police officers must be paid by the group submitting the permit.

Staff member shall instruct the participants to use only the nearest exit to the area being used by the group

Supervisor shall not leave until all group members have left.

Supervisor shall secure all inside doors before leaving.

If the group is not going to use the area indicated on the permit, notify the Head Engineer during the school day so this area will not be left open.

Security of the building and the expensive equipment herein is a constant concern of the staff. Observance of the above procedures will help in this regard.

Media Center Policies and Procedures

Media Center Phone Number: 612-668-3039

Media Center Hours

Monday through Thursday: 7:30 a.m. – 4:30 p.m.

Tuesday: Closed 7:45 a.m. -8:15 a.m. for staff meeting

Friday: 7:30 a.m. to 3:30 p.m.

Please note that the Media Center may be closed some days for testing or other reason.

The Media Center staff provide many services, including:

- Ordering, processing, storing, and checking out a wide variety of materials and technology equipment.
- Training—both individually as is needed for various media skills—and teaming with teachers to insure their students meet the appropriate standards.

Reserving Media Center for classes

In order to serve you better, we ask that you observe the following procedures BEFORE bringing your class to do research in the Media Center.

Please reserve a time in the Media Center with the media specialist at least one week in advance when you are planning to come in with your class. Discuss your objectives and research plans with the specialist so that clear expectations of the specialist's responsibilities and the teacher's responsibilities are established. Leaving a written copy of your plans is extremely helpful. There is a sign-up notebook on the front counter of the Media Center with times available for reserving one of the computer labs for your class. If you wish to have your students use certain websites for their computer research, please give those websites to the media specialist or tech one week in advance, for posting on the Southwest web page. You need to accompany your class to the Media Center for their research projects. *You are in charge of the class*; the Media staff is there to work with the students and you as a team member.

Sending Students to the Media Center on Passes

Reserve teachers are NOT to send students to the Media Center unless previous arrangements have been made by talking with a Media Specialist. There is a limit of **three** students per class period which can be sent to the Media Center unless arrangements have been made with a Media Specialist. **Please send students on individual passes.** Students are expected to remain in the Media Center until the end of the class period unless directed to return earlier by their teacher.

Technology Equipment Procedures

All equipment is checked out through the Media Center, and most should be returned for safe summer storage each spring.

Laminating

Laminating equipment is available in the Media Center for staff use.

Library Book Check-out

All library books are bar-coded for easy record keeping and the catalog is found online. Library books can be checked out by staff and students. All library books are to be returned to the Media Center by the due date. Staff may check out library books for a four-week period, and renew them for another four (4) weeks.

Parking

It is very important that Southwest staff have and display their parking permits. If you change cars, or change your license plate, please see the school secretary.

Reserve Teacher Information

Reserve teachers are important to the continuation of class work when the regular teacher is absent. It is important that everything is in order for anyone who may be in a position of taking the place of the regular classroom teacher.

Lesson Plan Expectations

Adequate lesson plans must be left for your reserve teacher when you are absent. Emergency lesson plans must also be kept in your Reserve Teacher folder in the event you are absent on an emergency basis. Lesson plans can be faxed or e-mailed to Sherrie the School Secretary (612-668-3401, swaxon@mpls.k12.mn.us) if you have not prepared any in advance.

Calling in for a Reserve Teacher: Call AESOP at 1-800-942-3767, or on-line: www.aesoponline.com. Your ID is your 10 digit phone number and your password is the last 4 digits of your social security number, unless you have changed them.

Tips for getting a sub:

Just because you got a Confirmation Number, it does not mean you will be assigned a reserve teacher for your absence!!!!

Call Several Days Ahead of Time: The earlier the better. If you know you will be absent several days ahead of time such as for a doctor's appointment, call right away. The better reserve teachers like to get their assignments early because they know that well-prepared teachers call their absences in well in advance

Call the night before: AESOP starts calling reserve teachers early the night before, and ends at 10 p.m., and does not start calling again until 5 a.m. If possible, call the night before, between 5 and 10 p.m. **If you then feel better the next morning, you can always cancel your absence**

Call before 5 a.m.: AESOP starts calling again at 5 a.m., if you get your absence entered before 5 a.m., your absence will be one of the first ones called out

If you wake up sick, late or AESOP says it's too late to call in an absence, enter your start time for 1 hour later than the time you are calling, and you will at least get a job number, if not a sub. You may also call Pat after 7:30 (668-3034) or the reserve desk (668-0500) and we will try to get a cadre in.

Make arrangements with a particular substitute: If you have had a good experience with a reserve teacher, call them ahead of time and see if he/she can cover your next absence (you must know the date). If they agree to take the position, let Sherrie know via e-mail the date, the reason for the absence, and the substitutes name. She will then enter the absence for you.

Call and find out which substitute has accepted your absence: If you call in and review your absences and the absence has been filled, AESOP will tell you the name of the substitute. If AESOP doesn't tell you who is filling your absence it means that the absence is still unfilled.

Leave Special Instructions on AESOP: Some reserve teachers won't take a job if they are not sure if there are lesson plans or not. This will reassure the reserve teacher that you have left plans.

Reserve Teacher Folder

As a professional educator, you are responsible for the academic progress of your students whether or not you are present. Therefore, we expect that you will have full and adequate information available for a substitute teacher so that continuous learning can take place even in your absence.

Each teacher will maintain a reserve teacher folder which provides both general and specific information and directions for the reserve teacher if you are absent. **The folder will be kept on file in the Main Office.**

Specifically, each teacher will maintain the appropriate classroom information requested inside the folder, and provide a one day emergency lesson plan which may be used if you could not provide the usual lesson plan for each class. Any other information that is appropriate should be made available as well.

The School Secretary will maintain the appropriate building information such as reserve keys, maps, bell schedule and emergency phone numbers. In addition, a *Reserve Teacher Evaluation Form* is available for you to use if you have a problem with a reserve teacher. The School Secretary has a list of effective reserve teachers. Check with her for their phone numbers.

SAFETY TIPS

Personal Safety

Going to and from work, scan the environment first to look for anything or anyone out of place or strange (e.g., the usual lights not on; a person hanging around/pacing, etc).

When you leave the building have your car keys in your hand, and cell phone easily accessible.

When you enter your car, first thing- lock the doors.

If you carry a purse, consider carrying your wallet and house and car keys separately.

If someone grabs your purse or backpack, let it go.

Carrying a purse diagonally across your shoulder can be a visual deterrent.

If possible, walk to your vehicle with someone else; if you park in a ramp, walk together to one car and then drive your companion to her/his car.

If you are at all uncomfortable, ask for an escort any time.

While driving, maintain a distance between you and the car ahead as an escape route. Drivers get accosted because they have nowhere to go!

Safety for Valuables and Personal Property

Keep nothing of any value visible in your car.

If you are locking something of value in the trunk, do so before you leave; don't do it when you park at your destination. Car windows get broken for a few coins in a cup holder!

Try to park in a lighted area, near other cars, and/or in a spot which permits natural surveillance from a window.

Carry as little cash and few credit cards as possible.

Safety in Your Building

Limit access into the building to as few doors as possible.

Politely challenge people without ID cards or visitor's badges and direct them to the Main Office.

If you see a door propped open, close it (even at the risk of offending someone).

Try not to work alone after hours. If you do work after hours, make sure that someone knows where you are. If a couple of staff members are working in the building, check in with each other periodically. Have a phone with you.

Know what time after the end of the class day the building empties out and which door(s) are open after the close of school.

Have a schedule of events scheduled after school and where they're occurring.

Calling/Working with the Police

Call the Police (911) if you think something is wrong.

If you are in immediate danger, tell the 911 operator when you call.

Report every incident of harm, theft, vandalism, etc. Numbers of crime reports and incidents can influence where resources are assigned.

Social Worker Information

Connie Overhue 9th through 12th Grades

Mary Jo Luzius: 9th through 12th Special Ed - Life Skills

Deborah Anderson 9th through 12th Special Ed – Resource/Autism

Staff Development Fund Procedures

To access the building Staff Development funds:

Each teacher/staff is expected to write a Professional Development Plan, identifying their PDP team and objectives for the year based on school goals. A copy of the PDP should be given to the Staff Development Committee as soon as possible.

Staff Development request forms should be filled out and approved by the Staff Development Committee. (See *Forms* section of this handbook for a Staff Development Request Form).

The request form should be placed in the Staff Development Chair's mailbox.

This form is then given to the staff development person in charge of funds record-keeping.

A staff development approval form will be returned to the applicant along with information about processing payment. It is the responsibility of the applicant to collect and present the required documentation and receipts to the finance clerk for payment.

Staff Development Funds for Reserve Teachers

If you will be absent on a regular duty day to attend at staff development function, it is the *teacher's professional responsibility to make sure there is proper reserve teacher coverage and there is funding to pay for the reserve teacher for the absence, even if someone else asked you to attend the conference*. All staff development absences must be charged back to the proper funding source. This means you will need to know who is paying for your reserve teacher for that day. Below are three ways staff development is charged:

Building Staff Development Funds: This means that your absence will be paid for by building staff development funds. Call *AESOP* to obtain a reserve teacher for your absence. Code the absence *Building Staff Development*. Give a copy of your approved *Staff Development Request Form* to Pat, the school secretary.

District and Out of District Staff Development Funds: This means that your absence will be paid for by funds from somewhere either within the District or from somewhere outside the District. Call *AESOP* to obtain a reserve teacher for your absence. Code the absence *District or Out of District Staff Development*. Fill out a Conference Billing Form (See *Forms* section of this handbook for a Conference Billing Form). Make sure to complete the gray **BILLING INFORMATION** box with complete information as to who should be billed for your reserve teacher and turn it in to Pat in the main office at least one week before your absence. Pat will then take care of obtaining the signatures.

It is extremely important that the above procedures are done in a timely manner.

Staff Meetings

Staff meetings are held on the first Tuesday of the month. Meetings start at 7:30 a.m. **All licensed staff are expected to attend**. If, for any reason, you can't attend a specific meeting, inform the principal or his designee. Anyone wishing to have something included on the agenda should get an approval from the principal.

Student Aides to Teachers

Only seniors are allowed to be student aides. Student aides receive a Credit/No Credit grade rather than a letter grade. Nor more than three (3) student aide credits may be counted toward the credits needed for graduation. The parent/guardian, counselor and assistant principal must all approve student aide assignments.

Teacher Duty Day

The teacher work day is from 7:30 am until 3:30 pm. This is an 8 hour day per contract.

Telephones

All classroom telephones can make both in-house and outside calls.

To make an outside call: Dial “9” before dialing your number. If it is a 612 area code, you do not need to dial 612.

To make school-related long distance calls, you must first obtain the access code from the Main Office. You must use your own calling card or number to make personal long distance calls.

To call another room in the building, or any school on the “668” phone system, you **must dial only the five digit extension**.

Classroom telephones cannot receive incoming outside calls directly (unless they are calling from another 668 number). Outside calls for classroom teachers will be transferred to the teacher’s voicemail box. If you have a call you want put through to your classroom, please tell the caller to call 668- 3030 and to ask for extension number XXXXX (your room extension), NOT your name, and the office will put the call through.

Transferring or Leaving a Position within the District

The newly adopted District Policy 6415 and regulations state, “Staff that are transferring from or leaving a position shall leave all work-related files, electronic or physical, including form letters, handbooks, databases, procedures and manuals, regardless of authorship, for their replacement, or in the possession of their supervisor”.

VISITOR POLICY

GENERAL STATEMENT OF POLICY

Minneapolis Special School District No. 1 and Southwest High School encourages interest by parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members, provided the visits are consistent with the education and safety of students and employees and are conducted within the procedures established by the school district.

The Minneapolis School Board desires that its learning and work environments be safe, conducive to learning, and free of activity that may be disruptive to student learning and the work environment for employees.

An individual or group may be denied permission to visit a school or school property or permission may be revoked if the visitor(s) does not comply with school district procedures or if the visit is not in the best interest of students, employees, or the school district. An individual or group entering school property without complying with the visitor’s procedures may be guilty of criminal trespass and subject to criminal penalty. When a person or group refuses to comply with the visitor’s procedures, the school should call 9-911 and request an immediate police response.

Students may not visit other students at school. The exception is 8th grade students interested in

Southwest who follows district procedures for visits during a designated time in the fall.

All visitors must show photo ID and have an appointment with someone in the building. All visitors will be issued a visitor badge and escorted to their location.

VOICEMAIL

Most staff members are assigned a voicemail box by the District. Messages may be left 24 hours per day. To access your voice mail, the telephone number from outside the building is 668-0668, then 9 plus your mailbox number. The voicemail system may also be accessed from within the building by calling #59000, or #80668 from a '668 number, then 9 plus your mailbox number.

Please check your voicemail at least once per day. If you have any questions or need any assistance in using the voicemail system, please see Pat in the Main Office.

Telephone messages will be transferred into your voice mailbox unless the caller specifically requests a paper message be taken. Paper telephone messages will be placed in your mailbox and will not be delivered to you unless it is an emergency.

Workers' Compensation

Workers' Compensation is a system established by Minnesota law to compensate employees who have work-related injuries. If there is a work-related injury, an employee may be entitled to wage loss benefits, compensation for bodily injury, and payment for medical expenses attributable to the injury.

When accidents occur, employees and their supervisors are responsible for reporting accidents immediately. All forms are on the Minneapolis Public School Website under Departments and Workers Comp. Forms should be turned in to Pat Goldberg in the main office ASAP. If you have questions on filling out the forms, please see Pat. Timely reporting of injuries is necessary to meet legal timelines for reporting injuries and to insure prompt payment of benefits if the injury is covered under Workers' Compensation.

The Board accepts its responsibility to help employees return to physically appropriate work and to restore employees as close as possible to their economic status prior to the work-related injury. The Board is committed to implement accident reduction and workplace safety programs to help reduce the incidence of workplace injuries.

The Associate Superintendent for Human Resources and the Associate Superintendent for Finance and Operations assume major responsibility for implementation of a program to promote an appropriate return to work and accident reduction/workplace safety programs.

Policy 4030, adopted 3/2/90

Whom Do I See About

Absence Request Personal Leave Position Status Form.....	Pat Goldberg
Achievement of Tenure	Tiffany Moore
Activities.....	Sue Mortensen
Alternative Learning Center	Individual Counselors
Announcements	Pat Goldberg
Appeals Process (Athletic)	Ryan Lamberty
Appeals Process (Attendance)	Supervising Administrator
Athletics.....	Ryan Lamberty
Attendance Reporting - Student.....	Jennifer Whitney
Attendance Reporting - Staff	Pat Goldberg
Audio Visual Equipment	Mike Ries/Ryan Moe
Auditorium Usage.....	Tory Quiggle
AVID	Connie Overhue
Awards Assembly	Jean Sherwood
Budget (Athletics).....	Sharon Larson
Budget	Bill Smith
Building Maintenance.....	Robert Lynch
Building Permits	Pat Goldberg
Business Partners	Bill Smith
Bus Problems.....	Rasheedah Ali
Calendar (all School).....	Mike Ries
Cameras	Media Center
Climate Committee.....	Sue Mortensen
Classroom Furniture	Robert Lynch
Coaches.....	Ryan Lamberty
Committee Assignments.....	Bill Smith
Community Education	Tom Neiman
Community Report	Bill Smith
Computer Labs (to schedule use of)	Media Center staff
Computer Problems	Ryan Moe
Contract Issues.....	Building Steward, Supervising Administrator
Copy Machine Problems	Sharon Larson
Career Resource Center	Danielle Jastrow
Course Description Catalog.....	Tiffany Moore
CTARS.....	Connie Overhue
Credit Checks (for students)	Counselors
Curriculum.....	Department Chair, Supervising Administrator
Custodian	Robert Lynch/Bill Smith
Dances	Rasheedah Ali
Data/Testing	Tory Quiggle
E Mail	Pat Goldberg/Mike Ries
Emergency Procedures	Dawn Reilley
Field Trips.....	Rasheedah Ali
Fire Drills.....	Dawn Reilley
Food Services	Lunchroom Supervisor
Foreign Exchange Students.....	Bill Smith
Fund-Raising	Rasheedah Ali
Grade Reporting	Barb Mahal
Graduation	Connie Overhue

Grants	Bill Smith
Heating Problems	Robert Lynch
Homebound Instruction	Connie Overhue
ID's - student & staff	Media Center staff
Instructional Leadership Council	Bill Smith
Keys Issued/Returned	Pat Goldberg
Lockers	John Pearson
Lunchroom	Lunchroom Supervisor
Media Center (to schedule use of)	Media Center staff
Mediation	Social Workers
Mentors	Counseling Staff
Mid-Term Grades	Barb Mahal
New/Probationary Teachers	Appropriate Administrator
Newsletter	Mike Ries
Newspaper	Eduardo Romo
Open House	Rasheedah Ali
Parent/Teacher Association	Bill Smith
Parent-Teacher Conferences	Rasheedah Ali
Parking	Dawn Reilley
Payroll	Pat Goldberg
PDP's	Appropriate Administrator
Pep Fests	Ryan Lamberty/Sue Mortensen
Personnel Matters	Supervising Administrator
Professional Learning Communities	Tiffany Moore
Public Relations/Communications	Bill Smith
Purchasing	Sharon Larson
Referrals (Discipline/Attendance)	Sue Mortensen A-G; Rasheedah Ali H-N; Dawn Reilley O-Z
Registration (New Students)	Sue Mortensen
Room Assignments	Sue Mortensen
Scheduling	Sue Mortensen
School Improvement Plan (SIP)	Dawn Reilley
Site Council	Bill Smith
Special Education	Linda Huntzicker
Staff Development	Tiffany Moore
Staff Handbook	Dawn Reilley
Staff Meeting Agenda	Bill Smith/Pat Goldberg
Student Council	James Dundon
Student Handbook	Dawn Reilley
Student Support Team	SST Connie Overhue
Student Teachers	Dawn Reilley
Substitute Teachers	Pat Goldberg
Supervision and Evaluation	Supervising Administrator
Supplies	Department Chair, Sharon Larson
Teacher Licensure	Tiffany Moore/Supervising Administrator
Textbooks	Department Chairs, Media, Supervising Administrator
Voice Mail	Pat Goldberg
Southwest Foundation/Fundraising	Bill Smith
Web Site	Mike Ries

**Minneapolis School District No. 1
PROCEDURES ON THE DISCLOSURE OF
STUDENT INFORMATION AND RECORDS**

The records which the School District maintains in its files which identify you or discuss your needs as a student or accomplishments as a student are private data under the Minnesota Government Data Practices Act (Minn. Stat. § 13.32, subd. 1 and the Family Educational Rights and Privacy Act (34 C.F.R. part 99).

This means that members of the public and School District employees whose duties do not require that they have access to this information may not see these records unless you or your parents give consent or a law authorizes such consent.

Certain kinds of information has been categorized by the School District as directory information. Directory information, even though it identifies you, can be released to the public. In Minneapolis, directory information consists of the following:

Name, height and weight of individual members of athletic teams;

Names of recipient and name of awarded scholarship;

Names of our participants in officially recognized school activities;

The names of students receiving recognition by their teachers, buildings, district administration or the School Board as the result of positive accomplishments for academic achievement, good citizenship, and adherence to the standards of conduct of the Minneapolis Public Schools as well as a description of the accomplishment, grade, achievement and/or award.

If you or your parents do not want information about you which falls into one or more of these categories of directory information to be made public, your parents should notify your building principal.

The school can release information about you to appropriate parties, like a hospital, police department or emergency squad, if an emergency occurs and knowledge of the information is necessary to protect your health and safety or that of other individuals Minn. Stat. § 121.8355, subd. 3a and 34 C.F.R. § 99.36.

In the event that you transfer to or apply for admission in another school, including schools in which you might attend after high school, the School District will transfer your records to that school if it receives a request to do so. 34 C.F.R. § 99.34.

Board Policy 5350

Minn. Stat. § 13.99, subd. 79 (1992)

Minn. Stat. § 121.8355, subd. 3a (1993)

**Minneapolis School District No. 1
POLICY AGAINST RELIGIOUS, RACIAL AND
SEXUAL HARASSMENT AND VIOLENCE**

Everyone in the Minneapolis School District has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

a. name calling, jokes or rumors;

e. unwelcome touching of a person or clothing;

b. pulling on clothing;

f. offensive or graphic posters, book covers, or

c. graffiti;

g. any words or actions that make you feel
uncomfortable, embarrass you, hurt your feel

d. notes or cartoons;

ings or make you feel bad.

If any words or action make you feel uncomfortable or fearful, you can tell a teacher, counselor, the principal, an assistant principal, school social worker, or the District's Affirmative Action Officer.

You may also make a written report. It should be given to a teacher, counselor, the principal, an assistant principal, school social worker, or the District's Affirmative Action Officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the Minneapolis School District's policy against religious, racial and sexual harassment and violence. A complete policy is located in the appendix of this handbook and is also available in the principal's office.

**DISCRIMINATION IS AGAINST THE LAW.
RELIGIOUS, RACIAL AND SEXUAL HARASSMENT
AND VIOLENCE ARE AGAINST THE LAW**

CONTACT:

EEO OFFICER

Minneapolis School District No. 1 OR
807 Northeast Broadway
Minneapolis, MN

PRINCIPAL

201 West 49th Street
668-3400

Board Policy 4002

Minn. Stat. § 127.46 (1989)

SEXUAL, RELIGIOUS, RACIAL HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT Of POLICY

Sexual (including sexual orientation and affectional preference), ethnic/racial harassment and harassment based on religious beliefs or

practices and disability are forms of discrimination which violate either Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et. seq, and/or the Minnesota Human Rights Act, Minnesota Statute Sections 363.01-363.15 (1993). Sexual (including sexual orientation and affectional preference), ethnic/racial, religious or disability violence is a physical act of aggression directed toward a person or groups of persons because of their sex, ethnic/racial background, religion or religious practices, disability, sexual orientation or affectional preference. Violence directed toward a person or persons because of the person's sex, race/ethnicity, religion or religious practices, disability, sexual orientation or sexual preference is also violative of these same statutes and may also represent a criminal law violation. It is the policy of Minneapolis Special School District No. 1 (the "School District") to maintain a learning and working environment free of harassment based on sex, race/ethnicity, religion or religious practices, disability, sexual orientation or affectional preference and Sexual (including sexual orientation and affectional preference), ethnic/racial harassment and harassment based on religious beliefs or practices and disability are forms of discrimination which violate either Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et. seq, and/or the Minnesota Human Rights Act, Minnesota Statute Sections 363.01-363.15 (1993). Sexual (including sexual orientation and affectional preference), ethnic/racial, religious or disability violence is a physical act of aggression directed toward a person or groups of persons because of their sex, ethnic/racial background, religion or religious practices, disability, sexual orientation or affectional preference. Violence directed toward a person or persons because of the person's sex, race/ethnicity, religion or religious practices, disability, sexual orientation or sexual preference is also violative of these same statutes and may also represent a criminal law violation. It is the policy of Minneapolis Special School District No. 1 (the "School District") to maintain a learning and working environment free of harassment based on sex, race/ethnicity, religion or religious practices, disability, sexual orientation or affectional preference and other forms of harassment and violence. The School District prohibits any form of sexual, ethnic, religious, disability, sexual orientation or affectional preference or other improper harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding race/ethnicity, religion or religious practices, disability, sexual orientation or affectional preference and other forms of harassment as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.) It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict violence relating to sexual (including sexual orientation and affectional preference), racial/ethnic, religious, or disability upon any pupil, teacher, administrator or other school personnel. The School District will investigate all complaints, either formal or informal, verbal or written, of actions or statements which may constitute sexual, ethnic/racial, religious, disability, sexual orientation or affectional preference or other improper harassment or violence and will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who harasses or is violent toward any pupil, teacher, administrator or other school personnel of the School District. The School District also reserves the right to discipline any student or employee for derogatory sexual, ethnic/racial, religious, disability, sexual orientation or affectional preference related statements or conduct which do not constitute illegal harassment or violence on the aforementioned bases but nonetheless are inappropriate.

II. **SEXUAL, ETHNIC/RACIAL, RELIGIOUS, DISABILITY, SEXUAL ORIENTATION AND AFFECTIONAL PREFERENCE HARASSMENT/VIOLENCE DEFINED**

Sexual harassment (including sexual orientation and affectional preference) definition.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education or of transacting business with the School District; or
- Submission to or rejection of that conduct or communication by a person is used as a factor in decisions affecting that individual's employment, education or business with the School District; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a person's employment, education or business with the School District, or creating an intimidating, hostile or offensive employment, education or business environment.

Sexual harassment includes but is not limited to the following behaviors:

- Unwelcome statements of a sexual nature;
- Unwelcome solicitation or pressure for sexual activity;
- Intentional brushing against, patting or pinching of another's body;
- Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment, education or business with the School District;
- Requests for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, education or business with the School District; or
- Any sexually motivated unwelcome touching.

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Racial/ethnic harassment definition. Racial/ethnic harassment consists of physical or verbal conduct relating to an individual's race/ethnicity when the conduct:

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

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

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

Disability harassment definition. Disability harassment consists of physical or verbal conduct which is related to an individual's disability when the conduct:

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

Other forms of general harassment definition. General harassment is defined as acts of a derogatory nature directed towards an individual which is usually associated with, but not limited to, an individual's accent or language background, weight, height, status with regard to public assistance, gender, national origin, association with person's who are subjected to harassment based on the categories identified above, subordinate relationships (in class or on the worksite), student to staff relationships, and peer to peer relationships, when the act:

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

Sexual violence definition.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts,

or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute Section 609.341 Subd. 5, includes the primary genital area, groin, inner thigh, buttocks or breast.

Sexual violence may include, but is not limited to:

Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

Coercing, forcing or attesting to coerce or force sexual intercourse or a sexual act on another; or

Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

In any of these cases listed above, touching of the clothing covering the immediate area of the Intimate parts.

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

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

Disability violence definition. Violence based on a disabling condition is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the person's disability.

Assault definition. Assault is:

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

The intentional infliction of or attempt to inflict bodily harm upon another; or

The threat to do bodily harm to another with present ability to carry out the threat.

III. REPRISAL

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

Policy

adopted: 12/18/90

revised: 11/9/93

10/25/94

STUDENTS

Search of Students/Lockers/Desks, Motor Vehicles

School officials may search students for items that may be harmful to themselves or to others and to detect items that are prohibited from being on school grounds or other places under supervision of school personnel, i.e. busses, field trips. Consent of the student is not required prior to the search. Except for lockers and desks, all searches will be based upon reasonable suspicion.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

School desks are school property and remain at all times under the control of the school. Periodic general inspections of desks may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

Reference: M.S. 123.35

M.S. 125.02

Policy adopted: 8/28/74

revised: 9/13/94 Policv 5680

Minneapolis, Minnesota
MINNEAPOLIS BOARD OF EDUCATION

NOTICE OF NONDISCRIMINATION

Section 504 is an Act which prohibits discrimination against persons with a handicap in any

program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who

Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);

Has a record of such an impairment; or

Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Minneapolis Public School District ("The District") recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the District.

The District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the District, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the District General Counsel's Office at 627-2016.

OUR MISSION

We exist to ensure that all students learn, and to support their growth into knowledgeable, skilled, and confident citizens capable of succeeding in their work, personal and family life into the 21st century