

Mora High School Faculty Handbook



2017 - 2018

Mora High School
400 Maple Ave East
Mora, MN 55051

Mora Public Schools | Strategic Plan

BELIEF STATEMENTS

We believe:

1. Providing a quality education, in a safe environment, is the most important thing that we as a community can do for our children.
2. In developing a high standard of character by insisting on personal responsibility and accountability
3. In recruiting, developing, and retaining a highly qualified staff that is able to adapt to change and provide meaningful educational opportunities.
4. Education is the responsibility of the entire community.
5. In providing opportunities in academics, arts, activities, and service that promote lifelong learning.
6. Partnerships among students, staff, community, and family are vital to educational success.
7. In the value and capacity of each child.

MISSION STATEMENT

Preparing self-directed and resourceful learners able to thrive in a changing global community.

VISION STATEMENT

An innovative, dynamic learning environment driving our community forward.

FOCUS AREA	GOALS	OBJECTIVES
STUDENT ACHIEVEMENT	1. Meet all goals of the World's Best Workforce (WBWF).	1a. Each year, based on a review of the goals, outcomes, and strategies from the previous year's WBWF plan, the school district will continue to: <ol style="list-style-type: none"> 1. increase the number of students identified as kindergarten ready; 2. increase the number of third-graders reading at grade level; 3. close identified achievement gaps; 4. increase the number of students identified as career or college ready; and 5. increase the graduation rate.
	2. Challenge all students, grades 5-12, to improve their individual academic performance.	2a. By September 2017, all students in grades 9-12 will have digital access to their GPA and set goals to advance by 1.5 percent per year for the next 3 years. 2b. By September 2017, all students in grades 5-8 will develop individual learning plans with a goal of improving their reading and math scores 1.5 percent per year for the next 3 years.
STUDENT SUPPORT	1. All students will be college and career ready upon graduation.	1a. By May 2017, establish a program designed to develop and nurture positive work habits in students. 1b. By May 2017, have a program in place to provide guidance and education to ensure students can make informed decisions regarding future career and educational opportunities. 1c. By May 2017, students will have access to relevant, rigorous courses, and resources to prepare them for future career and educational opportunities.
	2. Provide a support system designed for focused, early identification and intervention for students needing support in achieving career and college readiness.	2a. During the 2016-2017 school year, promote collaboration between teachers, support staff, and parents by providing resources and opportunities for identification of students in need. 2b. During the 2016-2017 school year, identify and provide resources to implement appropriate interventions.

FOCUS AREA	GOALS	OBJECTIVES
FINANCE	1. Develop a 1-year, 3-year, and 5-year financial plan and maintain a balanced budget.	1. Annually, identify opportunities to increase enrollment. 2. Annually, develop a strategic enrollment retention plan. 3. By 2019-2020, establish and maintain a 20 percent fund balance.
COMMUNICATIONS AND MARKETING	1. Foster partnerships with each community member by connecting via multiple methods, ensuring transparency and accountability for the education of all students.	1a. Starting in September 2016, identify and analyze which media formats reach which markets and develop a plan to address any identified gaps in the current communication plan. 1b. By January 2017, establish the capability for everyone to attend board meetings from anywhere in the world. 1c. By June 30, 2017, publicize and communicate all that is going on within the school district — attract the attention of everyone inside and out of the district; and meet the communication needs of all stakeholders from birth to end of life. 1d. On an ongoing basis, educate and communicate with the community about the school district's communications and marketing initiatives.
EDUCATIONAL PROGRAMMING	1. The educational program of the Mora schools will be designed to emphasize the following: a. Birth to Pre-K — all students are ready for kindergarten; b. Primary — reading preparation; c. Intermediate — reading well by third grade (ELA) and reduce identified achievement gaps; and d. High school — ensure graduates are career and college ready.	1a. Beginning the fall of 2016, partner with public health, TSA, Head Start, and ECFE to ensure all students are kindergarten ready when entering the school system. 1b. By May 2017, letter sounds correspondence will show growth from existing 62 percent to 70 percent. 1b. By May 2017, increase proficiency (ELA) from 84 percent to 90 percent. 1b. Identify annually K-2 students behind in reading and provide them with alternate instruction (Targeted Services). 1c. Annually, all identified student groups will increase proficiency on reading and math MCA scores reaching the 60 percent level. 1d. By May 2017, increase the graduation rate from 92.8 percent to 96 percent. 1d. Beginning in June 2017 and periodically thereafter, survey graduates on their career and college readiness.
WORKFORCE	1. Improve recruiting, retention, and job satisfaction for all employees in the district.	1a. By the end of the 2016-2017 school year, create and implement a comprehensive plan, including a measurement system, to recruit, hire, and retain staff. 1b. By the end of 2018-2019 school year, create a plan to support employees' lives outside the workplace including families, housing, daycare, employment, and recreation. 1c. By the end of the 2016-2017 school year, develop and implement a plan to distribute diverse, effective, experienced, and in-field teachers for all students.

MHS POLICIES AND PROCEDURES

- **Start of Day:** Classes will begin at 8:05 and end at 2:55 with a 30 minute lunch period. Students may enter the building in the A.M., but must report directly to the cafeteria until 7:45 A.M.
- **Arrivals:** Teachers should be in their rooms by 7:15, 7:30, or 7:45 a.m. and be available to students and/or parents until 3:15, 3:30, or 3:45 P.M. depending on your choice of times. Should a parent desire to have a conference with a teacher, dates and times can be arranged by the teacher or by the teacher and principal.
- **Supervision:** Supervise the hall area near your room between classes and before and after school.
- **NO EARLY DISMISSAL OF STUDENTS FROM CLASS!**
- **Passes:** After the period has begun, please DO NOT allow students to leave class without permission. If a student is sent to the office for discipline reasons, please call the HS office (5000) to let us know. If a student is sent to the nurse, please use a HALL PASS with the time listed.
- **Be In Your Classroom:** Classrooms must have a teacher in charge at all times.
 - A student should never be in charge.
 - If an emergency arises, call administration and another supervisor will be sought.
 - You are liable for anything that happens in your classroom.
- **Miscellaneous:** See Administration
- **Building Keys:** Each teacher will be issued an electronic key FOB.
- **Tobacco Free School:** Mora Public School buildings, grounds, and vehicles are tobacco free.
- **Teachers must sign in and out of the high school building:** Teachers are required to sign in and out of the building in the high school office if they leave the building during the academic day.
- **Faculty meetings:** Attendance is required. See meeting notices for each month.

STAFF ABSENCE

The automated sub calling system will schedule all substitutes for the district with the exception of daytime emergencies or your need to leave early due to assignments.

Request for leave procedures

- At the beginning of the year you should receive your login ID and Password for AESOP. Please login and verify all your information, position, phone numbers, address, email, start and end times. You have the option of changing your pin.
- When you will be gone from your position, please login to www.Frontlinek12.com/AESOP or call 1-800-942-3767 to enter the absence. Please take into consideration the time needed for processing specific leave requests. Also, please look at your contract for any special requirements in regards to leave. Asking for personal days, comp time, etc. can take up to several days to go through the approval process.
- When you enter your absence, please make sure you fill out the “Notes to Substitute” box with anything important for the day, for example dressing for outside recess duty or bus duty. For all absences with the exception of Personal Leave please leave a detailed message in the “Notes to Administrator” box.
- **Staff Development Leave:** Please use [MyLearningPlan](#) to enter any staff development leaves requests. Once approved, MyLearningPlan will create the absence for you on

AESOP.

- The district's automated sub system AESOP will schedule all substitutes for the district with the exception of daytime emergencies. Staff members who are ill or have an emergency will need to call their building principal.
- When entering your absence, please refer to your contract to know if you will be taking a full day, half day, or if you are able to adjust to the hour. For some reasons you may adjust your substitute report times. For a majority of the time substitute hours will match your hours gone, however, there are some exceptions.
- <https://training.aesoponline.com/TrainingVideos/webinars/sepsubtimes/sepsubtimes.html> is a link to help with any training on entering an absence.
- It is the employee's responsibility to make sure he/she enters his/her absences for any time he/she is out. You will receive a confirmation email stating it was submitted and subsequent emails in regards to approval and substitute fulfillment.

LESSON PLANS

Administration may request to review lesson plans throughout the course of the year.

In the event of an absence:

- It is important that your lesson plans are complete.
- State the learning goals, objectives, and expectations.
- Include specific instructions and all materials relating to the lesson.
- Provide an up-to-date roster and seating chart with student photos.
- Student information in regards to modifications and student needs.

Contingency Sub Plans:

It is necessary that you have made some kind of contingency plan for when you are not able to come to school. These contingency plans should be in a visible and accessible location and it would be a good idea to inform students and coworkers where to find this lesson should it be necessary.

DAILY ATTENDANCE

- Take attendance the first 5 minutes of every hour.
- Attendance must be as accurate as possible using our school information system (Synergy).
- If a student is late to your class without a pass, please mark Synergy as TARDY UNEXCUSED.

MAKE UP SLIPS

Students who have been absent are required to rectify their attendance prior to 8:05am. Instructors are required to ensure students who have been absent have reported to the office to rectify their attendance. Students must have a "makeup slip" from the office their return to class.

MAKE UP WORK

The amount of time allowed for make-up work is equal to the number of days of absence plus one unless other arrangements are made with the classroom teacher. Previously assigned work and tests

are due when you return or through other arrangements with the teacher.

MARKS AND MARKING

Teachers will have a meaningful grading system based on criteria related to the achievement of course goals and objectives.

- Grades should be based on comprehensive and extensive measurement.
- Grades should be determined over an extended period of time.
- Grades should represent several kinds of evaluative instruments.
- Grades and reports should be realistic.
- Grades should be understandable to students and parents.
- **Grades are Data Private!!**

FAILURES

Teachers are asked to do everything in their power to help the student be successful and, if the student fails to take advantage of the opportunity, then they have failed themselves.

INCOMPLETE GRADES

- Incomplete grades shall be changed to a letter grade no later than two weeks past the end of a grade period.
- Exception to this rule is made only after a conference between the student, teacher, and principal.
- Work not made up before the end of this two week period will become an "F".

MINNESOTA GOVERNMENT DATA PRACTICES

As you perform your assignments you will be working with information about students and employees of the School District. The purpose of this form is to notify you that the Minnesota Government Data Practices Act, Minn. Statute 13.01, et seq, protects almost all information about students and employees from public access and to explain your responsibilities under this complicated law.

Employees: While some information about School District employees is public, much is also classified as "private data" and thus may not be released to anyone, either orally or in court order. The rules for determining what information about employees is public and what is private are extremely complex. Because of this complexity you should not share information about District employees with anyone other than other members of the committee on which you serve, school board members or school administrators unless you have first contacted the Superintendent, who will consult with legal counsel where necessary to determine whether the information is public or "private."

Responsibility: You are responsible for complying with the Government Data Practices Act. Violations of this Act expose the School District to lawsuits and money damages. In addition, someone who willfully violates the Data Practices Act may be charged with a crime.

PURCHASE ORDERS

- To utilize funds for educational purposes staff must use purchase orders. Purchase Orders should be submitted online by the designated person in each department.
- Be sure to complete the **entire form**.
- Principal will review the purchase order and approve or deny the request.
- You will receive the original copy if the purchase order is approved.
- You may then mail, phone, or fax your order.

SUPPLIES AND EQUIPMENT

Routine supplies, such as paper clips, tape, staples, construction paper, folders are available in the staff lounge/work room. Check with the building secretaries if you have questions about what is available.

FACILITY REQUESTS

Requests for the use of school facilities for meetings and other school-related activities should be made in the following manner:

- **Board Room, High School gym space, cafeteria, and all purpose rooms:** schedule through the district office for any time outside of the academic day.
- **Before school and until 5:00 pm:** Contact the high school office.
- **After 5:00 pm:** Complete a building use request form found in the district office.

MANDATORY REPORTING

A professional or their delegate who is engaged in the practice of education who knows or has reason to believe a child is being neglected or physically or sexually abused, as defined in subdivision 2, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff. (Minnesota Statute Section 626.556, Subd. 3). This process should also include licensed administration.

A professional or his/her delegate, who is engaged in the practice of education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the Kanabec County Sheriff (679-2141) and Kanabec County Social Services (679-6350) (Minnesota Statute Section 626.556, Subd. 3)

Physical abuse means: "Any physical injury inflicted by a person responsible for the child's care on a child other than by accidental means".

Students should be informed before they write assignments, including journals, that information they reveal regarding physical abuse, sexual abuse, or suicide must be reported. Also, any pattern of drug use which indicates problems will also be referred to the counselors, social worker or administration.

FIELD TRIPS

- All field trips require prior approval by the Principal and the MELT committee.
- Students must have parental permission to be taken from the building and under no circumstances should students be permitted to drive their own vehicles.

- Accurate rosters of participants must be provided to MHS Office prior to the trip.
- Transportation costs of the trip are NOT covered by the district, unless it is required by a University.

TRANSPORTATION REQUESTS

Requests for transportation should go through the District Office. This includes requests for buses for field trips, vans, school cars, etc. School vehicle keys need to be returned promptly to the bus garage when travel is completed!

INJURIES/ACCIDENTS

All student accidents, no matter how small, should be reported to the nurse's office within an hour of occurrence or as soon as possible. Accident reports must be initiated and completed.

Staff injuries/incidents must be reported to the building principal immediately as a first resource to assist with the first report of injury and assisting the injured worker. The District Office is second resource if the principal is unavailable. Please see the District's Return to Work Policy for more information.

CADETS

- A staff member may have only one cadet per hour unless different arrangements are made with Administration. Students assigned as cadets must be a junior or senior and maintaining at least a B average **in all subject areas** during the most recent grading period.

MINNESOTA TEACHING LICENCE REQUIREMENTS

- You need 125 clock hours to renew your Minnesota Teaching License.
- Within the 125 you must include all six areas and meet the district requirement total hours.
- When figuring your totals, be careful to check the dates.
- The most recent five years will apply toward your license renewal.
- **All activities are to be entered into: "mylearningplan.com"**

STUDENT ASSISTANCE TEAM (SAT)

PURPOSE:

- To work with general education staff to provide support for students that may exhibit academic, social, emotional, physical and/or behavioral problems.
- To process an appropriate plan of action for the students in their general educational setting.

REFERRAL PROCESS:

- Referrals can be made by MHS staff.
- Referrals should be sent to the Assistant Principal or designee.
- Referrals will be scheduled with the SAT team in a timely manner.

FUNDRAISING

- Fundraising activity must be approved with administration.

POSTER AND SIGN POLICIES AT MHS

- No signs or posters are to be posted in the school building without obtaining approval (stamp) from administration. If approved, the posters should be posted on the bulletin board across from the HS Office and in the cafeteria.

EMERGENCY PROCEDURES

Medical Emergency:

- Follow emergency procedures found in your classroom emergency folder.

Tornado Procedure:

- Follow emergency procedures found in your classroom emergency folder.

Soft Lock down Procedures:

- Follow emergency procedures found in your classroom emergency folder.

Hard Lock down Procedures:

- Follow emergency procedures found in your classroom emergency folder.

Fire Drill:

- Follow emergency procedures found in your classroom emergency folder.