



***“To Live, To Love, To Learn, To Leave a Legacy”***

[www.strideacademy.org](http://www.strideacademy.org)

320.230.5340

# **Staff Handbook 2017-2018**

## ***Mission***

***STRIDE Academy nurtures individuals while fostering leadership and empowering students to attain their highest potential in a family-centered environment.***

## ***Contact Information***

**STRIDE Academy**  
3241 Oakham Lane  
St. Cloud, MN 56301

**Phone Number: (320) 230-5340**

**Fax Number: (320) 217-6318**

**Web Site: [www.strideacademy.org](http://www.strideacademy.org)**

**Email: first initial & last name @strideacademy.org (example: [jsmith@strideacademy.org](mailto:jsmith@strideacademy.org))**

**Normal school office hours are from 7:30 a.m. - 4:00 p.m.**

STRIDE Academy is a charter school authorized by the Minnesota Department of Education. As a charter school, we are a public, non-profit entity and receive funding through the Minnesota Department of Education. We must comply with all state and federal mandates that govern public schools in the State

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of Minnesota. We must also comply with requirements established by our sponsor, Friends of Education. Students are not assessed tuition fees to attend STRIDE Academy.

Eric Williams, Ed.D.,  
Executive Director  
Ext: 6943

Diane Moeller  
Principal  
Ext: 6322

**STRIDE Academy School Board of Education**

**Members**

Sara Fromm – Parent Representative  
Aaron Lundblad – Community Representative  
Sylvester Alamin, Parent Representative  
Natalie Ringsmuth - Parent Representative  
Nathan Schwieters – Teacher Representative  
Asha Aden – Parent Representative,  
Cortney Ryan – Teacher Representative  
Eric Williams - Ex-Officio

Board Meetings are held on the 3<sup>rd</sup> Thursday of each month at 6:00 p.m. at the Middle School, except before intersession breaks. Meetings are open to the public. Board minutes are available on the STRIDE Academy website or upon request. See Board meeting postings on STRIDE Academy website or within each school building.

**Proposed School Board meeting dates for the 2017-2018 School Year**

August 24, 2017	September 28, 2017	October 26, 2017	November 30, 2017
December 21, 2017	January 25, 2018	February 22, 2018	March 22, 2018
April 26, 2018	May 24, 2018	June 28, 2018	

***Staff***

Douglas Millaway, Psychologist/SPED Director  
Nadine Martin, Special Education Admin. Asst.  
Steve Swenson, Technology Manager  
Dan Henry, Building & Grounds Coordinator  
Shonda Nohner, Kindergarten  
Joanne Stoermann, Kindergarten  
Jennifer Feigum, Kindergarten  
Abby Moening, 1<sup>st</sup> Grade  
Molly Cardeneas, 1<sup>st</sup> Grade  
Courtney Ryan, 2<sup>nd</sup> Grade  
Laura Seeley, 2<sup>nd</sup> Grade  
Kimberly Burrows, 2<sup>nd</sup> Grade  
Stephanie Leedah, 3<sup>rd</sup> Grade  
Jennifer Geisler, 3<sup>rd</sup> Grade

Amber Voigt, 4<sup>th</sup> Grade  
Alex Rootes, 4<sup>th</sup> Grade  
Sara Voss, 5<sup>th</sup> Grade  
Christopher Kirchner 5<sup>th</sup> Grade  
Laura Maiers, 6<sup>th</sup> Grade  
Nathan Schwieters, Dean, 6<sup>th</sup> Grade,  
Studies/Activities  
Jason Fleege, Physical Education  
Josh Smith, Choir/Music  
Kassandra Michael, Art  
Susie McIntyre, EL Coordinator/EL Teacher  
Susan Janey, EL Teacher  
Michele Kockler, Special Education Teacher  
Malinda O'Brien Special Education Teacher

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Leanne Sudlarek, Title Teacher  
Dahir Hassan, Cultural Liaison  
Fartun Mohamed, ELL Paraprofessional  
Heather Peterson, Media Center/Lunch  
Cathy Lindstrom, Paraprofessional  
Sue Dingmann, Paraprofessional  
Linda Theisen, Paraprofessional  
Melissa Ritter, Paraprofessional  
Maria Kremer, Paraprofessional  
Tessa Soltis, Paraprofessional  
Nancy Kalla, Paraprofessional  
Amy Opatz, Paraprofessional  
Noelle Kirchner, Paraprofessional

Rachel Carlson, Paraprofessional  
Katy Meyer, Paraprofessional  
Emily Williams, School Nurse  
Kelly Meyer, Health Services Assistant  
Mandy Sadlo, Administrative Assistant  
Judy Theisen, Human Resource Assistant  
Rochelle Berger, Receptionist  
Katie Muhlenpoh, Principal's Secretary  
Terry Baxter, Custodian  
Fardosa Bile, Monitor  
Asha Abdirahman, Lunch Monitor  
Barb Von Hellwig, Lunch/Recess

### ***Absent Staff***

All staff must report an unexpected absence to AESOP prior to 6:00 a.m. in the event of an unexpected absence. Should an absence need to be reported after 6:00 am, staff must contact both principals via text or phone call. This will ensure we have proper coverage for absent staff.

Diane Moeller: 320-333-0112

Upon return to school, the ***Time-Off Request form*** must be completed within three days to report the absence. Failure to submit this form in a timely manner may jeopardize payment for the absence.

For an anticipated absence, staff must enter the absence in AESOP **and** complete the ***Time-Off Request Form*** to obtain approval prior to the absence. The time off request is to be placed in the Human Resource Assistant's mailbox. Once approved, you will receive an e-mail conformation regarding your request. It is the employee's responsibility to enter all absences in AESOP.

\*\*\*For all absences, it is imperative that staff provide detailed lesson plans for their substitute.

Additionally, please send your detailed lesson plans to team members as soon as possible so they can print them off if needed.

When leaving the building anytime during the school work day, staff must sign out & in at the front office.

### ***Accidents***

All accidents must be reported to the Office as soon as possible after the incident. The person witnessing the accident or receiving first report of the accident must fill out an ***Incident Report***. Staff must use their best judgment in managing an emergency situation. It is critical to avoid decisions that could result in further injury to the individual(s). Always plan student activities with safety as a primary consideration, be alert to potential dangers and try to prevent accidents from happening.

### ***Additional Hours***

Any hours beyond your contracted hours **MUST** be pre-approved by the building administrator. Not having hours pre-approved could result in not being paid for the additional hours

### ***Appliances, Coffee Pots, and Furniture***

STRIDE Academy must comply with federal/state occupational safety and fire codes. These are in place to guarantee the safety of students and staff. All staff is expected to comply with these requirements. There will be no small appliances (including coffee pots) in classrooms or student areas. The only appliances permitted in staff areas must be commercially rated. Staff may not bring discarded furniture to use in school areas.

### ***Attendance Incentive – Staff***

Absences by any staff person shifts workload to other staff and can be disruptive to the Mission of STRIDE Academy Charter School. At the same time it is recognized that at times such absences are unavoidable. In an effort to minimize the impact of absences, STRIDE Academy Charter School shall provide all regularly assigned employees, excluding administration, an incentive for minimizing the number of absences. For purposes of this policy an absence shall be any hours the employee is not at work during his/her scheduled work time.

All regularly assigned employees who use 5 days or less, of Paid Time Off, based on their regularly scheduled hours per week during the period of July 1st through June 30th will be eligible to receive an Attendance Incentive. The Attendance Incentive amount shall be \$700 for regularly assigned employees working 36 hours or more per week and \$400 for regularly assigned employees working between 30 and 36 hours per week. Any donated Paid Time Off will not be considered as used time off in reference to this policy. All applicable taxes shall be withheld from the Attendance Incentive. (Policy 304)

### ***Attendance - Student***

- Attendance is taken in ***every*** classroom by approximately 8:45 a.m. in the morning. Calls will be made home between 9:00 a.m. and 10:00 a.m. for students unverified by a telephone call from parents informing the school of the absence. Notify the office of any changes in attendance immediately as they occur throughout the day.
- Refer all notes, e-mails or telephone calls from parents regarding future absences, especially extended time away from school to the office. Parents/guardians should be directed to speak to the Dean of Students regarding extended absences. An “excused” absence can become an “unexcused” absence if it is not approved by the Dean of Students in advance.
- **Attendance - Student Policy:**
  - It is very important that staff members are aware of the student attendance policy, located in the Student/Parent Handbook.
  - Parents will receive a letter home reminding them of the attendance policy. If the excessive absences continue, parents will be required to hand in a doctor’s excuse for each absence.
- **Early Dismissal / Late Arrival of a Student**
  - When a parent/guardian brings their student to school after the start of the school day, they must report to the Office and sign the student in. Office staff will notify the teacher that the student has arrived and send him/her to class with an excused or unexcused note.

- o When a parent/guardian wishes to remove their student from school prior to the end of the school day, they must report to the Office and sign the student out. Office staff will notify the teacher that the student's school day has ended and students will then be sent to office. Parents should not pick up their children from the classroom.

### ***Bereavement Leave***

Regularly assigned employees are eligible for funeral leave per the Funeral Leave Policy outlined below. If additional time is needed the employee may be authorized to use Paid Time Off or take an unpaid leave of absence.

1. Death of spouse, child or stepchild: 5 days
2. Death of mother/father, sister/brother, grandchild/grandmother/grandfather, mother/father in-law, sister/brother in-law, grandmother/grandfather in-law: 3 days
3. Death of aunt, uncle, niece, nephew, or employee or employee's spouse: 1 day

Funeral Leave shall be paid to all regularly assigned employees at their daily rate according to their offer letter. (POLICY 412)

### ***Blood Exposure Procedure***

If you are exposed to blood, it is necessary to follow adequate procedures to avoid contamination. Consider the following guidelines:

#### ***Did the contact with blood include any of the following?***

- Blood in the eyes, nose or mouth; or
- Blood contact with broken skin (less than 24 hours old), including cuts or open skin rashes, or breaking of skin in a bite; or
- Penetration of skin by a blood contaminated sharp object (needle, lancet, glass, teeth, etc.)

#### ***If any of the above occurred:***

- Report the incident to the Office
- Follow instructions in **Blood Exposure Manual**
- Consider obtaining medical care.

### ***Bullying***

The Board of STRIDE Academy actively promotes a safe and welcoming school, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The staff is expected to create a climate in which all types of bullying are unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern of those behaviors, that is intended to cause distress upon one or more students in the school environment, including the school building, grounds, vehicles, email, internet, bus stops and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Anti-bullying efforts shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying with individual, group and/or peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

### ***Bus Duty***

All staff members are expected to accompany their classes to their mode of transportation at the end of the day. All teachers will escort their classes to KIDSTOP, the gym (parent pick-up), and to the bus line. Staff should ensure all of their 'bus' students are on their bus before leaving the bus area.

Reminders for busses:

- Students must ride on their assigned bus only. Students are **not allowed** to take any other bus than the one officially assigned to them. They may not switch busses nor ride to a friend's home on a different bus.
- If parents send notes for students to ride home with their friends, refer them to the Office. Students may not get off the bus for any reason (except emergency) once they are on the bus. This is an issue of safety and insurance coverage.

### ***Children of Employees on Worksite***

The Principal must approve children attending work with a staff member.

### ***Celebrations***

All school wide celebrations and dress-up days must be pre-approved by the principals.

### ***Communication (External)***

Communication is essential for efficient functioning of the school and delivering quality education to all students. Teachers are expected to communicate with parents biweekly through newsletters, website, parent letter, or other ways. Parent communications should not be limited to reprimands or missing assignments. Staff members should try to limit written communication to the Thursday folders.

For all students under-performing in the classroom, especially those with D's and F's, teachers are expected to communicate to parents about the academic concerns. It is important to provide the students the opportunity to address and improve their grades on their own.

Any newsletter is expected to be edited by a team teacher or other staff member before leaving the building. Email all newsletters to the building administrators and admin-assistants, as this helps keep the Office informed of the happenings in the classroom. Newsworthy activities and events from your classroom should be shared with the administrative team.

### ***Communication (Internal)***

E-mail communication is available for all staff. Staff should check their email at least twice daily when school is in session and twice per week during intersession and summer days. Emails are expected to be professional and school related. Limit to non-instructional times.

### ***Confidentiality***

Since school staff has access to private and confidential information about students and families, it is imperative that the student's right to confidentiality guide actions related to disclosure of student information. The sharing of any information about students or families can first be governed by the requesting individual's "right to know" the information. This includes sharing information between staff members. Student issues (SPED, Discipline, Grades, Test scores, parent concerns, financial status, etc.) **will not be discussed unless in a closed classroom or office.** If in doubt about an individual's right to obtain information, ask the building administrator.

### ***Copy Machine***

**It is very important that you know how to use the copier(s)** before attempting to make copies. If the copier jams, ask office staff to assist in clearing the jam. Please ask for assistance or support from Office staff. **Do Not leave the jam for the next staff member!**

Conserve paper whenever possible. Try to use the double sided function. Recycle unused copies. Do not copy originals that have dark backgrounds or edging because the copies use toner at an incredible rate.

Honor the guidelines preventing plagiarism.

You will use your employee ID to login to the copier.

### ***Cumulative Student Record***

Each student has a Cumulative (CUM) Student Record folder in secure files in the Office. This CUM Record is a permanent record and is forwarded to the next school the student attends. In the CUM folder you will find information about the student such as demographic information, standardized test scores, attendance records, progress reports, health records and other personal information. Students receiving special education services will have a Special Education Due Process file included in their CUM record. **Each teacher should review their students' CUM file prior to the start of the year** for any pertinent information.

### ***Custodial Support***

Please support the STRIDE Academy custodial staff by teaching your students an "end of the day" closing routine which may include putting the chairs up, picking up the classroom floor and surrounding floor areas, etc. - Leave your teaching area at the end of the day in the same condition (or better) than when you arrived in the morning. Instructing and expecting students to be leaders in keep our building clean is a high priority.

### ***Discrimination – Nondiscrimination***

The Board of Education of STRIDE Academy has adopted the following policy regarding discrimination.

***“No person shall, on the grounds of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affection orientation, familial status or disability be subjected to discrimination in any program operated by STRIDE Academy or in recruitment, consideration, selection, employment or rate of compensation by the Academy.”***

Staff should report concerns or policy violations to the Executive Director as soon as possible.

### ***Duty Day***

The duty day for certified staff is eight (8) hours, typically 7:30 a.m. until 3:30 p.m. as per the Offer Letter of Employment. Frequently the 7:30 a.m. to 8:00 a.m. and 3:05 p.m. to 3:30 p.m. time periods are dedicated to meetings involving staff throughout the school. Teachers do have the flexibility to have alternate work times with prior approval of your supervisor in accordance to the Human Resource Manual. The official student day is from 8:15 to 3:05.

If staff must leave the school building during the duty day, she/he must obtain Administrator approval and use the **Sign In/Out binder** located in the front Office.

### ***Dress Code- Appearance and Clothing***

Staff will dress in business casual attire. All staff is expected to present themselves as professional educators; which include wearing professional attire and appropriate jewelry. As a representative of STRIDE Academy, you are required to always present a professional appearance to the public and our students. All employees are required to maintain dress, grooming, and hygiene practices which are consistent with prevailing norms. It is unacceptable for employees to be unclean, disheveled, or offensive.

### ***Emergency Information***

An **emergency message** from REMIND will be used if emergency information must be disseminated quickly to all staff. Staff will receive a text message with any emergency information. Please let the office know if your phone number changes.

### ***Emergency Procedures*** - Please see **Emergency Procedures Manual**.

- **Severe Weather Plan**
  - The procedures to follow in case of severe weather are posted in each room of the building.
  - Please familiarize yourself and your students with these procedures which are located in the **Emergency Procedures Manual**.
  - Severe weather shelter signs are posted in the building.
  
- **Lock Down Drills**
  - All lock down procedures is located in the Emergency Procedures Manual.
  - STRIDE Academy will conduct five lock down drills per year.
  - The lock down procedures should be kept confidential.
  
- **Fire Drills**



- Minnesota schools are required to conduct five fire drills each year. At least one of these drills must be an obstructed exit fire drill.
- Fire drills will be conducted on a regular basis as per the State Fire Marshall regulations.
- In each room, an emergency escape plan is posted. Please familiarize yourself and your students with this plan. Refer to this map so you know how to evacuate your area of the building. You may want to practice evacuation with your students prior to an actual fire drill.
- Please turn off lights and close all doors as you pass through them.

### ***Energy Management***

We request that all staff make effort to conserve energy, especially during peak energy consumption times of the year. Please follow all administrative requests regarding thermostat settings, open windows and doors and turning off lights.

### ***Field Trips***

Grade levels are encouraged to plan for field trips in advance. Each grade level is expected to complete the **Field Trip Request Form** at least three (3) weeks prior to the planned event. Scheduling for transportation (bussing) is to be completed by the grade level and not the office. The field trips should be carefully selected by the instructional staff to enhance and enrich students' learning. STRIDE Academy uniforms will be worn during field trips, unless approve by administration. A member of the grade level must call Spanier Bus Company at 251.3313 to confirm the bus is reserved.

If you must cancel a field trip for which arrangements have already been made, notify the Office at least 24 hours in advance. Cancellation on the day of the trip may only be made in case of emergency (i.e. inclement weather) or conditions in which the safety and welfare of the students may be jeopardized.

If a teacher has concerns about a student attending a field trip, they are expected to communicate said concerns with the parents and administration. Denying a field trip to any student is not permitted.

### ***Grade Reporting***

Update grades in Skyward one week after the assigned due date.

### ***Grant Proposal Writing***

Staff members are encouraged to write proposals to obtain grant funding to specific projects, activities, equipment or materials. The building administrator must be kept informed about your efforts at obtaining Grant funding and provide support to the application.

### ***Grounds and Adjacent Park Area***

We are leasing the STRIDE Academy building and grounds. If you need to do any planting or use the grounds for educational activities, consult with the Principal prior to planning the activity. When using the grounds, make sure to clean up and dispose of trash properly.

### ***Harassment***

STRIDE Academy has a commitment to confront behaviors that are considered to be harassment. Prompt reporting and investigation by administration is mandated by the STRIDE Academy Board of Education. All staff will sign the attached Harassment Policy Acknowledgement Form on a yearly basis. (POLICY 413)

The following definitions of harassment apply:

**Harassment** is participating in, or conspiring for others to engage in badgering acts that injure, degrade, disgrace or threaten other individuals (examples include religious persecution or cruelty directed toward an individual with a disability).

**Sexual Harassment** is defined as, but not limited to:

1. words or actions relating to sex that are derogatory, offensive, exploitative and/or degrading; or...
2. A display or circulation of materials and/or pictures, which are sexually explicit or demeaning (including web-based or electronically transmitted information).

**Racial Harassment** and racial bias consists of physical or verbal conduct related to an individual's race when conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities

**Religious Harassment** consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

### **Health Services**

The Health Service Office is responsible for school health services.

If a student comes to school with medication, send that student to the Health Service Office to consult with personnel about administration of the medication. Our guidelines for administration of medication follow those established by the Minnesota Department of Education.

- Administering medication from unmarked bottles or envelopes violates the medical code of ethics.
- Students shall be administered medication in school only in exceptional circumstances, wherein the student's health may be jeopardized without it.
- Prescription medication may be given at school. Medications must be contained in the original container current labeled by the pharmacist or doctor. The pharmacist will provide parents with two prescription bottles, upon request. Medication authorization forms are available from the Office.
- Over-the-counter medication, including Tylenol, aspirin and cough syrup, may be given when accompanied by a note from the parent/guardian **and** physician. Over-the-counter medication must be in the original container with printed instructions on the bottle or box.
- Students are NOT allowed in the Health Services area without approval from an authorized staff personnel. All students reporting to the Health Service Office must be accompanied with a signed Health Service Pass.

### **Homework Policy**

Homework is an essential part of a student's education. It is an extension of learning that occurs in the classroom. It engages family members in the student's learning. The purpose of homework is to:

- Share the learning process with family members,
- Reinforce what is learned in class,
- Develop good study habits,
- Prepare activities that will occur in the classroom, and
- Provide additional time to complete assignments given during class.

We want STRIDE Academy students to develop a responsible attitude towards their school work. Well-designed homework assignments are age-appropriate and within the skill-range of the students. Homework should be **directly** related to class work and expectations should be explained. The amount of homework will vary from grade to grade and subject to subject. It will also differ according to the learning needs of individual students. Not all students require the same amount of homework.

### **Jury Duty**

STRIDE Academy recognizes the responsibility of its employees to the community and urges all employees to fulfill their civic responsibilities. Jury duty is one such responsibility that all employees have. The STRIDE Academy shall assist the employee to fulfill this responsibility by granting them time off with pay for the period of 10 school days. Time off will be granted without pay beyond 10 school days. The employee shall inform the principal or supervisor of upcoming jury duty as soon as possible after receiving a summons. (Policy 411)

### **Meetings**

Staff meetings for regularly assigned staff will be scheduled in advance and communicated via email to include agendas. Routine announcements for the week will be sent to staff each via e-mail from the building administrators.

### **Mandatory Reporting**

All school personnel are mandated to report any child abuse. All reports of suspected child abuse and neglect are to be made directly and immediately to the local police department, county sheriff or county Child Protection Office. This verbal report is followed by a **Mandatory Written Report** (see building administrator). Please work collaboratively with the Principal and Social Worker to address your concerns about student welfare and the appropriate course of action to take.

### **P.A.C. (Panther Activities Club)**

STRIDE Academy Activities Club is an organization composed of parents, staff, and friends of STRIDE Academy. The Activities club will provide additional support to all extra-curricular activity programs at STRIDE Academy through volunteerism and financial support. The Activities Club will help purchase supplies, equipment, provide scholarships, help with team events, as well as recognize students' participation beyond what the activity fees provide.

### **Paraprofessionals**

Paraprofessionals are STRIDE Academy school staff members serving in a supportive role to the teaching staff and administration. Paras provide instructional or behavioral support to students. They may be assigned to work one-to-one with a student or work with small groups of students to pre-teach concepts or vocabulary, reinforce instructional concepts, enhance or extend instructional time. They may provide behavioral cues, reinforcement or proximity control to individual students. Paras are **not** expected to

provide primary instruction to an individual student, small group of students or class. All paraprofessionals' intervention must be planned, guided and supervised by the teacher in charge.

### ***P.A.T.H.S. (Parents and Teachers Helping Students)***

All Parents, Guardians, and Teachers of STRIDE Academy are members of PATHS and are invited to attend the meetings. PATHS is a volunteer organization of parents and guardians who want to assist our teachers and staff in making STRIDE Academy the best school it can be! The meeting agenda will be posted on the PATHS bulletin board. Members of the staff will serve as liaisons of PATHS, so see them with questions. All material/funding requests will need administrative approval before going to PATHS.

### ***Parent / Teacher / Student Conferences***

The STRIDE Academy Board of Directors supports a Conference Procedure that gives parents a variety of formats in which they receive information about their student's progress. The conference schedule provides times that are convenient and encourage parental participation. All staff must convey to the parent/guardian: (1) the importance of face-to-face conferencing. (2) the availability of conferencing and, (3) the understanding that parents/guardians can request conferences at any time which is mutually convenient to the teacher and parent. Parent/Teacher conference dates and times are as following:

- October 19, 2017 from 9:00am – 7:00pm
- January 16, 2018 from 9:00am – 7:00pm

### ***Personal Leave***

It is the belief of the administration of the STRIDE Academy Charter School employees will benefit mentally and physically by a period of rest and relaxation away from the duties and responsibilities of their jobs, at least for some period of time during the year. Paid Time Off is designed to be used for various personal reasons. It is the intent of the Academy to provide each employee with the Paid Time Off schedule he/she desires; however due to the nature of our business, this is not always possible. Individual scheduling preferences will be considered in view of each employee's total length of service with the Academy in relation to the availability of personnel to conduct business and subject to the following:

- All Paid Time Off requests for the first two weeks or the last two weeks of school must be approved at least one month in advance by the administration.
- Paid Time Off of more than two days may be granted if approved one month in advance by the administration.
- In special/emergency circumstances administration will be able to determine and adjust needed emergency Paid Time Off already accrued by the employee.
- Accrued Paid Time Off must be used prior to taking unpaid time off.
- No more than 5 employees may schedule Paid Time Off for one or more days, unless approved by the administration.

All regularly assigned employees are eligible for Paid Time Off upon completion of 90 days of continuous employment. Temporary employees are not eligible for Paid Time Off. Paid Time Off is accrued one day per month, up to 12 days per year for regularly assigned employees working more than 36 hours per week and up to 9 days for regularly assigned employees working between 30 and 36 hours per week. Up to three days may be rolled over to the next year for regularly assigned employees working between 30

and 36 hours per week and up to five days for regularly assigned employees working more than 36 hours per week. (POLICY 409)

### ***Personal Property on School Site***

Personal property brought to the school site should be clearly identified so items can be distinguished from school property. Valuables must be stored in secure locations, preferably in locked drawers or closets.

### ***Professionalism***

The image and reputation of STRIDE Academy is reflected in its staff, administration, and Board. The STRIDE Academy Board has high expectations for its employees in conveying a positive professional attitude and maintaining honorable behavior. All staff is expected to present themselves as professional educators; which include wearing professional attire and appropriate jewelry. The communicative behavior of staff must be respectful at all times. Staff to staff communication must also be of professional nature.

STRIDE Academy staff is expected to be involved in their professional community to enhance their professional development and maintain an informed network of professional support.

### ***Photo Identification***

STRIDE Academy will provide each employee with a photo identification card. All staff is expected to visibly wear their identification in the building or at a school-related function. Remember that all visitors are expected to have a visible visitor badge, and if you do not see one, you are expected to ask for it.

### ***Purchasing Procedure for Ordering, Purchasing, and Reimbursement:***

1. Obtain a Purchase Requisition form from Mandy Sadlo.
2. Complete the form with as much detail as possible, including vendor name, address, and fax number, as well as individual items to be purchased and estimated costs (including shipping and handling, if known).
3. Administration will approve or disapprove based on items requested and cost.
4. You will be notified via e-mail the result of your request.

**All receipts must be turned in for reimbursement within 7 calendar days or you will not be reimbursed!**

### ***Release of Private Information to Parents***

Parents have a right to request/receive information about their child. Non-custodial parents also have a right to request/receive information about their child unless there is a court order to the contrary. Documentation of restricted access to records is retained in the student's CUM file.

### ***Repairs***

Please report to the Maintenance or front office any safety concerns or items in need of repair. This may be done via e-mail or by writing your needs on a note.

### ***School Calendar***

There is a copy of the school calendar in the handbook, the office, and school website.

### ***School Closings***

The following process is followed in the event of a school closure:

1. The Director will make the determination to close school for the day if it is not weather related.
2. Staff will be notified via REMIND.
3. School closings will be announced on local news channels/stations.
4. Staff should not report unless otherwise directed.

### ***Security***

Security and safety procedures have been established for the protection of students, staff and all who enter our facility. Enter and exit the building using designated access doors only. To enter the building on non-school days (weekends and holidays) use the main entrance and sign in the staff handbook or email the building administrator. Any and all keys, security access cards and Picture ID's will remain the property of STRIDE Academy. Upon separation from employment at STRIDE Academy, all of the previously mentioned items shall be turned in to the Office no later than the last day of work).

### ***Snacks in the Classroom***

Teachers/Grade Levels may provide time for snack, embedded during instructional time. Snack time should not be a scheduled non-instructional time, but rather a working snack. Please model, practice, and review on how to eat snack and work at the same time.

### ***Standardized Testing***

The State of Minnesota requires administration of the MCAs (Minnesota State Wide Comprehensive Assessment) for 3<sup>rd</sup>-8<sup>th</sup> grades. We follow the MDE (Minnesota Department of Education) calendar of testing dates. NWEA (MAP) Tests will be given in the fall, winter and spring for all Kindergarten – 6<sup>th</sup> graders.

### ***Student Discipline***

It is essential that students understand the expectations for appropriate school behavior. All students are responsible for their own behavior. Classroom behavioral expectations must reinforce building-wide expectations. Although some variation in expected behavior is expected from classroom to classroom, a quiet and organized environment conducive to learning is required for all students. Respect, responsibility and positive reinforcement are valued. Students must understand that there will be consequences for making inappropriate choices. These consequences are designed to help the student make better choices in the future. Teachers are expected to be actively involved in designing and implementing behavioral consequences. Frequent parent contact regarding behavioral issues is also expected.

It is additionally important that appropriate behavior is maintained outside the classroom, in non-teaching areas (i.e. bathrooms, hallways, lunchroom, and playground, to and from the bus). If you witness a student displaying inappropriate behavior or being disruptive, please escort that student to his/her classroom for intervention by his/her classroom teacher.

If an infraction occurs which requires documentation into Skyward, notify parents or guardians as well.

### ***Substitute Teacher Folder***

Each teacher must prepare an emergency substitute folder. In this folder you must outline your daily schedule from beginning to end of the day. These additional items should be included:

- Class list
- Attendance procedure
- Bathroom procedures

- Prep time
- Lunch time
- Rules of the class
- Fire drill procedures/Lockdowns
- Who to contact for emergencies
- Special needs of students, to include paraprofessional duties, assigned to work in your room
- Activities that will keep the students constructively engaged throughout the day

Leave daily lesson plans in a visible spot within your teaching areas. All grade level members should be able to locate this information in your classroom.

Adequate planning for substitutes, clear expectations and good communication will ensure the availability of substitute teachers when we need them. Follow-up with students, based on substitute reports, will delineate a link between teacher and substitute.

### ***Tours***

School tours are given upon appointment with the building administrator. The tours last about 30 minutes and are given to prospective parents, families, students, teachers, student teachers, interns, community sponsors, university staff, etc. Please greet visitors warmly.

### ***Technological Equipment***

The equipment available to all teachers includes:

- Television
- VCR / DVD
- LCD Projector
- Laptop carts

Please use all technological equipment appropriately and report any malfunction to the Technology Manager immediately. If you are uncertain how to operate equipment, ask the Technology Manager for assistance.

### ***Thursday Folders***

Stride academy utilizes Thursday Folders as an important method of communication with parents. We will send as many items as possible electronically, but will send items via paper as deemed appropriate. All Thursday Folders sent through the district office must be given to the receptionist by no later than 8 AM on Wednesday. This will allow for administrative approval, copying, and distribution. Anything after the deadline will be either sent the following week or not sent at all. The front office must also be given a copy of all items sent by the classroom teacher in Thursday Folders. This will allow for the front office and administration to support in communicating in answering parental questions.

### ***Timesheets***

All hourly, non-exempt employees will fill out a paper timesheet. Timesheets are kept in a binder near the staff mailboxes. Timesheets must be detailed with exact work times and record work times in the proper department of work performed. All hours must be added, hours rounded to the nearest quarter hour, and timesheets must be signed in order to ensure timely payment. Pay periods run from the 1<sup>st</sup> of the month through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of the month. Staff will be paid on the 15<sup>th</sup> and last day of the month.

### ***Tobacco Use***

The Board of Education prohibits the use of tobacco products (ex. – cigarettes, e-cigs, and other forms of tobacco) on STRIDE Academy property, including school building and grounds.

### ***Video Surveillance***

Maintaining the health, welfare, and safety of the students, staff, and visitors while on the school property and the protection of school property are important factors of the school. The school board recognizes the value of video/electronic surveillance systems in monitoring daily activity on school property. The school building and grounds may be equipped with video surveillance. Videotapes will be viewed by school personnel on a random basis and/or when problems have been brought to the attention of the school. A videotape will be released only in conformance with the Minnesota Government Data Practices Act Minn. Stat. Ch.13 and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and the rules and regulations promulgated thereunder. This is a summary of the Video Surveillance other than Busses policy. For complete review see POLICY 712.

### ***Video Tapes, DVD's, and CD's***

The use of videos and movies as instructional tools is an alternative method of instruction. All videos must be preapproved by the principal. Parent permission slips must also be sent home if video is not G rated. Preview any video that you wish to show your class. Please consider the following when choosing to use a video:

1. It is appropriate for a school setting.
2. It is appropriate for your age group of students.
3. It is educationally relevant.
4. It is related to instructional goals / objectives. The use of videos/movies to fill down time is discouraged. If used as a reward, please use your professional judgement.

### ***Voice Mail***

Staff receives voice messaging using our telephone system. Staff is encouraged to check for messages twice daily.

### ***Volunteers***

We anticipate having many volunteers working in the building. A background check must be completed on anyone directly interacting with our students in school and register them for insurance purposes. All volunteers must be authorized by the building administrator **prior** to beginning work in the classroom. Volunteers will be expected to comply with school policies and procedures and maintain expectations of the school and classroom. When a volunteer comes to school to work, s/he must sign in at the office and obtain a badge which will visibly identify them to staff and students.

All staff members **MUST** check the approved volunteer list on Google Docs **prior** to having volunteers assist with an activity or event. If a volunteer is not on the approved volunteer list they are not able to volunteer until the above process has been followed, **NO EXCEPTIONS!**

***If you see someone in the building that is not wearing a visitor's badge, ask him/her to report to the office immediately to obtain one. Inform the Office that someone is on the way to sign in.***

### ***Weapons – Zero Tolerance***



STRIDE Academy Staff Handbook 2017-2018

In accordance with state and federal laws, weapons of any kind are strictly forbidden in all school buildings, on all school grounds and buses. Under this policy, look-alikes (including toy guns, squirt guns, toy knives, etc.) may be considered to be weapons. Students may not have paring knives in their school lunches. Students must be instructed not to bring any of these objects on the bus or too school.

With a zero tolerance posture, a student in possession of a weapon in the school building, on school grounds, on a school bus or at a school function, shall be immediately suspended and further consequences will be determined by the Principal in consultation with parents and the local police department.

ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK  
2017-2018

I acknowledge, with my signature below, I have been assigned a copy of the STRIDE Academy Staff Handbook and I understand it is my obligation to read the handbook and to understand what it says.

I acknowledge after having read the handbook, I am encouraged to contact the Principal or the Executive Director at any time I have uncertainty about any personnel policy, practice or benefit.

I understand this handbook does not constitute or create a contract of employment between STRIDE Academy and any employee, nor does the handbook establish any terms or conditions of employment.

I understand additions to or alterations or modifications of the rules, policies and procedures contained in this handbook may be made by STRIDE Academy at any time and for any reason and that I am obligated to insert those additions into the handbook to assure it is remaining current. I understand I am to comply with and follow these additional, altered or modified rules.

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**Date**

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**Employee Name (printed)**

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**Employee Signature**

HARASSMENT AND VIOLENCE POLICY  
2016-2017

I acknowledge, with my signature below, I have been assigned a copy of the STRIDE Academy Harassment and Violence Policy 413. I understand it is my obligation to read the policy and to understand what it says.

I acknowledge after having read the policy, I am encouraged to contact Administration or the Human Resource Coordinator at any time I have uncertainty about the Harassment and Violence Policy.

I understand additions to or alterations or modifications of the rules, policies and procedures contained in the staff handbook may be made by STRIDE Academy at any time and for any reason and I am obligated to insert those additions into the staff handbook to assure it is remaining current. I understand I am to comply with and follow these additional, altered or modified rules.

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**Date**

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**Employee Name (printed)**

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**Employee Signature**