



**CLIMAX-SHELLY FACULTY HANDBOOK**  
***"Preparing Students Today for Success in a Challenging Tomorrow"***

**BOARD OF EDUCATION**

**Bradley Erickson, Toscha Larson, Jayne Nesvig, Molly Paulsrud, Beth Rarick, Scott Swanson, Vance Thoreson**

**ADMINISTRATION**

**Dan Dalchow:** Superintendent/Transportation Supervisor/Human Rights Officer/Food Services Director/ Special Education Director/Community Education Coordinator  
**Lucas Soine:** K-12 Principal

**ELEMENTARY TEACHERS**

**Bailey Grimes:** Preschool  
**Chad Christianson:** Kindergarten  
**Alison Swenson:** 1<sup>st</sup> Grade  
**Becky Hanson:** 2<sup>nd</sup> Grade  
**Kris Spaeth:** 3<sup>rd</sup> Grade  
**Alexis Peterson:** 4th Grade/Volleyball Coach  
**Brenda Slyt:** 6th Grade/HS Volleyball Coach  
**Isabel Rhen:** Title Teacher  
**Deb Dale:** Reading Specialist

**HIGH SCHOOL TEACHERS**

**Christelle Bacani:** Music  
**Carrie Connell:** Art/Yearbook/Student Council Advisor  
**Joan Fjeldseth:** Social Studies/JH Special Education  
**Hyungsuk Maeng:** Math/8<sup>th</sup> Grade Advisor  
**Peter Hendrickx:** AG/FFA Advisor/Suburban Route Driver  
**Michelle Karst:** English/7<sup>th</sup> Grade Advisor  
**Brendon Mitzel:** History/Social Studies/10<sup>th</sup> Grade Advisor/Bus Driver  
**Ethan Proznik:** PE/Football Coach/Basketball Coach  
**Terry Ruud:** English/9<sup>th</sup> Grade Advisor  
**June Sepulvida:** Science

**OFFICE STAFF**

**Karen Johnson:** Business Manager  
**Ashley Braaten:** Administrative Assistant

**SPECIAL SERVICES**

**Joe Hyde:** Technology Director

**Jill Perkerewicz:** RN, School Nurse (Polk County Public Health)  
**Jenna Guttomson:** School Psychologist  
**Jenna Holtz:** School Social Worker  
**Anita Brekken:** School Counselor  
**Sue LaPlante:** Elementary Special Education  
**Joan Fjeldseth:** JH Special Education  
**Shana Williams:** HS Special Education  
**Monica Terpstra:** Speech Therapy

#### **EDUCATIONAL PARAPROFESSIONAL STAFF**

**Amanda Alvarez**  
**Jessica Burke**  
**Mina Guzman**  
**Dianna Johnson**  
**Anita Ondrush**  
**Trista Priest**  
**MaryLynn Skavlem**  
**Erin Wilson**

#### **CAFETERIA STAFF**

**Terri Eidenshink**  
**Stephanie Abentroth**  
**Kaedin Backen**

#### **MAINTENANCE/JANITORIAL STAFF**

**Ronald Baatz**  
**Tammy Baatz**

#### **BUS DRIVERS**

**Ronald Baatz**  
**Jeff Solheim**  
**Brendon Mitzel**

*A gifted teacher is not only prepared to meet the needs of today's child, but is also prepared to foresee the hopes and dreams in every child's future.*

*-Robert John Meehan*

## **PROFESSIONALISM**

The dictionary defines professionalism as, “The conduct, aims, or qualities that characterize or mark a profession or a professional person.” Remember that we are all professionals here and would like to be treated as such. When professionals have a problem, they seek out those who have the resources to correct the problem. A professional will also look for a positive solution and put forth effort to correct the problem. Complaining is not an option. We deal in positive solutions!

*Education is the most powerful weapon which you can use to change the world.*  
-Nelson Mandella

## **WE ARE IN THIS TOGETHER**

The people we surround ourselves with either raise or lower our standards. They either help us to become the best version of ourselves or encourage us to become lesser versions of ourselves. We become like our friends. No man became great on his own. No woman became great on her own. The people around them help make them great.

We all need people in our lives who raise our standards, remind us of our essential purpose, and challenge us to become the best version of ourselves.

## **TEACHER APPAREL**

Teachers are encouraged to dress professionally, comfortably, and appropriately for their specific teaching assignments. Please be conscious that we are role models for not only the children in the school, but also the community. Good blue or colored jeans may be worn on Fridays, or the last day of the week.

## **TEACHER SUPERVISION**

Hallway supervision is extremely important. All teaching staff are required to be visible in the hallways close to your teaching rooms five minutes before and after school as well as during the passing of classes.

No students should be in the building unless properly supervised. All students assigned to you for the duration of each teaching period are your responsibility. If you are a coach or sponsor of a group or activity you are responsible for those students from the time they arrive at the school until the time they leave our doors. Be firm at all times. Report anything that goes wrong to the building principal immediately or the next day if unavailable. Localize your activities and set up enforceable rules. As a coach or group leader you should be the first one here to open up the facility, and you are the last one to leave making sure all your students have left the building.

## **LEAVING THE BUILDING**

Any staff person who needs to leave the building at any time other than their assigned lunch time needs to notify the office personnel in case of emergency (if the reason is personal, please check with the principal). Early dismissal or late arrivals need to be cleared with the building principal.

## **HOURS OF EMPLOYMENT**

The teacher's day starts at 8:00 am and is completed at 3:30 pm. Staff meetings are conducted on Monday's at 7:30 am Please be ready before 8:00 am to greet, supervise, and help the students of Climax-Shelly. From 7:30 am to 3:30 pm, children of employees and/or students should not be in the staff lounge.

## **TEACHERS NON ASSIGNED PERIODS**

Minnesota State Board Regulations provide as follows: "Each school teacher shall have one period during the school day for preparation and conferences." The assigned period is to be used for necessary out-of-class responsibilities such as conferring with students, supervising students' make-up work, or working on school community committees. Where possible, the teacher's room has been left unscheduled during the teacher's unassigned period.

## **INSTRUCTIONAL SUPPLIES**

It is the responsibility of the teacher to return budget packets and detailed ordering information to the building principal by the designated date. Many essential instructional supplies can be found in the main office.

## **LESSON PLANS**

Daily lesson plans should be carefully prepared for one week in advance by all teachers. In addition, lesson plans should be completed enough in advance in case of an emergency. That way, a substitute can take over your class without major disruption. Lesson plan books should be placed on the teacher desks and readily available for substitute teachers.

## **GRADES**

Grades will be updated weekly. This is a way to communicate with students and parents. Updating your grades regularly puts the responsibility back on the student and keeps the parents informed.

## **ATTENDANCE**

Each teacher is to take accurate hourly attendance. This needs to be posted each hour electronically. An accurate record of attendance will help in determining eligibility for students participating in sports and extracurricular activities. Teachers are responsible for the students during the time they are scheduled to be in their class. In times of litigation, proof of attendance goes back to the classroom teacher and whether or not competence was demonstrated in performing this task.

## **HEALTH AND SAFETY**

Observe the students under your care for signs of illness, communicable diseases, skin infection, and physical or mental abuse. Students should be sent directly to the principal's office if any of the above are noted. Remember, we are mandated reporters, if you suspect a problem with a student, you are required by law to report your suspicion to either the building or district human rights official.

## **CHAIN OF COMMAND**

### **ATTENDANCE**

1. Attendance officer (Ashley)
2. Principal
3. Superintendent

### **GENERAL INFORMATION ON SCHOOL PROGRAMMING**

1. School website
2. Main office
3. Principal
4. Superintendent
5. Board of Education

### **STUDENT ACTIVITIES**

1. School webs
2. Supervising staff member
3. Main office
4. Principal
5. Superintendent
6. Board of Education

## **CREDENTIALIAL SUPPORT**

(Access, usernames, passwords for school website, school network, Google account, supplemental software)

1. Technology director (Joe Hyde)
2. Principal

## **INSTRUCTION/CURRICULUM/STUDENT PROGRESS**

1. Classroom teacher
2. Principal
3. Superintendent
4. Board of Education

## **ATLETICS**

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

## **STUDENT DISCIPLINE**

1. Classroom teacher
2. Principal
3. Superintendent
4. Board of Education

## **TRANSPORTATION**

1. Bus driver
2. Main Office
3. Principal
4. Superintendent
5. Board of Education

## **HARRASSMENT/BULLYING**

1. Incident report
2. Anti-bullying specialist/Principal
3. Superintendent
4. Board of Education

## **TELEPHONE PROCEDURES**

Some teachers will have a direct line to their classroom. While in a scheduled class, it is recommended that parents do not call a teacher directly unless an emergency situation is presented. In most cases, calls will be routed from the front office to your classroom.

## **COMMUNICATION**

Check your mail boxes and emails before and after school. Respond to any correspondence from parents in a timely manner. A timely response is important to keeping that line of communication open with parents, even if the answer isn't immediately clear or available. Try to keep with the 24-hour rule when sending and receiving correspondence. Parents like to be informed by phone call, email, and through Synergy. Inform parents not just of bad things (behavior referral, bullying, etc...) but of great things their students may be doing as well. What's most important is acknowledging the communication.

## **CARE OF BUILDING AND GROUNDS**

Do not tolerate any misbehavior in or outside of your classroom. If you witness any destruction of school property, report the incident immediately to the principal. Remember, if we all do our part and keep our eyes open, we can keep our school in a clean and safe place. Please notify the custodial staff or principal about any graffiti on walls, desks, bathrooms, or student books.

## **SMART eR**

Monitor your account, how many sick days, personal day, etc... Karen Johnson in the front office will be able to help you find your account information and password if you need assistance.

## **TRANSPORTATION**

School officials shall provide suitable transportation for all students representing the school on an official school-sponsored activity. It is forbidden to use student-operated vehicles to transport another student to or from school-sponsored activities. The sponsor of each bus needs to take an accurate headcount before leaving and again before the return trip. All students are required to ride the bus to which they are assigned. Parents/guardians may have their student drive home or ride with them if they have a pre-signed waiver. Or if the parents/guardians are there to take over responsibility for their student and arrange with the coach to do so. This waiver must be approved by the principal. A responsible adult must accompany all students on any school-sponsored activity.

## **PUPIL MANAGEMENT AND RELATIONSHIPS**

The behavior of students is a matter with which we are all concerned and in which we must all cooperate. This is where it is necessary to have uniform and acceptable standards. This can only be accomplished if all of us are constantly aware and alert, not only in our classrooms, but everywhere in the building at all times.

A well-planned program that keeps students busy with work that is understandable, interesting, and challenging will prevent unwholesome activities from entering into the classroom. Usually good teachers handle their own discipline, but there are times when even the best teacher has a problem. Such conditions are not to be considered failures. The teacher should go to the principal for advice if a discipline problem becomes chronic.

The following are key points in successful classroom management:

- A. Be sure that students understand what is expected of them.
- B. Determine if a student is mentally and physically able to comply with instructions.
- C. Let students know that what is being asked of them is in their best interest.
- D. Stay one step ahead of the students. Head off small problems before they become major ones.
- E. By being sincere, fair, and enthusiastic, the teacher makes students feel welcome and at ease.
- F. Create an atmosphere that students enjoy.
- G. Expect all students to be on time for class.
- H. Assign seats to all students.
- I. Allow students to talk only when permitted.
- J. Expect students to conduct themselves with the utmost respect for our school and the people in it.

Finally, the Minnesota Legislature in 2000 required all discipline policies to state, "A teacher, school employee, school bus driver, or other agent of a district may use reasonable force in compliance with the Minnesota Statutes 121A.582 and other laws."

## **ACCESSIBILITY TO PERMANENT RECORDS:**

Accessibility to student records is afforded to the following people with the limitations listed below each. Individuals with the right to view folders must sign their names and indicate the date of the viewing.

## **ACCESS TO STUDENT RECORDS WILL BE GRANTED TO THE FOLLOWING PEOPLE:**

1. Parents
  - a. Children
  - b. Students with whom parents have guardianship rights.



2. Classroom teachers
  - a. Students assigned to their classes.
3. Special education teachers
  - a. Students on their caseloads.
  - b. Students who have been referred or are in the process of being assessed.
4. Student Teachers
  - a. Limitations are the same as the supervising teacher's restrictions.
5. Administrators
  - a. Students assigned to class in school where the administrator has responsibility.

## **TEACHER SUPERVISION**

By Minnesota stat law, all non-tenure teachers will be formally observed and evaluated a minimum of three times during each of that teacher's first three years. Tenure staff will be formally observed and evaluated every third year unless the individual situation warrant more. Formal observations and evaluations will consist of the following:

1. Pre-Conference
2. Formal observation in the classroom
3. Post Conference to discuss observation.