



Employee

Handbook
2023-2024

Achieve Language Academy
www.achievemn.org

2169 Stillwater Avenue
St. Paul, MN 55119
achievemn.org
651-738-4875
651-738-8268 (Fax)

Table of Contents

Welcome	2	Forms	10	Reimbursements	17
Absences and Substitutes	3	Fundraisers	11	Report Cards and Grading	17
Accidents/Health Concerns	4	Guest Speakers	11	Response to Intervention (RTI) / CTARS	17
Attendance and Tardiness (Students)	5	Harassment	11	Responsive Classroom	18
Bereavement	5	Homework	11	Retention/Promotion	18
Budget Information	5	Keys/Fobs	11	Schedule	20
Calendar	5	Laptops (Teacher)	12	Security	20
Cell Phones/Personal Calls	5	Leaving During the Work Day	12	Social Media	20
Chemical Use by Students	6	Letter of Employment	12	Special Education	20
Child Abuse/Neglect Reporting Responsibilities	6	Lockers	12	Specialists	20
Classroom Appearance/Upkeep	6	Lunch/Recess	12	Staff Lounge	21
Classroom Computers	6	Medication (for Students)	13	Staff Work Day and Supervision	21
Complaints	7	Mentoring	13	Student Behavior and Discipline	21
Copying, Printing, & Laminating	7	Nepotism	13	Student Fees	23
Copyrighted Materials	7	Ordering Materials & Supplies	13	Student Incentives	23
Custodial Support	7	Parent Conferences	14	Student Records/Privacy	23
E-Learning Days	8	Parent Contact	15	Student Uniform Requirement	24
End of Day Dismissal	8	Parking	15	Sunshine Fund	24
E-Mail	8	Passes	15	Teacher Expectations	24
Employment At-Will	8	Paydays/Compensation	15	Team Meetings	25
Emergency Procedures	8	Personal Data Updates	15	Time Outside of Student Day	25
Evaluation Program	9	Planning/Preparation Period	15	Vehicle Use	25
Field Trips	9	Professionalism	16	Visitors	25
Food/Drink in the Classroom	10	Professional Learning Teams	16	Voice Mail	25
		Progress Reports	16		
		Publications and Instructional Materials	16		

WELCOME



Welcome to Achieve Language Academy! We are glad you have chosen to be a part of our educational community. This handbook has been prepared to share information about our school and our policies and procedures with you. This handbook is not meant to replace policies approved by the Achieve Language Academy School Board.

Mission, Vision, and Core Values

Mission Statement

Achieve Language Academy provides students with a program of academic excellence that emphasizes Hmong and Spanish language and culture.

Vision Statement

The vision of Achieve Language Academy is to provide a rigorous education that values diversity and embeds Hmong and Spanish language and culture into our learning environment and school community for students in PreK through 8th grade.

Core Values

Achieve Language Academy students will learn to uphold the core values of Work, Respect, and Belong in an academic environment with the goal of demonstrating these same values within the broader community.

Student Outcomes

- Work: To achieve rigorous academic goals.
- Respect: All diverse members of the school community, including fellow students and staff.
- Belong: By embracing the uniqueness of all cultures represented within the school.

Community Outcomes

- Work: To apply the skills and knowledge learned through academic growth, language and cultural education, and social development towards the improvement of the broader community.
- Respect: By supporting and celebrating the diverse cultures and languages of the broader community.
- Belong: By making contributions to the social awareness of the broader community through diversity and inclusion efforts and the sharing of unique personal ideas and opinions.

ABSENCES AND SUBSTITUTES

Regular attendance for all staff is imperative. Absenteeism has a detrimental effect on all aspects of the educational process.

- If you are going to be absent from work or late for any reason, you must contact the head of your department.
- All absences must be reported no less than two hours before the start of the work day to allow for time to find a substitute.
- If you are going to be late for work, please call the front office. Please be sure to speak to a staff member to confirm when you plan to arrive.
- Absences will be deducted from your PTO (Paid Time Off) balance.
- Chronic absences, w/o a medical certificate, may result in loss of pay.

Time Off Requests

When requesting PTO, follow the procedure below. Please give as much notice as possible to allow for staffing decisions to be made.

1. First email the head of your department with the date(s) that you would like to request off. Include information regarding whether or not you will need a substitute during your absence. Emails should be sent to:
 - Academic department (general education teachers [including academic support and specialists] and EAs): Taryn McGovern, Academic Director, at tmcgovern@achievemn.org
 - Special Education department (special education teachers and paraprofessionals and Student Services Manager) : Kathy Oelze, Social Worker and Special Education Coordinator, at koelze@achievemn.org
 - Operations department (office staff, custodial, food service): Donna Prewedo, Operations Director, at dprewedo@achievemn.org
 - Technology department: Dr. Erin Giebink, Compliance, Data and Policy Director, at egiebink@achievemn.org

The department head will communicate the response to the time off request via email. Every attempt will be made to honor all reasonable requests; however staffing concerns may limit the number of staff that can be absent on a given day.

2. Enter the information into the Frontline system. (Steps 1 and 2 can be completed simultaneously.)
3. Leave without pay for emergencies may be granted with prior approval from the administrator or his/her designee. Leave without pay is not intended to be an extension of annual leave for recreational purposes or other similar purposes. A full-time employee receiving such leave shall have full salary deducted for the days absent. During a leave without pay, no sick leave or vacation will accrue. Employees may continue health insurance, but must pay his/her own premiums.

Unscheduled Absences

In the event that you will be absent or late on a scheduled day, follow the procedure below. Please contact the head of your department by 6:25 a.m. at the latest to allow for staffing decisions to be made.

1. Contact the head of your department with the information regarding your absence. Include information regarding whether or not you will need a substitute during your absence. The head of the department will then enter your absence into the Frontline system.

2. Department heads will confirm receipt of absence information.
3. If the department head does not respond, contact Dr. Windham with your absence.

Substitute Files

To ensure that things are well organized for a substitute in the event you are absent from work, please develop a file with the following information and **place it in a conspicuous place for your substitute**. Please inform a team member of where the file is located.

1. Your teaching schedule
2. A seating chart or where it can be found in your room
3. The lunch schedule
4. Attendance taking procedures
5. A feedback form so you know what the sub accomplished and what problems were encountered (will be in your mailbox upon your return to work – provided by office)
6. Supervision assignments
7. Emergency/Crisis procedures

In addition to the sub binders in the classroom, each teacher should create 3 DAYS WORTH OF EMERGENCY SUB PLANS. These plans may have to be somewhat generic since there isn't a specific date attached to them, but it is imperative that we have plans in case you are unexpectedly out and none of your team members are available to assist. Please save these plans to the [Emergency Sub Plans Folder](#) on google drive.

Substituting for Other Staff Members

Occasionally, it may be necessary for the administration to ask you to cover a colleague's class. Your help in these emergencies is deeply appreciated. Every effort will be made to avoid pulling teachers from their regular work assignment.

ACCIDENTS/HEALTH CONCERNS

If a student is injured in your classroom or in your presence, have the student report to the office to be checked. A hall pass should be filled out by the teacher and sent with the child. In cases where a student has fainted or where the injury appears to be serious, call the office staff. **Under no circumstances** should a student who is dizzy or seriously bleeding be sent to the Health Office unaccompanied. An accident report must be completed and submitted to the Health Services Clerk on any injury to a student, regardless of the seriousness of the injury, the day the injury occurs.

If a staff member suffers any type of injury, regardless of the severity, in the performance of their job, or while on or off school grounds, the injury should be reported to the office immediately. The staff members will be expected to complete a form provided by the office and may be required to see a doctor. Specific directions will be provided upon the report of the injury.

ATTENDANCE AND TARDINESS (STUDENTS)

Teachers must take attendance in Infinite Campus. Homeroom attendance must be reported in Infinite Campus no later than 8:00 am each morning. Attendance will be noted in Infinite Campus for students arriving late by office personnel. PreK through sixth grades will record attendance twice daily: once in the morning and once after students return from lunch. Seventh and eighth grades will record attendance within the first 5 (five) minutes of each class period.

General Procedures:

1. Do not admit a student who comes late to homeroom (after 7:45 a.m.) unless they have a pass from the office.
2. If a student is tardy-unexcused to your class more than three times, the student should be referred to the Student Support Manager. The following types of absences are excused according to Minnesota Truancy Law:
 - a. Student illness,
 - b. Family emergency,
 - c. Death in the immediate family,
 - d. Official religious holiday,
 - e. Court subpoenas,
 - f. Authorized school absences such as field trips, and
 - g. Administrative suspension from school/class.

It is expected that assignments and class work missed due to absences will be made up. Students should be given double the time absent to make up their work for an excused absence including suspension.

BEREAVEMENT

A leave of absence with pay, from 1(one) to 5(five) days will be granted because of the death of an employee's family member or significant person. All leaves shall be determined at the discretion of the administrator. Bereavement Leave will not be deducted from accrued personal leave.

BUDGET INFORMATION

Each teacher has a discretionary budget of \$500 per year to be used for supplies, etc. Please contact the head of your department in order to purchase items.

CALENDAR

The master school calendar is on the www.achievemn.org web site. All events, activities and field trips must be approved by the Executive Director and entered on the calendar. Please check the calendar for available dates before announcing the specific time/date of the event. No event is considered scheduled unless it is approved and on the calendar.

CELL PHONES/PERSONAL CALLS

You should restrict your personal calls to either before or after school and your lunch or prep time. The same is true for personal calls that come through the office.

CHEMICAL USE BY STUDENTS

Concerns about a student's potential use or abuse of chemicals should be directed to the Executive Director or the Social Worker. In the case of an opiate overdose emergency, there is nasal naloxone available in the office.

CHILD ABUSE/NEGLECT REPORTING RESPONSIBILITIES

State law mandates that teachers, support staff and other authority figures in schools report cases of suspected child abuse/neglect. This abuse may be physical, sexual or emotional. If you have a situation where a student has you as a confidante, you are still responsible for reporting suspected abuse, even if the student shares that information with you in confidence and the information is up to three years old.

When a student begins to share such sensitive information, the staff member should inform the student that they have an obligation to report such information.

As a mandated reporter, the staff member who learns about the suspected abuse or neglect must report it personally within 24 hours. Staff members can contact the Executive Director or Social Worker for help getting the appropriate contact information for the reporting agency.

CLASSROOM APPEARANCE/UPKEEP

Teachers are responsible for the appearance of their classrooms and to ensure that it is student friendly. Achieve does have nightly custodial service, which includes emptying the trash and sweeping each evening. It is the teacher's responsibility to put the trash outside the door after school, make sure the chairs are up on the tables or stacked, and the room is acceptable for sweeping. (No furniture obstructing the major pathways.) Any teachers with rugs in their classroom are required to vacuum their own rugs as needed.

Please don't use hot glue guns, duct tape, and other "really sticky tape" to put things on the walls. We provide teachers' tape for you to use.

Our school is climate controlled and opening windows makes it difficult for the system to regulate itself. If your room is too hot or cold, call a custodian for help. Please turn off the lights, check to make sure the windows are latched, and lock your room when you leave for lunch and at the end of each day.

CLASSROOM COMPUTERS

Each classroom has their own laptop cart of 24-25 computers or chromebooks. Students are to be supervised at all times while using technology devices. Teachers will be responsible for the care, security, and use of the cart on a daily basis. All staff must follow procedures for student use. Teachers are also expected to consistently monitor student internet access via GoGuardian to ensure that technology is used appropriately.

Students and staff are to adhere to the *Acceptable Use Policy* as approved by the School Board (refer to Board Policy 524 for more information). Computers should not be used during the school day for games and non-instructional activities.

COMPLAINTS

The school takes seriously all concerns or complaints by students, employees, parents or other persons. School Board Policy 103 details the Complaint policy and procedures followed by Achieve Language Academy.

Students, parents, employees or other persons may report concerns or complaints to the school. While a report may be made orally, written reports are necessary. Any employee receiving a complaint shall advise the Executive Director of the receipt of the complaint. The Executive Director shall make an initial determination as to how to proceed.

The Executive Director shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Anonymous complaints will only be acted upon if enough information is provided to allow for follow up.

COPYING, PRINTING, & LAMINATING

The front office assists in the photocopying of classroom materials. Request forms for such work are available at the mailboxes. Please allow at least 3 days for copying requests, more if it is a large or complicated request.

The copy machines by the mailboxes are available for teacher use. Whenever possible, make sure that both sides of the paper are used in photocopying.

Office staff does the laminating. Fill out requests on the *Copy Request Form*. There are request forms in the mailbox area. Laminating is done on Thursdays. Laminating will be limited to instructional materials. No student books, student projects, or non-instructional materials will be laminated.

Hallway printers are reserved for single copies or other small printing jobs. Classroom sets of materials or other large printing jobs should be reserved for the workroom copy machines.

COPYRIGHTED MATERIALS

It is the intent of the School Board to delineate, enforce, and abide by the provisions of current copyright laws as they affect the school and its staff. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets “fair use” standards, or unless written permission from the copyright holder has been obtained. The School Board does not sanction illegal duplication in any form. Teachers who copy documents in any form, do so at their own risk and assume all liability. Using materials for “educational purposes” does not negate copyright law.

CUSTODIAL SUPPORT

Requests for maintenance work and/or repairs are to be made using the online form on the Achieve website.

Risk management is the responsibility of all staff. Staff should be alert to unsafe conditions, such as physical condition of the building, broken glass, water on the floor, and potentially dangerous student behavior. This list is not comprehensive and only includes suggestions of potential unsafe conditions. If a condition exists that the staff considers unsafe, it should be reported to the administration/custodial staff as soon as possible.

All chemicals are to be stored in a proper manner. Staff is to use cleaning agents according to the directions on the label. Please make sure that students do not have access to cleaning supplies.

E-LEARNING DAYS

When severe weather occurs in the winter with prior notice, and Achieve determines that travel to schools and buildings may be unsafe, Achieve may choose to send Chromebooks and e-learning materials home with 5th through 8th grade students. Confirmation of the decision to move to e-learning will be announced no later than 5:30 a.m. on the day of an e-learning day.

E-learning format may differ for students depending on subject and grade level and may be synchronous or asynchronous. Regardless of the format for e-learning, teachers must be available to students via email and phone during e-learning hours. Teachers will communicate to students and families their start-

and end-times, when staff will be available to students, and information about additional e-learning activities or enrichment. Student lessons will be posted on online platforms by the start of each e-learning day and e-learning schedules will be displayed on the school website.

END OF DAY DISMISSAL

Students should not be dismissed from regular classes to get ready to leave until 2:30 p.m. each day. Do not dismiss any students until they have been called (i.e. childcare, van riders, etc.). Do not release older students early to pick up younger siblings - it creates a roadblock in the hallways. Teachers are expected to see the bus dismissal procedure through to its completion (when all students have been released).

E-MAIL

We are dependent on our email system for communication. Be sure to check your email messages daily to retrieve and respond to your messages in a timely manner. Use of your school email address for extensive personal use is prohibited. Staff members are expected to respond to emails within 48 hours.

EMPLOYMENT AT-WILL

Employment may be terminated by either party at any time with or without cause.

EMERGENCY PROCEDURES

In any event in which the school building is evacuated, teachers must bring the classroom's emergency backpack with the students.

Fire Drills

It is law that all classrooms have the emergency route and Fire Drill Procedures posted by the door. It is very important that students and staff know where to go in case of a fire. Be sure to include this in your discussion on the first day of class. Drills will occur frequently throughout the year. If there is a substitute in the room next to you, please help direct them during a fire drill.

Lockdown Drills

Lockdown procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the Executive Director. The lockdown will be announced over the public address system. The alert will be made using "this is a lockdown". Teachers should lock the classroom door and then take all the individuals in the room to an area of the room that cannot be seen from the windows or the door. Provisions for emergency evacuation should be maintained even in the event of a lockdown.

Power Failures

If a power failure should occur during the school day, all students should be kept in their classrooms until instructions are given from the office. Normal instruction should be continued where possible. Classes should not be dismissed during power outages unless instructed to by the Executive Director or other administrator.

Tornado/Severe Weather Plan

A severe weather plan should be posted in each classroom. If your classroom is missing a plan please contact the office staff to obtain a copy. This procedure is mandated by state law. Please include this information during your discussions on the first day of class. All students and staff need to be aware of these procedures.

EVALUATION PROGRAM

The primary objective of teacher observations and evaluations is to improve the quality of education for students. In addition to this objective, observations serve to:

- Identify areas in which teachers excel
- Identify areas in which teachers require additional training and support
- Provide feedback to teachers in order to allow them to reflect on their teaching practices
- Meet our obligations to our authorizer (NEO) and the requirements set out by MDE and Minnesota state statutes.

Drop-in observations

Throughout the year, administration will conduct unscheduled, drop-in observations. These observations will occur once every 1-2 months.

Scheduled observations

- **Fall:** During the fall, administration will conduct scheduled, informal observations of staff who have not yet completed 3 years of teaching at Achieve Language Academy.
- **Winter:** During the winter, all teachers will participate in peer observations. The purposes of peer observations are for teachers to receive feedback from other teachers, to allow teachers the opportunity to observe others, and to enhance collaboration within the school community.
- **Spring:** During the spring, administration will conduct scheduled, formal TDE (Teacher Development and Evaluation) observations.

FIELD TRIPS

Field trips should be educational experiences that cannot be provided for students in the school setting. Each classroom team has a yearly field trip budget for buses and fees. The budget is designed to accommodate two field trips per year for each grade (planned by the classroom teachers) and one field trip per specialist per grade.

Requirements/Procedures for Field Trips:

1. All field trips must be approved by the Executive Director at least 30 days in advance.
2. Field trip request forms are available on the Achieve website and must be submitted at least two weeks in advance.
3. No field trips will be approved during the first five class days.
4. No field trips of a "reward" nature should be scheduled unless pre-approved by the Executive Director.
5. The maximum cost to the student for any single trip: \$10 if no lunch (includes bus and admission). Note: This does not include the camping trip or Valleyfair. It is the responsibility of the individual teacher and/or team to collect entrance fees for all field trips from your students, though no student will be denied a field trip experience due to lack of funds.
6. Permission slips should be sent home and returned to the teacher at least two days prior to the trip.
7. Take a cell phone, either your personal phone or a school phone and make sure the front office has your phone number. Make sure you have an actual count and roster of students for whom you are responsible.

8. Money collected from students must be receipted and the money given to the Office Generalist in a “funds” envelope with the teacher’s name and amount on the outside of the envelope for deposit to the appropriate account. All funds should be turned in as collected. **Never** keep money in the classroom. If a school check is needed for the trip, let the Office Manager know at least 3 days prior to the trip.
9. Parents who have completed and passed a background check may chaperone field trips. If using parent volunteers, make sure they understand their responsibilities. All volunteers should be given a nametag with the school name, address, and school phone number. **Do not** assign high needs students to the volunteers. Parents that volunteer may not take additional children/siblings on the field trip.
10. Lost Student Procedure:
 - a. Prior to leaving the site, request that an “all call” announcement be made to locate the missing student.
 - b. Notify site security of the situation and provide them with the necessary information, including the name of the student, the school phone number, and the school contact person’s name.
 - c. Contact the administration for an update. One staff member should remain on-site to assist in locating the student.
 - d. If the student is not found within 20 minutes, call local police or 911.

FOOD/DRINK IN THE CLASSROOM

Please do not allow students to bring food or drink into the classrooms except for special occasions. Water bottles are the exception. For those occasions when food is brought, it must be commercially produced to avoid liability issues in the event of food caused illnesses. If parents want to bring in or send treats for birthdays, please ask them to focus on healthy snacks.

FORMS

Most forms needed throughout the year are located on the Achieve website under Employee Links.

FUNDRAISERS

All school fundraisers must have the approval of the Executive Director. To avoid overlap and to promote better organization, the Executive Director should approve the tentative dates of fundraisers before the beginning of each school year. All funds collected should be turned in to the Office Manager on a daily basis. The Office Manager will make payment to invoices related to the fundraiser. Under no circumstance is it appropriate or acceptable to withhold the deposit of funds for the purposes of cash payments to individuals or for services or materials received.

Fundraisers for outside groups (staff members, students) must notify the Executive Director before soliciting in the school. Students are discouraged from bringing in outside fundraising activities.

GUEST SPEAKERS

Guest speakers can be wonderful and frequently make fine contributions in many areas of our curriculum. The Executive Director is to be notified in advance of all guest speakers and should be informed if any speaker or the speaker’s content may be considered controversial.

When making arrangements for the speaker, remind them to check in at the office upon arrival, and make sure the office staff is aware that they will be coming to your classes. A thank you note is recommended following their visit.

HARASSMENT

Board Policy 413 states: "Achieve Language Academy prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability." See Achieve Language Academy Board Policy 413 for more information, definitions of various types of harassment and violence, and reporting forms.

Achieve will investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

HOMEWORK

If teachers choose to give homework, the amount given should be appropriate for the age of the student. Students in grades 3-8 all receive a planner to record assignments, homework, and other important information. The student planners should be checked regularly by classroom teachers.

KEYS/FOBS

Keys are issued to teachers on the basis of need. Keys are checked out through the facilities manager. Exterior door keys will be issued only to those who have need for access outside of the times the building is normally open – from 6:30 a.m. to 10:00 p.m. The building does have an alarm system that is set nightly and on weekends.

Staff members will receive one (1) fob or card for access to the building (see fob procedures)

1. Any issues tracked to a specific fob or card shall be the responsibility of that fob or card's owner.
2. All lost or stolen fobs or cards must be reported to the facilities manager for deactivation by no later than the business day following loss or theft.
3. For security purposes, if a fob or card is not used for one month, the fob or card will be deemed lost or stolen, and will be deactivated.
4. Replacement of a lost fob will be the responsibility of the assigned staff member. Fob replacement is \$10.00.

LAPTOPS (TEACHER)

Achieve recognizes that its teachers and administrative staff may need to use the school's laptop computers offsite, after hours, in order to complete a project or further the school's goals on an on-going basis. Teachers or administrative staff are ultimately responsible for the laptop computer they carry home. All individuals checking out laptops are required to sign a *Laptop Use Agreement Form*. Should it become lost, stolen, or otherwise damaged while in the staff member's possession, the staff member could be required to reimburse the school for the replacement value of the computer.

LEAVING DURING THE WORK DAY

Occasionally, it is necessary for a staff member to leave the premises during the workday for a brief period. Permission to leave during duty hours should be obtained from the staff member's supervisor.

This should occur rarely, but when it does, staff should call the front office to inform them when they are leaving and returning (if applicable).

LETTER OF EMPLOYMENT

All employees will receive a formal Letter of Employment each year. See the Operations Director with questions.

LOCKERS

All students are assigned individual lockers. Assign each student a locker, record the number, and return a copy to the office by the end of the 1st week of school. Each student should read and sign the Locker Agreement Form before using the locker. Combination locks will be available to students in grades 5-8 through their homeroom teacher. Students may not put their own lock on a locker – it will be removed by the custodian.

Please do not put stickers or allow students to put stickers in or on their lockers as they are very difficult to remove. It is each classroom teacher's responsibility to have 3 "locker clean-outs" during the year, ideally in December, March, and at the end of the year.

Lockers are also available for teacher use on an as available basis. Security is always an issue in a school and it is your responsibility to lock up your valuables. Locks for teachers may be checked out from the front office. Do not leave purses/phones/tablets out and unattended.

Refer to Board Policy 502 for more information about lockers and locker searches.

LUNCH/RECESS

Generally, the lunch schedule is determined by the master schedule. Classroom teachers are to escort their students to the outside door in the back of the building for recess. All classes go outside for a 20-minute recess before going to lunch. (Please do not leave your students unattended while they are waiting for the recess monitors.)

Teachers are expected to pick up their students from the cafeteria after 40 minutes. Due to the number of students in the lunchroom at one time, we ask that teachers adhere to the schedule and pick their students up on time. We ask that teachers review appropriate recess and lunchroom behavior periodically.

All students are to go outside for recess. No one is to stay in to do homework in the lunchroom or because of parent requests. If there is a medical issue, the Nurse/Nurse's Aide will work with the family and inform the teacher. Lunchroom staff needs to focus on those eating lunch - not supervising lunch detention. All students sent to the office during recess/lunch (from the lunchroom or playground) must have a Referral Form submitted by the end of the school day. Teachers may not send a student to the office during their lunch time to serve a teacher-initiated detention. All lunch detentions must be coordinated with the Student Services Manager.

All staff are entitled to a 30-minute lunch. Staff eating school lunch will be charged adult lunch prices, which are approved by the school board annually. No separate serving line is available for staff and they are required to enter at the back of the line-no moving to the front of the line.

MEDICATION (FOR STUDENTS)

Only the designated personnel shall administer medication. Documentation of dispensed medication is recorded. Student medication must be kept in the office, including over the counter medication.

MENTORING

Mentor teachers provide support, advice, and counsel to new teachers during their first two years at Achieve in order to help them have a successful experience in the school and community.

The specific responsibilities of the Mentor Teacher are:

- To meet formally on a regular basis throughout the school year.
 - Mentors will meet with their mentees (at least) three times per trimester. Mentors document the dates that they met with their mentees using the shared google sheet.
- To observe the new teacher in an instructional atmosphere.
- To allow mentees to observe the mentor teacher in an instructional atmosphere.
- To guide the new teacher to other staff members and resources who can provide direction and support.
- To encourage and assist the new teacher in developing collegial relationships.
- To assist the new teacher in developing and maintaining an effective classroom management plan.
- To offer suggestions regarding a variety of teaching methods and instructional strategies.
- To maintain confidentiality regarding all aspects of the mentoring program, including the observations, conversations, etc. with the new teacher.

Mentor teachers for the upcoming school year are selected through an application process and are provided with a stipend.

NEPOTISM

See Board Policy 420 for information about nepotism.

ORDERING MATERIALS & SUPPLIES

The processing of material and supply orders begins with the teacher/team. The requisition process begins with the individual and proceeds through the Academic Director. The Operations Director will place all orders. Orders that are placed on line or by phone by a staff member without prior approval will not be paid. The school credit card/number (Visa) will not be given out to any staff member other than the designated users.

PARENT CONFERENCES

Parent conferences for the school year are scheduled in fall and in the spring. Parent conferences should be used to:

1. Update parents on their child's progress in school and review report card;
2. Discuss the child's strengths;
3. Discuss minor behavioral problems;
4. Offer parents specific strategies to improve their child's academic work;
5. Explain your grading procedures;

6. Show and explain samples of the student's work;
7. Allow parents to share concerns/problems they have with their child; and
8. Inform parents of upcoming projects/new curriculum you plan to introduce.

“Do’s” for Parent Conferences:

1. Set up 2 chairs outside your classroom for waiting parents. You might include some books/ student work, etc. for parents to look at while they are waiting.
2. Be present and in your classroom when parents arrive.
3. Greet the parent warmly.
4. Invite the parent to be seated.
5. Look the parent in the eyes when speaking, even when using an interpreter.
6. Address the parent often by name, using Mr. Mrs. or Ms.
7. Mention some commendable trait about the child early in the conference.
8. End the conference on time or schedule another, if needed.
9. If it is apparent that the parent is very hostile, ask a neighboring teacher to get the Executive Director or Social Worker, or suggest that the conference move to the office. Consider inviting the Executive Director or Social Worker to the conference ahead of time if you anticipate having difficulties with a particular parent situation.
10. End the conference by thanking the parent for coming and for taking an interest in their child. (If the conference is running long, you might stand to indicate the conference is ending.)

“Don'ts” for Parent Conferences:

1. Don't surprise parents with new problems unless they are from within the previous day or two. Parents should have been notified as soon as the problem arose.
2. Don't use too much time with small talk. Build rapport, but be conscious of time constraints (yours and theirs). Use time efficiently to discuss the child's progress.
3. Don't do all the talking. You do want to maintain control of the conference, but you should allow the parent to discuss their concerns and ideas. You may learn an important piece of information that you may find useful in helping the child.

PARENT CONTACT

All parent contact is to be conducted using official Achieve email or the Elevate system. Contacts from families must be returned within 48 hours.

PARKING

Our front parking lot is a shared lot with the church next door. Park between the lines, watch for traffic when backing out and be considerate of the fact that we are not the only people using the lot. There are some occasions when we are asked by the church to park on the street.

The back delivery driveway on Case Avenue East is a NO PARKING ZONE. Please refrain from parking in the back of the school.

PASSES

Whenever students leave the classroom during class time, they should be given a pass on the proper form that indicates name, date, time, and destination. This will greatly help those who supervise in the halls. Passes other than to the bathroom or office are to be written by the receiving teacher in advance and presented by the student to the assigned teacher for permission to leave a room. Passes to leave a

room during instructional time may not be honored. No passes should be issued to students beyond 2:00 p.m.

PAYDAYS/COMPENSATION

All staff will be paid on the 15th and 30th of each month.

All hourly staff will be required to punch-in/punch-out.

Checks cannot be issued early. Summer checks and Winter/Spring break checks will be mailed unless other arrangements are made. See the Operations Director for information about pay rates and time sheets.

PERSONAL DATA UPDATES

Anytime a staff member has a name, address, or phone change, they should report this to the Operations Director to allow for the information to be changed on the employee's record and in the databases for the school.

PLANNING/PREPARATION PERIOD

The planning or "prep" period is designed to permit the teacher/teacher learning teams an opportunity to prepare for classes, to confer and plan with other staff and students, and make parent contact. Full-time licensed staff with daily student instruction responsibilities will have a minimum of thirty (30) minutes daily of individual preparation time and one (1) hour per week of group planning time during the school year. Part-time licensed instructional staff will have pro-rated weekly planning time.

It is very important that the planning periods be used effectively. Administration does understand it is important for teachers to have time during the school day to plan and will make every effort to adhere to the "prep" schedule, but there are times that teachers may be called on to participate in school committee meetings, other school-wide related activities, or forgo prep due to testing, programs, etc. Teachers may not use this time to leave the building for personal business unless it is pre-approved with the Executive Director.

PROFESSIONALISM

- *Conduct* – Classroom conduct by staff members should serve as an example for students. Staff should consider what they expect from students (i.e. Can they drink pop or snack during the class? Do we let them use cell phones for calls in the classroom?). Lead by example.
- *Confidentiality* – It's the law. Individual student information should be protected at all times. The lounge, classrooms in front of students, and public places are inappropriate locations for discussions about students.
- *Dress* – Staff members are expected to dress appropriately for their assignments.
- *Collegiality* - Staff members are expected to treat one another with respect and professionalism.

PROFESSIONAL LEARNING TEAMS

Achieve believes that schools which focus on professional practice have a significant impact on student achievement. Professional Learning Communities (PLC) are the vehicle that Achieve is presently using to facilitate and focus all licensed staff on student learning. All teaching staff are assigned to a PLC. Staff

must participate in assigned PLC meetings every other week. PLC groups will record agendas and meeting notes in the shared google folder.

The basic characteristics of a PLC are:

- Shared missions, values and goals;
- Collaboration;
- Collective inquiry into “best practice” and “current reality”;
- Action orientation/experimentation;
- Commitment to continuous improvement; and
- Results orientation.

PROGRESS REPORTS

At approximately the midpoint of each term, teachers will complete a midterm progress report for each student (grades 5-8). This may be in any form with which you are comfortable, but should be printed for students to hand deliver them home to parents/guardians.

Progress reports do not replace timely communication with the parent/guardian. If a student's behavior/achievement changes significantly after midterm, or the student is failing, the teacher is expected to contact the parent to report the change or the failing grade.

PUBLICATIONS AND INSTRUCTIONAL MATERIALS

The purpose of this policy is to identify and reserve the proprietary rights of the school to certain publications, instructional materials, inventions, and creations that employees may develop or create, or assist in developing or creating, while employed by the school.

While you are employed by Achieve, publications, instructional materials, computer programs, inventions, or other creations are the property of Achieve, unless materials were developed, created, or you assisted in developing or creating it entirely on your own time and without the use of any school facilities, materials or equipment. If materials are developed within the school perimeters, the materials belong to the school for the term of the employee's employment and for ten years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school relating to such publications, instructional materials, computer programs, inventions and/or creations, including domestic and foreign patents and copyrights.

REIMBURSEMENTS

The individual discretionary funds may be used for non-instructional supplies, instructional materials, disposable supplies, classroom supplies, etc. It may not be used for gifts for students, snack/junk food and drinks for students and other items that are for your personal use. All items that are purchased with the discretionary funds are the property of Achieve Language Academy. All requests for materials must be submitted through the appropriate department head PRIOR to purchase. Purchases will be made through the school office, unless there are extenuating circumstances, which require staff purchasing the goods and the subsequent reimbursement process. (For all purchases where you are claiming a reimbursement, you must record the purchases (totals only) on a *Claim Reimbursement Form* and attach all original receipts.) The school tax ID information is available from the Office Generalist – be sure you take it with you when purchasing. Tax cannot be reimbursed.

REPORT CARDS AND GRADING

Final grades are issued at the end of each trimester. At the beginning of each trimester (upper grades), each teacher should provide the student with a written statement outlining their grading policy. It is also wise for the teacher to have these available for parents at parent conferences.

Parent/guardians will be informed at three regular intervals (early December, mid-March, and end of school year) about their child's achievement in school. They may be distributed during parent conferences if the dates coincide. The end of year report card will be mailed to the students' homes.

Our report cards are standards based and grades must be entered in Infinite Campus. The classroom teachers are responsible to have reports completed by the required dates. The form we use is cumulative and shows all three trimesters.

RESPONSE TO INTERVENTION (RTI) / CTARS

Achieve Language Academy expects success for ALL of our students. Our Response to Intervention (RTI) team will help ensure that each student at Achieve is being successful. RTI teachers provide academic interventions to selected students whose test scores are significantly below grade-level.

Students that may need additional support should be referred to the CTARS team. CTARS is a prevention/early intervention school-wide program that brings together all individuals concerned that a child's education may be at risk. It is this teaming approach that we believe is effective in helping learners succeed. Anyone, including classroom teachers, support teachers, support staff, parents or caregivers, can make a referral to CTARS. Our school Social Worker coordinates these services and all referrals.

The CTARS Team is comprised of special education teachers, school administration, teachers (classroom and support), parents, and other invited staff that meet periodically to discuss the specific academic, social, and emotional needs of specific students. Some of these referrals may lead to special education or other services that may be needed to help students be successful in school.

RESPONSIVE CLASSROOM

Achieve Language Academy uses a school-wide program called Responsive Classroom. Responsive Classroom is based on teaching and modeling behaviors where **children can learn to care about themselves and how to treat others.**

There are six central components that integrate teaching, learning and caring in the daily program. Students spend time learning about and sharing values, such as honesty, fairness and respect, and developing social skills, such as cooperation, assertion, responsibility, empathy and self-control. The six components are:

1. Classroom organization
2. Morning meeting
3. Rules and logical consequences
4. Academic choice
5. Guided discovery, and
6. Assessment and reporting.

At Achieve, we focus on the Morning Meeting and Rules and Logical Consequences. The Morning Meeting provides a daily opportunity to practice greetings, conversation, sharing, and problem-solving, and encourages students to meet the academic challenges of each day. Rules and Logical Consequences

allow children to share in responsibility and decision-making in developing behaviors that will be conducive to learning. Teachers help students to learn, modify, and regulate their behavior throughout each day.

In addition to Responsive Classroom, we will continue to implement a school-wide set of rules and procedures that we will teach and model for our students throughout the year. This discipline plan will focus on fostering consistency and collaboration between staff members and students. Though we recognize that the issues of all students are many and varied, our emphasis will be on building self-esteem and self-discipline through behavioral success in the school setting.

To assure a safe learning environment, we will focus our efforts on positive, constructive ways to address behavior. We will also be using Restorative Practices and Restorative Justice to help create a positive climate and behavior management with a focus on “restoring.”

RETENTION/PROMOTION

Prevention of Retention

School staff will implement strategies to prevent retention of students that include the following components:

1. Early identification of possible retention candidates.
2. Team involvement, including the Executive Director and other specialized support staff.
3. Program adjustment for current year to help the child gain needed skills without retention.
4. Monitoring of progress of a child who has been retained or a child who was “borderline” promotion and needs the ongoing support of an intervention plan.
5. Parental involvement during the entire process.

Timeline/Procedures for Retention and/or Prevention of Retention and also Promotion of Students

1. First Alert

The classroom teacher will inform parents during fall conferences about how their child is doing relative to the material to be mastered, compared to others in the room/group, and compared to the student’s entry level in September. The classroom teacher will submit a list of students having difficulty to the social worker/RTI coordinator by December 15th each year.

2. Instructional Alternatives – November through January

The Academic Director and other professional staff shall help the classroom teacher design instructional alternatives for children who were placed on the First Alert list. Other staff members may also be involved in giving direct instruction. Parents shall be informed of the instructional alternative and asked to provide home support as deemed appropriate.

3. End of January – Referral for Formal Consideration

The team approach shall be used to study any child who is still having difficulties by the end of January. The RTI process, including the teacher and other staff directly involved with the child, shall constitute the team for this child. One or two team members may do formal observations of the child in the academic areas of weakness and also in any special program that they have, such as academic support, speech, etc. The team shall develop a comprehensive plan and interventions to help the child in their areas of weakness. The RTI team shall coordinate and evaluate this comprehensive plan.

4. Students Enrolling After First Trimester

It is the responsibility of the Compliance, Data, and Policy Director to ensure that the student’s cumulative records from the sending school are requested promptly, and to review the student’s educational program. On the basis of cumulative records and current performance, the Executive Director and team shall determine whether the retention procedures need to be followed from that point forward.

Regardless of the date of entry, if retention is being considered, the parents must be involved in the discussion of retention.

5. Prevention/Intervention – February through May

The comprehensive plan (methodology, materials, pacing, modality of instruction, sequencing, etc.) shall be carried out for children identified above by the RTI team. An appointed team member will coordinate and evaluate the plan on a continuing basis. Parents shall be informed of this intervention.

6. Spring Conference – March/April

Prior to the spring conference, the RTI team will meet to discuss possible retention. The classroom teacher and the team coordinator shall meet with the parents to describe the progress of the prevention program.

7. Evaluation – May

The members of the RTI team working with the classroom teacher will determine a method to evaluate the success of the program relative to the child's achievement and progress. Grade retention shall be recommended when the team members are confident that the student is likely, if retained, to achieve at grade level or above during the additional year in that grade. When the team judges that the student is unlikely to make such progress, it shall recommend promotion. When, under this condition, promotion is recommended, the team shall formulate an educational plan to be implemented in the fall of the succeeding year. It shall be the responsibility of the Executive Director and RTI team to be sure the plan is activated.

8. Decision to Promote/Retain – May

The Executive Director, in consultation with a team of staff members, shall be responsible for the final decision about grade retention. If the child is to be retained, the Executive Director shall inform the parents of the team's recommendation and have the retention checklist completed and placed in the child's cumulative folder.

9. Follow-up for Promoted/Retained Students

In the fall, the Executive Director or designee shall meet with the classroom teacher and other staff members who are to work with the child who has been retained to discuss the reason for the retention and to help plan an educational program, which will ensure success for the child.

SCHEDULE

Each teacher/team should develop a daily schedule. This should be turned in to the Academic Director no later than the 2nd week of school. The schedule should also be posted in the classroom. For grades K-4, the following are suggested time allotments for subject areas. These are not designed to limit the discretion of the teacher/team, but to serve as a guideline:

- Morning Meeting (Responsive Classroom) (20 minutes)
- Language Arts/Social Studies integration (120 minutes)
- Math (60-90 minutes)
- Science (30 minutes)
- Other-art, Specialist, Media (60-90 minutes)

SECURITY

Security is the responsibility of all. Classroom doors should be kept in the locked position during the day with a magnetic strip in place. Doors should be shut and locked when you leave your room. Report all suspicious activity immediately to the office. **Staff must wear and prominently display their picture IDs at all times during student contact days.** Security cameras are placed strategically throughout the building. They allow us to monitor activity in various parts of the building. Any visitor in the building is expected to sign in at the front office and wear a visitor badge at all times. Staff members are expected to stop anyone not wearing a staff or visitor badge and escort them to the front office to sign in.

SOCIAL MEDIA

Achieve Language Academy encourages staff use of social media provided it is used in a manner that does not violate state or federal law or school policies and does not create unintended and/or improper communication between staff and students. Public social media platforms outside of those sponsored by Achieve cannot be used for instruction or for school sponsored activities without the prior written authorization of the Executive Director or designee and parental consent for student participation on social networks.

Staff members will refrain from sharing personal contact information including email addresses and phone numbers with students. Staff shall refrain from text messaging students, using social network sites to contact students or engaging in other similar behavior that might compromise a professional relationship in the classroom.

Employees must not post images of students or information regarding students on any social media network, except for images of students taken during non-school sponsored events. If a staff member has photos that they would like to share, they may send them to the school's Social Media Account Manager (socialmedia@achievemn.org) who will post them on school-sponsored social media accounts. Staff may then share these posts from their personal accounts.

SPECIAL EDUCATION

The Special Education staff holds IEP meetings on individual students on a periodic basis. These are designed to develop and/or review a student's Individualized Education Plan. A student's regular education teacher(s) is expected to attend IEP meetings and provide feedback to the team as requested.

SPECIALISTS

All kindergarten through eighth grade students participate in a 50-minute specialist class each day. It is the responsibility of the classroom teacher to supervise travel to and from the specialist classes (please be on time) or to stay with the class until the specialist comes to the classroom. Note: Students must not be held from specialist classes as a punishment for regular classroom issues.

STAFF LOUNGE

The lounge is for staff use before and after school, at lunchtime, and during prep periods. This is a place where staff should be able to go throughout the day without having students present. Students should not be in the staff lounge unless there is administrative pre-approval. This rule applies to children of staff, as well. Pop sold in the lounge should not be purchased by or for students unless it is during an after-school activity.

The refrigerator and microwaves in the lounge are available for all staff to use. Please clean up after yourself (dishes in the dishwasher, papers picked up, etc.). The refrigerator is emptied out periodically, (including the dishes which will also be tossed).

STAFF WORK DAY AND SUPERVISION

Each staff member is expected to work their assigned schedule on a daily basis. A late arrival or early departure from school or event/function shall be communicated to the staff member's supervisor prior to the absence when possible.

Any non-licensed position that is 4 or more hours will have a 15-minute break during the working hours. Any non-licensed position that is 6 or more hours will receive a 30-minute duty free (paid) lunch. Any non-licensed position that is over 7.5 hours will receive an additional 15-minute break.

All full-time teachers are expected to be in their classroom/office area by 7:15 am on a daily basis. Staff members with morning supervision duties must report to their assigned position by 7:25 am. Students will be allowed into the building at 7:25. Teachers assigned as hallway monitors are expected to stay in designated areas until 7:45 am, or until the hallways are cleared.

At the end of the day students are dismissed starting at 2:30 p.m. Classroom teachers should remain in their classrooms until all students are dismissed. Any staff with afternoon dismissal supervision responsibilities should be in their assigned position by 2:30 pm and remain there until the dismissal process is complete.

If a staff member is absent, they must communicate their supervision responsibilities in their notes for their substitute so all supervision stations are covered.

STUDENT BEHAVIOR AND DISCIPLINE

Detention

After school and lunchtime detention are measures that may be used as a learning tool. **Teachers may assign either lunchtime or after school detention. If you assign detention, it is your responsibility to supervise it.** If you assign after school detention, please give the student and parents (notification is necessary) a minimum of one-week notice. (Students who are held after school and miss the bus are the responsibility of the teacher.)

Students assigned detention or working time during lunch are NOT the responsibility of the recess/lunchroom staff. Please do not expect them to supervise students “on the wall” during recess time.

If a student has *office* assigned detention, it will be cleared with the administration who will be responsible for the students on a limited time basis.

School Behavior Expectations

Each student shall:

1. Come to school prepared to learn;
2. Actively participate in classroom activities and take responsibility for own learning;
3. Participate in providing a safe, orderly, and respectful environment for all students and staff.
4. Interact in a courteous, respectful way without bothering others;
5. Demonstrate appropriate behavior during lunchtime by eating properly, talking quietly, participating in clean-up activities, and leaving the lunch area in an orderly manner;
6. Pledge that the hallways at Achieve Language Academy will be safe and quiet where people interact with courtesy and respect;
7. Work at keeping the restrooms at Achieve Language Academy quiet, safe, and used as intended; and
8. Arrive and depart each day in a safe and orderly manner.

Minor and Major Infractions

Minor infractions will be handled at the classroom level. Teachers focus on logical consequences and creating positive learning environments. There may be times that you may call parents/guardians or write

a note asking for their help/support in resolving an issue or to inform them of what and how infractions have been resolved.

Administration will handle major infractions. Four categories of severe misbehavior will result in the student being sent immediately to the office:

1. Physically dangerous behavior: fighting, assault, or physical intimidation.
2. Illegal acts: stealing, damaging property, or drug/weapon violations (possession or use of drugs, and possession of a weapon, or facsimiles of).
3. Insubordinate behavior: defiance of any rightful authority, overt defiance and/or disrespect.
Insubordinate behavior is defined as the direct and immediate refusal to comply with a reasonable staff instruction within a specified period of time.
4. Repeated minor infractions: students who have been given logical consequences in the classroom but continue to exhibit the undesired behavior(s).

The Executive Director reserves the right to determine more serious levels of enforcement, including extended out of school suspension or expulsion, should the situation warrant.

Explanation of Discipline Terms

In-school time out of class means that a student spends time in a supervised, designated area outside of the classroom, sitting at a desk doing regular classroom assignments. A student who is spending time out of class is not in contact with other students during this time.

Examples of Minor Infractions:

Uniform/inappropriate dress	Gum chewing/candy
Tardies	Disruptive classroom behavior
Public display of affection	Insubordination
Inappropriate student contact	Disruptive hallway/bathroom behavior

Examples of Major Infractions:

Severe insubordination	Stealing/damaging property
Assault (sexual or physical)	Drug/tobacco/alcohol possession or use
Possession of a weapon or facsimiles	

See Board Policy 506 for more information about Student Discipline.

Discipline/Referral Forms

Discipline referrals should be completed using the provided form. Teachers must try at least 3 classroom interventions and document these interventions before making a disciplinary referral to the office.

The reason for the referral should be specific and objective. This will help the student support manager determine the level of disciplinary action, especially where teacher attempts to resolve the behaviors have been fruitless. When necessary, consultation with the teacher may be sought before disciplinary action is taken or assigned.

Please remember that whatever you write on the referral forms may be shared with the parents. Never use another student's name on a referral form. If there is another student involved in the incident, attach a Post-it to the referral slip with the other student's name.

STUDENT FEES

Student fees may include field trip fees, student activities/events, student purchases, etc. All funds collected must be accounted for properly. *Sales tax must be added to all items sold to students (mark items up by 7% and round up).*

All deposits/funds are managed through the Office Manager. Turn in all funds daily to the Office Manager; include teacher name, purpose, and total amount on envelope. **Do not put in mailbox – all funds must be signed in to the Office Generalist or the Operations Director.** Never allow students to carry these funds to the office. All expenditures from these funds will be made only through an approved purchase order, which will be processed through the Office Manager. No purchase can be made without the approval of the Executive Director.

STUDENT INCENTIVES

Teachers are encouraged to use both tangible and intangible rewards as reinforcement of positive student behaviors. In selecting rewards, consideration should be given to the appropriateness of the reward. Once an incentive/reward has been given to the student, it cannot be taken away. The focus of the school is to build positive behaviors through opportunities and encouragement. Whenever possible, try to avoid using food as a reward.

STUDENT RECORDS/PRIVACY

Federal and state laws (FERPA) as well as School Board policy govern the release of information about students. For the most part, only directory information (the student's name and grade) about a student may be released to someone other than a parent. Check with the Executive Director if you have concerns about student records and privacy. Student records are in the Office in locked files. Staff may view student records at any time, but the records may not be removed from the office area and you must sign them out and back in. If you need to spend time with a record, make arrangements to use the office conference room or another space in the office to view the records.

Parents/guardians have a right to view their student's records. Any requests to view records or make copies of records should be forwarded to the Executive Director (except in cases of a formal records request from another school district).

STUDENT UNIFORM REQUIREMENT

Uniforms are a requirement for attendance at Achieve. It is the responsibility of all staff members to monitor and enforce the uniform policy. If students in your class are not in uniform, you are to send the student to the office to change clothes, or have the student call home and ask the parent to bring appropriate clothes to school. Inform the Student Services Manager of any uniform infractions.

Refer to the student handbook for specifics about student uniform requirements. Any case of questionable dress, which does not seem to be addressed by the policy, should be referred to the Executive Director.

SUNSHINE FUND

Optional – At the beginning of each school year, staff is requested to contribute to the staff sunshine fund. This money will be used throughout the year to defer expenses resulting from the purchase of flowers, cards, etc. for staff/family hospitalizations, funerals, births, etc. The Sunshine Committee will collect the contributions from staff members and coordinate purchasing the items as needed.

TEACHER EXPECTATIONS

- *Taking attendance on time each day*
- *Duty assignments* – All teachers will have some “duty” assignment that goes beyond the classroom. Such duties include morning/afternoon hallway supervision, bus duty, and other duties as assigned.
- *Lesson plans* – You should document your lesson plans digitally or in a yearly plan book. The administration does not require that you turn your plans in on a weekly basis, but at any time may request to review your plans with you.
- *Infinite Campus* – The expectation is that all teaching staff use Infinite Campus for maintaining their gradebook and student assignment records. Teachers should be sure that they have all assignments and grades up to date every 2 weeks so families can access information in a timely manner.
- *Monthly newsletter* – A monthly newsletter will be sent to families. If staff members have any information that needs to be sent to all families, they should send that information to the Executive Director by the stated deadline.
- *Schedule changes* – Please turn in a daily schedule by the 2nd week of school. If the schedule changes during the year, please provide an updated schedule.
- *Student supervision* – All staff are expected to help supervise students throughout the building. We all have an obligation to supervise not only classrooms, but hallways, restrooms, the playground, assemblies, etc. If you need to leave your room for an emergency, please ask another adult to cover for you. You are liable if you leave your room unattended.
- *End-of-Year Checkout* – Each teacher is required to complete the requirements of the end-of-year checkout. This includes having all items in the teacher’s room ready to move for cleaning with all desks cleared of any items.

TEAM MEETINGS

Grade level teams including specialists, RTI, ELD, special education (if applicable) are required to meet at least every week at a time and location determined by the team. Team meetings are a time to discuss issues that affect the team including student concerns, team events, and consistent expectations across staff. Teams will record agendas and meeting notes in the shared google folder.

TIME OUTSIDE OF STUDENT DAY

An employee’s professional day, whether a licensed employee or a classified staff, extends beyond student contact hours to include time for such responsibilities as additional planning and evaluation, faculty and committee meetings, parent conferences, additional professional education, and other professional responsibilities of the employee.

- All full-time staff are required to supervise/participate in all required after-school activities as outlined by school administration.
 - Fall Open House
 - Fall Carnival
 - Fall Conferences
 - Spring Conferences
 - Award Ceremony (Licensed Staff Only)
 - Kindergarten Round-up (PreK and Kindergarten Staff)
 - 5-6 Camping Trip Parent Night (5th and 6th Staff)
 - 8th Grade Promotion (7th and 8th Staff)
- All full-time licensed staff are required to supervise/participate in one “choice” after-school activity as outlined by school administration.
- All non-licensed staff are welcome to volunteer at “choice” events in an unpaid capacity.

VEHICLE USE

Personal vehicles cannot be used to transport students without the approval of one of the School Directors. Two adults must be present in the vehicle. If you do transport students in your car and there is an accident, know that you may be liable. Your personal insurance will be used first with the school’s insurance as the alternate.

VISITORS

If you see someone in the building who does not possess a visitor’s pass, or a school ID, or someone who is acting in a suspicious fashion, approach that person by asking if you can help them and asking for an ID. Do not leave them alone – accompany them to the office to secure proper clearance for them. If you are unable to get them to the office, call the office for immediate assistance.

Students are not allowed to have visitors accompany them to their classes because visitors are a distraction. Only non-Achieve students who have been cleared by the Executive Director are allowed to visit classes.

Alumni returning to visit with staff will be permitted to do so only before or after school hours unless there is official business to conduct.

VOICE MAIL

Every licensed staff member and administrative staff member is assigned a school phone number that can be used to call or text with families. Messages should be checked a minimum of once per day.

**Achieve Language Academy
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM**

I have received a copy of the **2023-2024 Employee Handbook** for the Achieve Language Academy (the School). I acknowledge my obligation to read and understand its contents. I further acknowledge and agree that the handbook is only intended to provide a general overview of School personnel policies and practices and does not necessarily represent all such policies or practices in force at any particular time.

This handbook, dated 2023-24 supersedes and replaces any previously or contemporaneously stated written policies or practices covering the same or similar subjects or matters, including but not limited to, those contained in any manuals, handbooks, correspondence, memoranda, or oral discussions. Neither this handbook, nor any other written or unwritten policy or practice, is intended to create an express or implied contract, covenant, promise, or representation between the School and the employee.

I understand that I am free to resign at any time, and the School may terminate my employment at any time. I understand that the School reserves discretion to add, change or rescind any policy or practice at any time, with or without prior notice, and that any such addition, revocation, or modification shall not alter the employment at-will relationship. No employee or representative of the School, other than its Executive Director, has authority to enter into any written or oral employment agreement for any specified period of time, or to make any other binding agreement different than what is stated above.

I have read and will abide by the Anti-Harassment, Email, and Internet Usage, Chemical Use and Abuse, and the No Weapons Policy, as well as all other policies found on the school website (www.achievemn.org).

Please return no later than September 29, 2023.

Employee Name (print): _____

Employee Signature: _____

Date: _____