

Floodwood School District 2024-2025

Employee/Activities Handbook/ PBIS Manual



Floodwood School
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District Website
www.isd698.org
Board Approved 7/29/2024

FLOODWOOD SCHOOL: Preparing all students to succeed.

INTRODUCTION

This handbook has been prepared for the convenience of all personnel in the Floodwood Public School. The information contained in this handbook will facilitate an orderly and efficient school system. It is not intended to serve as the only source of information to staff regarding school policy. Please ask questions about items that are not understood or unfamiliar to you.

EDUCATIONAL PHILOSOPHY

Students of Floodwood School are the priority and focus of the school. Through supporting teachers in their development and knowledge of best practices, the students' educational, social, and emotional needs will be met. Teachers growing in their learning will positively impact the students' growth in their learning.

VISION STATEMENT

Floodwood School: Preparing all students to succeed.

MISSION STATEMENT

ROAR with Pride - Prepare with Excellence

ALL STAFF

Tennesen Warning for Employees

In accordance with the Minnesota Government Data Practices Act, we are required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (anyone can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As a public employee or an applicant for public employment, most of the data we maintain about you is public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3.

The information we request from you may be used for one or more of the following purposes:

- To distinguish you from all other applicants or employees and identify you in our personnel files;
- To determine your eligibility for employment or promotion;
- To contact you or other significant persons in an emergency;
- To enroll you and your family members for health insurance;
- To enroll you for pension plans;
- To account for wages paid;
- To justify travel expense reimbursement;
- To account for other employer paid fringe benefits;
- To compile Equal Opportunity and Affirmative Action reports.

Information which you are asked to provide generally is not required by statute. However, it generally is to your benefit to provide it. Without the requested information, this agency may not be able to determine your eligibility for employment or promotion, compute your wages, or grant you other fringe benefits.

Federal law permits government agencies to require an individual to provide his/her social security number for the administration of any tax. Please be aware when you are asked to give your social security number on Revenue forms, this collection is mandated by section 1211 of the Tax Reform Act of 1976 and also Minnesota Statutes, section 270.66. This information will be shared with the State Department of Revenue, the Internal Revenue Services, security tax programs. In most other cases the disclosure of your social security number is voluntary. If it is required by law, we will inform you of the statute which requires collection.

The information you provide may be shared with the Floodwood School District's payroll and personnel staff; supervisory staff; St. Louis County Attorney's office; TRA; PERA; IRS; and the State Departments of Revenue, Finance, Economic Security, Employee Relations, and Labor and Industry.

Information may also be shared with other agencies authorized by law to receive specific data relating to:

1. Absent/non-supportive parents;
2. Civil/human rights complaints;
3. Worker's Compensation;
4. Unemployment Compensation;
5. Labor contracts (to the extent specified in Minnesota Statutes, chapter 179);
6. Employee assistance programs;
7. Child/vulnerable adult abuse.

If you have any questions about this notice, Human Resources staff will explain it to you. The information on this form applies to your future contacts with this agency whether the contact is in person, by mail, or by phone.

ABSENCE FROM WORK

All staff (teachers, paraprofessionals, administrators, custodial personnel, office staff, and kitchen staff) are asked to report their intended absence using the substitute calling system at their earliest opportunity. Bus drivers will follow the procedures set by their supervisor. The substitute calling system can be accessed by logging onto InstaSub. Please contact the Business Manager if you need access or support for InstaSub. All absences (including medical) require Administration approval.

ATHLETIC EVENTS - ADMISSION

All staff will be granted free admission to athletic events and music concerts with the exception of playoff games and JAMD.

ATTENDANCE AT CONFERENCES AND MEETINGS

Staff shall apply for attendance at meetings and conferences to the Staff Development Team. Reimbursements and stipends will not be given if prior approval is not granted. If administration is requiring the employee to attend, a two week notice minimum will be given to the employee when possible. August, November and January Teacher Inservice/training days will always be mandatory Hours attended should be added to the monthly timecard submitted to payroll. A teacher, upon approval by the Staff

Development Team, may attend professional meeting(s), seminar(s), clinic(s), etc. germane to their curriculum area each school year. The following guides shall be used to determine reimbursement for expenses incurred:

1. **Overnight trips shall be allowed \$45.00 per day for meals.** An exception will be made if a luncheon or banquet with a higher cost is included as part of the program. Tips need to be listed on the bill and the maximum tip is 15%.
2. **Lodging shall be limited to a reasonable rate at the District's discretion.** Lodging shall be allowed when the attendance at the meeting and travel time exceeds 12 hours or at the discretion of the Staff Development Team. Lodging will be shared, when appropriate, when more than one person is in attendance.
3. For approved functions, a personal vehicle should be used. **Mileage will be reimbursed at the current IRS rate for use of a personal car.** If more than one person attends the same function, mileage may be paid if prior approval is secured. The actual transportation method will determine the amount of reimbursement. If the trip does not originate from the school, mileage will be paid from Floodwood or the claimant's home, whichever is closer. The staff member does not need to return directly to Floodwood after the function. Mileage is paid to and from the original destination.
4. All registration fees shall be reimbursed but not expenses for college credit earned through the experience.

The above guides for reimbursement of expenses shall apply to all school personnel, board members and others traveling on school business.

Verification for actual expenses must be attached to any expense claim submitted. When a person is assigned a conference or meeting, all expenses shall be reimbursed, except actual costs for college credit when earned. **Reimbursement requests must be made within 30 days of the event. Reimbursement requests after 30 days will not be granted.**

BOARD MEETINGS

Regular school board meetings are usually held the last Monday of each month at 6:00 PM, with some exceptions. See district website for complete calendar. These meetings are public meetings, and as such, are open to all employees of the district.

BREAKFASTS, LUNCHESES

Breakfasts and lunches are available for all staff through the school's food service program. The cost per breakfast is \$2.25 and lunch is \$4.95. Breakfast is served from 7:45 to 8:25 AM each day. Lunch is served from 10:55 AM until approximately 12:15 PM each day. With the exception of the ½ hour duty free noon, staff is not allowed to take time to eat during their normal duty hours. Staff members taking trays and silverware to their classroom are asked to return it to the kitchen when they are finished. Staff may choose to pre-pay for their meals or pay each time they eat. Please contact the business office if you would like to set up payroll deductions for your lunch account. In the event of a late start, breakfast will still be served upon arrival at school.

BUILDING PERMITS

The use of the building after school will be reserved for organized groups under supervision. All building permits are issued through the community education office and all activities, practices, meetings, etc., must be scheduled. These reservations should be made well in advance to avoid scheduling conflicts. The use of the building for activities of outside groups requires a fee based on the room or facilities required by the group. Facility Use Requests can be filled out on the district website at <https://www.isd698.org/page/facility-use-request>.

BUS REQUESTS FOR SPECIAL TRIPS

Field trips and special trips will be allowed for the current school year, unless they were not budgeted for or the class does not have the funding to pay for the trip. Transportation request forms can be found in the district office and must be approved by administration.

CALENDAR OF EVENTS/ OFFICIAL SCHOOL CALENDAR

The official district calendar is maintained by the Administrative Assistant. Events, such as games, concerts, prom, dances, Snow Week, Homecoming Week, etc. must go through the Activities Director, and get final approval from Administration. All school events need approval to receive official School District recognition of the event.

No date is official unless it has been put on the calendar and approved by the school board.

WEDNESDAY NIGHT ACTIVITIES

No extra curricular activities are to be scheduled after 6:00 PM on Wednesdays unless a special clearance is obtained from the Superintendent, Principal, or Activities Director.

CONFIDENTIALITY/DATA PRIVACY

Confidentiality and data privacy are very important within the scope of school district operations. All employees must be aware of the importance of state and federal statutes that govern and regulate data that are used within the operations of the Floodwood School District. This includes but is not limited to data and communications regarding students, parents/guardians, law enforcement personnel, social service agencies, in regular and special education settings are all subject to these rules and regulations. Violations of this provision may result in disciplinary action by the School District. Questions regarding this topic should be forwarded to the Administration for clarification if necessary.

COMMUNICATION

Communication is a key to success. Here are some of the expectations for communication:

Email:

Set up your email account to have an automatic signature with your name, title, and work hours. Set up a "vacation responder" if you are out so anyone who emails you will be automatically notified of your absence.

Check your email often; at a minimum first thing in the morning, midafternoon, and about 2:15 in case there is something urgent regarding a student(s).

Make sure to respond to emails within 24 hours or a reasonable amount of time. If you don't have an answer for a question, at least respond that you are checking into it and give them an expected response time.

Calendars:

There is a shared district Google calendar. Please keep it updated with your class events such as trips where you'll be taking students out of the building or for events that you are an advisor for (plays, pep rallies, class meetings, etc.) to help all be informed. This will help the AD in sport event planning, the custodians and cook, Office Staff with the daily announcements, and accidental overlapping of events. If you are not able to see the district calendar or have any questions, please make sure to ask.

Phone:

Set up your voicemail for all of the various responses (busy signal, after hours, no answer, etc.)

Check for messages often; at a minimum of first thing in the morning, midafternoon, and about 2:15 in case there is something urgent regarding a student(s).

Make sure to respond to phone calls within a reasonable amount of time, meaning the same day or first thing the next day. If it is something you don't have an answer to and there will be a delay, make sure to call back or have administration call back to give them an expected response time.

Conversations with students and the public:

It is crucial to be professional when communicating with students, the public, and fellow staff members. Talking to students about being unhappy with another staff member or with your employment is an example of unprofessionalism and is grounds for dismissal. We are a team. If you have a problem, talk to the individual directly or pull in administration to help resolve the issue. Direct communication often resolves misunderstandings.

Facebook, Twitter, Website, etc.: (see "Social Media" section for more information)

We have an established website and Facebook account for the district. Do not create another school district account without administrative approval. You may create a teacher account however make sure it is professional.

Please make sure that your personal Facebook account is professional and/or that the privacy is such that Floodwood students cannot view it. "Friending" students on your personal account is not recommended.

Positive Promotions:

We are all responsible for promoting the Floodwood School District. If you have things you would like to celebrate or highlight, you are encouraged to forward your information and pictures if possible, to the news team at news@isd698.org for the district website, newsletter, and/or Facebook articles. Please also inform the two local newspapers (The Forum and The Voyageur Press) of any upcoming events as they are interested in coming to take pictures and publishing information as well.

Contracts, Schedule C:

Schedule C contracts are paid positions, any work for a Schedule C contract position should not be done during the regular work day. Meetings or obligations that are part of your schedule C contract duties should be absences from the district utilizing the time off system with prior approval from administration. Administration may ask for a schedule of events/meetings.

DAILY ANNOUNCEMENTS/BULLETIN

Daily announcements will be made at the beginning of each day shortly after the beginning of the first hour. The daily bulletin will be posted to the district website. All notices to be announced and/or printed in the daily bulletin MUST be submitted via email to the office by 8:00 AM in writing at office@isd698.org. Please email exactly what you would like announced and added to the bulletin.

EMERGENCY SCHOOL CLOSING INFORMATION

The Floodwood School District will utilize the Campus Alert Notification System for the current school year. This source of information shall be considered the primary and most direct/accurate source of communication from the school District for school closing information. It is the employee's responsibility to maintain accurate contact information to ensure that you are contacted via this system. In addition to the Campus System the school District will continue to use regular regional media sources for emergency school announcements. Please see below for that information.

When winter conditions require the closing of school, Floodwood School will follow the following procedures:

MORNING CLOSING OR DELAY

A school closing or delay announcement will be made prior to 6:00 AM. Announcements will be carried on local television stations as well as radio stations:

TV Stations: KBJR Channel 6, KDLH Channel 3, WDIO Channel 10, WIRT Channel 13, KQDS FOX 21

Radio Stations: WEBC 560AM, KKCB 105.1FM, WNMT 650AM, WTBX 93.9FM, KOZY 1320AM, KMFY 96.9FM, USA 99.9FM

The school district website www.isd698.org may also be used to obtain information. The district will also utilize Facebook as a means of communication to all staff, students, and community members.

Year-round full time salaried employees unable to work, or leave early, on an emergency closing day will take either vacation, personal, comp time or leave without pay for that day or portion of.

EMERGENCY/CRISIS/EXPOSURE TO BLOODBORNE PATHOGENS, ETC.

Please refer to the district crisis manual for all emergency information such as lockdowns, threats, fire, medical emergencies, accidents, evacuations, etc. Each classroom is required to have a red crisis manual easily available for a substitute in case of a teacher absence. A crisis manual will also be kept in the mailroom for non-teaching staff to review. The bus garage and custodian area also need to have a manual available for all staff in those areas. All staff need to be familiar with the procedures laid out in the manual for the different emergencies.

EQUIPMENT

The equipment in the building was purchased with the intent to assist in your task of educating students. It was not intended as your personal equipment for your personal use. Please help extend the longevity of the equipment by keeping things clean, protecting it from abuse by others, and using it for its intended purpose. Please do not take district equipment home for your own use or loan it out to non-staff. All equipment loaned out must be checked out through the office.

FITNESS CENTER

The Fitness Center is available to staff for free. Staff access cards will work on the fitness center door. Access may be limited at times for maintenance to hall floors or equipment. Staff may not bring guests to use the fitness center without purchase and use of Buddy passes. Buddy passes can be purchased in the office.

KEYS

Keys are issued to each teacher for their own classroom and other areas that are essential for their daily use. Keys and access cards to exterior doors are issued with administrative approval. Please do not loan your keys to anyone; they will remain your responsibility. STAFF DOES NOT HAVE AUTHORIZATION TO DUPLICATE SCHOOL KEYS. All authorization to issue school keys comes from Administration.

A. It shall be the responsibility of the Administrative Assistant and Activities Director to issue and record the distribution of all school district keys.

B. Grand master keys shall be issued to the following personnel on a continual basis:

1. Administration – Superintendent, Principal, Business Manager, Administrative Assistant, School Secretary, and IT support.
1. Maintenance - All regularly scheduled Custodians.
2. Floodwood Police Department and Floodwood Fire Department.

With Administration's approval keys can be issued, upon request, to the following personnel on a conditional basis:

1. Coaches (Head Coaches may keep keys year round if returning to position the following year. All other coaches must return keys/access card at the end of their season.)
2. Community Education Personnel
3. Person with a signed building permit.

Teachers are to be given a key to their assigned room and work rooms. Staff needing access to rooms they do not have keys for can check keys out in the office and must be returned the same day they are checked out.

E. Staff must report a lost key to administration immediately. A fine equaling the cost, incurred by the school district, for rekeying the area may be assessed any individual who loses a key assigned to them. To replace a lost or broken access card is \$10.

F. Under no conditions are keys to be loaned to a student or to a person not employed or assigned by the school district.

G. Any person in the building, when a custodian is not on duty, is responsible to secure the building. (Check all outside doors.)

H. The use of a school key may be revoked if this procedure is not followed.

LONG-TERM ABSENCES OF SUPERVISORY PERSONNEL

In the event of a long-term absence (more than 20 days) by any supervisory personnel, the board shall determine whether or not a substitute will be hired to assume the duties of that person. The board, at its discretion, may delegate the supervisory duties to other supervisory personnel. Working hours of non-supervisory personnel may be adjusted to best suit the needs of the district.

In the event a substitute is hired, the terms of compensation and working conditions shall be negotiable with the school board.

PARKING

There is assigned parking for all staff during school hours. Please adhere to posted signage regarding the bus loading area on the north side of the school.

PERSONNEL FILE

All evaluations and personnel files of the School District relating to an individual staff member shall be available for inspection by the individual staff member. All requests to inspect evaluations or files will be completed within a reasonable amount of time. Personnel files will be available during the regular school business hours (8:00 AM to 3:30 PM) and must be viewed in the office. Staff members shall have the right to reproduce, at the staff member's expense, any of the contents of their personnel files. The School District reserves the right to destroy personnel files as permitted by law and notification to employees will be provided when this occurs.

POLICY MANUAL

Copies of the Floodwood School Policy Manual are available, for employee review, on the district website.

PROFESSIONAL DEVELOPMENT

All professional development must be approved by the Staff Development Team. Attendees of professional development will be responsible for writing a summary of what they learned and how it will improve their instruction or performance of their job. They may also be required to present what they learned to the School Board or to their colleagues. Teachers will be paid \$150 for a 7.5 hour day for professional development suggested by the Staff Development Team or Administration that falls on a day that is not contractual.

- Educational Assistants are required to attend three Professional Development Inservice days: 1) one of the assigned August Teacher Inservice days, 2) the November Inservice day, and 3) the January Inservice day.

PURCHASE ORDERS / PURCHASING

All orders for materials or equipment must be processed through the office.

PROCEDURE:

Prepare a purchase requisition using the online system through SMART eR. The link and instructions can be found on the school website under "Staff." Complete ALL necessary order information and use the comment section to describe what the order is for. If a vendor name is not on the list, please contact the business office. Supporting documents for the requisition should be labeled with your name and submitted to the Business Manager.

Administration will approve and submit the requisition to the business office for final approval. Once the approval is secured, the School Secretary will prepare and place the purchase order.

Purchases will be made locally whenever possible as is consistent with good business practices and in the best interest of the school district as a whole. All employees are to secure a signed purchase order prior to making any purchases from local merchants.

The district has no obligation to pay for items that you may purchase without prior approval and without a purchase order. The individual who does make a purchase without prior approval shall be required to personally pay for those goods.

RESTRICTIVE PROCEDURES

The Floodwood School District promotes the use of positive approaches for behavioral interventions for all students. When restrictive procedures are employed in an emergency situation with any student, the School District will adhere to the standards and requirements of Minnesota Statutes 125A.094 and 125A.0942 with respect to Restrictive Procedures for Children with Disabilities.

A. Definitions

The following terms have the meanings given them.

1. **“Emergency”** means a situation where immediate intervention is needed to protect a child or other individual from physical injury. Emergency does not mean circumstances such as: a child who does not respond to a task or request and instead places his or her head on a desk or hides under a desk or table; a child who does not respond to a staff person’s request unless failing to respond would result in physical injury to the child or other individual; or an emergency incident has already occurred and no threat of physical injury currently exists. Minn. Stat. 125A.0941 (b)
2. **“Physical holding”** means physical intervention intended to hold a child immobile or limit a child’s movement and where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury. Minn. Stat. 125A.0941(c). The term “physical holding” does not mean physical contact that:
 - (a) Helps a child respond or complete a task;
 - (b) Assists a child without restricting the child’s movement
 - (c) Is needed to administer an authorized health-related service or procedure; or
 - (d) Is needed to physically escort a child when the child does not resist or the child’s resistance is minimal.
3. **“Positive behavioral interventions and supports”** means interventions and strategies to improve the school environment and teach children the skills to behave appropriately. Minn. Stat. 125A.0941(d)
4. **“Restrictive procedures”** means the use of physical holding or seclusion in an emergency. Restrictive procedures must not be used to punish or otherwise discipline a child. Minn. Stat. 125A.0941(f)
5. **“Seclusion”** means confining a child in a room from which egress is barred. Egress may be barred by an adult locking or closing the door in the room or preventing the child from leaving the room. Minn. Stat. 125A.0941(g) (Removing a child from an activity to a location where the child cannot participate in or observe the activity is not seclusion.)
6. **“CPI Team Control Position”** is a physical hold that is used to manage students who have become dangerous to themselves or others. Two staff hold the individual and additional members assess the student for signs of distress and take other safety measures as necessary.
7. **“CPI Children’s Control Position”** is a physical hold that is designed to be used with a student that is a head size or smaller than the adult. Additional members need to be present to assist the adult, monitor safety of the student and take other safety precautions as necessary.
8. **“CPI Transport Position”** is a physical hold that is an upright position that is used when the student is calm and needs to be moved to a safer place. Two staff assist with this position, one on either side of the student, with additional staff as needed.
9. **“CPI Interim Control Position”** is a physical hold that is a temporary, upright position that allows staff to maintain control of both of the individual’s arms for a short period of time. One staff is needed for this position; however, additional staff are necessary to monitor the student and assist with any other safety precautions.
10. **“Outcome of A Personal Safety Technique”** is a physical hold used when a student engages in a grab with peers/staff and the adult needs to immobilize a part of the student’s body to minimize damage to the student, peers and/or school staff.

B. Personnel Development Activities

Personnel development activities will be provided to District staff and contracted personnel who have routine contact with students and who may use restrictive procedures in the following areas:

1. Positive behavioral interventions;
2. Communicative intent of behaviors;
3. Relationship building;
4. Alternatives to restrictive procedures, including techniques to identify events and environmental factors that may escalate behavior;
5. De-escalation methods;
6. Standards for using restrictive procedures;
7. Obtaining emergency medical assistance;
8. Physiological and psychological impact of physical holding and seclusion;
9. Monitoring and responding to a child’s physical signs of distress when physical holding is being used;
10. Recognizing the symptoms of and interventions that may cause positional asphyxia when physical holding is used;
11. District policies and procedures for timely reporting and documenting each incident involving use of a restricted procedure; and
12. Schoolwide programs on positive behavior strategies. Minn. Stat. 125A.0942, Subd. 5(a)(11) and (12)

C. Staff Training Requirements

Staff who design and use behavioral interventions will complete training in the use of positive approaches as well as restrictive procedures. Training records will identify the content of training, attendees, and training dates.

D. Restrictive Procedures and Prohibited Procedures

Restrictive procedures that may be used in emergency situations include seclusion and physical holding.

Prohibited procedures include the following:

Corporal Punishment which include conduct involving:

1. Hitting or spanking a person with or without an object; or
2. Unreasonable physical force that causes bodily harm or substantial emotional harm;
3. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain;
4. Presenting an intense sound, light or other sensory stimuli using smell, taste, substance, or pray as punishment;
5. Denying or restricting the student’s access to equipment and devices such as wheelchairs, hearing aids or communication boards that facilitate the student’s functioning except when temporarily removing the equipment or device, in which case the equipment or device shall be returned to the student as soon as possible; Interacting with a student in a manner that constitutes sexual abuse, neglect, or physical abuse under section 626.556;
6. Totally or partially restricting a student’s senses as punishment;
7. Withholding regularly scheduled meals or water;
8. Denying the student access to bathroom facilities;
9. Physical holding that restricts or impairs a student’s ability to breathe; or
10. Use of tasers or threatened use of tasers.

E. Documentation Procedures

The use of restrictive procedures in emergency situations will be documented using Appendix A and B and submitted to the Special Education Director and building Administration. The District will monitor and review the use of restrictive procedures, including conducting post-use debriefings and convening an oversight committee.

The use of restrictive procedures in behavioral intervention plans will be documented in the learner's file. Reviews will be conducted in accordance with the plan. In the case of a student with a disability, due process and documentation requirements will be followed. Record retention will be in accordance with administrative policies on student records.

F. Emergency Situations – Use of Restrictive Procedures

The Floodwood School District shall make reasonable efforts to notify the parent/guardian on the same day by phone when restrictive procedures are used in an emergency. If the school is unable to provide same-day notice, notice will be sent by written or electronic means or as otherwise indicated by the parent.

District administration will receive written notification when restrictive procedures are used in emergency situations. Records will be reviewed quarterly.

PROTOCOL FOR USING PHYSICAL HOLDING

Physical holding should only be used in an emergency. Notify parents the same day a restrictive intervention is used. Provide written or electronic notice within two days if unable to notify parents the same day. Staff must directly monitor the student to ensure that the student is safe. End the intervention when the threat of harm ends and staff determine if the student can safely return to his/her routine activities, education setting, intervention, and/or site determined by the team, Positive Behavior Intervention and Support Plan (PBISP) and/or administrator.

Complete the **Critical Incident Form for Restrictive Procedures** (Appendix A-1 page) (see administration for a copy). Document the date, type of intervention, starting and ending time, and the location of the incident. If a physical hold is used, document the type of hold used. These following physical holds are the only ones adopted by the Floodwood School District #698: CPI Children's Control Position, CPI Team Control Position, CPI Transport Position, and CPI Interim Transport Position. Summarize the student's behavioral and physical status during the intervention. Record names of staff present and involved in the intervention. Record the removal of shoes, belt and contents of pockets. Provide an explanation if scheduled meals are delayed. Record the date and time of parent notification as well as who made the contact, and a brief summary of parent comments. Record if law enforcement was contacted regarding the incident, who called, and the outcome of the call.

Complete the **Critical Incident Form for Restrictive Procedures – Staff Debrief** (Appendix B-2 pages) (see administration for a copy). Document the attendees, date and time of debriefing. Note the person who is facilitating the debriefing and if the student is on an IEP and/or has a PBISP. Completely describe the incident, answering all the questions included on the form. Describe specific actions that both helped the situation and did not help the situation. Describe the procedure used to return the child to his/her routine activities. Note if the behavior is likely to occur again. Note if the PBISP was followed, and if not, what circumstances prevented it. Describe the action plan to assist the prevention of future incidents. Note if restrictive procedures have been used on two separate school days within the last 30 calendar days. If yes, note if an IEP meeting has been scheduled within 10 calendar days.

Provide a copy of the Critical Incident Forms (Appendix A and B) (see Administration for a copy) to the Special Education Director and the building Administration. and also place a copy in the student's special education file. The Director of Special Education, building Administrator, Special Education Coordinator, School Psychologist and as appropriate, ASD Consultant, special education teacher, school mental health provider, will serve as the district oversight committee and will review all restrictive procedures quarterly.

If a restrictive intervention is used on two separate school days within 30 calendar days or when a pattern of behavior emerges, the district must hold a team meeting within 10 calendar days after the use of restrictive procedures. In the case of a nondisabled student, the team should develop an intervention plan. In the case of a student with a disability, the district must hold an IEP or 504 team meeting, conduct or review a functional behavioral analysis (FBA), review data, consider developing additional procedures, and modify the IEP, PBISP, or 504 plan. The district may use restrictive procedures in emergencies until the team meets, provided the emergency measures are deemed necessary by the district to protect the individual pupil or others from harm.

Before incorporating physical holding into the IEP or PBISP, the IEP team should ensure that an FBA has been completed. The team should use the FBA information along with the present levels of performance, needs, goals, and objectives to develop a PBISP.

- (a) Include positive behavior supports, de-escalation procedures, instruction in appropriate behavior, and other preventative measures in the PBISP.
- (b) Document which restrictive procedure is being included and why it is the least restrictive effective intervention. The PBISP must identify the frequency and severity of target behaviors for which the regulated intervention is being considered; and anticipated criteria for returning the pupil to the routine activities and regular education environment if the intervention is used.
- (c) Document that the physical health and psychological assessments determined that seclusion is not contraindicated because of psychological or physical health reasons. The licensed school nurse can conduct the physical health assessment or review and the mental health facilitator can conduct the psychological assessment or review, restrictive procedure is used.
- (d) Document how the parent wants to be notified when a restrictive procedure is used.

Schools that intend to use restrictive procedures are required to maintain and make publicly accessible a restrictive procedures plan for children.

Restrictive procedures may be used only in response to behavior that constitutes an emergency, even if written into a child's individual education plan (IEP) or positive behavior intervention support plan (PBISP).

Standards for Physical Holding or Seclusion may NOT be used to discipline a non-compliant child. Minn. Stat. 125A.0492 Subd. 3(a)(2)

I. The Floodwood School District intends to use the following:

- A. Physical holding restrictive procedure; with
- B. these types of physical holdings:
 - (a) CPI Children's Control Position
 - (b) CPI Team Control Position
 - (c) CPI Transport Position
 - (d) CPI Interim Control Position

C. Floodwood School District has a policy of not using seclusion. The district has no seclusion rooms.

II. The Floodwood School District will implement a range of positive behavior strategies and provide links to mental health services in the following manner:

- A. Positive behavioral interventions and supports
- B. The Floodwood School District will train staff on positive behavior intervention supports (PBIS). Teachers will learn the foundational concepts and framework of PBIS and have a better understanding of what PBIS is and why it is important. Additionally, staff will be trained in effective office discipline

procedures (SWIS System) and using data in a proactive manner. Floodwood School is a PBIS cohort.

C. The Floodwood School District provides the following links to mental health services:

1. St. Louis County Health and Human Services
2. Range Mental Health Center

III. The Floodwood School District will monitor and review the use of restrictive procedures in the following manner:

A. Documentation:

1. Each time physical holding is used, the staff person who implements or oversees the physical holding shall document, as soon as possible, but not to exceed more than 24 hours after the incident concludes, the following information:

- (a) A description of the incident that led to the physical holding or seclusion;
- (b) Why a less restrictive measure failed or was determined by staff to be inappropriate or impractical;
- (c) The time the physical holding or seclusion began and the time the child was released; and
- (d) A brief record of the child's behavioral and physical status.

2. Attached, as Appendix A (see Administration for a copy) is the Floodwood School District form used to document the use of physical holding.

B. Post-use Debriefings, consistent with documentation requirements:

1. Each time physical holding is used, the staff person who implemented or oversaw the physical holding shall conduct a post-use debriefing with staff involved and an administrator as soon as possible but not to exceed 24 hours, after the incident concludes.
2. The post-use debriefing will review the following requirements to ensure the physical holding was used appropriately:
 - (a) Whether the physical hold was used only in an emergency.
 - (b) Whether the physical hold was the least intrusive intervention that effectively responds to the emergency.
 - (c) Whether the physical holding was used to discipline a noncompliant child.
 - (d) Whether the physical holding ended when the threat of harm ended and the staff determined the child could safely return to the classroom or an alternative activity.
 - (e) Whether the staff directly observed the child while physical holding was being used.
 - (f) Whether the documentation was completed correctly.
 - (g) Whether parents were correctly notified.
 - (h) Whether an IEP team meeting needs to be scheduled. If yes, has it been scheduled?
 - (i) Whether the appropriate staff used the physical holding.
 - (j) Whether the staff that used the physical holding was appropriately trained.
3. If the post-use debriefing determines the physical holding was not used appropriately, the Floodwood School District will ensure immediate corrective action is taken, such as reviewing appropriate use of the procedure, appropriate application of the procedure and/or appropriate training of necessary staff.

C. Oversight committee:

1. The Floodwood School District publicly identifies the following oversight committee members:
 - (a) Special Education Director
 - (b) School Psychologist
 - (c) General Education Administrator
 - (d) Special Education Coordinator
2. The Floodwood School District oversight committee meets quarterly.
3. The Floodwood School District oversight committee will review the following:
 - (a) The use of restrictive procedures based on patterns or problems indicated by similarities in the time of day, day of week, duration of the use of the restrictive procedure, the individuals involved, or other factors;
 - (b) The number of times a restrictive procedure is used school wide and for individual children;
 - (c) The number and types of injuries, if any, resulting from the use of restrictive procedures;
 - (d) Whether restrictive procedures are used in non emergency situations;
 - (e) The need for additional staff training; and
 - (f) Proposed actions to minimize the use of restrictive procedures

IV. The Floodwood School District staff who use restrictive procedures, including educational assistants, receive training in the following skills and knowledge areas:

A. Positive behavioral interventions

1. CPI training entitled Nonviolent Crisis Intervention
2. Functional Behavior Assessment (FBA)/Positive Behavior Intervention Plans (BIP) in-service training
3. Documentation available upon request

B. Communicative intent of behaviors

1. CPI training entitled Nonviolent Crisis Intervention
2. Functional Behavior Assessment (FBA)/Positive Behavior Intervention Plans (BIP) in-service training
3. Documentation available upon request

C. Relationship building

1. CPI training entitled Nonviolent Crisis Intervention
2. Functional Behavior Assessment (FBA)/Positive Behavior Intervention Plans (BIP) in-service training
3. Documentation available upon request

D. Alternatives to restrictive procedures, including techniques to identify events and environmental factors that may escalate behavior

1. CPI training entitled Nonviolent Crisis Intervention
2. Documentation available upon request

E. De-Escalation methods

1. CPI training entitled Nonviolent Crisis Intervention

2. Functional Behavior Assessment (FBA)/Positive Behavior Intervention Plans (BIP) in-service training
3. Documentation available upon request
- F. Standards for using restrictive procedures only in an emergency
 1. CPI training entitled Nonviolent Crisis Intervention
 2. Documentation available upon request
- G. Obtaining emergency medical assistance
 1. CPI training entitled Nonviolent Crisis Intervention
 2. Documentation available upon request
- H. The physiological and psychological impact of physical holding
 1. CPI training entitled Nonviolent Crisis Intervention
 2. Documentation available upon request
- I. Monitoring and responding to a child's physical signs of distress when physical holding is being used
 1. CPI training entitled Nonviolent Crisis Intervention
 2. Documentation available upon request
- J. Recognizing the symptoms of and interventions that may cause positional asphyxia when physical holding is used
 1. CPI training entitled Nonviolent Crisis Intervention
 2. Documentation available upon request
- K. District policies and procedures for timely reporting and documenting each incident involving use of a restrictive procedure
 1. Floodwood School District #698 Restrictive Procedures Policies and Procedures, Critical Incident Forms Appendix A and B (see administration for a copy)
 2. Documentation available upon request
- L. School wide programs on positive behavior strategies
 1. Informational handout on the strategies being implemented in each of the buildings in the district
 2. Documentation available upon request

II. Floodwood School District is committed to using positive behavior intervention and supports.

Positive behavioral interventions and supports:

Positive behavioral interventions and supports mean interventions and strategies to improve the school environment and teach children the skills to behave appropriately to keep children safe.

The Floodwood School District will never use the following prohibited procedures on a child:

- A. Engaging in conduct prohibited under section 121A.58 (corporal punishment)
- B. Requiring a child to assume and maintain a specified physical position, activity or posture that induces physical pain;
- C. Totally or partially restricting a child's senses as punishment;
- D. Presenting an intense sound, light, or other sensory stimuli using smell, taste, substance, or spray as punishment;
- E. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning, except when temporarily removing the equipment or device is needed to prevent injury to the child or others, in which case the equipment or device shall be returned to the child as soon as possible;
- F. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under section 626.556 (reporting of maltreatment of minors);
- G. Withholding regularly scheduled meals or water;
- H. Denying access to bathroom facilities; and
- I. Physical holding that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso.

SAFETY

Floodwood School shall take all practical steps to safeguard employees and students from accidents and to maintain an effective safety program. All district employees are responsible to help maintain a safe environment.

The Floodwood School has a Facilities Committee that meets periodically with Safety as an item of discussion. Safety concerns should be brought to the attention of Administration to be reviewed at the committee meeting.

SECURITY SYSTEM

The building has a security system that can monitor the activities of any and all persons in the building. Please be aware of this, as the actions on tape may be your own. It is not our intent to monitor the activities of all persons; only those who are causing problems.

SOCIAL MEDIA

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include Facebook, twitter, blogs, message boards, chat rooms, electronic newsletters, online forums, Facebook and any other social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of Floodwood School as well as personal use of social media when referencing Floodwood School:

- Employees need to know and adhere to the district's Code of Conduct and other district policies when using social media in reference to Floodwood School.
- Employees should be aware of the effect their actions may have on their image, as well as the Floodwood School's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Floodwood School may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Floodwood School, its employees, or students.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the administration.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to administration.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of administration.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at Floodwood School. Personal use of social media on District time could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates the district's Code of Conduct or any other district policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Floodwood School, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Floodwood School's positions, strategies or opinions."
- It is highly recommended that employees keep school related social media accounts separate from personal accounts.

SOLICITATION IN THE SCHOOL

Any solicitation in the school of faculty or students requires administrative approval in advance.

STAFF DRESS

Staff should wear attire that is clean and appropriate.

****Staff and students of Floodwood School District will wear face covering when in the building, if it is voted into place by the Floodwood School Board to keep students and staff safe. That may include a face mask. Face masks and shields will be provided, along with instructions on proper use and cleaning.**

STAFF INJURY

Any staff member injured while on duty should contact the office immediately. Be sure to complete a First Report of Injury Form; they are in the office. This report must be filled out within 24 hours of suffering the injury and turned in to the office.

STUDENT ACCIDENT REPORTING

Recent trends in legal cases make it a virtual necessity that all student injuries and accidents be promptly reported. Fill out an accident report and turn it in to Administration on the day the injury occurred.

TECHNOLOGY USE

The technology equipment is intended for the purpose of educating students and assisting the staff to that end. It is not intended for your personal pleasure. We expect that each employee will abide by the policies established by the school board related to personal use of school equipment as outlined in the Technology Plan. Remember that this equipment is owned by the District and can be monitored by the personnel of the District at any time. The use of this equipment and its contents are not protected by data privacy. Staff will be required to sign an Appropriate Use Policy Agreement form at the beginning of each school year.

TELEPHONE USE

Each classroom and instructional space has a telephone for your use as an employee of the district. Please limit the use of telephones for personal use as we have only limited lines into the building. Personal faxes sent or received on the school fax machine will be charged at a \$.50 per page rate. The telephones also have voice mail capabilities so you can receive messages when you are not available to answer calls. Remember that the use of voice mail and telephones can be monitored by District personnel and is not protected by the same level of privacy as is the US Mail.

Students will be called from class to answer phone calls only in the case of an emergency. If staff members allow students to use the telephone in their rooms, they are to monitor the calls.

TOBACCO FREE

We are a Tobacco Free school. There is to be no use or possession of tobacco products in any part of the building or on school grounds at any time. This includes the e-cigarette.

VOLUNTEERS

Often coaches/advisors use volunteers in their program. Any volunteers that work with students must have a background check **prior to** working with students. The school district will pay for these background checks for volunteers. In order to monitor the number of volunteers and who is volunteering, all volunteers **must** be approved by the Administration for school activities or the Community Education Director for Community Education activities. The responsibility falls on the coaches/advisors to ensure this approval has been granted from the respective school administrator.

CERTIFIED STAFF

ARRIVAL AND DEPARTURE OF FACULTY/WORKDAY

All teachers are to be in the school building from 8:00 AM until 3:30 PM or 7:45 AM until 3:15 PM.

In the event of after school programs such as parent-teacher conferences, open houses, winter concert, academic ceremony if held in the evening or other programs and activities which all teachers are required to attend, teachers will receive compensatory time equal to the amount of time they are in actual participation in the program. The compensatory time will be granted to all teachers in a block of time. Parent Teacher Conference time will be given in a "Conference Comp Day" on the district calendar.

AUDIOVISUAL AND MULTIMEDIA

When films/VCR tapes/DVDs/CD ROMs/streaming are used in the classroom, they should be used for an educational experience. If you have not viewed the films/tapes before, please preview them. If the content is questionable, it is recommended that the teacher send a parent permission slip home prior to showing the film/DVD/tape/streamed content.

CELL PHONES/PERSONAL DEVICES

Staff who need to use their cell phone for personal business during work hours are expected to do this during their prep time, break time, or lunch break. While teaching/supervising students it is expected that staff cell phones are out of sight.

Cell phone expectations for students are as follows:

Upon entry to the classroom, all students will be required to put their cell phones in the designated area as directed by the classroom teacher. Students will be able to check messages on their phones during lunch and passing time. Parents are encouraged to message students through the office if they need to contact their student immediately. Otherwise, students can check messages between classes.

Consequences for hearing/seeing personal tech devices in the classroom:

1st Offense: Teacher takes the phone for the remainder of the class period

2nd offense: Phone will be taken to the office for remainder of the school day

3rd Offense: A parent/guardian will be called to come in and pick up the phone

4th offense: the student will not be allowed to bring the cell phone or device into the building for a period of time as determined by the principal.

Failure to give up a phone to a staff member will result in further disciplinary measures. This policy could become more restrictive at any time if the administration and Floodwood board of education deem it necessary for the successful conducting of the educational process.

Staff are expected to hold students accountable. If cell phone use is allowed in the classroom a meeting with administration may occur.

CLASS ACTIVITIES

All class or organizational activities must be supervised by the advisor(s). Class advisors are responsible for class meetings, class activities and class funds. Meetings, practice, planning, etc., of all activities must take place during the noon hour or after school unless other arrangements are made with Administration. Post activities on the district Google calendar and hall TV to help keep all informed.

Students are not to be excused from curricular classes for extra-curricular activities except in rare instances and then only with clearance from Administration.

No school activities, practices, or meetings are to be scheduled after 6:00 PM on Wednesday evenings.

EVALUATIONS

Each faculty member will be evaluated once a year. New staff will be formally evaluated three times a year.

FACULTY MEETINGS

There will be Faculty meetings as needed either at 7:45 am or 3:05 pm when school is in session. All teachers are to be present at these meetings unless excused by the administration. If excused, it is the teacher's responsibility to find out what information was covered.

FIELD TRIP RULES (to also include athletic trips other than normal athletic event trips – example: overnight playoff competitions)

Field trips provide additional learning experiences for students beyond the confines of the classroom. To make a field trip meaningful, the responsibilities of planning, preparation and follow-up are to be assumed by the individual teacher/coach.

Field trips will be limited to those trips that have administrative approval. The “end of year” elementary field trips will remain in effect; this includes the sixth grade trip to the Capitol. Any other trips other than the elementary level “traditional end of year trips” will not be allowed unless approved by the school Administration. *Any trips that would be approved other than those stated here would require that they be completely funded by some means other than School District general funds.

All field trips must comply with the following:

- All field trips shall have **prior** approval of with a trip itinerary on file **prior** to formal approval. (The itinerary shall include departure and return times and all scheduled activities for the trip – usually included on district van or bus request.)
- Post all trips on the district Google calendar to help keep all informed.
- All students shall have parent permission slips on file prior to the event. Slips sent home should specify where the group will be going, the date of the trip, and the return time.
- **NO STUDENT WILL BE ALLOWED TO GO WITHOUT PARENT PERMISSION.** Parent permission forms are available on the district website
- All students shall have teacher/administrative approval to attend.
- Students shall not be allowed to separate into “groups” without supervision except as part of planned activities.

OVERNIGHT FIELD TRIPS

In addition to the above rules, the following shall apply if the trip includes any overnight stays:

- When timelines allow, overnight field trips shall have permission from the school board.
- Overnight field trips shall have chaperones approved by the administration. (See background checks also.)
- In the event both boys and girls are on an overnight trip, both male and female chaperones shall accompany the students.
- Chaperones shall conduct room checks and/or attendance checks on a regular basis.

FUNDRAISERS

All employees intending to hold a fundraiser must obtain approval from Administration prior to scheduling any fundraisers. No fundraising project will be allowed unless it receives this approval. Participation in a non-approved activity shall be considered a violation of school district policy. Any activity that involves soliciting from local merchants must have prior approval from Administration.

Sale of merchandise by school groups in competition with local merchants shall be kept at a minimum. Each group, organization, sports activity, and class will be allowed a limited number of fundraisers per year.

GRADUATION

Students must have met all graduation requirements in order to participate in the graduation ceremony. In special circumstances, Administration may allow a student to participate in the ceremony even if all graduation requirements have not been met; however a diploma will not be issued until all graduation requirements are met.

HALL PASSES

Students should have a pass if they are in the hallway during class time. Classrooms should have a general hall pass for students to use one at a time.

HOUSEKEEPING

Each teacher is responsible for the daily condition of their room. The District has a big investment in the equipment, furnishings, and technology in each room. Please take care of the items in your rooms and in the rest of the building. All repairs, special cleaning requirements due to spills, etc., should be reported immediately to allow the custodial staff to maintain a clean, healthy environment. Please refrain from bringing your own personal furniture, equipment, etc., into the building. The district can be held liable for injuries due to equipment that does not meet various codes established for school buildings. If there is a need for equipment and furniture in your classroom, bring this need to the attention of Administration. Keep free of clutter; if you haven't used something in the past year, please discard it.

Housekeeping needs should be shared between the teacher and the custodial staff. It should not be expected that custodians clean up classroom litter. A few minutes at the close of each day should be used to have students pick up waste paper, pencils, or objects which may be on the floor. We do not have enough custodians to clean every space in the building without students' and teachers' assistance.

At the end of the day, make sure that windows are shut and the door is locked. Instructors in rooms with tables and chairs should see that the chairs are put on the top of the tables at the end of the day. Classroom garbages should be bagged up and placed in larger garbage cans in the hallways.

LEAVING BUILDING DURING WORK HOURS

Teachers are allowed to leave the building during their prep hours for reasons related to class preparation. They must email or call the front office to inform them they will be out during their prep hour.

LOUNGE AND WORKROOM

The staff lounge is reserved for the staff only; no students. The staff work rooms are intended as staff areas only; please do not send students to work in these rooms unless you have completely trained the student on how to use the equipment and to respect confidentiality.

COPYING - The use of the copy machines for instructional purposes is available for all staff members. Personal copies are \$.10 per black & white copy, and \$.25 per color copy. The school or district secretary should be asked for help should an emergency arise with the machine, such as a jam. Please treat these machines as if they were your own. Do not run construction paper or other non-copier-friendly paper through the copiers. Service calls are often required due to harsh operation of these machines.

FAXING – A fax machine is available for school business use by all staff members. To send a personal fax the cost is \$.50 per page received or sent, including the cover sheet.

MANDATORY REPORTING

All Staff are mandated to report child abuse and can be held liable for failure to do so. The report should be made as soon as possible. To make a report call the St. Louis County Initial Intervention at 726-2012. (See policies #414 and 415 under Mandatory Notifications for more information on mandatory reporting.)

PARENT/GUARDIAN / TEACHER COMPACT

See student handbook for a copy of compact.

PERSONAL DAYS/STAFF DEVELOPMENT DAYS

Teachers are encouraged to use their personal days/staff development days prior to the last two weeks of school. This is a critical time to the efficient running of the building. Consistency is important at this time of the school year.

PREPARATION PERIOD

In the event a teacher is needed to substitute for another teacher due to substitute shortage, teachers will complete appropriate paperwork and submit to the business office within 48 hours.

PROGRESS REPORTS

The school has developed a program to inform parents of the progress that their child is making in each of his/her classes. Any student who is experiencing difficulty in a class shall be given a progress report that explains the difficulties by the teacher. Parents should be encouraged to schedule an appointment with teachers at any time to discuss their student's progress in school. The timeline, when progress reports are issued, is found in the Student Handbook, school calendar, and the district Google calendar. Teachers are required to update their gradebook for the Campus Portal system to provide parents with the academic progress of their students during the course of the school year. Grades must be updated by 8:25AM every Monday, or whatever day is the first school day of the week. If a non-passing grade (F) is given, the teachers need to explain why in the comment area; explain what the teacher has done in order to prevent the F, what assignments the student is missing, if it's the absences, tardies, poor attitude/participation and anything else that may help the parent, student, and administration understand.

RECYCLING

Every classroom should have a bin for recycling paper. Every effort to recycle paper shall be encouraged by students and adults.

SAFETY DRILLS

Please refer to your CRISIS MANUAL for additional guidance.

STUDENT AWARDS

Each year an Academic Award Ceremony is held to honor students in grades 7-12 for academic and student organizational accomplishments. The date is set each year and posted on the school calendar. Administration and advisors present the awards.

Generally the Sports Boosters sponsor an athletic banquet throughout the school year. These banquets will be advertised by the school in advance after the date has been selected.

The elementary students have an awards ceremony following track and field days.

STUDENT DISCIPLINE

Teachers must familiarize themselves with the discipline policy and other information in the student handbook. If at any time, the conduct of a student cannot be corrected by the classroom teacher, please refer to the Polar Pride matrix for further instructions. The PBIS Manual, which includes the Polar Pride matrices can be found at the end of this handbook.

STUDENT ILLNESS

The student handbook states: Should a student become ill while at school and unable to attend classes, they are to inform their teacher and report to the school office. Determination will be made at that time whether the student needs to go home. The parents/guardians or designated emergency contact must be contacted before a student may leave school because of illness.

ELEMENTARY

In the event of student illness the teacher should use their discretion as to which procedure to follow. The student should be sent to see the school nurse. The nurse should be alerted by a telephone call that the student is on their way. If the student needs to be escorted to the nurse's office, you may call the nurse or the office for an adult escort. On days when the nurse is not available, office staff will assist with assessing students and notifying parents/guardians as needed. If the student cannot remain in the classroom until their parent/guardian arrives, the student may be sent to the office to wait. On days when the nurse is not available, and parents/guardians are not able to pick up their ill student, the student may be sent to the office to lie down in the nurse's office. Over the counter medications will not be distributed without a completed medication administration form and medication supplied by parent/guardian. The Floodwood School district will not supply over the counter medications for students.

SECONDARY

The student should be sent to see the school nurse. The nurse should be alerted by a telephone call that the student is on their way and send the student with a nurse pass completed by the teacher sending them. Students will not be accepted by the nurse's office without a pass from a teacher. Students may not come to the nurse's office during passing times without a pass from a teacher. If the student needs to be escorted to the nurse's office, you may call the nurse or the office for an adult escort. On days when the nurse is not available, ill students are to be sent to the office where office personnel will care for them. Over the counter medications will not be distributed without a completed medication administration form and medication supplied by parent/guardian. The Floodwood School district will not supply over the counter medications for students.

REMINDER THAT ONLY AUTHORIZED SCHOOL PERSONNEL ARE TO ADMINISTER MEDICATIONS TO ANY STUDENT.

STUDENTS LEAVING SCHOOL

Under no circumstances will a teacher allow a student to leave school without Administration approval. Students who wish to leave school during class hours will be allowed to do so if their parent/guardian has given their approval to the office and have secured Administration's approval.

If a student needs to leave the building for a class, but without the teacher, parental/guardian permission and an excuse from the office must be secured.

On occasion a teacher may need to take students out of the building. Students are required to have prior permission from parents/guardians so parents/guardians are aware that their student will be out of the school building. Also, teachers must supervise students at all times while out of the building. Parent/Guardian permission will not be obtained for being out of the building on school grounds and school forest trail.

STUDENT HANDBOOK

All teachers are to familiarize themselves with the rules and regulations found in the Student Handbook. The policies stated in the handbook are to be carried out.

STUDENT RECORDS

Student records are kept on file in the office. Each record has valuable information concerning the individual student. This information may assist the teacher in daily interaction with the student.

STUDENT SUPERVISION

Teachers should never leave students without adult supervision. If an emergency occurs and a teacher must leave the classroom, another teacher or staff member should be asked to supervise the students.

Teachers should escort their students to assemblies and continue to supervise them by sitting with them during the program.

We all share the responsibility of supervising student behavior in the building and on school grounds. Each teacher is to be present at the door of their classroom during the passing of classes. Any behaviors considered "major" on the office discipline referral, should be referred to Administration as soon as possible.

SUBSTITUTE TEACHERS

Teachers and paraprofessionals must initiate the substitute calling system at their earliest opportunity. The substitute calling system can be accessed by the InstaSub system at <https://instasublogin.tcpssoftware.com/>. If you need assistance with the InstaSub system, please contact the office. If a teacher or paraprofessional expects to be absent for reasons other than illness, arrangements must be made in advance with prior approval from Administration.

SUPPLIES

There are general supplies in the office for staff use. Although usually teachers requisition and receive these supplies before school begins, occasionally there is a need for general supplies during the school year. If a staff member needs supplies, they must contact the Business Manager.

TESTS

Teachers are to bear in mind, when making out regular tests during the year those tests are not to last longer than one class period. Students coming late to their next class cause problems for both students and teachers.

TEXTBOOKS

Textbooks are to be issued to each student by number. The number of the textbook will be recorded in the teacher's record book. Students are to enter their names in the form found on the inside cover of each textbook. Students are not to mark or tear books. Each teacher will note the condition of each book at the time of issue. Teachers are responsible for maintaining an up to date text inventory.

High school teachers are to document fines assessed for textbooks (or other equipment damage) and turn in the list of the fines to the office on check out day.

VIRTUAL LEARNING/E-LEARNING DAY

(See **Organization of School Calendar and School Day Policy 602** for complete policy)

Floodwood School District Plan for E-learning and Virtual School Days.

Virtual School Days: In the event Floodwood School has a school cancellation due to severe weather or emergency, the district may utilize an E-learning day for grades 3-12 and a Virtual learning day for PK-2.

Definitions:

- E-learning day will be counted as a student contact day by meeting all requirements found in MN statute 120A.414 allowing schools to use up to five virtual learning days in the event of a weather emergency.
- Virtual Day does not fully meet the statute requirement and will not be counted as a student day to MDE, but will count as a teacher contracted day.

Program Plan for High Quality E-learning Opportunities Grades 3-12:

- Must involve on-line instruction tools such as Google Classroom, Google Docs, Schoology, Synergy, Websites, Videos, Blogs, etc. as approved by the Building Administration.
- Include active instruction by teachers by providing feedback, coaching, clarifications, adjustments, etc. as appropriate per the learning activity.
- Provide opportunities for peer interactions.
- Integrate as seamlessly as possible into regular instruction that had been occurring. Grades 3-12 should design consistent learning activities for all students at the grade level. Avoid out of context tasks.
- The School District will notify parents/guardians and students at least two hours prior to the normal school start time of the need to follow the E-learning Day Plan.

Student Attendance:

- Student completion of learning work as directed by the teacher will be considered present for the class period. A student who does not complete assigned learning work will need a pre-approved parent's/guardians excuse or a parent/guardian excuse reported the following day to be an Excused Absence. If not, the absence will be Unexcused.
- Teachers will report attendance of the E-learning Day on the next regular scheduled school day.
- A student without Internet Access will choose from the following: download assignments to device, request paper version of learning work, or make up the work in accordance with excused absence guidelines. The District may have a limited number of Wi-Fi Hotspots to check out from the library if resources allow.

Teacher Access:

- Teachers will be available either on-line or by phone during the E-learning day as required by statute.
- Access by phone will mean that a student may call the teacher's classroom phone as directed by the teacher. A teacher may be involved in other tasks but must check voice mail messages 2 times during the day.
- Access online will mean that a student may email, text, blog, use social media or message through online platforms as directed by the teacher. A teacher may be involved in other tasks but must check messages 2 times during the day.
- The district strongly recommends that a teacher not use their personal mobile or home phones for these purposes. School phone number and school email are preferred.

Student Access:

- Students will be provided a device, either Chromebook or iPad for the E-learning Day. A student may choose to use a personal device or home computer.
- For students who do not have accessibility, the learning work will be downloaded to a device, drive, or the work will be done with paper copies as directed by the teacher, or the student will make up the work in accordance with excused absence guidelines.
- Wi-Fi Hotspots may be checked out for students not having access at home as available.

Special Education:

Students will complete learning work specific to their IEP goals and modifications/accommodations.

PROGRAM PLAN FOR HIGH QUALITY VIRTUAL DAY GRADES PK-2

Teachers:

- By grade level staff creates/modifies learning day grids as approved by the Building Administration.
- Learning day grids are reviewed with class prior to a snow event. Parent/Guardian will initial work as evidence of completion.
- Teacher collects grids and student work on the next day of class.
- Grade levels may create additional learning activities that connect to the curriculum as approved by the Building Administration.
- Teachers will check email and voicemail throughout the Virtual Day (2 times)

Students/Families:

- Students will complete at least one activity in each column.
- An adult (parent/guardian) will initial each box completed.
- All incomplete work will be made up as directed by the teacher.

MANDATORY NOTIFICATION

District Policies

The Floodwood School District is responsible for making employees aware of the following policies. These policies in their entirety as adopted by the Board of Education can be found on the district website at www.isd698.org.

102 – Equal Educational Opportunity
401 – Equal Employment Opportunity
410 – Family & Medical Leave Policy
413 – Harassment & Violence
414 – Mandated reporting of child neglect or physical or sexual abuse
415 – Mandated reporting of maltreatment of vulnerable adults
416 – Drug & Alcohol Testing
417 – Chemical Use & Abuse
418 – Drug-free Workplace Drug-free School (attached)
419 – Tobacco-free Environment
505 – Distribution of non-school-sponsored materials on school premises by students & employees
514 – Bully Prohibition
521 – Student Disability Nondiscrimination
522 – Student Sex Nondiscrimination
524 – Internet Acceptable Use and Safety (attached)
525 – Violence Prevention
526 – Hazing Prohibition
529 – Staff notification of violent behavior by student

Asbestos Notification

During the 2020-2021 school year the following asbestos management plan activities will be completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763-“Asbestos Containing Materials in Schools; Final Rule and Notice.”

- Two periodic inspections
- Notification of Asbestos Locations for Short-Term Workers (Electricians, Plumbers, etc.)
- Training of District Personnel

For the 2024-2025 school year, Floodwood School District does not have any major response actions planned.

Floodwood School District has contracted through the Institute for Environmental Assessment (IEA) to provide Environmental, Health and Safety consulting services, including being involved in the above listed activities.

The complete updated Asbestos management plan can be found in the District Office. The management plan can be viewed, without cost or restriction, during normal working hours. Copies can be obtained for a fee of \$.10 per page.

Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to Al Clark at Floodwood School District or Taylor Dickinson with IEA (Institute for Environmental Assessment) at (800) 223-9513.

Indoor Air Quality Notice

Floodwood School District has an Indoor Air Quality (IAQ) management plan. The management plan outlines specific policies and procedures that will be used in the district to address indoor air quality issues. IEA, the District's health and safety consultant completes annual IAQ assessments within the school to ensure proper air quality.

If you have any questions concerning IAQ, or would like to use the EPA Tools for Schools checklists, please contact the District IAQ coordinator: Al Clark 218-476-2285

Lead-in-Water Annual Notice

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents/guardians of the availability of the information. Notification may be accomplished by publishing a statement in the “Back to School” newsletter or publication that is available to staff, students, parents/guardians and the public.

Floodwood School is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) Lead Contamination Control Act (LCCA) of 1988 and the Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE).

For more information on Floodwood School's lead reduction and testing program, please contact Al Clark, Head of Maintenance, at 218-476-2285 ext. 70224.

Pesticide General Notice

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9).

In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product, and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the District office.

Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or to the school building itself, or to control pests or weeds that are seen as a nuisance.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also their playful behavior may expose them to more pesticide residue.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label.

To be notified about pesticide applications or the management plan, please contact Al Clark at Floodwood School District, 218-476-2285.

The Floodwood School District #698 does not discriminate based on sex, disability, race, color, and national origin.

Drugs, Alcohol, Chemicals, Smoking: Controlled Substances

(See district website or school office for complete copies of the following policies: Chemical Use & Abuse Policy 417, Drug-Free Workplace/Drug-Free School Policy 418, & Tobacco-Free Environment Policy 419.)

Internet Acceptable Use and Safety Policy # 524 (See District Website for the current and complete policy)

Floodwood Activities

MISSION

The mission of the Floodwood athletic department is to encourage student participation and to allow students to experience the benefits of competitive interscholastic sports in which they have the opportunity to have fun and to learn cooperation, mental and physical toughness, sportsmanship, personal sacrifice, discipline, and accomplishment, along with many other character-building assets which enhance the total development of students.

PHILOSOPHY

The major purpose is to provide wholesome opportunities for students to develop from their experiences, favorable habits and attitudes of social and group living in a democratic world. The secondary purpose of the activities program is to provide an opportunity for the community to participate, as a spectator, in these activities and develop positive school/community relationships.

The leadership should be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the athletic program. Measurement of success of the leadership should not be in terms of the tangible evidence of the victory and defeat record, but in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program.

The athletic program shall always be in conformity with the general objective of the school and the athletic department shall be in line with the general policies of the institution. At no time, shall the program place the education curriculum secondary in emphasis; the program shall function as part of the whole curriculum and shall constantly strive for the development of a well-rounded individual, capable of taking her/his place in modern society.

CODE OF ETHICS

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game:
 - a. To stress the values derived from playing the game fairly.
 - b. To show cordial courtesy to visiting teams and officials.
 - c. To establish a positive relationship between visitors and hosts.
 - d. To respect the integrity and judgment of sport officials.
 - e. To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
 - f. To encourage leadership, use initiative and good judgment by the players on the team.
 - g. To recognize that the purpose of athletics is to promote fun, physical, mental, moral, social and emotional well-being of the individual players.
 - h. To remember that an athletic contest is only a game - not a matter of life or death for the player, coach, school, fan or community.

GOALS FOR STUDENTS:

To fulfill the mission of the district, students will be provided with opportunities to identify non-academic areas of interest and opportunities to succeed where they have the potential to do so. To this end, students will be encouraged to do the following:

1. Have fun, pursue special interests and develop wise use of leisure time;
2. Improve their abilities to communicate and interact with other people and to develop a respect for the talents and interests of others;
3. Develop an awareness of individual differences in ability, cultural values and other areas of individuality;
4. Assume the responsibilities of citizenship, responsibility, loyalty, and respect;
5. Develop sound physical and mental health;
6. Develop an appreciation for and interest in fine arts activities;

7. Develop attitudes of sportsmanship and fair play both in competition and recreation;
8. Learn from their experiences with success and failure;
9. Give and receive recognition consistent with their abilities and performance
10. Be part of an organization larger than themselves with common goals that can be achieved only by cooperation, dedication, and teamwork;
11. Experience the self-confidence and positive self-worth that can serve as cornerstones for future achievements.

ATHLETICS

See all coaching job descriptions under “Schedule C Job Descriptions.” Assistant Coaches are Junior High and Junior Varsity Coaches.

At the Junior High level the board expects a philosophy of development while using as many players as possible. The expectation will not be, nor should be, that just because a player is suited for a game that they will play or receive proportional playing time. The board recognizes that many of the lessons learned in athletics are taught in practice, not in games, and herein lay many of the benefits in athletics.

ACCELERATION OF ATHLETES

There are situations where it is appropriate for a 7th or 8th grade athlete to be moved up to compete at a higher level. In order for an athlete to be accelerated the following procedures must be followed:

1. Any coach who plans to accelerate an athlete in grades 7 & 8 must meet with the Activities Director before any suggestion to the athlete or their parent/guardian is made and any action is taken.
2. If a 7th or 8th grade athlete is accelerated, the coach must give the athlete and their parents/guardians the advancement form (found on the back page of this handbook) which the parent/guardian must sign and the coach have in possession before the advancement can take place.
3. Acceleration of an athlete on an emergency basis (ineligibilities or injuries) can take place but only if the parent/guardian of the athlete approves and the other members of the teams involved are informed, before the move, of the rationale for the movement.
4. Once a student is accelerated to a higher level, the status of the player shall be reviewed to determine what the player’s appropriate playing level should be. This will be left to the discretion of both coaches.
5. Athletes should be moved up for playing purposes, not to ride the bench.

ADVISORS

See job descriptions at the end of this handbook for details of expectations. All activities need to be cleared by Administration at least one month in advance of the event.

Dances

School dances are scheduled on the district Google calendar. Any school organization desiring to sponsor a dance must first receive permission from their advisor. All dances must be approved by administration no less than 30 days before the dance is scheduled to take place with the exception of Homecoming which requires no less than a 14 day notice due to the school year start date. Final arrangements including the required building permit must be made no less than two weeks before the dance is scheduled to take place.

To ensure these functions will be well organized and will provide wholesome entertainment for the student body some regulations are necessary:

1. School dances are for Floodwood students in grades 7-12. Students wishing to bring guests to the dance must seek prior approval from administration who will then notify the dance chaperones. It is in the students’ best interest to ask for approval well in advance of the dance, as there is a required form for the guest to complete, which requires their school principal to sign.
2. All students and guests attending school organization sponsored dances MUST complete the Behavior Contract for Floodwood School Dances.
3. All chaperones must complete a Chaperone Agreement to chaperone events.
4. No one will be allowed to enter 30 minutes after the dance has begun. If a student has left the dance they will not be allowed to re-enter. If a student does leave the dance prior to 30 minutes before the end time of the dance, parents/guardians will be notified immediately by chaperones.
5. School dances will be terminated no later than 12:00 midnight.
6. At least one faculty members and two additional adults are to chaperone each dance. The organization sponsoring the dance will be responsible for arranging for these people and the expense of background checks needed. There should be at least one chaperone of each sex for bathroom checks.
7. Student committees will see that concessions and dance areas are cleaned as soon after 12:00 midnight as possible.
8. Dances are special occasions and students are expected to be clean and presentable and conduct themselves in accordance with district policies.
9. Admission charge at dances will be set by the organization sponsoring the dance but must be approved by administration.
10. All persons attending the dance must remain in the cafeteria or main hall. All other areas in the school are off-limits.
11. The organization sponsoring the dance may sell tickets in advance.
12. Privilege based attendance eligibility will take place Wednesday prior to the dance by district administration.

DUTIES OF HEAD COACHES AND ASSISTANTS See “Schedule C Job Descriptions” for all coaches job descriptions

Athletic Department Forms:

1. The Activities Director will collect Physical Form, Insurance Form, and Eligibility Information.
2. Do not issue equipment or permit a student to participate until the Activities Director has received all required forms.

Eligibility:

Requirements for participation in extracurricular activities, students shall achieve all of the following:

1. Maintain a passing grade in all classes.
2. Academic checks
 - a. Academic checks will be conducted by an administrator with the following timeline:
Mid 1st quarter, end of 1st quarter, mid 2nd quarter, end of 1st semester, mid 3rd quarter, end of 3rd quarter, mid 4th quarter, end of 2nd semester.
 - b. At an academic check time, if an athlete is failing 1 or more classes, they are placed on probation
 - i. Probation: The athlete’s grades are checked weekly until the next academic check.

1. During probation, an athlete is ineligible for contests if they are not passing all classes. Once they are passing all classes, they are eligible for contests.

2. Eligibility will occur during regular school hours, 8:00am to 3:30 pm.

At the next academic check, if an athlete is passing all classes, they are no longer on probation.

3. If, at the end of the previous semester, an athlete is failing 2 or more classes, they are placed on academic suspension.

4. **ACADEMIC SUSPENSION PERIOD** – The student shall be ineligible for contests during the suspension period. The student may practice with the team. If, at the end of the suspension period, the student is passing all classes, the student may then be reinstated for interscholastic competition.

a. The suspension period for high school students shall be as follows:

i. First Semester: From the first day of school through the fourth Saturday of September.

ii. Second Semester: For five (5) weeks beginning the first day of the second semester.

b. Each student is eligible on Monday of the week following the end of the suspension period. Three or more teaching days shall constitute a week.

5. **Appeals:** Under unusual circumstances, such as extreme hardships, students may appeal the discipline measures resulting from these academic eligibility requirements to the Administration.

It is our goal to provide students with a strong learning environment as well as offer a variety of extracurricular opportunities to students. We expect all student athletes to be in good academic standing. An essential belief is that extracurricular activities are secondary to academic programs. As such, failure in academics results in ineligibility to participate in activities.

To encourage the development of responsibility, it is important to make certain that stakeholders understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality.

The following is the process followed by the Activities Director regarding Athletic Scholastic Eligibility:

- 1 Unexcused Absence (1 Period or More): The student will be ineligible to participate in the next practice or event scheduled for that day.
- 3 Tardies in a season: The student will be ineligible to participate in the next practice or event when they reach three (3) tardies in a season and this will be the case for each succeeding tardy.
- Grade of D in One or More Classes: Students will be ineligible to compete in events, games, or performances for the remainder of the week. A list of unsatisfactory grades (D) will be generated each Monday for all classes (current semester and quarter), and this period of ineligibility will begin on Tuesday and run through Sunday. If the student completes the “Eligibility Reinstatement Form,” which is signed by teachers verifying the grade(s) is up to passing, the student will immediately regain eligibility.
- One time per season: Students may petition the Administration to substitute completing a one (1) hour community service project to regain eligibility for a practice, event or game. This petition must be preapproved by Administration.
- Administration has the right to create individual contracts with students as long as the contracts meet MSHSL guidelines.

Athletic Injury - Medical emergencies:

1. Planning ahead for uncommon major medical emergencies involves pre-preparation in four major areas: personnel, communications, supplies, and transportation.
 - a. Personnel
 1. Head Coach
 2. Assistant Coach
 3. Student Managers
 - b. Communications
 1. The coach is directly in charge of IMMEDIATELY handling the medical emergency involved and each coach is required to have an Emergency Action Plan on file with the Activities Director. These plans can be developed on the Coaches Clipboard on the MSHSL.org website.
 2. The Coach must decide whether additional immediate knowledgeable assistance, manpower and supplies are needed and from whom.
 3. A telephone and telephone assistance is readily available in the coaches office. (Make sure you have a key to the phone area!)
 - a. Ambulance - 911
 - b. Hospital - (inform the hospital if a student is being transported there).
 - c. Parents/Guardian - Have a list of phone numbers readily available and don't forget to inform them in an emergency.
 - d. Emergency information is listed in the First Aid Kits.
 - c. Supplies (for immediate emergency)
 1. A First Aid Kit issued to each Coach with emergency care supplies.
 - d. Transportation
 1. The injured athlete will be transported to the hospital by school van or by ambulance. ***Use an automobile only as a last resort.***

FUNDRAISING

All fundraising activities conducted will be required to follow Floodwood School Board Policy #511. The responsibility of fundraising through organizations is as follows:

1. Fundraising must be conducted in a manner that will not result in embarrassment on the part of the individual students, employees, or the school.
2. All fundraising activities must be approved in advance by the administration. One fundraiser per year is allowed with the exception of yearlong activities. The length of the fundraiser should be agreed upon between the coach and the Activities Director prior to the start of the fundraiser.
3. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
4. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

Organizations conducting fundraising activities should make regular deposits into their Student Activities Account in the office. Funds should not be kept in desks, at home, or anywhere where they can be lost or stolen.

Accessing funds will be done through the Activity Fund Pay Order form that can be found on-line at www.isd698.org under District and Staff Resources. All signatures must be secured before the administration will approve the transaction. No Student Activity Account will be allowed to maintain a negative balance at the end of the school year.

EVALUATIONS

1. Assistant and Junior High coaching evaluations will be performed by the Head Coach.
2. All Head Coaching evaluations will be performed by the Activities Director (if needed, the Administration would be accessible as a resource as well)
3. All coaches/advisors will be evaluated at the conclusion of the season.
4. The evaluation form can be found at the back of this handbook.

HIRING OF COACHES

1. Upon a successful evaluation and pending austerity issues it is assumed that coaches will be retained for the following school year.
2. All coaching vacancies shall be posted in house as a first step.
3. The filling of a Head Coaching vacancy will be the responsibility of the Administration/Activities Director.
4. The filling of an Assistant and Junior High Coaching vacancy shall be a joint responsibility of the Head Coach and Administration and Activities Director.
5. Administration will bring the coach's name forward to the school board for a recommendation and they vote on the hire.
6. The hiring process shall begin as soon as possible after a vacancy exists.

PROCEDURES FOR ATHLETIC INJURY

1. Call the hospital or doctor and make arrangements before taking the injured athlete for medical treatment.
2. Call and inform the parents/guardian of the injury.
3. Send a coach along with the injured athlete to the doctor or the hospital. **Do Not** allow athletes to drive themselves.
4. Fill out an accident report (forms are located in the coach's office).
5. Players must have a signed doctor's note before they can continue participation.

IF AN INJURY OCCURS:

1. Minor to intermediate seriousness - ice and elevate the injured part or attend to the immediate needs of the injured.
2. Coaches and managers are the only ones who can get ice. There is a freezer in the ball room.
3. Serious injury - move the remainder of the team away from injured player; attend to the immediate needs of the injured - call the ambulance or take the injured player to the hospital.

NOTE: IF AN ATHLETE MUST GO TO A DOCTOR, THE ATHLETE SHALL **NOT** BE PERMITTED TO PRACTICE OR PLAY UNTIL RELEASED BY A PHYSICIAN IN WRITING TO DO SO. Make sure you fill out injury reports for all injuries.

PROGRAMS

1. The head coach is responsible for development and operation of the program related to their sport. This means the head coach runs the 7-12 program and to act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.
2. The head coach shall meet with his/her assistants prior to the season to discuss the program and duties of each member of the staff.
3. The head coach shall pass on information to the assistants as to how the program shall be carried out. It is very important that head coaches carry on continued communications with the junior high coaches.
4. The head coach is responsible for the equipment of 7-12 teams and advising elementary coaches on appropriate equipment to use.
5. The head coach is responsible to see that all levels of his/her sport conduct a student/parent/guardian meeting.
6. The head coach is responsible for the enforcement of the rules and regulations and policies of the Minnesota State High School League and the Floodwood School District.
7. The head coach is required to represent the school at Polar League post season meetings.
8. The head coach is responsible for submitting game reports to the proper media or designating someone from their coaching staff to do so.

PRACTICE REGULATIONS FOR HOLIDAYS, VACATIONS, WEDNESDAYS AND SUNDAYS

1. If a coach calls a practice on any of the following days and parents/guardians do not desire that their student participate, no punitive action shall be taken by the coach nor shall it affect the student's status on the team.
 - a. Labor Day - may practice
 - b. Thanksgiving Day - may practice if there is a game the next day or two
 - c. Christmas Eve Day - may practice, keep in mind that many families have early evening activities
 - d. Christmas Day - no practice
 - e. New Year's Eve Day - may practice
 - f. New Year's Day - no practice
 - g. Good Friday - may practice
 - h. Easter Monday - may practice
 - i. Memorial Day - may practice
2. Wednesday Practice Schedule
 - a. On Wednesdays, all teams must be out of the building by 6:00 p.m.
 - b. No events can be scheduled on Wednesday's with the exception being play-off games or spring sports who often must reschedule multiple events due to poor weather.
3. Sundays – No School activities shall be scheduled on Sunday's – exceptions:
 - a. Open Gym
 - b. Volunteer operated Elementary sports programs
4. Starting Practice After School
 - a. No practice shall begin after school until the end of the school day
 - b. Teachers/Coaches are not to allow athletes into the locker rooms until the end of the school day.
 - c. Approval by the Activities Director is necessary for any change in this schedule
5. Emergency School Closure
 - a. Due to the nature of the closure

- b. Varsity practice only
- c. Permission granted by Administration
- d. All parents/guardians of varsity players must be informed
- e. No players are penalized for non-participation

PRACTICE AND VOLUNTEER COACHES

1. Any college students who wish to serve their practicum at the Floodwood School must first get permission from the Activities Director. Coaches are not authorized to accept practicum students for their programs.
2. Practicum students will be assigned to a program by the Activities Director. Head coaches are responsible for assigning the responsibilities to the student but it is mandatory that if at any level of their program (7-12) there is an overload of students the practicum student must be assigned to that level.
3. Volunteer coaches may be used at the discretion of the head coach. They must have a background check through MBCA. The background check must be complete prior to participation. The head coach must obtain prior permission from the Activities Director for all volunteer coaches.

HOW TO AVOID LIABILITY IN SPORTS

1. Medical Exam - the school should be reasonably aware of the health status of each athlete. There should be a thorough medical exam when a student enters the athletic program and three year updates supplemented by observation and referral exams when warranted.
2. Acceptance of Risk - a "waiver of responsibility" by athletes should be based on a full understanding by them of the risks involved. This emphasizes that the student shares responsibility for preventative measures.
3. Planning and supervision - those responsible for sports programs know where, when, and to whom an athletic injury could occur, and they should plan for any anticipated problems.
4. Competitive preparation - pre-season practices should protect participants from "the full rigors of the sport". In-season practices should help them be fully prepared and "follow the spirit of the rules" for that sport.
5. Equipment - appropriate equipment recommended by rules or authoritative groups must be used by all participants in practice as well as in games.
6. Facility - there should be regular checks on the facilities, including warm-up and adjacent areas to make sure the conditions are safe.
7. Emergency care - each practice or competition should have a person immediately available to give first aid, planned access to a physician for prompt medical evaluation, planned access to a medical facility, and a thorough understanding by all persons, including the leadership of visiting teams, or the personnel available and procedures.
8. Record - documentation is evidence that "you care". This should include data on participation, injury records, and waiver forms.
9. Justification - if the sport is to be defended adequately, its benefits and its risks must be thoroughly justified and accepted by all participants.

SCHEDULING AND OFFICIALS

1. Make recommendations to the Activities Director as to opponents.
2. Make recommendations to the Activities Director as to officials.

SCOUTING

Shall be done on an individual basis of need and level of competition. School vehicles are not available for scouting purposes. Personal vehicles must be used and you may be reimbursed by the district. Coaches are encouraged to exchange video via the internet.

TEAM TRANSPORTATION

1. The Activities Director will provide the bus times monthly for each activity. The Activities Director will check with the transportation supervisor and head of the activity on all needs for the loading time and departure time. The Activities Director will list load times and departure times. Leave on time. Please let the Activities Director know if there needs to be an adjustment. **DO NOT TALK TO THE TRANSPORTATION SUPERVISOR ABOUT CHANGES, ALL ADJUSTMENTS NEED TO BE MADE THROUGH THE ACTIVITIES DIRECTOR.**
2. Use of school vehicles - it is your responsibility to make sure that the vehicle that you have used is filled with gas and cleaned up at the end of the activity. The drivers have been directed to keep small garbage bags in all of the school vehicles. They will be in the very back of the vans. Please have your students put their materials and containers in these garbage bags and drop them in the school receptacle when you return from your activity. In addition, please refuel the vehicle if possible. Otherwise leave a note or let someone know to fill it. If you would assume responsibility for having most of these things done, it would facilitate the people using the vehicle the next day in getting on their way so they do not have to wait for the custodians to clean the vehicles and fill them with gas. All keys must be returned to the office by 7:00am on the following school day after the use of a school vehicle.
3. When teams travel by bus, each coach is responsible to see that someone is in charge to inspect the bus prior to the trip and after the trip. And make sure that "spikes" or other inappropriate shoes are not worn on the bus. This protects you and your players from false accusations. To assist in holding students accountable, and to make your job easier, it is suggested that you have assigned seats. It makes it easier for the AD and Administration to support you if you are thorough. It makes it easier for the district to defend you in court if you are thorough.
4. The school district's practice regarding the transportation of students to co-curricular activities is:
 - a. Students are transferred from the Floodwood School site to the co-curricular activity and back to the school site. They are not to be dropped off at any other site unless the parent/guardian of the student contacts the coach or supervisor and takes custody of the student in the presence of the coach or supervisor.
 - b. Only the parent/guardian of the student can take custody of the student. Parents/guardians should sign the release form that each coach should have along.
 - c. Prior arrangements may be made through the Activities Director for alternate transportation on a case by case basis.
 - d. Students are **never** allowed to drive other students.
5. Coaches are always the last ones to leave the school building, do not leave athletes outside or inside the school building after practices, scrimmages or games.
6. Parents/guardians and other adults should not be allowed to ride team buses unless the parent/guardian or other adult is employed or a volunteer acting in an approved capacity by the school district.
7. All coaches must ride the team bus. The only exceptions would be emergencies and very rare occasions which would benefit the students and were authorized in advance by the Administration/Athletic Director.

LOCKER ROOM

Coaches

1. Keep locker rooms as neat and clean as possible.
2. Have players pick up after themselves.
3. Keep all doors locked- coaches' room, and equipment room. When the coaches leave the area, they must see to it that the doors are locked.

4. Do not permit students and players to enter equipment and storage rooms without supervision.
5. When practice is completed, the head coach or his/her designated assistants should be the last person to leave the building. Lock all doors and turn off lights before you leave.
6. Coaches will be given locker numbers that their athletes can use, the rest of the lockers will be used for PE students.
7. Locker room assignments:
 - Floodwood VB players will use their own Girls locker room
 - Visiting VB teams will use the Boys locker room.
 - Floodwood FB team will use the Varsity locker room aka FB locker room
 - Visiting FB teams will use the Boys locker room
 - Floodwood GBB players will use their own GBB locker room.
 - Floodwood BBB players will use their own BBB locker room.
 - The Football locker room will be reserved for visiting Basketball teams.
 - In the case where both GBB and BBB teams are playing on the same day –The varsity team who plays second will use an alternative room as a locker room.

Athletes

1. No running in the locker rooms.
2. No “snapping” of towels.
3. No water or soap fights.
4. No sliding in the shower areas.
5. Athletes are instructed that the improper turning on and off of the water in the shower area can be dangerous.
6. Shut off showers (when done using them).
7. Pick up towels.
8. All clothing, books, etc. should be kept in lockers.
9. Lockers are closed and locked when not in use.
10. No glass containers (deodorant, etc.).
11. No electrical appliances near shower area (hair dryer, etc.).

KEYS, ACCESS CARDS

Keys are to be used by coaches and managers only. (Do not lend your keys to students). Lock and unlock doors using your key or Allen wrench. DO NOT PROP DOORS OPEN WITH CANS, ROCKS, ETC. Inspect all exits prior to leaving and make sure all students have left the building.

SEASON'S END REPORT

1. Each head coach is responsible for completing an end of the season summary form and inventory sheet from the Activities Director.
2. The head coach is responsible to see that all reports are turned in on time.
3. All reports from assistants should be turned in with the head coach's reports.
4. Coaches will be paid when their season ending summary sheet and inventory sheets are turned in. The Activities Director will determine when all items are accounted for. Coaches will be paid on the next scheduled pay period.

BUDGET PREPARATION

1. Submit all budgetary items to the Activities Director.
2. Confer with assistant coaches as to what is needed.
3. Confer with the Activities Director when materials are purchased.
4. You must use the electronic requisition form provided by the district. All information must be electronic, handwritten will not be approved. All UFARS codes must be typed in, no other is acceptable. Only the head coaches' signature is acceptable. The Activities Director will not approve any requisitions not signed by the head coach. The Activities Director will do all of the ordering of equipment.
5. List each item separately with the number needed and description. Also give the unit cost and total cost of items.
6. All ordering of materials for athletics shall be done by the Activities Director. In special cases where it becomes necessary for a coach to pick up needed materials, they must first contact the Activities Director and secure a purchase order and number. You may not purchase any item without a proper purchase order.
7. If you purchase anything for your personal needs, or if you are ordering items for the athletes on a personal basis, have the company bill you at your home address.
8. Policy Law

RUNNING IN THE HALLS

1. Running in the hall after school can occur after 3:30p.m, after the coach has inspected the hallways, and has determined the halls safe for running.
2. Any indoor running must be directly supervised by a teacher or coach.
3. Students are to be instructed to run on the right side of the hall area.

LEAGUE RULES AND ETHICS

1. Report all player violations of the MSHSL rules to the Activities Director.
2. Abide by the rules and regulations which pertain to your sport.
3. Become familiar with the MSHSL rules by reading the MSHSL website.
4. Be ethical in your dealings with opponents, players and the public.
5. Submit a copy of your special rules to the Activities Director at the beginning of your season.
6. Before dismissing a player from your program, check with the Activities Director and Administration. Also, the parents/guardians shall be informed before any action is taken.
7. If you consider moving a younger player in your sport to a higher level of competition, please refer to the acceleration procedure on page 4.

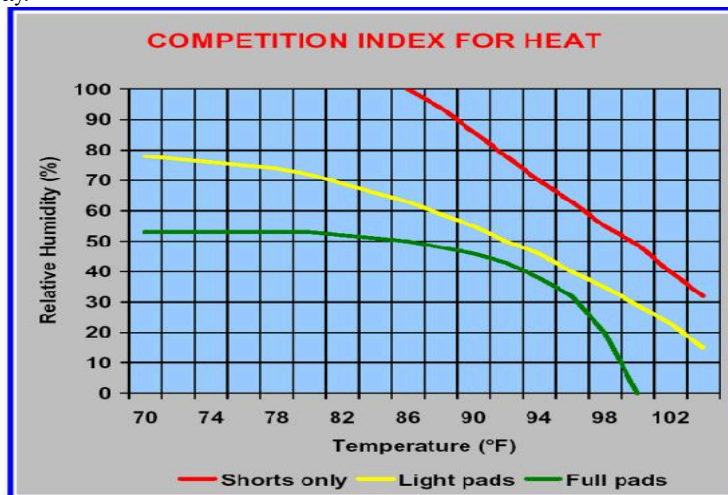
USE OF OTHER SCHOOLS LOCKER ROOM FACILITIES

1. Check the locker room as to its condition before your team enters.
2. Check the locker room as to its condition after your team leaves.

3. Impress on your players the need for respect of property and facilities of other schools.

INCLEMENT WEATHER

1. If school is canceled or dismissed early, all activities for that day will be canceled. This includes all practices.
2. In the event of inclement weather prior to the start of an activity, the Activities Director will communicate with the opposing Activities Director to determine the status of the activity.
3. In the event of inclement weather during the activity, the Activities Director will conference with the officials and both the home and visiting coaches to determine the continuation of the activity.



Heat Stress Risk Temperature and Humidity Graph
 Reprinted with permission from Kulka T.J. Kenney WJ. Heat balance limits in football uniforms: how different uniform ensembles alter the equation. *Phys Sportsmed* 2002;30(7):29-39.

- GREEN LINE: Regular practices with full practice gear can be conducted for conditions that plot to the left of the green line.
- RED LINE: Cancel all practices when the temperature and relative humidity plot to the right of the red line; practices may be moved into air-conditioned spaces.
- BETWEEN RED AND YELLOW LINES: Increase rest to work ratio with breaks every 20 minutes and all protective equipment should be removed to practice in shorts only when the temperature and relative humidity plot between the red and yellow lines.
- BETWEEN YELLOW AND GREEN LINES: Increase rest to work ratio with breaks every 30 minutes and wear shorts with helmets and shoulder pads only when the temperature and relative humidity plot between the yellow and green lines.
- Heat risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and increased as the heat stress rises.
- Add 5 degrees to temperature between 10 AM & 4 PM from mid May to mid September on bright, sunny days.
- Practices should be modified to reflect the conditions for the safety of the athletes.

4. Outdoor activities should be suspended when the heat index reaches to the red line on the graph below or higher and the wind chill index is -10 or less.

STUDENT OR ATHLETE USE OF PHY-ED FACILITIES DURING THE SCHOOL DAY

1. Students or athletes shall not be permitted the use of physical education facilities during the school day unless under the direct supervision of a coach. Direct supervision means the coach and athlete are in the same room at the same time. Students must never be taken from a class for practice. Student performance is the highest priority we have after student safety.
2. Coaches and athletes are not to use the physical education equipment for athletic purposes. Sharing equipment can be done but only at the permission of the physical education department. Coaches are not to assume physical education equipment can be used in their programs. Physical education instructors can use athletic equipment during the instructional day as they see fit.

USE OF PRACTICE FACILITIES AND EQUIPMENT (SAFETY)

1. Before using facilities or equipment, check to see that there are no safety hazards to the participants. This includes road ways for track athletes. If so, report them to the Activities Director.
2. After a practice session is over, make sure that all equipment is put away and that all lights are turned off and all doors are locked. It makes it easier for the AD and Administration to support you if you are thorough. It makes it easier for the district to defend you in court if you are thorough.
3. Coaches shall inform their players that use of facilities prior to the start of their first practice will not be permitted. Safety is our top priority. Coaches must be the first to enter the facility and the last to leave. Coaches must clearly communicate to participants what the start time of practice is and what the earliest time they will be allowed in the building. (If you arrive to open the building and students are already in the building, they are to be sent home and they are not allowed to practice. The Administration must be notified. (No student is ever allowed in the building unsupervised, this is a violation of school rules and the Administration will take corrective action.) Students in the building, immediately after school, will be an exception to this procedure. Please communicate clearly to your participants what door they are allowed to use to gain access to the building. Unlock that door from the inside using an Allen wrench or key. These are school issued. Once your deadline for arrival is past then you need to relock the doors as you are personally responsible for all students who enter during that time. It is your responsibility to be the last one out of the building. It is your responsibility to check each door that your actions could have allowed access to the building. If your actions allowed access to the entire building then you must ensure that each door is checked and secure. If a student is waiting for a ride it is your responsibility to supervise that student until the parent/guardian arrives.
4. **"Captain's Practice"**
 - It is believed that the words "captain's practice" originated years ago as a description of the spontaneous gatherings of students for the purpose of preparing themselves for a level of physical conditioning prior to the start of a school's sport season. These were physical conditioning meetings. The activities were usually led by the captains and included calisthenics and running, hence the term "captain's practice". Member schools have subscribed to the rules and regulations governing the start and close of each sport season. Their athletes should be permitted to choose their activities in the "off season" providing they do so without direction from school coaches. No school may engage in any game or games, practice, training, or other activities between the close of one season and the opening of the next season. Group and individual physical development programs opened to all students between the close of one season and the opening of the next season are encouraged. This does not include "captain's practice". Our

school policy or personnel do not offer “captain’s practice.” The use of high school gymnasiums and other athletic facilities during this same period is also encouraged. There shall be no compulsion of athletes to participate in any pre-season training as a qualification of being on a high school team. When using school facilities students must be supervised. However the school district cannot in any way be involved in a “Captain’s Practice.” If the school is fined by the MSHSL and your actions are responsible you will reimburse the district for that fine.

5. “OPEN GYMS”

- a. Members of the school's coaching staff will not be allowed to set up open gyms outside of their season or the summer waiver period.
- b. Members of the school’s coaching staff will not be allowed to supervise open gyms outside of their season or the summer waiver period.
- c. Open gyms during the school year must be set up by adults who are not a part of the school's coaching staff, and they may not be directed to do so by members of the school's coaching staff.
- d. If the adult who set up the open gym is unable to supervise they must notify the activities director/facilities scheduler and notify them of the replacement.
- e. Members of the school's coaching staffs will not be allowed to notify student-athletes of open gyms that are held outside of their season or the summer waiver period by phone, text, email or other social media.

(Note: The reason for these changes is to protect the school, our coaches, and our student-athletes from accusations of coaches putting undue influence on kids to participate, and to protect us from accusations from coaches coaching student athletes out of season.)

6. **All facilities, gym, weight room, locker rooms, fields, etc. must be supervised at all times before any formal or informal activity can be conducted in the area.**

GYMNASIUM

1. Gymnasium doors should be locked after practice.
2. Coaches should check the gymnasium area each day for possible hazards.
3. Players are not allowed in the gymnasium unless the coach is present.
4. Players are not allowed to use the equipment until the coach has given permission.
5. Players are to leave the gymnasium in an orderly manner.
6. Gymnasium doors are to be opened carefully when leaving the gym (doors open out).
7. Players are instructed to walk in the center of the hall by the gymnasium area, and to stay away from the gymnasium doors.
8. Coaches or managers shall be the only ones to turn lights on or off.
9. Bleachers shall not be opened or closed by players without proper supervision.

OUTDOOR FACILITIES

1. Athletic fields are maintained by the groundskeeper, Head Coach and the Activities Director. Observation of the fields by both the coaching staff and grounds keeper result in repairs as needed.
2. Players are instructed to watch for vehicles when crossing the streets and walking to and from the field.
3. Players are instructed to wait for the coaches to open gates. They are instructed not to climb fences.
4. Players are instructed to walk on the street, not on personal property, to and from the athletic field. Students need to be instructed to walk or run no more than two abreast and they need to ensure traffic is not impeded.

EQUIPMENT

1. Coaches shall check equipment prior to use. It is the responsibility of each coach at each level to not use unsafe facilities or equipment. The coach is liable if he or she elects to use equipment or facilities that they believe is unsafe. Coaches should electronically report to the Activities Director to request any repairs needed.
2. Care of equipment and use of equipment is discussed in detail with players for each activity.
3. Safety precautions are discussed with players pertaining to the use of equipment - not only the player’s safety, but that of their team members.

UNEXCUSED ABSENCE

1. Students who are absent from school without an excused absence will not be permitted to participate in any school sponsored activity, including practice, the day of their absence, or on Saturday, if the violation occurs on Friday.
2. Any absence on the day of an activity will result in the student not being allowed to participate/attend the activity that day or evening. This does not relate to absences such as appointments (medical, dental, counselor, and legal, driving tests), funerals, religious instruction, or absences that have prior approval by the Administration. If a student is in a situation where they feel there should be an exception to the rule and an afternoon class must be missed, that student should clear the absence ahead of time with Administration. Verification may be requested if it is deemed these exceptions are being abused by the parent/guardian and/or the student. Also, any unexcused absence for the day (or any part of the day) of an activity will result in ineligibility for that day’s activity. This would include unexcused absences for missed school or either in or out of school suspension.
3. Athletic contests on school nights do not excuse students from being in school promptly the following morning and parents/guardians cannot excuse an athlete for their morning absence or tardy following a late night without a medical note.

UNIFORMS

1. Teams and individuals must wear the uniforms and warm-ups provided by the athletic department. Any special situations or additions to uniforms or warm-ups must be approved by the activities director.
2. Coaches at any level cannot accept or solicit from outside sources contributions of or for uniforms, warm-ups, or any other apparel that can be taken as part of the team outfit. Coaches cannot purchase for resale any equipment.
3. Teams who wish to order from source items for the personal use by and purchased by the individual members can do so but cannot be part of the team uniform unless provisions are made for those wishing to not purchase such items. i.e.--Team sweatshirts, jackets, shooter shirts, etc. Design for such items must be approved by the Activities Director.
4. Uniforms should be good quality and meet all requirements set by the MSHSL.

Uniform Rotation

SPORT	ROTATION	NEXT PURCHASE
Boys Basketball	2028-2029	2035-2036
Girls Basketball	2031-2032	2038-2039
Softball	2033-2034	2040-2041
Baseball	2029-2030	2036-2037
Volleyball	2032-2033	2039-2040
Track	2027-2028	2034-2035
Cheerleading	2024-2025	2031-2032
Football	2019-2020	2026-2027

SPECIAL RULES WHICH PERTAIN TO YOUR PARTICULAR ACTIVITY

- If you have special rules for your sport, make sure they are written and gone over with the team members, and they must be approved by the AD and Administration.
 - Give a copy to the Activities Director so they also have a record of your rules.
 - Punishment should not be as harsh for a first offense, as for continuous violations. In some cases, involvement of parents/guardians may be necessary before action is taken.
 - Never do or take any punitive action in the heat of disappointment or anger.
 - Punitive action for a violation of your rules shall be constructive. Never use a sport activity for punishment.
- Floodwood High School will abide by Minnesota State High School League rules with the exception of those that have been made more restrictive and adopted by the Floodwood school board.

REPORTING GAME RESULTS

- Email score to the Activities Director's Office prior to 8:00 a.m. the morning succeeding an activity to be put in the announcements. It is the coach's responsibility to inform members of the media and office staff for announcements.
- The following media should receive end of game scores and stats: MSHSL.org, Channel 6, Channel 10, Duluth News Tribune, Minnesota-scores.net, The Floodwood Forum, and the Voyageur Press.
- The Duluth News Tribune should also receive end of season stats.

WEIGHT MACHINE, FREE WEIGHT AND GENERAL AREA

- If any unavoidable damage occurs to the weight equipment, free weights or general area through use, you are to report it to the coach or Activities Director so repairs may be made.
- If any undue damage to the weight equipment, free weights or general area occurs, it may be closed and only limited lifting under direct supervision would be permitted.
- No pop or food will be permitted in the weight room at any time.
- The weight equipment and free weights are to be used only as designated and prescribed by the posted rules and lifting charts and not in a manner that is unsafe or injurious for pre-lift warm-up exercises and proper lifts. (No less than two people shall be in the weight room at one time during the day).
- Students must be properly dressed in gym clothes before being permitted to use the weights.
- The weight room is for general use by the students and public (*with permission from the Activities Director*). Athletic teams cannot reserve it for just their use, but as always, they may use it with the proper supervision when it is not scheduled and coaches may send athletes there when it is scheduled to be opened.

SCHEDULING OF EVENTS

- As soon as the Activities Director has finished scheduling athletic events, these shall be made available to Administration and the Music Department.
- The Music Department will give the Activities Director a list of event dates by March for the ensuing year.
- Events scheduled after that date will have to clear the master schedule which is to be kept in the district office. Official sub-section, and state additions or corrections should take precedence over non-conference and locally scheduled events.
- Both the Activities Director and the Music Department are to check the master schedule with Administration on proposed dates for events that are scheduled after the initial schedule is drawn up.
- The original schedule will take priority over all late schedule events.
- All junior high level activities will take priority over high school activity for the junior high level student who might be participating in a high school sport or activity.
- When it becomes necessary to reschedule a sport or music activity that has been postponed due to weather conditions, each coach or director must check the existing school schedule before rescheduling the event. If there is a possible conflict, the change must be approved by the Activities Director and Music Department.

8. All other departments and organizations that need to schedule events must check with the Activities Director and the master schedule for open dates. These departments and organizations must also abide by the guides that are set for the athletic and music departments.

PROCEDURE FOR HANDLING POSSIBLE CONFLICTS IN THE SCHEDULE

1. School activities that have been scheduled and appear on the Events Calendar on the district website take priority over rescheduled inter-school activities, unless the normal progress for advancement may be affected. First consideration will be given to the activity that may have its advancement affected.
 - a. Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt should be made so that the students need not be asked to make a choice, nor be penalized to be outside of a decision stemming from these policies.
 - All performances (games, concerts, or meets) take priority over a practice or rehearsal.
 - A concert will take priority over a JV or “B” squad game or meet.
 - A JV or “B” squad game or meet will take priority over a practice or rehearsal.
 - All Polar League or Great Northern Conference tournaments where a conference championship is determined, sub-sectional, sectional or state activities will take priority over any other scheduled activities or practices.
2. When a conflict appears, the following procedures should be followed:
 - a. Notify the Activities Director as to the possible conflict.
 - b. The Activities Director and Music Department will meet to see if the adopted rules can handle the alleged problem.
 - c. If the adopted rules do not apply or when an agreement on the interpretation cannot be reached, then the Activities Director and Music Department will call a meeting with the two coaches and/or directors to resolve the conflict. Administration will be called in as a fifth party only if needed.
3. When rescheduling events, the Activities Director will try to minimize time away from the classroom.

MISCELLANEOUS SALARIES

Miscellaneous Salaries will be paid to those individuals wishing to be paid for their time. The person performing the activity is responsible for requesting the salary. Salaries will be paid for home events only. Requests must be made within 2 weeks after the last regularly scheduled home game.

Scorebooks, Score/Clock, Libero Tracker, Officials for Volleyball, Football, Basketball (Girls and Boys) will receive \$25 per night for “A” and “B” games/matches. Officials for “C” Volleyball will receive \$25 per match.

ATHLETIC AWARD POLICY

1. First award earned – Certificate, a chenille letter (only one chenille letter will be given to cover all sports through high school), and a sport specific pin.
2. Succeeding awards earned - Certificate every time a person letters in a sport. A bar will be given to signify each year the participant lettered.
3. Members of a Polar League Conference Championship Team - Conference Championship Certificate.
4. Awards will be presented at an Athletic Banquet or other activity set-up by each individual activity. There will be no religious observance at any awards presentations. There may be a moment of silence.
5. MVP Offense and MVP Defense awards will be given to all sports. Other awards must first be approved by the Activities Director.
6. The head coach will select the winners of the “end of season awards”. It is not the responsibility of the players to choose the winners.
7. Only section championships and state trophies will be engraved with names of participants.
8. Attendance at Athletic Awards Ceremony is mandatory for all coaches employed.

PARTICIPATION REQUIRED TO QUALIFY FOR A HIGH SCHOOL LETTER

(During a complete sport season)

Football:

- Actively participate in one-fourth of the total quarters played by the varsity squad during the regular season;
- Or by the coaches’ and Activities Directors’ judgment in special cases.

Basketball:

- Actively participate in one-fourth of the total quarters played by the varsity squad during the regular season. Tournament games do not count as a season game, but tournament quarters count toward winning a letter;
- Or by the coaches’ and Activities Director’s judgment in special cases.

Softball:

- Students must participate in at least 70% of the games, or half of the innings on the schedule. Any entrance into games counts as playing in a game.
- Lettering is at the discretion of the head coach.

Baseball:

- Students must participate in at least 70% of the games, or half of the innings on the schedule. Any entrance into games counts as playing in a game.
- Lettering is at the discretion of the head coach.

Track:

- Must score points equal to the number of meets in which the varsity team participates during the regular season. These points can be scored during the regular season meets, and/or Conference and District meets;
- Or by the coaches’ and Activities Director judgment in special cases.

Cross Country:

- Will follow cooperative criteria.
- Or by the coaches’ and Activities Director’s judgment in special cases.

Volleyball:

- Must participate in as many games as there are matches must have played in 3/4 of the matches, exclusive of tournaments;
- Or by the coaches’ and Activities Director’s judgment in special cases.

Manager:

- Must act as manager for two sport seasons:
- Or by the coaches' and Activities Director's judgment in special cases.

Cheerleading:

- Must complete season and satisfy coaches' criteria
- Or by the coaches' and Activities Director's judgment in special cases

Band:

Maintain an A in the class and hand in all assignments on time and in full. This includes participation in all mandatory performances with appropriate attire and behavior.

In addition to the previous statement, each student must fulfill one of the two of the following requirements. Only one of these must be fulfilled in order to qualify for academic lettering.

1. Participate in a non-mandatory performance. This could include JAMD as a solo or small group act (must be playing instruments and not singing) or participating in BOTH parades for the year (Catfish Days and Christmas City of the North Parade). In order for the Floodwood Catfish Days Parade to count for lettering it must be done the summer before the academic year starts. In the case of a parade being canceled the student may find an alternate assignment approved by the Instructional Music Director to fulfill this requirement. Other non-mandatory performances may include honor bands or any function where you will be playing your instrument for an official performance that goes above and beyond the basics of playing in the ensemble at school. (Pep Bands are mandatory and therefore do not count toward this)
2. Play for the Instructional Music Director a solo or in a small group outside of the basics required by the class. This performance will be for the Instructional Music Director alone and does not have to be performed at a concert or another venue in order to count. Students may also record themselves at home and submit their recording to the Instructional Music Director via email to achieve this goal. Any solo or small group must have pre-approved music for this to count. Students may submit their piece of choice to the Instructional Music Director for approval at any time or the Instructional Music Director will help the student find a piece to play if desired. Solos must be performed in full and at an appropriate level based on the Minnesota State High School League adjudication form. A rating of excellent or higher is required for the solo to count.

The successful completion of all lettering requirements is at the discretion of the Instructional Music Director.

Plays:

All coaches and advisors must have written criteria accessible to all concerned for earning a Floodwood School letter. The above are the requirements and any changes to these must be submitted to the Activities Director prior to the beginning of the season of the activity.

ATHLETIC RECOGNITION

Official school recognition for outstanding individual or team performance at state, sectional, and sub-sectional events shall be held at organized school assemblies. The Activities Director, Cheerleading Advisor, and anyone interested shall work together on the organization and scheduling of the activity.

Individual Events:

- The school shall hold an assembly to recognize individuals who will participate in State Tournaments or Meets.
- Interested community organizations, groups or individuals may participate in this assembly by making such a request to Administration.

Team Events:

- The school shall hold an assembly to recognize teams who will participate in State Tournaments or Meets.
- Interested community organizations, groups or individuals may participate in this assembly by making such a request to Administration.

COACHES CLINIC/STATE TOURNAMENT ATTENDANCE POLICY

- Individual Participation in State Tournament or Meets – Only the head coach/advisor is permitted to attend the State Tournaments at school expense, whether one or several individuals are participating. Exceptions may be made if individuals of both genders qualify. All necessary expenses of the head coach, and participants will be taken care of by the school.
- Team Participation in State Tournaments or Meets – The head coach/advisor and the official school assistant of the varsity team may attend when a school team is participating in a state tournament. All necessary expenses of the coaches, team, band, and cheerleaders will be taken care of by the school. Cheerleaders must meet lettering criteria.

PEP BAND

- The Pep Band will play at four home activities for Football and Volleyball. Pep Band will play at six home activities for Boys Basketball and Girls Basketball.
- The Pep Band shall play at all tournament games. *This will be based on tournament seeding as is the section policy.* (Tournament games shall have preference over regular season scheduled games).

SPORTSMANSHIP

Implementation of Sportsmanship Project:

Participants

- a. Coaches will meet prior to each season with players to inform them of sportsmanship behavioral expectations.
- b. Advisors of activity groups will discuss sportsmanship behavioral expectations with participants.

Coaches and Athletic Staff

- a. A general meeting will be held in the fall with the athletic staff, coaches and administrators to review the sportsmanship behavioral expectations outlined in the Coaches' Handbook.
- b. Seasonal meetings with the coach/coaches involved in each activity will be held to review these expectations.

Cheerleaders

- a. The advisor will meet with the cheerleaders on weekdays to direct their program and discuss problems that may arise.
- b. The advisor will be in attendance at the various sport activities to ensure that the rules are implemented.

Responsibilities of:

1. Participants

- a. Abide by the rules of the game in letter and spirit.
- b. Show respect for opponents and officials by:
 1. Applaud when the other team is introduced;
 2. Show proper respect when the National Anthem is played;
 3. Shake hands with your opponent before and/or after a game as the sport warrants;
 4. Offer a helping hand to assist an opponent who is down; in a contact sport, unless the opponent appears to be injured;
 5. Refrain from negative yelling or booing when an opponent is shooting free throws;
- a. Display modesty in victory and graciousness in defeat;
- b. Show respect for the official's call by not yelling or booing after calls with which you disagree;
- c. Respond in a reasonable manner when an official's decision is not in your favor. Raise your hand to indicate that you respect the official's decision;
- d. Cooperate with the officials; and,
- e. Thank the officials after the game for officiating the game.
- f. Show respect for opponent's facilities by:
 1. Leaving the locker rooms with all items picked up and put away;
- g. Refraining from defacing or destroying any property in opponent's locker rooms or surrounding facilities.
- h. Abide by the Minnesota State High School League eligibility rules:
 1. Participants are reminded that team members represent their school and community. Participation is an honor and a privilege, not a right.
 2. Participant's actions, attitudes and personal appearance while representing their school and community are being observed by people of all ages. These characteristics will have a definite influence on the manner in which all look at sportsmanship. They reflect other areas of attitude development necessary for good sportsmanship.

2. Coaches and Staff

- a. Abide by the Minnesota State High School League Coaches' Code in making an effort to:
 1. Exemplify the highest moral character, behavior and leadership.
 2. Promote ethical relationships among coaches.
 3. Abide by the rules of the letter and spirit.
 4. Respect the integrity and judgment of sports officials.
 5. Display modesty in victory and graciousness in defeat.
 6. Play by the rules - don't try to bend them.
 7. Be a gracious host or hostess to visitors.
 8. Control one's emotions, especially those which may lead to technical fouls.
 9. Avoid inciting the crowd or players by one's actions, on or off the bench.
- b. Acknowledge that by the coach's exemplary actions during their contact time with the team members they are, in fact, having an effect on the attitudes of team members toward sportsmanship.
- c. Respect for opponent's facilities:
 1. Make sure every effort is made to prevent any damage to any part of the opponent's facilities.
 2. Make sure all materials are picked up and properly put away before leaving the locker rooms.
- d. Respect for opponent's players and coaches:
 1. Greet them when they arrive and direct them to their assigned facilities.
 2. Shake hands before and/or after a game as the sport warrants.
 3. Remove any players who are not conducting themselves in a sportsmanlike manner.
- e. Respect for officials:
 1. Introduce yourself to the officials before the game.
 2. Try not to show your discontent toward the officiating.
 3. Respect the calls made by the officials, good or bad. If you disagree with a call, ask them, in a respectful manner, for an interpretation of the call. This should be made when a time-out has been called.
 4. Shake hands with the officials following the game and thank them for officiating the game.
- f. Wear appropriate dress.

3. Cheerleaders:

a. Conduct:

1. Remember, you are a leader in all you do. What you do, others copy. Let your behavior be a model on and off the floor.
2. Be a good sport. Win or lose, wear a smile. The crowd will reflect your sportsmanship.
3. Assume your responsibilities willingly and strive never to let your team, your school or other cheerleaders down.
4. Recognize your responsibility and report problems or difficulties to proper adult authorities.
5. Greet the opponent's cheerleaders, if any, before and after the game and make them comfortable.
6. Show respect for the opponent's facilities by conducting yourself in a reasonable and appropriate manner.
7. Conduct yells only when they do not distract or interrupt the play.
8. Select yells that are in good taste and do not offend either the home or opponent's participants or spectators.
9. Discourage any booing or unnecessary yelling at the opponents or officials by the home crowd.
10. Refrain from showing negative emotions, especially if disgusted with a play or an official's call.
11. Cooperate with the band at all times.
12. Lead the crowd in showing respect for the National Anthem and each school's song.
13. Assist school officials in keeping students off the playing floor before, during and after the game.
14. Assist in promoting student and community awareness of up-coming activities and encourage their support.

15. Remember the crowd will give back to you exactly what you give to them. Enthusiasm is highly contagious, so your spirit and excitement must be sincerely felt.
16. Promoting school spirit takes a lot of work behind the scenes, not just during the game. Find creative ways to build positive traditions and promote pride in the school among students, faculty and community.

COACH, PARENT/GUARDIAN AND STUDENT MEETINGS

1. All coaches of Floodwood School athletic teams are encouraged to have a parental/guardian information meeting which includes both parents/guardians and students. The following are the guidelines for these meetings:
2. Parents/guardians are to be given a handout with a brief explanation of the coaches' guidelines for their activity. These guidelines should cover such items as:
 - a. Practice Schedules
 - b. Game Schedules
 - c. Coaches Rules and Penalties for:
 1. Missing practices
 2. Missing games
 3. Participation policy
 4. Any other team rules
 5. Goals and expectations
3. Philosophy (especially as to playing time)
4. Rule changes in your activity
5. Sportsmanship
6. School's rule for attendance
7. Each coach/advisor is to review the Floodwood School Eligibility Information, which includes the Minnesota State High School League material. It is suggested that you read it to all who are in attendance. A copy of this information can be obtained in the activities director's office.
8. It is suggested that each coach have their meeting at the same time that they have a practice. It is not practical to have it any other time since athletes must attend. It may not be the best time for parents/guardians but for the majority of the people involved, it makes for a better situation. For example: if you have a scheduled practice at 3:30 p.m. to 5:30 p.m., schedule the meeting at your practice facility for 4:30 to 5:30 p.m. You are free to conduct this meeting when you like and the activities director's office will do what they can to assist you.

DEALING WITH CONFLICT

Procedure for handling athletic complaints

1. In order to allow an expression of differences that often occur in athletics, a procedure has been developed for establishing a line of communication between school, parent/guardian, students and coaches. This procedure should follow an orderly process.
2. No conflict between a parent/guardian, student, official or coach should be addressed during or immediately following a game. The game site, practice field, lobby or locker rooms are not appropriate places to handle conflict. Coaches are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.
3. If you are upset, please call or arrange a meeting the following work day.
4. The following steps should be taken in order for conflict to be resolved.
 - Step 1. Student athlete asks the coach to meet to discuss the issue.
 - Step 2. The parent/guardian or student-athlete contacts the AD to arrange a meeting to talk about the issue. After talking with the parent/guardian and/or student athlete, the AD will decide whether or not the coach needs to be brought into the conversation.
 - Step 3. If needed (issue not resolved,) the coach will be brought into the conversation with the parent(s)/guardian(s), student athlete, and AD. The student athlete does not need to be involved, but is recommended.
 - Step 4. If needed (issue not resolved), Administration will act as a mediator to resolve the issue.
5. Group conflict -- No parent/guardian or booster group shall meet at Floodwood School to discuss team problems without representatives from School which will include the Activities Director, coach or both. Actions or concerns addressed by such groups at any other meetings where School representatives are not present will not be officially acted upon by officials and coaches are not required to attend unofficial meetings.

ENFORCING RULES AND REGULATIONS OF THE MSHSL

Guidelines for Compliance with MSHSL Rules and Regulations

1. Any and all reported violations of Minnesota State High School League Rules and Regulations must be reported to the Activities Director.
 - a. Coaches, directors, or advisors cannot declare a participant ineligible.
 - b. Coaches, directors, or advisors are directed to inform people who report violations to them to take their allegations to the Activities Director.
 - c. Coaches, directors, or advisors shall check with the Activities Director to ensure that the allegation has been reported.
 - d. Coaches, directors, or advisors will be informed of any violations by participants.
2. A coach, director or advisor who directly witnesses a violation or who has a confession of a violation given to him/her is directed to report such an incident to the Activities Director
3. Coaches, directors and advisors are expected to know the school policies regarding the evaluation and suspicion of chemical abuse problems.
4. Coaches, directors and advisors are expected to act according to their professional judgment at all times.
5. Coaches, directors and advisors will be informed by a list each Wednesday when a participant is academically ineligible. All dates in the letter are to be adhered to regardless of cancellations, etc. Any student who does not follow the guidelines stated in the letter will not have their eligibility restored until the guidelines are fulfilled. Coaches must know that in order for a student to serve the ineligibility, he or she must complete the season of the activity where the ineligibility was served. Please explain to students in your program who are ineligible for a period that if they do not come to practices or finish the season after they become eligible, they will again be declared ineligible.
6. Ejection of a player or coach from MSHSL events.
 - a. Ejections must be immediately reported to the Activities Director.
 - b. Coaches are required to know the procedure for dealing with an ejection as outlined in the MSHSL handbook.
 - c. The Floodwood School Athletic Department will not tolerate coaches getting ejected from a contest. A written explanation of an ejection must be filed with the Activities Director and a conference with the director must take place before such coach can resume any of his or her coaching activities.

MINNESOTA STATE HIGH SCHOOL LEAGUE SUMMER COACHING WAIVER

1. Each head coach must meet with their 9 - 12 assistants and distribute a Summer Coaching Waiver Request form. This should be done by the third Friday in May. This also applies to coaches who anticipate working at a camp that Floodwood School athletes may attend. Only Coaches need to sign a waiver request.
2. Summer is defined as the time starting the 4th Saturday in May and ending on July 31st. With one week of no contact in July, dates for the no contact period will change from year to year but are there to provide athletes a break during the July 4th celebration.
3. DURING THE SCHOOL YEAR, COACHES MAY NOT COACH THEIR STUDENTS IN ANY CAPACITY OTHER THAN DURING THEIR RESPECTIVE SEASONS.
4. All coaches who are going to provide summer coaching in a clinic/camp format or as a coach of a competitive team **MUST** submit a written statement to the Activities Director as to their intent of what they will be doing and when. And be able to comply with the no contact period in July.

SCHEDULE C JOB DESCRIPTIONS

Job Title: Head Football Coach

Job Summary

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Supervisor: Athletic Director and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Some experience as a football coach or assistant coach at the high school or college level preferred.
2. Must possess effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.
5. Current MN High School Head Coach Certification

Essential Duties:

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, regional, and district regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models non discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. To act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.
3. Performs any other related duties as assigned by the school Administration., athletic director, or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches

Supervision Received: Administration. and Athletic Director

Job Title: Football Cooperative Assistant Coach/Floodwood Football Representative

Job Summary:

Position is responsible for coaching all cooperative student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport and characteristics essential to successfully competing cooperatively with another school. Position ensures Floodwood student-athletes are given equal opportunities in the cooperative.

Supervisor: Athletic Director(s) and Administration, Cooperative Head Coach

Payment Rate: In accordance with current Schedule C Agreement for Assistant Football Coach

Qualifications:

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Some experience as a football coach or assistant coach at the high school or college level preferred.
2. Must possess effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.

Essential Duties:

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Assists in developing a regular practice schedule and helps organize practice time to provide both individual and team development.
4. Works with the athletics director of both schools to scheduling facilities for practices and competition, as well as schedule transportation to/from practices for student-athletes in the cooperative
5. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
6. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Works with other coaches to determines game strategy based on the team's capabilities and opponents' systems.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of Floodwood team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, regional, and district regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. May acts as a team representative and promote the sport by communicating with the news media, booster clubs, service clubs, and other organizations, especially in the Floodwood area.
16. Works with the head coach and athletic director(s) in the cooperative to award letter winners at the end of the season.
17. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
18. Maintains eligibility forms, emergency data cards, insurance records, and assists with equipment inventory and other related records.
19. Models nondiscriminatory practices in all activities.
20. Communicates with school office regarding announcements pertaining to Floodwood student-athletes participation in the football cooperative.
21. Arranges meeting times and places for Floodwood students to convene and participate in Zoom conferences with Cromwell-Wright players and staff.
22. Plans summer waiver workout days in Floodwood for football cooperative student-athletes.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the school Administration, athletic director, or cooperative head coach..
3. To act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the individual must be willing to travel to the host school for the seventy-plus practice/game days at their own expense. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Job Title: Assistant Football Coach

Job Summary

The Assistant Football Coach assists the Head Football Coach in promoting an appreciation of physical fitness, teamwork, and sportsmanship. The Assistant Football Coach assists in providing leadership and supervision for team and individual sports, and works closely with the other staff and administration of. ISD No. 698.

Supervisor: Head Coach, Activities Director, and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited college/university-preferred.
3. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
4. Desire to continue career improvement.

Essential Duties:

1. Assist in the coordination and supervision of the Football program and team.
2. Promote an appreciation of physical fitness, teamwork, and sportsmanship.
3. Assist in the design of a training program and game program.
4. Assist in the organization and supervision of the coaching staff to assure that the program is properly implemented.
5. Ensure that all athletic activities conform to MSHSL guidelines.
6. Communicate effectively with all members of the school district and community.
7. Work effectively with booster clubs and other community organizations.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of ISD No. 698.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Assist in the coordination and supervision of the football program and team.
2. Help students achieve gains in athletic skill and team performance.
3. Assist in designing a training program and game program.
4. Assist in organizing and supervising the coaching staff to assure that the program is properly implemented.
5. Assume duties of the Head Coach if required to do so.
6. Attend MSHSL rules meetings and adhere to rules and regulations of the MSHSL.
7. Assist in the development of team rules, communicating them to the players and their parents/guardians, and equitably enforce them.
8. Maintain good public relations for the football program including:
 - a. Ensure the continual supervision of student athletes on the field, in conditioning, and in locker and shower rooms.
 - b. Ensure that health and safety precautions are observed during all activities.
9. Immediately report all major injuries incurred during practice sessions or competition to the Head Coach, Activities Director, and Administration.
10. See that district policies are observed during all activities.
11. Keep abreast of new information, innovative ideas and techniques.
12. Obtain advance approval of the Head Coach for all activities and expenditures.
13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Other duties as assigned by the Head Coach, Activities Director, Administration, or other Administrative Staff.

Job Title: Head Volleyball Coach

Job Summary

The Head Volleyball Coach promotes an appreciation of physical fitness, teamwork, and sportsmanship. The Head Volleyball Coach provides leadership and supervision for team and individual sports, and works closely with the other staff and administration of ISD No. 698.

Supervisor: Activities Director and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

1. High school diploma or equivalent.
2. MN High School Head Coach Certification.
3. Experience coaching volleyball at the high school or college level preferred.
4. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
5. Desire to continue career improvement.

Essential Duties:

1. Coordinate and supervise Volleyball program and team.
2. Promote an appreciation of physical fitness, teamwork, and sportsmanship.
3. Design a training program and game program.
4. Organize and supervise the coaching staff to assure that the program is properly implemented.
5. Ensure that all athletic activities conform to MSHSL guidelines.
6. Communicate effectively with all members of the school district and community.
7. Work effectively with booster clubs and other community organizations.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of ISD No. 698.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and possibly outdoors.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Coordinate and supervise the High School Volleyball program and team.
2. Help students achieve gains in athletic skill and team performance.
3. Design a training program and game program.
4. Organize and supervise the coaching staff to assure that the program is properly implemented.
5. Train assistant coaches in techniques, skills, philosophy, rules, and strategies.
6. Call meetings with coaching staff periodically and consistently throughout the sports season.
7. Responsible for assisting the Activities Director with scheduling of the following:
 - a. practice schedules
 - b. transportation
 - c. meal arrangements
8. Attend MSHSL rules meetings and adhere to rules and regulations of MSHSL.
9. Develop team rules, communicate them to the players and their parents/guardians, and equitably enforce them.
10. Maintain good public relations for the Volleyball program including:
 - a. Develop programs and brochures.
 - b. Present programs to community groups such as Booster Club.
 - c. Notify media of sporting events, scores, news items, before and after games or events.
11. Ensure that student athletes meet eligibility rules.
12. Ensure that physical evaluation forms and permission forms are properly completed and filed in the Activity Director's office.
13. Ensure that student athletes adhere to training rules, lettering policies, grade requirements, and rules of behavior.
14. Ensure the continual supervision of student athletes on the court, in conditioning, and in locker and shower rooms.
15. Ensure that health and safety precautions are observed during all activities.
16. Immediately report all major injuries incurred during practice sessions or competition to the Activities Director and Administration.
17. Ensure proper purchasing, inventory, and care of equipment.
18. Submit a complete team roster to the Activities Director ten days prior to the first contest. The following items should be included: player's name, year in school, height, weight, and uniform number, where applicable.
19. Submit a written report of team records to the activities director at the close of each season.
20. Present a letter of recognition (emblem) to all athletes who meet the necessary requirements.
21. See that district policies are observed during all activities.
22. Keep abreast of new information, innovative ideas and techniques.
23. Obtain advance approval of the Activities Director and Administration for all activities and expenditures.
24. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. To act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.
26. Other duties as assigned by the Activities Director, Administration, or other Administrative Staff.

Supervision Exercised: Assistant Coaches Supervision Received: Administration and Athletic Director

Job Title: Assistant Volleyball Coach

Job Summary

The Assistant Volleyball Coach assists the Head Volleyball Coach in promoting an appreciation of physical fitness, teamwork, and sportsmanship. The Assistant Volleyball Coach assists in providing leadership and supervision for team and individual sports, and works closely with the other staff and administration of ISD No. 698.

Supervisor: Head Coach, Activities Director, and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited college/university-preferred.
3. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
4. Desire to continue career improvement.

Essential Duties:

1. Assist in the coordination and supervision of the Volleyball program and team.
2. Promote an appreciation of physical fitness, teamwork, and sportsmanship.
3. Assist in the design of a training program and game program.
4. Assist in the organization and supervision of the coaching staff to assure that the program is properly implemented.
5. Ensure that all athletic activities conform to MSHSL guidelines.
6. Communicate effectively with all members of the school district and community.
7. Work effectively with booster clubs and other community organizations.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of ISD No. 698.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Assist in the coordination and supervision of the volleyball program and team.
2. Help students achieve gains in athletic skill and team performance.
3. Assist in designing a training program and game program.
4. Assist in organizing and supervising the coaching staff to assure that the program is properly implemented.
5. Assume duties of the Head Coach if required to do so.
6. Attend MSHSL rules meetings and adhere to rules and regulations of the MSHSL.
7. Assist in the development of team rules, communicating them to the players and their parents/guardians, and equitably enforce them.
8. Maintain good public relations for the football program including:
 - a. Ensure the continual supervision of student athletes on the field, in conditioning, and in locker and shower rooms.
 - b. Ensure that health and safety precautions are observed during all activities.
9. Immediately report all major injuries incurred during practice sessions or competition to the Head Coach, Activities Director, and Administration.
10. See that district policies are observed during all activities.
11. Keep abreast of new information, innovative ideas and techniques.
12. Obtain advance approval of the Head Coach for all activities and expenditures.
13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Other duties as assigned by the Head Coach, Activities Director, Administration, or other Administrative Staff.

Job Title: Head Boys Basketball Coach

Job Summary

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Supervisor: Athletic Director and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Some experience as a head basketball coach or assistant coach at the high school or college level preferred.
2. Must possess effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.
5. Current MN High School Head Coach Certification

Essential Duties:

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, sectional and conference regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models non discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. To act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.
3. Performs any other related duties as assigned by the school Administration, athletic director, or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, indoors in a loud environment and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches **Supervision Received:** Administration and Athletic Director

Job Title: Assistant Boys Basketball Coach

Job Summary

The Assistant Boys Basketball Coach assists the Head Boys Basketball Coach in promoting an appreciation of physical fitness, teamwork, and sportsmanship. The Assistant Boys Basketball Coach assists in providing leadership and supervision for team and individual sports, and works closely with the other staff and administration of ISD No. 698.

Supervisor: Head Coach, Activities Director, and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited college/university-preferred.
3. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
4. Desire to continue career improvement.

Essential Duties:

1. Assist in the coordination and supervision of the Boy's Basketball program and team.
2. Promote an appreciation of physical fitness, teamwork, and sportsmanship.
3. Assist in the design of a training program and game program.
4. Assist in the organization and supervision of the coaching staff to assure that the program is properly implemented.
5. Ensure that all athletic activities conform to MSHSL guidelines.
6. Communicate effectively with all members of the school district and community.
7. Work effectively with booster clubs and other community organizations.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of ISD No. 698.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Assist in the coordination and supervision of the basketball program and team.
2. Help students achieve gains in athletic skill and team performance.
3. Assist in designing a training program and game program.
4. Assist in organizing and supervising the coaching staff to assure that the program is properly implemented.
5. Assume duties of the Head Coach if required to do so.
6. Attend MSHSL rules meetings and adhere to rules and regulations of the MSHSL.
7. Assist in the development of team rules, communicating them to the players and their parents/guardians, and equitably enforce them.
8. Maintain good public relations for the football program including:
 - a. Ensure the continual supervision of student athletes on the field, in conditioning, and in locker and shower rooms.
 - b. Ensure that health and safety precautions are observed during all activities.
9. Immediately report all major injuries incurred during practice sessions or competition to the Head Coach, Activities Director, and Administration.
10. See that district policies are observed during all activities.
11. Keep abreast of new information, innovative ideas and techniques.
12. Obtain advance approval of the Head Coach for all activities and expenditures.
13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Other duties as assigned by the Head Coach, Activities Director, Administration or other Administrative Staff.

Job Title: Head Girls Basketball Coach

Job Summary: Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Supervisor: Athletic Director and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Some experience as a head basketball coach or assistant coach at the high school or college level preferred.
2. Must possess effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.
5. Current MN High School Head Coach Certification

Essential Duties:

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, sectional and conference regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models non discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. To act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.
3. Performs any other related duties as assigned by the school Administration, athletic director, or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, indoors in a loud environment and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches

Supervision Received: Administration and Athletic Director

Job Title: Assistant Girls Basketball Coach

Job Summary

The Assistant Girls Basketball Coach assists the Head Girls Basketball Coach in promoting an appreciation of physical fitness, teamwork, and sportsmanship. The Assistant Girls Basketball Coach assists in providing leadership and supervision for team and individual sports, and works closely with the other staff and administration of ISD No. 698.

Supervisor: Head Coach, Activities Director, and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited college/university-preferred.
3. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
4. Desire to continue career improvement.

Essential Duties:

1. Assist in the coordination and supervision of the Girl's Basketball program and team.
2. Promote an appreciation of physical fitness, teamwork, and sportsmanship.
3. Assist in the design of a training program and game program.
4. Assist in the organization and supervision of the coaching staff to assure that the program is properly implemented.
5. Ensure that all athletic activities conform to MSHSL guidelines.
6. Communicate effectively with all members of the school district and community.
7. Work effectively with booster clubs and other community organizations.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of ISD No. 698.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Assist in the coordination and supervision of the basketball program and team.
2. Help students achieve gains in athletic skill and team performance.
3. Assist in designing a training program and game program.
4. Assist in organizing and supervising the coaching staff to assure that the program is properly implemented.
5. Assume duties of the Head Coach if required to do so.
6. Attend MSHSL rules meetings and adhere to rules and regulations of the MSHSL.
7. Assist in the development of team rules, communicating them to the players and their parents/guardians, and equitably enforce them.
8. Maintain good public relations for the football program including:
 - a. Ensure the continual supervision of student athletes on the field, in conditioning, and in locker and shower rooms.
 - b. Ensure that health and safety precautions are observed during all activities.
9. Immediately report all major injuries incurred during practice sessions or competition to the Head Coach, Activities Director, and Administration.
10. See that district policies are observed during all activities.
11. Keep abreast of new information, innovative ideas and techniques.
12. Obtain advance approval of the Head Coach for all activities and expenditures.
13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Other duties as assigned by the Head Coach, Activities Director, Administration, or other Administrative Staff.

Job Title: Head Softball Coach

Job Summary

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Supervisor: Athletic Director and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Some experience as a head softball coach or assistant coach at the high school or college level preferred.
2. Must possess effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.
5. Current MN High School Head Coach Certification

Essential Duties:

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, sectional and conference regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models non discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. To act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.
3. Performs any other related duties as assigned by the school Administration, athletic director, or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and indoors in a loud environment and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches **Supervision Received:** Administration and Athletic Director

Job Title: Assistant Softball Coach

Job Summary

The Assistant Softball Coach assists the Head Softball Coach in promoting an appreciation of physical fitness, teamwork, and sportsmanship. The Assistant Softball Coach assists in providing leadership and supervision for team and individual sports, and works closely with the other staff and administration of I.S.D. No. 698.

Supervisor: Head Coach, Activities Director, and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited college/university-preferred.
3. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
4. Desire to continue career improvement.

Essential Duties:

1. Assist in the coordination and supervision of the Softball program and team.
2. Promote an appreciation of physical fitness, teamwork, and sportsmanship.
3. Assist in the design of a training program and game program.
4. Assist in the organization and supervision of the coaching staff to assure that the program is properly implemented.
5. Ensure that all athletic activities conform to MSHSL guidelines.
6. Communicate effectively with all members of the school district and community.
7. Work effectively with booster clubs and other community organizations.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of. ISD No. 698.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Assist in the coordination and supervision of the basketball program and team.
2. Help students achieve gains in athletic skill and team performance.
3. Assist in designing a training program and game program.
4. Assist in organizing and supervising the coaching staff to assure that the program is properly implemented.
5. Assume duties of the Head Coach if required to do so.
6. Attend MSHSL rules meetings and adhere to rules and regulations of the MSHSL.
7. Assist in the development of team rules, communicating them to the players and their parents/guardians, and equitably enforce them.
8. Maintain good public relations for the football program including:
 - a. Ensure the continual supervision of student athletes on the field, in conditioning, and in locker and shower rooms.
 - b. Ensure that health and safety precautions are observed during all activities.
9. Immediately report all major injuries incurred during practice sessions or competition to the Head Coach, Activities Director, and Administration.
10. See that district policies are observed during all activities.
11. Keep abreast of new information, innovative ideas and techniques.
12. Obtain advance approval of the Head Coach for all activities and expenditures.
13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Other duties as assigned by the Head Coach, Activities Director, Administration, or other Administrative Staff.

Job Title: Head Track Coach

Job Summary

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Supervisor: Athletic Director and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Some experience as a head track coach or assistant coach at the high school or college level preferred.
2. Must possess effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.
5. Current MN High School Head Coach Certification

Essential Duties:

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, sectional and conference regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models non discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. To act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.
3. Performs any other related duties as assigned by the school Administration, athletic director, or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, indoors in a loud environment and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches

Supervision Received: Administration and Athletic Director

Job Title: Head Baseball Coach

Job Summary

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Supervisor: Athletic Director and Administration

Payment Rate: In accordance with current Schedule C Agreement

Qualifications:

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. Some experience as a head baseball coach or assistant coach at the high school or college level preferred.
2. Must possess effective coaching techniques and skills.
3. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport.
4. Must possess the ability to establish and maintain effective working relationships with school administrators, parents/guardians, and students.
5. Current MN High School Head Coach Certification

Essential Duties:

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, sectional and conference regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models non discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. To act as the point person for elementary coaches of the same sport for guidance in appropriate equipment that may be utilized, foster involvement between high school players and elementary players and help enrich the elementary sports programs.
3. Performs any other related duties as assigned by the school Administration, athletic director, or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions & Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, indoors in a loud environment and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assistant Coaches **Supervision Received:** Administration and Athletic Director

Senior Class/Graduation Advisor Job Description - Two positions per Schedule C contract

The Senior Class/Graduation Advisor is responsible for advising and overseeing the activities of the Senior Class as well as planning the graduation ceremony with assistance from Administration. Throughout the school year the Senior Class contributes to school-wide activities such as spirit week. The major event is the Senior Class Trip. The Senior Class also raises funds for class activities for graduation. All activities are paid for through fundraising and by class participants. Schedule C contracts are paid positions, any work for a Schedule C contract position should not be done during the regular work day. Meetings or obligations that are part of your schedule C contract duties should be absences from the district utilizing the time off system and taken unpaid or utilizing personal days, unless conducted during Senior Advisory time.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Senior Class activities, including fund raising activities to fund graduation . All activities need to be cleared by Administration by a minimum of one month in advance of activity.
2. Establish class goals on class unity, spirit, funds, and events.
3. Encourage students to appreciate and value their classmates, school, and community.
4. Encourage activities in support of school and community.
5. Promote and monitor these goals to keep the class on task.
6. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. These meetings will be held before 8:00 a.m., after 3:30 p.m., during advisory on Wednesdays or during the lunch hour.
7. Work with the senior class advisor and the class to develop a budget for all activities and events. Determine a budget for the year and plan accordingly. Determine a budget for graduation ceremony, class trip, and class group picture.
8. All activities need to be cleared by Administration at least 30 days in advance of activity.
9. Determine role of class officers and conduct election of class officers.
10. Be sure all seniors have ordered caps and gowns for graduation no later than January 1st.
11. Prepare graduation programs with the guidance of Administration.
12. Hold graduation ceremony practice and set up with the guidance of the Administration, in order to conduct a respectable and timely ceremony. Advisors along with the senior class will be responsible for setting up and taking down the graduation ceremony in the gym.
13. Track student contributions to the senior class trip vs. other expenses. Students will not be held responsible for senior class trip fees if they do not go on the trip.
14. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
15. Mediate class trip planning meetings, assist in determining location of trip as well as the itinerary, coordinate dates with school administration. The initial preliminary plan is to be shared with the school board in May of their junior year, with more detailed plans to be shared at the January board meeting of their senior year.
16. Create a group picture for the hallway of the graduating class.
17. Assist students in setting goals for their individualized plan as required by law to be college and career ready when they graduate, including assistance with class schedules.

Polar Council

To provide leadership and supervision of events:

1. Plan and hold Polar Council meetings as needed. The meeting schedule needs to be pre-approved by administration. Polar Council meetings may take place during a class period with pre-approval.
2. Coordinate Student Body Special Events with Polar Council Members: Homecoming Week and Snow Week. More events could be added to the school year if the group is willing to plan and lead more.
3. All activities need to be cleared by Administration at least 15 days in advance of activity.
4. Promote/Support to other school-wide events
5. Promote Polar Council activities through a variety of district outlets: the web page, Facebook, hall TV, school outside sign, etc
6. Monitor Polar Council account and expenditures monthly; determine budget
7. Attend Polar Pride meetings, as needed, so that Polar Council and Polar Pride can work together in recognizing positive behavior
8. Coordinate a Polar Council representative to attend and report to the school board at the monthly school board meeting, if needed

STUDENT BODY LEADERSHIP TEAM ORGANIZATION

1. Work with class advisors and athletic director to set up programs and class activities
2. Coordinate the yearly Master Calendar with Administration on Polar Council events.
3. Deliver Student Body Events
4. Provide direction to Polar Council in Event Planning

STUDENT COUNCIL MEETINGS

1. Manage scheduling of meetings
2. Mentor team in preparing meeting agendas and minutes

STUDENT COUNCIL TRAINING

1. Provide Polar Council members with training regarding their roles and responsibilities.

POLAR COUNCIL MEMBER ROLES AND RESPONSIBILITIES

- Each class is to participate in the Polar Council - at least one member from each class is to be a part of the council.
- Members are to brainstorm, plan, support, organize and participate in Polar Council meetings and events.
- Attendance at meetings is required to be a member of the Polar Council.

*Schedule C contract for Polar Council will follow "Student Council Advisor " rate of pay found on Education MN Schedule C Salary Schedule.

Junior Class Advisor Job Description - Two positions per Schedule C contract

The High School Junior Class Advisor is responsible for advising and overseeing the activities of the Junior Class. Throughout the school year the Junior Class contributes to school-wide activities such as spirit week and dances. The major event is the Junior Prom. The Junior Class also raises funds for class activities from junior year to graduation. All activities are paid for through fundraising and by class participants. Schedule C contracts are paid positions, any work for a Schedule C contract position should not be done during the regular work day. Meetings or obligations that are part of your schedule C contract duties should be absences from the district utilizing the time off system and taken unpaid or utilizing personal days, unless meetings are held during lunch or Junior advisory time..

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Junior Class activities, including fund raising activities.
2. All activities need to be cleared by Administration at least 30 days in advance of activity.
3. Determine role of class officers and conduct election of class officers.
4. Establish class goals on class unity, spirit, funds, and events.
5. Encourage students to appreciate and value their classmates, school, and community.
6. Encourage activities in support of school and community.
7. Promote and monitor these goals to keep the class on task.
8. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. These meetings will be held before 8:00 a.m., after 3:30 p.m., or during the lunch hour.
9. Work with the class to develop a budget for all activities and events. Determine a budget for the year and plan accordingly. Determine a preliminary budget for their senior class trip and graduation expenses including their group graduation picture.
10. Track student contributions to the senior class trip vs. other expenses. Students will not be held responsible for senior class trip fees if they do not go on the trip.
11. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
12. Mediate prom committee meetings, view locations and facilities, coordinate dates with school administration, preview music groups, and work with class and prom committee for a successful prom.
13. Mediate senior class trip planning meetings, assist in determining location of trip as well as the itinerary, coordinate dates with school administration. The initial preliminary plan is to be shared with the school board in May of their junior year, with more detailed plans to be shared at the January board meeting of their senior year.
14. Assist students in setting goals for their individualized plan as required by law to be college and career ready when they graduate, including assistance with class schedules.

7th – 10th Grade Class Advisor Job Description

The 7th-10th grade Class Advisor is responsible for advising and overseeing the activities of their assigned class. Throughout the school year each grade level contributes to school-wide activities such as spirit week and dances. Each class also raises funds for activities when they are juniors and seniors. All activities are paid for through fundraising and by class participants. These meetings will be held during the day as these positions are not paid, but a duty as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Supervise grade level activities. All activities need to be cleared by Administration at least 30 days in advance of activity.
2. Determine role of class officers and conduct election of class officers.
3. Establish class goals on class unity, spirit, funds, and events.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Promote and monitor these goals to keep the class on task.
7. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events. There will be an advisory time set to conduct meetings.
8. Work with the class to develop a budget for all activities and events.
9. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
10. Assist students in setting goals for their individualized plan as required by law to be college and career ready when they graduate, including assistance with class schedules.

National Honor Society Advisor Job Description

Under the direction of Administration, the National Honor Society Advisor provides support to the National Honor Society members and future members and serves as leadership team motivator, mentor, and manager. Schedule C contracts are paid positions, any work for a Schedule C contract position should not be done during the regular work day. Meetings or obligations that are part of your schedule C contract duties should be absences from the district utilizing the time off system and taken unpaid or utilizing personal days, unless held during lunch.

Duties shall include but not be limited to the following:

1. Be familiar with the constitution of the National Honor Society and the by-laws of the Floodwood High School Chapter of the National Honor Society (NHS).
2. Review junior and senior grades each semester to determine students who are scholastically eligible for membership in the NHS. Check by-laws to ensure all student eligibility is accounted for.
3. Notify eligible students and distribute Student Activity Information Forms immediately after semester grades are posted.
4. Call a meeting of the faculty council to consider membership applications.
5. Notify candidates of the faculty council's decision on membership applications.
6. Organize the annual NHS initiation ceremony and the Honor Tea with Administration and counselor, including preparation of programs (with Administration's guidance) and invitations to school board members, staff, and parents/guardians/students of those being honored.
7. Regularly review each NHS member for compliance with Society standards and obligations.
8. Serve as a non-voting member of the faculty council.
9. Administration and NHS advisor are to determine faculty council members in October of each year.
10. Assist chapter officers in understanding and carrying out their duties.
11. Call meetings of the NHS membership as determined by chapter by-laws.

12. Coordinate at least two service projects of the NHS membership each year.
13. All activities need to be cleared by Administration at least one month in advance of activity.
14. Maintain files on membership, chapter history, activities, and financial records. Submit annual reports and the annual affiliation fee to the national office. Share with the Administration prior to submitting.
15. Notify local media of chapter events, including the selection of new members. Promote NHS through a variety of district outlets: the web page, Facebook, providing periodic newsletter articles, supplying the Administration with periodical items for the bulletin, hall TV, and updating the NHS bulletin board monthly. Share with the Administration prior to submitting.
16. Coordinate with the business office the ordering of honor cords, medallions, membership cards, etc.
17. Keep the administration informed of chapter membership, activities, and needs.

Yearbook Advisor Job Description

Under the direction of Administration, the Yearbook advisor will oversee the production, promotion, sale and distribution of the yearbook.

Duties shall include but not be limited to the following:

1. Evaluates and selects a yearbook vendor. Works closely with the vendor to ensure a quality product and to meet publication deadlines.
2. Upholds board policies and follows administrative procedures.
3. Helps students develop a distinctive yearbook format.
4. Provides guidance with layout, pictures/artwork selection, writing styles.
5. Helps students with proofreading and editing functions.
6. Ensures that yearbook content is accurate and appropriate.
7. Supervises sale of advertising.
8. Helps students manage yearbook communications
9. Manages work assignment for yearbook students to fulfill a complete yearbook that is equitable and inclusive to the entire Floodwood School community.

Instructional Music Director Job Description

Under the direction of Administration, the Instructional Music Director will oversee the music programs outside of the scheduled school day.

Duties shall include but not be limited to the following:

1. Planning and management of musical performances such as band concerts, JAMD, Pep Band and other performances like graduation, parades, winter concert, grandparents day etc.
2. Pep band management. Pep Band will be required to play at four home games for fall sports and six home games for winter sports. Pep Band is also responsible for playing at all home tournament games. Attendance of away tournament games will be coordinated with administration, if feasible.
3. Oversee Drumline Advisory and all drumline events or performances.
4. Assist students in entering and attending sectional and state competitions.
5. Oversee lettering in band in coordination with the Activities Director.

Acknowledgement of **EMPLOYEE/ACTIVITIES HANDBOOK 2024-2025**

Please sign and return to the Floodwood School office. By signing below, you are acknowledging that you have received the employee/activities handbook and the information stated below. Please ask if you have any questions. Thank you!

Printed Name: _____

Signature: X _____ **Date:** _____

Employee Handbook

I have received a copy of the Floodwood School Employee/Activities Handbook for 2024-2025.

Tennessen Warning

I have read and understand the Tennessen Warning for Employees located in the Employee/Activities Handbook.

Mandatory Notifications of Pesticides / Asbestos / Lead-in-Water / Pesticides

I have read and understand the notifications located in the Employee/Activities Handbook.

Parent/Guardians/Teacher Compact

I have read and agree to comply with the Floodwood School Parent/Teacher Compact located in the Employee/Activities Handbook.

Drug-Free Workplace / Drug-Free School Policy #418

I have read and agree to comply with the Floodwood School policy #418 located in the Employee/Activities Handbook.

Internet Acceptable Use & Safety Policy #524

I have read and agree to comply with the Floodwood School policy #524 located in the Employee/Activities Handbook, and the responsibilities listed below:

SUPERVISING TEACHER'S RESPONSIBILITIES:

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

SCHOOL DISTRICT EMPLOYEE'S RESPONSIBILITIES:

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

District Policies

I am aware that all district policies, some of which are stated below, can be found on the district website www.isd698.org or in the school office.

- 102 – Equal Educational Opportunity
- 401 – Equal Employment Opportunity
- 410 – Family & Medical Leave Policy
- 413 – Harassment & Violence
- 414 – Mandated reporting of child neglect or physical or sexual abuse
- 415 – Mandated reporting of maltreatment of vulnerable adults
- 416 – Drug & Alcohol Testing
- 417 – Chemical Use & Abuse
- 418 – Drug-free Workplace Drug-free School (attached)
- 419 – Tobacco-free Environment
- 505 – Distribution of non-school-sponsored materials on school premises by students & employees
- 514 – Bully Prohibition
- 521 – Student Disability Nondiscrimination
- 522 – Student Sex Nondiscrimination
- 524 – Internet Acceptable Use and Safety (attached)
- 525 – Violence Prevention
- 526 – Hazing Prohibition
- 529 – Staff notification of violent behavior by student

The Floodwood School District #698 does not discriminate based on sex, disability, race, color, and national origin.

**FLOODWOOD
POLAR BEARS
ROAR WITH PRIDE
PBIS MANUAL**

REVISED JULY 2024



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2	PBIS Introduction
3	Discipline Flow Chart
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This handbook has been developed to align with the PBIS approach to school discipline. PBIS is a research and evidence-based multi-tiered framework used in District 698, across the state, nation and world. The framework guides schools in creating and sustaining positive, effective and culturally inclusive environments that support academic and social-emotional success for all students. The framework allows schools to continually build upon and refine systems and practices to meet the challenging needs of their school community.

Key Components of PBIS

- Identify goals and desired academic and social-emotional outcomes
- Establish and develop school-wide systems
- Select and implement evidence-based practices
- Collect and use data to guide decision making

School teams use the multi-tiered framework to design a three-tiered system of equitable support for all students. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of data based problem solving for addressing existing behavior concerns.

Tier 1 focus is on the prevention of problem behavior through these core practices:

1. Teach expected behaviors for school
2. Acknowledge the use of expected behaviors
3. Identify and use effective error correction
4. Collect and use data to make decisions that will improve outcomes for students

Tiers 2 & 3 add intervention and support for students who are not responding to Tier 1 Prevention.

Support

Tier 3—Intensive Individualized

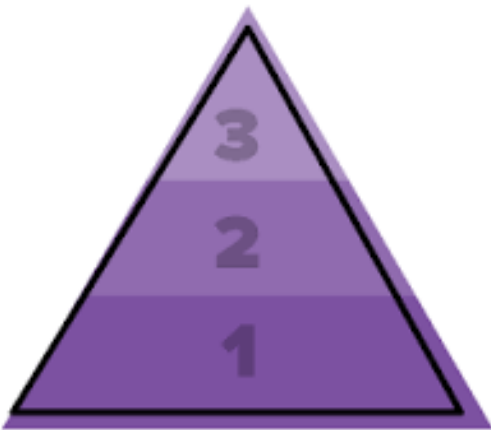
Approximately 0-5% of Students Tier 3 is effective if there is progress (i.e., gap is closing, decrease in frequency, intensity, duration of behaviors that interfere with learning)

Tier 2—Supplemental/Target

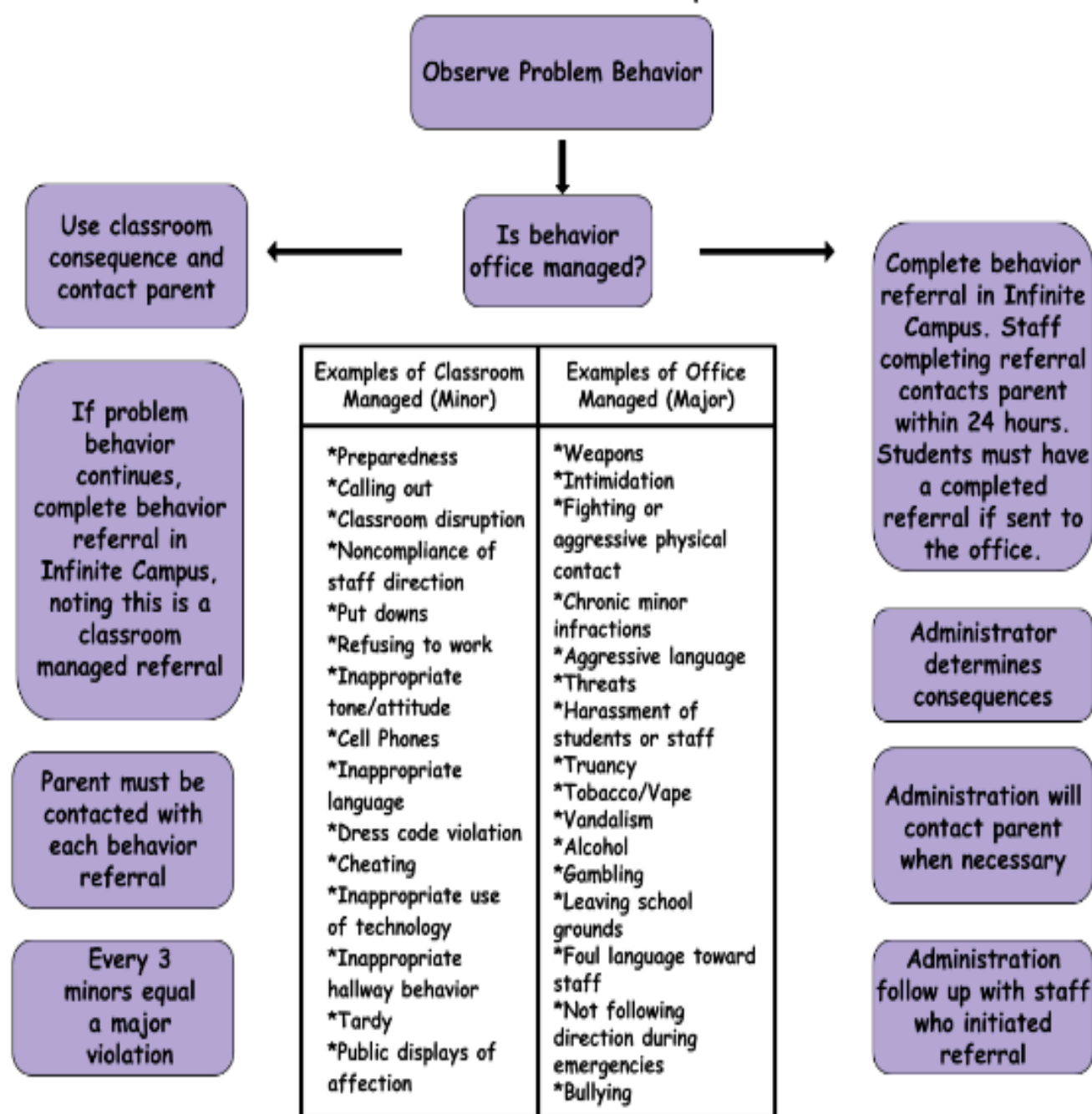
Approximately 15-20% of Students Tier 2 is effective if at least 70-80% of students receiving intervention improve performance (i.e., gap is closing towards benchmark, decrease in frequency of behaviors that interfere with learning)

Tier 1—Core Instruction/Core Prevention

All Students Tier 1 is effective if 80-85% of students respond to core instruction (i.e., meet benchmark assessments with only access to the core and demonstrate school wide behavioral expectations)



Floodwood School Student Discipline Process



Bathroom - Lesson Plan

Setting: Bathroom

SW Expectations: Respect

Allow others their privacy; flush toilet;
wash your hands

Optimism

Use appropriate language

Acceptance

Be kind; Take turns

Responsibility

Get in and get out; Keep the bathroom
clean; Report problems to adults

Why is this important?

- Take care of our needs
- Get back to learning quickly

Procedure:

- Generate a discussion about using the bathroom quickly and safely. Ask the following:
 1. What are some ways we can be safe in the bathroom?
 2. How can we use a bathroom quickly?
- Take a walk to the bathroom following these guidelines:
 - Line up at the classroom door when called
 - Walk on the right side of the hallway in a straight line to the bathroom
- Model the procedure for bathroom behavior:
 - After using the bathroom flush the toilet
 - Use the THINK 2 routine:
 - 2 pumps of soap
 - 2 hands to wash
 - 2 minutes or less
 - Dry hands
 - Use an indoor voice
 - Respect the privacy of others
 - Report bathroom problems as soon as they occur

Example(s)

- Demonstrate how to use the bathroom routine.

Non-Example(s)

- Demonstrate what happens when we don't follow the routine- i.e. forget to flush, forget to dry our hands, use more than 2 mins, use more than 2 pumps, or forget to wash our hands.

Student Practice/Role Play

- Role-play the example and non-examples.

Follow up/ Reinforcement Activities

- Have a person keep track of the amount of time it takes the class to use the bathroom.
- Have a challenge to beat the class time each month with a reward when it is accomplished.
- Re-teach the expectation when infractions of the procedures are being reported.
- Discuss the purpose of using the bathroom quickly and safely.

Hallway - Lesson Plan

Setting: Hallways	
<p>SW Expectations:</p> <p>Respect Use your quiet voice; Walk at all times; Move quickly to your destination</p> <p>Optimism Show a positive attitude</p> <p>Acceptance Smile and wave</p> <p>Responsibility Keep hallways clean; Stay with your class; Hands at your sides</p>	<p>Why is this important?</p> <ul style="list-style-type: none"> • Walking quietly is important to avoid noisy disruptions of learning. • Everybody needs personal space. • Walking directly to a destination is important to maintain maximum learning time. • Practicing hallway procedures keeps everybody safe.
<p>Procedure:</p> <ul style="list-style-type: none"> • Generate a discussion (or discussions depending on time) by asking the following questions: <ul style="list-style-type: none"> o Why is it important to be quiet in the hallways? o What is personal space? <ul style="list-style-type: none"> ▪ Explain what personal space is by using volunteers to demonstrate. ▪ Why is it important to maintain personal space? o Why is it important to walk directly to your destination? o Why is walking on the right side in line a safe practice? o What could happen if you walk with your shoes untied? 	
Examples	Non-Examples
<ul style="list-style-type: none"> • Walk quietly in line and keep to the right with shoes tied • Maintain personal space in line 	<ul style="list-style-type: none"> • Walk noisily out of line with shoes untied and not keeping to the right • Bump into people when walking in line
<p>Student Practice/Role Plays</p> <ul style="list-style-type: none"> • Small groups of volunteers role play the examples and non-examples • The rest of the class comments on what was done right and what was wrong 	
<p>Follow up/ Reinforcement Activities</p> <ul style="list-style-type: none"> • Observe subsequent hallway behaviors and point out the positive examples • Provide positive feedback on hallway procedures on a regular basis • Review the positive behaviors that become forgotten 	

Cafeteria - Lesson Plan

Setting: Cafeteria	
<p>SW Expectations: Respect Use good table manners; say please and thank you; sit quietly until dismissed</p> <p>Optimism Show a positive attitude</p> <p>Acceptance Include others; celebrate differences</p> <p>Responsibility Move quickly through the line; handle food appropriately; pick up after yourself</p>	<p>Why is this important?</p> <ul style="list-style-type: none"> There are students learning near the cafeteria Lunch is a time to eat. We need to keep our cafeteria clean. All students need to feel safe and free of injury
<p>Procedure:</p> <ul style="list-style-type: none"> Generate a discussion about using the cafeteria appropriately and safely. Ask the following: <ol style="list-style-type: none"> What are some ways we can be respectful in the cafeteria? What are some ways we can be optimistic in the cafeteria? How do we show acceptance in the cafeteria? How do we show responsibility in the cafeteria? Take a walk to the cafeteria following these guidelines: <ul style="list-style-type: none"> Line up at the classroom door Walk on the right side of the hallway in a straight line to the cafeteria Remain in a straight line while waiting in line for your food Model the procedure for cafeteria behavior: <ul style="list-style-type: none"> Gather food quickly and quietly Select a table in a polite manner Keep food in own area Follow cafeteria rules and procedures After eating, raise your hand and wait patiently for permission to empty your tray in the garbage Watch for your teacher to let you know it is time to line up Walk to line up 	
Example(s)	Non-Example(s)
<ul style="list-style-type: none"> Demonstrate how to gather food. Practice selecting a table. Review cafeteria rules and procedures. Model raising your hand to empty tray Practice watching for the teacher and walking to the line. 	<ul style="list-style-type: none"> Demonstrate what happens when we don't follow the procedures- i.e. forget to take food items, fight over seats, raise voices, get up out of seats, leave chairs out and run to the line.
<p>Student Practice/Role Play</p> <ul style="list-style-type: none"> Role-play the example and non-examples. Play I-Spy to find the "one" who is not following procedures; discuss 	

Gym - Lesson Plan

Setting: Gym	
<p>SW Expectation:</p> <p>Respect Be considerate of coaches, players, officials, and fan; Show good sportsmanship</p> <p>Optimism Display a winning attitude; Show school spirit</p> <p>Acceptance Include others; Celebrate differences</p> <p>Responsibility Participate when appropriate; Pick up after yourself and others; Leave promptly</p>	<p>Why is this important?</p> <ul style="list-style-type: none"> • Use kind words • Take turns • Share • Respect others' personal space • Follow the rules • Be honest • Respect equipment & property • Give your best effort • Take pride in your school • Be responsible for your personal belongings • Everyone participates
<p>Procedure: Generate a discussion about respecting the other students and adults who are in the gym.</p> <ol style="list-style-type: none"> 1. What are some ways that we can show respect in the gym? 2. How do we respect the gym itself while we are in it? 	
Example(s)	Non-Example(s)
<ul style="list-style-type: none"> • Getting/putting away equipment properly • Walking on the bleachers • Listening to person in charge • Asking others to join in • Participation • Conversation about play space • Using appropriate language 	<ul style="list-style-type: none"> • Climbing in the basketball cart • Jumping off the bleachers • Hurting each other • Not listening to the person in charge • Defiance • Invading others' play space • Throwing balls at kids • Cussing/Swearing/Bad Language
<p>Student Practice/Role Play</p> <ul style="list-style-type: none"> • Role play the examples and the non-examples. 	
<p>Follow up/ Reinforcement Activities</p> <ul style="list-style-type: none"> • Reinforce/reward positive behavior. Give Paw Pride ticket. • Role play when needed throughout the entire year. Behaviors need to be recognized and re-taught to achieve success. 	

Bus - Lesson Plan

Setting: Bus	
<p>Expectation:</p> <p style="text-align: center;">Respect</p> <p>Be on time; Use your quiet voice; Keep the bus clean</p> <p style="text-align: center;">Optimism</p> <p>Have a positive attitude; Greet others</p> <p style="text-align: center;">Acceptance</p> <p>Be kind; Celebrate differences</p> <p style="text-align: center;">Responsibility</p> <p>Stay in your seat; Face forward; Keep your hands and feet to self</p>	<p>Why is this important?</p> <p>To teach students the behaviors to keep them safe while riding to and from school on the bus.</p> <ol style="list-style-type: none"> 1. Keep hands and feet to self at all times 2. Make good choices when speaking to others. 3. Remain seated in assigned seat at all times 4. Respect the bus and all property on it, 5. Follow the adult's directions.
<p>Procedure:</p> <p>Generate a discussion about respecting the other students and adults who ride the bus.</p> <ol style="list-style-type: none"> 1. What are some ways that we can show respect on the bus? 2. How do we respect the bus itself while we ride it? 3. What do inside voices sound like? <p>Line up for the bus in the designated areas</p> <ol style="list-style-type: none"> 1. Use inside voices while waiting. 2. Be Punctual 3. Keep hands, feet & mouth to self <p>Model the procedure for entering the bus</p> <ol style="list-style-type: none"> 1. Walk to bus 2. Do not push while getting on bus 3. Go directly to assigned seat/or first available seat quickly <p>Model procedure of riding the bus</p> <ol style="list-style-type: none"> 1. Use inside voices 2. Follow adult directives 3. Stay seated at all times 4. Keep hands and feet to self and out of bus aisle <p>Model procedure for exiting the bus</p> <ol style="list-style-type: none"> 1. Wait until bus stops completely before standing 2. Keep hands to self when walking down the aisle 3. Look around to make sure traffic has stopped before Crossing in front of a bus. 4. Walk – DO NOT RUN! 	
Example(s)	Non-Example(s)
<ul style="list-style-type: none"> • Demonstrate how to wait in designated areas on the bus. • Demonstrate procedures entering and exiting the bus. • Demonstrate good behavior while riding the bus. 	<ul style="list-style-type: none"> • Demonstrate what happens when we don't line up properly and orderly for the bus. • Demonstrate what might happen on the bus if we are not sitting, or not using inside voices.
<p>Student Practice/Role Play</p> <ul style="list-style-type: none"> • Role play the examples and the non-examples. 	
<p>Follow up/ Reinforcement Activities</p> <ul style="list-style-type: none"> • Quickly re-teach students before dismissal about how to respect the bus. • Reinforce/reward positive behavior. Give a Polar Paw ticket. • Role play when needed throughout the entire year. Behaviors need to be recognized and re-taught to achieve success. 	

Playground - Lesson Plan

Setting: Playground	
<p>Expectation:</p> <p>Respect Follow direction; Use equipment appropriately; Take turns</p> <p>Optimism Use appropriate language; Have a positive attitude</p> <p>Acceptance Include others; Celebrate differences</p> <p>Responsibility Dress for the weather; Line up quickly; Pick up litter</p>	<p>Why is this important?</p> <ol style="list-style-type: none"> 1. To teach students the behaviors to keep them safe and have fun while on the playground. 2. Having a positive attitude will keep them having fun. 3. Involving everyone in play will make everyone feel important. 4. Follow the adult's directions.
<p>Procedure:</p> <p>Generate a discussion about respecting the other students and adults who are on the playground.</p> <ol style="list-style-type: none"> 1. What are some ways that we can show respect on the playground? 2. How are some ways we can include others when we play? 	
Example(s)	Non-Example(s)
<ul style="list-style-type: none"> ● Getting/putting away equipment properly ● Listening to person in charge ● Asking others to join in ● Participation ● Conversation about play space ● Using appropriate language 	<ul style="list-style-type: none"> ● Climbing up the slide ● Jumping off the equipment ● Hurting each other ● Not listening to the person in charge ● Defiance ● Invading others' play space ● Throwing balls at kids ● Cussing/Swearing/Bad Language
<p>Student Practice/Role Play</p> <ul style="list-style-type: none"> ● Role play the examples and the non-examples. 	
<p>Follow up/ Reinforcement Activities</p> <ul style="list-style-type: none"> ● Reinforce/reward positive behavior. Give a Polar Paw ticket. ● Role play when needed throughout the entire year. Behaviors need to be recognized and re-taught to achieve success. 	



PLAYGROUND



POLAR BEARS ROAR WITH PRIDE

Respect	Optimism	Acceptance	Responsibility
<ul style="list-style-type: none">★ Follow directions★ Use equipment appropriately★ Take turns	<ul style="list-style-type: none">★ Use appropriate language★ Have a positive attitude	<ul style="list-style-type: none">★ Include others★ Celebrate differences	<ul style="list-style-type: none">★ Dress for the weather★ Line up quickly★ Pick up litter



GYM



POLAR BEARS ROAR WITH PRIDE

Respect	Optimism	Acceptance	Responsibility
<ul style="list-style-type: none">★ Be considerate of coaches, players, officials, and fans.★ Show good sportsmanship	<ul style="list-style-type: none">★ Display a winning attitude★ Show school spirit	<ul style="list-style-type: none">★ Include others★ Celebrate differences	<ul style="list-style-type: none">★ Participate when appropriate★ Pick up after yourself and others★ Leave promptly after event



CAFETERIA



POLAR BEARS ROAR WITH PRIDE

Respect	Optimism	Acceptance	Responsibility
<ul style="list-style-type: none">★ Use your best table manners★ Say please and thank you★ Sit quietly until dismissed	<ul style="list-style-type: none">★ Show a positive attitude	<ul style="list-style-type: none">★ Include others★ Celebrate differences	<ul style="list-style-type: none">★ Move quickly through the line★ Handle food appropriately★ Pick up after yourself



HALLWAY



POLAR BEARS ROAR WITH PRIDE

Respect	Optimism	Acceptance	Responsibility
<ul style="list-style-type: none">★ Use your quiet voice★ Walk at all times★ Move quickly to your destination	<ul style="list-style-type: none">★ Use positive words★ Greet others in the hallway	<ul style="list-style-type: none">★ Smile and wave	<ul style="list-style-type: none">★ Keep hallways clean★ Stay with your class★ Hands at your sides



BATHROOM



POLAR BEARS ROAR WITH PRIDE

Respect	Optimism	Acceptance	Responsibility
<ul style="list-style-type: none">★ Allow others their privacy★ Flush toilet★ Wash your hands	<ul style="list-style-type: none">★ Use appropriate language	<ul style="list-style-type: none">★ Be kind★ Take turns	<ul style="list-style-type: none">★ Get in and get out★ Keep the bathroom clean★ Report problems to adults



CLASSROOM



POLAR BEARS ROAR WITH PRIDE

Respect	Optimism	Acceptance	Responsibility
<ul style="list-style-type: none">★ Follow teacher directions★ Stay on task★ Use your quiet voice	<ul style="list-style-type: none">★ Show a positive attitude★ Use your best effort★ Have a growth mindset	<ul style="list-style-type: none">★ Include others★ Celebrate differences	<ul style="list-style-type: none">★ Be on time★ Actively participate★ Pick up after yourself