

# STAFF HANDBOOK



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



320-230-5340  
3241 OAKHAM LANE  
ST. CLOUD, MN56301



## 2024-2025

***Mission Statement:***

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

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

**Office Hours: 7:30 a.m. - 4:00 p.m.**

STRIDE Academy is a charter school authorized by the Minnesota Department of Education. As a charter school, we are a public, non-profit entity and receive funding through the Minnesota Department of Education. We must comply with all state and federal mandates that govern public schools in the State of Minnesota. We must also comply with requirements established by our authorizer, Pillsbury United Communities. Students are not assessed tuition fees to attend STRIDE Academy.

Eric Skanson, Executive Director

[eskanson@strideacademy.org](mailto:eskanson@strideacademy.org)

(320)230-5340

**STRIDE Academy School Board of Education Members:**

Sara Fromm - Board Chair  
Aaron Lundblad - Community Representative  
Tina Barak - Parent Representative  
Abdi Ismail - Parent Representative  
Carie Essig - Teacher Representative  
Andy Lyman - Teacher Representative  
Kayla Silverberg - Teacher Representative  
Eric Skanson - Ex-Officio

Board meetings are held on the dates listed below at 6:00 pm, in the Media Center at STRIDE Academy. Meetings are open to the public. Board minutes are available on the STRIDE Academy website or upon request. See board meeting postings on the STRIDE Academy website or within each school building.

**School Board Meeting Dates for the 2024-2025 School Year:**

**July 2024:** July 18

**August 2024:** August 22

**September 2024:** September 19

**October 2024:** October 24 (moved due to MEA break)

**November 2024:** November 21

**December 2024:** December 19

**January 2025:** January 16

**February 2025:** February 20

**March 2025:** March 20

**April 2025:** April 17

**May 2025:** May 15

**June 2025:** June 19

**[Staff Directory \(Link\)](#)**

# Employment Policies

## ***At-Will Employment***

Employees of STRIDE Academy are employed “at will.” This means that you can resign from your employment at any time, for any reason or no reason, with or without prior notice. This also means STRIDE Academy has the same option to terminate your employment at any time, for any reason or no reason, with or without prior notice. Nothing in the Employee Handbook or any other STRIDE document should be understood as creating a guarantee of continued employment, a right to termination only for specific reasons or under particular procedures, or any other guarantee of continued benefits.

## ***Progressive Discipline***

STRIDE Academy’s Administration reserves the right to discharge any employee who is unable to perform their job duties or who engages in misconduct as outlined in the school's disciplinary policy.

The steps in the Progressive Discipline process include:

1. Written warning/reprimand
2. Suspension with pay
3. Suspension without pay
4. Withholding of salary advancement
5. Dismissal/discharge

Please note that these steps may be applied as necessary based on the severity and circumstances of each case.

## ***Non-Discrimination***

The Board of Education of STRIDE Academy has adopted the following policy regarding discrimination. *“No person shall, on the grounds of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status about public assistance, sexual or affection orientation, familial status or disability be subjected to discrimination in any program operated by STRIDE Academy or in recruitment, consideration, selection, employment or rate of compensation by the Academy.”* Staff should report concerns or policy violations to the Executive Director immediately.

## ***Resignation***

Employees wishing to resign shall provide at least two weeks ' written notice to the Administration. It is preferred that the employee give the Administration a notice of resignation as long as possible. The date of the notice shall be the date when the Administration receives the written notice of resignation. In certain circumstances, the employee may be required to leave at the time of notice. Under these circumstances, he/she may be paid for the two-week notification period. Failure to comply with the resignation timetable may result in forfeiture of certain benefits the employee may have accrued.

Employees are not eligible for paid time off during the resignation period.

## ***Professionalism***

The image and reputation of STRIDE Academy is reflected in its staff, administration, and Board. The STRIDE Academy Board has high expectations for its employees to convey a positive professional attitude and maintain honorable behavior. All staff are expected to present themselves as professional educators, which includes wearing professional attire. The communicative behavior of staff must be respectful and professional at all times. Staff-to-staff communication must also be professional.

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

## ***Confidentiality***

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

## ***Photo Identification***

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

## ***Mandatory Reporting***

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

## ***Harassment***

STRIDE Academy commits to confront behaviors that are considered to be harassment. The STRIDE Academy Board of Education mandates prompt reporting and investigation by the administration. All staff will sign the attached Harassment Policy Acknowledgement Form on a yearly basis. (Policy 413) and return to Judy Theisen, HR.

The following definitions of harassment apply:

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

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

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

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

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

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

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

# Work Environment

## ***Bullying***

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

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern of those behaviors, that is intended to cause distress upon one or more students in the school environment, including the school building, grounds, vehicles, email, internet, bus stops and all school-sponsored activities and events. For more information visit the board policy 514.

## ***Celebrations***

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

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

Administration must approve children attending work with a staff member. Children of staff members are not allowed in areas for staff members only (staff lounges, copy room). Children of staff members must remain with their parents and be supervised until 7:45 a.m. All staff members' children must stay with their homeroom teacher until picked up at the end of the day.

## ***Duty Day***

The duty day for certified staff is eight (8) hours, 7:30 a.m. until 3:30 p.m., as per the Offer Letter of Employment. There may be occasions when a staff member will need to arrive late or leave early. You must get prior approval from the administration. The official student day is from 8:15am to 3:05pm. If staff must leave the school building during the duty day, she/he must obtain Administrator approval.

## ***Paraprofessionals***

Paraprofessionals are STRIDE Academy school staff members who serve in a supportive role for the teaching staff and administration. Paras provide instructional or behavioral support to students. They may be assigned to work one-to-one with a student or work with small groups of students to pre-teach concepts or vocabulary, reinforce instructional concepts, or enhance or extend instructional time. They may provide individual students with behavioral cues, reinforcement, or proximity control. Paras are **not** expected to provide primary instruction to a particular student, small group, or class. The teacher must plan, guide, and supervise All paraprofessionals' interventions. (See Paraprofessional Handbook)

***Dress Code - Appearance and Clothing*** As an employee of STRIDE Academy, you are required to dress professionally. All employees of STRIDE are required to maintain dress, grooming, and hygiene practices that are consistent with a professional workplace environment. It is unacceptable for employees to be unclean, disheveled, or offensive.

If the Administration determines an employee's dress is inappropriate (too casual, provocative, unsafe, or solicitous), the employee may be asked to change. Repeated violations may result in further progressive discipline.

### ***Cell Phones – Staff***

Staff are prohibited from using cell phones for private use during student contact time unless the administration approves. In our learning environment, it is important that staff stay focused on their Professional duties. This includes **Personal electronic devices, including (but not limited to) cell phones and air pods/earbuds**. Repeated offenses could result in progressive discipline.

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

Personal property brought to the school site should be clearly identified to distinguish items from school property. Valuables must be stored in secure locations, preferably in locked drawers or closets. All staff can obtain a free lock to secure their personal items.

### ***Energy Management***

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

### ***Security Procedures***

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

### ***Video Surveillance***

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

# Health & Safety

## *Accidents*

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

## *Blood Exposure Procedure*

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

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

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

*If any of the above occurred:*

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

## *Emergency Information*

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

[Emergency Procedures](#) - Please see the **Emergency Crisis Plan**.

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



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

## ***Health Services***

The Health Service Office is responsible for school health services.

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

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

## ***Tobacco/Marijuana Use***

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

## ***Weapons – [See Policy](#)***

# Attendance & Leave

## ***Attendance Incentive - Staff***

Absences by any staff member shift the workload to other staff and can disrupt the Mission of STRIDE Academy Charter School. At the same time, it is recognized that such absences are sometimes unavoidable. To minimize the impact of absences, STRIDE Academy Charter School shall provide all regularly assigned employees, excluding administration, an incentive for reducing the number of absences. For purposes of this policy, an absence shall be any hours the employee is not at work during their scheduled work time

## ***Paid Time Off (PTO)/Personal Leave***

All staff must report an unexpected absence to Skyward before 6:00 a.m. If an absence needs to be reported after 6:00 a.m., staff must contact Judy Theisen via text or phone (320.217.9833). This will ensure we have proper coverage for absent staff. You must also report your unexpected absence in Skyward.

## **[Skyward Staff Login](#)**

All regularly assigned employees are eligible for paid time off (PTO). PTO for part-time employees depends on hours worked.

In particular, in emergency circumstances, the administration will determine and adjust the needed emergency paid time off accrued by the employee.

Unless the Administration approves, accrued paid time off must be used before taking unpaid time off.

At most, two licensed staff members and up to one non-licensed staff member may take a scheduled paid time off for one or more days unless approved by the Administration. If there is an emergency, the administration

Vacation can be preapproved for at most three consecutive days. Please plan accordingly and use calendar breaks or time off for extended leaves.

**Employees are responsible for monitoring their own PTO hours/time off. This information is available through your employee Skyward account.**

## ***Licensed Staff***

Carryover and Forfeiture:

You may carry over a maximum of 80.0 hours of unused PTO into the following year. However, any accrued PTO exceeding 80 hours will be paid out at \$30/hour up to 24 hours.

***Non-licensed staff (days missed = payout)***

Carryover and Forfeiture: You may carry over a maximum of 80.0 hours of unused PTO into the following year. However, any accrued PTO exceeding 80 hours will be paid out at \$30/hour up to 24 hours.

### ***Bereavement Leave***

Regularly assigned employees are eligible for bereavement leave, as outlined below. If additional time is needed, the employee may be authorized to use Paid Time Off or take unpaid leave.

1. Death of spouse, child, or stepchild: 5 days
2. Death of mother/father, sister/brother, grandchild/grandmother/grandfather, mother/father-in-law, sister/brother-in-law, grandmother/grandfather-in-law: 3 days
3. Death of aunt, uncle, niece, nephew, employee, or employee's spouse: One day of Funeral Leave shall be paid to all regularly assigned employees at their daily rate according to their offer letter.

### ***Jury Duty***

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

### ***Daily Transportation Changes***

All teachers are directed to refer to the shared Google Doc titled 'Daily Transportation Changes' by 2:30 pm. This must be checked at least twice throughout the school day to ensure that students are sent to the right spot when they leave the building during the day OR at the end of the day. Teachers must make sure they follow the transportation requests listed in the 'Daily Transportation Changes.' For a student to go anywhere other than their regular daily transportation, you must have written or verbal permission from the parent, **NOT THE STUDENT**. All changes made throughout the day will be communicated in the Daily Transportation document until 2:00 pm.

### ***Staff Availability***

**Licensed Staff:** A maximum of two licensed staff members can be scheduled for leave on any given day.

**Non-Licensed Staff:** On any given day, a maximum of one non-licensed staff member may be scheduled for leave.

### **Definitions:**

**Scheduled Leave:** Leave requested by staff members in advance, which is planned and communicated through the proper channels, following the organization's leave request procedures.

**Emergency Leave is leave that is unplanned and required due to unforeseen and**

**unavoidable circumstances.** It requires immediate communication with the appropriate supervisor or department head.

### **Qualifying Events for Scheduled Leave**

The following are examples of qualifying events for scheduled leave:

- Medical appointments (doctor, dentist, etc.)
- Professional development or training related to the staff member's role
- Personal days off for self-care and well-being
- Family events (weddings, graduations, etc.)
- Pre-approved vacations
- Religious observances

### ***Qualifying Events for Emergency Leave***

The following are examples of qualifying events for emergency leave:

- Personal illness or injury requiring immediate attention
- Family member's severe illness or injury requiring care and support
- Bereavement due to the death of a close family member
- Sudden, unavoidable childcare issues
- Home emergencies (fire, flooding, etc.)

**Scheduled Leave:** Licensed staff members must submit their leave requests at least 14 days in advance, and non-licensed staff members must submit their leave requests at least 14 days in advance. Leave requests should be submitted through the organization's designated leave management system. **Emergency Leave:** In the case of emergency leave, staff members should notify the administration as soon as possible. A written explanation of the emergency should be provided within 24 hours of taking the leave.

**Emergency Leave:** Staff members should notify the administration as soon as possible and provide a written explanation of the emergency within 24 hours of taking leave.

### ***Approval and Prioritization***

**Scheduled Leave:** Leave requests are subject to approval based on operational needs. The organization reserves the right to deny a leave request if it conflicts with critical work requirements.

**Emergency Leave:** While every effort will be made to accommodate emergency leave, it is subject to approval based on the nature of the situation and the organization's operational requirements.

### ***Communication***

All leave requests, whether scheduled or emergency, should be communicated promptly and clearly to ensure proper staffing and smooth operation within the organization.

## ***Recordkeeping***

The Human Resources department will maintain all leave requests, approvals, and associated documentation and document them in SKYWARD for future reference and compliance purposes.

By adhering to these guidelines, we aim to maintain a balanced staffing schedule that ensures effective service delivery while accommodating our staff members' personal and professional needs.

1. Holidays: Labor Day, Thanksgiving, Thanksgiving Friday, Winter Break, Martin Luther King Day, President's Day, Mid-Winter Break, Spring Break Friday, Memorial Day
2. Each employee may take a maximum of 5 days of PTO per month, with a maximum of 3 consecutive days.

The administration may consider unique situations.

3. Parent contact time is an essential professional responsibility, and every effort must be made to be present. Teachers are responsible for the content of parent-teacher conference days and staff development days when absent during these days. Parent contact time, made up with administrative approval, is needed to result in no PTO deduction.

# Student Interaction & Classroom Management

## *Attendance - Student*

- Attendance must be taken in every classroom by approximately 9:00 a.m. Calls will be made home between 9:30 a.m. and 10:00 a.m. for students unverified by a telephone call from parents informing the school of the absence. Please notify the office of any changes in attendance immediately as they occur throughout the day.
- Refer to all notes, e-mails, or telephone calls from parents regarding future absences and exceedingly extended time away from school to the office. Parents/guardians should speak to the principal about extended absences. An “excused” absence can become an “unexcused” absence if the principal does not approve it in advance.

## *Early Dismissal / Late Arrival of a Student*

- When a parent/guardian brings their student to school after the start of the school day, they must report to the office and sign the student in. Office staff will notify the teacher that the student has arrived and send them to class with a pass.
- When a parent/guardian wishes to remove their student from school before the end of the school day, they must report to the office and sign the student out. Office staff will notify the teacher that the student’s school day has ended, and the student will be sent to the office. Parents should not pick up their children from the classroom.

## *Student Discipline*

Reference [Student Code of Conduct \(Link\)](#)

## *Substitute Teacher Folder/Alternate Plan*

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

- Class list
  - Attendance procedure
  - Bathroom procedures
  - Prep time
  - Lunchtime
  - Expectations of the class
  - Fire drill procedures/Lockdown procedures
  - Who to contact for emergencies
  - Special needs of students, to include paraprofessional duties, assigned to work in your classroom ●
- Activities that will keep the students constructively engaged throughout the day

Leave daily lesson plans in a visible spot within your teaching areas. This information should be easily accessible to all grade-level members in your classroom.

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

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

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

### ***Standardized Testing***

The State of Minnesota requires administration of the MCA tests (Minnesota Statewide Comprehensive Assessment) for 3rd-8th grades. We follow the MDE (Minnesota Department of Education) calendar of testing dates. FastBridge Tests will be given in the fall, winter, and spring for all Kindergarten – 8th graders.

### ***Bus Duty***

All staff members are expected to assist their classes to their mode of transportation at the end of the day.

All teachers in Grades K-2 will escort their classes to the EAST gym for parent pick-up and to the WEST gym for bus dismissal. Grades 3-8 will remain in their classrooms until bus numbers are displayed via Google Docs. Staff should ensure all their 'bus' students are on their bus before leaving the gym or classroom. All non-classroom teachers and other staff will have end-of-day dismissal duties.

### ***Reminders***

- It is the teacher's responsibility to ensure all their students are accounted for at the end of the day's transportation. The responsible teacher may not leave until all their students have left the building for the day.
- Students must ride on their assigned bus only. Students are not allowed to take any bus other than the one officially assigned. They may not switch buses or ride to a friend's home on a different bus.
- If parents send notes for students to ride home with their friends, refer them to the office. Students may not get off the bus for any reason (except emergency) once they are on the bus. This is an issue of safety and insurance coverage.

# Communication

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

Communication is essential for the efficient functioning of the school and for delivering quality education to all students. Teachers are expected to communicate with parents weekly through Parent Square, newsletters, websites, parent letters, or other ways. Parent communication is essential for academic and behavioral success.

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

Staff should check their email at least twice daily during school and twice weekly during the summer. Emails are expected to be professional and school-related. Administrative newsletters contain important information and should be read by staff.

## ***Voice Mail***

Staff receives voice messaging using our telephone system/email. Staff members need to check for messages at least twice daily.

## ***Thursday Folders***

STRIDE Academy utilizes Thursday Folders as an essential method of communication with parents. We will send as many items as possible electronically but via paper as appropriate. All Thursday Folder communication sent through the office must be given to the technology director at 8 am on Wednesday. This will allow for administrative approval, copying, and distribution. Anything after the deadline will be either sent the following week or not. The front office must also be given a copy of all items sent by the classroom teacher in Thursday Folders. This will allow the front office and administration to support communicating and answering parental questions.

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

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

- **October 8th, 2024:** 3:30 pm-7:30 pm
- **October 15th, 2024:** 3:30 pm-7:30 pm
- **February 11th, 2025:** 3:30 pm-7:30 pm
- **February 18th, 2025:** 3:30 pm-7:30 pm



# Administrative Procedures

## *Additional Hours*

Any hours beyond your contracted hours **MUST** be pre-approved by the building administrator in writing and copied to HR.

## *Appliances, Coffee Pots, and Furniture*

STRIDE Academy must comply with federal and state occupational safety and fire codes. These codes guarantee the safety of students and staff. All staff are expected to comply with these requirements. The only appliances permitted in staff areas must be commercially rated/three-pronged plug-ins.

## *Copy Machine Use*

Please ensure you are familiar with using the copier(s) properly before making copies. If the copier malfunctions, notify the technology team immediately.

Use the double-sided printing function whenever possible to conserve paper and recycle unused copies. Only staff members are permitted to use the copying machines. Please adhere to all guidelines regarding the prevention of plagiarism.

Access to the copiers requires logging in with your employee ID or key card.

## *Cumulative Student Record*

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

## *Release of Private Information to Parents*

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

## *End-of-Day Procedures*

Please support STRIDE Academy by teaching your students an "end-of-day" closing routine that includes putting the chairs up, picking up the classroom floor, setting garbage cans outside the classroom door, picking up surrounding floor areas, etc. - Leave your teaching area in the same condition (or better) as when you arrived in the morning. Instructing and expecting students to be leaders in keeping our building clean is a high priority.

### ***Grade Reporting***

All grades should be updated weekly by Friday's end of the day.

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

Staff members are encouraged to seek proposals to obtain grant funding for specific projects, activities, equipment, or materials. For guidance, contact the building administration/grant coordinator.

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

Please consult the administration before making any changes to the school grounds, such as planting or planning educational activities. Also, ensure you clean up after using the grounds and dispose of all trash properly.

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

1. Obtain a Purchase Requisition form from the copy room.
2. Complete the form with as much detail as possible, including the vendor's name, address, and fax number, as well as individual items to be purchased and estimated costs (including shipping and handling, if known). Then, give it to accounts payable personnel.
3. Administration will approve or disapprove based on items requested and cost.
4. You will be notified via email of the result of your request.

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

### ***Repairs & Maintenance***

Please report any safety concerns or items in need of repair to maintenance or administration. You may do this via e-mail or by writing your needs on a note.

### ***Timesheets***

Timesheets are in a mailbox labeled 'Timesheets' in the copy room. They must be detailed with exact work times and recorded in the proper department of work performed. All hours must be added and rounded to the nearest quarter hour, and timesheets must be signed to ensure timely payment. Pay periods run from the 1st through the 15th and from the 16th through the last day of the month. Staff will be paid on the 15th and 30th/31st of the month.

### ***Digital Media Usage***

Digital media is a valuable instructional tool, including streaming videos, online content, and educational films. However, all digital media must be pre-approved by the principal. If the content is not rated G, parent permission slips must be sent home and returned before showing the media.

When selecting digital media for classroom use, please ensure the following:

1. **Appropriateness:** The content should be suitable for a school setting.
2. **Age Relevance:** The media must be appropriate for your students' age group.
3. **Educational Value:** The content should be educationally relevant and contribute to the learning objectives.
4. **Instructional Goals:** The media should directly relate to instructional goals and objectives.

Using digital media to fill downtime is discouraged. If media is used as a reward, please exercise professional judgment to ensure it is suitable and beneficial for the students.

# Meetings & Professional Development

## *Meetings*

Effective communication is essential for the smooth operation of our school. To ensure that all staff are well-informed and engaged, various types of meetings are held regularly. Below are the details for staff meetings, committee meetings, and team meetings.

**Staff Meetings:** Staff meetings for regularly assigned staff will be scheduled in advance and communicated via email, including agendas. Building administrators will also send routine weekly announcements through a weekly newsletter emailed to all staff.

**Committee Meetings:** Committee meetings will be organized as needed and will be communicated to the relevant members through email. Agendas and minutes will be provided to ensure all members are informed and can contribute effectively.

**Team Meetings:** Team meetings are held to facilitate collaboration and planning among specific groups or departments. These meetings will be scheduled by administration and communicated to team members via email, including relevant agendas and documentation.

# School Activities & Programs

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

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

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

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

## ***Field Trips (Policy 610 to be made)***

Grade levels need to plan for field trips in advance. Each grade level is expected to complete the [Field Trip Google Documentation Form](#) at least three (3) weeks prior to the planned event. Scheduling for transportation (bussing) is to be completed by the grade level with support from our accounts payable staff. Field trips should be carefully selected using MN academics academic standards to align/enhance/enrich students' learning. If you must cancel a field trip for which arrangements have already been made, notify accounts payable staff, at least 24 hours in advance. Cancellation on the day of the trip may only be made in case of emergency (i.e. inclement weather) or conditions in which the safety and welfare of the students may be jeopardized.

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

## **School Calendar**

All employees of STRIDE Academy are expected to adhere to their work agreements and to take personal responsibility for ensuring that they follow the terms outlined within. This includes being aware of and adhering to the school calendar, which is essential for planning and scheduling purposes.

The STRIDE Academy school calendar aligns with the St. Cloud public school calendar. Each year, the STRIDE Academy Board of Education approves and adopts the school calendar, ensuring it is synchronized with the local district for consistency and ease of planning.

A copy of the approved school calendar is available on the STRIDE Academy website. Employees are responsible for regularly checking the school calendar to stay informed about important dates, including holidays, breaks, and professional development days.

## ***School Closings***

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

1. District 742 will determine to close school for the day.
2. Staff will be notified via ParentSquare. (Via text, email, phone call)
3. School closings will be announced on local news channels/stations and posted to our Facebook page and school website.
4. Hourly staff will be paid for all inclement weather days that are not made up.

## ***Technological Equipment***

The equipment available to all teachers includes:

- New Line Board
- Apple Mac Computers
- Chromebook/iPad Carts

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

## ***Volunteers***

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

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

**ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK  
2024-2025**

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

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

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

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

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Date

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Employee Name (printed)

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Employee Signature

**HARASSMENT AND VIOLENCE POLICY**  
**2024-2025**

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

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

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

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Date

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Employee Name (printed)

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Employee Signature