



# Employee Handbook

St. Francis Area Schools | Independent School District 15

Equip. Empower. Achieve.

# St. Francis Area Schools

Independent School District 15  
4115 Ambassador Boulevard NW, St. Francis MN 55070  
763-753-7040

## Mission

Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.

## Core Values

- ◆ We believe that trust and respect are fundamental for thriving relationships.
- ◆ We believe that our community flourishes when individuals, families and organizations collaborate.
- ◆ We believe that every person matters and has value.
- ◆ We believe that responsibility and accountability are essential for personal growth, organizational improvement and community engagement.
- ◆ We believe that commitment to high expectations is essential to help achieve full individual and collective potential.
- ◆ We believe that everyone benefits when culture and diversity are understood and respected.
- ◆ We believe that lifelong learning enriches individuals and creates opportunities.
- ◆ We believe that open exchanges of ideas and communicated planning are integral for continuous improvement.

Adopted May 11, 2015 • ISD 15 School Board

## Preface

The information contained in this handbook is provided to be a resource to you and may change at any time without notice. This is not an employment contract and does not create a contractual obligation of any kind. St. Francis Area Schools follows policy, procedures, collective bargaining agreement (CBA), as well as state and federal laws.

School district information and policies may be viewed at [www.isd15.org](http://www.isd15.org).

If you have questions, contact the District Office at 763-753-7040.

## Employment

Your employment is at will unless specifically stated otherwise in a CBA, Minnesota Statute or other employment contract. This means that you may be discharged at any time for any legal reason, with or without notice.

Employees may need to complete an employment probation period. The length and terms of this probation period are provided by a CBA or Minnesota Statute.

A terminated employee is not entitled to payment of earned but unused paid time off unless otherwise provided by a CBA.

## Hours

The duration of hours and specific times of your workday are determined by your direct supervisor. For clarification of this information or for approval of additional time, your direct supervisor must be contacted prior to the event unless it is impossible to do so. Any additional hours worked must be approved by your direct supervisor prior to working the additional hours.

Meeting with investment agents or agents of similar nature during duty time is prohibited.

## Hours continued

Compensatory time may be provided to non-exempt employees at the discretion of the supervisor but in no instance will compensatory plus regular time exceed forty hours in a given week unless approved by the supervisor. In addition, compensatory time may accrue to no more than 24 hours unless specifically stated otherwise in a CBA.

## Compensation

Payroll payments are issued on the 15th and 30th of the month. If the 15th or 30th of the month is a holiday, Saturday or Sunday, payments will be issued on the workday immediately prior. Unless specified differently by CBA, the annual salary shall be annualized and paid in up to twenty-four (24) payments falling on the 15th and the 30th of each month and employees may request earlier payment of the July and August payments by making application to the Payroll Department. Due to the nature of this payment process, you may receive payment in advance of time worked. If you leave the school district prior to completing your full duty year, your final payment will be adjusted accordingly.

Employees hired after February 1st will not receive payments in July and August.

Direct deposit of payments is mandatory and a benefit provided at no charge to the employee. Payroll information for each payment is provided when utilizing direct deposit and available by visiting Skyward Employee Access. Employees are able to access payroll information on the internet. Information available includes payment history, leave account balances, year-to-date totals and W4 information.

Rates of pay are determined by CBA, contract, policy or supervisor recommendation. Please refer to the appropriate document to determine your rate of pay. For information about your rate of pay, contact the District Office at 763-753-7040.

## Benefits

Fringe benefits provided by St. Francis Area Schools vary from one particular job to another. The following benefits apply to all employees. The school district contributes toward these benefits on your behalf:

Unemployment Insurance  
Worker's Compensation  
Social Security

The level of benefits are based on the terms and conditions of your employment. Cost of these benefits is paid by the school district, at least in part.

### Employee Life Assistance Program

The employee life assistance program (LAP) offers confidential support, information and resource referrals for a variety of concerns, both work and personal. Call 1-800-538-3543 (24 hours per day) or visit [www.cignabehavioral.com/cgi](http://www.cignabehavioral.com/cgi) for assistance for you, your household members or your adult children under age 26 (whether they live at home or not). This is a free and confidential service provided to you by the school district.

### Health Insurance

Eligible employees may enroll in a group health insurance program. Eligibility is specified by CBA, contract or policy.

The Public Employees Insurance Program (PEIP) is the provider for eligible employees and can be contacted by calling 1-800-829-5601.

### Dental Insurance

Eligible employees may enroll in the school district's group dental insurance program. Eligibility is specified by CBA, contract or policy. Delta Dental is the provider and can be contacted by calling 1-800-553-9536.

### Long Term Disability Insurance

The school district provides long term disability insurance to eligible employees. Eligibility is specified by CBA, contract or policy. CIGNA is the provider and can be contacted by calling 1-800-362-4462.

## Benefits continued

### Life Insurance

The school district provides life insurance to eligible employees. Eligibility is specified by CBA, contract or policy. CIGNA is the provider and can be contacted by calling 1-800-362-4462. Optional life insurance is also available to eligible employees.

### Flexible Spending Accounts

Any payroll deductions to pay the premium for group insurance premiums are deducted pre-tax on your behalf.

In addition, eligible employees may enroll in a flexible spending account to be reimbursed for certain dependent care and/or medical expenses tax-free. TASC can be contacted by calling 1-866-678-8322.

### Tax Sheltered Plans - Matching Contributions

The school district may match contributions toward a tax sheltered plan for eligible employees. Eligibility is specified by CBA, contract or policy and may require an employee to be employed for a duration of time before eligibility. Empower is the approved vendor for 403(b) investments and may be contacted by calling 1-800-701-8255 or visit [empowermyretirement.com](http://empowermyretirement.com).

### VEBA

The school district may contribute to a voluntary employees' beneficiary association (VEBA) for eligible employees. Eligibility is specified by CBA, contract or policy. TASC manages the VEBA accounts and may be contacted by calling 1-866-678-8322.

## Retirement Plans

For employees in a position that requires a Minnesota Teacher License, contributions are made to the Teachers Retirement Association (TRA). Each payroll payment, members contribute 7.5% of their before-tax earnings to fund their TRA benefits. The school district contributes 8.13% on your behalf.

Contact TRA at 1-800-657-3669 or [www.minnesotatra.org](http://www.minnesotatra.org).

For employees meeting minimum earning requirements in a position not requiring a Minnesota Teacher License, contributions are made to the Public Employees Retirement Association (PERA). Each payroll payment, members contribute 6.5% of their before-tax earnings to fund their PERA benefits. The school district contributes 7.5% on your behalf. Contact PERA at 1-800-652-9026 or [www.mnpera.org](http://www.mnpera.org).

## Investments

Employees are allowed to authorize payroll deductions to be invested in a 403(b) investment on a pre-tax basis. Contact Empower at 1-800-701-8255 or visit [empowermyretirement.com](http://empowermyretirement.com) for more information.

Employees may not meet with investment agents or advisors during duty time.

## Employment Related Policies

The following policies are accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

- 504 – Employee-Student Relations
- 510 – Public and Private Personnel Data
- 511 – Equal Employment Opportunity
- 512 – Disability Nondiscrimination
- 514 – Employment Background Checks
- 515 – Veteran’s Preference
- 516 – Staff Conflict of Interest
- 521 – Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
- 522 – Employee Right to Know – Exposure to Hazardous Substances
- 529 – Workload Limits for Certain Special Education Teachers
- 531 – Discipline, Suspension, and Dismissal of School District Employees
- 532 – Harassment and Violence
- 533 – Drug Free Workplace/Drug Free School
- 534 – Chemical Use/Abuse
- 535 – Tobacco-Free Environment
- 536 – Drug and Alcohol Testing
- 543 – Teacher Academy
- 559 – Expense Reimbursement
- 566 – Family and Medical Leave Policy
- 580 – Subpoena of a School District Employee
- 581 – Employee Publications, Instructional Materials, Inventions and Creations
- 582 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 583 – Mandated Reporting of Maltreatment of Vulnerable Adults
- 584 – Gifts to Employees
- 588 – Hazing Prohibition
- 589 – Electronic Technologies Acceptable Use Policy
- 591 – Leave Sharing Program

## Job Attendance

Each employee is required to work the hours normally scheduled for his or her position. There is not a single job that is not vital to the overall District operation. When employees fail to take this fact seriously, time-consuming rearrangements and costly replacements are often necessary to maintain continuity of operations. Each employee therefore is responsible for being present every day at the correct time.

The District defines its attendance policy in these terms:

- 1) Absence. The failure of an employee to report during the hours he or she is normally scheduled to begin.
- 2) Tardiness. This occurs when an employee is not on the job at the time work is normally scheduled to begin.
- 3) Excused absence. This occurs when an employee notifies his or her immediate supervisor or designee of an upcoming absence for an acceptable reason such as illness, personal or family emergency, or other acceptable reasons. The supervisor must give the employee permission to be absent and note such permission in writing for the absence to be considered “excused.” Rare exceptions may be permitted in cases where employee notification does not occur.
- 4) Unexcused absence. This is defined as an employee’s failure to notify the immediate supervisor of absence prior to the normally scheduled work time, or an employee’s decision to be absent even though supervisory permission was not granted when requested ahead of time.

## Job Attendance continued

The main purpose of sick leave is to provide income protection for absence due to illness and for short-term disability. The school district's long-term disability policy has up to a 90 calendar day benefit waiting period. An employee, on average, will need to have available up to 67 days of sick leave to use to bridge the 90-day waiting period to avoid loss of income. Depending on the terms and conditions of employment, employees may have provisions allowing for paid time off. Unexcused absences are unacceptable. To avoid this, be sure to contact your direct supervisor if you are unable to attend work. If you exhaust all paid time off, or if you are frequently absent, then the Human Resources Department may contact you.

## Weapons

School district policy 401 states:

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

The complete policy is accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

## Tobacco-Free Environment

School district policy 535 states:

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

The complete policy is accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

## Bullying Prohibition

School district policy 414 states:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

The complete policy is accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

## Hazing Prohibition

School district policy 588 states:

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

## Harassment and Violence

School district policy 532 states:

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

See the complete policy in Appendix A, page 13.

# Employee Publications, Instructional Materials, Inventions and Creations

School district policy 581 states:

## I. PURPOSE

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

## II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for 5 (five) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

The complete policy is accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

# Family and Medical Leave

School district policy 566 states:

## I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act and also with parenting leave under state law.

## II. GENERAL STATEMENT OF POLICY

### A. Twelve-week leave.

1. Regular full-time and part-time employees who have been employed by the school district for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child;
- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition; and/or
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job.

### B. Six-week leave.

An employee who does not qualify for leave under Paragraph A above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half full-time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

The complete policy is accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.



## School Closing, Delays or Early Release

In the event of a late start or school closing, you can find information at [www.isd15.org](http://www.isd15.org)

### **Infinite Campus/Campus Messenger**

The school district will use this automated calling system in the event the school day, transportation or athletic schedules need to be changed. Information will be sent via email as well.

### **News Media**

KARE TV (Channel 11)

KMSP TV (Channel 9)

KSTP TV (Channel 5)

WCCO TV (Channel 4) and Radio (830 AM)

KBEK 95.5 FM

**When the start of a school day is delayed due to the weather**, teachers are to report at least one hour before student arrival and other school building personnel (including educational assistants) are to report one hour later than normal start time.

**When school is already in session and the decision is made to send students home early**, teachers are to remain one (1) hour after students depart. This is to assure that if students are returned to school, they can be chaperoned and supervised. Principals/Program Supervisors may grant permission for staff members to leave prior to the one hour expected in individual extenuating circumstances.

## Professional Leave

Licensed instructional staff may be granted professional leave for the following reasons:

1. Engage in curriculum development activities.
2. Attend meetings and/or participate in activities related to the operation of the special education program.
3. Participate in activities related to personal professional growth.
4. Contribute to District-wide or district office programs/activities.
5. Contribute to building level programs/activities.
6. Other activities which require the employee's absence for the purpose of general District benefit.

Professional leave will be granted upon approval of the employee's immediate supervisor and a District-wide director.

The Board believes that the provision of leaves helps to attract and retain staff who will continue to grow professionally, maintain their physical health, and have a feeling of security. This is done by:

1. Providing the employee with an opportunity for continued professional growth.
2. Encouraging the employee to take the necessary time to recuperate from illnesses.
3. Providing the employee with income in the event of illness or accident.
4. Providing a way for the employee to arrange for absence in the event of an emergency.
5. Cooperating with the employee in arranging time for the performance of certain obligations or for imperative personal business that can be accomplished only during work time.

Leaves will not normally be granted for full-time employees for such reasons as engaging in non-work related business, taking vacation trips, accompanying a spouse on a business or vacation trip or accepting another position of employment. However, part-time employees (less than six (6) hours per day and/or 170 days per year) may be allowed up to ten (10) days per year of unpaid leave for such activities.

## Professional Leave continued

The superintendent or designee, may approve short-term leaves and absences. When long-term leaves of absences (those which extend 30 days or more) are requested, the following considerations will govern:

1. When evaluating requests for long-term leaves, the best interests of the instructional program and the needs of the District will be considered as paramount.
2. When employees are granted long-term leave, without pay, the time spent on leave will not accrue for seniority or salary advancement purposes unless specifically stated otherwise in a CBA.

When absent from duty for whatever reason, an employee must notify the supervisor of his/her inability to report to work. If an employee fails to notify the supervisor (or designee) of absence, deduction will be made from salary for the time lost. Unexplained absences will not be tolerated and will be considered sufficient cause for dismissal.

## Jury Duty

Jury Duty attendance guidelines may be determined by your CBA. If not:

Employees who receive a summons for jury duty are to notify their principal or immediate supervisor as soon as possible after receipt of summons. Should employees serve as jurors, they will be allowed time off with full pay. Any reimbursements, less expenses, for serving as jurors shall be payable to the school district.

If employees on jury duty are excused and schedule permits, they should return to their respective building to complete their normal assignment. This applies only when the employees' working hours conflict with jury duty time.

## School Conference and Activities Leave

An employer must grant an employee leave of up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during nonwork hours. Minnesota Statute 181.9412.

## Discipline

Discipline procedures may be determined by your CBA. If not, school district policy 531 states:

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

The complete policy is accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

## Employee Safety

Policies and procedures are put in place to provide a safe working environment for employees.

The school district has a districtwide health and safety committee. Each employee group and building has a representative on this committee. If you have questions or concerns about health or safety, please contact your health and safety building representative or call the Human Resources Department at 763-753-7039.

Employees may be issued keys or cards for accessing buildings. Contact your building administration for more information.

## Employee Safety continued

### Employee Work Injuries

If you are injured at work, you must complete a First Report of Injury. Forms are available in the health service's office of each building or by contacting the District Office at 763-753-7040.

### Employee Right to Know/ Hazardous Substances

It is the policy of this school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent.

The complete policy, 522—Employee Right to Know - Exposure to Hazardous Substances, is accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

### Bloodborne Pathogens

The school district will provide designated employees with the proper procedures for working with bloodborne pathogens.

### Hepatitis B Vaccination

The Hepatitis B Vaccination is provided for all employees who have occupational exposure to blood or other potentially infectious material.

## District Equipment

District equipment shall not be removed from the building by employees for their personal use at any time and shall not be used by employees in the building for private purposes except:

- A. Where use of equipment serves a public purpose and
- B. With the permission of the building administrator responsible for it, and
- C. With the permission of the employee whose room or department the equipment is placed. At no time may District property be used for personal monetary gain.

The school board expects employees who use equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to equipment.

# Reimbursement

School district policy 559 states:

## I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

## II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

## III. REIMBURSEMENT

- A Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

The complete policy is accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

# Staff Conduct

All staff members have a responsibility to make themselves familiar with, and abide by, state laws as these affect their work and School Board policies and the procedures designed to implement them.

In the area of personal conduct, the School Board expects all staff members to conduct themselves in a manner that not only reflects credit to the school system, but that sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern for the Mission.

Essential to the success of school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of School Board policies and procedures in regard to students.
3. Diligence in submitting required reports promptly at the time specified.
4. Care and protection of school property.
5. Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

# Ethics

All employees are expected to conduct themselves in a professional and ethical manner. The following employee groups have specific ethical codes.

Teachers (Minnesota Rule 8700.7500)

Administrators (Minnesota Rule 3512.5200 and school district policy 203)

## Personnel Files

The Superintendent will be the official custodian of personnel files and will have the overall responsibility for maintaining and preserving the confidentiality of the files. The Superintendent may designate another official to handle records management with responsibility for granting or denying access to records on the basis of these guidelines. Please contact the District Office at 763-753-7040 if you wish to review your personnel file.

## Training

Training is an integral part of your employment experience. The school district uses SafeSchools, an online training system, for you to complete training that is required each year. You will be contacted about training in bloodborne pathogens, right to know, hepatitis vaccination and other important information. An email will be sent to you to let you know when training modules are available for completion.

### Emergency Procedures

Each building has emergency procedures detailing what to do in the event of a fire, severe weather, terrorist threat, and other events requiring quick and decisive actions. Your building administration will provide you with emergency procedures.

### Confidentiality

Data, unless specified otherwise, is private and confidential information.

#### Public and Private Personnel Data (510)

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

#### Protection and Privacy of Pupil Records (415)

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law

## Training continued

classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. §1232g and the regulations promulgated thereunder.

The complete versions of policies 510 and 415 are accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

### Vulnerability

Employees working with students have a responsibility to understand student vulnerabilities. It is critical that employees are particularly aware of such vulnerabilities when the student has a disability. Employees are responsible to make every effort to ensure that students are not placed in situations that are likely to cause harm. Depending on the particular challenges the student faces, he or she may be more likely than other individuals to be harmed fiscally, emotionally or physically. Employees need to provide an environment that supports students' strengths and minimizes the opportunity for others to take advantage of student weaknesses. These weaknesses may be related to cognitive functioning, physical limitations and/or exercising good judgment.

### Reporting Obligations

Mandatory reporting of suspected maltreatment of minors including physical abuse, neglect or sexual abuse is required by Minnesota Statute as is mandatory reporting of maltreatment of vulnerable adults. Immediately notify your building principal or Human Resources Department if you suspect maltreatment of a minor.

The complete versions of policies 582 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse) and 583 (Mandated Reporting of Maltreatment of Vulnerable Adults) are accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

## Training continued

### Discipline Policies

Reference school district policy 531 – Discipline of School District Employees.

See discipline section of this handbook on page 8.

School district policy 406 states:

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

The complete versions of policies 531 and 406 are accessible at [www.isd15.org/policies](http://www.isd15.org/policies) or by contacting the District Office at 763-753-7040.

### Roles and Responsibility

A job description including information pertaining to your role and responsibility in the school district will be provided to you. If you do not have a current job description, please contact the District Office at 763-753-7040.

If you have a specific question about your role or responsibility, please contact your immediate supervisor.

### Building Orientation

Your building administration will provide you with information specific to your building or assignment that is not covered in this handbook or other materials provided to you.

## Important Information For Teachers

Teachers are responsible for maintaining a current Minnesota Teachers License. Information and renewal materials are available at [education.state.mn.us](http://education.state.mn.us) or by calling 651-582-8691.

Teacher student loan forgiveness—call 1-800-4-FED-AID

## Address Change

It is important to notify the school district in the event your address changes. To do so, please complete the Employee Personal Data Change form located at [www.isd15.org](http://www.isd15.org) and send it to the Human Resources Department at the District Office.

## Tax Deduction

If you are a recent hire, the costs related to interviewing, mileage, etc. when looking for employment may be tax deductible.

## Parking

Employees may park in designated areas of school district parking lots free of charge. (Some buildings may require signing up for a parking permit).

## Cafeteria

Employees may purchase meals in the school cafeterias. Employees may set up a lunch account by contacting the building lunch cashier. Districtwide employees may contact nutrition services located at the District Office. Cash payment is accepted.

## Discounts

As a school district employee, you are eligible for discounts. Be sure to contact vendors to inquire about and take advantage of these discounts.

Examples are:

- Bookstores
- Cars
- Cell phones
- Computers
- Computer training and repairs
- Health club membership
- Hotels (government rate)
- Internet service
- St. Francis Area Schools Events
- Office supplies

# Appendix A

## Policy 532 Harassment and Violence

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:
  - an act done with intent to cause fear in another of immediate bodily harm or death;
  - the intentional infliction of or attempt to inflict bodily harm upon another; or
  - the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
  - has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
  - "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.

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“Familial status” means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

“National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

“Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

“Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

“Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on

behalf of a student who is the target or victim of acts of harassment or violence.

### F. Sexual Harassment; Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.



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### G. Sexual Violence; Definition

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

### H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

## IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to

an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district

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- personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the director of human resources as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses

as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to

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the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior.

School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

#### VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

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### VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

### IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

### X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

### Legal References

- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
- 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
- 29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
- 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

### Cross References

- ISD 15 Policy 102 (Equal Educational Opportunity)
- ISD 15 Policy 511 (Equal Employment Opportunity)
- ISD 15 Policy 512 (Disability Nondiscrimination Policy)
- ISD 15 Policy 531 (Discipline, Suspension, and Dismissal of School District Employees)
- ISD 15 Policy 510 (Public and Private Personnel Data)
- ISD 15 Policy 582 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- ISD 15 Policy 583 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- ISD 15 Policy 406 (Student Discipline)
- ISD 15 Policy 414 (Bullying Prohibition Policy)
- ISD 15 Policy 415 (Protection and Privacy of Pupil Records)
- ISD 15 Policy 421 (Student Disability Nondiscrimination)
- ISD 15 Policy 422 (Student Sex Nondiscrimination)
- ISD 15 Policy 424 (Internet Acceptable Use and Safety Policy)
- ISD 15 Policy 425 (Violence Prevention)
- ISD 15 Policy 436 (Student Parental, Family, and Marital Status Nondiscrimination)
- ISD 15 Policy 588 (Hazing Prohibition)

### Adopted: July 23, 2018

School Board  
Independent School District 15  
St. Francis, Minnesota

St. Francis Area Schools | Independent School District 15