

Eastern Carver County Schools



Exceptional, personalized learning

Substitute Handbook 2023-2024

This handbook is subject to change without notice as laws, policies, and procedures change

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Welcome to Eastern Carver County Schools

TO: Teacher/Paraprofessional/Clerical Substitutes of District 112

FROM: Givonna Koné, Director of Human Resources

Welcome to Eastern Carver County Schools! Please accept our thanks and gratitude for substituting in our district. You have chosen a path that will be both challenging and highly rewarding. Your dedication and hard work for our 9,100+ students are very much appreciated.

As a substitute, you are vital to the continuity of the instructional program and essential to every student receiving a high-quality education. It takes a special kind of person to be a successful substitute - a person who earnestly cares about children and is patient, creative and versatile.

All substitutes are required to familiarize themselves with this handbook. This handbook is neither a contract nor a replacement for official district policy. It is not intended to alter the at-will status of substitute employees in any way. Rather, it is a guide and a brief explanation of district policies and procedures related to employment as a substitute. References made to district policies in this Substitute Handbook consist of summaries or partial excerpts from the complete policy. The official policy adopted by the School Board remains the authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in this handbook. The Human Resources Department has sole authority to modify the contents of this handbook.

We are confident that you will do everything possible to meet the high standards required for substituting in our schools and we wish to extend our most sincere and best wishes as you join us in preparing learners to achieve their personal best.

The Human Resources Department is available to assist you with questions and concerns and can be reached at the District Office at 952-556-6254. Your suggestions and comments are always welcome. Please feel free to contact me at 952-556-6251. Have a great year!

EASTERN CARVER COUNTY SCHOOLS

Bluff Creek Elementary

2300 Coulter Blvd
Chanhassen MN 55317
Principal Beth Holm
Main: 952-556-6600

Chaska Middle School East

1600 Park Ridge Dr
Chaska MN 55318
Principal Greg Martin
Main: 952-556-7600
Attendance Admin: 952-556-7603

Jonathan Elementary

110300 Pioneer Trail West
Chaska MN 55318
Principal Pete Morse
Main 952-556-6500

Carver Elementary

1717 Ironwood Dr
Carver MN 55315 Finke
Principal Ryan Finke
Main: 952-556-1900

Chaska Middle School West

140 Engler Blvd
Chaska MN 55318
Principal Alicia Fischer
Main: 952-556-7400
Attendance Admin: 952-556-7403

Pioneer Ridge Middle School

1085 Pioneer Trail East
Chaska MN 55318
Principal Amy Nelson
Main: 952-556-7800
Attendance Admin: 952-556-7803

Chanhassen Elementary

7600 Laredo Dr
Chanhassen MN 55317
Principal Greg Lange
Main: 952-556-6700

Clover Ridge Elementary

114000 Hundertmark Rd
Chaska MN 55318
Principal Nate Slinde
Main: 952-556-6900

STAR Program

309 Lake Hazeltine Dr
Chaska MN 55318
Supervisor Malai Turnbull
Main: 952-556-6100

Chanhassen High School

2200 Lyman Blvd
Chanhassen MN 55317
Principal Doug Bullinger
Main: 952-556-3500

Family Learning Center

110600 Village Rd
Chaska MN 55318
Director Sue Harberts
Main: 952-556-6400

Victoria Elementary

9300 Red Fox Dr
Victoria MN 55386
Principal Jill Velure
Main: 952-556-3000

Chaska High School

545 Pioneer Trail
Chaska MN 55318
Principal Jim Bach
Main: 952-556-7100

La Academia

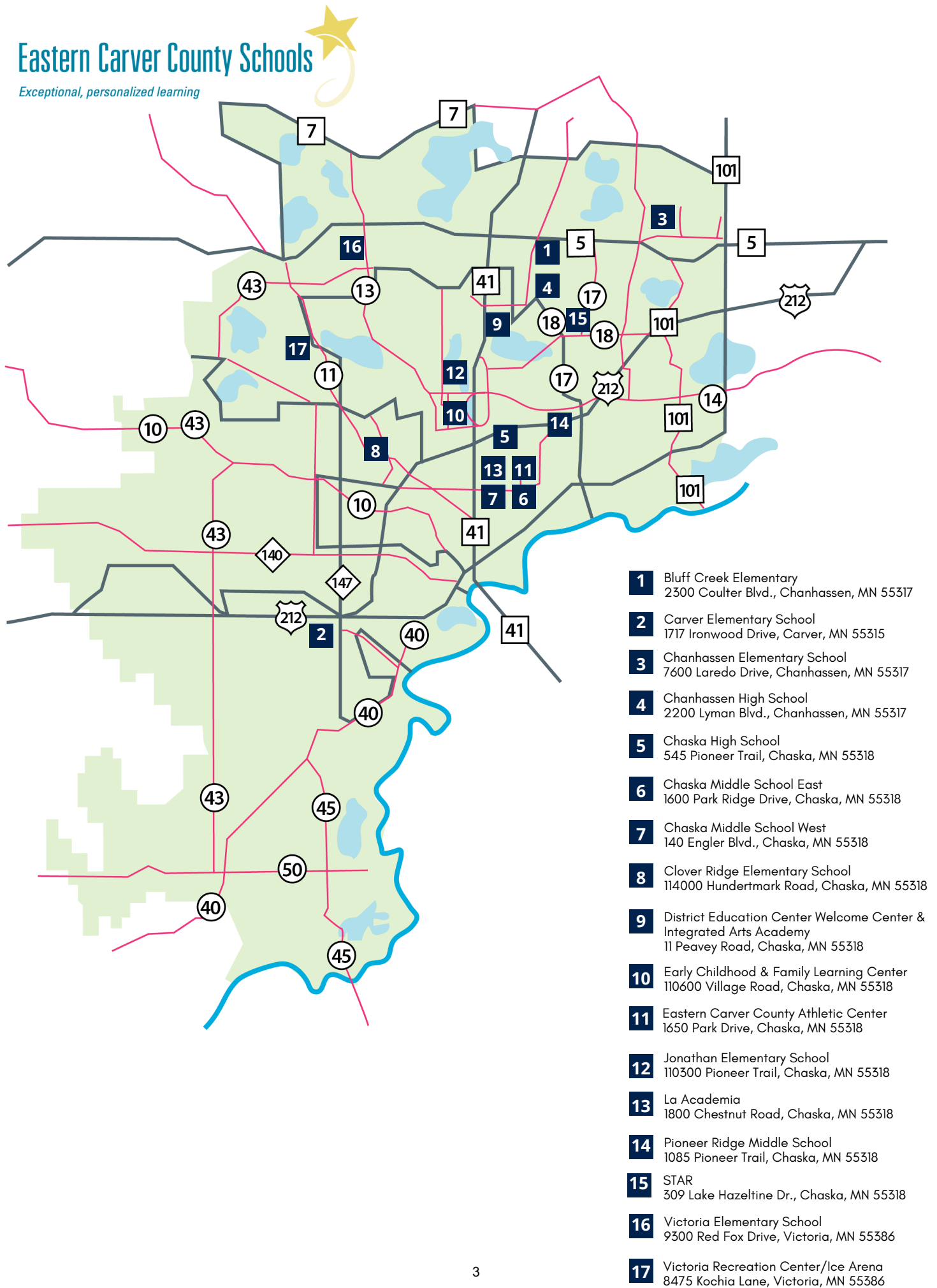
1800 Chestnut St
Chaska MN 55318
Principal Gretchen Kleinsasser
Main: 952-556-6300

Integrated Arts Academy

11 Peavey Rd
Chaska MN 55318
Principal Angela Charboneau-Folch
Main: 952-556-6200

Eastern Carver County Schools

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Start and Dismissal Times

Elementary Schools

School	Start Time	Dismissal Time
Bluff Creek Elementary	8:30 a.m.	3:00 p.m.
Carver Elementary	7:45 a.m.	2:15 p.m.
Chanhassen Elementary	7:45 a.m.	2:15 p.m.
Clover Ridge Elementary	7:45 a.m.	2:15 p.m.
East Union Elementary	9:35 a.m.	4:05 p.m.
Jonathan Elementary	8:30 a.m.	3:00 p.m.
Kinder Academy	9:35 a.m.	4:05 p.m.
La Academia	9:35 a.m.	4:05 p.m.
Victoria Elementary	9:35 a.m.	4:05 p.m.

Middle Schools

School	Start Time	Dismissal Time
Chaska Middle School East	8:40 a.m.	3:30 p.m.
Chaska Middle School West	8:40 a.m.	3:30 p.m.
Pioneer Ridge Middle School	8:40 a.m.	3:30 p.m.




High Schools

School	Start Time	Dismissal Time
Chanhassen High School	7:45 a.m.	2:35 p.m.
Chaska High School	7:45 a.m.	2:35 p.m.
Integrated Arts Academy	7:50 a.m.	2:28 p.m.

Other

STAR	7:40 a.m.	2:15 p.m.
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2023-2024 School Calendar

Important Dates		July					August				
July		<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
4.....Independence Day		3	4	5	6	7		1	2	3	4
August		10	11	12	13	14	7	8	9	10	11
21-23.....New Educator Workshop (NEW)		17	18	19	20	21	14	15	16	17	18
24.....Teacher Workshop E-5 (W E-5)		24	25	26	27	28	21NEW	22NEW	23NEW	24W E-5	25
28-31.....Teacher Workshop (W)		31					28W	29W/A	30W/A	31W	
29-30.....Assessment Days E-5 (A)											
September		September					October				
4.....Labor Day		<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
5.....First day of school (📅)						1	2	3	4	5	6
October		4	5📅	6	7	8	9	10	11	12	13
19-20.....Education MN		11	12	13	14	15	16	17	18	19	20
23.....Conferences/Teacher Workshop		18	19	20	21	22	23	24	25	26	27
November		25	26	27	28	29	30	31			
2.....Last Day of First Quarter (🌟)		November					December				
3.....Teacher Workshop E-12		<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
21.....Last Day of First Trimester (▲)		6	7	8	9	10	4	5	6	7	8
22-24.....Thanksgiving Break		13	14	15	16	17	11	12	13	14	15
27.....Conferences/Teacher Workshop		20	21▲	22	23	24	18	19	20	21	22
December		27	28	29	30		25	26	27	28	29
21-29.....Winter Break		January					February				
January		<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
1.....Winter Break		1	2	3	4	5				1	2
15.....MLK Day		8	9	10	11	12	5	6	7	8	9
19.....Last Day First Semester/Second Quarter (🌟)		15	16	17	18	19+🌟	12	13	14	15	16
22.....Conferences/Teacher Workshop		22	23	24	25	26	19	20	21	22	23
February		29	30	31			26	27	28	29▲	
19.....President's Day		March					April				
29.....Last Day of Second Trimester (▲)		<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
March		4	5	6	7	8	1	2	3	4	5
1.....Conferences/Teacher Workshop		11	12	13	14	15	8	9	10	11	12
22.....Last Day of Third Quarter (🌟)		18	19	20	21	22+🌟	15	16	17	18	19
25-28.....Spring Break		25	26	27	28	29	22	23	24	25	26
29.....Late Spring Break							29	30			
May		May					June				
27.....Memorial Day		<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
June		6	7	8	9	10	3	4☺K-5	5W K-5	6☺6-12	7P-W 6-12
4.....Last Day of School K-5 (☺)		13	14	15	16	17	10	11	12	13	14
5.....Teacher Workshop K-5 (W K-5)		20	21	22	23	24	17	18	19	20	21
6.....Last Day of School 6-12 (☺)		27	28	29	30	31	24	25	26	27	28
7.....Teacher Workshop 6-12 (W 6-12)											
7.....Graduation (🎓)											
Key											
	No School - Holiday – Buildings Closed										
	No School – No Students / No Staff										
	No School – No Students										
Student Days/Quarters (IAA)											
1st Quarter.....	40										
2nd Quarter.....	42										
3rd Quarter.....	42										
4th Quarter.....	48										
Student Days/Semester (Grades 6-12)											
1st Semester.....	82										
2nd Semester.....	90										
Student Days/Trimester (Grades K-5)											
1st Trimester.....	52										
2nd Trimester.....	57										
3rd Trimester.....	61										

Timesheet Payroll Schedule

Dates Worked Monday - Sunday	Time Sheet Due Date	Payroll Check Date	Weeks in Paycheck
6/19/23 - 7/2/23	7/6/2023	7/14/2023	2
7/3/23 - 7/16/23	7/21/2023	7/31/2023	2
7/17/23 - 7/30/23	8/7/2023	8/15/2023	2
7/31/23 - 8/20/23	8/24/2023	8/31/2023	3
8/21/23 - 9/3/23	9/7/2023	9/15/2023	2
9/4/23 - 9/17/23	9/21/2023	9/29/2023	2
9/18/23 - 10/1/23	10/5/2023	10/13/2023	2
10/2/23 - 10/15/23	10/23/2023	10/31/2023	2
10/16/23 - 10/29/23	11/6/2023	11/15/2023	2
10/30/23 - 11/12/23	11/22/2023	11/30/2023	2
11/13/23 - 12/3/23	12/8/2023	12/15/2023	3
12/4/23 - 12/17/23	12/20/2023	12/29/2023	2
12/18/23 - 12/31/23	1/5/2024	1/12/2024	2
1/1/24 - 1/14/24	1/23/2024	1/31/2024	2
1/15/24 - 2/4/24	2/7/2024	2/15/2024	3
2/5/24 - 2/18/24	2/21/2024	2/29/2024	2
2/19/24 - 3/3/24	3/6/2024	3/15/2024	2
3/4/24 - 3/17/24	3/21/2024	3/29/2024	2
3/18/24 - 3/31/24	4/5/2024	4/15/2024	2
4/1/24 - 4/14/24	4/22/2024	4/30/2024	2
4/15/24 - 4/28/24	5/7/2024	5/15/2024	2
4/29/24 - 5/19/24	5/21/2024	5/31/2024	3
5/20/24 - 6/2/24	6/5/2024	6/14/2024	2
6/3/24 - 6/16/24	6/20/2024	6/28/2024	2



As a substitute teacher your job is to:

- Arrive on time and stay until the assignment is complete.
- Stay with your class at all times – do not leave students unattended.
- Follow and enforce school/classroom rules.
- Complete the lesson plan left by the teacher.
- Complete extra duties as required.
- Clean up the room at the end of the day.
- Write a note to the teacher about the day.
- Be a positive role model.
- Keep students safe.

As a substitute para/clerical your job is to:

- Arrive on time and stay until the assignment is complete.
- Stay with your class at all times – do not leave students unattended. (Para)
- Follow and enforce school/classroom rules.
- Follow the teacher's instructions. (Para)
- Complete extra duty as required.
- Help clean up the classroom at the end of the day. (Para)
- Be a positive role model.
- Keep students safe.

Reporting to a school:

- Arrive on time and report to the main office
- Wear your visitor ID badge
- Have your Aesop confirmation number with you
- Receive your sub folder and directions for the day (containing building rules & procedures)
- Perform all responsibilities as outlined in the sub folder and lesson plans
- If you need to leave the building for any reason, please inform the main office

Lunch:

We invite you to join the staff in the lounge during your 30-minute lunch time (licensed staff are paid; non-licensed staff are unpaid). A refrigerator is available for bag lunches. If you are in an elementary building you may order lunch on the lunch count with your class. At the secondary buildings lunch may be purchased directly in the cafeteria. Breakfast price is \$2.25 and Lunch price is \$4.95.

Prep Periods:

Substitute teachers working a full day in any building will be provided a 30-minute lunch and preparatory period(s). At the District's discretion, a substitute may be required to teach during a regularly scheduled "prep" period. If you cover a prep period please ask to fill out a prep period form at the main office for the additional pay of \$10-20.

Concluding the assignment:

- Report to the main office
- If it is necessary to leave earlier than the time indicated you must let the main office know this when you accept the assignment. If leaving early will disrupt the daily schedule a different sub may need to be assigned.
- If you finish your assignment before the expected departure time, please check with a co-worker or office staff to see if there are any tasks you can complete in your remaining time. Make yourself available.

Rates of Pay:

Licensed teacher substitutes -	\$155.00 per day (<u>over</u> 4 hours) \$77.50 per half day (up to 4 hours)
Non-licensed substitutes -	\$15.00 per hour
Special Education para substitutes -	\$16.00 per hour

Licensed District 112 retiree substitutes -	\$160.00 per day (<u>over</u> 4 hours) \$80.00 per half day (up to 4 hours)
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Bonus Opportunity:

- Substitute Teachers
 >45 days X Sub Rate X 10% to a maximum of \$1,000.00
 Example: Sub 70 days
 $70-45=25 \times \$155 \times 10\% = \387.50
- Non-licensed Substitutes
 >315 hours X Sub Rate X 10% to a maximum of 1,000.00
 Example: Sub 490 hours
 $490-315=175 \times \$15.00 \times 10\% = \262.50

Note: Dates worked as a long-term substitute do not count toward the substitute bonus calculation.

Payroll:

Payroll is on the 15th and last day of month. If this falls on a weekend, payroll will be deposited on the Friday prior.

Supervision during the day:

The presence of adults in the hallways helps to curb unnecessary behavior. All teachers are requested to be in the hallways at the end of the day to supervise and bid farewell to students as they leave school for the day

Security Procedures:

During school hours all visitors must use the main, secure school entrance. You will be asked to show your driver's license and will receive a badge to be worn at all times. All staff should politely ask any visitor without a badge to please check with the office. This is imperative for building security. Should you notice anything suspicious please contact the main office. Staff should not try to determine whether there is present danger, just report it immediately.

Student/Staff Injury:

In case of injury to a student, teachers are advised not to move the student until the nature and extent of the injury has been determined. If a professional opinion is desired before moving a student, send another adult or student to get the school nurse, or call the main office. As soon as possible after the injury, the teacher responsible for supervision at the time of the injury is required to complete an accident form found in the nurse's office. Adults who are injured during the workday are required to call the SFM hotline number 855-675-3501 along with the supervisor/principal. Check with the main office for assistance.

Snow Days/School Cancellations:

It is the substitute's responsibility to watch for school closings. When conditions are such that school may be closed or delayed, please monitor WCCO radio or television for the official announcement. Our District is listed as **Eastern Carver County Schools**. The District will also post complete information on the District's website, District112.org, as soon as possible after decisions have been made. In the event of a school closing we will cancel all jobs for that day and you will get an email notification that your job is canceled. You will not be paid for school closings, early release days or late starts.

Substitute Cancellation Policy

If you must cancel an assignment within 24 hours of the start of the absence, please cancel in Absence Management (AESOP) immediately and then please contact the school's administrative assistant where the assignment will be unfilled.

Job Cancellation Policy

Always check your assignment on-line or over the phone in Absence Management (AESOP) before you leave for a job. Assignments can be canceled up to one hour before the start time. You will not be paid for showing up to cover a canceled job.

Professional Development:

Substitutes may attend district-wide and school-based professional development opportunities that are appropriate to their licensure areas. Please contact the event organizer in advance to ensure space and request any needed documentation.

Other general questions about CEUs can be directed to MJ Nairn at 952-556-7574, or NairnM@District112.org

If you are a paraprofessional substitute and are interested in attending any district special education workshops please contact Specialized Services Admin Assistant at 952-556-6170.

Confidentiality:

Confidentiality is one of the most critical and important aspects of a substitute position. Learners and parents have a legal and ethical right to data privacy.

- Consider as a general rule putting yourself in the learners and parents' position. What information would you want discussed with others regarding your child? In what settings and with whom?
- Information regarding specific learners and programs should remain confidential and should not be shared in lunchrooms, staff rooms or out in the community.
- Substitutes should question school policies only through the proper school-designated channels, generally beginning with the principal of the building.
- Substitutes must support teacher techniques, materials and methods especially in the presence of learners, parents and other staff. Team integrity is essential to success.
- When having conversations or writing information regarding a learner or family that contains confidential information, be aware of those around you who may be within hearing or reading distance.

You can make a difference:

Your contribution to the overall educational program is appreciated. You can make a difference between a productive day of learning for students and lost instructional time.

As a substitute you are an official ambassador of ECCS in your contact with students, staff and the community at large. If you have concerns of any kind, please see the building administration.

We appreciate hearing from our substitutes regarding questions or concerns. If you have suggestions for improvement, please contact us at 952-556-6254. You may also reach out to any member of the Human Resources team.

Human Resources:

Givonna Koné – Director of HR	952-556-6251
Chris Steffen - HR Supervisor	952-556-6257
Laurie Zebell, Benefits Specialist	952-556-6253
Jean White, HR Specialist	952-556-6252
Kimberly Kaiser - HR Specialist	952-556-6250
Monica Kennett- HR Admin Assistant	952-556-6254

Special Education Substitutes

Thank you for your interest in subbing for our district's special education program. We are proud to provide our services through many different programs, all of which have layers of support for our special education teachers and their substitutes. In all programs, substitutes are likely to be teaching or reinforcing a wide variety of skills including academic, social, emotional, behavioral, and functional skills. Teachers are expected to provide substitutes with lesson plans and all materials, information, and building supports necessary for a successful experience.

Resource Program (Available in all school buildings):

- Co-Teaching with general education teachers (push-in services)
- Co-Teaching with special education teachers (can be push-in or pull-out services depending on the setting the teaching occurs in)
- Targeted, direct, specialized Instruction in a special education setting (pull-out services typically occurring in the resource room setting)

Center-based Programs:

All students receiving services at center-based programs are receiving those services in the program because the program is structured, staffed, and designed to meet individual student's needs and highlight their personal strengths. Programs are not designed as a program for a specific disability. However, students with the same disability often tend to have similar needs therefore each program is likely to have students with the disabilities listed below.

Center-Based programs have a higher adult-to-student ratio which is accomplished through both certified staff and paraprofessional support. Substitutes are NEVER left alone with students or placed in difficult situations. Our teaching teams have worked hard to plan for absences and assure that substitutes will feel safe, comfortable, and fully capable of delivering teacher lesson plans.

Introduction to our Programs:

- **AIM:** Located at Carver Elementary, Chaska Middle School East, and Chanhassen High School
-Programming tends to best meet the unique needs of students with Neuro/Biological Autism
- **DISCOVER:** Located at Chanhassen Elementary, Chaska Middle School West, and Chanhassen High School
-Programming tends to best meet the unique needs of students with Developmental Cognitive Disabilities
- **ASPIRE:** Located at Bluff Creek Elementary, Chaska Middle School West, Chanhassen High School
-Programming tends to best meet the unique needs of students with Asperger's and Autism Spectrum Disabilities
- **EMBARK:** Located at Bluff Creek Elementary School, Chaska Middle School East, and Chanhassen High School
-Programming tends to best meet the unique needs of students with Emotional and Behavioral Disabilities
- **Family Learning Center (FLC):** Located at 110600 Village Rd Chaska
-All students receiving services at the FLC are children between the ages of Birth to 5 years of age
- **Steps Toward Adult Responsibility (STAR):** Located at Crosby Park - 309 Lake Hazeltine Dr Chaska
-All students receiving services at STAR are students between the ages of 18 and 21 years of age
-Programming best meets the need for continued transition to adulthood and adult responsibilities

If you are a paraprofessional substitute and are interested in attending any district special education workshops please contact Specialized Services Admin Assistant at 952-556-6170.

HOW TO VIEW YOUR PAYCHECK ONLINE THROUGH SKYWARD

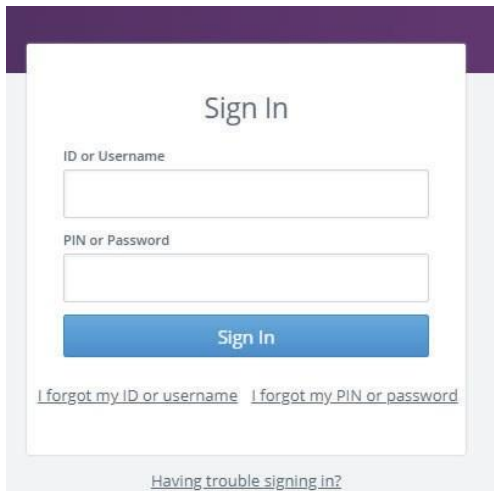


ECCS has a paperless payroll system. Once you have been entered into the system you can view your paycheck online through Skyward. First time users, please follow the directions below:

- Go to www.district112.org
- From the "Staff" heading choose "Skyward"
- Click on "Forgot your Login/Password?"
- Enter your e-mail address
- If you are not sure if the district has your current email address please send it to kennettm@district112.org

You will receive an e-mail with a link you will need to click on to enter a new password for Skyward employee access.

Absence Management (formerly AESOP)



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

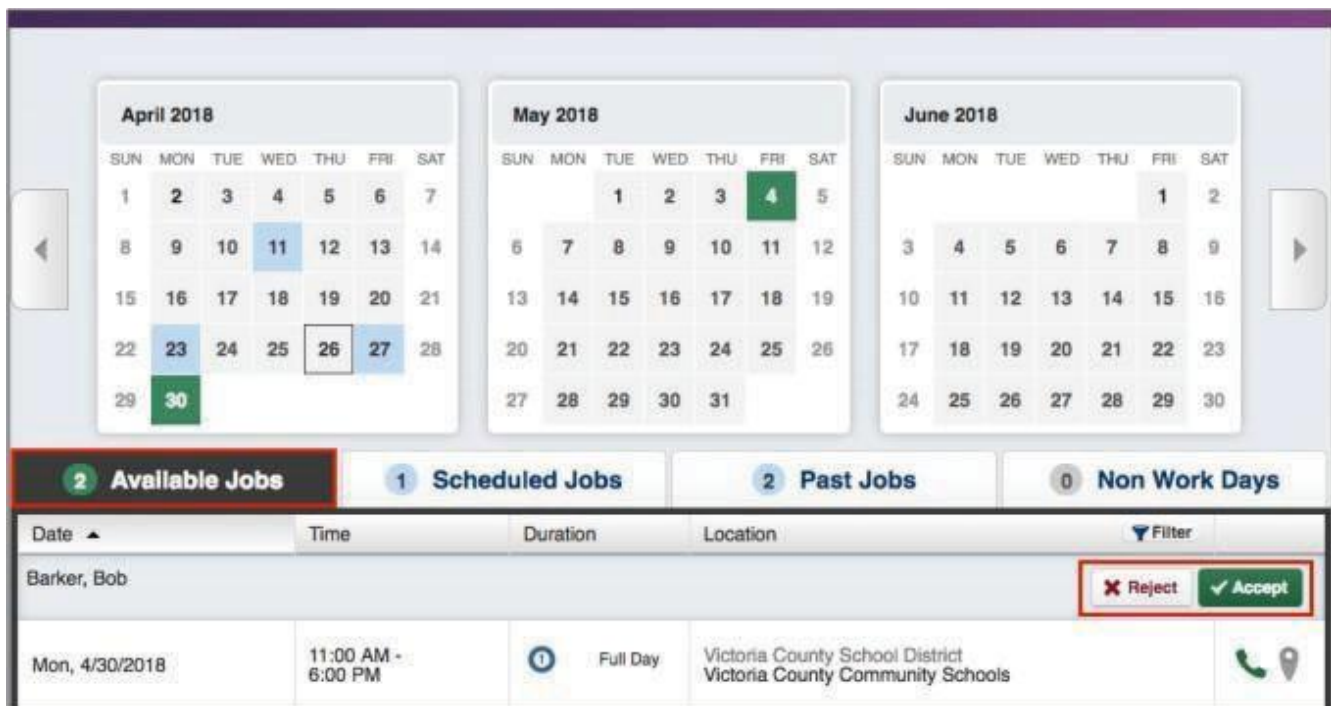
To log in to the absence management application, type aesoponline.com in your web browser's address bar. The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In. Or you can go to app.frontlineeducation.com if you have a Frontline Account and download the app.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab. To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).



The screenshot displays the Absence Management application interface. At the top, there are three calendar views for April 2018, May 2018, and June 2018. Below the calendars, there are four tabs: "2 Available Jobs", "1 Scheduled Jobs", "2 Past Jobs", and "0 Non Work Days". The "Available Jobs" tab is selected, showing a list of jobs. The first job listed is for "Barker, Bob" on "Mon, 4/30/2018" from "11:00 AM - 6:00 PM" for a "Full Day" at "Victoria County School District" and "Victoria County Community Schools". To the right of the job details, there are two buttons: "Reject" (with a red X icon) and "Accept" (with a green checkmark icon). The "Accept" button is highlighted with a red box.

Date	Time	Duration	Location	Actions
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	Reject Accept

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

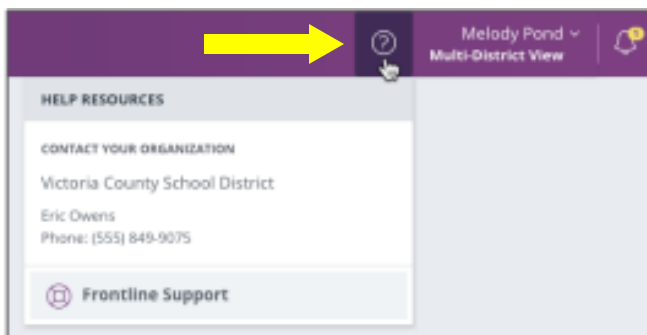
Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent absence management from calling again today – Press 2
- Prevent absence management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

Getting Help and Training



If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click Help Resources and select Frontline Support. This opens a knowledge base of help and training materials.

District 112 Policy Summary for Staff

Bullying Prohibition Policy

Summary

- * Bullying is prohibited.
- * Positive, respectful behavior is expected.
- * Complaints of bullying will be investigated.
- * Action will also be taken if students or employees retaliate against persons making good faith reports of bullying behaviors.

Employee Responsibilities

- * Demonstrate appropriate behavior.
- * Treat others with civility and respect.
- * Respond to incidences of bullying.
- * Report alleged acts of bullying to your building principal or designee.
- * Implement district-developed bullying prevention programs.
- * See on-line policy for bullying definitions, reporting procedures, and bullying prevention program expectations.

Chemical Use Prevention & Intervention Policy

Summary

- * Chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process.
- * Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting or on school grounds.

Employee Responsibilities

- * Provide education, intervention, and prevention of chemical use.
- * Notify appropriate authority if you know or believe a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location

Communicable Disease Policy

Summary

- * Provide a healthy environment while protecting the educational rights of students.
- * Procedures for inclusion and exclusion from school and/or school related activities

Employee Responsibilities

- * Maintain a healthy environment
- * Ensure continuity of the educational process.
- * Ensure condition is not a threat to self or others

Copyright Policy

Summary

- * District 112 adheres to copyright law and the rights of copyright holders.
- * Copyrights apply to computer software, print materials, video recordings, music, and other media.

- * Individuals who carelessly or knowingly violate this policy will be held personally liable for infringement.

Employee Responsibilities

- * Follow District guidelines for all copyright materials. See staff policies on-line for detailed procedures you are responsible to follow.
- * Know if materials fall into “fair-use” or “public domain” guidelines before making copies.
- * Do not make or use unlawful copies of copyrighted materials on district-owned equipment or on school property.

Data Privacy Policy- Student & Employee

Summary

- * District 112 has determined categories of student data that are public or “directory information.” All other student data is private or confidential.
- * State and federal laws classify certain information about students and staff as public data.
- * Parents have the right to request that their child’s “directory information” remain private.

Employee Responsibilities

- * See on-line policy for definitions of student and staff data. You are responsible to follow specific procedures in using and sharing data. If you need clarification about a specific situation, ask an administrator.
- * Only those with a need to know should have access to educational, health, and counseling data on children and families. Avoid “lounge talk” and talk in public places that uses personally identifiable information about students.
- * Teachers/coaches are responsible to maintain privacy of students whose parents have requested that “directory information” not be released. Check with school secretaries or the MIS department.
- * Do not share the Personnel Phone Directory with others; home phone numbers of staff members are private data.
- * Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor upon receipt of the subpoena.

Disability Nondiscrimination Policy (Section 504, Human Rights Act of 1973)

Summary

- * District 112 protects students with disabilities from discrimination.
- * Procedures provide a system of procedural safeguards pertaining to the identification, evaluation and placement of students who, because of a disability, need or are believed to need special instruction or related services.
- * Reasonable accommodations must be made to protect against discrimination if a person’s disability substantially limits a major life activity.

District 112 Policy Summary for Staff

- ★ District procedures provide for the prompt and equitable resolution of complaints of disability discrimination.
- ★ All forms and procedures are located on the *Insider*: Specialized Ed Services Admin Toolkit — 504 Section.

Employee Responsibilities

- ★ Provide a FAPE
- ★ Follow policy and procedures
- ★ Report alleged violations of disability discrimination
- ★ See policy on website for specific procedures and grievance steps

Disposal of Obsolete Equipment and Materials

Summary

- ★ Purpose of policy is to provide guidelines to assist in timely disposal of equipment and materials.
- ★ Superintendent or Director of Finance is authorized to dispose of assets
- ★ Value over \$100,000, publication: sealed bids, award to highest bidder
- ★ Value between \$25,000-\$100,000: sealed bids or direct negotiation
- ★ Value under \$25,000: either quotation or open market
- ★ May use electronic selling process
- ★ Surplus computers may bypass competitive bidding if given to certain entities

Sales to Employees

- ★ No direct sale of equipment or materials to employee unless public offering has been made.
- ★ School district employee may purchase no more than one vehicle at any one auction.

District 112 Mission, Vision & Community Values

- ★ Mission: Learners achieving their personal best.
- ★ Vision: District 112 is dedicated to the preparation of life-long learners so each may achieve personal success and contribute to family and community.
- ★ Values: Citizenship, Environmentalism, Generosity, Human Worth & Dignity, Integrity, Learning, Respect for Others, Responsibility.

Drug-Free & Alcohol-Free Workplace & School Policy

Summary

- ★ Use, misuse, possession or distribution of harmful and illegal drugs and alcohol is prohibited.
- ★ This policy applies to all District buildings and grounds, vehicles, and other places where students and staff are involved in school activities or as District representatives.
- ★ Employees who violate this policy are subject to drug/alcohol testing and disciplinary action up to termination & referral to law enforcement authorities.
- ★ Students who violate this policy are subject to actions up to and including expulsion and referral to law enforcement authorities.

Employee Responsibilities

- ★ Follow policy and procedures.
- ★ Report alleged violations to building principal.
- ★ See policy on-line for definitions of illegal drugs/substances and specific procedures.

Emergency Response Policy

Summary

- ★ All buildings must have an emergency response plan and a team trained in emergency response.
The emergency response plan guides employees in how to address emergencies such as fire, severe weather, assaults, bomb threats, demonstrations, hazardous materials, intruders, serious injuries/death, terrorism, weapons.

Employee Responsibilities

- ★ Be prepared. Locate and read “Emergency Procedure Matrix.” Be familiar with building map, evacuation routes, and shelter area(s).
- ★ Note names of your building’s Emergency Response Team and their areas of training.
- ★ Know your role in responding to an emergency. This is especially important if you have direct responsibility for students.
- ★ In event of an emergency, you must respond.

District 112 Policy Summary for Staff

Employee Publications, Instructional Materials, Inventions & Creations Policy

Summary

- ★ Anything created during work hours or with district facilities and equipment is the property of the district.
- ★ This includes curriculum materials, publications, computer programs, other creations and inventions.

Employee Responsibilities

- ★ You may have to secure rights from the district if you intend to use a creation for your own purposes or for another employer.
- ★ If you intend to make money from an outside project, it may be worthwhile to document your time so you have proof district time/resources were not used.
- ★ In general, keep outside projects separate from work and off of computers supplied by the district.

★

Expense Reimbursement Policy

Summary

- ★ District 112 recognizes the need to conduct business at various District buildings or off-site.
- ★ It is the policy of the District to reimburse employees for travel expenses.
- ★ Guidelines must be followed to assure proper reimbursement.

Employee Responsibilities

- ★ Reimbursement for miles driven by car are paid at the current IRS rate. Mileage must be documented, approved by a supervisor, and submitted for reimbursement within 60 days from date incurred.
- ★ Employees utilizing district funds for airline travel must ensure any credits or benefits issued by the airline accrue to the benefit of the district rather than the employee.
- ★ Reimbursement for meals will be based upon actual expenditures. Original receipt is required. Maximum reimbursement for meals is \$10 for breakfast, \$15 for lunch, and \$25 for dinner.
- ★ Any use of a rental car must be pre-approved by the employee's supervisor.

Field Trip Policy

Summary

- ★ Field trips are supported as an adjunct to classroom curriculum and instruction and as a means to enhance student learning in the community as "school".
- ★ Field trips must be aligned with District educational outcomes.
- ★ Field trips must provide optimum supervision and ensure student safety.
- ★ Types of field trips include: day, overnight, extended.

Employee Responsibilities

- ★ Clearly define educational objectives for the field trip.
- ★ See policy on-line for specific definitions and expectations.

- ★ Consult building principal regarding plans.
- ★ Complete and submit appropriate Field Trip Request Forms for approval.

Firearms & Weapons Prohibition Policy

Summary

- ★ All firearms, weapons, or instruments that appear to be a weapon are prohibited on District property and wherever student activities take place.
- ★ Students who violate this policy may be reported to law enforcement and are subject to actions up to and including expulsion.
- ★ Staff members who violate this policy may be reported to law enforcement and are subject to actions up to and including termination.

Employee Responsibilities

- ★ Do not possess or keep a firearm or weapon on District property.
- ★ See on-line policy for specific weapon definitions.
- ★ Know the policy and immediately report violations to an administrator.

Gifts To Employees Policy

Summary

- ★ District 112 recognizes that students, parents and others may wish to show appreciation to school district employees.
- ★ It is a violation of this policy for any employee to solicit, accept, or receive a gift greater than \$5.00.
- ★ Employees may accept items of insignificant value (\$5.00 or less) of a promotional or public relations nature.

Employee Responsibilities

- ★ An employee considering the acceptance of a gift shall confer with administration for guidance related to the interpretation and application of this policy.

Harassment & Violence Policy

Summary

- ★ District 112 prohibits any form of harassment or violence.
- ★ Harassment includes: physical or verbal conduct, including electronic communications, that create an intimidating or hostile environment, interferes with performance, or affects work or academic opportunities; pressure for sexual activity; brushing against; threats or actions related to individual's race, color, religion, ethnic heritage, sex, sexual or affectional orientation, gender identity or expression, age or any other protected class.
- ★ All complaints will be investigated.
- ★ Action will be taken to end harassment or violence and prevent recurrence.
- ★ Students who violate this policy are subject to actions up to and including

District 112 Policy Summary for Staff

- expulsion.
- * Staff who violate this policy are subject to actions up to and including termination.
- * The school district will also take appropriate action against any school personnel who retaliates against any person who reports the discrimination, testifies, assists, or participates in an investigation or related hearing.

Employee Responsibilities

- * Know what constitutes harassment/violence.
- * See on-line policy for specific definitions and reporting procedures.
- * Immediately report incidents to your administrator, the District Human Rights Officers (Givonna Reed Kone or Erin Rathke), or the Title IX Coordinator (David Brecht)

Hazing Policy

Summary

- * Hazing of any type is prohibited at all times.
- * Complaints of hazing will be investigated.
- * District 112 will take appropriate action against any student or staff member who violates district policy or law.
- * Action will also be taken if students or employees retaliate against persons making good faith reports of alleged hazing or persons who assist in a hazing investigation or hearing.

Employee Responsibilities

- * You must not plan, direct, permit, condone, tolerate, or engage in hazing - on or off school property.
- * Be particularly alert to situations, circumstances, or events that might include hazing.
- * Report alleged acts of hazing immediately to your building principal or directly to a school district human rights officer or the superintendent.
- * See on-line policy for hazing definitions and reporting procedures.

Health and Safety

Summary

- * Administration will, within the budgetary limitations adopted by the board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds

Employee Responsibilities

- * All school district employees will maintain a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable.
- * Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is

encouraged.

- * Employees shall participate in practice drills.

Immunization Requirements

Summary

- * All students receive proper immunizations as mandated by law
- * Proof of immunizations or appropriate documentation exempting the student from immunizations must be provided prior to the student's first date of attendance

Employee Responsibilities

- * Request proof of immunizations or appropriate documentation exempting the student from immunizations.
- * Maintain immunization records for each student

Life Threatening Allergies

Summary

- * District 112 will provide a safe environment for students with severe, potentially life-threatening allergies.

Employee Responsibilities

- * Communication: Inform Health Service of any student allergy.
- * Prevention strategies: Avoidance is the key. Keep allergens out of the classroom during curriculum, celebrations, and snack time.
- * Staff are encouraged not to use food as a reward.
- * Emergency preparedness: Health Service will develop an Emergency Action Plan.
- * Any questions regarding LTA, contact your building nurse.

Participation in Political and Governmental Activities

Summary

- * Eastern Carver County Schools recognizes the value of citizen involvement in political and governmental activities and encourages its employees, as citizens, to participate in such activities. However, employees shall not use Eastern Carver County Schools' property or time for political purposes or engage in political or governmental activities that may result in a conflict of interest or impairment of job performance.

Employee Responsibilities

- * Employees of the school district, while acting in the capacity of a school district employee, shall not engage in any political activity during the school day, work hours or at school activities

District 112 Policy Summary for Staff

- ★ School district employees, while acting in the capacity of a school district employee, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.

Pledge of Allegiance

Summary

- ★ State law requires that the Pledge of Allegiance be recited at least once a week.
- ★ Buildings will determine whether the recitation will be conducted in individual classrooms or in unison throughout the building.
- ★ Those individuals choosing not to participate will be treated respectfully.

Employee Responsibilities

- ★ All staff will model appropriate flag etiquette.
- ★ All staff will show respect for any individual choosing not to participate in the recitation.
- ★ All staff will reinforce respectful student behavior toward the flag and toward those choosing not to participate.

Protection and Privacy of Pupil Records

Summary

- ★ District 112 has determined categories of student data that are public or “directory information.” All other student data is private or confidential.
- ★ State and federal laws classify certain information about students and staff as public data.

Employee Responsibilities

- ★ See on-line policy for definitions of student data. You are responsible to follow specific procedures in using and sharing data. If you need clarification about a specific situation, ask an administrator.
- ★ Only those with a need to know should have access to educational, health, and counseling data on children and families. Avoid “lounge talk” and talk in public places that uses personally identifiable information about students.
- ★ Teachers/coaches are responsible to maintain privacy of students whose parents have requested that “directory information” not be released. Check with school secretaries or the MIS department.

Public and Private Personnel Data

Summary

- ★ Provides guidance to employees, volunteers, independent contractors, and applicants as to public and private data the school district collects and maintains regarding its personnel.

- ★ State and federal laws classify certain information about staff as public data. All other data on individuals is private or confidential.
- ★ Any questions regarding personnel data should be directed to Director of Administrative Services.

Reporting Maltreatment of Minors Policy

Summary

- ★ State law requires District staff who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker to report it to local child protection or law enforcement authorities.
- ★ This applies to suspected abuse or neglect within the last 3 years.
- ★ Any “mandated reporter” who fails to report abuse or neglect is guilty of a misdemeanor.

Employee Responsibilities

- ★ Be observant and sensitive to any child’s appearance or behavior that deviates from the norm.
- ★ See on-line policy for definitions, specific procedures, and reporting forms.
- ★ Immediately report abuse or neglect you suspect, know about, or have reason to believe is occurring.

Safety & Security Policy

Summary

- ★ District 112 will maintain a healthy, safe, and secure environment for students and staff by following current regulations and using safe work practices.
- ★ Participation of community members in the educational process is valued and welcomed.

Employee Responsibilities

- ★ Always wear your picture ID during duty hours while on district property.
- ★ Immediately refer visitors without a District-issued ID to the school office to register.
- ★ Report strangers or suspicious individuals in 112 buildings or on school grounds.
- ★ Do not give your building/school keys or security codes to anyone else.
- ★ Keys may be required to be turned in annually.
- ★ Do not prop open any exterior door - ever.
- ★ Know the safe work practices & regulations related to your job and follow them.

District 112 Policy Summary for Staff

Separation of Church & State Policy

Summary

- * District 112 neither promotes nor disparages any religious belief or non-belief.
- * Academic study of religious music, art, literature, and drama is supported.
- * Religious material must be presented in a balanced, unbiased, and non-sectarian manner.
- * Recognition of religious holidays must be for educational purposes.
- * Individual rights to personal beliefs may not be violated. Students and staff are encouraged to respect and understand the views of others.

Employee Responsibilities

- * See on-line policy for specific definitions. Follow guidelines related to your role.
- * Individuals may wear religious symbols but must not attempt to indoctrinate others. Do not display religious symbols in public view or view of fellow workers or students.

Student Discipline Policy

Summary

- * An environment conducive to learning must be maintained to ensure no interference with the educational process in all District 112 schools.
- * If District 112 policies or school rules are violated, appropriate disciplinary actions will be taken.
- * Early personal growth, development, and intervention is encouraged in attempting to promote positive behavior and limit actions inconsistent with school and district policies..
- * Students and parents must be informed of all rules & consequences of this discipline policy.

Employee Responsibilities

- * See on-line policy for definitions of student rights and responsibilities, rules of conduct and situations that may warrant disciplinary actions.
- * Be aware of student conduct expectations and disciplinary procedures specific to your building.
- * Know your role and responsibilities for ensuring an environment conducive to learning for all students.

Student Fundraising Policy

Summary

- * The district recognizes the desire of staff and community members to enrich learning experiences beyond current funding levels.
- * There is a need for coordination of efforts to seek alternative funding and for responsible management of additional resources.

Employee Responsibilities

- * If you plan to raise funds to enhance district-wide programs, school or classroom activities, see the on-line policy guidelines before you begin.

- * Know and contact resource persons who can assist you in your efforts (e.g., site or district administrator).

Student Medication Policy

Summary

- * The District acknowledges that some students may require prescription or non-prescription medication during the school day.
- * The purpose of this policy is to provide safe, proper, and timely administration of both prescription and non-prescription medication to students in the schools.
- * It is the District's intention that students come to school well and ready to learn.

Employee Responsibilities

- * The administration of medication at school requires written consent from the student's parent/legal guardian and/or physician.
- * Medications will be dispensed by the Registered Nurse
The RN may need to delegate this medical function to another staff person.
The RN will follow delegation procedures to ensure the safety of the student.
- * Medications are not to be carried by the student, but will be left with the appropriate school district personnel.
Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, secondary student's possession of non-prescription pain relievers, prescription epinephrine auto-injector.

Student Rights: Surveys, Physical Exams, & Marketing

Summary

- * If a survey is conducted with federal funds, federal law requires parental notification and approval before surveying students on protected topics:
 - Political affiliations of students or parents
 - Mental or psychological problems of students or family
 - Sexual behavior or attitudes
 - Illegal, antisocial, self-incriminating or demeaning behavior
 - Critical appraisal of student's family
 - Privileged relationships; i.e., attorney, physician
 - Religious practices or beliefs of student or family
 - Income
- * A consent form must be completed by parents prior to these activities.
- * Parental notice and opportunity to opt out is required for health screening (except for hearing, vision, scoliosis) or using student information for marketing purposes.
- * Procedures and forms may be obtained on the District 112 intranet.

District 112 Policy Summary for Staff

Employee Responsibilities

- * Licensed staff will familiarize themselves with the specific contents of this policy.
- * Licensed staff will follow specific procedures spelled out in the policy/procedures.
- * Prior to surveys, physical exams, marketing activities that are protected under this policy, employees will seek parental consent or provide parental notice and opportunity to opt out.
- * Principals must annually notify parents of their rights under this policy.

Student Sex Nondiscrimination Policy

Summary

- * District 112 prohibits discrimination on the basis of sex (Title IX).
- * No student will be excluded from participation in, denied benefits of, or subjected to discrimination on the basis of sex or gender.
- * It is the responsibility of every school employee to comply with this policy.
- * All complaints will be investigated.
- * The school district will also take appropriate action against any school personnel who retaliates against any person who reports the discrimination, testifies, assists, or participates in an investigation or related hearing.

Employee Responsibilities

- * Know what constitutes sexual discrimination.
- * Cooperate fully with any ongoing investigation.
- * See policy on-line for specific definitions and reporting procedures.
- * Immediately report incidents to your administrator, the District Human Rights Officers, or the Title IX Coordinator

Technology and Internet Acceptable Use Policy

Summary

- * Use of technology in all forms is intended to support learning and be consistent with ECCS educational mission.
- * Any use of technology which adversely affects learning, teaching, or District operations is prohibited.
- * Students and staff are expected to follow ECCS policies, procedures, and the law in the use of technology.
- * Conduct that is inappropriate will not be tolerated and will be subject to loss of privileges and other disciplinary actions.

Employee Responsibilities

- * See on-line policy for definitions, specific procedures, and forms. Follow guidelines related to your role and use of technology.
- * You must know and follow technology use guidelines for student and staff data privacy and use of copyrighted material.

Tobacco Free Policy

Summary

- * Use of tobacco, tobacco-related devices, or electronic cigarettes in school, on school property, on a school bus, or at a school sponsored activity including off campus events sponsored by the school district is prohibited.
- * This policy applies to students, staff, and community members.
- * Students who violate this policy are subject to actions including required education, parent and police liaison officer involvement up to suspension and court referral.
- * Staff who violate this policy are subject to actions up to and including formal warnings, suspension, & termination.
- * Community members will be informed of the policy and asked to refrain from use; if they refuse, they will be asked to leave and law enforcement may be contacted.

Employee Responsibilities

- * Follow the policy.
- * Immediately report violations to an administrator.

Use of Peace Officers and Crisis Teams to Remove Any Student Policy

Summary

- * District 112 is committed to promoting safe learning environments.
- * All students follow the district's discipline policy, unless otherwise agreed upon by students IEP team or detailed in behavior intervention plan.
- * The policy defines Crisis Teams, Peace Officer, and Police Liaison Officers. .

Employee Responsibilities

- * Reasonable force is permitted while removing a student from school grounds to prevent bodily harm or serious injury.
- * Procedures include ECCS required Restrictive Procedures District Plan and forms.

Waste Reduction, Reuse, Recycling Policy

Summary

- * District 112 will teach and model practices that help preserve the environment.
- * All buildings will recycle cardboard, paper, aluminum cans, plastic bottles, tin cans, and glass bottles.
- * Containers will be provided, clearly labeled, and located to encourage use.

Employee Responsibilities

- * All Staff will demonstrate support by modeling good recycling behaviors.
- * Students, custodians, and food service staff have primary responsibility for the recycling program.
- * Teachers, administrators, and all other staff will promote and support smooth operation of the recycling program.

District 112 Policy Summary for Staff

Wellness

Summary

- * Policy is a guide to ensure staff and students are able to form healthy life-long nutritional and physical habits.
- * District 112 will provide students appropriate education in each of these areas, as well as healthy food choices and opportunities to participate in physical activities.
- * District will have a Health Council to monitor, review, and revise as necessary the Wellness Policy.
- * Food made available to students through the breakfast/lunch programs must follow the nutritional guidelines set forth in the procedures.

Employee Responsibilities

- * Staff will not use food or beverages as rewards.
- * All foods offered or sold will be provided by the district.
- * Staff are to take advantage of nutritional learning opportunities across the curriculum.
- * Staff are to integrate brief movement and/or physical activity breaks at appropriate times during the school day.
- * Staff will not withhold physical activity as a punishment.
- * Healthy food options should be made available at all school-sponsored events.
- * Organizations are encouraged to follow USDA nutritional guidelines in this policy when conducting fundraisers.

Staff Handbook Policies On-Line!! Here's How

- * Go to the District Website at District112.org.
- * On the Web Page Click on Community
 - ★ Click on District Policies

Statement of At-will Employment

I understand that substituting is part-time and that work hours are not guaranteed. I understand that I have no employment contract with ECCS and I may be dismissed at any time for any reason not prohibited by law or without cause, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At- will employees may resign at any time.