



# Substitute Handbook

*This document is subject to change without notice as laws, policies, and procedures change.*

*December, 2023*

# GENERAL INFORMATION

## **Introduction**

Welcome to Eastern Carver County Public Schools! We are excited to have you as part of our team. At ECCS, we empower students to achieve their personal best, engage in lifelong learning, and be thoughtful and responsible citizens. All employees in our school district play an important role in student success.

The purpose of this document is to provide you with annual district policies, procedures, and notifications so that you are well-informed about your responsibilities and equipped to provide a healthy and safe environment for staff and students. It is your responsibility to read this document and understand its contents. If you have any questions regarding district policies, please direct them to your supervisor or to the Human Resources Department.



## **Our Mission**

*We prepare every student to achieve their personal best, engage in lifelong learning, and be a thoughtful and responsible citizen.*

## Strategic Plan

Eastern Carver County Schools has completed a comprehensive strategic planning process that identified what was working well, what needed improvement, and the desired experiences of students, families, and staff. The strategic plan is the roadmap the district will follow to continuously improve personalized instruction, climate, and experience to achieve high levels of success for all students. [Eastern Carver County Schools Strategic Plan](#)

## Our Vision

We are committed to providing educational excellence for all by:

- ★ Offering personalized, rigorous academic and extensive extracurricular programming delivered by highly trained staff.
- ★ Promoting a welcoming, inclusive, and equitable culture where everyone has the opportunities and supports needed to be successful.
- ★ Engaging with community partners to support student learning and career exploration.
- ★ Investing our resources wisely to best meet the needs of our learners and communities.

## Core Values

- ★ **Student-Centered:** Student needs and growth drive our words, actions, and choices.
- ★ **Excellence:** Committed to high standards and striving for our best.
- ★ **Respect:** Everyone is seen, heard, valued and included.
- ★ **Collaboration:** Engaging, listening, and partnering with others to learn, develop, and innovate.
- ★ **Accountability:** Fostering a culture of integrity and responsibility.

## Strategic Direction

- ★ Improving teaching and personalized learning for the development of each learner.
- ★ Fostering a safe, welcoming and inclusive environment.
- ★ Developing strong partnerships within the communities we serve.
- ★ Optimizing our management resources to support student learning.

## **Welcome Substitutes!**

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.

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.

### **Human Resources Department**

Monica Kennett – HR Administrative Assistant/Substitute Coordinator - (952) 556-6254

Kimberly Kaiser – HR Specialist (Non-Exempt Staff) - (952) 556-6250

Jean White – HR Specialist (Exempt Staff) – (952) 556-6252

Laurie Zebell – Benefit Specialist – (952) 556-6253

Christine Steffen – HR Supervisor – (952) 556-6257

Givonna Koné – Director of HR – (952) 556-6251

# ECCS DISTRICT NOTICES

## **Data Privacy**

The Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act classify student educational information as private. As an employee of Eastern Carver County Public Schools, it is your responsibility to ensure student information remains private by:

- Protecting the privacy of student educational information inside and outside the classroom.
- Accessing student information only if you have a legitimate educational interest for the information.
- Releasing student information (other than public directory data) only with written consent from the student and/or parents.
- Maintaining the privacy of student academic work at all times.
- Making certain that student information is only released to people with a legitimate educational interest in receiving the information.
- Securing student information stored in an electronic format by keeping user identification numbers and passwords confidential.
- Refraining from discussing student educational information in public spaces including school hallways and lounges; and
- Abstaining from ever discussing student educational information with family, friends, or neighbors.

**IMPORTANT NOTE:** A student's free and reduced meal and free milk eligibility status is confidential and ECCS employees are required to keep such information confidential. Disclosure of a student's free and reduced meal and free milk eligibility beyond that authorized by law is a violation of the National School Lunch Act and may result in both criminal and civil penalties as well as discharge from employment.

## **Title IX**

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Eastern Carver County Public Schools does not discriminate on the

basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Eastern Carver County Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

### **TITLE IX COORDINATOR**

David Brecht, Student Services Administrator

Eastern Carver County Public Schools

11 Peavey Road, Chaska, Minnesota 55318

Telephone: (952) 556-6141

Email: [brechtd@district112.org](mailto:brechtd@district112.org)

### **TITLE IX COORDINATOR**

Givonna Koné, Director of Human Resources

Eastern Carver County Public Schools

11 Peavey Road, Chaska, Minnesota 55318

Telephone: (952) 556-6251

Email: [ReedKoneG@District112.org](mailto:ReedKoneG@District112.org)

Questions relating solely to Title IX and its regulations may also be referred to the [Assistant Secretary for Civil Rights of the United States Department of Education](#).

### **Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice**

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit [dli.mn.gov/newparents](http://dli.mn.gov/newparents).

### **Earned Sick and Safe Time Notice**

Effective January 1, 2024, employees in Minnesota are entitled to earned sick and safe time (ESST), a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours per year. A year for purposes of the employee's earned sick and safe time accrual is the Fiscal Year starting July 1 and ending June 30. In many cases, the district's existing leave policies meet or exceed Minnesota's ESST requirements.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, will be indicated on the employee's electronic pay stub that they receive at the end of each pay period. Earned sick and safe time will be paid at the same hourly rate employees earn for hours worked. Employees are not required to secure a replacement for their shift to use earned sick and safe time but must still enter their absence in Frontline and request a substitute if this has been required in the past. District staff may use earned sick and safe time in a minimum of one-hour increments.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment, or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;

- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

### **Notifying employer, documentation**

District staff who want to use sick and safe leave must speak to their supervisor in person or by telephone and request sick and safe leave in Skyward in accordance with the paid leave request timeline outlined in their respective union or meet and confer agreement. In situations where an employee cannot provide advance notice, the employee should request the absence in Skyward and speak to their supervisor in person or by telephone as soon as they know they are unable to work. Employees may be required to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

### **Retaliation Prohibited**

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can contact Human Resources to discuss the issue. An employee may also file a complaint with the Minnesota Department of Labor and Industry or file a civil action in court.

### **For more information**

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or visit the department's earned sick and safe time webpage at [dli.mn.gov/sick-leave](http://dli.mn.gov/sick-leave).

### **Asbestos Notice**

In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), Eastern Carver County Public Schools continues to implement an E.P.A. approved asbestos management plan. This plan has been developed to identify and manage asbestos containing materials within school buildings. The school district approaches this issue in a safe and proactive manner to ensure the health and safety of students, staff, and other building occupants.

If you have questions regarding the district's asbestos management plan, it is on file at the District Education Center and is available for public viewing during normal business hours. If you have questions regarding this information, please contact the District Asbestos Program Manager, Mike McLaughlin, at (952) 556-6294.



## ECCS BUILDING INFORMATION

<p><b>Bluff Creek Elementary</b>                  2300 Coulter Blvd                  Chanhassen MN 55317                  Principal Beth Holm                  Main: 952-556-6600</p>	<p><b>Chaska Middle School East</b>                  1600 Park Ridge Dr                  Chaska MN 55318                  Principal Greg Martin                  Main: 952-556-7600                  Attendance Admin:                  952-556-7603</p>	<p><b>Jonathan Elementary</b>                  110300 Pioneer Trail West                  Chaska MN 55318                  Principal Pete Morse                  Main 952-556-6500</p>
<p><b>Carver Elementary</b>                  1717 Ironwood Dr                  Carver MN 55315 Finke                  Principal Ryan Finke                  Main: 952-556-1900</p>	<p><b>Chaska Middle School West</b>                  140 Engler Blvd                  Chaska MN 55318                  Principal Alicia Fischer                  Main: 952-556-7400                  Attendance Admin:                  952-556-7403</p>	<p><b>Pioneer Ridge Middle School</b>                  1085 Pioneer Trail East                  Chaska MN 55318                  Principal Amy Nelson                  Main: 952-556-7800                  Attendance Admin:                  952-556-7803</p>
<p><b>Chanhassen Elementary</b>                  7600 Laredo Dr                  Chanhassen MN 55317                  Principal Greg Lange                  Main:952-556-6700</p>	<p><b>Clover Ridge Elementary</b>                  114000 Hundertmark Rd                  Chaska MN 55318                  Principal Nate Slinde                  Main: 952-556-6900</p>	<p><b>STAR Program</b>                  309 Lake Hazeltine Dr                  Chaska MN 55318                  Supervisor Malai Turnbull                  Main: 952-556-6100</p>
<p><b>Chanhassen High School</b>                  2200 Lyman Blvd                  Chanhassen MN 55317                  Principal Doug Bullinger                  Main: 952-556-3500</p>	<p><b>Family Learning Center</b>                  110600 Village Rd                  Chaska MN 55318                  Director Sue Harberts                  Main: 952-556-6400</p>	<p><b>Victoria Elementary</b>                  9300 Red Fox Dr                  Victoria MN 55386                  Principal Jill Velure                  Main: 952-556-3000</p>
<p><b>Chaska High School</b>                  545 Pioneer Trail                  Chaska MN 55318                  Principal Jim Bach                  Main: 952-556-7100</p>	<p><b>La Academia</b>                  1800 Chestnut St                  Chaska MN 55318                  Principal Gretchen Kleinsasser                  Main: 952-556-6300</p>	<p><b>Integrated Arts Academy</b>                  11 Peavey Rd                  Chaska MN 55318                  Principal Angela Charboneau-Folch                  Main: 952-556-6200</p>

[Click Here for Map of ECCS Schools](#)

# 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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# PAYROLL INFORMATION

## Rates of Pay

### Licensed Teacher Substitutes

- \$155.00 per day (over 4 hours)
- \$77.50 per half day (up to 4 hours)

### Licensed District 112 Retiree Substitutes

- \$160.00 per day (over 4 hours)
- \$80.00 per half day (up to 4 hours)

### Paraprofessional Substitutes

- \$15.00 per hour

### Special Education Paraprofessional Substitutes:

- \$16.00 per hour

### Clerical Substitutes

- \$15.00 per hour

### Nutrition Services Substitutes

- \$15.00 per hour

### Custodial Substitutes

- \$17.00 per hour

## Bonus Opportunity

### Substitute Teachers

>45 days X Sub Rate X 10% to a maximum of \$1,000.00

Example: Sub 70 days

$70-45=25 \times \$143 \times 10\% = \$357.50$

### 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.**

## Pay Period Schedule

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

**Timesheet Payroll Schedule**

<b>Dates Worked Monday - Sunday</b>	<b>Time Sheet Due Date</b>	<b>Payroll Check Date</b>	<b>Weeks in Paycheck</b>
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

# DUTIES AND RESPONSIBILITIES

As a Licensed Teacher Substitute, your job is to:

- Arrive on time and stay until the assignment is complete.
- Always stay with your class – 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 Clerical/Paraprofessional Substitute, your job is to:

- Arrive on time and stay until the assignment is complete.
- Always stay with your class – 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 at all times**
- 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 with 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 disrupts 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.

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](http://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.

There is no pay associated 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](mailto: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.

# SPECIAL EDUCATION SUBSTITUTES

Thank you for your interest in providing substitute services 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.

# SKYWARD INFORMATION

## HOW TO SET UP YOUR SKYWARD ACCOUNT:

1. Go to [Skyward](#)
2. Click “Forgot your Login/Password?”
3. Enter your personal email address
4. You will receive an email with instructions to set up your account

## HOW TO VIEW YOUR PAYSTUBS:

1. Login to [Skyward](#)
2. Click Employee Information -> Check History (under payroll)
3. Click on an individual check number or select “Show Check”

## HOW TO REQUEST EARNED SICK AND SAFE LEAVE:

1. Login to [Skyward](#)
2. Click Time Off
3. Click on My Requests
4. Click Add
5. Enter the date and reason
6. Save

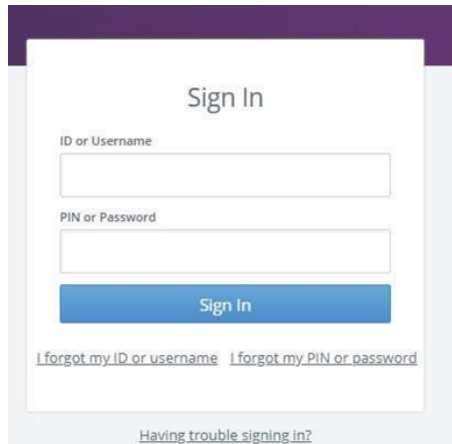
## HOW TO CHANGE YOUR ADDRESS:

1. Login to [Skyward](#)
2. Click Employee Information -> Personal Information
3. To update your address click Address and then Request Changes

## USEFUL FORMS:

- [Direct Deposit Authorization Change Form](#)
- [Name Change Form](#)
- [W-4 Form \(Federal\) & W-4 Form \(MN – State\)](#)
  - If you complete a federal W-4 form you are required to complete the state W-4 form as well. If you do not complete a state form when updating your federal withholdings, the district is required to withhold tax at the single filing status with zero allowances. You are not required to complete a federal W-4 form if you are only updating your state W-4 form.

# FRONTLINE INFORMATION



The screenshot shows a 'Sign In' form with the following elements:

- Title: Sign In
- Input field: ID or Username
- Input field: PIN or Password
- Button: Sign In
- Links: [I forgot my ID or username](#) and [I forgot my PIN or password](#)
- Footer link: [Having trouble signing in?](#)

## SIGNING IN

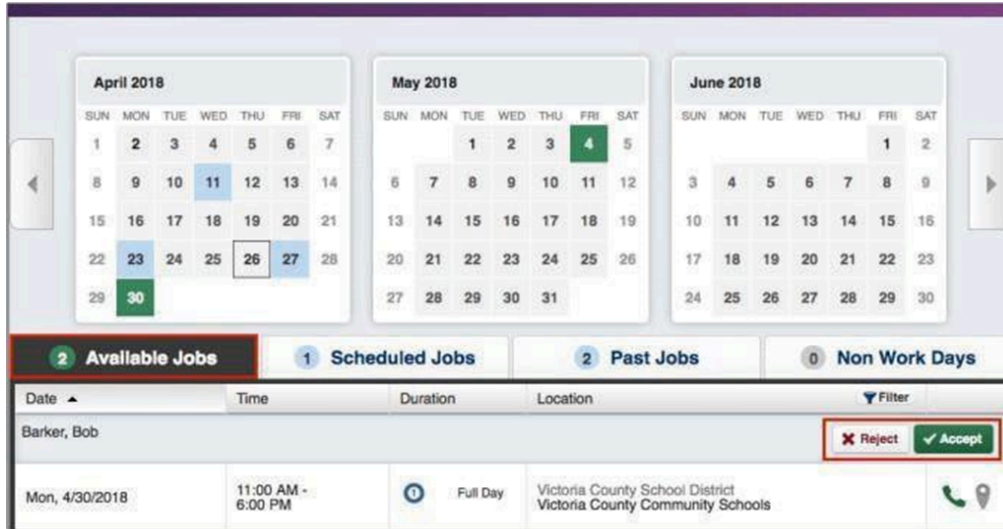
To log in to the absence management application, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar. The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In. Or you can go to [app.frontlineeducation.com](http://app.frontlineeducation.com) 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).



## 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.



# Employees/Personnel

***For the most up-to-date versions of School Board policies, please see the school district's website. School Board policies and procedures are subject to change at any time.***

## **Equal Employment Opportunity**

The Eastern Carver County School District prohibits discrimination in any form on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, familial status, age, family care leave status, or veteran status. The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment. It is the responsibility of every school district employee to follow this policy.

[Link to Board Policy 401](#)

## **Disability Nondiscrimination (staff and students)**

The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals regarding job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

[Link to Board Policy 402](#)

## **Public & Private Personnel Data**

All student data maintained by a school district is private educational data under the law. Student data can only be provided to the student who is the subject of the data and his or her parents. Virtually all records maintained by a school district regarding students are private if the name of the student or provide a basis for identifying a student. The willful violation of a

student's privacy rights constitutes a misdemeanor offense and is grounds for employee discipline.

The District will comply with requests for public information as they are received in accordance with state and federal law and school district policy.

[Link to Board Policy 406](#)

### **Employee Publications, Instructional Materials, Inventions and Creations**

The School District will 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.

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, 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, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for three 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, inventions, and/or creations, including domestic and foreign patents and copyrights.

[Link to Board Policy 409](#)

### **Family and Medical Leave Act of 1993**

The Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least 12 months and have worked a minimum of 1,250 hours during the 12 months prior to the requested leave.

[Link to Board Policy 410](#)

### **Expense Reimbursement**

ECCS 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 is paid at the current IRS rate. Mileage must be documented, approved by a supervisor, and submitted for reimbursement.
- Mileage is reimbursed from the employee's regular job location to temporary job location.
- Mileage is not reimbursed from the employee's home to work, regardless of multiple times during the day or on weekends.
- Purchasing cards should be used generally only for travel and emergency needs, when submitting a purchase order and invoice within Skyward is not feasible.
- Turn in mileage and expense reimbursement monthly or at a minimum every 60 days from when expense incurred.
- Employees utilizing district funds to pay for airline travel are required to ensure credits/benefits issued by any airline accrue to the benefit of the district rather than the employee.
- Should the airline not honor a transfer or assignment of credit or benefit from employee to district, the employee must report receipt of credit or benefit to the designated administrator within 90 days of receipt of credit or benefit.
- Reimbursement for airline travel will not be made until such documentation is provided.
- Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel will be required to utilize those credits or benefits toward any subsequent airline travel related to district related purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- Use of a rental car must be pre-approved by the employee's supervisor.
- The maximum reimbursement for meals per person (includes the cost of the meal, tax & tip) is as follows: \$74 per day; or \$18 for breakfast, \$20 for lunch, and \$36 for dinner.
- Reimbursement for meals per will be based on actual expenditures: individuals must provide receipts for meals.
- Itemized receipts are required for any meal reimbursement over \$15 or the employee will not be reimbursed.
- The cost of alcoholic beverages will not be reimbursed.
- Group meal reimbursement requests must include the names of the individuals and the purpose of the meeting.
- **All shipped purchases must be sent to a district school building. Shipping to personal addresses is prohibited.**

[Link to Board Policy 412](#)

### **Harassment and Violence**

It is the policy of the School District 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, 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. It shall be a violation of this policy for any employee to harass or inflict, or threaten to inflict, violence upon a pupil, teacher, administrator or other school personnel.

The School District will discipline or take appropriate action against any pupil, teacher, or administrator or other school personnel who is found to have violated this policy. The District prohibits retaliation against individuals who participate in the complaint process.

Any person who believes he or she has been the victim of harassment or violence, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy, should report the alleged acts immediately to the building principal or their department supervisor. A person may report harassment or violence directly to the Director of Human Resources or Superintendent of Schools.

[Link to Board Policy 413](#)

### **Mandatory Reporting of Maltreatment of Minors**

The State of Minnesota requires that school district employees who know or have reason to believe that a child is being neglected or physically or sexually abused must immediately report the information to the proper authorities. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment. Submission of a good faith report under Minnesota law and this policy will not adversely affect the employee reporter's employment.

[Link to Board Policy 414](#)

### **Chemical Use Prevention & Intervention**

Chemical use and abuse constitute a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Our school district has a role in education, intervention, and prevention of chemical use and abuse. ECCS will take appropriate action against persons who violate district policy or law. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting or on school grounds. The school district provides an instructional program related to chemical prevention and abuse in all schools.

Employee Responsibilities:

- If an employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location, the employee shall immediately either take the

student to an administrator or notify an appropriate administrator and continue to observe the student until the administrator arrives.

- If an employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location, the employee shall notify the building administrator.

[Link to Board Policy 417](#)

### **Drug-Free Workplace/Drug-Free School**

Use of controlled substances, toxic substances, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of policy for any employee to use alcohol, toxic substances, or controlled substances in any school location. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

[Link to Board Policy 418](#)

### **Tobacco-Free Environment**

The Eastern Carver County School District is committed to providing a healthy, safe, and productive environment for employees. It shall be a violation of policy for any employee to smoke or use tobacco, tobacco-related devices, or electronic cigarettes 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. This prohibition includes all school district property and all off-campus events sponsored by the school district. Employees who violate this policy shall be subject to discipline.

[Link to Board Policy 419](#)

### **Communicable Disease**

Students and staff of the school district should be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases. This requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are infected.

Employees should maintain a healthy environment and work to ensure continuity of the educational process. Employees should also ensure that the condition is not a threat to self or others.

[Link to Board Policy 420](#)

### **Gifts to Employees**

ECCS recognizes that students, parents, and others may wish to show appreciation to school district employees. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district.

"Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

Employee Responsibilities:

- It shall be a violation of this policy for any employee to solicit, accept, or receive either by direct or indirect means a gift from a student, parent, or other individual or organization of greater than \$5.00.
- A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value (\$5.00 or less) of a promotional or public relations nature.
- Any employee considering the acceptance of a gift shall confer with administration for guidance related to the interpretation and application of this policy.

[Link to Board Policy 421](#)

### **Copyright**

ECCS 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 include:

- Follow District guidelines for all copyright materials.
- See Staff Policies on-line for detailed procedures you are responsible for following.
- 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.

[Link to Board Policy 431](#)

## **Nepotism**

Eastern Carver County Public Schools is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to a potential for perceived or actual conflicts, such as favoritism, conflicts of interest, and family discord, which can be carried into the daily working relationship, Eastern Carver County Public Schools will hire relatives of persons currently employed only if candidates for employment will not be working directly for or supervising a close relative.

“Close relatives” means spouse, grandparent, grandchild, parent, stepfather, stepmother, father-in-law, mother-in-law, child, stepson, stepdaughter, son-in-law, daughter-in-law, sibling, half-brother or sister, step brother or sister, brother-in-law, sister-in-law, niece or nephew.

“Supervise” means the authority to recommend or approve the close relative’s appointment, promotion, salary level, performance evaluation, termination, or any other similar personnel actions affecting that employee.

The hiring supervisor is responsible for ensuring compliance with this policy including monitoring changes in employee reporting relationships after initial hire to ensure continued compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor. No exception will be made to this policy without the consent of the Director of Human Resources.

This policy shall not be interpreted to restrict the rights of students to enroll in or be assigned to classes taught by family members.

[Link to Board Policy 436](#)

# Students

***For the most up-to-date versions of School Board policies, please see the school district's website. School Board policies and procedures are subject to change at any time.***

## **Firearm and Weapons Prohibition**

No employee shall possess, use, or distribute a weapon when in a school location except as provided for in Board policy. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge. When an employee violates the district's weapons policy, law enforcement may be notified.

[Link to Board Policy 501](#)

## **Student Attendance**

The Minnesota Compulsory Attendance Law requires that every child between 7 and 16 years of age attend school. Regular attendance in school and punctuality are important factors in a student's success in academic work, including success in meeting state and local requirements for graduation. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, and acquire important lifetime habits such as dependability, self-sufficiency, and responsibility. Therefore, the purpose of this policy is to positively encourage regular school attendance and punctuality.

[Link to Board Policy 503](#)

## **Student Discipline**

The purpose of this policy is to ensure that students, families, and staff understand and follow the school district's discipline policy. The school district understands that behavior and actions of students are part of child development and learning. The intent of this policy is to establish

guidelines to assist in maintaining a supportive, safe, welcoming, and inclusive environment. It is the responsibility of the school district to take action when the guidelines established in this policy are not followed, impacting individuals and the school environment.

[Link to Board Policy 506](#)

### **Student Fundraising**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

There is a need for coordination of efforts to seek alternative funding and for responsible management of additional resources. If you plan to raise funds to enhance district-wide programs, school, or classroom activities, see the on-line policy guidelines **before** you begin.

[Link to Board Policy 511](#)

### **Bullying Prohibition**

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all reported complaints of bullying. Consequences for employees who permit, condone, or tolerate bullying or engage in an act or reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination of employment.

[Link to Board Policy 514](#)

### **Protection and Privacy of Student Records**

Eastern Carver County Schools recognizes its responsibility regarding the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district,

pursuant to the requirements of 20 U.S.C. §1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

[Link to Board Policy 515](#)

### **Student Medication**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, building registered nurse, trained health associate, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR).

The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.

[Link to Board Policy 516](#)

### **Student Rights: Surveys, Physical Exam, Marketing**

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

Parent/guardian must give consent before students participate in federally funded surveys on the following 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. Parental notice and opportunity to opt out is required for health screening (except for hearing, vision, scoliosis) or using student information for marketing purposes. In addition, parents/guardians may:

- Opt students out of surveys that ask for personal information if the surveys are not funded federally.
- Request to inspect the surveys before students take them.
- Parental notice and opportunity to opt out is required for health screening (except for hearing, vision, scoliosis) or using student information for marketing purposes.

- Opt students out of medical examinations or screenings that don't meet federal criteria.
- Request to Inspect curriculum materials.
- Deny use of personal student information for marketing, sales, or other distribution.

#### 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, and 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.

[Link to Board Policy 520](#)

### **Student Sex Nondiscrimination**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any education program or activity operated by the school district on the basis of sex.

[Link to Board Policy 522](#)

### **Technology and Internet Acceptable Use and Safety**

The school district provides employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. A non-exhaustive list of unacceptable uses of the school district's computer system and Internet resources is found in Board Policy No. 524.

[Link to Board Policy 524](#)

### **Hazing Prohibition**



No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated policy.

[Link to Board Policy 526](#)

### **Staff Notification of Violent Behavior by Students**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.

[Link to Board Policy 529](#)

### **Immunizations Requirements**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

[Link to Board Policy 530](#)

### **Pledge of Allegiance**

Students in Eastern Carver County Schools shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

A. By each individual classroom teacher or the teacher's surrogate; or

B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Anyone may, for any personal reasons, elect not to participate in recitation of the Pledge of Allegiance to the flag. Students and school personnel will respect another person's choice to not recite the pledge.

[Link to Board Policy 531](#)

### **Use of Peace Officers and Crisis Teams to Remove and Student, Including Students with IEPs, from School Grounds.**

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If any student, including one with an IEP, engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with Policy 532. Procedures include ECCS required Restrictive Procedures District Plan and forms. These can be found on our Insider.

[Link to Board Policy 532](#)

### **Wellness**

ECCS sets forth methods that promote student wellness, prevent, and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. The School District will have a Health Council to monitor, review, and revise as necessary the Wellness Policy. Employee responsibilities include:

- Staff will not use food or beverages as rewards for academic performance or good behavior (unless part of an IEP) and will not withhold food or beverages as a punishment.
- All foods offered or sold to students will meet the USDA Smart

- Snacks in Schools Nutrition Standards. The district will provide a list of suggested foods that meet these guidelines.
- Staff are to take advantage of nutritional learning opportunities across the curriculum.
- Staff are encouraged to integrate brief movement and/or physical activity breaks at appropriate times during the school day.
- Organizations are encouraged to follow the nutritional guidelines in this policy when conducting fundraisers.

[Link to Board Policy 533](#)

## Education Programs

***For the most up-to-date versions of School Board policies, please see the school district's website. School Board policies and procedures are subject to change at any time.***

### **Separation of Church and State**

ECCS 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. 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.

[Link to Board Policy 609](#)

### **Field Trips**

Field trips are supported as an adjunct to classroom curriculum and instruction and 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 include:

- Clearly define educational objectives for the field trip.
- See policy on-line for specific definitions and expectations.
- Consult the building principal regarding plans.
- Complete and submit appropriate Field Trip Request Forms for approval. These are found on the school district's website.

[Link to Board Policy 610](#)

## Non-Instructional Operations

***For the most up-to-date versions of School Board policies, please see the school district's website. School Board policies and procedures are subject to change at any time.***

### **Student Transportation Safety**

The purpose of Policy 709 is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

[Link to Board Policy 709](#)

## Buildings & Sites

***For the most up-to-date versions of School Board policies, please see the school district's website. School Board policies and procedures are subject to change at any time.***

### **Job Safety**

Safety is important for all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards from your workspace, and immediately reporting unsafe conditions to your supervisor. The District is committed to developing and maintaining a safe working environment.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions. This is not an exhaustive list, but it provides some ideas for ways to help keep you safe.

- Know the locations of exits, fire extinguishers, and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the nearest location of First Aid materials.
- Immediately report any safety hazards to your supervisor.
- Be aware of your surroundings.

### **Workers' Compensation/Reporting Accidents**

Workers' Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

To avoid possible delays in processing workers' compensation claims, it is very important that all work-related injuries are reported immediately.

In the event of an injury, you should immediately contact your supervisor. If your supervisor is not available, then you should contact the school district's work injury hotline service directly. To be most beneficial, the call should be made as soon as possible after the injury occurs. A nurse will answer the call and speak with the supervisor first (if available) and then privately with the injured employee to complete the First Report of Injury form and discuss next steps.

★ *SFM Work Injury Hotline: (855) 675-3501*

For additional information about this process, please contact the Human Resources Department.

### **Disposal of Obsolete Equipment/Materials**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

- Superintendent or Director of Finance authorizes disposal of all equipment and materials.
- State statute determines method of disposal based on value and type of asset.
- Items made available through public offering.
- Sale of assets to employees must meet the public offering test.
- Surplus computers may be given to certain entities without public offering.

[Link to Board Policy 802](#)

### **Waste Reduction, Reuse, Recycling**

Students, custodians, and nutrition services staff have primary responsibility for the recycling program. However, all staff will demonstrate support by modeling good recycling behaviors.

The following items require proper disposal by Building and Grounds staff:

- Any motor vehicle fluids (e.g. motor oil, brake fluid, transmission fluid, antifreeze)
- Mercury
- Appliances
- Fluorescent lamps
- Electronic devices
- Lead acid battery
- Yard waste

[Link to Board Policy 805](#)

## **Emergency Response**

All buildings have an emergency response plan and a crisis 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 Response Procedures” located near the door of every environment.
- Know the names of staff on your building’s Crisis Team which will be shared by building administration each fall during training.
- Know your role in responding to an emergency. This is especially important if you have direct responsibility for students.
- In the event of an emergency, you must respond.

[Link to Board Policy 806](#)

## **Health and Safety**

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.

ECCS currently has in place an Integrated Pest Management Program for control of insects and other pests inside school buildings. The District uses a similar strategy in controlling weeds on its grounds and athletic fields. At no time are any pesticides or herbicides used or applied when children are present in the building.

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.

[Link to Board Policy 807](#)