

2023-2024
Glencoe-Silver Lake Public Schools



Independent School
District # 2859

EMPLOYEE HANDBOOK

Table of Contents

Introduction

• Letter from the Superintendent	4
• Mission, Vision, Core Values	5
• GSL District Goals	5
• Contact Information	5
• Web Page	6
• Building Information	7

Employee Information & Responsibilities

• Absences/Leaves	8
• AESOP/Frontline	8-9
• Computer Data Access and Storage	9
• Confidentiality	10
• Conflict of Interest	10
• Crisis Management Plan of Action	11
• Discipline of Students	11
• Dress and Grooming Codes	12
• Drug-Free, Tobacco-Free District	12
• Employee Email	13
• Employee Publications.....	13
• Employee-Student Relationships	13
• Employment Background Screening	13
• Field Trips	14
• Flag Salute and Pledge of Allegiance	14
• Fundraising	14
• Gifts and Gratuities	14
• Harassment and Violence	15
• Hazing Prohibition	15
• Health Issue – Medication	16
• Injuries	16-17
• Keys	17
• Latex Balloon/Latex Glove Prohibition	18
• Leaving the Building.....	18
• Location of Policy Manual and Employee Handbook	18
• Mailboxes	18
• Mandated Employee Training	18
• Mandatory Reporting	18
• Meal and Break Periods	19

• Meetings/District Committees	19
• Mileage	19
• Payday	20
• Personal Property	20
• Photo Identification Badges	20
• Purchasing	20
• Reimbursement	21
• Seniority Lists	21
• Staff Bulletin Board	21
• Staff Development/Professional Leave Procedures	21
• Staff Parking	21
• Student Activities Information	21
• Student Educational Records	22-23
• Student Release During the School Day	23
• Student Sex Nondiscrimination	23
• Supervision of Students	24
• Teacher Licensing	24
• Telephones: Usage and Messages	24
• Time Clock	25
• Type III School Vehicles (Vans)	25
• Weather and Emergency Closing of School	25-26

Employer Responsibilities

• Air Quality Notification	27
• Americans with Disabilities Act (ADA)	27
• Asbestos Notification	27
• COBRA	27
• Comparable Worth/Pay Equity	27
• Copyright	28
• Employee Disciplinary Action	28
• Employment Background Screening	28
• Employment of Minors	29
• Equal Employment Opportunity Policy Statement	29-30
• Hazardous Materials	30
• Health and Safety Committee	30
• HIPAA	30-31
• Immigration Law Compliance	32
• Workers' Compensation.....	32-33

Appendix.....	34-53
----------------------	--------------



Glencoe-Silver Lake Public Schools

Independent School District #2859

*Proudly serving the communities of Biscay, Brownton, Glencoe, New
Auburn, Plato, and Silver Lake*

WELCOME TO THE GLENCOE-SILVER LAKE SCHOOL DISTRICT!

On behalf of the School District's School Board, principals, central administrators, and staff, I am pleased to welcome you to the District and to wish you success with your employment here. I hope that you will enjoy all the satisfaction that comes from a career in public education.

The Glencoe-Silver Lake School District is committed to providing the highest quality of educational opportunities to the children of our community. GSL serves residents from the communities of Biscay, Brownton, Glencoe, New Auburn, Plato and Silver Lake, as well as students from neighboring school districts.

This handbook was developed as a resource for employees, to describe some of the expectations the District has for its employees, and to outline the policies, programs, and benefits that are available to eligible employees. I hope you familiarize yourself with the contents of the Employee Handbook as soon as possible, for it will answer most of the questions that you may have about employment at GSL.

We believe that an employee contributes directly to the School District's ability to provide the best education possible to the children we serve. We hope that you will take pride in being a member of our team and that your experience with the District will be challenging, enjoyable, and rewarding. We "Get to" have a great year.

Again, welcome!

Christopher Sonju
Superintendent

Introduction

Mission: Creating a culture where education is valued, excellence is expected, and lifelong learning thrives.

#gslcultureofsuccess



Vision: To Connect To Lead To Inspire

Core Values:

- All students can learn
- All students are valued
- All students can be successful
- All students have gifts and talents
- All students have the right to a safe and positive learning environment
- All members of district are valued stakeholders

GSL District Goals/Worlds Best Workforce Goals

- **Goal #1** *Achieve school readiness before starting kindergarten*
- **Goal #2** *Achieve literacy by grade 3 for all students*
- **Goal #3** *Reduce the achievement gap among all racial, ethnic, and economic categories of students*
- **Goal #4** *All students will graduate from high school*
- **Goal #5** *Attain career and college readiness*

Contact Information

Accounts Payable	Lori Peterson	2492
Activities Director	Dean Schwirtz	2402
Assistant Business Manager	Donna Hammers	2495
Business Manager	Michelle Sander	2496
Community Education Director	Matt Muenchow	2696
Custodial Manager (Dashir)	Cullen Ober	2692
Food Service Manager (Chartwells)	Dan Hutchinson	2474
MARSS Coordinator/Food Service	Trisha Zajicek	2494
Payroll Coordinator	Pam Teubert	2497
School District Child Study Coordinator	Bill Butler	2677
School Nurse	Beth Jerabek	2446
Superintendent	Chris Sonju	2498
SWWC Special Ed Cooperative Program Lead Teacher (the program is located at Cosmos)	Dawn Holtz	320-877-7074
Technology Director	Jeff Jenson	2407
Transportation Manager (4.0 Bus Services)	Tina Teubert	320-864-3032

Web Page <http://www.gsl.k12.mn.us> – Information located on the website includes:

▪ Payroll:	▪ Employment opportunities:
Payroll forms	Job postings
Payroll schedule	Transfer requests/applications
AESOP/Frontline instructions for staff	AESOP/Frontline instructions for subs
Insurance policies	▪ Food service:
▪ School Board:	Menus
Minutes	Account balance
Agendas	▪ Student information:
School Board committees	Homework assignments
School Board phone numbers	Student email
▪ Infinite Campus (student accounting)	Grades
▪ Staff directory	▪ School District policies
▪ Activities calendar	▪ Business Office information:
▪ Activities and sports information	Employee handbook
▪ School news	Audit and fund balance
▪ School calendar	Budget
▪ School closings	Facility project
▪ Building information	▪ Online payments
▪ Webcasts	▪ Parent Portal
▪ Union Master Agreements	▪ Hot News items
▪ Employee Job Descriptions	▪ Staff Bulletin Board

Building Information

Lincoln Elementary Grades K-2	Lakeside Elementary Grades 3-6	GSL Jr/Sr High School Grades 7-12
1621 E. 16 th St.	229 Lake Ave.	1825 E. 16 th St.
Glencoe	Silver Lake	Glencoe
320-864-2666	320-864-2500	320-864-2400
Principal: Bill Butler	Principal: Bill Butler	Principal: Matt Foss
Assistant Principal: Joy Freitag	Assistant Principal: Joy Freitag	Assistant Principal:
Child Study Coordinator: Bill Butler	Child Study Coordinator: Bill Butler	Child Study Coordinator: Bill Butler
Counselor: Lisa Thomsen	Counselor: Lisa Thomsen	Counselors: Brittany Schmidt, Whitney Peters
Secretary: Kim Ruschmeier	Secretary: Lori Hatlestad	Secretary: Beth Rumrill
School Start Time: 8:00 a.m.	School Start Time: 8:00 a.m.	School Start Time: 8:07 a.m.
School End Time: 3:00 p.m.	School End Time: 3:00 p.m.	School End Time: 3:10 p.m.

District Office	Early Childhood Learning Center	Panther Field House/ Community Education	Bus Garage
1621 E. 16 th St.	1621 E. 16 th St.	1825 E. 16 th St.	2397 Hennepin Ave N
Glencoe	Glencoe	Glencoe	Glencoe
320-864-2491	320-864-2681	320-864-2690	320-864-3032
Superintendent: Chris Sonju	Coordinator: Tamera Zajicek	Director: Matt Muenchow	Transportation Manager: Tina Teubert
Hours: 7:45 a.m.-4:00 p.m.		PAC: Jane Goettl	

Employee Information & Responsibilities

Your position with the Glencoe-Silver Lake School District (GSL) is an important one. Each and every job contributes to the School District's successful operation and realization of its mission to meet the needs of all students by creating a culture where education is valued, excellence is expected, and lifelong learning thrives.

Absences/Leaves

Absences (unscheduled): If it is necessary for an employee to miss work, the employee must notify the building principal or their immediate supervisor prior to the beginning of the workday and follow District procedures. For any unscheduled absences, all employees are expected to call and notify their



supervisor as soon as possible. All employees should enter their own absence on the AESOP/Frontline sub calling system. Necessary arrangements can then be made to ensure continuity of work coverage. Times for notification will be determined by the building principal. If an absence lasts more than one day, the supervisor must be contacted on each day of the absence. Employees are expected to follow instructions from the supervisor regarding entering absences. In some cases, a physician's statement may be required upon return to work.

Employees who fail to notify supervisors at the beginning of the day on which an absence occurs, fail to follow department procedures, or who exhibit any pattern of regular absenteeism, will be subject to disciplinary /corrective action. Excessive absenteeism or tardiness may result in corrective measures up to and including termination. Employees are expected to report to their assigned work location on

time each scheduled work day.

Leaves (scheduled): If it is necessary for an employee to miss work for any reason other than their own illness or their child's illness, they must receive **prior** approval by reporting their absence through AESOP/Frontline. Employees should enter their own absence on the AESOP/Frontline sub-calling system.

AESOP/Frontline Absence Management

Automated Educational Substitute Operation (AESOP/Frontline) is an automated sub caller system. AESOP/Frontline has a paperless way for us to do our absence (leave) approvals. ALL staff will do their absence requests via AESOP/Frontline. All new hires will be sent an invitation, via email, to complete the registration process for AESOP/ Frontline access. This step must be completed to create your own user ID/PIN.



The AESOP/Frontline website is www.AESOPonline.com or you can go to the GSL website "Staff Resources," and to "AESOP." Absence Requests: You will create your absence. By creating your absence this also doubles as your absence request. (You can also create your absence (leave) request from your telephone 1-800-942-3767.)

As soon as you hit "save" or finish creating, this absence is emailed to your building principal or supervisor. Once he/she approves or denies your request with or without comments, it then is automatically emailed to the

superintendent for approval, again with or without comments. After the superintendent approves or denies, it is automatically emailed to Payroll for final approval.

Once Payroll has approved or denied your request you will receive an email back and at this point the absence is sent to the substitute pool. You can log into AESOP/Frontline at any point and see the status of your absence request.

Sick leave (self) and child sick leave (NOT medical) have been set up to bypass this approval procedure. You will still need to create your absence so that it goes to the substitute pool. With ALL other absence reasons you should know enough ahead of time to be able to get your absence created, approved and a substitute assigned.

If you are not familiar with AESOP/Frontline, you can get simple instructions on the GSL website under “District Info,” “Departments,” “Staff Resources,” and “Forms,” where you will find “AESOP QuickStart Guide for Employees.”

- When you create your absence, in the area titled “Notes to Administrator,” please put the reason for your absence; i.e., doctor appointment, aunt’s funeral, child ortho appointment, closing on house, wedding out of town, name of conference or reason for professional leave, etc.

REMEMBER: The absence you created does NOT go to the substitute pool until it has the final approval. Keep this in mind so that you create your absence in a timely manner to get your substitute in place.

For those of you who do not need substitutes (admin, etc., you know who you are), you will still need to create your absence (leave) request to get approval.

Computer Data Access and Storage

Only GSL staff members and properly authorized personnel, as provided by law, are to have access to data deemed confidential student data protected by the Governmental Data Privacy Act.



Authorized staff will not use or reveal data except in an official School District capacity. Staff will only use data, software, hardware, reports, etc., for which authorization has been granted. All applicable District, state, and federal privacy, network, and security mandates must be followed.

Security mechanisms are in place to protect the School District’s computer system. GSL reserves the right to view, monitor and record any use of this system without notice or permission.

Use of GSL’s computer system signifies acceptance of the District’s Technology Acceptable Use Contract (see Policy #524 for more information). Actual or attempted unauthorized use of this system constitutes a violation of this policy and is subject to all applicable GSL Schools, state and federal penalties and may be grounds for disciplinary action and civil and/or criminal prosecution. Each employee is required to sign an internet agreement.

Staff members should also be aware of the School District’s social media policy, Policy #430, Employee Use of Social Media. This policy addresses employees' use of publicly available social media networks including: personal web sites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. The District takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during District time or on District equipment is prohibited. In



addition, employees must avoid posting any information or engaging in communications that violate state or federal laws or District policies.

Confidentiality

Information you obtain as the result of your employment with the School District is confidential. Respect for the dignity of our students requires that you discuss any student issues with only those staff members and parents who need to know the information.

In addition to student information, confidentiality is expected in other areas including staff information or School District business information. The School District will comply with requests for public information as they are received in accordance with state law and School District policy. Requests should be directed to the appropriate building or the District Office for processing.



Confidentiality of Personnel Records: Personnel files are maintained for all GSL employees. Any change in name, address, phone or emergency contact should be reported to your supervisor and to the District Office.

Personnel files are considered confidential, but individual personnel files are available for inspection and for use by District administration and appropriate supervisors for job-related purposes. Employees desiring to examine a personnel file should contact the District Office and schedule an appointment.

Employees may request copies of materials contained in their personnel file. There may be a small photocopying charge for this service.

Information on employee's job performance, home address and home telephone number is considered confidential. Requests regarding these items will not be honored (except to District administration and appropriate supervisors for job-related purposes) unless we have the employee's written permission. The District will, however, provide information requested by appropriate law enforcement or governmental agencies. Refer to Policy #406 for more information.

Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit you or another party because of your relationship with GSL. All employees are asked to avoid outside activity involving obligations that may compete or be in conflict with the best interests of the School District. Employees are asked to disclose the facts of any transaction that may be considered a conflict of interest before the fact or as soon as the facts become known to you. If you are currently in a situation that may present a conflict of interest, contact the superintendent.

Employees of the District are expected to exercise good faith and caution to make certain that their outside activities and relationships, as well as financial interests, do not conflict with their role at GSL. It is improper for employees to use their position or any knowledge that is gained as a direct result of employment with the GSL facility or equipment for private gain.



Crisis Management Plan of Action

GSL has developed a detailed crisis plan designed to address virtually all potential crises that may occur. The protocols and responsibilities prescribe appropriate actions, responses and responsibilities of staff in the event of an emergency. Building level crisis plans have been developed to address concerns at the individual buildings. Contact your building principal for questions or concerns about what to do in the event of a crisis.

Discipline of Students

The Code of Student Conduct describes a good school environment as a place for being positive, not negative; helping, not punishing; and turning unacceptable conduct into acceptable conduct. Teachers and administrators strive to use a variety of informal disciplinary or guidance strategies, prior to, during, or after formal disciplinary action as set forth in the *Code of Student Conduct*. Teachers have full disciplinary authority over every student in their classrooms within the guidelines established by School District Policies and administrative rules and regulations.

Corporal Punishment: Staff may not use corporal punishment. Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by a District employee is strictly forbidden. Restraining force may only be applied in order to prevent a student from injuring himself or others. Force used beyond restraining force is not allowed.

The moderate use of physical force or physical contact by a teacher or principal may be necessary to maintain discipline or to enforce school rules. The use of such reasonable force by a teacher or principal may be necessary to protect themselves or other students from disruptive students.

GSL has implemented comprehensive programs for the alternative control of discipline. These programs include, but are not limited to, counseling, in-school and out-of school suspension, parental involvement, alternative education programs, and other forms of positive intervention.



Dress and Grooming Codes



As GSL employees, we are judged not only by our service but also by our appearance. Our expectation is that your appearance is consistent with the high standards we set for ourselves as a District. You are expected to present a well-groomed, business-like appearance and to practice good personal hygiene. Remember, to our students, parents and the public, you are GSL.

All employees are expected to be suitably attired and groomed during working hours or when representing the interests of the District. Dress and grooming codes are to be nondiscriminatory. *Clothes that may be appropriate for physical teachers may not be appropriate for classroom teachers.* The following will serve as our guidelines:

- ✓ Pants, khakis, skirts, and dresses (no shorts)
- ✓ Polo shirts, dress shirts, and blouses (no strapless, spaghetti straps, tank tops)
- ✓ Capris that are at least knee length
- ✓ Leggings/Yoga Pants that are covered by a skirt or shirt
- ✓ Shoes appropriate to your work assignment (no flip flops)

Drug-Free, Tobacco-Free District

GSL is committed to maintaining a drug-free work and campus environment in compliance with The Drug-Free Workplace Act of 1988 and The Drug-Free Schools and Communities Act Amendment of 1989. A copy of policies #417, Chemical Use and Abuse, #418, Drug-Free Workplace/Drug-Free School, and #419, Tobacco-Free Environment, is available at the District Office and on the School District's website.

Drug abuse by employees interferes with the educational and work process and compromises the safety and well-being of staff and students. Employees are expected to conduct themselves in a manner consistent with the following provisions:

- Employees on duty or on School District property will not manufacture, distribute, dispense, possess or use illegal drugs, nor will they be under the influence of such drugs.
- Employees on or off duty will not influence students to use illegal or abuse legal drugs.
- An employee convicted, adjudicated guilty, or who has entered a plea of guilty for any criminal drug statute violation occurring in the workplace shall notify GSL within 48 hours after final judgment.
- It is unlawful for any person to sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance, in/on, or within 1,000 feet of a public or private elementary, middle, or secondary school. **Use of tobacco including electronic cigarettes is prohibited in all buildings and grounds of GSL.** Use of tobacco is also prohibited in any motor vehicle owned, leased, or otherwise operated by GSL.



Employee Email

The District technology director will establish email accounts for employees. Email should be work related. The District recognizes that personal email may appear on the employee's account. Employees should not respond to personal email accounts unless on breaks or during lunch. Email addresses are standardized to begin with the employee's first initial, followed by last name, and @gsl.k12.mn.us. For example, Nancy Jones' email address would be NJones@gsl.k12.mn.us



All staff should review their email several times throughout the day. However, email should not be accessed or used during instructional time.

You can also access your email from another location. Go to GSL's website, then to "Staff Resources," and to "E-Mail/Office 365 Login." It is a good idea for staff to check emails periodically over the summer because frequent updates are sent out from the Superintendent's Office.

Employee Publications

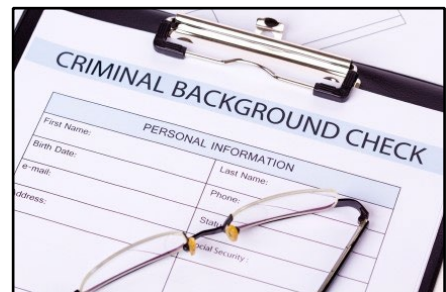
The School District has proprietary rights to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the School District. Policy #409, Employee Publications, Instructional Materials, Inventions and Creations, is available on the website or at the District Office.

Employee-Student Relationships

All school personnel are strictly prohibited from engaging in unacceptable relationships and/or communications with students. This includes, but is not limited to, the following: dating, any form of sexual touching or behavior, making sexual, indecent, or illegal proposals, gestures, or comments, and/or demonstrating any other behavior which gives an appearance of impropriety.

Employment Background Screening

All offers of employment are conditioned upon the District's receipt of a pre-employment background screening investigation that is acceptable to the District at the District's sole discretion. Any applicant who refuses to sign a release form will not be eligible for employment. All background screenings are done only after a person has received a disclosure and signed a release. The employee is responsible for paying the \$25 fee for completing the background check. A background check is required for all new employees unless one was done by another school district within the last year (a copy must be provided by the other school district to the District Office). For more information, see Policy #404, Employment Background Checks, available on the School District's website or from the District office.



A Minnesota statute requires all volunteer coaches to have a background screening investigation completed.

Field Trips

Field trips for students are permitted if they have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs.

In the planning of field trips, absences from school should be restricted to the least number of school hours possible. **All activities involving overnight stays must receive prior authorization from the School Board.**



The educational purpose and length of the field trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in Student Handbooks. A signed parental permission form must be on file at the school prior to the student's participation. Requests for packed lunches for single day trips must be submitted in advance to the school's food service manager. Students approved for free or reduced price meals receive the same meal benefit for packed field trip lunches.

Flag Salute and Pledge of Allegiance

The flag and the pledge of allegiance to the flag are important symbols of the democratic heritage of the United States. Each elementary and secondary school shall conduct the pledge of allegiance to the flag of the United States at the beginning of the day at a minimum of once per week per Policy #531, yet our District will attempt to do this each day.



Fundraising

The sale of any item on School District property is expressly prohibited without prior approval of the principal and the School Board. The School Board approves fundraiser requests at their June and January meetings. All employees must comply with all procedures in School Board policies when conducting or participating in fundraising activities. All monetary collections are subject to an annual audit. See Policy #511, Student Fundraising, or check with your building principal, for more information.

Gifts and Gratuities



As a representative of a public employer, it is essential that your work is perceived as being free from external influences. It is our policy to decline gifts, gratuities or favors from any outside organizations or individual doing business or seeking to do business with the School District. Gifts of nominal value may be accepted. Larger gifts should be graciously declined. If you have any questions regarding gifts, please contact the District Office.

Harassment and Violence

It is the policy of the Glencoe-Silver Lake School District to maintain a learning and working environment that is free from harassment and violence. The School District prohibits any form of harassment and violence. It is a violation for any student or school personnel of the school district to inflict, threaten to inflict or attempt to inflict violence prohibited by this policy upon any student or school personnel or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender, or disability.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence prohibited by this policy and to discipline or take appropriate action against any student or school personnel who is found to have violated this policy. Violations should be reported to the building principal or the District Human Rights Officer, the superintendent. The complete policy, #413, Harassment and Violence, is available on the website.



Reporting Procedure: Any person who believes he or she has been the victim of religious, racial, gender, or sexual harassment or violence by a student or school personnel, or any third person with knowledge or belief of conduct that may constitute religious, racial, gender, or sexual harassment or violence towards a student or other school personnel should report the alleged acts immediately to an appropriate School District official as designated by this policy.



- **The building level:** The building principal is the person responsible for receiving oral or written report of alleged religious, racial, gender, or sexual harassment or violence.
- **District level:** The School Board designates the superintendent as the Human Rights Officer to receive reports or complaints of religious, racial, gender, or sexual harassment or violence from any individual, employee, or victim of harassment and also from the building principals.

Submission of a good faith complaint or report of harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments. The School District will respect the confidentiality of the complainant, the individual(s) against whom the complaint has been filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take appropriate action when the conduct has occurred.

Hazing Prohibition

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

No student, teacher, administrator, volunteer, contractor or other employee of the School District will plan, direct, encourage, aid or engage in hazing. No teacher, administrator, volunteer, contractor or other employee of the school district will permit, condone, or tolerate hazing. This applies to behavior that occurs on or off school property and during and after school hours.

Any 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 this policy. Policy #526, Hazing Prohibition, is available on the website.

Health Issue – Medication

All medical emergencies must be immediately reported to the principal. In life-threatening situations, trained school personnel may administer first aid.



All school personnel are prohibited from providing medical treatment or dispensing medication unless they have been trained and are the principal's designee for medication administration. Questions or concerns regarding medical treatment or the dispensing of medication should be directed to the principal or designee. Students who are using any medications should be referred to the nurse or health aide's office. All medications must remain in the nurse's/health aide's office and be securely locked.

See Policy #516 – Student Medications – for more information.

Minnesota Law permits children to carry or have immediate access to their EpiPens at all times as deemed appropriate by their parents and the medical professional who prescribed the EpiPens. The school will need to have on file a written authorization from the parent and the medical professional indicating that a student possesses an EpiPen. School officials encourage parents to store additional properly labeled EpiPens with the school nurse.

Injuries

Employees must report work injuries right away – Employees who are injured during work hours at GSL are covered by Workers' Compensation Insurance. It is the employee's responsibility to immediately notify the immediate supervisor and the Health Office – or in the absence of the supervisor – the next available supervisor. The employee should complete the accident report form (available in the Health Office). The supervisor must complete the supervisor's report of accident form within 24 hours after being notified of the accident. This supervisor will notify the District's Workers' Compensation Officer and a First Report of Injury will be submitted to the company's insurer on your behalf.

If an employee is injured while on duty (no matter how minor an on-the-job injury may appear), the employee or the immediate supervisor should file an accident report immediately. The accident report is then forwarded to the District Office. Immediate first aid will be provided if required and, if necessary, the employee will be sent or taken to a physician for additional care. Injured employees are encouraged to seek immediate medical attention.

The workers' compensation claims coordinator will help the employee and the employee's supervisor arrange for appropriate medical treatment. Injured employees will be referred to Glencoe Regional Health Services (GRHS). If the employee has a serious accident or a serious health emergency, information in the District system provided by the employee will be used to make designated contacts and, therefore, this information should be kept up to date at all times. Accident report forms are available at all building sites from the Health Office and in the "staff information" area of the website.



Contact information for the employee to give to the Clinic is available from the District Office.

Neither the employer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity arranged by the employer.

Employees will be brought back to work as soon as medically possible – The Glencoe-Silver Lake School District supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position within our organization compatible with any physical restrictions they may have. We believe this practice serves the best interests of our employees and organization.

The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents. It also helps control Workers' Compensation costs.

Current positions may be modified to fit the medical limitations of injured employees by modifying workstations, altering specific tasks or working reduced hours. If this is not possible, temporary transitional jobs may be made available either with your department or through a temporary assignment with another department. This return-to-work program is an important part of our organization's commitment to manage work-related injuries in a way that's best for our employees and for this organization.

The Workers' Compensation plan is administered by a private insurance company who will be notified by the District Office. You will be contacted by a representative of the administering company. Additional information on Workers' Compensation Insurance is available through the District Office.

Fraud is not tolerated – Workers' Compensation fraud is a punishable crime. Our organization and our insurer have a "zero tolerance" policy for fraud. Offenders will be prosecuted. If you think you see fraud happening, tell a supervisor or manager right away, or call our insurer, SFM, at (800) 937-1181. Your tip will be investigated and kept strictly confidential.

Keys/Key Fobs

The building and facilities are secured using keys that are strictly controlled by the principal/principal designee. The following procedures must be followed regarding keys:



- Keys/Key Fobs are issued to new employees by the principal/principal designee.
- All personnel must take personal responsibility for the keys they are issued.
- Staff will be issued only those keys that are associated with the areas they normally work, e.g., classrooms, faculty lounge, departmental offices, etc.
- **Under no circumstances are school keys to be given to students or other people.**
- Keep constant control of keys.
- Illegal or unauthorized duplication of school keys is a violation of the School District's policies; therefore, do not attempt to have keys duplicated by any person or company.
- **Report missing or stolen keys immediately to the principal or designee.**
- Employees that retire, resign, or are terminated, are required to turn in all Keys and/or Key Fobs to their Supervisor.

Latex Balloon/Latex Glove Prohibition



A certain segment of the population is allergic to latex products. This allergy can cause substantial health risks. This is particularly true of latex balloons and gloves because of their stretchability which causes the powder-like substance on them to become airborne and to allow the latex to also become airborne. Natural rubber latex balloons and gloves are prohibited from school buildings at all times. They are also prohibited from all school-sponsored activities, both on and off school premises. Policy #907.1, Latex Balloon/Latex Glove Prohibition, is available on the website.

Leaving the Building

All staff members are expected to sign out before leaving the school building at any time, and for whatever reason, during the regular school day. Staff members must secure the approval of an administrator before leaving the building, other than during designated lunch.

Location of Policy Manual and Employee Handbook

A master copy of the School District policy manual is available for staff members to review in the District Office. All policies are accessible to employees and the public on the website. Go to www.gsl.k12.mn.us, then go to “District Info,” and to “Policies.”

The *GSL Employee Handbook* is available on the School District’s website. Go to the website, select “Staff Resources,” then “Employee Handbook.” The employee handbook is updated each school year and **it is the responsibility of each staff member to read and act in accordance with the rules and regulations prescribed in the *GSL Employee Handbook*.**

Mailboxes

Mailboxes are located in each school building. Since confidential and personal material may be placed in the mailboxes, staff members should not allow any student to pick up his/her mail or other material from his/her mailbox. No person should put any material in another employee’s mailbox (unless union material) without permission of the administration unless it is school business or related material.



Mandated Employee Training

The School District annually trains all employees regarding emergency procedures, workplace dangers and hazards including Blood Borne Pathogens and Employee Right-To-Know regarding potential hazards the employee might encounter.

Mandatory Reporting

Minnesota Statutes have identified school employees as mandatory reporters of suspected child abuse, neglect, and mental or physical injury to children. Employees who suspect potential abuse should immediately contact their building principal for assistance in making the report. The Department of Human Services or Police Department must be notified within 24 hours, and a written report must be prepared and sent to the appropriate agency within 72 hours of the suspected abuse incident. See Policy #414, Mandated Reporting of Child Neglect

or Physical or Sexual Abuse, and Policy #415, Mandated Reporting of Maltreatment of Vulnerable Adults, for more information.

Meal and Break Periods

The District recognizes that appropriate breaks are important to your well-being and effectiveness on the job. For support staff who are paid hourly, if you work 6.5 consecutive hours or more, you will be given a 30-minute unpaid meal break. Generally, you may take a paid 15-minute break for every four hours worked if workload and staffing needs allow. **In a 6.5 hour day, you are entitled to only one paid 15 minute break per day.** Unused breaks do not apply to overtime calculations, and breaks and meal breaks skipped will not allow an employee to leave work early before the end of their regular workday.

Lunch is served in all of the district's school buildings, Lakeside and Lincoln Elementary, and GSL JR/SR High School. Cost for an adult lunch is \$4.20 per lunch. Each employee is assigned a food service code to enable them to utilize the District's point of sale lunch software program. Contact Trisha Zajicek at the District Office x 2494 to have a lunch ID number created upon receipt of your first deposit. All lunch accounts are pre-paid or meals may be paid for one at a time. **No negative balances or charging is allowed.** Money can be given to your building secretary or sent to the District Office.

Meetings/District Committees

Communication among staff members is an essential tool for effective delivery of services. The administration will attempt to schedule necessary meetings within the normal workday of staff. Please contact your building principal/committee chair about required meetings and times. Staff members are expected to comply with all directives regarding required meetings.

Mileage

GSL maintains a fleet of school vans that may be available for staff travel for school-related activities. In the event that a school vehicle is not available, staff may use their personal vehicle. The District will reimburse employees for the use of a personal vehicle at the rate per mile specified by the IRS as the limit of allowable deduction of business expense mileage costs. Pre-authorization to use your own vehicle and for reimbursement must be approved by your building principal or supervisor.

Any employee who drives between buildings on a regular basis is required to submit a copy of their driver's license and proof of vehicle insurance before reimbursement will be approved. Proper odometer readings must be maintained for reimbursement.

A travel log must be completed and attached to a reimbursement claim form in order for the employee to be reimbursed for mileage when using their personal vehicle. Both forms are available on GSL's website.

Payday



Employees are paid two times each month. Paydays occur on the 15th and last business day of each month. If the 15th lands on a Saturday, payday is Friday, and if the 15th lands on a Sunday, payday is Monday. GSL's payroll system is paperless. This means that all paychecks are directly deposited into an account that is established by you. All direct deposit statements are available online. Go to GSL's website, "District Info," "Departments," "Staff Resources," and to "Employee Self Service (ESS)." This website also allows you to view other useful information.

Questions regarding direct deposits should be directed to Pam Teubert at the District Office x 2497.

Certain required deductions are made from employee earnings. These include federal and state withholding tax, social security and Medicare (to the annual maximums governed by federal law), and pension plan contributions (for those eligible to join the retirement plan). Other deductions authorized by the employee may include: voluntary tax sheltered annuity contributions, health savings accounts, health and dental insurance contributions, voluntary life, professional dues, Panther Field House memberships, garnishments, and flexible benefits. Questions regarding paychecks or pay statements should be directed to Pam Teubert at the District Office.

The principal or supervisor is responsible for the overseeing and recording of hours worked by staff.

Personal Property

GSL does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, we advise you to not carry unnecessary amounts of cash or other valuables. If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. Any loss or theft of property must be reported to the building principal.

The School District reserves the right to inspect or search personal property in appropriate circumstances. Information or data transmitted or stored on GSL's electronic equipment and facilities, including voice mail, email, computers and shared access computer facilities is not considered private. Such information and data may be considered as GSL District confidential information.

Photo Identification Badges



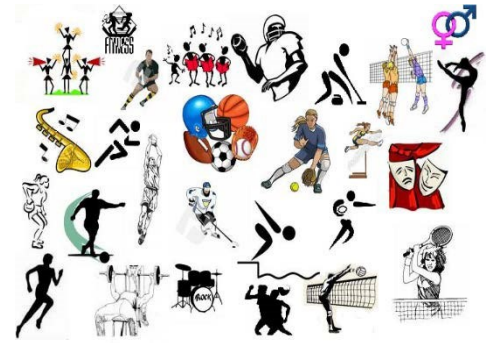
Identification badges will be provided to all employees. Your name badge is an important part of your work attire. It lets students, parents, coworkers, vendors and the general public know who you are. It is an important part of providing a secure environment for our students to ensure that everyone who enters our schools is identified. **You need to wear the name badge any time you are at work.** It should be worn in a visible spot on the upper portion of your body.

Visitors are required to wear a visitor badge. If you see someone in the building without an ID badge, direct them to the principal's office.

Generally, identification badge photos are taken during student picture days. The District Office is able to order ID badges when needed during the school year. Contact the District Office if you need an identification badge.

Purchasing

All purchases must be pre-approved by the building principal or supervisor. The Secretary enters information into the online purchase request system. **The District will not honor invoices or reimbursement requests resulting from employees who ordered or purchased products without having received prior approval of the administration.**



Reimbursement

Reimbursement claim forms are used when timelines do not permit the processing of the purchase order system; however, prior approval is still needed. The ship to address must display a School address either Lakeside Elementary, 229 Lake Ave S., Silver Lake, MN 55381 or Glencoe-Silver Lake School, 1621 16th St. E, Glencoe, MN 55336. A receipt of purchase must be submitted with the reimbursement form with your signature, date, proof of payment, packaging slip, principal/supervisor signature on all reimbursement forms, accounting code, and description of what it was for. The form is available on GSL's website. See Policy #412, Expense Reimbursement, for more information.



All payments for bills, vouchers and reimbursements must be approved by the principal or supervisor before being sent to the District Office. Checks are issued twice a month so plan ahead when you submit a request for a check for a workshop or conference. Tax that is paid on a purchase is not an allowable reimbursable expense.

Seniority Lists

Seniority lists for each employee bargaining unit are published each year and posted in each building. Employees are responsible for identifying discrepancies and notifying the District Office in writing within the timelines prescribed by the appropriate employee bargaining unit.



Staff Bulletin Board

An online bulletin board is available for the personal use of staff. If you have an item to sell or are looking to purchase, or have an event you want to promote, you are invited to use the bulletin board. Send your information to Donna Hammers at the District Office. **School email is not to be used to share personal information with groups of employees.**

Staff Development/Professional Leave Procedures

Employees must submit requests to attend conferences, seminars, or other District business to the principal prior to arranging to attend the meeting. The "Individual Professional Development Request" form is available in the principal's office. The principal is responsible for reviewing all associated costs before the travel begins and verifying the expenses after the travel is completed. All required documents must be submitted to the business manager for verification and payment.

The employee must receive prior approval of their leave request through AESOP/Frontline. Go to the GSL website to “Staff Resources,” and to “AESOP.” (See the log-in information on page 8.)

Staff Parking

Parking is available at all buildings for staff in the main parking lot of each school. No parking permits are required. Main parking lot on the Glencoe campus is the North parking lot.

Student Activities Information

Activity and club advisors, supervisors, coaches, etc., should become familiar with the policies and procedures for the handling of money prescribed in the student activities fundraising policy, #511. Activity and club advisors, supervisors, coaches, activities director, and the principal are responsible for all activities; purchases, sales, and functions must be approved in advance by the principal.

All activity and club advisors are required to sign a Student Activity Purpose Form before any activity may take place. No expenses or revenues will be allowed without this form.

The student activities account must be used for all merchandise purchased by students. The appropriate Account form should be signed off on by the principal and the student representative.

Funds collected must be counted, recorded, and submitted **daily** to the building principal’s office. **No cash or checks should be stored in other locations such as desks or files.** Absolutely no money should leave the building and be taken home for “safekeeping.”

All financial records are the property of the school, are subject to audit, and must be retained. The District Office will retain the records for audit.

Student Educational Records

Cautions About Cumulative Records

- No students, parents, volunteers, or aides are to handle cumulative records at any time.
- Cumulative records in both electronic and paper form are confidential and are to be treated accordingly.
- Cumulative records must never be taken off the school grounds or left in classrooms overnight.
- **Use only legal names of students on legal records. Do not use nicknames.**

Guidelines for instructional staff in complying with the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) was enacted by Congress in 1974 to allow parents access to the educational records of their children and to protect the privacy of those records. The rights guaranteed to parents and eligible students include the following:



- The right to inspect and review the student's educational records upon request.
- The right to request the amendment of the student's educational records if it is believed to be inaccurate, misleading, or inappropriate.
- The right to consent to disclosures of personally identified information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to restrict the release of directory information.
- The right to file a complaint with the U.S. Department of Education of alleged failures of schools to comply with the requirements of FERPA.

The guidelines provided below are given to assist authorized personnel in maintaining compliance with FERPA:

- Care should be exercised in generating accurate, legitimate, and appropriate records, files, and documents which contain information that is directly related to a student. These are considered educational records and are eligible for inspection and review by the parent or eligible student.
- Personal notes generated as an aid to memory are not considered educational records as long as they are kept private by the maker of the record or shared only with a substitute or intern. If shared with others, they are considered student educational records.
- Employees of GSL have access to a student's educational records without parental permission only if they have legitimate educational interest. Legitimate work-related educational interest is defined as participation in making decisions about the student's educational program. Therefore, discussing information from a student's record in an open forum may be a FERPA violation. Accessing the record of a student for whom no legitimate educational interest exists is a violation of FERPA. Note: This includes accessing information for relatives, neighbors, friends, or the employee's own children.



Student Release During the School Day

Teachers are not authorized to release students from school. All students requesting release before the end of the school day will go to the principal's office.

Student Sex Nondiscrimination



All 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. The School District provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the School District on the basis of sex. It is the responsibility of every School District employee to comply.

The School Board designates the activities director as its Title IX coordinator. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other School District personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student, should report the alleged acts immediately to an appropriate School District official or may file a grievance.

A report form is available in each principal's office, the District Office, or on the website. The building principal is the person responsible for receiving oral or written reports of unlawful sex discrimination toward a student at the building level. Any adult School District personnel who receive a report of unlawful sex discrimination toward a student should inform the building principal immediately. The reporting party or complainant is encouraged to use the report form, but oral reports will be considered complaints as well. For more information, see Policy #522, Title IX Sex Nondiscrimination Policy.

Supervision of Students

You are responsible for the students assigned to your class. **Never leave any class or activity unsupervised.** If you need assistance dealing with a crisis or an emergency, use the telephone to alert the office staff and request assistance. If your class participates in a large group activity such as a school lyceum, you are to sit with and supervise your class.

Teacher Licensing

Certification - Teachers

All GSL teachers and administrators must meet the criteria for certification authorized by the Minnesota Department of Education. A copy of each teacher's most current license needs to be on file in the District Office before the beginning of school or upon receipt of a newly issued license. **Teachers are responsible for keeping their licenses current.**

Clock Hours

For teachers on five-year licenses, 125 clock hours need to be earned to renew one's license. Keep verification of clock hours and submit to respective committee(s) in a timely manner. GSL's Continuing Education Committee will review clock hours and determine whether to approve the request. Approval forms are available online. Teachers may go online with the Minnesota Department of Education and access the license renewal form

Telephones: Usage and Messages

Staff members will have access to telephones in virtually all classrooms and work areas. Classes will not be disrupted for incoming telephone calls unless an emergency arises. All buildings are equipped with a voice mail system that allows callers to leave messages.

Telephones are available for staff to facilitate home-school communication. Personal phone calls should only occur during scheduled work breaks, lunch or non-instructional times.

Telephone use by students will be confined to emergency calls only. Student requests to use the phone should be carefully screened. If teachers feel it necessary for a student to use an office telephone, a hall pass should be completed and brought by the student to the office.

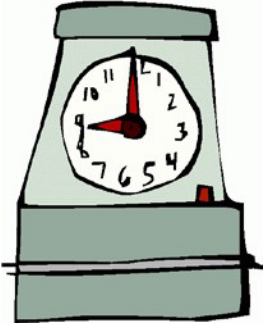


Employees needing to make long distance telephone calls from school for personal use should secure a personal calling card. Staff should not bill personal calls to the School District. Cellular telephones and beepers should not be used for personal reasons during instructional time.

Time Clock

Designated employees will use the automated time clock system to clock in their work hours. Employees will clock in via computer entry. Employees must clock in upon arrival and clock out when departing. No entries are needed for breaks or lunch.

All staff working on an hourly basis will use the time clock to clock in and out. All staff working with the after school program (teachers and support staff) will use the time clock to get exact hours and to cut down on the manual paper processing of hours. Early Childhood/Learning Readiness Teachers will use the time clock for the same reasons. This also includes all staff working for summer school (Migrant, ESY, Targeted Services, Enrichment, etc.) including teachers and support staff as well as substitute support staff.



All PCs in the district should have an icon on the desktop for easy access to TimeClock Plus so employees should be able to clock in or out on any computer. Your payroll ID number is the same number you use to log into ESS. Your password is the last four digits of your Social Security Number. Upon employment, instructions will be conveyed to you.

If you have problems, contact your building secretary or Pam Teubert x 2497 in the District Office.

Type III School Vehicles (Vans)

A Minnesota statute states all employees who drive school vehicles to transport students must complete the training and test each year. The completed test and a copy of the employee's driver's license must be submitted to the office of the business manager prior to driving a school-owned vehicle. Any employee with a traffic violation must report the information to the business manager. In addition, all employees who regularly transport students must also have drug testing. Contact the District Office for more information.



Weather and Emergency Closing of School

School closings due to emergency weather or other emergency reasons will be announced over the following radio and television stations:



Radio Stations

WCCO (AM 830)
KDUZ (AM 1260)
KARP (FM 106.9)

Television Stations

WCCO (Channel 4)
KSTP (Channel 5)
FOX (Channel 9)
KARE (Channel 11)

Employees will be notified by a phone call before the start of the school day (occasionally the night before) of weather and emergency closings through the School District's School Messenger calling system. Make sure the District Office is notified of any phone number changes during the year. Check with your principal for more information.

Community Education and Early Childhood and Family Education classes, as well as elementary and secondary activities, will not be held when school is closed due to inclement weather. When school is two hours late, there will be no ECFE or School Readiness classes for the day. For more specific information call 320-864-2499 and then dial 1, call the individual building activities lines, or go to the school's website.

Radio and TV stations will provide a specific closing time (for example: 12:00 noon), rather than listing it building by building. Buses cannot be at all four buildings at the same time, so dismissal times are staggered. Listed below are the scheduled times for a 12:00 noon early dismissal:

<u>Building</u>	<u>Dismissal Time</u>	<u>Building</u>	<u>Dismissal Time</u>
High School	12:00 noon	First Lutheran	11:50 a.m.
Lincoln	12:00 noon		
Lakeside	11:45 a.m.		

Generally, school will be in session if it is felt that the buses can make their routes in relative safety. However, when weather conditions are questionable, the District's road conditions are checked and a determination is made as to whether or not to start late, dismiss school early, or close.

Even if school is in session, parents are asked to assess their particular situation to determine whether or not it is safe for their child(ren) to attend school on a particular day. During inclement weather, parents may take their child(ren) home at any time during the day by reporting to the principal's office in the building the child(ren) attend(s).

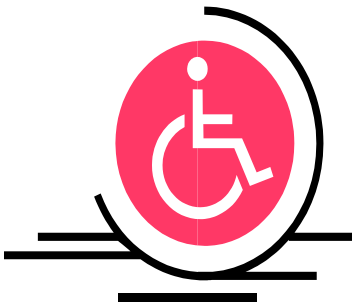
Employee responsibilities for delays, cancellations and early closings are defined in your employment contract. School closing protocol information is available in the employee handbook area of the website. Check with your building principal or union steward if you have questions.

Employer Responsibilities

Air Quality Notification

GSL has written an Indoor Air Quality (IAQ) Management Plan that describes our ongoing effort to monitor and improve the air quality in our buildings. Cullen Ober is the District's IAQ coordinator and is responsible for seeing that the management plan is implemented to prevent as many IAQ problems as possible and to quickly respond to any IAQ problems that may arise. The plan is available for inspection at the District Office.

Americans with Disabilities Act (ADA)



Children and adults with disabilities, including employees and applicants for employment, are welcome in all GSL District's facilities, programs, and activities. It is the policy of the School Board that no individual will be denied access or opportunity in employment, training or promotion, or in the provision of educational programs and services on the basis of disability, gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, or linguistic preference. It is our policy to comply with all of the requirements of the Americans with Disabilities Act (see Americans with Disabilities Act (ADA) of 1990 District Functions and Responsibilities).

Employees with a disability and needing to access special needs services should contact the building principal or superintendent.

Asbestos Notification

GSL has management plans prepared for all school buildings in the District. These plans are available for inspection at the District Office.

Cobra

Employees are eligible to continue group health, life, and dental coverage for a period of time following their departure as an employee of the School District. Information and forms can be obtained at the District Office.

Comparable Worth/Pay Equity

It is the policy of GSL to comply with the Minnesota State Law on Comparable Worth. After the initial study, a mechanism has been put into place to maintain results for current job classifications and to process new or revised job descriptions through the study mechanism in order to continue compliance with the law. Further details are available in the District Office.

Copyright

Definition: Copyrighted materials are defined as “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated.” Examples include, but are not limited to, literary, musical, pictorial, and audiovisual. GSL follows the copyright laws.



Employee Disciplinary Action

The purpose of disciplinary action is to correct, not to punish, work-related behavior. Each employee must maintain standards of performance and conduct as outlined by the immediate supervisor and institutional policy and to comply with applicable policies and procedures and laws. When an employee does not maintain the appropriate standards of performance or conduct, disciplinary action including, but not limited to, demotion, suspension, transfer, or dismissal may be taken.

When practical, the supervisor will give the employee notice of the unacceptable performance, an explanation of the supervisor's concerns, and an opportunity for the employee to provide an explanation for the behavior in question, before any form of disciplinary action occurs. Notice and an opportunity to explain will always precede major disciplinary actions.

Dependent upon the actual and potential consequences of the offense, employee misconduct may be considered minor misconduct or gross misconduct. Minor misconduct is that which is generally deemed by the supervisor as correctable by counseling and/or instruction through progressive discipline. Progressive discipline requires notice of concern and expectations to the employee through formal counseling and letter(s) of warning, with potential suspension, demotion, transfer, and termination. Gross misconduct is of substantial actual and/or potential consequence to operations or persons, typically involving flagrant or willful violation of policy, law, or standards of performance or conduct. Gross misconduct may result in any level of discipline up to and including immediate dismissal at the supervisor's discretion.

Employment Background Screening

Pre-employment screening and credentials verification is required by statute on all applicants who are offered and accept an offer of employment. **A Minnesota statute also requires all volunteer coaches to have a background check completed.** Contact the District Office for more information.



The purpose is to ensure that individuals who join this District are well qualified and have a strong potential to be productive and successful, and to further ensure that this District maintains a safe and productive work environment that is free of any form of violence, harassment, or misconduct. The policy to conduct preemployment background checks is a sound business practice that benefits everyone. It is not a reflection on a particular job applicant.

Therefore, all offers of employment are conditioned upon the District's receipt of a pre-employment background screening investigation that is acceptable to the District at the District's sole discretion. Any applicant who refuses to sign a release form will not be eligible for employment.

All pre-employment background screenings are conducted by a private agency to ensure privacy. All screenings are conducted in strict conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. All reports are kept strictly confidential, and are only viewed by individuals in this District who have direct responsibility in the hiring process. All screening reports are kept and maintained in your personnel file. All background screenings are done only after a person has received a disclosure and has signed a release. The employee or volunteer coach is responsible for paying the \$25 fee for completing the background check.

Employment of Minors

No one under 18 years of age will be employed without providing proper proof of his or her age in an age certificate, birth certificate, or driver's license. Minors will be employed only in accordance with the state child labor laws and School District policies. This policy is in accordance with both state and federal law that regulates hiring of minors – persons under 18 years of age. In the Fair Labor Standards Act the minimum age of 16 was set for general employment, but for those occupations that the Secretary of Labor determined to be hazardous, the minimum age is 18. A high school student under the age of 18 will not be permitted to work after 11 p.m. on an evening before a school day or before 5 a.m. on a school day.

Equal Employment Opportunity Policy Statement



GSL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state, and local laws. GSL complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

GSL expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with a GSL employee's ability to perform their expected job duties is absolutely not tolerated.

Complaint Procedure: Each member of management is responsible for creating an atmosphere free of discrimination. Further, employees are responsible for respecting the rights of their co-workers.

If you experience any job-related discrimination or harassment based on your race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a Vietnam-era or special disabled veteran, or if you believe you have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, report it directly to the building principal or the superintendent. Once made aware of your complaint, GSL is committed to commence an immediate, thorough investigation of the allegations. Your complaint will be kept confidential to the maximum extent possible.

If, at the completion of the investigation, GSL determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

GSL prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful

discrimination, GSL determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

Hazardous Materials



A Safety Data Sheet is to be maintained in the workplace for any hazardous material present. Employees are encouraged to review those safety sheets. Employees who are concerned about materials which they believe may be hazardous, but which have not been identified as such, should consult with the supervisor before handling the material. If the concern is not satisfied, the employee may contact the District Health and Safety Coordinator, the business manager.

Health and Safety Committee

The School District has developed a committee to address the health and safety issues of the School District. The Health and Safety Committee is comprised of the manager of custodial services, transportation director, business manager, and representatives from various buildings and grade levels. Staff should direct their inquiries and concerns through the representatives. The committee meets throughout the school year. Minutes of the committee meetings are available in the District Office.

HIPAA

GSL is committed to protecting medical information regarding employees. The **Health Information Portability Accounting Act** prescribes specific regulations and restrictions for the District. The following notice describes the rights and certain obligations the District has regarding the use and disclosure of employee medical information. The District is required by law to:



- Make sure that employee medical information is protected;
- Give employees notice describing the District's legal duties and privacy practices with respect to medical information; and
- Follow the terms of the notice that is currently in effect.

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Privacy of Health Information. We understand that medical information about you and your health is personal. This notice tells you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations that we have, regarding the use and disclosure of medical information. We are required by law to:

1. assure the medical information that identifies you is kept private;
2. give you this notice of our legal duties and privacy practices with respect to medical information about you and

3. follow the terms of the notice that is currently in effect.

Use and Disclosure of Medical Information. The following describes the different ways that we may use and disclose medical information. Generally, private health information may be released without your authorization for the purposes of treatment, payment or other healthcare operations of the District. Medical information may also be released for the following purposes:



1. as required by law;
2. for public health services;
3. in connection with the investigation of abuse, neglect or domestic violence;
4. to health oversight agencies in connection with health oversight activities;
5. for judicial and administrative proceedings;
6. for law enforcement purposes;
7. to coroners, medical examiners and funeral directors;
8. for research if a waiver of authorization has been obtained;
9. to prevent serious and imminent harm to the health or safety of a person or the public;
10. specialized governmental functions;
11. for military and veterans activities;
12. for national security and intelligence;
13. for protective services for the President and others;
14. to the Department of the State to make medical suitability determinations;
15. to correctional institutions and law enforcement officials regarding an inmate or
16. for workers' compensation if necessary to comply with the laws relating to workers' compensation and other similar programs.

Rights Regarding Medical Information. You have the following rights regarding medical information that we maintain about you:

- Right to inspect and copy
- Right to amend
- Right to request restrictions
- Right to request confidential communications
- Right to a paper copy of this notice

Changes to This Notice. We reserve the right to make changes to this notice, and to make the revision or change applicable to medical information we already have about you.

Complaints. If you believe your privacy rights have been violated, you may file a complaint with the District. To file a complaint, please contact Chris Sonju, Superintendent of Schools, Glencoe-Silver Lake School District #2859, 1621 E. 16th St., Glencoe, MN 55336, 320-864-2498.

All complaints must be submitted in writing. You can also complain to the Office for Civil Rights, US Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, DC, 20201-0004, (800) 368-1019.

Immigration Law Compliance



GSL is committed to employing only United States Citizens and Aliens who are authorized to work in the United States, and to comply with the Immigration Reform and Control Act of 1986 and Immigration Act of 1990. As a condition of employment, you must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly rehired employees must also complete the form (I-9) if they have not previously filed an I-9 with the School District, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid.

Workers' Compensation

Employees must report work injuries right away – Employees who are injured during work hours at GSL are covered by Workers' Compensation Insurance. It is the employee's responsibility to immediately notify the



immediate supervisor and the Health Office – or in the absence of the supervisor – the next available supervisor. The employee should complete the accident report form (available in the Health Office). The supervisor must complete the supervisor's report of accident form within 24 hours after being notified of the accident. This supervisor will notify the District's Workers' Compensation Officer and a First Report of Injury will be submitted to the company's insurer on your behalf.

If an employee is injured while on duty (no matter how minor an on-the-job injury may appear), the employee or the immediate supervisor should file an accident report immediately. The accident report is then forwarded to the District Office. Immediate first aid will be provided if required and, if necessary, the employee will be sent or taken to a physician for additional care. Injured employees are encouraged to seek immediate medical attention.

The workers' compensation claims coordinator will help the employee and the employee's supervisor arrange for appropriate medical treatment. Injured employees will be referred to Glencoe Regional Health Services (GRHS). If the employee has a serious accident or a serious health emergency, information in the District system provided by the employee will be used to make designated contacts and, therefore, this information should be kept up to date at all times. Accident report forms are available at all building sites from the Health Office. Contact information for the employee to give to the Clinic is available from the District Office.



Neither the employer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity arranged by the employer.

Employees will be brought back to work as soon as medically possible – The Glencoe-Silver Lake School District supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position within our organization compatible with any physical restrictions they may have. We believe this practice serves the best interests of our employees and organization.

The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents. It also helps control Workers' Compensation costs.

Current positions may be modified to fit the medical limitations of injured employees by modifying workstations, altering specific tasks or working reduced hours. If this is not possible, temporary transitional jobs may be made available either with your department or through a temporary assignment with another department. This return-to-work program is an important part of our organization's commitment to manage work-related injuries in a way that's best for our employees and for this organization.

The Workers' Compensation plan is administered by a private insurance company who will be notified by the District Office. You will be contacted by a representative of the administering company. Additional information on Workers' Compensation Insurance is available through the District Office.



Fraud is not tolerated – Workers' Compensation fraud is a punishable crime. Our organization and our insurer have a "zero tolerance" policy for fraud. Offenders will be prosecuted. If you think you see fraud happening, tell a supervisor or manager right away, or call our insurer, SFM, at (800) 937-1181. Your tip will be investigated and kept strictly confidential.

Appendix

- ◆ Application for Credit Evaluation
- ◆ Lane Change Form
- ◆ Technology Acceptable Use Agreement
- ◆ iPad Staff Acceptable Use Permit
- ◆ GSL School Fundraiser Request Form
- ◆ Student Activity Fundraising
- ◆ Student Activity Account Budget
- ◆ Student Activities Activity Fund Requisition
- ◆ Fund 10 Activity Account Expenditures
- ◆ Fund 10 Activity Account Revenue
- ◆ Transportation Request
- ◆ Combined Claim and Claim Verification Form
- ◆ Travel Log Form ◆ UFARS Training
- ◆ On-line Purchase Orders
 - Go to the website: gsl.k12.mn.us
 - Programs and services
 - Staff resources
 - Payroll information
 - On-line ordering directions

Forms are available in the building offices or on-line.

INDEPENDENT SCHOOL DISTRICT #2859
Glencoe-Silver Lake Public Schools
Application for Credit Evaluation

Name _____ Current Date: _____

Present Degree: _____ Date Earned: _____

Undergraduate Major/s _____

Undergraduate Minor/s _____

Graduate Major/s _____

Present Teaching Assignment/s: _____

Present Extra Curricular Assignment/s: _____

LIST COURSE/S FOR WHICH CREDIT ACCEPTANCE REQUESTED	DESCRIPTION OF COURSE	NO. OF CREDITS (QTR. OR SEM.)

COLLEGE/INSTITUTION: _____

Additional Information or comment: (Relevance or Justification)

List date above class (or classes) will start and end: _____

Applicant's Signature: _____

FOR COMMITTEE ACTION ONLY:

☐ Acceptance ☐ Rejection and Reason _____

Signature: _____ Date: _____

(Chairperson or Superintendent)

This application must be returned to a current credit evaluation committee member or directly to the Superintendent's Office in Lincoln Elementary School.

DATE _____

TO: Pam – Superintendent's Office

I, _____ have turned in the Application for Credit Evaluation, and my classes have been approved. I have completed those classes and have requested my original transcripts be sent to the District Office.

I am requesting a lane change from _____ to
_____ effective _____, 1st, 20____
(Sept. or Jan.)

Glencoe-Silver Lake Public Schools Information and Technologies Acceptable Use Policy & Guidelines

To ensure that our students become proficient in the information and technologies (IT) competencies essential for success in a 21st century learning environment, Glencoe-Silver Lake Public Schools provides a variety of resources in support of our instructional and administrative programs. Students and staff may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and respectfully for the work of others.

Access to IT resources is a privilege and not a right. To ensure that IT resources remain available in working order, Glencoe-Silver Lake Public Schools has established an **Acceptable Use Policy (AUP) and Guidelines** which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUP, procedures and guidelines related to IT resources will be regularly reviewed, updated and distributed.

So that all users remain informed of our expectations and appropriate usage of IT resources, GSLPS will: 1) ensure all new students and staff receive access to age-appropriate IT resources and tools during the enrollment and hiring process, as well as on-going training in their safe, responsible, and effective use; and 2) provide orientation annually for students and staff on IT resources and the district AUP.

In order to initiate and maintain access to IT resources, all users must submit annually a signed *Acceptable Use Agreement* (detailed below), non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUP are deemed as violations of school behavioral expectations and codes.

Internet Use and IT Access

Internet access is available in Glencoe-Silver Lake Public Schools for the purposes of educational communication and research and for administrative organizational purposes. Communications via IT resources are often public in nature and general school rules for behavior and communications apply. It is expected that users will at all times comply with district standards and will act in a responsible and legal manner, in accordance with district standards, as well as with state and federal laws. Professional development opportunities to enhance the internet skills of district personnel will be provided and rules related to the Internet will be included in each school's student and faculty handbooks.

The Administration will take measures to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and to restrict students' access to online materials harmful to minors.

Users are prohibited from attaching personal devices to GSL IT resources (excluding portable memory media) or installing personal software on any IT resource without prior permission from a Technology Integrator, Library Media Specialist, Technology Assistant, or any other member of the IT Department.

Monitoring and Privacy Issues

To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to proactively maintain and secure increasingly complex IT resources and systems **the district, as the owner of the IT resources, reserves the right to monitor and review the use of these IT resources** and will do so as needed to ensure that the systems are being used for district related

educational purposes and to maximize utilization of the systems for such. It is important that all users and parents understand this and recognize that monitoring access, among other things:

- Maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats.
- Discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests.
- Promotes appropriate internet access, electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these IT resources. Personal information, however, is not publicly accessible outside of the school network.* Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's IT resources, including any incidental personal use permitted in accordance with these regulations.

Publishing Guidelines

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of IT Resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is our intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principals of intellectual freedom, intellectual property rights and the responsible use of the information and communication technologies. It is understood that all distributed content may be accessible beyond the Glencoe-Silver Lake Public Schools community and viewed by a global audience.
- All content shall be age appropriate to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; (First Name, Last Name Initial only). however identifying information, such as names of family members, e-mail addresses, addresses and phone numbers will remain private.
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by the District Director of Information and Technology and a Building Administrator. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state / federal laws pertaining to content standards, student records, copyright, and technical standards

Anyone who is aware of problems with, or misuse of these IT resources, or has a question regarding the proper use of these IT resources, should see a teacher or administrator immediately. Most importantly, the Board and the Administration urge *any* person who receives *any* harassing, threatening, intimidating or other improper message through IT Resources to immediately report it.

For more information about the use of technology in the Glencoe-Silver Lake School District, contact the Director of Information and Technologies at (320) 864-2407.

**GSLPS Information and Technologies
Acceptable Use Agreement**

IT users are permitted to use the district's IT resources for legitimate educational purposes. Personal use of district IT resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of IT resources for the purpose of carrying out such behavior or activity is prohibited

By signing below, IT users (and, for students, their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

- 1. Behave ethically and responsibly when using IT resources.**
 - a. Refrain from utilizing proxy gateways, or similar technologies, to bypass the IT monitoring and filtering.
 - b. Handle IT resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized IT resources.
 - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way nor download or modify computer software in violation of the district's licensure agreement(s) and / or without authorization from the IT Department.
- 2. Use IT resources; transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
 - a. Refrain from sending any form of communication that breaches the district's confidentiality requirements, or the confidentiality of students.
 - b. Refrain from sending any form of communication that harasses, threatens or is discriminatory.
 - c. Refrain from assessing any material that is obscene, harmful to minors or prohibited by law.
 - d. Refrain from using social network tools for personal use.
- 3. Respect the privacy of others and treat information created by others as the private property of the creator.**
 - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
 - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
 - c. Protect the confidentiality and safety of others when sharing work and images.
 - d. Share, post and publish only within the context of the district **Publishing Guidelines** (see attached).
 - e. Respect copyright and fair use laws; these policies and procedures apply in digital contexts as well. Plagiarism is prohibited.

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy Guidelines. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name (print) _____ Date _____

User's Signature _____ Circle: **Staff** **Student**

School/Location _____ School Year _____

For students: Parent/Guardian Signature _____



Glencoe-Silver Lake Public Schools

Independent School District #2859

Proudly serving the communities of Biscay, Brownston, Glencoe, New Auburn, Plato, and Silver Lake

GSL Public Schools Mobile Device Authorized Use & Protection Plan Agreement

General Purpose and Intent of the Mobile Device Authorized Use Agreement

Technological resources, including Mobile Devices, at Glencoe-Silver Lake Public Schools are provided for the purpose of supporting the holistic educational experience and mission of the school. Glencoe-Silver Lake Public School's goal in providing these resources is to promote educational excellence by facilitating creative thinking, resource sharing, scholarship, research, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies. Staff members of the Glencoe-Silver Lake Public Schools will use all Mobile Devices, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times.

Specific Mobile Device Authorized Use Agreement

1. Any viewing, sharing or transmission of Mobile Device material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Glencoe-Silver Lake Public School's mission or philosophy is strictly prohibited except as expressly authorized by Glencoe-Silver Lake Public Schools in connection with approved curricula and course materials.
2. Any Mobile Device use, whether or not utilizing the Glencoe-Silver Lake Public School's network, which could pose a risk of physical or mental harm to anyone is prohibited. Any Mobile Device use, whether or not utilizing the Glencoe-Silver Lake Public School network, which could pose a risk of property loss is also prohibited.
3. Any attempt to connect through Mobile Device to external internet connections while on Glencoe-Silver Lake Public School's campus is prohibited.
4. Staff will not share their passwords, addresses, or other personal information on the Internet without the authorization of a Glencoe-Silver Lake Public School representative. Staff will not share their user names or passwords with anyone without the authorization of a Glencoe-Silver Lake Public School representative.
5. Staff has no privacy rights in the use of their Mobile Devices. All Mobile Device activity, including communications, internet history, or other uses, are subject to monitoring by Glencoe-Silver Lake Public Schools. Glencoe-Silver Lake Public School representatives may inspect and, if they deem necessary confiscate, any staff's Mobile Device at any time without prior notice.
6. Certain internet materials may not be copied or reproduced without the permission of the author or other right-holder. It is the staff's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
7. The Glencoe-Silver Lake Public School network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a staff's own.

8. Staff is solely responsible for the care and safekeeping of their Mobile Devices. Any loss or damage to Mobile Devices (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the staff member. Staff must immediately report damage or loss, including theft, to Glencoe-Silver Lake Public Schools. Staff is not permitted to repair, alter, modify or replace Mobile Devices without express authorization from Glencoe-Silver Lake Public Schools. Under no circumstance will Glencoe-Silver Lake Public Schools replace or repair a staff Mobile Device without pre-payment from the staff member.

9. In consideration for receiving the Mobile Device from Glencoe-Silver Lake Public Schools, each staff member agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Glencoe-Silver Lake Public Schools, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the staff member, or any third party, relating in any way to the use of the Mobile Device furnished by Glencoe-Silver Lake Public Schools to the staff member.

10. This Mobile Device Authorized Use Agreement applies to Glencoe-Silver Lake Public School staff members at all times, whether or not the staff member is on campus, as Glencoe-Silver Lake Public School staff are school representatives at all times.

11. Before using their Mobile Devices, Glencoe-Silver Lake Public Schools strongly encourages staff to consider whether their electronic communications and other Mobile Device uses may be regarded as offensive, hurtful, or otherwise inappropriate by others.

12. Violations of any portion of this Mobile Device Authorized Use Agreement may result in a disciplinary measure against the staff member.

Staff Member

I have read the above Glencoe-Silver Lake Public School Mobile Device Authorized Use Agreement and agree to follow its rules at all times. I understand that all electronic communication and computer network policies also apply to my use of the Mobile Device.

Staff Member Name: _____

Staff Member Signature: _____ Date: _____

GSL School Fundraiser Request Form

This form must be completed and turned into your building principal. The board will review fund raising requests in June and January each year.

Staff Member Name: _____

Building: _____ Lakeside _____ Lincoln _____ Junior/Senior High School

Organization/Grade Level/Activity: _____ Number Students Involved _____

Type of Fundraiser:

_____ Product Sales _____ Service/Activity _____ Other (explain)

Fundraiser:

Fundraiser: _____

Sponsoring Company/Business: _____

Approximate Dates (Please inform office when dates are finalized): _____

Fundraiser Details:

Projected expenses: \$ _____

Projected gross profit: \$ _____

Fundraiser net profit: \$ _____

Proposed Use of Funds:

_____ Field Trips _____ Classroom Supplies _____ Donations _____ Charity _____ Other

Teacher/Advisory Signature: _____ Date: _____

_____ Approved

_____ Not Approved

Reason for disapproval: _____

Building Administrator

District Office Use:

Fund Raiser Recorded by: _____

Glencoe-Silver Lake Public Schools

STUDENT ACTIVITY FUNDRAISING

I. PURPOSE

The purpose of this memo is to identify and describe the processes and procedures to be followed by clubs or classes that engage in student fundraising activities.

II. GENERAL STATEMENT OF POLICY

Clubs and student organizations may be allowed to raise funds to accomplish their objectives. All fund raising projects must be approved by the building principal or his/her designee before the activity begins. Money may be raised for local and state sponsored activities. The proposed sources of funds and/or manner in which funds are to be raised must be approved by the respective elementary or secondary principals prior to initiating fundraising activities.

III. CRITERIA

1. A fund raising activity must comply with School Board Policy and Minnesota state laws.
2. There must be a clearly stated purpose as to why the organization wants to raise money.
3. The organization must determine the means by which it intends to raise money.
4. The organization must agree that no candy or bake sales be held in competition with the school lunch program.
5. The organization must follow correct purchasing and accounting procedures.

IV. STUDENT ACTIVITY PROJECTS

1. Written approval must be obtained from the principal for any school sponsored group participating in a student activity fund raising activity off the school premises. A copy of such approval should be retained in the files of the activity.
2. All contractual agreements with independent business organizations must be approved by the Board of Education.
3. A copy of each executed contract must be forwarded to the district business manager.

V. UTILIZATION OF FUNDS

1. All students, parents, and staff involved in fund raising activities shall agree that all funds raised by the participants shall revert to the club or activity account, should the specific purpose of the fund raising activity such as trips or a banquet fail to materialize for any reason.
2. Participants involved in fund raising activities shall have no claim on the funds raised. Should the intended purpose of the fund raising activity fail to materialize, the funds that have been accumulated may only be used for a different activity by a majority vote of the club or activity members.
3. If the participants of an activity agree to pay a portion of the cost of the activity with the balance to be funded through fund raising, the participant is eligible to withdraw his/her portion at any time, if and only if, unrefundable tickets or other obligations have not been purchased.
4. Individuals who contribute material items for resale by a fund raising activity shall give up all claims to the contributed materials and to any subsequent funds gained by the sale of the contributed materials.

INTERNAL CONTROLS FOR FUNDRAISING ACTIVITIES

1. Any money collected in the school must be deposited with the school treasurer, if it is the consequence of a contract.
2. Nothing is to be purchased from the collected money.
3. Solicitation of funds from the public requires written approval in advance by the athletic director or building principal, as appropriate.

Glencoe-Silver Lake Public Schools

STUDENT ACTIVITY ACCOUNT BUDGET

I. PURPOSE

The school board must establish procedures to be followed for the preparation and control of student organization budgets.

II. PREPARATION OF STUDENT ACTIVITY BUDGETS

The student activity advisor, coach, or supervisor will develop a budget that identifies all anticipated disbursements and revenues, including all fundraising ventures. This budget must contain the beginning balance, estimated sources of income, anticipated expenditures, and any surplus to be on hand for the ensuing school year. Limits may be placed on the amounts of surplus that may be accumulated during the school year. The budget is submitted to the building principal for acceptance and approval.

All advisors must complete the Student Activity Purpose Form before any transactions take place.

III. CONTROL OF THE BUDGET

The final approved budget becomes the official working financial document of the student body organization. Any expenditure that exceeds the budget amount for a budget category must have prior approval of the student governing body. Revisions may be made to authorize additional expenditures to the extent that they do not exceed anticipated income. Increased appropriations, cannot under any circumstance, exceed anticipated revenue.

Statements comparing the adopted budget with revisions to both the revenue and expenditures must be submitted to the district business office semi-annually.

GLENCOE-SILVER LAKE PUBLIC SCHOOLS

Student Activities

Club or Classroom _____

Account Number _____

Advisor/Teacher _____

Student Signature _____

(applicable only if club/organization-not necessary for elementary classroom money)

Payable To: _____ Amount _____

Address: _____

Reason for Payment: _____

Special Mailing Instructions: _____

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Date of Request: _____

Principal's Signature

Office Use Only:

Approved by: _____

Date: _____

GLENCOE-SILVER LAKE PUBLIC SCHOOLS
FUND 10 ACTIVITY ACCOUNT EXPENDITURES

(Circle the account that the transaction pertains to)

Lincoln & Lakeside Elementary E-10-010-292-992-000-401

JR/SR High School E-10-060-292-992-000-401

Activities E-10-060-292-990-000-401

Payable To: _____ Amount _____

Address: _____

Reason for Payment: _____

Special Mailing Instructions: _____

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Date of Request: _____

Principal's Signature

Office Use Only:

Approved By: _____

Date: _____

GLENCOE-SILVER LAKE PUBLIC SCHOOLS
FUND 10 ACTIVITY ACCOUNT REVENUE
(Circle the account that the transaction pertains to)

Lincoln & Lakeside Elementary R-10-010-292-992-000-099

JR/SR High School R-10-060-292-992-000-099

Activities R-10-060-292-990-000-099

Date	Description	Amount

GSL School Field Trip Request Form

Completed form must be turned into your building principal at least two weeks prior to proposed trip. For extended field trips board approval is needed prior to beginning any fundraising efforts.

Type of Trip:

_____ Instructional (Required, District Expense) _____ Supplementary (Voluntary) _____ Extended (Overnight)

➤ If trip is **Supplementary** you must provide alternative assignments for students not attending.

Staff Member Name: _____

Building: _____ Lincoln Elementary _____ Lakeside _____ GSL Jr. /Sr. High School

Class or Grade: _____ Destination: _____

Number of Students: _____ Number of Chaperones: _____

Date of Proposed Field Trip: _____ Time of Departure: _____ Time of Return: _____

Expenses:

How will trip be paid for: _____ Fundraisers _____ Students _____ Donations _____ Other

Substitute: \$ _____ (\$151.86/day)

Transportation: \$ _____ (Bus – \$4.00 per mile for driver and mileage (These are approximate costs. Final expenses determined after the completion of the trip and actual miles and hours are known.)

Tickets: \$ _____ (Group Total)

Misc. Expenses \$ _____ Type: _____

Misc. Expenses \$ _____ Type: _____

Total Expenses \$ _____ Cost Per Student: \$ _____

Teacher Responsibilities:

_____ Notify office so the trip can be posted on the master calendar.

_____ Notify Health Office - a minimum of 2 weeks prior to field trip, to plan (as needed) for student health services. _____ Arrange for a substitute for all chaperones if needed.

_____ List of students attending submitted to the office.

_____ List of students attending to Food Service staff so they can adjust lunch count.

_____ Request and complete the proper transportation form (available in the office). _____ Signed permission slips have been returned by all parents.

Teacher Signature: _____

Date: _____

_____ Approved

_____ Not Approved

Reason for disapproval: _____

TRANSPORTATION REQUEST
Independent School District No. 2859
Glencoe, MN 55336

NOTE: Transportation Requests must be in the Transportation Office 2 weeks prior to date of departure to assure proper service.

(Use a separate transportation request form for each vehicle requested)

Date of Request _____

Description of Transportation Needs

☐ Bus

☐ Van W/Driver

☐ Mini Bus

☐ Van W/O Driver

☐ Bus W/Trailer

1. Date Transportation Needed _____
Day of Week Month Date Year

2. Name of Team / Group _____

3. Destination (Specific) _____

4. Time of Departure _____ A.M. _____ P.M.

5. Loading Location _____ Loading Time _____

6. Estimated Arrival Time at Destination _____

7. Estimated Departure Time from Destination _____ ETA - Glencoe _____

8. Estimated Number to be Transported _____

9. Teacher or Coach Responsible _____ Phone _____ Chaperone ☐ Yes ☐ No
Scheduled ☐ Yes ☐ No

10. Special Instructions _____

Principal or Dept. Head Approval _____

Date _____

For Use of Transportation Department

Driver _____ Trip No. _____ Bus No. _____

Odometer reading
end of trip _____

Drivers Time End of Trip _____

Odometer reading
beginning of trip _____

Drivers Time Beginning of Trip _____

Actual Trip Mileage _____

Drivers Total Time _____

Standard _____

Charges:

1. Hour Charge _____

2. Mileage Charge _____

3. Misc. Charges _____

Trip Total _____

Admin Use Only

Budget Code _____

Budget Code _____

(Send all copies to Transportation)

White - Adm

Yellow - Secretary

Pink - Trans/Driver

INDEPENDENT SCHOOL DISTRICT NO. 2859

Glencoe, Minnesota 55336

**Combined Claim and Claim Verification Form
Or Check Request Form**

Pay To: _____
(Please print first name, last name)

Date: _____

(Address)

Requested by:

(City, State, Zip)

(Please Print)

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Date: _____
(Claimant or Agent of the Claimant)

Signed: _____

Accounting Code: _____ Approved by: _____

**Principal's signature and accounting code are required on this form.
The receipt of purchase must be attached.**

TRAVEL LOG

As per our Auditor, **ALL** miles must be logged to be reimbursed. (used own vehicle)
 Use for in district and out of district miles. Please attach this sheet to a Claim Form.

[illegible]

- 1. UFARS - Uniform Financial Accounting Reporting System**
 - **17 Digit code for each revenue and expenditure**
 - **Six basic components for each code**
 - **Begins with the most general description and breaks down to specifics**
- 2. XX - XXX - XXX -- XXX -- XXX -- XXX**
- 3. Fund -- Org -- Pro -- Crs -- Fin -- Obj --**
- 4. Descriptions**
 - **Fund –**
 - 01 General Fund (Instructional Fund)**
 - 02 Food Service**
 - 04 Community Education**
 - 07 Debt Redemption**
 - **Organization (ORG)**
 - 005 District**
 - 010 Lincoln Elementary**
 - 030 Lakeside Elementary**
 - 040 Junior High School**
 - 060 High School**
 - **Program (PRO)**
 - Department or Grade Level of Service**
 - **Course (CRS)** ○ **Ties in with Program by offering more specificity**
 - Example: Program 294 is boys' athletics, Course 601 is football**
 - **Finance (FIN)** ○ **Identifies the specific funding source other than basic formula aid.**
 - **Requirement for potential reimbursement**
 - **Grants, Title, Special Ed., Capital projects, transportation**
 - **Object (OBJ)** ○ **100 Salaries** ○ **200 Fringe benefits** ○ **300 Repairs, contracts, travel** ○ **400 Supplies** ○ **500 Capital**