Pelican Rapids Public School
Employee Handbook

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INTRODUCTION

An employee handbook can cover many subjects. This handbook is no different. The Pelican Rapids School has many practices, rules and procedures that apply to every employee of the district. Within the district there are also numerous contracts, work schedules and benefits that are managed by the administration and central office. This written document will cover general employment topics and administrative procedures to help coordinate all these items under one heading: "Employee Handbook". The Employee Handbook is written to answer questions and explain what is expected of an employee. As with any document there may be areas not covered in total or only partially. Revision will occur with notice to employees should an error or need arise requiring clarification or the addition of new topics. The contents of this handbook are intended only as an outline and working guide for some of our policies and procedures. Independent School District #548 policies whether included in this handbook or not, are subject to change. Although ISD 548 will always try to keep you advised of any changes to the guidelines and policies outlined in this handbook, changes may occur before any written revisions are distributed. *This handbook is not intended to be nor does it constitute an express or implied contract of any kind in favor of the employee. Nor shall any employee or applicant for employment have any contractual rights, claims or privileges against the Pelican Rapids Public Schools by virtue of this handbook. Moreover, nothing in this handbook is intended to create any type of agreement for employment or continued employment or guaranteed hours of work.*

We are constantly working towards improving our policies and the positive relationship that we have with our employees. If you have any questions about anything in this handbook or about your employment with the Pelican Rapids Public Schools, do not hesitate to see your administrator. They will see to it that all your questions are answered.

Employee Items

Activity Passes:
Activity passes to Pelican Rapids athletic events are provided to all employees and their spouse at no charge. It is expected that should the need arise, employees in attendance will assist supervisors at the event.

Appearance/Dress Code - Image:
Although no formal dress code exists, you are asked to wear professional looking clothing suitable to the type of work you are doing and the environment in which you work. Clothing should be neat, clean, in good taste and not a safety hazard. In specific areas, should safety become an issue, supervisors will deal with the situation. Casual dress should not be clothes that you typically lounge around in at home or mow the lawn. School spirit can be emphasized in casual dress by wearing school colors and logos.

Absence Reporting:
If an employee becomes ill or is injured on the job, notify your supervisor or building principal. Go to the health office if the illness or injury requires medical attention. The district requires that you fill out an accident report form in the case of an injury for insurance purposes. This is to protect both you and the district.

When an absence is due to illness or injury, you will be paid according to the sick leave provisions of your contract or policy. If you are unable to report to work you are to report your absence on Teachers On

Call per the protocol below in a reasonable amount of time so that a substitute can be located and/or arrangements can be made for your work.

Teachers On Call Protocol

1) All staff must report absences in the absence reporting system (whether or not a substitute is required). This includes all certified and non-certified staff as well as kitchen, custodial, and office staff. In reporting absences staff must be cautious to select the correct reason for the absence to generate approval.

2) In the Teachers on Call system staff can choose a "Top 5" of substitutes that will be contacted immediately for your absence. Staff can also choose from the pool a list of "Do Not Use" substitutes.

3) **Employees should not call the office to report an unplanned absence.** The office does not have access to your Teachers on Call account. The district no longer employs the substitutes, and therefore does not initiate the substitute calls. If you contact the office you will be directed to contact Teachers on Call.

4) **Pre-planned absences** (ie: Medical Appointments, Personal Leave, Etc) need to be entered into the Teachers on Call System at least two days before requested absence; for all **pre-planned** absences staff must confirm that the absence has been approved by the building administrator/or immediate supervisor. If a substitute is required, the staff member must confirm that a substitute has been found in the Teachers on Call system before the day of the absence. **If a substitute has not been found by Teachers on Call the staff member will be responsible for finding a substitute prior to the day of the absence, if a substitute still has not been found the staff member will need to be present in the classroom.**

5) Pre-planned absences will be approved by building administrators on a first come first serve basis. If an absence is requested and the time is not available (ie: all personal days have been used), the absence will be approved **after** all other requests have been made and approved.

6) **Unplanned absences** (illness/circumstances that require a substitute the same day of the request) will not require building administrator/supervisor approval prior to calls being initiated. Calls will be generated immediately by the system to assign a substitute. Staff will be asked to report the absence as soon as possible to allow ample time to find the substitute. If an employee must leave once the school day has begun he/she should notify the building administrator and office as soon as possible so that if needed a substitute can be secured.

7) Teachers on Call does not pay substitutes for **non-certified** substitutes that work **less than** four hours. That being said, if non-certified staff are requesting a sub for a period of time less than four hours he/she will be required to find the substitute on his or her own and complete the traditional yellow substitute sheet that was completed in the years past.

8) Staff will be responsible for providing substitute notes, classroom rules, and class lists for the day of absence.

9) Absence requests requiring a long term substitute should not be entered into Teachers on Call but instead should be discussed with the building administrator to initiate the selection of substitute for the absence.

Should there be cause, the district will require a medical certificate that will verify that an injury or illness did prevent you from working or that you are released from doctor's care in order to work again. Sometimes a long illness may require doctor's approval to return to work or the administration may require a medical certificate to indicate you are able to return to work or that you have been ill.

Attendance Records:
A record of your leaves and professional days are kept on file in the district office. A summary of your attendance is available on the SmartER website. If you have any questions please contact the payroll office.

Bereavement Leave:
Employees may be granted bereavement leave in accordance with your local agreement in the event of a death. In the event of a death contact the appropriate administrator to make arrangements for your leave. Remember to fill out the paper work either prior to or after the leave.

Breaks:
During the workday, non-certified employees are entitled to take 1 break of 15 minutes if you work more than four hours. The scheduled break is to be taken with approval from your supervisor. A break of this nature is not to be taken away from the building in which you work. The break is not to be lumped together or taken off to add time to a lunch break or to leave work early.

Child Abuse and Neglect:
The State of Minnesota has by law, mandated that professional educators who have knowledge of or reasonable cause to believe a child is being neglected or physically or sexually abused shall immediately report such information to the ***Ottertail County Child Protection Agency.*** Document the report to prove your compliance with the obligation to report law. Forms are available from principal, social worker/counselor and health office.

Coaches Handbook:
A coach's handbook will be provided by the activities director.

Duty Day

The workday of classroom teachers will begin thirty minutes before the designated starting time for students with the teacher being at his/her first class station fifteen minutes before the designated starting time for students. The workday of classroom teachers will end thirty minutes after the designated dismissal time.

Gambling:
The Pelican Rapids Public Schools system takes the position that gambling among its employees is not appropriate and may be illegal. Gambling is not to be condoned and employees are to act accordingly. Complaints will be investigated.

Garnishment of Wages:
There are certain times when a creditor or the IRS may take legal action to garnish or withhold your wages. Laws limit the amount which can be withheld. You will receive notification that this will occur so you may ask further questions. Garnishing your wages is not a disciplinary action by the district.

Holidays:
The district observes paid holidays for 12 month support staff as noted in the local agreements or policies. When a holiday falls on the weekend an alternate holiday date will be observed as designated by the district. Teachers and principals and non-certified employees working less than 12 months are not paid additional wages for holidays. The district observes the right, if necessary, to schedule a workday on a holiday such as Martin Luther King Day, President's Day or Good Friday. If time off is requested in observance of other holidays not covered above, the employee may do so under the practices covered under other leaves of absence or without pay. Holidays do not count as a vacation day or a sick day if on such a leave.

Hours of Work:
The normal workweek for employees shall be determined by the administration and shall not exceed forty hours per week for non-certified employees. A typical workweek is scheduled Monday through Friday but weekend work is not uncommon. The superintendent will approve any changes in the workweek. Daily hours are determined by the administration and will be based on the needs of each building or area of responsibility. Administrators are to notify the district office of changes.

In-Service Days & Conference Days:
Support staff, such as paraprofessionals and cooks, are not generally paid for in-service days or conference days unless designated by contract or directed by the administration. Should you be requested to work, you will be compensated.

Jury Duty:
Any employee who is called to serve jury duty will be given paid leave. The employee is to notify the district office upon receiving notice to serve and keep your supervisor apprised of your schedule. You will not lose any pay or other benefit while on duty but you will have to remit to the district any stipend received for jury duty unless it is more than your daily salary in which case you may choose between the two.

Key Policy:
Employees are issued keys that provide access to buildings, classrooms, work areas and office space. It is very critical that locked spaces remain locked or are re-locked when not in use. Should you lose a key you are required to report the loss immediately. You are responsible for the key(s) assigned to you. Do not lend them to anyone or open areas not in your area of responsibility. If you suspect that someone has acquired a key you are to report it so the locks can be changed.
If key privileges are abused, employee(s) may be denied the opportunity to have key access.

The school district key card system will be monitored by the administration throughout the school year. Administration has the authority to approve or cancel any staff member's key card access as assigned duties change. Staff will be notified prior to access changes.

Layoffs:
There are times when the district may consider or be required to reduce staff due to budget constraints, program discontinuance or loss of pupils. The administration will make recommendations to the board as to what program should be reduced and/or what personnel should be laid off. Any employee affected by a layoff will be notified by the administration.
Another type of layoff occurs when someone was hired to perform a specific duty such as a management aide for a specific child. If the child leaves the district or no longer needs the service, that position may be adjusted and a layoff procedure would be implemented.

Leaving the Building:
Employees are expected to be in the buildings during working hours. You are to notify the office personnel or administrator if you must be out of the building. Please inform them of your destination and the time frame for returning. This is a professional practice that enables personnel to contact them during their absence from the building. Employees are encouraged to refrain from leaving the buildings during the day unless it is necessary. Employees are also encouraged to schedule appointments at times that do not interfere with work but if necessary, there are leaves of various types available.

Leaving the Classroom:
If, for any reason, a staff member who is responsible for students, regardless of age, needs to leave the classroom you are to contact the office immediately to provide supervision. Do not split your classes without assuring ahead of time that both groups are supervised.

Lockers:
Employees may use school lockers. Please remember that you are responsible for any valuables you choose to leave in the lockers. A sturdy lock is advised. Should you discover something missing notify the appropriate person so that steps can be taken to recover the item and/or prevent future losses.

Lost and Unclaimed Checks:
Employees are responsible for issued checks that are reimbursements or incidental payments. Checks lost or missing should be reported immediately to the bookkeeper. A replacement check will be issued.

Meal Allowances:
The district does reimburse employees for meals that occur while on school business. Meal reimbursement is based on an itemized receipt provided by the employee. Meal allowances for employees are based on the following limits. Breakfast - $10.00, Lunch - $10.00, Dinner - $20.00. Student

allowances are $5, $5 and $10. Cash for Student Meals—Any requests for Cash to use for student meals (typically taken out of activity account,) You will need to include a roster with a list of students attending. Meal expenses reimbursed for one day absences will be reimbursed through payroll and will be taxable to the employee.

Meals Policy:

Only food service employees may receive a meal, free of charge, each workday. All meals are to be consumed on premise.
An employee meal consists of the following:

One adult "Type A" meal, including accompaniments
Or Ala Carte menu items of equal value to the adult Type A meal

All other school district employees and volunteers must purchase meals at the set rates.
Providing meals free of charge to individuals not meeting these criteria may result in penalties according to the regulations set forth by the United States Department of Agriculture National School Lunch Program.

Medical Needs:

The district employs a health aide so if you have special medical needs, it is your responsibility to see that she has the information. If you are ill or injured on the job contact the health aide for medical assistance. All contacts are confidential so do not hesitate to visit with the health aide.

Military Leave:

The School District will follow state law in regard to any military leave. Your supervisor must be notified immediately of any request for leave.

Modifications in Work Schedules:

Any change to a work schedule needs to be approved by the district office prior to implementing the change. The business office needs a written notice of the change to make payroll and work record changes.

Moonlighting:

Employees sometimes take second jobs in addition to the job in the district. Should the second job interfere with the district job and work performance is affected, the employee may be requested to make a choice or discontinue the second job.

Probationary Period:

There is a probationary period for every new support staff employee. Your supervisor will be responsible to review your work performance during the probationary period. A written review will be placed in the personnel file. Supervisors will make recommendations to the Superintendent about the possibility of a continuing contract.

Performance Reviews:

A performance review will be developed for each employee. The performance review will be conducted by their supervisor. The review will be in writing and placed in the employee's personnel file in the district office. If the employee has questions or believes the review is not accurate, they may conference with the supervisor, building administrator or superintendent. They may also add a written explanation to the review that covers areas or concerns not addressed in the written review. A teacher, who is non-

tenured, will have three reviews each year until tenured.

Personal Leave:
The number of personal leave days granted are spelled out in each of the local agreements. Employees are to enter the absence in Teachers On Call. (See Absence Reporting section) If an emergency comes up and the advance notice cannot be given, contact the superintendent or building administrator. Personal leave days are limited per building.

Punctuality and Lateness:
Regular attendance and punctuality greatly affect the efficiency and operation of the school system. Report to the appropriate person (supervisor) should you have a problem. Regular tardiness or non-attendance will lead to disciplinary action.

Purchases
Itemized Receipt—If a request for reimbursement is submitted for supplies, meals, or hotel an itemized receipt is required (not just a receipt showing the total)—this is to verify the funds being paid out are true district responsibility. Checks are cut every Friday. Reimbursement Vouchers need to be received by 4:30 Thursday afternoon to make the cutoff. Employees will not be reimbursed for sales tax associated with supply purchases.

Resale
The district is required to charge students sales tax for re-sale items purchased from the district (not for fundraisers)—this would include band resale, IT and Home Ec Resale. At the end of the year the district will complete a form with the IRS.

Requisitions and Purchasing:
Staff members shall make all requisitions for books, supplies and materials for instruction through SmartER. Staff members must have a purchase order issued by the office before any order or purchase can be made using school funds. Requisitions from the Student Activity Fund require the signature of the advisor and a student from that organization. When the item has arrived you are to initial the invoice and return it to the building office. Employees are not to order or purchase any item without first receiving prior approval from an administrator. The district will not be responsible for purchases made by an employee that does not have prior approval from the principal.

Resignations:
A resignation is a voluntary termination of employment and in the normal routine occurs when one is planning to leave the district. A two-week notice is generally an acceptable notice for support staff while teachers must request to be released from their contract during the regular school year. A teacher may resign for the next year until April 1 in a non- negotiating year or until July 15 in a negotiating year.
A resignation also occurs when an employee is absent without authorization or notification to the district, or fails to return to work after the summer.

Safety and Health:
The Pelican Rapids School District, the State of Minnesota and other agencies are making every effort to ensure and encourage safe work areas. Each employee is required to meet certain safety standards by

following basic rules and attending all health and safety meetings required by the district. Employees are required to know and understand the following:

- Employee Right to Know
- Blood Borne Pathogens

School Vehicle Usage:

There are school vehicles available for your use when on school business. School vehicles may not be used for non-school sponsored events. These vehicles are available by signing up through SmartER. On occasion you may be bumped or a vehicle is not available so you will be reimbursed the established mileage rate for using your own vehicle. First priority will go to an individual transporting students, second priority will go to those traveling the farthest distance. Staff must complete Type III training annually if they transport students and staff may not transport students in their own vehicles. Vehicles may only be driven by employees of the school district. All school vehicles are for school business; any other use of school vehicles is prohibited. School vehicles may not be kept at employee homes unless approved by the superintendent.

Snow Days:

Upon occasion, inclement weather requires that a decision be made that would determine if school should be opened later, dismissed earlier or closed for the entire day. This decision affects not only the students but also employees. Notification will be via instant alert. If inclement weather conditions exist employees are expected to listen to the radio and watch TV for announcements on any decisions regarding school cancellations or late starts. ***If there is a late start,*** all teaching staff members, teacher aides, custodians, cooks and secretaries are to report as soon as possible. If an employee is unable to report to work they may have a pay deduction or use their personal leave.

If school is dismissed early all staff is expected to stay in the building until directed otherwise by the superintendent. The superintendent will notify each building administrator as to the dismissal time so that it is universally distributed at the same time throughout the district.

If school is closed for the day all employees, except twelve month employees, are not to report to work unless otherwise directed. Administrators are to report if possible. Snow days will be made up as directed by the school board either later in the school year or at the end of the school year.

Staff Lunch Accounts

If you would like to purchase school meals, an account will be set up in your name. Funds may be added to this account by depositing funds with the food service worker in the morning in the cafeteria or on the school website through PaySchools. Your will be responsible for maintaining a positive balance in the account, there is no charging of school meals. If your account balance is negative, you will be prohibited from utilizing the school lunch program.

Staff Participation in Political Activities

The board recognizes that employees of ISD #548 have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office shall notify the Superintendent in writing at the earliest possible moment of the office in which he or she intends to seek, together with the

decision as to whether he or she wishes to continue employment and under what terms and conditions.
In connection with campaigning, no employee shall use school system facilities, equipment, or supplies, nor shall the employee discuss the campaign with school personnel during the work day; nor shall the employee use any time during the day for campaigning purposes.
Upon request, the Superintendent will meet with and discuss these matters with the employee involved, and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are consistent with his or her services to the district and the best interests of education.
The Board shall determine the terms and conditions under which the employee may continue his or her employment as he or she seeks or holds such elective office.
No employee of the school district shall solicit support of any political candidate, partisan or non-partisan, during regular working hours on school district property.

Supervising Student Activities
Meetings and rehearsals for students require supervision. While conducting student activities and programs it may occasionally be necessary to borrow equipment and properties from individuals and organizations. In such cases the faculty member supervising the activity must assume full responsibility for seeing that such properties are returned promptly in good condition. **Students must be supervised at all times. If you are holding practice you must be present where the students are practicing, not just in the building. As a staff member you cannot work in your room and have your own children play in the gym. Any activity in the gym or building needs a supervisor, there are no exceptions.**

Unpaid Leaves:
Employee use of unpaid leaves will be strictly limited to avoid excessive absence of student contact time. Should the need arise for unpaid leave the employee must submit a written request to the superintendent in advance of arranging any unpaid time.

Vacations:
Extended contracted staff such as custodians, district office personnel and the superintendent, who have vacation based on contract provisions, have the opportunity to utilize earned vacation days on approval. Vacation schedules are to be established with your supervisor in advance. Prior to the vacation enter your request on Teachers on Call for approval from the building administrator and district office. The number of support staff on vacation is limited per building and during certain times of the contract year.

Chaperones for School Trips:

Employees wishing to chaperone school trips may use personal leave days or pay for their substitute if they qualify for that option per the master agreement if they will miss any scheduled work days. Any days absent after using personal days and paying for their substitute will be unpaid. If they are assigned to chaperone a school trip by administration there will be no deduction of personal leave or pay.

Workers Compensation:
All employees are covered by worker's compensation insurance. This insurance covers occupational illness and injury in accordance with Minnesota State Laws. The insurance provides wage continuation should an employee be unable to work. Employees with a work related injury should contact the district office as soon as possible following the injury to complete a First Report of Injury and review the Return to Work policy if necessary.

Compensation

Compensation:
Employees are paid on a salary basis according to contract days, hours scheduled and any additional work time with prior approval. The district does pay support staff time and a half over forty hours per week **with prior approval**. The district does **not** pay with time off in lieu of pay (comp time). Any time put in above the regularly scheduled work time needs prior approval from the supervisor. On the rare occasion that hours need to be traded, prior approval needs to be obtained from the supervisor and needs to be documented. Pay deductions are made for an absence from work for reasons other than those in the local contract or policy or if the reason reported for an absence is not satisfactory.

Direct Deposit: All district employees will be involved in the district's direct deposit system for payroll.

Overtime: For non-certified personnel.
When work schedules require overtime the district will pay time and a half for any time over forty (40) hours per week for support staff. Teachers, administrators and the buildings and grounds superintendent are exempt.
Overtime is paid only **if approved ahead of time,** unless there was an emergency.

Pay and Pay Dates:
The district uses a semi-monthly pay system for all employees. Salary is determined by the wages and workdays agreed to in the contract. All employees will be paid over twenty-four (24) pay periods. Payday is on the 15th and the last day of the month. Should the normal pay date fall on a Friday or holiday, payday will be on the preceding day.

Submitting hours for payment:
Vouchers submitted for payment of hours must be approved by the supervisor and must be submitted to payroll in the month following the dates worked or sooner so hours may be paid and reported timely.

Payroll Deductions:
Employees have a variety of opportunities for payroll deductions. If you are interested in any programs utilizing deductions, you should contact the district business office as there may be limitations in some cases.

Communications

Computer usage by staff:
The Pelican Rapids Public Schools provide staff with computers and software to use in their duties as teachers and support staff. All employees are subject to all rules and regulations of the "Appropriate Use Policy". Email is available for staff to use for school related communications. Inappropriate usage of school district technology may lead to disciplinary actions.

Electronic Communications:

Pelican Rapids Public Schools provides electronic communications tools that include e-mail, voice mail and access to the internet to help employees conduct school business.
Appropriate Use Policy: These tools are provided to help you do your job and are not to be used for any other reason including soliciting for commercial ventures, religious or political causes or other personal uses. Inappropriate messages are strictly prohibited. Avoid anything offensive, disruptive, and harmful or considered to be harassment. Inappropriate messages may be grounds for discipline.
Privacy: You must have permission to access another employee's personal electronic files.
The Pelican Rapids Public Schools reserves the right to enter employees' electronic files if the district decides there is a legitimate business reason. All computer passwords must be known to Pelican Rapids Public Schools. The District has the right to access all computer files at any time. Violations of this policy may require disciplinary action up to and including termination.
All records, files, memoranda, reports, drawings, plans, sketches, documents and equipment which employees use, prepare or come into contact with are considered Pelican Rapids Public Schools property and must remain confidential.
Upon terminating employment the Pelican Rapids Public Schools requests at the end of your period of employment, employees must hand over any documents, papers or other materials that they have that contain or involve confidential information. Pelican Rapids Public Schools retains ownership of work performed by employees. From time to time, the District may request that its ownership of work be documented.

Messages:
The Pelican Rapids Public Schools encourages contact with parents and students. To help the professional staff stay in touch with your parents and students, the district has established a communications system that includes a voice-mail system and email for each teacher and administrator. With these communication tools comes the responsibility of regularly checking your voice mail/email and responding promptly to those who communicate with you.

Telephone Use:
District employees have telephones available to use for school business. Long distance calls are to be brief and to the point. Avoid excessive long distant phone calls.
Phone call messages will be handled like other messages in that the caller will be advised that the employee is working now, but a voice mail box is available for a message and that the employee will get back to them as soon as they are available. Personal use of the phones becomes an issue with limited phone lines so refrain from making personal calls. If you need to make a personal long distance call, please pay $1.00 in the office for each call made.

Confidentiality (Data Privacy)

Confidentiality (Data Privacy):
While working at Pelican Rapids Public Schools, you will learn alot about our student body, employees and computer systems. You are free to discuss any information that is already available to the public. Any other information is considered confidential and may only be revealed with written permission. This information remains confidential even after your employment at Pelican Rapids Public Schools ends.
Data Privacy: Employees have certain rights to privacy. Data is one area that is often misunderstood. There are certain types of data that are considered to be information the public can obtain. These items include; name, position, work schedule, salary and benefits. There are other items that are deemed to be

private and cannot be released such as your address, phone number and personnel file. Be advised that the actual Data Privacy Act will spell out the details of what is private and what is available to the public. Each employee will have a *personnel file* that is maintained in the district office. This file will include records of performance reviews, contracts, and information for salary and benefits. In addition, the business office will maintain a record of all leaves of absence such as sick leave, jury duty, personal and special leave, etc. There will also be a record of the number of credits approved and earned for advancement on the teacher's salary schedule. Employees have the right to see what is in their personnel file, record of leaves of absence and credits. A report of any absences is available on the ESS website. Employees must request to see their personnel file in advance. The superintendent will arrange for the employee to view the file. If the employee has questions or concerns they may respond in writing. The individuals who may see a personnel file include administrators and board members only. The only exception is when a file is subpoenaed by court order and if an investigation is under way.

Personal Data:
Employee personnel records are required of each employee. Data is requested on employment forms upon first employment and if changes are made both the employee and supervisors are responsible to report changes in the data collected.

Release of Information:
Releasing information to the media can be a very positive public relations practice but there are times when it can inadvertently cause a problem. It is strongly advised that employees share potential information planned for release to the media with your building administrator or activities director. The official spokesperson for the district is the superintendent. Please refer any media inquiries to the superintendent.

Continuing Education for Teachers:
The Pelican Rapids District supports continued professional growth through staff development and a continuing education system. The continuing education system is tied to a person's license and is dependent on continued education units. This means if your license expires, you must have 125 clock hours or units before you will be granted your next teaching license. If you have questions, see the continuing education coordinator for the district.
Important: *You are responsible for securing your own license. Failure to have a current license could lead to termination of employment.*

Contributions, Solicitations or Distributions:
Solicitations for contributions, sale of merchandise, circulation of petitions, solicitation for membership in clubs or organizations and all other forms of solicitation by employees that are not directly related to school interests are prohibited during working hours.
Distribution of literature of any kind by employees or non-employees, posting on school property, including bulletin boards or walls and fundraisers is prohibited without written approval by the administration.

Copyright Policy:
(Adopted from the US Congress Copyright Laws – January, 1996)
As an educator, you must know about the copyright law and how it applies to the work that you perform. The law limits what you may copy, under what conditions and for what purposes. US copyright law covers all forms of expression as long as they are put down in some concrete form; written on paper,

recorded on tape, or software in a computer. Authors have certain rights under the law that cannot be denied. The copyright law confers five rights on the creator of the copyrighted work:

- Reproduction (in copies)
- Adaptations, or creation of derivative works
- Distribution of copies by sale, gift, rental, lease, or lending
- Public performance of the work (for literary, musical dramatic works and dance, plus motion pictures and other audio-visual works)
- Public display (for literary, musical, dramatic, pantomime and dance works plus pictorial, graphic, sculpture works and individual images from motion pictures and other audio-visual material).

The creator of the work owns these five rights, subject to limitations called "Fair Use".
Fair use provisions of the copyright law grant certain types of user's conditional rights to use or reproduce certain copyrighted materials as long as the reproduction or use of those materials meets defined guidelines. The burden of proving fair use falls to the educator that is using the material so thorough knowledge of copyright law and associated guidelines is essential for librarians and educators using copyrighted works.

Equal Employment Opportunity:
The Pelican Rapids Public Schools is an equal opportunity employer. It is our long standing policy that the district treats all employees and applicants fairly, whether or not they are members of minority groups, equally according to their individual qualifications, ability, experience and other employment standards. There is to be no discrimination because of race, religion, color, national origin, sex, sexual orientation, age, and handicapped or veteran status. It is also the practice and policy of the district to comply with all applicable federal, state and local labor laws.

Forms on File at the District Office:
Upon being hired by the district, new employees must provide the following information:

1. Social Security Card
2. Teacher's Retirement Association Number
3. Teaching Certificate
4. Withholding Tax Deduction Certificate
5. Address and Telephone Number
6. Background Check Request
7. Direct Deposit Information

Policies and Forms relating to Violence and Discrimination

School Board Policy- RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

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

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

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

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

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

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

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

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
    a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
    b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
    c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
    d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In the District. The school board hereby designates the Superintendent as the school district human rights officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board chair.

E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

INDEPENDENT SCHOOL DISTRICT NO. 548
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

Independent School District No. 548 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant
Home Address
Work Address

Home Phone Work Phone

Date of Alleged Incident(s)

Circle as appropriate **sexual \ racial \ religious.**

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present

This complaint is filed based on my honest belief that has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by
(Date)

DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

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

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

A. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the building principals, the school district's appointed ADA/Section 504 coordinator.

I. REPORTING GRIEVANCE PROCEDURES

A. Any person who believes he or she has been the victim of discrimination on the basis of disability in regard to job application procedures, hiring, advancement discharge, compensation, job training, and other terms, conditions, and privileges of employment, or any person with knowledge or belief of conduct which may constitute such discrimination should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting discrimination directly to a school district Section ADA/504 Coordinator or to the Superintendent.

B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of discrimination based on disability at the building level. Any adult school

district personnel who receive a report of discrimination shall inform the building principal immediately.

C. Upon receipt of a report, the principal must notify the school district Section ADA/504 Coordinator immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Section ADA/504 Coordinator. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Section ADA/504 Coordinator. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district Section ADA/504 Coordinator by the reporting party or complainant.

D. In the District the school board hereby designates The Building Principals as the school district Section ADA/504 Coordinators to receive reports or complaints of discrimination on the basis of disability.

E. The school district shall conspicuously post the name of the Section ADA/504 Coordinator, including mailing address and telephone number.

F. Submission of a good faith complaint or report of discrimination on the basis of disability will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint if filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made

orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.

B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.

D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

E. Other actions that violate this policy include, but are not limited to, the following:

1. Dating students.

2. Having any interaction/activity of a sexual nature with a student.

3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.

B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References:

Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining "intimate parts" and "position of authority" as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References:

MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)

MSBA/MASA Model Policy 507 (Corporal Punishment)

Building Items

Animals in the Building:
Animals such as dogs, cats, mice, etc. are not to be brought into the building unless it is for a short visit to the class and with prior approval of the building principal. The principal must see current vaccination records of any animal allowed into the building. They are to be leashed or caged. Children may be allergic to certain animals so be sure that your students are aware of the animal coming to visit your class. Animal deposits do raise health concerns so leave your pets at home if you are working in the building after hours.

Bomb Threats:
Upon occasion the district receives a bomb threat. It usually comes by phone. If an employee receives such a call **quietly** notify your supervisor or go directly to the building administrator or superintendent. Should the threat be "real", the staff will be notified and directed to follow the procedures as outlined in the emergency handbook. Employees will receive further instructions regarding the situation as it happens. If a day is missed and/or made up, employee work schedules would be adjusted. *Employees are responsible to read and understand the emergency procedures outlined in the emergency guide.*

Fire Alarms and Lock Downs – Drill or Real:
The building administrator is required to regularly conduct fire, lock down, and/or tornado drills. As an employee you are required to know the procedures for each situation. All employees are to participate in all alarms as if they are real or otherwise directed. Like any situation, you may never know if it is a drill or real. Read the "***Emergency Procedures Guide***" for complete details.

Lost and Found:
Items are lost occasionally and employees are to turn in items recovered to the building office. This will aid in finding the owner and prevent any problems with the items in question.

Scheduling School Activities:
All school activities are to be first approved by the appropriate administrator before placing it on a master calendar in the Activity Directors office. All facility use beyond the normal school day should be cleared through the Activities Director. In scheduling an event, check the master calendar first. Generally, scheduling will be on a "first come, first serve" basis but special situations will be considered. Schedule early.

Security:
Security is very important in public facilities, especially when combined with the number of people who come and go, as well as the amount of time the buildings are open. Employees are expected to be watchful and report unusual situations such as unidentified people in the building, students in lockers other than their own and unusual use of keys and people in the building at odd times. Report any suspicious conversations or activities between students to the appropriate administrator. Employees are issued keys for certain areas and are required to report them lost or stolen as soon as possible. Make sure that you lock all doors that were locked when you arrived and do not loan keys out. Keys will be issued on a need basis for only certain doors. This may mean a single point of entry for teachers entering the building in the off hours. Staff is also expected to refrain from letting students or friends in to use the buildings in off-hours without prior approval. Because security is important, acts of disregard for proper security may lead to disciplinary action.

Use of Tobacco Products:
The use of any tobacco product is prohibited within school buildings, school grounds and vehicles**.**

Visitors:
All visitors are to report to the main office in the building before going to other areas. Visitors who are not familiar to you and are not wearing a badge should be referred to the office where they can sign in and pick up a visitors badge. Notify the office if they are unwilling to go to the office. Employees should refrain from having visitors during their student instructional time, unless they are volunteering or serving as a classroom guest. It is important to be a good will ambassador but also be alert and conscientious about visitors in the building.

District Items

Church Night:
The district has established with the area churches that all school activities should be concluded by 6:30 p.m. on Wednesday nights. If there is ever the need to schedule a student activity on Wednesday evening, you are to confer with the Activities Director in advance of scheduling the event.

Election Night:
State law prohibits activities between 6:00 & 8:00 p.m. on election days. It is your responsibility to know the election dates.

Field Trips Procedure
All requests for field trips must follow the policy approved by the school board. Policy 610 can be obtained from the district office or the website.

Fund Raisers:
Fund raisers have become an essential activity for school groups as they attempt to enhance their programs with outside funds. Fund raisers have both a positive and negative side when it comes to dealing with the public. On the positive side it gives people a way to support their schools, it gives students some ownership, and it enhances the program. On the negative side the public is often overwhelmed by the number of fund raisers, the pressure to buy, and it may create a negative attitude toward the school system. To determine the extent of fund raising and have some control on the level of fund raising within the district the following procedures have been established. Fund raisers will need prior approval from your building administrator and must be registered so the district can monitor fund raising activities. A fund raiser is any activity that is connected to any school function that will raise money for a school program. Fund raisers come in many shapes and sizes but we recognize that most involve selling a product, selling food, or selling a service.

Procedures
Prior to announcing any level of fund raising activity to students or parents, the advisor must take the following two steps.

Step one. Meet with the appropriate administrator for the fund raiser. Explain your fund raising plan, what you plan to do, how much you hope to earn and what the money will be used for within the school system. The administrator will consider the request and give approval if it is appropriate. Careful study of the number and frequency of fund raisers already planned will be taken into consideration. If approval is granted move to step two.

Step two. Register the fund raising plan in the district office. Information that needs to be in the plan includes:

1. Proposed Fund Raiser.
2. Dates of the Fund Raiser.
3. How much do you plan to raise in the fund raiser?
4. What do you plan to use the funds for within the school district? Who are the recipients?
5. Contract, if there is one.
6. Product, food or service provided.
7. Person responsible for the fund raiser.

You should get approval and register your fund raiser as soon as possible because you risk non-approval due to conflicting dates or products. This includes the "one of a kind" type as well as that traditional type conducted annually.
If you do not have approval and the fund raiser is not registered you will not have district endorsement and support. If you have any questions about potential fund raisers it is strongly advised that you talk to your building administrator.

Money Collections:
The collection of money from students has become more prominent within our school system. There are various activities or organizations that are collecting money either as fundraisers or for fees associated with that group. There are also sales for such items as books, T-shirts or candy which require the collection of money and safe keeping of those funds. There are two undesirable situations that you may find yourself if you don't plan ahead. The first problem is the opportunity for someone to steal all of the funds collected. You are personally responsible for that loss if it is not kept in a secure area. The second issue is your vulnerability should someone challenge you as to being responsible for the loss of funds or inaccurate accounting. It is imperative that as you collect funds you establish an accounting system so that you can keep track of your funds and most importantly, store the money in a safe, secure place within the building. This simple sounding task, if avoided, has created numerous problems for many an employee so plan ahead to protect yourself.

Interruptions into the Classroom:
It is the practice of the district to avoid classroom interruptions whenever possible. Questions, messages, phone calls or visitors will be held until the regular class is over. Use of the intercom is to be limited to only the beginning or end of each instructional period. The majority of messages will be sent to the individual's voice-mail or email.

Public Relations:
We must be conscious of public relations at all times. Whenever you have accomplishments, activities, or other things that are newsworthy, it is in everyone's best interest to have them publicized. All news releases are to be made through the respective principal's office. Remember your actions around the students are important. Our students are the school's best publicity agents. Your actions in and around our community also reflect on you and the school system.

Property of the District:
Equipment, supplies and facilities are property of the Pelican Rapids School District. It is everyone's

responsibility to treat school property with due care and not be negligent. The personal use of school district property is prohibited unless it has been authorized. Even though employees have access to equipment or facilities, one must be careful not to use these items for personal use.

Solicitations:
It is the practice of the district that unauthorized solicitations of employees on the premises are not permitted by outside vendors. This applies to employees and outsiders. Requesting for staff gifts such as retirements, birthdays, etc. are authorized. Fund-raisers are part of the school activities and should be handled so that solicitations do not interfere with the school operation. Other fund-raisers, such as those offered by civic groups and churches should be cleared with the administration to avoid conflicts with individuals and other groups. Keeping solicitations to a minimum is the best rule.

Student Items

Computer usage by students:
All students who use district computers need to read and sign an "Appropriate use Agreement". Students who misuse the Internet or abuse computers and software will risk losing access privileges. Close supervision is critical and expected.

Permanent Record Folders:
Student permanent record folders are to remain in the office. Student cumulative folders ***must never*** leave the school building for any reason. They contain ***Confidential Materials***. The student's cumulative record card must be kept up to date by the semester or year. All teachers should sign each time they review the cumulative folder.

Physical Contact:
Law and policy prohibit disciplinary action that results in physical contact with a student. If an employee is reported to have used physical force on a student, the district is required by law to report the incident to the local authority who may then conduct their own investigation. The district will also investigate the incident and the results may lead to disciplinary action. There are very few exceptions to the physical contact rule when disciplining students.
Maltreatment of students includes physical abuse, sexual abuse, neglect, and in schools corporal punishment.
• **Physical abuse**: A report should be made in any case involving physical injury or threatened injury that is not inflicted by accidental means. Egregious and documented mental injury is also included in the definition of physical abuse.
• **Sexual abuse**: A report should be made in any case that involves illegal sexual contact. This does not include verbal sexual harassment.
• **Neglect**: A report should be made in any case involving failure to provide required care for a child, failure to protect a child from endangerment, or failure to provide appropriate supervision.
• **Corporal punishment**: Hitting or spanking a student with or without an object or the use of unreasonable physical force that causes bodily harm or substantial emotional harm are also maltreatment.
Additional information regarding reporting requirements for Student Maltreatment can be found at the Minnesota Department of Education website at
http://children.state.mn.us/mde/Accountability_Programs/Student_Maltreatment/index.html