



Watertown Mayer
Public Schools

Connections • Opportunities

2026-2027

Staff Handbook

Watertown-Mayer Public Schools

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Welcome to Watertown-Mayer Public Schools

Watertown-Mayer Public Schools Staff,

Welcome to the 2026-2027 school year! I am incredibly excited to welcome our returning staff back to the buildings and extend a warm greeting to those joining the Royal family for the first time. The skills, energy, and dedication you bring to our district are what make our schools thrive.

At Watertown-Mayer, our focus remains firmly on creating environments where all students feel connected and experience opportunities to grow and to thrive. Realizing this goal takes all of us working together, supporting one another, and keeping student success at the center of every decision we make.

This handbook is designed to be a clear, practical guide for our day-to-day operations. Please take some time to review these updates and expectations so we can start the year aligned, consistent, and ready to support our entire school community.

Thank you for your service, your hard work, and everything you do for our WM students. Let's make it a fantastic year ahead!

Go Royals!

Darren Schuler

Superintendent

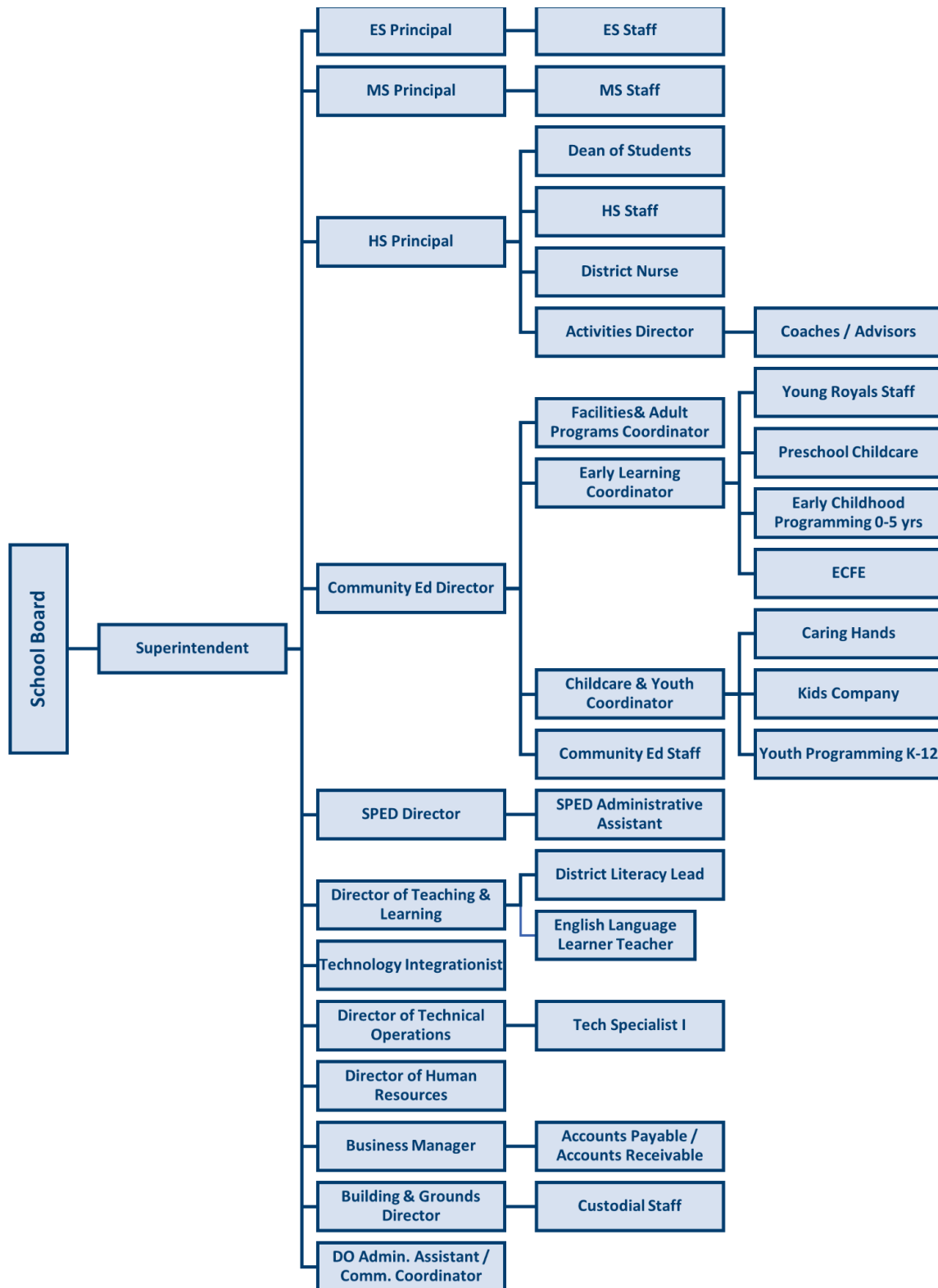
darren.schuler@wm.k12.mn.us

952-955-0485



Watertown-Mayer Public Schools

Organizational Chart



Who To Contact...

District Office

Superintendent

Darren Schuler
darren.schuler@wm.k12.mn.us
952-955-0485

Business Manager

Lauren Syrup
lauren.syrup@wm.k12.mn.us
952-955-0487

Accounts Payable/Accounts Receivable

Kayla Netzke
kayla.netzke@wm.k12.mn.us

Director of Human Resources

Crystal Sundby
crystal.sundby@wm.k12.mn.us
952-955-0488

Director of Teaching & Learning

Joe Vieau
joe.vieau@wm.k12.mn.us
952-955-0490

District Office Admin. Asst./Communications

Coordinator
Heather Heun
heather.heun@wm.k12.mn.us
952-955-0484

High School

Principal

Bob Hennen
bhennen@wm.k12.mn.us
952-955-0605

Administrative Asst.

Rebecca Lahr
rebecca.lahr@wm.k12.mn.us
952-955-0604

Dean of Students

Chris Behrens
chris.behrens@wm.k12.mn.us
952-955-0608

Attendance Administrative Asst.

Denise Gehlhausen
dgehlhausen@wm.k12.mn.us
952-955-0603

Activities Director

Paul Szymanski
paul.szymanski@wm.k12.mn.us
952-955-0607

Activities Administrative Asst.

Debbie Neaton
dneaton@wm.k12.mn.us
952-955-0606

District Nurse

April Gesinger
april.gesinger@wm.k12.mn.us
952-955-0611

Middle School

Principal

Nick Guertin
nguertin@wm.k12.mn.us
952-955-0405

Administrative Asst.

Kathy Helget
kathleen.helget@wm.k12.mn.us
952-955-0404

Attendance Administrative Asst.

Miranda Winker
miranda.winker@wm.k12.mn.us
952-955-0403



Elementary School

Principal

Jody Hansen
jody.hansen@wm.k12.mn.us
952-955-0305

Administrative Asst./ MARSS Coordinator

Kayla Johnson
kayla.johnson@wm.k12.mn.us
952-955-0304

Attendance Administrative Asst.

Nichole Hunkins
nichole.hunkins@wm.k12.mn.us
952-955-0303

Community Learning Center (CLC)

Community Education Director

Timothy Dalton
timothy.dalton@wm.k12.mn.us
952-955-0282

Administrative Asst.

Valerie Curtis
valerie.curtis@wm.k12.mn.us
952-955-0284

Facilities & Adult Programs Coordinator

Tracey Taylor
tracey.taylor@wm.k12.mn.us
952-955-0289

Childcare & Youth Programs Coordinator

Michelle Hess
michelle.hess@wm.k12.mn.us
952-955-0283

Early Learning Coordinator

Mackenzie Borntrager
mackenzie.borntrager@wm.k12.mn.us
952-955-0290

SPED Director

Rande Peyton
rande.peyton@wm.k12.mn.us
952-955-0207

SPED Administrative Asst.

Kelly Stauffer
kstauffer@wm.k12.mn.us
952-955-0204

Building & Grounds

Building & Grounds Director

Jeff Liestman
jeff.liestman@wm.k12.mn.us
952-955-0417

Technology

Director of Technical Operations

Dustin Stutsman
dstutsman@wm.k12.mn.us
952-955-0310

Technology Integrationist

Brittany Misuraca
bmisuraca@wm.k12.mn.us
952-955-0489

Tech Specialist I

John Weber
john.weber@wm.k12.mn.us
952-955-0410



Buildings



Elementary School

500 Paul Ave Watertown, MN 55388
952-955-0300
Fax 952-955-0301



Community Learning Center

313 Angel Ave NW Watertown, MN 55388
952-955-0200
Fax 952-955-0201



Middle School

1001 HWY 25 Watertown, MN 55388
952-955-0400
Fax 952-955-0401



High School

1001 HWY 25 Watertown, MN 55388
952-955-0600
Fax 952-955-0601



Calendars

[District Calendar](#)

Watertown-Mayer School Board

The care, management and control of the school district is vested by statutory and constitutional authority in the school board. The school board is expected to carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education.

The Watertown-Mayer School Board consists of seven members elected at-large from the school district. Members are elected for four-year terms with vacancies filled either through special elections or a selection process determined by the school board.

Regular meetings of the school board are generally held on the fourth Monday of each month at 6:00 pm at the City Hall in Watertown. Notices regarding meetings and related information are maintained at the district office.

Watertown-Mayer School Board Members

Hunter Feldt, Board Chair
hunter.feldt@wm.k12.mn.us

Heidi Guetzkow, Director
heidi.guetzkow@wm.k12.mn.us

Jim Burns, Board Clerk
jim.burns@wm.k12.mn.us

Lisa Neaton, Director
lisa.neaton@wm.k12.mn.us

Erika Schulz, Board Treasurer
erika.schulz@wm.k12.mn.us

Jeff Onell, Director
jeff.onell@wm.k12.mn.us

Katy Jo Danielson, Clerk
katyjo.danielson@wm.k12.mn.us

Committees:

- | | | | |
|--------------------|--|-------------------|--|
| Finance: | Hunter Feldt, Erika Schulz, Jeff Onell | Policy: | Katy Jo Danielson, Erika Schulz, Lisa Neaton |
| Facilities: | Hunter Feldt, Jim Burns, Jeff Onell | Personnel: | Jim Burns, Heidi Guetzkow, Lisa Neaton |

Assignments:

- | | | | | | |
|---------------------------|----------------|----------------------------|-----------------------------------|------------------|--------------|
| Ed. Foundation: | Heidi Guetzkow | Comm. Ed.: | Hunter Feldt | SW Metro: | Erika Schulz |
| Technology: | Jim Burns | Dist. Advisory: | Katy Jo Danielson, Heidi Guetzkow | | |
| MSHSL/ Activities: | Jeff Onell | Mkting & Comm.: | Katy Jo Danielson, Heidi Guetzkow | | |



Watertown-Mayer Strategic Plan



Watertown Mayer
Public Schools

Connections • Opportunities

2028 Strategic Plan

VISION

Creating environments where all students feel connected and experience opportunities to grow and thrive.

STRATEGIC COMMITMENTS



Learner Outcomes

We will ensure systems and supports are in place to address the social-emotional, mental health, and academic needs of all students.



Financial Stewardship

We will responsibly manage resources to support district facilities and financial sustainability.



Profile of a Graduate

We will implement the Profile of a Graduate attributes into our curriculums to ensure post-secondary success.



Partnerships

We will connect offerings to meet the needs of our students and community.



All Means All

We will provide a safe, welcome, and inclusive school environment for all learners.



People

We will build a culture where students, staff, family & community engagement and satisfaction are a priority.



Communication

We will communicate effectively and transparently with all stakeholders.

STRIVING TO ACHIEVE

1

All students exhibit physical, social, and emotional well-being and feel connected to their school.

2

All employees report satisfaction in their workplace.

3

The district maintains an annual fund balance aligned to policy.

4

Community Education provides high quality and interest-based learning opportunities for our community.

5

Every student achieving at or above grade level in math and reading every year.

6

All students graduate from high school with a plan to meet their full potential.

7

All children are ready for Kindergarten.

8

All parents report satisfaction with their children's educational experience.



Employee Benefits

The district provides an extensive benefits package. Please refer to your Employment Agreement or Collective Bargaining Agreement for benefits eligibility criteria and availability. Benefit information and plan documents are available in the District's online enrollment software, Building Blocks for Business. Contact the District Office with additional questions.

Annual Benefits Open Enrollment

The district requires participation in the annual Open Enrollment process regardless of whether you will elect the same benefits or waive benefits each year. Building Blocks for Business is the district's online enrollment software. At the beginning of the Open Enrollment period, you will receive an email from Building Blocks for Business to begin the process. The site is accessible via the Internet and can be accessed 24 hours a day, seven days a week. All insurance benefit elections and changes must be made online at this website. You are required to log on to this website to accept or waive your benefits. Insurance benefits cannot be changed after your initial insurance selections unless you experience a qualifying life event status change that meets IRS regulations.

COBRA

COBRA provides former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health and dental coverage at group rates. The premium cost is paid by the covered individual(s). COBRA paperwork will be emailed or sent to the affected individual and needs to be returned to the District Office.

Employee Assistance Program

The district provides all employees with access to an Employee Assistance Program. This is a confidential service provided at no cost to you. Professional counselors are available to you – 24 hours a day, seven days a week – to help with life's most difficult issues. More information is available on the district website www.wm.k12.mn.us - under Human Resources, Employee Benefits), or counselors can be reached at 866-451-5465.

Employee Benefits Deductions

If an employee elects benefits which are paid by the employee, the deductions will be withheld from the employee paychecks for 18 or 24 pay periods, depending on the job classification.

New Employees

New hire employees have 30 days to enroll in district benefits from their date of hire. Benefits are effective the first of the month following hire date.

Qualifying Event - Change In Benefit Elections

After the Open Enrollment period, benefits cannot be changed except for a qualified event: marriage, birth/adoption, divorce, death of a dependent, spouse employment/eligibility change, etc. You will have



30 days from the date of the qualifying event to make any changes to your benefits as well as provide any required documentation to the HR Specialist. The change will be effective as of the date of the qualifying life event and retroactive premium deductions may apply.

Retirement - TRA/PERA

The District participates in statutory pension plans, TRA and PERA are both governed by the State of Minnesota. Both plans are Defined Benefit Plans. Questions should be directed to the appropriate organization:

- Licensed staff TRA – Teachers Retirement Association 60 Empire Drive, Suite 400 Saint Paul, Minnesota 55103-4000 Member Services: 651-296-2409 <https://minnesotatra.org/>
- Non-licensed staff PERA – Public Employees Retirement Association, 60 Empire Drive, Suite 200 Saint Paul, Minnesota 55103-4000 Member Services: 651-296-7460 www.mnpera.org

Tax Sheltered Annuities - 403b

The School District has four (4) approved 403b vendors for employees to choose from. A list of the vendors and their contact information can be found in SMART eR under Communications, District Forms. Please review your Collective Bargaining Agreement or Employment Agreement for participation and district match eligibility. All 403b forms are available online in SMART eR under Communication. If you have any further questions, contact the district's HR Manager.

Employee Expectations

Breaks

Non-exempt employees working four or more consecutive hours will be provided with an adequate rest break as defined in Minnesota Fair Labor Standards Act (Chapters 177.21-177.44). Employees working eight or more consecutive hours will be provided with one 30 minute duty free break. Employees are responsible to take their breaks and should contact building administration if they need support or coverage.

Breastfeeding and Lactation Support

Watertown-Mayer Public Schools supports nursing employees by providing reasonable, paid break time and a private, sanitary space—other than a bathroom—for expressing breast milk, in accordance with Minnesota Statute § 181.939. The designated lactation space includes seating, an electrical outlet.

They are located in:

Community Learning Center: Room 100

Elementary School: Room 113

Middle School: Room 123

High School: Room 254



Employees should coordinate with their supervisor to access this space. Breaks may coincide with regular paid or unpaid break times. The district strictly prohibits retaliation against employees for exercising their rights under this policy. Employees will be informed of these rights at the time of hire and when requesting or inquiring about parental leave.

Damage To Personal Property

If an employee's personal property is damaged and it was determined that damage was caused by a student, the district will reimburse the employee the replacement cost for the item. Examples of personal property include clothing and/or eye glasses. The employee must notify the building principal and/or supervisor immediately following any damage. The employee will need to provide documentation of the replacement cost. If it is necessary for an employee to have a personal cell phone to perform duties of their job, and it is found that a student caused damage, the district will reimburse the employee for either repairing the cell phone or a portion of the replacement depending on the age of the cell phone.

Food In The Classroom

Food allergies are a growing food safety & public health concern. Watertown Mayer provides a "food allergy aware" environment in situations where there is a student with a known allergy. Staff should be aware of student allergies and be mindful when eating where students are present but not eating. Cold & hot beverages may be consumed during the day provided that staff have these in containers that would help prevent spilling.

****Please keep in mind the necessary precautions of children with food allergies.**

Fragrance/Scent Policy

Employees should be mindful of natural or artificial scents (such as fragrances, colognes, lotions, powders, candles, potpourri and similar items) that could be distracting or that others could be sensitive to.

Keys

Building administration will issue the necessary building keys. When issued a school district key, employees must complete a "Key Inventory" form, which is found in each building office. Unless approved in advance by an administrator, employees must never duplicate school district keys or loan keys to students and/or adults not employed by the school district.

Unless a variation is approved in advance by an administrator, rooms not in use should be kept locked during unassigned periods and lunch periods. All rooms should be locked at the end of the teacher's workday. Employees should make sure their doors and windows are closed and secured when they leave.

In the event that a key is lost, the employee is required to notify their administrator immediately. Replacement costs are structured as follows: a \$30 fee for a classroom key, \$50 fee for a Departmental Master, and a \$100 fee for a Master Key.



Key Cards

Employees are given a Key Card during the New Employee Meeting. The Key Card allows access to site specific buildings and printers. If a Key Card is lost, there is a \$5 fee to receive a new key card. To receive a new Key Card, submit an Incident IQ Ticket. Key cards are for the use of the assigned staff member only. Do not share key cards with others.

Food Service Meals

The district offers breakfast and lunch during school days in the buildings' cafeterias for a fee. Infinite Campus Lunch Account numbers are given to appropriate employees, this number is the same as your employee ID number. The number is confidential – do not share with others. Meal accounts are prepaid accounts and you are expected to maintain a positive balance. Instructions to make payments to your meal account are [HERE](#). Cash payments can be given to the food service staff in the cafeteria area. All meal activity can be viewed in the Infinite Campus 'Employee Self Service' section. Upon leaving employment with the district, positive lunch balances can be donated to the Angel Fund or refunded if the amount is over \$5.00.

Mailboxes

Employees may be provided an individual or department mailbox. If assigned, employees are expected to check their mailboxes on a regular basis.

Personal Appearance (Dress Code)

Employees must present a neat and professional image at all times. Employees should dress appropriately for carrying out the requirements and responsibilities of their job. The following general rules have been established to minimize health and safety concerns:

- Clothes should fit properly. Low cut shirts or those not covering the midriff or back should not be worn. Undergarments should never be visible.
- Hats (other than winter hats when outdoors) are not permitted. Hats may only be worn on special "hat" days or on outdoor field trips.
- Appropriate footwear for your position should be considered for your safety. Shoes MUST be worn at all times.
- Dress is not to include symbols such as but not limited to; cigarettes, alcohol, drug promotion, swastikas, profanity, disruptive behavior, ethnic or racial intimidation, or other criminal activity.
- Dress is not to encourage, depict, or suggest violence.
- Dress should not be demeaning to students or families.
- Employees should maintain excellent personal hygiene.

Remember that your behavior and appearance reflect your own personality as well as that of the district. Any questions or concerns should be taken to the building administrator.



Photo Identification Badge

The district requires all employees to wear a photo identification badge in order to promote and enhance the security of the buildings and the safety of students and staff. Identification badges are provided at the beginning of each school year and are provided by the district's designated photographer. The district office will create a badge if hired after the beginning of the school year. If an identification badge is lost, there is a \$5 fee to receive a new badge. To receive a new Identification Card, please contact the district office Director of Human Resources.

Political Activities

Employees of Watertown-Mayer Schools are public employees and as such, may have a stake in political decisions and events. However, while on active duty time, employees must not engage in any political activity that could create the impression to the public that the School District, as a public body, endorses any particular candidate, party, position, or encourages or discourages voting in a particular fashion.

School District Training

District employees are required to complete mandatory training. The training varies depending on the job classification. Training will be assigned to employees through The TEAM Platform website. All assigned training needs to be completed within the first 30 days of the new school year or start date, whichever is earlier. An email will be sent with login details.

Absence Procedure

Teachers and paraprofessionals who require a substitute through Kelly Services must enter their absence in Frontline. If the absence is unexpected, it should be entered as early as possible to ensure proper coverage.

All employees are responsible for ensuring their absences are accurately entered into SMART eR.

- Teachers and paraprofessionals: Enter absences in Frontline; SMART eR entries will be managed by Building Administration.
- Custodial staff, Food Service, and employees in managerial positions: Are responsible for entering their own time off directly into SMART eR.
- Kids' Company Staff – Employees must notify their supervisor and co-workers of any absence as promptly as possible. It is the employee's responsibility to ensure the message is received—either through direct conversation or confirmation of a voicemail or text. If no confirmation is received, the absence may be considered unexcused. Excessive absences or tardiness may lead to disciplinary action or dismissal. Whenever possible, arrangements for absences or tardiness should be made in advance.

Employees should verify that all absences have been properly recorded in SMART eR. Falsifying time records or claiming time not worked is grounds for discipline or dismissal.



Staff Lounge Areas

Each building has a staff lounge area. Each area has a refrigerator and microwave. It is expected that employees maintain the cleanliness of the area - please clean up after yourself.

Student/Non-Employee Accident Reporting

When an injury occurs, the employee who witnesses the accident is responsible to prepare and sign the Student Accident Report to attest to its accuracy. This report can be completed by a team of witnesses and the health care attendant (or school nurse). The lack of signatures on an accident report form does not alter the level of staff responsibility for the safety and welfare of a student while under the jurisdiction of the schools. The Good Samaritan Law protects any staff person rendering first aid to a student if done with due caution and common sense. Failure to administer first aid can be grounds for legal action.

Tardiness

Starting time is not arrival time—it is the time you are ready and available to begin working. Staff should make it a habit to arrive prior to their scheduled starting time. In case of unavoidable lateness, staff are expected to make every effort to call-in. Tardiness is unfair to fellow staff who must carry the workload in the absence of the late employee.

Travel

On occasion, an employee may be requested to travel to a conference or workshop. All travel must be pre-approved by the Building and District Administrator. For all approved travel expenses, the employee must submit a reimbursement through SMART eR. All travel reimbursements will be processed and paid after the travel has occurred and the expense is approved. The district follows the MN State per diem for meal reimbursements.

Technology

Internet Acceptable Use Policy

District-owned laptops, Chromebooks, iPads, internet, printer access, etc. are intended for educational purposes only. All staff and students are expected to follow [Policy 524: Internet Acceptable Use and Safety Policy](#).

Technology Tools/Apps/Software and Student Data

Watertown-Mayer Public Schools maintains a list of technology tools, apps, and software used and the student data elements used by each of these tools. State law requires that we keep this list up-to-date and communicate this information with families annually. We're also required to communicate with families if a new tool is added mid-year.

- Staff may view this list here: [WM Technology Tools and Student Data Elements](#)



- Staff may request additional Technology Tools/Apps/Software/Extensions here: [Technology Request](#)
- Staff are not permitted to use tools/apps/extensions/software that are not on this list with students without prior approval
- Staff are not permitted to share student information (example: name, email address, student number, birthdate, etc.) or ask students to log in or create accounts with any tools that are not on this list.

Student data privacy is a growing concern and it should be assumed that all technology tools being used are collecting user information. All staff are expected to help keep our students' information secure.

District-Owned Devices

Depending on job classification, you may be issued a district-owned laptop, Chromebook, or iPad. Staff expectations for district-owned devices:

- When transporting your laptop to/from school, carry it in a bag - preferably one with a padded laptop sleeve.
- Do not leave your laptop in a vehicle that is too hot or too cold - this can cause permanent damage to the battery, chips, and screen.
- Most glass and household cleaners (including Clorox Wipes) are not safe to use on your new laptop screen. You may clean with a dry microfiber cloth. If your device needs further cleaning, please see your building Media Center Para.
- Staff cannot add stickers to their devices.
- Never leave a post-it note with your password on or near your device

Email Accounts

Upon hire, employees are issued email accounts. Employees are expected to check their email accounts daily. Employees should not use their email accounts for personal use. All employees should create an email signature line using the [District's Standard Format](#).

Printers/Copiers

Black and white copies for all non-school purposes cost \$0.10 for each impression (a two-sided copy, the charge is \$0.20), and color copies for all non-school purposes cost \$0.25 for each impression (a two-sided copy, the charge is \$0.50). Reduced rates will be given to organizations that provide their own paper. Payment should be made at the building offices.

Social Media

Data privacy and confidentiality are an important part of our district. The district maintains approved sites for posting information and only posts pictures of students with approved media releases. All school-based/classroom/organizational-based social media platforms should be shared with the Communications Coordinator for branding continuity. When posting content to a school-related platform, be sure that:



- All those pictured have been checked against the annual 'No Permissions' spreadsheet.
- When possible or applicable, only first names are used.

Staff are not allowed to post students on private or personal platforms. Staff are expected to protect the privacy and confidentiality of fellow co-workers, students, and school at-large when using personal platforms.

Personal Cell Phone & Camera Use

Watertown Mayer recognizes that many staff members use personal devices to stay connected with family and manage responsibilities outside of work. However, to ensure a focused, professional, and safe learning environment, the following expectations apply:

- Personal cell phone use (including texting, checking messages, or answering calls) should be limited during instructional time and avoided when supervising or interacting with students, except in emergency situations.
- Personal calls and messages should be handled during prep time, lunch, or breaks whenever possible.
- The use of personal devices to photograph or record students is not permitted without prior approval from administration. Any photos taken for school purposes must be transferred to district storage and deleted from personal devices promptly.

Staff devices should remain in their possession and not be shared with students for any purpose, including games or entertainment.

Human Resources

Drug And Alcohol Offenses

No employee license holder, subcontractor, or volunteer shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor, or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substance Act and as further defined by regulation at 21 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

"School district location" means: in any school building or on any school premises; in any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business. Any employee whose off-duty use of alcohol, drugs or



other chemical substance results in absenteeism, tardiness, impairment of work performance or is a cause of accidents, will be subject to discharge.

Employee Evaluations

Employees' work is continually being reviewed and the formal evaluation process is only one aspect of the district's performance management process. The purpose of the staff evaluation instrument is to:

- Define & clarify expectations.
- Ensure goals are being met and align with the district's Strategic Roadmap.
- Improve teaching styles, curriculum, and learning environments.

Having an employee performance evaluation does not necessarily mean that an employee will receive an increase in pay. Evaluations occur based on the employees collective bargaining agreement (if applicable).

Employee Leaves

Employees should refer to their Collective Bargaining Agreement or Employment Agreement for sick leave/vacation/holiday/personal leave eligibility and accrual information. Collective Bargaining Agreement or Employee Agreements are located on the district website. Contact the Director of Human Resources in the District Office at 952-955-0488 if you have any questions.

Extended Leave Of Absences

All extended leaves of absence, including [Minnesota Paid Leave](#), require the employee to complete a [Leave of Absence Request Form](#) and receive approval from their Building Administration. To ensure proper procedures are followed, please contact the Director of Human Resources in the District Office at 952-955-0488.

Job Postings

Position vacancies are posted on the district's website for both internal and external postings in accordance with collective bargaining agreements (if applicable). Employees should apply online for all vacancies. Contact the Director of Human Resources in the District Office at 952-955-0488 if you have any questions.

Nepotism

No individual employee may be assigned, reassigned, permanently, or temporarily employed or issued an independent contract in a department, special program, location, or school where one member of a family has direct administrative or supervisor responsibility over that individual.

Non Tenured Teaching Staff

In accordance with Minnesota Statute 122A.40, the first three consecutive years of a teacher's first teaching experience in Minnesota in a single district are deemed to be a probationary period of



employment, and after completion thereof, the probationary period in each district in which the teacher is thereafter employed shall be one year.

Personnel And Employee Files

The district maintains a personnel file for each employee. The district personnel files are located in the District Office. Employees who wish to view their personnel file must make the request in writing and forward it to the District Office. The district will follow Minnesota Statute § 181.960–181.965.

Requesting Employee Leave Through Frontline Or SMART eR

The school district utilizes Frontline and/or SMART eR for requesting time off. Employees will be further instructed on how to utilize the district's leave system. Questions should be directed to the building assistant or the District Office.

Frontline utilizes Kelly Services for finding substitutes for teaching and paraprofessional positions. If the absence can be anticipated, employees are expected to enter the leave at least 48 hours in advance. If an absence cannot be anticipated, employees are expected to enter the leave as soon as possible. If an employee needs to leave work during their shift, the employee must notify Building Administration and enter any time off in the appropriate leave system.

Unpaid Leave

Any unpaid leave days must be pre-approved by the Supervisor and/or the Superintendent. Requests must be made in writing. All paid leave must be exhausted prior to taking an unpaid leave.

Vaccinations

Certain groups of employees are entitled to receive reimbursement for receiving the Hepatitis B vaccination series. If you are part of the following list and are interested in more information please contact the District Nurse.

- Athletic Coaches
- Back-up Person for Health Office
- Custodians
- Special Education Paraprofessionals
- Food Service Employees
- School Nurses
- Substitute Nurses

Resignation/End Of Employment

To ensure adequate transition time for finding a replacement, an employee who is resigning a position must do so in writing to the Building Administration. The district requires a minimum of a two week notice, but more time is desirable. An employee must work their normal schedule for the duration of the notice to the end of employment. The end date of employment will be the last day the employee worked on site.



Workers Compensation - Injury/Accident Reporting Procedures For Employees

One of the many benefits Watertown Mayer offers its employees is Worker's Compensation. When an employee is injured at work no matter the severity of the injury, they must submit a 'First Report of Injury' to your supervisor. The Supervisor will complete the 'Supervisor's Report of Accident'. These forms can be obtained through your building secretary, supervisor, District Office, or on the district website. All forms must be submitted to the HR Manager *as soon as possible*.

Payroll Information

Changes In Employee Personal Information

Name, address and phone number changes should be changed as soon as possible by going to the 'About Me' tab in SMART eR. If an employee has a name change, a copy of the updated social security card must be submitted to the District Office.

Direct Deposit

The district requires the use of direct deposit for all employees. **All changes require at least a two week notice.** Completion of the Direct Deposit Authorization form is required for all new accounts and changes-this form can be found in SMART eR. The district does not print direct deposit statements. All payroll related information can be accessed in SMART eR. The Direct Deposit Authorization form is available at the District Office.

Electronic Time Cards

The district utilizes an electronic time clock through Time Tracker via SMART eR. All hourly employees and exempt employees which will be paid hourly must utilize Time Tracker. Staff are responsible for their assigned hours per the weekly schedule and / or Notice of Assignment. Employees may not adjust their hours without receiving approval from building administration. All employees must adhere to the following timeclock policies:

- Employees must clock in and clock out using SMARTeR (Time Tracker).
- Electronic time cards must be checked for accuracy by the employee each pay period. Any needed edits/adjustments to the electronic time card must be emailed to the building administration.
- If paid time off is being used, staff must submit their time off request in advance in Time Tracker or Frontline.
- Hours may not be shared with or given to another employee.
- Employees should not clock in or clock out for another employee.
- Employees may not work more than 40 hours per week unless prior approval has been given by the building administration.



Jury Duty

If an employee is notified they may be called for Jury Duty, you must notify building administration. If you are required to serve, the absence will need to be entered in the appropriate leave request system. Once your service is fulfilled, the payment received from the court for your services, not mileage, shall be turned over to the school district.

Pay Periods/Pay Dates

Pay periods are semi-monthly.

- **First Pay Period:** From the 1st to the 15th of the month.
- **Second Pay Period:** From the 16th to the last day of the month.

Pay Dates:

- **First Pay Period Payment:** Paid on the last day of the month.
- **Second Pay Period Payment:** Paid on the 15th of the following month.

Weekend Adjustment: If the pay date falls on a weekend, the pay date is moved to the preceding Friday.

Professional Growth Course Or Program Approval/Lane Change Request

To initiate a lane change, an employee in the Education Minnesota Watertown-Mayer employment agreement, a Professional Growth Graduate Courses and Program Approval Form part 1 (Lane Change Request part 1). This needs to be completed and turned into the building level teacher representative on the Professional Growth Committee. Upon completion of course work, Lane Change Request Form part 2 needs to be completed. Refer to the Education Minnesota employment agreement for the effective dates of the lane change. Forms can be found in SMART eR under Home > Communications.

SMART eR

Smart eR is the school district employee website. SMART eR gives you access to your current and past payroll payments, leave balance and details, personal information, W-2's and supply ordering. There are guidance documents on the district's website. **In SMART eR, click the '?' in the upper right corner of any page to view help information for that specific page.**

My Payroll

- ACA Forms
- Contract Information - This is where all years Notice of Assignments (NOA) can be found. Each year employee will need to electronically sign the NOA
- Fiscal Benefit Summary - Displays each fiscal year (July 1 - June 30) salary and benefit information
- Pay Information - Displays annual salary information for different Fiscal Years (July 1 - June 30)
- Pay Stub - Displays current and past paycheck information.
- Time Off - Displays time off balances and activity for current and past years
- View Hours - Displays hours worked during a time frame
- W-2 - Display W-2 information



- W-2 Information Sheet - Defines the W2 form fields
- W-4 - Ability to see and change federal and state tax elections - There is a link to the Federal and State Tax Withholding calculator
- Wage Statement - Display the wage statement
- Year To Date Pay - Displays year to date pay of all years worked

My Requests

- Online Shopping - Ability to order items via select online vendors. See Building Administrative Assistant for guidance.
- Order Requisition Entry - Ability to order items not eligible from online vendors. See Building Administrative Assistant for guidance.
- Reimbursement Entry - Employee reimbursements, ie, mileage, uniform reimbursements, etc. Receipt copies must be uploaded.
- Time Off Requests - Ability to enter Leave Requests. See Building Administrative Assistant for guidance.

About Me - Several categories that employees can enter information.

Communications (Under Your Home Button)

- District Forms - several district forms are located here. Contact the district office if you are not able to find a form.

School Board Policy Information & Public Notices

There are several policies that the School Board has adopted that are applicable to employees. Below is a list of these policies. It is the employee's responsibility to be aware and adhere to the policies.

Policy 422 - Policies Incorporated by Reference - [Link](#)

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Policy 505 - Distribution of Non School-Sponsored Materials on School Premises by Students and Employees

Policy 507 - Corporal Punishment

Policy 510 - Student Activities

Policy 511- Student Fundraising

Policy 517 - Student Recruiting



Policy 518 - DNR-DNI Orders

Policy 519 - Interviews of Students by Outside Agencies

Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Policy 524 - Internet, Technology, and Cell Phone Acceptable Use and Safety Policy

Policy 525 - Violence Prevention

Policy 535 - Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

The policies below reference employees and you are required to acknowledge and follow the policy:

Policy 401 - Equal Employment Opportunity- [Link](#)

Equal Opportunity Employment It is the school district's policy to provide an equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, familial 2 status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment. It is the responsibility of every school district employee to follow this policy.

Policy 402 - Disability Nondiscrimination Policy- [Link](#)

The school district will 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.

Policy 403 - Discipline, Suspension And Dismissal Of School District Employees- [Link](#)

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature.

Policy 407 - Employee Right To Know – Exposure To Hazardous Substances- [Link](#)

The school district will 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.

Watertown-Mayer's Public Notices and Policies can be found on the [WM district website](#).



Policy 409 - Employee Publications, Instructional Materials, Inventions And Creations- [Link](#)

The Employee Publications, Instructional Materials, Inventions and Creations Policy is designed to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

Policy 410 - Family And Medical Leave Policy- [Link](#)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for the following reasons.

Policy 413 - Harassment And Violence- [Link](#)

Watertown Mayer is committed to maintaining a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). [FORM](#)

Policy 414 - Mandated Reporting Of Child Neglect or Physical or Sexual Abuse- [Link](#)

Watertown-Mayer is committed to ensuring full compliance with Minnesota Statutes, Chapter 260E, which requires school personnel to report suspected child neglect or physical or sexual abuse.

Policy 415 - Mandated Reporting Of Maltreatment Of Vulnerable Adults- [Link](#)

Watertown-Mayer is committed to full compliance with Minnesota Statutes, Section 626.557, which requires school personnel to report suspected maltreatment of vulnerable adults.

Policy 419 - Tobacco-Free Environment; Possession And Use Of Tobacco, Tobacco-Related Devices, And Electronic Delivery Devices; Vaping Awareness And Prevention And Instruction Education- [Link](#)

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

Policy 421 - Gifts To Employees And School Board Members- [Link](#)

The purpose of this policy is to prevent any appearance of impropriety or conflict of interest related to gifts given to school district employees and school board members.

Policy 501 - School Weapons Policy- [Link](#)

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.



Policy 514 - Bullying Prohibition Policy- [Link](#)

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

Policy 526 - Hazing Prohibition- [Link](#)

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

District Information

Administrative Teams

The district's **Leadership Team** is composed of the Superintendent; School Building Principals; the Director of Teaching and Learning; Community Education Director, and Special Education Director. The district's **Administration Team** includes the Leadership Team, Finance Officer, Director of Technology Operations, Technology Integrationist, District Nurse, and Activities Director. The Administrative Team works for and with faculty, staff and the Board of Education to keep the focus of the district on student learning. They act in collaboration to review and enhance the operation of the schools, analyze and create policies, troubleshoot issues and areas of concern, and resolve problems. Faculty members are invited to talk with their Principals about the agendas for the Administrative Teams meetings.

Animals In Buildings

Because animals can be a source of allergens, asthma triggers, and microorganisms that can cause infectious diseases, Watertown-Mayer Public Schools restricts animals in school buildings. No dogs, cats, rodents, rabbits, reptiles, birds, exotic animals or other pets are allowed in the building without the prior permission of the building principal. If animals are present, they should be kept in an appropriate habitat when they are not being used for educational purposes. They should be kept away from carpeted areas in order to prevent the transfer of allergens to the carpets and the possible soiling of carpets. More information can be found in Policy 535 - Service Animals in School.

Flex Learning

An instructional day may be conducted remotely according to the district's Flex Learning Day Plan. An automated calling/email/text system will be initiated to alert employees and/or parents of the switch to a Flex Learning day. Announcements regarding Flex Learning changes will normally be given between 5:45 a.m. and 7:00 a.m. If an announcement has not been made, it is understood that school is in session and buses will run where possible. Announcements regarding a Flex Learning change will be made on the following television stations: WCCO, KSTP, KMSP, and KARE and the following radio stations: KDUZ 1260 AM, and KARP 106.9 FM and KRWC 1360 AM.



Health Insurance Affordable Care Act (ACA) Compliance Policy

Watertown-Mayer Public School District complies with the provisions of the Affordable Care Act (ACA) with regards to offering minimum essential health care coverage to all of its full time employees. Full time employees under the ACA are defined as those employees who work 30 or more hours per week during the school year. The district's health insurance policies that meet this rule are offered to all full-time employees in order to comply with this provision of the Affordable Care Act.

Health Insurance Portability And Accountability Act (HIPAA) Privacy Rights

HIPAA privacy rules require an employer to guard against misuse of an individual's identifiable health information and to limit the sharing of such information. To comply with these regulations, Watertown-Mayer has taken the following steps:

- Designated the Human Resource Specialist to see that HIPAA privacy procedures are adopted and followed;
- Developed these HIPAA privacy rights, which limit access to health information to those employees who manage the flexible benefits program, process First Report of Injury forms, or process health insurance enrollment and health history forms;
- Notified affected employees of the HIPAA privacy rights through distribution of these rights;
- Developed criteria to limit requests for disclosure of health information to the minimum needed for the purpose of the request;
- Review each such request in accordance with those criteria;
- Request for disclosure of health information may be needed for processing health insurance enrollment, which may include health history data;
- Train employees who handle health information so they understand the privacy procedures and prevent use of that information in employment decisions;
- Secure health information so that it is not readily available to persons who do not need to see it.

Human Rights Officer

The WM School Board has designated the Superintendent as the school district's Human Rights Officer. If the complaint involves the human rights officer, the complaint shall be filed directly with the school board chair.

Kids Company Discount

District employees who have a set schedule, full or part time, are eligible for the 25% employee rate reduction for child care. The employee discount only applies to children in the out-of-school time care (preschool-6th grade) program and on full-time day care. Discount does not apply to Wrap Around Care. Children enrolled in our licensed Caring Hands Child Care are not eligible for an employee discount. Child care is available on a first-come first-serve basis. Documentation will be provided each January for tax purposes.

Maintenance Of District Space And Equipment

It is the employees responsibility to protect, maintain and respect all district space and equipment. Employees should minimize the amount of clutter in their work and storage areas. Excessive clutter can create a potential fire hazard, cause indoor air quality problems, and prevent proper cleaning by the custodial staff. If at any time an employee finds equipment or facilities not in working order, an Incident IQ ticket should be submitted. Incident IQ will email the status of the ticket that was submitted. Storage items must be kept at least 18" below sprinkler heads.



Personal Items In School Building

Employees are not allowed to have personal appliances (including microwaves, refrigerators, heaters and/or lamps), furniture (bean bag chairs, couches), and carpet in the school building without prior approval from the building principal. Extension cords are not allowed in classrooms. However, U.L. listed power strips equipped with surge protection are acceptable if they are purchased through the school district and do not pose a trip hazard. The school district is not responsible for any personal item that is stolen, broken, or misplaced.

Pest Control Materials

Minnesota state law requires that schools inform parents and guardians if they apply certain pesticides on school property. State law also requires that parents and guardians be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Watertown-Mayer Public Schools does not apply pesticides on school property unless all other measures have failed to control the problem. In the event that substances need to be applied, it will only be done by a licensed pest control and lawn maintenance company when students are absent from the area and will be out of the area until any spray/odor has dissipated. If you would like to be notified prior to a chemical application, contact the Building and Grounds Director, at 952-955-0417.

School Closing

The Superintendent is responsible for the closing of school. An automated calling/email/text system will be initiated to alert employees and/or parents of school closings, late starts and early releases. Announcements regarding late starts and school closing will normally be given between 5:45 a.m. and 7:00 a.m. If an announcement has not been made, it is understood that school is in session and buses will run where possible. The final decision as to if it is too dangerous to travel to school is made by the employee, parents and guardians of our students. Announcements regarding, school closings, late starts and early releases will be made on the following television stations: WCCO, KSTP, KMSP, and KARE and the following radio stations: KDUZ 1260 AM, and KARP 106.9 FM and KRWC 1360 AM.

We follow the subsequent procedures regarding school delays, early releases or closures:

K-12 PROGRAMMING

School Closed for the Day: School Closed

School Delayed: School will start 2 hours from original start time

Early School Closing: The time of dismissal will be announced.

KIDS COMPANY

School Closed for the Day: Program Closed

School Delayed: Program will open two hours late at 8:15 am

Early School Closing: Program will close one hour following school closing time.

School Delayed and then Closed: When the decision to close school is made, parents/guardians will be contacted immediately to pick up their child. Students must be picked up within one hour of notification.



School Hours

School district facilities are generally available to employees weekdays between 6:00 A.M. and 10:00 P.M. If you plan to be in a school facility outside the available hours, please contact the building principal or the Building and Grounds Director. All district facilities are monitored by security cameras and a security monitoring system.

Section 504 Coordinators

The school board has designated the Superintendent as the school district's district-wide ADA/504 Coordinator. Persons who have questions, comments, or complaints should contact the Superintendent regarding grievances or hearing requests regarding disability issues.

Title IX Coordinator

The School Board has designated the Superintendent as the school district Title IX Coordinator to receive reports, complaints or grievances of unlawful sex discrimination. If the complaint involves the human rights officer, the complaint shall be filed directly with the board chair.

Building and Grounds

Asbestos Notification

Watertown-Mayer Public Schools has an inspection and management program for all asbestos containing building materials. The district will maintain a safe and healthful environment for our community's youth and employees. Every three years, all buildings owned, leased or operated by the district are re-inspected by an EPA accredited inspector. Every six months, all building materials containing asbestos are surveyed. Any materials needing repair or removal are done so under our Asbestos Operation and Maintenance Program safely and responsibly. Watertown-Mayer Schools does not have plans to disturb the remaining asbestos containing material. The Watertown-Mayer School District has a list of locations and types of asbestos containing materials found in our buildings. A copy of the Asbestos Management Plan is available for review in the district office. Questions related to the plan should be directed to the Building and Grounds Director at 952-955-0417.

Lead In Water Management Plan/Notice

The Watertown-Mayer School District has conducted sampling for lead in drinking water. While the major source of lead exposure for most Minnesota children is paint, lead in plumbing fixtures can add to a person's overall exposure. Drinking water in schools and homes may contain lead from old lead pipes, plumbing fixtures (e.g., fountains and faucets), or solder that joins pipe sections together. A school designee sampled taps that are commonly used for drinking and cooking and sent them to a certified drinking water laboratory for analysis. Testing results can be found on the District's website at www.wm.k12.mn.us > Departments > Building & Grounds > Notifications If you have questions about a lead sample result at a specific tap and



actions taken, or if you have concerns, please contact Jeff Liestman, Buildings & Grounds Director at 952-955-0417.

To learn more about lead hazards and lead poisoning prevention, see the MDH Lead Program: (<https://www.health.state.mn.us/communities/environment/lead/index.html>).

Doors And Corridors

Fire-rated doors (equipped with closers) are not to be blocked open at any time, except with an approved device that will automatically release upon activation of the fire alarm system. Exit doors and corridors are to be kept clear at all times.

Driving School Vehicles

In order to be approved to drive a district-owned vehicle, staff must:

- be 25 years or older;
- complete an annual confidentiality / background check;
- complete hands-on drivers training through Koch Bus Company.

An individual may not be allowed to drive a school vehicle if they satisfy any one of the following conditions:

- Any conviction of manslaughter;
- Negligent homicide, any other felony in connection with the operation of a vehicle, impairment, or operating under the influence of drugs within the last five (5) years;
- Any conviction of driving while license suspended, revoked, or denied within the last five (5) years;
- Loss of driving privileges due to license being suspended, revoked, or denied within the last two (2) years;
- Any conviction of reckless driving or other major violation within the last two (2) years.

To reserve a school vehicle for school purposes, approved employees must email the District Office Administrative Assistant. The Administrative Assistant will send a Google calendar invite to the requester for confirmation. Vehicle keys need to be picked up at the District Office. When using a school vehicle, the driver must:

- complete a Maintenance/Pre-Trip Form;
- record the date, mileage, name of the activity, and driver using the vehicle on the clipboard which is in each vehicle;
- all vehicle concerns must communicated to the District Office Administrative Assistant;
- return vehicle to the District office, **clean** and with a full tank of gas.

Electrical Panels And HVAC Units

Employees may not place items within 30" of any electrical panel or HVAC unit (including univents and air handling units) in the school district. All school district employees are responsible for maintaining these clear zones around electrical panels, and custodians are responsible for monitoring compliance. For any electrical panel in a room regularly accessed by others, custodians will mark the 30" clear zone around



the electrical panel(s) with marking tape. Signs will be posted reminding individuals to keep this area free of all objects. If a custodian notices items placed in a clear zone, they should immediately move the items out of the clear zone and take appropriate action. If problems persist, the custodian will also notify the appropriate building principal.

Flammable And Combustible Liquids

Flammable and combustible liquids should be stored in an approved cabinet when not in use.

Health And Safety Committee

Employee representatives serve on the district's safety committee each year. Please contact the Buildings & Grounds Director with questions or concerns regarding safety issues in the school district. The safety committee will meet at least four times each year and minutes from the meetings will be posted on the district's website.

Indoor Air Quality (IAQ) Notification

The Watertown-Mayer School District has a goal of providing a safe, comfortable and productive environment for our students and employees so that we achieve our core mission—educating students. To help achieve this goal, the School Board has adopted an IAQ Management Plan. This plan will help the school district improve IAQ by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. The IAQ plan is available to view at the district office. Questions related to IAQ should be directed to the Buildings & Grounds Director.

Material Safety Data Sheets (MSDS)

If a product contains chemicals, an MSDS sheet must be maintained. Individuals who order or receive products containing chemicals are expected to request and maintain MSDS sheets. MSDS are maintained in an online software www.sdsdepot.org. Contact the Buildings and Ground Director for access and questions. Employees should contact building custodians for products that contain chemicals. Employees are expected to follow all safety precautions outlined on labels and/or MSDS sheets for any products they use.

Painting

Individuals desiring to paint a wall must have prior approval in writing from the site principal and Buildings and Grounds Director.

Unit Ventilators And Louvers/Grills

To allow for proper air distribution, the top and front of unit ventilators and louvers/grills leading out to hallways should be clear and free from obstructions. Unit ventilators should be operational at all times the building is occupied.

Unmarked Chemicals

Any person who finds an unmarked chemical is expected to immediately report it to a custodian.



Chemicals should not be left in the science room without the advance permission from the science teacher responsible for the room.

Mandated Reporting

Who Is A Mandated Reporter

- Any person may voluntarily report abuse or neglect.
- All employees of Watertown-Mayer Public School District are required by state law to report any suspicion of abuse, neglect, or maltreatment to the local authorities. A mandated reporter who knows or has any reason to believe a child is or has been neglected or physically or sexually abused, and fails to report is guilty of a misdemeanor.

Where To Report - Mandated Reporting

Suspected child abuse or neglect should be reported to the Carver County Child and Family Department by calling Intake at (952) 361-1600. If it is an emergency, call law enforcement at 911.

- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the Carver County Child and Family Intake at 952-361-1600 or **Carver County law enforcement** at 952-361-1231 or 911.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.

What To Report - Mandated Reporting

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.



Failure To Report - Mandated Reporting

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from MN Department of Human Services Division of Licensing December 2016 programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Emergency Procedures

Watertown-Mayer Public Schools has adopted the Standard Response Protocol (SRP) for emergency situations. Each classroom is equipped with a poster outlining these procedures.

**IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.**

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS Move away from sight Maintain silence Do not open the door	TEACHER Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Take attendance	
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LOCKOUT! SECURE THE PERIMETER.

STUDENTS Return inside Business as usual	TEACHER Bring everyone indoors Lock perimeter doors Increase situational awareness Business as usual Take attendance	
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EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS Bring your phone Leave your stuff behind Follow instructions	TEACHER Lead evacuation to location Take attendance Notify if missing, extra or injured students	
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SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS <table><thead><tr><th>Hazard</th><th>Safety Strategy</th></tr></thead><tbody><tr><td>Tornado</td><td>Evacuate to shelter area</td></tr><tr><td>Hazmat</td><td>Seal the room</td></tr><tr><td>Earthquake</td><td>Drop, cover and hold</td></tr><tr><td>Tsunami</td><td>Get to high ground</td></tr></tbody></table>	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground	TEACHER Lead safety strategy Take attendance	
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