Employee Handbook

For Independent School District #203

Revised August 2026

Hayfield Community Schools • Hayfield, Minnesota

Welcome

Welcome to Hayfield Community Schools. We are pleased you have chosen to work here and hope you will feel a part of the organization at all times. We are committed to offering high-quality education to our students.

Whether we are directly teaching, in a supportive role, providing a warm learning atmosphere by providing food, heat, or transportation or keeping track of pay, policies, or a thousand other details, we all provide the best service to students that we possibly can. We encourage you to join with us in this endeavor and are happy to have you with us.

This handbook provides important information relative to your employment with us. Our goal is to support and assist you in a successful experience with Independent School District #203. If at any time you have questions, please feel free to call or stop in to see building principal.

Sincerely,

Gregg Slaathaug

Gregg Slaathaug, Superintendent

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people handle inquiries regarding the non-discrimination policies:

Principals/504 Coordinators
Superintendent/Title IX Coordinator

Hayfield Public Schools
9 Sixth Avenue SE
Hayfield, MN 55940
507-477-3235

Vision

A Caring Community Inspiring Lifelong Learning

Mission

To provide a safe learning environment that engages, challenges, and inspires students for life

District Aims and Goals

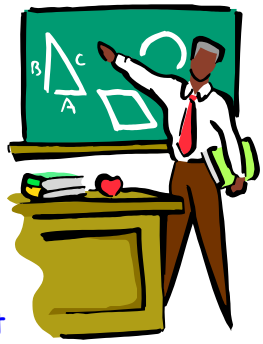
Aim 1: Maximize Student Achievement

Goal 1: All students will meet or exceed proficiency levels in reading, writing, mathematics, and science.
Goal 2: All students will earn a high school diploma.

Aim 2: Safe and Respectful Learning Community

Goal 1: All students and staff will learn and work in a safe and healthy environment.
Goal 2: All students and staff will respect all individuals.

Aim 3: Efficient and Effective Operations



Goal 1: The District will hire and retain a high performing workforce.
Goal 2: The District will practice responsible fiscal management.
Goal 3: The District will use continuous improvement and utilize technology.

Hayfield Community Schools believes active parental involvement, consistent communication between school and home, and student engagement in school and community activities are important in inspiring lifelong learners.

Purpose of Handbook

The purpose of this handbook is to acquaint you with the School Board policies that govern and affect your employment as an employee of Hayfield Community Schools.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedure, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available on-line at www.hayfield.k12.mn.us/schoolboard/policies/. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

Located in the back of this handbook is the Progressive Discipline Policy and Discipline Documentation Form.

Although every effort will be made to update the handbook on a timely basis, Hayfield Community Schools reserve the right and has the sole discretion to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right and has sole discretion to modify or change any portion of this handbook at any time.

Equal Opportunity Employment

The Hayfield Community Schools System is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or veteran status, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age, or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Hayfield Community Schools District Office.

School Information

Hayfield Community Schools • www.hayfield.k12.mn.us • (507) 477-3235

Elementary Schools

Hayfield Elementary School

Help Me Grow (ECSE) program, Preschool, and Kindergarten through grade 4 students

9 Sixth Avenue SE
Hayfield, MN 55940
Phone: (507) 477-3235, Option 2 Fax: (507) 477-3204

High School

Hayfield High School

Students in grades 5-12

9 Sixth Avenue SE
Hayfield, MN 55940
Phone: (507) 477-3235, Option 1 Fax: (507) 477-3230

Other Service Providers for our District

Food Service Contact: Taher Inc. - Andrew Morales, Food Service Director, 507-671-1548
Transportation Contact: Hayfield Bus Company – Salena Knudson, Manager, 507-671-1612
Community Education Contact: Jess Meek & Tanya Rieken, Coordinator, 507-477-3235
Option 1 or Option 5
Zumbro Education District Contact: Patrick Gordon, Director,
801 Frontage Road NW, Byron, MN, 507-775-2037

A

Accidents or Sudden Illness

All accidents must be reported by completing an injury report. To find the 1st Report of Injury (for employees) or Incident Report (for non-employees), please go to the District Home Page, select Staff, District Forms, First Report of Injury. These reports should be turned in within 24 hours to the school nurse, building principal, or District Services Coordinator.

Staff is reminded to use universal precautions, wear latex gloves, and follow procedures when coming in contact with body fluids.

Staff should take the appropriate first aid action. The first adult on the scene should stay with the victim. Send for assistance immediately. Emergency procedures:

1. Notify emergency personnel immediately (if necessary)
2. Contact school nurse (less serious)
3. Inform the office immediately (all cases)
4. Contact parents (all cases)
5. Fill out accident report form (all cases)

For your protection, document everything (who, what, when, where, why, how).

Announcements

High school student announcements will be posted on our district website and/or on the TVs around the school. Some announcements may occur at the beginning or end of the day, to prevent interruptions during instructional time. If you have an announcement that needs to be made, please forward it to the office manager by 9:00 am. Please check your e-mail for staff announcements prior to leaving for the day.

Assemblies

Assemblies will consist of pep fests, plays, and meetings to conduct school matters. Every teacher must attend each assembly unless some specific assignment prevents them from doing so. Teachers must sit with the students.

Attendance of Employees

Providing service to the students of the district and to the people we work with is the reason the school district exists. Any time you are absent or late impacts our ability to deliver these services and places an extra burden on your co-workers.

Excessive absenteeism or tardiness may result in corrective measures.

Employees are expected to report to their assigned work location on time each scheduled workday.

- Please see Building Schedules

B

Benefits

Employees should refer to their Master Agreement for more information regarding benefits.

Books-Classroom

Textbooks are expensive. Please remind students to take good care of the materials loaned to them.

Fine Schedule:	1 year old	. ... .6/7 original price
	2 years old	. . . . . 5/7 original price
	3 years old	. . . . . 4/7 original price
	4 years old	. . . . . 3/7 original price
	5 years old	. . . . . 2/7 original price
	6 years old	. . . . . 1/7 original price
	7 years old	. . . . . no fine – replacement needed

The cost and age of textbooks can be obtained from a building principal.

Books-Library

Library materials are expensive. Please remind students to take very good care of the materials loaned to them. Fine Schedule: See the Media Specialist or library support staff.

Building Schedules

The following is the schedule for school hours:

	Hayfield Elementary	Hayfield High School
Teachers Work Day Begins Office Opens	7:30 A.M.	7:30 A.M.
Doors Open Breakfast Served School Begins	7:45 A.M. 7:45-8:00 A.M. 8:05 A.M.	7:30 A.M. 7:40-8:00 A.M. 8:05 A.M.
School Dismissed	2:50 P.M.	2:57 P.M.
Teachers Work Day Ends	3:30 P.M.	3:30 P.M.
Building Office Hours	7:30 A.M. to 3:30 P.M.	7:30 A.M. to 3:30 P.M.

- On Fridays, teachers may leave after all buses have left the school building.

Building Security

It is the responsibility of every employee to ensure building security. At no time should exterior doors be propped open.

All doors to the school are locked during the school day. Staff must use their fobs to enter the building during the school day.

Bus, Bike & Crossing Safety

Please remind students of bus safety rules on a regular basis. The bus, bike, and crossing safety unit must be taught in the first three weeks of school and all students must pass the bus safety test.

High School: Bus, bike, and crossing safety will be taught during the first three weeks of the school year. Students will be taught and review the expectations and rules of the bus.

Elementary Schools: When elementary students are dismissed for buses, they are to go **directly to the buses and remain on the buses**. Students should not enter the high school without teacher permission. Bus students should not be allowed to go home by a different method unless you have written or verbal permission from the parent/guardian.

All guests riding the bus must follow the procedures outlined:

1. The guest must have a note signed by his/her parents to show the teacher or office personnel and the bus driver. The note must include the date and the place the child is going to visit.
2. The hosting child or parent must contact the bus driver to make sure the number of guests will not cause a problem. The parent must then write a note to show the teacher and the bus driver. This note must include a list of the guests and the date they will be riding the bus.

C

Calendar & Event Planning

The official school calendar and events are posted on the school web page. If you would like events posted on the school web page, send (via email) the event information to Josh Jacobsen at jjacobsen@hayfield.k12.mn.us and Jess Meek at jmeek@hayfield.k12.mn.us. It is recommended that information be submitted at least one week prior to the event.

Facility Reservations:

To reserve facilities for sporting events (gyms) and all other facilities, check the Facilities Use Calendar for availability and then complete the Facility Use Request (under Quick Links) on homepage.

Elementary: Please submit your field trip request to the elementary principal and secretary at least 2 weeks prior to requested trip/event and to have your event posted on the elementary school activity calendar within our email system. Upon approval, inform the school nurse of the date and time of the field trip so medical supplies can be prepared and available for the trip. Also notify the food service director of how many students will be out of the building for the event.

High School: The principal keeps a HS planning calendar, please submit field trips and/or special activities to her/him. High School staff need to notify the nurse and food service director for medical and food needs.

Cell Phone

Staff who need to use their cell phone for personal business during work hours are expected to do this during their prep time, break time, or lunch break. The use of cell phones by staff is to be limited to non-student contact times. Exceptions will be for official school business.

Class Lists

Teachers are provided with class lists at the beginning of the school year or a course. Should errors be found, please notify the office and provide a copy of the corrections.

Classroom Maintenance

It is the responsibility of the teacher and students to maintain a clean and orderly classroom. Students are responsible for care of assigned desks as well as general property including bathrooms, halls, gym, and lunchroom.

At the end of each day, students should:
- ☑ Pick up paper, staples, paper clips, etc… in their classroom.
- ☑ Put all trash in the waste baskets.
- ☑ Stack all the chairs or put chairs on desks or tables.
- ☑ Pick up all books and materials off the floor.

At the end of each day, teachers should:
- ☑ Check the room so it is ready for the custodian to complete his/her work.
- ☑ Lock the door.
- ☑ If something needs repair, or an email with your building custodian and principal.
- ☑ Report any abuse of property to the office.

The custodians sweep or vacuum the classrooms, empty trash, and perform other cleaning duties on a regular (daily or on an every other day or every other two days) basis.

Code of Ethics for Minnesota Teachers

Each teacher upon entering the teaching profession assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves, standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.

Standards of Professional Conduct

The standards of professional conduct are as follows:

A. A teacher shall provide professional education services in a nondiscriminatory manner.
B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
G. A teacher shall not deliberately suppress or distort subject matter.
H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
I. A teacher shall not knowingly make false or malicious statements about students or colleagues.

J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

The enforcement of the provisions of the code of ethics for Minnesota teachers shall be in accord with Minnesota Statutes, section 214.10.

Code of Ethics for Minnesota School Administrators

The Code of Ethics applies to all persons licensed as school administrators.

Standards of Professional Conduct

The standards of professional conduct are as follows:

A. A school administrator shall provide professional educational services in a nondiscriminatory manner.
B. A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
C. A school administrator shall take reasonable action to provide an atmosphere conducive to learning.
D. A school administrator shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
E. A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.
F. A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
G. A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
H. A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
I. A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance by the commissioner of the Minnesota Department of Education under Minnesota Statues, section 121.11, subdivision 7b.
J. A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
K. A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

Code of Ethics for Hayfield Support Staff

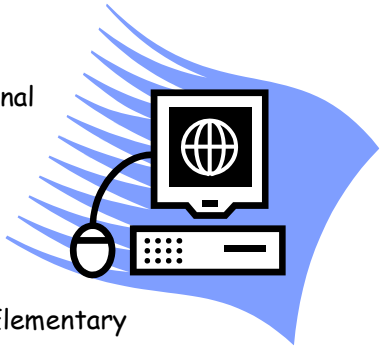
The Code of Ethics applies to all persons who are part of the support staff.

Standards of Professional Conduct

The standards of professional conduct are as follows:

A. Support staff shall provide professional services in a nondiscriminatory manner.
B. Support staff shall take reasonable action to provide an atmosphere conducive to learning.
C. Support staff shall take reasonable action to protect students and staff from conditions harmful to health and safety.
D. In accordance with state and federal laws, support staff shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
E. Support staff shall not use professional relationships with students, parents and colleagues to private advantage.
F. Support staff shall not knowingly falsify or misrepresent records or facts relating to that support staff's qualifications or to other support staffs' qualifications.
G. Support staff shall not knowingly make false or malicious statements about students or colleagues.

Computers



- Unauthorized software cannot be loaded.
- Computers are property of the school district and should be used for educational purpose.
- You can send an email to a group of employees, the following groups are available:

  HESStaff@hayfield.k12.mn.us: Emails will go to all Hayfield Elementary Staff
  HESTeachers@hayfield.k12.mn.us: Emails will go to all Hayfield Elementary Teachers
  HESPara@hayfield.k12.mn.us: Emails will go to all Hayfield Elementary Paras
  HHSStaff@hayfield.k12.mn.us: Emails will go to all High School Staff
  HHSTeachers@hayfield.k12.mn.us: Emails will go to all High School Teachers
  HHSPara@hayfield.k12.mn.us: Emails will go to all High School Paras
  Staff@hayfield.k12.mn.us: Emails will go to all Staff in the whole district

Conferences

Parent-teacher conferences are scheduled throughout the school year; refer to the school calendar for the dates.

Teachers are encouraged to conference with parents at other times as needed and to establish positive communication routines.

Elementary: You are to conference with every parent at the fall conferences and with every parent as needed at the winter conferences.

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline, or court records. Employees are required to keep student and personnel information in the

strictest confidence and are legally prohibited from sharing confidential information with any unauthorized individual.

Copyright

It is the intent of the Hayfield Community School District, its school board, staff, and students to adhere to the provisions of current copyright laws and Congressional guidelines. Employees and students are to adhere to federal and state copyright laws and publisher licensing agreements related to duplication, retention and use of copyrighted materials.

Criminal Background Check

Applicants, employees, student teachers, substitutes, and coaches must undergo criminal background check as required by law prior to employment. The employee must pay the background check fee.

Crisis Plans – Being Updated

Employees are expected to be familiar with emergency procedures. "Brief" sheets are to be posted in view so any adult in the room can follow the outlined steps. Emergency plans and sub folders are to be kept in the Emergency Folder bin by the classroom door.

D

Daily Schedules

A copy of each teacher's and paraprofessional's daily schedule should be placed in their substitute folder. Elementary staff should also submit a copy to the office and to their building principal.

Data Privacy

Laws and regulations, both federal and state, have been developed to protect individual privacy and ensure that personal information is disclosed only when and where necessary. All school employees are subject to criminal and civil penalties for violations.

Data privacy is nothing more than common sense. Reduce your chances of violations by adhering to the following tips:

- All paperwork regarding students must be handled discretely. When you no longer need the papers, return to the appropriate party or shred.
- Do not display or publish student scores where others may observe.
- Use good judgment when students exchange papers for correcting.

- Discussions regarding students should only take place in school and in the appropriate situations with high regard for privacy. Please be cognizant of persons not involved in the situation, especially students, being present during the discussion.

The following is a list of examples which could put you and the school district at risk for liability:

A. Parent-teacher conferences which can be overheard by others or in which parents see grades of other students.
B. Conversations about students and families which are overheard by others (i.e. hallways, office areas, teacher's lounge, public places, etc.)
C. Information which is left unprotected and is found by others (i.e. letters, paperwork, grade books, etc.).
D. Information that is disclosed at school board meetings or public gatherings where students, parents, media, and others may hear information which is considered "private" or "confidential" by statute.
E. Student aides or parent volunteers who haven't been informed of the Minnesota Data Privacy Act, and specifically the consequences to them if they release "private" information.
F. Allowing school personnel to review cum files/grades where there is no direct "educational interest."
G. Releasing the names and circumstances of other students when dealing with another student/parent (family).
H. E-mails sent to the wrong person(s) due to automatic address fill-ins.

Directory Information

See Policy 515: Protection and Privacy of Pupil Records

Discipline

The smooth working order of any organization requires high standards of discipline by all members. All staff are responsible for the enforcement of rules and for ensuring a safe and respectful learning environment. Teachers are the first line of defense with student discipline.

For your protection, be sure to document problems of a serious nature through JMC. Write down the specifics (who, what, when, where, why, and how). Be sure to be aware of confidentiality when completing discipline referrals in JMC. Only use the name of a student if it is in their JMC account, use "other student", "student 2", "student 3", or something similar to replace the name(s) of other students involved in the situation. Documentation not only protects you legally, but also assists you when designing effective interventions. See your building principal for the school board policy regarding discipline.

Dress Code-Student

Policy No. 504 addresses clothing found to be inappropriate within the school setting. Refer to your student handbook for specifics.

Dress Code-Staff

As Hayfield Community School District employees, we are judged not only by our service but by our appearance. Our expectation is that your appearance is consistent with the high standards we set for ourselves as a district. You are expected to present a well-groomed, business-like appearance and to practice good personal hygiene. Remember, to our students, parents, and the public, you are the Hayfield Community School District. Fridays (or the last day of the school week) can be considered casual and staff are encouraged to wear their Hayfield Viking apparel on these days. Teachers, jeans are to only be worn on Fridays or the last day of the week. Business casual is to be a minimum Monday through Thursday! Any variation to professional dress (for example, shorts in hot weather) must be pre-approved by the building principal. Certain positions may require a different dress code approved by Administration.

Drugs and Alcohol

It is a violation of the policy of Hayfield School District for any employee to distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor or to unlawfully manufacture, distribute, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I-V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 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 any school building and on school premises; on any school owned vehicle or in any other school-approved vehicles used to transport students to and from 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.

If you are engaged either directly or indirectly in work on a federal grant, it is a condition of your continued employment on any such federal grant that you shall abide by the terms of the school district policy on alcohol and drugs and will notify your supervisor in writing of your conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

Any employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension or termination as deemed appropriate by the school board.

In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who violates the terms of this policy may be required to satisfactorily participate in and complete such a program is subject to non-renewal, suspension or termination as deemed appropriate by the school board.

Sanctions against employees, including non-renewal, suspension and termination shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Each employee shall be provided a copy of this policy. Federal law mandates that all employees be informed of School District policy on use of drugs and alcohol.

E

Earned Sick and Safe Time (ESST) – Update in summer 2027

Employees accrue at least one (1) hour of ESST for every 30 hours worked, up to a minimum of 48 hours per year. The accrual year for Hayfield Community Schools is July 1 through June 30. Part-time employees who work at least 80 hours per year and do not currently receive sick leave will begin accruing ESST effective January 1, 2024. Employees who currently receive fewer than 48 hours of sick time per year will have their annual allotment increased to 48 hours. Employees already receiving more than 48 hours of sick time annually under their master or employment agreement will continue under those provisions.

Sick time is front-end loaded on July 1st. Certified employees receive 15 days and noncertified employees receive 9 days.

ESST must be paid at the employee's regular hourly rate. Employees' available and used ESST hours will be displayed on their regular earnings statements through the SMART eR online portal. Employees are not required to find a replacement for their shift in order to use ESST. ESST may be used for all or part of a scheduled work shift.

Employees may use ESST for the following purposes: An employee's mental or physical illness, injury, or preventive care; The mental or physical illness, injury, or preventive care of a family member; Absence due to domestic abuse, sexual assault, or stalking of the employee or a family member; Closure of the employee's workplace, or a family member's school or care facility, due to weather or a public emergency; When a health authority or health care professional determines that the employee or their family member is at risk of infecting others with a communicable disease.

For employees already receiving more than 48 hours of sick leave per year, these expanded allowable uses apply to the first 48 hours of sick time used annually (or up to 80 hours if time is carried over). Any remaining sick time may be used according to the provisions of the applicable master or employment agreement.

Employees should provide up to seven (7) days' advance notice when the need for ESST is foreseeable (for example, for a scheduled medical appointment). When the need is not foreseeable, employees should notify their supervisor as soon as practicable. If ESST is used for more than three (3) consecutive days, the district may require documentation to verify the reason for leave. Employees should continue to request sick time using the district's established procedures.

Emergencies

Please refer to your Crisis Management Action Plan for any other emergencies not explained below. Each classroom has an "Emergency Folders" bin posted by the classroom door. This bin contains the Crisis Management Action Plan, emergency procedures, and substitute teacher information.

TEACHERS: Post the routes and procedures for emergencies in your room.
Individual student evacuation plans- If a student on an IEP or 504 plan has an emergency evacuation plan, the case manager will notify you of the necessary requirements to make the evacuation go as smoothly and safely as possible. Training and/or practice will be required at least annually. Each teacher will receive a copy of the evacuation plan. This plan is to be kept confidential and with papers accessible to a substitute teacher or paraprofessional.

Fire drills: The State Fire Marshal requires schools to schedule fire drills throughout the school year (five or more). Carefully review the emergency handbook to familiarize yourself with the routes and procedures.

Tornado drills: The State of Minnesota conducts a statewide tornado drill in the spring of the year. Carefully review the emergency handbook to familiarize yourself with the routes and procedures.

Lockdown procedures: The State of Minnesota requires schools to conduct lockdown procedures throughout the school year (five or more). Carefully review the emergency handbook to familiarize yourself with the procedures.

Employee Directory

Employees are required to keep their contact information and emergency contact information updated in the business office. This includes mailing address, cell phone numbers, home phone numbers, etc.

ESS – Employee Self-Serve

In an effort to go paperless, Hayfield Schools encourages all employees to view their payroll information on ESS.

- Go to the Hayfield Schools website at www.hayfield.k12.mn.us
- Under Staff Resources, choose ESS.
- Enter your User ID (your Employee ID number) and your password (the last four digits of your social security number unless you have changed it). If you need assistance, call the business office at x1556.
- Choose Employee Self Service.
- To view your paycheck, choose Pay Summary and click on the amount by the payroll date that you want to view.
- To view information on sick days, personal days or vacation choose Time-off. Click on the item that you would like to view and it will show what you have used and what you have left for the year.

F

Field Trips

Teachers are responsible for planning and organizing field trips. Teachers must ensure that parents are notified well in advance. For any field trips outside of the district, each child must be informed prior to the field trip. Be sure to clearly communicate fees and transportation. All field trips need to be paid and approved in advance of the day of the field trip.

REMINDER: The district no longer funds field trips. Students and alternative funds will need to cover all costs.

Supervision is the number one priority when planning a field trip. You, the classroom teacher, are liable if problems arise due to the lack of proper supervision. If parent chaperones are used, they must comply with the district field trip chaperone procedures that may require a background check is completed prior to the field trip.

Field trip requests must be made through the building principal for approval. The necessary forms must be completed and turned in to the building principal before any transportation arrangements are made.

If transportation is needed, the teacher must complete the online Field Trip/Transportation Request Form (found on the district webpage under staff resources) and submit it to their building principal. The building principal will then submit the request to the transportation provider to schedule the transportation.

Fire Drills (see Emergencies)

504s

Section 504 of The Rehabilitation Act of 1973 falls under the responsibility of the regular education program. The school staff and parents need to work in collaboration to help guarantee that the student is provided with the necessary accommodations and/or services. The staff and resources of the regular education program should serve a student who is found disabled under Section 504. Your building principal is the Section 504 Coordinator. Please contact the coordinator if you have any questions or concerns.

Food

All treats/food used in the classroom and served to students must be commercially prepared and packaged. No food or drink is allowed in high school classrooms unless pre-approved by the teacher.

Fundraising

The district realizes that fundraising is vital. The administration and school board must give prior approval of all fundraising activities. All requests must be submitted in writing/email to the superintendent.

G

Grade Books

These records must be kept neat and legible. At the end of the year, they are kept on file in the office for reference.

Teachers of Grades 4-12: All teachers are required to maintain accurate and up-to-date grading records using JMC. Grades must be updated at least once a week. Teacher's in grades 5-12, must abide by the grading for learning policy. It is the expectation of teachers to have no less than at least 2 summative assessments every quarter in the gradebook.

H

Harassment and Violence Issues

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

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, disability, racial, or sexual harassment or violence upon any pupil, teacher, administrator, or other school personnel.

Please refer to Policy 413-Harassment and Violence for more detailed information or contact your building principal.

Hiring

All employees, including regular full-time and part-time employees, are required to complete all employee payroll documentation, prior to employment.

I

Inventory

Inventory files are provided at the end of the school year. Staff members need to record all materials and equipment. It is vital for insurance purposes to have an accurate, up-to-date inventory. Inventory must be completed on the computer before checking out for the summer with your building principal.

K

Keys and Fobs

The keys and fobs that are issued to you are school property and it is your responsibility to maintain control of your keys and fob at all times. This means you are not to allow any students or non-employees to use your keys or fob.

Any requests for a key or fob must be referred to the system administrator for approval and processing. The issue of door keys and fobs shall be kept to a minimum in the interest of security and control.

It is not permitted to transfer or loan a door key or fob from one employee to another without the authorization of the system administrator.

For lost or stolen keys and fobs, a report must be made immediately to the system administrator and building principal. The system administrator will determine if there is a breach of security that needs to be addressed.

There may be a charge to the employee or non-employee to recover any costs that may be incurred due to the loss of a key or fob.

L

Leaves

Kelly Education (formerly Teachers on Call)

Personal leave: Personal leave requests must be submitted at least three (3) days prior to the leave being requested. Please check with the building office manager and your building principal before applying for personal leave. Certified and non-certified employees may not take personal leave days during the last five student contact days of the school year. If you have a change of plans and will not be taking the personal leave, you must notify your building principal and building office manager immediately.

Professional leave: Professional leave must be applied for through the Staff Development Committee.

Sick leave: Request via Frontline and ESS.

Leaving the School Building during the Day

Classes: Teachers taking their class outside of the building during the day must notify the office when and where you are taking your class. Plus, you must have a means of communication with you. If you will be using your cell phone, the office will need your cell phone number.
Elementary students: Elementary students are to wait in the office until a parent arrives. If a student sends a note to get out early, please send it to the office so the secretaries know the student is to be released.
Employees: Any employee leaving the job site during working hours must make arrangements with the building office. Non-certified staff must clock out and in. Certified staff must sign out and sign back in at their building office.

Lesson Plans

Teachers are expected to complete lesson plans. The plans may be done one day in advance or one week in advance. The lesson plans must be left in a place where a substitute will find them easily. -You may be asked to share your lesson plans with your building principal throughout the year.

Liability

Supervision is key. Do not leave your students unsupervised at any time. Liability results when an employee is proved negligent in his/her responsibility toward the student. This could come from not supervising students in the classroom or other activities that could allow for harm, failure to instruct students in safety measures, participation in hazardous activities, or lack of appropriate responsibility in situations. Any questionable activity or unsafe condition within the building should be reported to the building principal.

Locker Rooms

Teachers are not to open the locker rooms or give your keys out to any student between the hours of 8:00 am – 3:00 pm. This does not apply to PE teachers. If a student needs in the locker room outside of a PE class between 8:00 am – 3:00 pm, they need an adult in the locker room with them at all times.

Lunch

All employees are given a lunch account with an ID number assigned by the building office of employment. Please keep your personal lunch accounts up-to-date. Employees will be charged according to current adult prices for meals and extra entrees. Delinquent lunch accounts, as determined by the superintendent, must be paid or the employee will not be allowed to eat school lunch.

M

Mail

Staff mail delivered to the school will be put in your respective mailboxes. Staff members are asked to check their mailboxes daily. If you are mailing personal items from school, it is your responsibility to ensure the correct postage is used.

Mandated Reporting

School employees are required by law to make a report to county Human Services if they suspect child abuse or neglect. When you make a report, you should let your building counselor/social worker know you are doing so; principals would also like to be informed. Do not rely on someone else to make the report for you. Building principals, counselors and our social worker have the reporting forms.

Any school employee suspected of abuse or neglect must be reported to the Minnesota Department of Education.

Medication

For the students' protection and care, we ask your cooperation in the matter of administering medications. Only the school nurse and approved health office personnel may administer medications, including over-the-counter medication.

Before any kind of medication can be given, a physician's signed authorization and written parental authorization must be given to the school nurse. Not even aspirin can be given to a child by the school nurse without parent's and doctor's consent. All medications must be in original pharmacy containers. Medications should be brought in and/or picked up by a parent or other adult. If you have any questions or concerns, please talk with the nurse in your building.

N

Newspaper

The Hayfield Community Schools uses the Dodge County Independent (DCI) newspaper as the official paper. Teachers, coaches, and advisors are strongly encouraged to submit articles for publication. The email address for submitting material is dcieditorial@gmail.com

O

Observations & Evaluation

A minimum of three formal observations will be made of all probationary teachers. All tenured teachers will be formally observed once every three years. All non-certified employees will have job performance evaluations (informal or formal) completed each year by their supervisor (either the special education coordinator, building

principal or superintendent). The district reserves the right to conduct informal, unannounced observations in accordance with district policy.

P

Parking

Staff has designated areas within the school parking areas to park their vehicles while at work, these are set by Administration.

Parties

Class parties may be organized by teachers with prior approval from administration. To maintain health and safety standards, all treats and food served during these events must be commercially prepared and packaged.

Payroll

Payday for all employees is the 20th of each month. If the 20th falls on a weekend or holiday, checks will be issued/deposited on the last workday before. Employees are encouraged to go paperless and check their payroll information online through the district webpage under staff resources.

Direct deposit is mandatory for all employees of ISD #203 (MN Statute 177.23 subd 4). Please contact the business office at extension 1556 to request a form or with any questions you may have.

TimeTracker (via ESS): All hourly employees are required to punch in and out each day in TimeTracker. Employees should punch in and out as close to their regular start and stop time as possible. When leaving the building for errands not work-related (except for lunch), the employee should punch out and punch back in when he/she comes back in the building. All hourly employees must punch in and out, while physically in the building. Overtime hours need to be pre-approved by an administrator.

Personal Property

The Hayfield Community School District does not assume any responsibility for loss, theft or damage to personal property. To minimize risk, we advise you to not carry unnecessary amounts of cash or other valuables. If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. Personal appliances such as refrigerators, microwaves, etc. must also meet safety codes.

Personal Use of Laminator, Fax Machines, Copiers, and Color Printers

Charges will be applied for personal use of the following district resources:

Laminator: $0.05 per linear inch
Fax Machine: $1.00 for the first page and $0.20 for each page after in the same fax.
Copiers: $0.10 per copy

Personnel Files

Information placed in an employee's personnel file is at the sole discretion of the School Board or its designee. You may review your file during regular school business hours. No materials from your file may be removed from the District Office.

Phone

Teachers are encouraged to check their voicemail throughout the day.

Students should not be allowed to use classroom telephones. Any high school student needing to make a phone call should be sent to the office. Elementary students needing to call parents must do so through the individual classroom teacher. Keep student phone calls to a minimum.

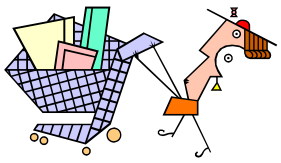
In the elementary schools, teachers need to check their messages for any changes in individual student departures each day until 2:00 P.M. After 2:00 P.M., the office manager will contact you personally.

Public Relations

Each employee is a vital member of this District's PR team. Remember, your actions and dialogue in school, as well as in the community, reflect upon the school district's image. Articles in the Dodge County Independent, and the district and teacher web pages are excellent avenues to promote and improve community understanding of our schools.

Teachers: regular, positive communication with parents is encouraged via notes, phone calls, personal contacts, or mail. This eliminates the perception that the school calls only with problems. It produces a more positive image of education and strengthens the home-school partnership. As a professional courtesy, you are expected to reply to parent communications (phone calls, emails, etc.) within 24 hours. If you have specific concerns regarding parent communications, please contact your building administrator.

Purchase Orders and Claim Reimbursement Forms



If you wish to order any supplies, complete an online requisition form within your ESS account. Fill it out completely and submit it.

If you are picking up items at a store, you will need to get a local purchase order pre-approved and signed by the principal before shopping. Employees who do not follow this process may risk not being reimbursed for their purchases.

Claim Reimbursement forms must be signed by the principal before submitting for payment within 30 days of purchase. If you submit an expense reimbursement without pre-approval by your building principal, you may not be reimbursed. In all cases, sales tax will not be reimbursed. If you are over budget, you will not be reimbursed.

R

Report Cards

Report cards are issued four times a year at the end of each quarter for all students in grades K-12 and are managed through the school wide computer management program (JMC). Check with your building principal or office manager for the dates that grades need to be turned in.

S

School Closings and Late Starts Due to Weather

School closings will be announced through JMC and the school district website home page. In addition, the following television stations will broadcast closing information on Hayfield Community Schools: KTTC (TV) - Channel 10 and KAAL (TV) - Channel 6.

School District Policies

The School District Policy Manual can be accessed on the district's website.

Staff are to enforce all school district policies and rules put in place by the Administration regardless of their own personal feelings.

School Messenger

The School District uses the JMC emergency notification system to notify all staff and parents through the phone system. If the school district is experiencing an emergency (threats, school closings, etc.), the district will be able to send out a message by phone to all phone numbers listed in our school database (home, work, and cell).

School Vehicle Use

A school vehicle is available for use by the staff on school-related business. The use of the school vehicle is requested by contacting the District Services Coordinator. When the school vehicle is used, it should be returned to the garage immediately after use. Many times, the vehicle is signed out for as early as 5:00 A.M., and it must be in the garage to be available for use. When a vehicle is returned to the garage, be sure to shut the windows. Arrangements are to be made beforehand as to how and where keys are to be returned if you return after office hours. Do not leave the keys in the vehicle. Others may have the vehicles signed up the same day and must be able to obtain the keys. If no one is scheduled to use the vehicle and if the office is closed upon return from the trip, the keys must be returned to the district office by 8:00 A.M. the following morning.

All van users must fill the tank before returning the vehicle to school. All users of school vehicles must adhere to the following guidelines:

1. Sign up for the vehicles by contacting the district office.

On the day you take the vehicle:

2. Sign the log book in the vehicle and fill in the information indicated on the log page (time of day/AM-PM, starting odometer miles, your name, destination, and inside condition of vehicle).
3. The driver and all passengers must follow state laws regarding seat belt usage.

When you return the vehicle:

4. Make sure the tank is full.
5. Clean up any trash left in the vehicle.
6. Clean up any additional messes with spray and rag and/or shopvac located in the garage
7. Fill in the log book (time you returned, ending odometer miles, and any problems with the vehicle).
8. Contact the district office if there were any problems, repairs or maintenance issues.

What happens if these guidelines have not been followed? You will be given a warning. You may lose the privilege of using the school vehicle, which could affect whether you are able to attend other workshops.

Sick Leave (see Leaves)

Social and Educational Networking Guidelines

Social networks like Facebook and X are avenues to communicate information to parents and students. For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family.

Educational networking is an excellent resource to connect with educators in the same field and content area. These sites are used by educators for both professional development and as a teaching tool, and are usually restricted to selected users and not to the general public. These include networking tools such as X, Facebook, educational wikis, blogs.

As educators, we have a professional image to uphold and how we conduct ourselves online impacts this image. As reported by the media, there have been instances of educators demonstrating professional misconduct by engaging in inappropriate dialogue about their schools and/or students; posting questionable pictures; and by posting videos of themselves engaged in inappropriate activities. An educator's online identity is very public and can cause serious repercussions for careless behavior.

One of the hallmarks of online networks, both social and educational, is the ability to "friend" others – creating a group of others that share interests and personal news. The district strongly discourages teachers from accepting invitations to *friend* students within personal social networking sites. When students gain access into a teacher's network of friends and acquaintances and are able to view, download, and share personal photos and communications, the student-teacher dynamic is altered. By friending students, teachers provide more information than one should share in an educational setting. It is important to maintain a professional relationship with students.

The district does recognize the value of student/teacher interaction on educational networking sites. Collaboration, resource sharing, and student/teacher and student/student dialog can all be facilitated by the judicious use of educational networking tools. Such interactivity is a critical component of any online class and can greatly enhance face-to-face classes.

For the protection of your professional reputation, the district recommends the following practices:

Guidelines for the use of social networking sites by professional staff:

- Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
- Do not initiate friendships with students.
- Post only what you want the world to see. What you publish is widely accessible and will be around for a long time, so consider the content carefully.
- Do not discuss students or coworkers. Do not publicly criticize school policies or personnel.
- Visit your profile's security and privacy settings frequently.

Guidelines for the use of educational networking sites by professional staff:

- Let your administrator, students and their parents know about your educational network.
- Do not say or do anything that you would not say or do in the workplace.
- Post the district code of conduct on all educational networking sites.
- Do not post images that include students without checking for appropriate parental release forms on file.

Guidelines for *all* networking sites by professional staff:

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.
- If a staff member learns of information on the social networking site, which falls under the mandatory reporting guidelines, he or she must report it as required by law.

ISD #203 Code of Conduct for Educational Networking Sites:

- Post only what you want the world to see. What you publish is widely accessible and will be around for a long time, so consider the content carefully.
- Do not discuss students or staff members.
- Do not publicly criticize school policies or personnel.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous.
- Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.

If you choose not to follow these guidelines, you take full responsibility for your actions.

Special Education

The District provides special education services to students with disabilities as identified in IDEIA 2004 (Individuals with Disabilities Education Improvement Act).

Students with special needs may be provided services in the general classroom setting, in an individualized classroom setting, in a special class, or an alternative setting. School personnel will work with families and students to create the most successful individualized learning plan for students.

If you have concerns about a student, make sure interventions have been implemented by the classroom teacher. If the student does not respond to the interventions, the teacher will make a referral to the building problem solving team. Documented research-based interventions are required in the area of concern before an evaluation can take place.

Student Attendance

Attendance will be done through the school wide computer management program (JMC). School Messenger may be utilized to contact parents regarding their child's absence.

Elementary Attendance: Teachers are required to report classroom attendance once at the start of the school day. Attendance should be recorded no later than 8:20 A.M.

High School Attendance: Teachers are required to report classroom attendance at the beginning of each class period.

Attendance must be taken within the first 5 minutes of class. AU (Absent Unexcused) should be marked when a student is missing at the start of class. If the student arrives within the first 5 minutes, then they should be marked TU (Tardy Unexcused). AE (Absent Excused) and TE (Tardy Excused) should only be marked when the student is coming to class with a pass from the office or another teacher. The office will not be writing passes for any student unless they are excused. In addition, for hours 2-8, if you have a student who does not show after the first 5 minutes of class and the student has been present in prior hours you must notify the office immediately so we can locate the student.

If a student in your room has been absent or tardy frequently and/or you are concerned about the student's attendance, please contact/talk with your building principal. The principal will investigate for possible referral for truancy.

Teachers are to make sure their students are where they are supposed to be during their students' designated times.

Teachers and Paraprofessional are not allowed to give permission to students to leave the building during the school day (to run to their cars, home, Casey's, etc). The student must come to the High School office to receive that authorization. Only the Principal or the Superintendent will give the student the authorization to leave the building.

Student Handbooks

All employees with regular direct contact with students are responsible for knowing the contents of the student handbook. You are also responsible for enforcing these policies and procedures, regardless of your personal beliefs or opinions.

Student Suspensions:

It is the Teachers responsibility to get ISS/OSS students any missed classroom material during their suspension. Teachers will receive an email from the High School Office when a student is going to be in ISS/OSS. Teachers will then be required to follow up with students regardless of if homework is being issued.

ISS: Teachers will be responsible for getting the students classroom materials to the HS Office.
OSS: Teachers will need to communicate with the students via email an update as to what was/will be missed during class as well as provide them with any homework that was issued.

Sub Folder

Each teacher must maintain a sub folder throughout the school year. It should contain three days of emergency lesson plans, seating charts, class lists, classroom discipline plans, daily schedule and any other information that is necessary for the substitute to have in order to be an effective teacher for you. The sub folder must be located in the Emergency Folder bin.

Supplies

Supply requisitions for the next school year can be submitted in the spring and the orders will be placed during the summer. Requests for supplies during the school year need to be approved by your building principal. All supplies must be requisitioned by April 1st of the current school year with the exceptions of perishables.

T

Testing-Minnesota Statewide Assessments

Students in our schools take standardized assessments during the school year. Minnesota Comprehensive Assessments (MCAs) are a part of the state and district's accountability system. MCAs will be administered to grades 3-11 during the state's testing window that occurs in April-May. Student attendance on test days is extremely important. If a student should be absent on a testing day, every effort must be made to have the student complete the testing he/she missed while they were absent. Classroom teachers will be responsible for administering the tests. All test materials are considered highly confidential and must be secure at all times. The District will be conducting mandatory training sessions for all test monitors. Dates for the trainings will be announced later in the school year. If you have any questions regarding the tests and testing procedures, please contact your building principal.

Students with significant cognitive disabilities may be eligible for alternate assessments. This determination will be made by the student's IEP team.

All children with a home language other than English in grades 3-12 will participate in mandatory testing for identified ELL students. The ELL teacher will be responsible for administering these tests. Classroom teachers may be called upon to complete a portion of these tests.

Transportation (Also see School Vehicle Use)

Driver's License-All employees who use a vehicle for work-related purposes are required to have a valid driver's license.
Mileage-Employees who use their own car for business will be reimbursed at the rate determined by the School District. Employees will be reimbursed for miles driven in excess of their normal commute to the primary place of work. The school vehicle should be used if available and may be reserved by contacting the District Services Coordinator, ext. 1556. When the school vehicle is used, employees must follow the "no smoking" policy. Also, students are not authorized to operate school vehicles.
Seat Belt Use-All employees are required to use seat belts when operating or riding in a motor vehicle on School District business. Employees (driver) must make sure all passengers use seat belts while a passenger in the school vehicle.
Vehicle Insurance-All employees who use a vehicle for work related purposes must carry insurance on their vehicle as required by the State of Minnesota. You may not use your vehicle for work related purposes if your vehicle is not covered by the required insurance. You may be required to show proof of current vehicle insurance.
Transporting Students-If you are using your own vehicle or a school vehicle you are required to have a Type III license. See the District Services Coordinator for details.

V

Video and DVD Use Guidelines for the Classroom

There are many opportunities each school year to have a class or grade level use videos and/or DVDs for curricular enhancement. These videos can be a positive learning experience for students; however, difficulties can arise when administrators and parents/guardians have not been properly notified prior to use of the video or when fair use provisions of the copyright law are violated. In order to support teachers in making decisions about the use of videos (particularly non-curricular videos or DVDs) and to promote stronger communication with administration as well as parents/guardians, the following guidelines are provided.

1. Teachers are expected to use sound professional judgment in selecting videos which support District curriculum. When selecting videos/DVDs for classroom instruction, consideration should be given to:
    a. relevancy to curriculum;
    b. age level, maturity, and interest of the students;
    c. effective use of instructional time;
    d. any pertinent copyright issues; and
    e. avoiding duplication by being aware of the use of the video in other grades or subject areas.
2. When using a video/DVD as an instructional resource, best practices include:
    a. linking video/DVD information to course objectives;
    b. clearly cueing students to important information/concepts;
    c. building in time for processing and debriefing; and
    d. assessment of student learning as a result of the viewing experience.
3. Video/DVD use that is planned as an integral part of a unit of study is allowed under the fair use provisions of the copyright law. However, using videos for reward, entertainment, "filler," inclement weather day activity, etc., becomes a "public performance" and permission rights must be obtained from the video producer.
4. The following guidelines pertain to the rating of films;
    a. Elementary: PG videos/DVDs may be shown
    b. Junior High: R-rated videos/DVDs are <u>not</u> appropriate for use at the junior high level. If a PG or PG-13 video/DVD is shown at this level, parent/guardian permission is required. An alternative learning experience will be provided for students who do not have permission to view the video/DVD.
    c. High School: If an R-rated video/DVD is shown at the high school level, parent/guardian permission is required. An alternative learning experience will be provided for students who do not have permission to view the video/DVD.
5. Teachers are encouraged to discuss any videos/DVD that they use with their building principal if they have questions or concerns.

Visitors

All visitors must report to the office upon arrival and obtain a "Visitor's Pass." Student visitors are not allowed during the school day.

W

Administration has the right to amend this handbook throughout the course of the school year. Updates will be sent to the staff if applicable.

HAYFIELD PUBLIC SCHOOL
Progressive Discipline Policy

Purpose

Disciplinary action is one dimension of performance evaluation and employee development. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve employment success. This procedure should be conducted in reasonable ways that support the concept of progressive discipline while minimizing disruption to Hayfield Public Schools. Employee discipline is a standard part of the Hayfield Public School's Policy and should be used by all supervisors to enhance employee behavior and performance (outside of classroom instruction) as well as to maintain proper workplace order and safety. This policy is not intended to modify any employee's rights under any existing collective bargaining agreement with Hayfield Public Schools.

Definition

Hayfield Public Schools utilizes a system of progressive discipline to address problem performance (outside of classroom instruction) or unacceptable behavior by employees. Progressive discipline should be applied to specific types of behaviors and offenses. Normally, this form of discipline is initiated at the lowest organizational level and the prescribed corrective action should be appropriate to the nature of the offense or behavior. Therefore, the progression of discipline should begin with a less severe response and graduate, accordingly, to more severe action, as warranted. Although initiating steps at low levels of the progressive discipline process is the normal response, there are times when the offense may call for more severe corrective action—up to and including termination of employment (refer to "Exceptions" below). Finally, this policy in no way limits the authority of management to take any appropriate action(s) to resolve behavioral and safety problems.

How Progressive Discipline Works

In a progressive discipline system, the severity of the penalty ordinarily increases with each infringement of the rules. Among the advantages of a progressive discipline system is the fact that one can work with an employee and positively correct or improve that employee's behavior or performance without immediately resorting to more severe disciplinary action.

Progressive Discipline Process

1. Verbal Warning
2. Written Warning w/ Corrective Action
3. Suspension
4. Termination

General Guidelines

Supervisors are not limited to beginning at the written warning #1 stage for every infraction. Movement through the progressive discipline matrix is not limited to infractions of the same rule, but rather open to any subsequent violations. For example, an employee who receives a written warning for tardiness would not necessarily receive another written warning for disrespectful behavior toward a fellow worker but could receive a written warning or suspension since this is a continued occurrence of infractions. The decision rests with the supervisor (after consultation with Personnel, if appropriate) to apply the appropriate discipline for a specific violation. Obviously, there are many factors which may affect the decision of the supervisor. Generally, however, all similar violations are treated in a similar fashion, unless there are aggravating or mitigating circumstances. In every case, records must be prepared by the supervisor, using the appropriate forms, to adequately explain all circumstances.

Documentation

It is necessary that all disciplinary action taken be documented. Therefore, supervisors shall document all disciplinary action taken on the Hayfield Public Schools' Progressive Discipline form, HR Form 218 (attached). All documentation must be factual and complete. Supporting letters and other documentation may accompany the Hayfield Public Schools' Progressive Discipline form, HR Form 218. In all cases, the documentation should contain:

- A clear description of the behavior which prompted the discipline;
- A record of the disciplinary action taken by the supervisor;

- The required change in the employee's behavior or performance, and the possible consequences if that behavior or performance does not improve;
- The specific time frame in which the employee must affect that change.

The Four Types of Disciplinary Action

1. VERBAL WARNING
    - A verbal warning may be sufficient to redirect a staff member. The verbal warning is not recorded on Form #218, however, it is necessary to memorialize the conversation and share it with the staff member in print and/or email. No record means it did not take place.
    - The written record of the verbal warning should contain the following information.

1. Date, time and location of conversation
2. Topic discussed
3. Expectations provided
4. Timeline for completion
5. Understanding given to employee of next step if behavior is not corrected
    - Employees do not need union representation as this is not disciplinary.
        - Employees may still ask to have representation present.

Employees are advised to have union representation with them for steps 2, 3, and 4.

2. WRITTEN WARNING w/ CORRECTIVE ACTION

When a supervisor determines that grounds for disciplinary action exist and the employee has already received a written warning #1 for the same or similar behavior, or there appears to be a pattern of unacceptable behavior (although not necessarily similar), or the severity of the action precludes a lesser action, the supervisor should issue a written warning #2 with a corrective action plan. This step will include all information and requirements contained in the written warning #1, including signatures of the supervisor and the disciplined employee. The employee may respond in writing to the corrective action and that response shall be included in the employee's personnel file along with a copy of the completed Hayfield Public Schools' Progressive Discipline form, HR Form 218, routed as indicated on the form.

3. SUSPENSION

When an employee's performance or behavior continues to be substandard or the employee commits a major offense, a suspension may be warranted. A suspension is a set amount of time off from work, with or without pay. All of the information required for written warnings should be included on the suspension notice. In addition to a written notice, the matter should be thoroughly discussed with the employee to ensure the situation and required corrective actions are clearly understood. The supervisor must consult with the superintendent before approving any suspension of an employee. Once again, the employee shall acknowledge the suspension, in writing, and may respond in writing to the action taken. All pertinent information shall be documented on the Hayfield, HR Form 218 and placed in the personnel file with copies routed to appropriate channels.

Note: One form of suspension is "decision-making leave." This is normally one day of paid suspension during which time the employee must decide if he/she is going to change inappropriate behavior(s) or performance(s). If the employee decides to make this change, he/she would sign an agreement, indicating he/she understands the consequences of failure to live up to the standards. If the employee is unwilling to accept the required standard of performance or behavior, his/her employment with Hayfield Public Schools would be terminated.

4. TERMINATION

i. An employee may be terminated for unacceptable performance, for repeated minor offenses, or for major offense violations. In such cases, (other than the "Gross Misconduct" listed below), the supervisor shall provide such documentation as required to illustrate that the employee was repeatedly counseled concerning performance deficiencies or violations. Records shall indicate that the employee was provided with detailed directions for improvement and warned of possible consequences if that behavior or performance did not improve or violations did not cease within a specified period of time. However, because of the serious nature of certain infractions listed in "Gross Misconduct", an employee may be terminated immediately for just cause without a previous series of warnings. Note: In all cases of termination, the employee has the right to respond in writing and appeal the action of the supervisor. All cases of termination shall be coordinated with the superintendent as soon as possible and before such action is taken.

Employees terminated for reasons of "Gross Misconduct" may not be eligible for continuation of Health coverage under federal COBRA laws.

GROSS MISCONDUCT

(Non-exhaustive examples of just cause for possible immediate termination) In all cases the supervisor's discretion is imperative. The focus should remain on safety and/or the severity of the offense. This list is simply meant to conceptualize issues that may warrant termination.

- Possessing or consuming non-prescribed narcotics or illegal substances on Hayfield Public Schools' property
- Reporting to work under the influence of drugs and/or alcohol
- Instigating a fight on Hayfield Public Schools' property
- Possessing a weapon or explosives on Hayfield Public Schools' property
- Intentional harassment, including sexual harassment
- **Insubordination**
- Theft of Hayfield Public Schools' property
- Theft of personal property of other employees or of the public while on the job
- Misrepresentation of facts when seeking employment
- Violation of confidentiality regarding Hayfield Public School information
- Extended unexcused absences
- Falsification of time records for oneself or another employee
- Rude, profane or other inappropriate conduct with members of the public
- LIST NOT ALL INCLUSIVE

Veterans Preference

Prior to dismissal, any employee that is an honorably discharged veteran shall be notified in writing of the intent to discharge him or her and of the right to request a hearing under the Veteran's Preference Act.

HAYFIELD PUBLIC SCHOOLS' PROGRESSIVE DISCIPLINE

Discipline Documentation Form

TYPE OF DISCIPLNARY ACTION

Employee Name:_____

Written Warning #1 _____

Written Warning #2 with Corrective Action _____

Suspension with Corrective Action Plan _____

Final Warning _____

Job Title:_____

INCIDENT INFORMATION

Date and Time of Incident: _____ Location of Incident: _____

Description of Incident: (attachment if necessary)

_____

_____

_____

Witnesses to Incident: _____ _____

Was this a violation of School Policy? Yes No Which policy was violated: _____

Was the impropriety of these actions explained to the employee responsible? _____

CORRECTIVE ACTION FOR WRITTEN WARNING #2 AND SUSPENSION

Specific change that is expected in employee' s performance or behavior:

_____

_____

_____

Time frame in which conditions are to be met: _____

EMPLOYEE STATEMENT (Optional)

_____

_____

_____

Employee Signature* _____ Date: _____

(*Signing this form does not necessarily imply you agree, it only indicates you acknowledge receipt of this form)

SUPERVISOR SUMMARY COMMENTS (after the meeting):

_____

_____

_____

_____

Supervisor Signature: _____ Date:_____

Routing:_____