

# **Pelican Rapids Public Schools**

## **ISD 548**

### **Employee Handbook 2024-2025**

#### **INTRODUCTION**

An employee handbook can cover many subjects. This handbook is no different. The Pelican Rapids School has many practices, rules and procedures that apply to every employee of the district. Within the district there are also numerous contracts, work schedules and benefits that are managed by the administration and central office. This written document will cover general employment topics and administrative procedures to help coordinate all these items under one heading: "Employee Handbook". The Employee Handbook is written to answer questions and explain what is expected of an employee. As with any document there may be areas not covered in total or only partially. Revision will occur with notice to employees should an error or need arise requiring clarification or the addition of new topics. The contents of this handbook are intended only as an outline and working guide for some of our policies and procedures.

Independent School District #548 policies whether included in this handbook or not, are subject to change. Although ISD 548 will always try to keep you advised of any changes to the guidelines and policies outlined in this handbook, changes may occur before any written revisions are distributed.

Employment with ISD 548 consists of both unionized and at-will employment. No at-will employee is guaranteed employment for a specific duration. ISD 548 has the right to terminate the employment relationship at any time, with or without cause, with or without notice. Unionized employment will follow current bargaining unit contracts, in which employees are provided the right of union representation regarding their employment.

*This handbook is not intended to be nor does it constitute an express or implied contract of any kind in favor of the employee. Nor shall any employee or applicant for employment have any contractual rights, claims or privileges against the Pelican Rapids Public Schools by virtue of this handbook. Moreover, nothing in this handbook is intended to create any type of agreement for employment or continued employment or guaranteed hours of work.*

Nothing in this Handbook is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act or Minnesota Public Employees Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Information provided in this handbook will not supersede language of any Collective Bargaining Agreements (CBAs) applicable to employees who are members of bargaining units. ISD 548 employees have the right to engage in or refrain from such activities.

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

## ***EQUAL EMPLOYMENT OPPORTUNITY***

The Pelican Rapids Public Schools is an equal opportunity employer, and provides equal opportunity to all employees and applicants for employment without regard to race, color, ancestry, national origin, sex, sexual orientation, pregnancy, marital status, religion, age, disability, gender identity, genetic information, status with regard to public assistance, membership or activity in a local human rights commission, service in the military, or any other basis protected by federal, state, or local law. Equal employment opportunities applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits, work force changes, training, and all other conditions or privileges associated with employment. It is our long-standing policy that the district treats all employees and applicants fairly, whether or not they are members of minority groups, equally according to their individual qualifications, ability, experience and other employment standards. There is to be no discrimination because of any of the characteristics mentioned above. It is also the practice and policy of the district to comply with all applicable federal, state and local labor laws.

### **Americans with Disabilities Act and Reasonable Accommodation:**

To ensure equal employment opportunities to qualified individuals with a disability, ISD 548 will make reasonable accommodations for the known disability of any otherwise qualified individual, unless doing so would result in undue hardship. ISD 548 is committed to complying with both the Americans with Disabilities Act as well as the State of Minnesota's Human Rights Act.

Employees or applicants who may require reasonable accommodation should contact Human Resources and/or the District Office.

### **Employee Items**

#### ***Activity Passes:***

Activity passes to Pelican Rapids athletic events are provided to all employees at no charge. This pass is good for the employee + 1 guest to all home events. It is expected that should the need arise, employees in attendance will assist supervisors at the event.

#### ***Appearance/Dress Code - Image:***

Employees must wear professional looking clothing suitable to the type of work you are doing and the environment in which you work. Clothing should be neat, clean, in good taste and not a safety hazard. In specific areas, should safety become an issue, supervisors will deal with the situation. School spirit can be emphasized in casual dress by wearing school colors and logos.

#### ***Absence Reporting:***

All employees are expected to arrive on time, ready to work, every day they are scheduled to work and at the prescribed time after rest and meal breaks. Absenteeism beyond the contractual paid time off provided by the district creates unnecessary educational disruption for the students. Excessive absenteeism or tardiness may result in discipline, up to and including termination. Failure to show up or follow the TimeTracker protocol without prior approval could also result in disciplinary action, up to and including termination.

If an employee becomes ill or is injured on the job, notify your supervisor or building principal as soon as possible. Employees are required to complete a first report of injury form, immediately, or as soon as possible, and must complete the online form with the HR Manager.

When an absence is due to illness or injury that occurred outside of work, you will be paid according to the sick leave provisions of your contract or policy.

If you are unable to report to work for any reason you are to report your absence on TimeTracker per the protocol below in a reasonable amount of time so that a substitute can be located and/or arrangements can be made for your work.

### **TimeTracker Protocol**

- 1) All staff must report absences in the absence reporting system (whether or not a substitute is required). This includes all certified and non-certified staff as well as kitchen, custodial, and office staff. In reporting absences staff must be cautious to select the correct reason for the absence to generate approval.
- 2) **Pre-planned absences** (i.e.: Medical Appointments, Personal Leave, Etc.) need to be entered in TimeTracker at least two days before the requested absence, or within the amount of time required pursuant to other policy; for all pre-planned absences staff must confirm that the absence has been approved by the building administrator/or immediate supervisor. All paras and teachers are required to find their own sub. Once a sub has been confirmed, complete the Sub Form found under Staff Resources on the district website. Upon completion and submission of the form, the staff member will receive an email confirmation. This form will be sent to the substitute coordinator for the district, Emily Evenson. If a sub cannot be found, contact substitute coordinator, Emily Evenson.

At all times, the building administrators and/or immediate supervisors reserve the right to approve or deny pre-planned absence requests for any reason, and all requests will be approved on a case-by-case basis. Completing a pre-planned absence request does not guarantee that the request will be approved.

- 3) **Unplanned absences** (illness/circumstances that require a substitute the same day of the request) will not require building administrator/supervisor approval prior to calls being initiated for a substitute. Staff will be asked to report the absence as soon as possible to allow ample time to find the substitute. Before school absences should be reported using the substitute request form. If an employee must leave once the school day has begun he/she should notify the building administrator and administrative assistant in their building, as soon as possible so that if needed, a substitute can be secured.

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

- 4) Absence requests requiring a long term substitute should not be entered into TimeTracker by the employee, but instead should be discussed with the building administrator to initiate the selection of substitute for the absence.
- 5) In the event an employee is unable to access TimeTracker, they must contact the building administrative assistant or Building Administrator or Principal via phone and/or email as soon as possible to ensure timely notice of the absence.

*Should there be cause, The district may require employees to furnish medical documentation verifying or supporting any medical leave of absence.*

**Attendance Records:**

A summary of your attendance is available on the SmartER website. If you have any questions please contact the payroll office.

**Bereavement Leave:**

All unionized positions must defer to the language of their CBA for the applicable bereavement leave policy.

Non-union employees must contact the building administrator and/or immediate supervisor in the event of a death. Employees must report any bereavement absence through the TimeTracker protocol.

**Meal and Rest Breaks:**

Employees are entitled to a 30-minute meal break during any workday that exceeds eight consecutive hours. If a non-exempt employee is required to work through a meal break, they will be paid for the meal period. Certified staff covered under a CBA will be paid for their lunch break as defined in the CBA. During the workday, non-certified employees are entitled to take 1 break of 15 minutes every four hours worked. Certified staff covered under a CBA must follow the break policy in the applicable CBA. Meal and rest breaks must be coordinated and approved by your immediate supervisor. A break of this nature is not to be taken away from the building in which you work. The break is not to be lumped together, or taken off to add time to a lunch break or to leave work early.

**Child Abuse and Neglect Reporting:**

The State of Minnesota has by law, mandated that professional educators who have knowledge of or reasonable cause to believe a child is being neglected or physically or sexually abused shall immediately report such information to the **Ottertail County Child Protection Agency and/or the Minnesota Department of Education if the incident took place at school**. All reports must be documented. Forms are available from the principal, social worker/counselor and health office. It is the expectation that all employees will abide by the statutory reporting requirements placed upon them in that capacity, and notify the District as soon as practicable of any report involving an incident that takes place at school.

**Coaches Handbook:**

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

***Duty Day and Hours of Work:***

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

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

Individual work schedules and hours may vary depending on any applicable collective bargaining agreement stating otherwise.

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

***Gambling:***

The Pelican Rapids Public Schools system takes the position that gambling among its employees is not appropriate and may be illegal. Gambling is not to be condoned in the workplace, and employees are to act accordingly. Complaints will be investigated. Violations may result in disciplinary action up to and including termination.

***Garnishment of Wages:***

There are certain times when a creditor or the IRS may take legal action to garnish or withhold your wages. The District will follow all applicable laws for garnishment actions.

***Holidays:***

The District observes and allows time off with pay for eligible employees for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- MEA
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

When a holiday falls on the weekend, an alternate holiday date will be observed as designated by the district.

Holiday Pay: Full-time 12-month employees are eligible for holiday pay. Unionized positions are eligible for holiday pay in accordance with their applicable CBA. Teachers and principals and non-certified employees working less than 12 months are not paid additional wages for holidays. The district observes the right, if necessary, to schedule a workday on a holiday such as Martin Luther King Day, President's Day or Good Friday. If time off is requested in observance of other holidays not covered above, the employee may do so under the practices covered under other leaves of absence or without pay. Time off for other observed holidays must be submitted using the TimeTracker protocol and are subject to approval from the employee's supervisor. Holidays do not count as a vacation day or a sick day if on such a leave. Full holiday pay for non-unionized employees will be eight hours.

***In-Service Days & Conference Days:***

Should non-union employees be required to attend an in-service training or conference day, employees will be compensated. All unionized positions must refer to the language in the applicable CBA for the policy covering in-service days and conference days.

***Jury Duty:***

Unionized positions must refer to the applicable CBA for the policy covering jury duty leave.

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

***Key Policy:***

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

If key privileges are abused, employee(s) may be denied the opportunity to have key access. The school district key card system will be monitored by the administration throughout the school year. Administration has the authority to approve or cancel any staff member's key card access as assigned duties change. Staff will be notified prior to access changes.

***Layoffs:***

There are times when the district may consider or be required to reduce staff due to budget constraints, program discontinuance or loss of pupils. The administration will make recommendations to the board as to what program should be reduced and/or what personnel should be laid off. Any employee affected by a layoff will be notified by the administration.

Another type of layoff occurs when someone was hired to perform a specific duty such as a management aide for a specific child. If the child leaves the district or no longer needs the service, that position may be adjusted and a layoff procedure would be implemented.

Union employees must refer to any layoff policy in the applicable CBA.

***Leaving the Building:***

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

***Leaving the Classroom:***

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

***Lockers:***

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

The District is not responsible for lost or stolen valuables, and employees do not maintain an expectation of privacy while using the school locker.

***Lost and Unclaimed Checks:***

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

***Meal Allowances:***

The district does reimburse employees for meals that occur while conducting necessary school business, which cannot be scheduled to occur during regular working hours. Meal reimbursement is based on an itemized receipt provided by the employee. Employees must request approval for meal allowances and reimbursements from their supervisor or building administrator prior to making the purchase. Meal allowances for employees are based on the following limits, and allowances exceeding these limits must be approved on a case-by-case basis by the District. Breakfast - \$15.00, Lunch - \$15.00, Dinner - \$25.00. Cash for Student Meals—Any requests for Cash to use for student meals (typically taken out of activity account,) You will need to include a roster with a list of students attending. Meal expenses reimbursed for one day absences will be reimbursed through payroll and will be taxable to the employee.

Union employees should refer to any meal allowance policy in the applicable CBA.

***Meals Policy:***

Only food service employees may receive a meal, free of charge, each workday. All meals are to be consumed on premise.

An employee meal consists of the following:

One adult "Type A" meal, including accompaniments.

Or Ala Carte menu items of equal value to the adult Type A meal

All other school district employees and volunteers must purchase meals at the set rates.

Providing meals free of charge to individuals not meeting these criteria may result in penalties according to the regulations set forth by the United States Department of Agriculture National School Lunch Program.

***Medical Needs:***

Employees may contact the district health aid for certain types of medical needs. The District health aid may not be able to treat all types of medical needs. Employees, not the District, are responsible for seeking the appropriate medical care to fit the individual medical needs of the employee. If you are ill or injured on the job, contact the health aide for medical assistance, followed by the HR Manager as soon as practicable to complete a first report of injury form.

***Military Leave:***

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

***Family and Medical Leave:***

ISD 548 will grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons in compliance with the Family Medical Leave Act (FMLA). Employees are to refer to District Policy 410 for the complete information.

***Moonlighting:***

Employees sometimes take second jobs in addition to the job in the district. This is permitted as long as the outside employment does not interfere with the employee's job performance with ISD 548.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, or leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related performance or other issues, the employee could be subject to disciplinary action, up to and including termination.

***Probationary Period:***

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

Union employees should refer to any probationary period language in the applicable CBA.

***Performance Reviews:***

A performance review will be developed for each employee. The performance review will be conducted by their supervisor. The review will be in writing and placed in the employee's personnel file in the district office. If the employee has questions or believes the review is not accurate, they may conference with the supervisor, building administrator or superintendent. They may also add a written explanation to the review that covers areas or concerns not addressed in the written review. A teacher, who is non-tenured, will have three reviews each year until tenured, with the first evaluation occurring within the first 90 days of teaching service.

***Personal Leave:***

The number of personal leave days granted are stated in each of the local agreements. Employees are to enter the absence in TimeTracker. (See Absence Reporting section) If an emergency comes up and advance notice cannot be given, contact the superintendent or building administrator as soon as practicable. Personal leave days are limited per building.

***Purchases are for a Public Purpose:***

School districts can expend taxpayer money only for a public purpose. An expenditure serves the public purpose if it benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective, the benefit of a private interest. As a public employee you cannot use school district funds to purchase items for your personal use, or use school district funds to give something to someone else for their personal use.

***Resale:***

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

***Requisitions and Purchasing Procedures & Guidelines:***

Employees are not to order or purchase any item without first receiving prior approval from an administrator and approved purchase order from the business office. The district will not be responsible for purchases made by an employee that does not have prior approval from the principal and business office.

Staff members shall make all requisitions for books, supplies and materials for instruction through SmartER. Requisitions from the Student Activity Fund require the signature of the advisor and a student from that organization.

Building administrators will review and approve requisitions through SmartER.

Approved requisition will be routed to the District Business Office for final approval. A purchase order is a legal contract. At this time the only individuals who have the authority to approve a purchase order are the Finance Director or Superintendent.

Staff members must have an approved purchase order issued by the office before any order or purchase can be made using school funds.

When the item has arrived, you are to initial the packing slip/invoice and return it to the District office.

In some instances, a building administrator may allow an employee to make a purchase with their own financial resources and request a reimbursement for the purchase. Approval of the building administrator BEFORE making the purchase is required.

***Reimbursement Procedure:***

When an employee makes a purchase for school use with their own money state tax law states that they must pay sales tax. However, when the employee turns in original receipts for reimbursement they will not be reimbursed for the sales tax because public schools are exempt from paying sales tax on instructional products. (The only exceptions for reimbursement are sales tax on meals at restaurants and lodging at hotels.)

Employees are required to notify their supervisor and obtain pre-approval for all expenses they intend to incur before incurring said expenses. When requesting a reimbursement for school business expenses paid with your own money the original copy of the receipt must be attached to your claim form. Reimbursement will not be made if a receipt is not attached.

Turn your claim form into your building administrator for proper principal signature and place the correct accounting code on the form and forward the claim to the district administration office for payment.

The Board of Education approves bills for payment at their monthly meeting. Claim forms must be received by the 1<sup>st</sup> of each month to allow time to process bills for payment at the board meeting. The District reserves the right to decline reimbursement for any reimbursement request that does not follow District policies, and/or that does not further a public purpose.

School district vehicles are available for employee use for school business, however sometimes an employee may use their personal vehicle. An employee may be reimbursed for mileage incurred when traveling to school sponsored activities. The mileage rate is according to the current board approved designation rates.

Claims for reimbursement for expenses should be turned in promptly after the expense has been incurred. This helps the administration monitor how much of the budget is left to spend for educational expenses during the rest of the school year.

***Leases and Agreements:***

An employee of the school district does not have the legal authority to enter into any agreements or contracts or labor agreements on behalf of the district. Be careful not to sign any document or make verbal arrangements for any services on behalf of the district.

An agreement may be as simple as a document from a sales man ordering phone directories. An employee may determine the purchase to be requested, however, if any document needs a signature it should be sent to the school Finance Director for signature.

A labor agreement may be as simple as when an employee brings individuals into their classrooms for special presentations. Be careful not to promise any payment for this service without prior approval. Your building administrator and District business office need to be involved in any arrangements for payment of "labor" services provided.

***Resignations:***

A resignation is a voluntary termination of employment. A two-week notice is generally an acceptable notice for support staff. Teachers must request to be released from their contract during the regular school year. A tenured teacher may submit a written resignation for the next year before April 1 in a non- negotiating year, or before July 15 in a negotiating year, provided a contract covering the terms and conditions of employment for the succeeding school year has not been adopted by the District prior to March 1.

A resignation also occurs when an employee is absent without authorization or notification to the district for three or more consecutive work days, or fails to return to work after the summer.

Union employees should refer to any language in the applicable CBA.

***Safety and Health:***

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

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

- Employee Right to Know
- Blood Borne Pathogens

Mental health support is available to our staff and their families through Lakeland Mental Health Center; 3 FREE and confidential EAP sessions are available. Additional information regarding mental health support can be found on SmartER.

***School Vehicle Usage:***

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

***Snow Days:***

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

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

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

Union employees should refer to the language in the applicable CBA.

***Staff Lunch Accounts***

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

### ***Staff Participation in Political Activities***

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

In connection with campaigning, no employee shall use school system facilities, equipment, or supplies, and any campaigning should be done on personal time only.

No employee of the school district shall solicit support of any political candidate, partisan or non-partisan, during regular working hours on school district property.

### ***Supervising Student Activities***

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

### ***Unpaid Leaves:***

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

Union employees should refer to the applicable CBA for unpaid leave of absences.

### ***Vacations:***

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

### ***Chaperones for School Trips:***

Union employees should refer to the language in the applicable CBA regarding school trips.

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

### ***Workers Compensation:***

Workers' compensation provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Employees with a work-related injury should contact their supervisor and/or Human Resources immediately, or as soon as possible following the injury to complete a First Report of Injury. HR will file a claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, when permitted by state and federal law.

## **Compensation**

Union employees should refer to the language in any applicable CBA for compensation and benefit information.

*Nothing in this section is intended to be, nor does it constitute, an express or implied contract of any kind in favor of the employee with respect to compensation and benefits. Nor shall any employee or applicant for employment have any contractual rights, claims or privileges against the Pelican Rapids Public Schools by virtue of this section regarding compensation and benefits. District 548 reserves the right to exclusively modify or change any of the terms and conditions governing non-union employees at any time.*

### **Compensation:**

Employees are paid on a salary basis according to days worked, hours scheduled and any additional work time with prior approval.

### **Direct Deposit:**

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

### **Lane Change Request Due Dates:**

October 1

March 1

### **Overtime:**

Union employees must refer to the language in the applicable CBA for the overtime policy.

When required due to the needs of the District, an employee may be asked to work overtime. Overtime is hours worked in excess of 40 hours in a workweek, in which non-exempt employees will be paid time and one half (1 ½) their regular rate of pay for all overtime hours worked in a workweek. Only hours actually worked apply toward overtime; paid leave, such as holiday, vacation, sick, bereavement, and jury duty, does not apply toward hours actually worked. A supervisor or manager must approve all overtime work prior to the employee working in excess of 40 hours in a workweek.

Non-certified, or non-union employees have the option of receiving additional comp time in lieu of overtime pay. Employees must request approval from their supervisor first.

### **Pay and Pay Dates:**

The district uses a semi-monthly pay system for all employees. All employees will be paid over twenty-four (24) pay periods each year. Payday is on the 15<sup>th</sup> and the last day of the month. Should the normal pay date fall on a Friday or holiday, payday will be on the preceding day.

Extra-curricular Pay: Upon completion of season and “end of season” checklist  
November 15 – Fall Activities  
March 30 – Winter Activities  
June 15 – Spring Activities & All Year Activities

**Submitting hours for payment:**

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

***Payroll Deductions:***

Employees have a variety of opportunities for payroll deductions. If you are interested in any programs utilizing deductions, you should contact the district business office as there may be limitations in some cases. Payroll deductions will not be made without prior written authorization from the employee.

## **Communications**

***Computer usage by staff:***

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

***Electronic Communications:***

Pelican Rapids Public Schools provides electronic communications tools that include e-mail, voice mail and access to the internet to help employees conduct school business.

*Appropriate Use Policy:* These tools are provided to help you do your job and are not to be used for any other reason including soliciting for commercial ventures, religious or political causes or other personal uses. Inappropriate messages are strictly prohibited. Avoid anything offensive, disruptive, and harmful or considered to be harassment. Inappropriate messages may be grounds for discipline.

*Privacy:* You must have permission to access another employee’s personal electronic files.

*Employees do not maintain an expectation of privacy when using the District computer or software programs. The Pelican Rapids Public Schools reserves the right to enter employees’ electronic files if the district decides there is a legitimate business reason. All computer passwords must be known to Pelican Rapids Public Schools. The District has the right to access all computer files at any time. Violations of this policy may result in disciplinary action up to and including termination.*

*All records, files, memoranda, reports, drawings, plans, sketches, documents and equipment which employees use, prepare or come into contact with are considered Pelican Rapids Public Schools property and must remain confidential.*

Upon terminating employment the Pelican Rapids Public Schools requests at the end of your period of employment, employees must hand over any documents, papers or other materials that they have that contain or involve confidential information. Pelican Rapids Public Schools retains ownership of work performed by employees. From time to time, the District may request that its ownership of work be documented.

**Messages:**

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

**Telephone Use:**

District employees have telephones available to use for school business. Long distance calls are to be brief and to the point. Avoid excessive long distant phone calls.

Phone call messages will be handled like other messages in that the caller will be advised that the employee is working now, but a voice mail box is available for a message and that the employee will get back to them as soon as they are available. Personal use of the phones is prohibited.

## Confidentiality (Data Privacy)

**Confidentiality (Data Privacy):**

While working at Pelican Rapids Public Schools, you will learn a lot about our student body, employees and computer systems. You are free to discuss any information that is already available to the public. Any other information is considered confidential and may only be revealed with written permission. This information remains confidential even after your employment at Pelican Rapids Public Schools ends.

Employees are prohibited from identifying or referencing District 548 students, parents or guardians of students, employees, administrators, school board members, or vendors without express permission. Employees may not post images of coworkers or students without proper consent, i.e. parent or guardian consent for students.

Employees may not improperly disclose private or confidential data that is protected by the data privacy laws. Employees should contact their supervisor and/or building administrator for questions regarding what data is protected.

**Data Privacy:**

Employees have certain rights to privacy. Data is one area that is often misunderstood. There are certain types of data that are considered to be information the public can obtain. These items include; name, position, work schedule, salary and benefits. There are other items that are generally deemed to be private and cannot be released, unless release is required pursuant to law, such as your address, phone number and personnel file. Please refer to the Minnesota Government Data Practices Act, Chapter 13 for additional information.

Each employee will have a *personnel file* that is maintained in the district office. This file will include records of performance reviews, contracts, and information for salary and benefits. In addition, the business office will maintain a record of all leaves of absence such as sick leave, jury duty, personal and special leave, etc. There will also be a record of the number of credits approved and earned for advancement on the teacher's salary schedule. Any medical information will be kept in a separate confidential medical file. Employees have the right to see what is in their personnel file, record of leaves

of absence and credits. A report of any absences is available on the ESS website. Employees must request to see their personnel file in advance. The superintendent will arrange for the employee to view the file. If the employee has questions or concerns they may respond in writing.

***Personal Data:***

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

***Release of Information:***

Employees must obtain prior approval from the building administrator or supervisor prior to speaking on behalf of the District to the media, and are prohibited from disclosing otherwise private or confidential information without proper release.

The official spokesperson for the district is the superintendent. Please refer any media inquiries to the superintendent.

***Continuing Education for Teachers:***

The Pelican Rapids District supports continued professional growth through staff development and a continuing education system. The continuing education system is tied to a person's license and is dependent on continued education units. This means if your license expires, you must have 125 clock hours or units before you will be granted your next teaching license. If you have questions, see the continuing education coordinator for the district.

*Important: You are responsible for securing your own license. Failure to have a current license could lead to termination of employment.*

***Contributions, Solicitations or Distributions:***

Solicitations for contributions, sale of merchandise, solicitation for membership in clubs or organizations and all other forms of solicitation by employees that are not directly related to school interests or employment are prohibited during working hours.

***Copyright Policy:***

*(Adopted from the US Congress Copyright Laws – January, 1996)*

As an educator, you must know about the copyright law and how it applies to the work that you perform. The law limits what you may copy, under what conditions and for what purposes. US copyright law covers all forms of expression as long as they are put down in some concrete form; written on paper, recorded on tape, or software in a computer. Authors have certain rights under the law that cannot be denied. The copyright law confers five rights on the creator of the copyrighted work:

Reproduction (in copies)

Adaptations, or creation of derivative works

Distribution of copies by sale, gift, rental, lease, or lending

Public performance of the work (for literary, musical dramatic works and dance, plus motion pictures and other audio-visual works)

Public display (for literary, musical, dramatic, pantomime and dance works plus pictorial, graphic, sculpture works and individual images from motion pictures and other audio-visual material).

The creator of the work owns these five rights, subject to limitations called "Fair Use".

*Fair use* provisions of the copyright law grant certain types of user's conditional rights to use or

reproduce certain copyrighted materials as long as the reproduction or use of those materials meets defined guidelines. The burden of proving fair use falls to the educator that is using the material so thorough knowledge of copyright law and associated guidelines is essential for librarians and educators using copyrighted works.

***Forms on File at the District Office:***

Upon being hired by the district, new employees must provide the following information:

Social Security Card

Teacher's Retirement Association Number

Teaching Certificate

Withholding Tax Deduction Certificate

Form I-9

Address and Telephone Number

Background Check Request

Direct Deposit Information

# Policies and Forms relating to Violence and Discrimination

## 413 HARASSMENT AND VIOLENCE

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment 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).

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means, with respect to an individual who
    - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. "Familial status" means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor's legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

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

- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given

verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The school board hereby designates Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the School Board Chair.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## v. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an

investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

### **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

### **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

### **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

INDEPENDENT SCHOOL DISTRICT NO. 548

HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 548 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or 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, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence: *(circle as appropriate)*

race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status

With regard to: *(circle as appropriate)*

public assistance \ sexual orientation, including gender identity and expression \ disability

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

\_\_\_\_\_  
(Date)

## 402 DISABILITY NONDISCRIMINATION POLICY

### I. PURPOSE

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

### I. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the building principal, 218-863-5910. This individual is the school district's appointed ADA/Section 504 coordinator.

## 103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

# 423 EMPLOYEE-STUDENT RELATIONSHIPS

## I. PURPOSE

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

## II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
  - 1. Dating students.
  - 2. Having any interaction/activity of a sexual nature with a student.
  - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
  - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

## III. REPORTING AND INVESTIGATION

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

#### **IV. SCHOOL DISTRICT ACTION**

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

#### **V. SCOPE OF LIABILITY**

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

## Building Items

### ***Animals in the Building:***

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

Nothing in this section is intended to limit or restrict an individual with a disability from having a service animal in the building. The District will follow all federal and state laws that apply to the use of service animals on District property.

### ***Bomb Threats:***

Upon occasion the district receives a bomb threat. It usually comes by phone but may arrive through another channel. If an employee receives any bomb threats, **quietly** notify your supervisor or go directly to the building administrator or superintendent immediately. All threats will be taken seriously. Should the threat be “real”, the staff will be notified and directed to follow the procedures as outlined in the emergency handbook. Employees will receive further instructions regarding the situation as it happens. If a day is missed and/or made up, employee work schedules would be adjusted. *Employees are responsible to read and understand the emergency procedures outlined in the emergency guide.*

### ***Fire Alarms and Lock Downs – Drill or Real:***

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

### ***Lost and Found:***

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

### ***Scheduling School Activities:***

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

### ***Security:***

Security is very important in public facilities, especially when combined with the number of people who come and go, as well as the amount of time the buildings are open. Employees are expected to be watchful and report unusual situations such as unidentified people in the building, students in lockers other than their own and unusual use of keys and people in the building at odd times. Report any suspicious conversations or activities between students to the appropriate administrator. Employees are issued keys for certain areas and are required to report them lost or stolen as soon as possible. Make

sure that you lock all doors that were locked when you arrived and do not loan keys out. Keys will be issued on a need basis for only certain doors. This may mean a single point of entry for teachers entering the building in the off hours. Staff is also expected to refrain from letting students or friends in to use the buildings in off-hours without prior approval. Because security is important, acts of disregard for proper security may lead to disciplinary action.

***Drug-Free Workplace:***

It is the policy of ISD 548 to maintain a drug and alcohol-free work environment that is safe and productive for employees, students, and others having business with the district. Employees are to refer to district policies 418 and 416 for the complete information.

To summarize, use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. ISD 548 also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours.

***Visitors:***

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

## **District Items**

***Church Night:***

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

***Election Night:***

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

***Field Trips Procedure***

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

***Fundraisers:***

Fundraisers have become an essential activity for school groups as they attempt to enhance their programs with outside funds. Fundraisers have both a positive and negative side when it comes to dealing with the public. On the positive side it gives people a way to support their schools, it gives students some ownership, and it enhances the program. On the negative side the public is often overwhelmed by the number of fundraisers, the pressure to buy, and it may create a negative attitude

toward the school system. To determine the extent of fundraising and have some control on the level of fundraising within the district the following procedures have been established. Fundraisers will need prior approval from your building administrator and must be registered so the district can monitor fundraising activities. A fundraiser is any activity that is connected to any school function that will raise money for a school program. Fundraisers come in many shapes and sizes, but we recognize that most involve selling a product, selling food, or selling a service. Continued→

### ***Procedures***

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

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

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

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

You should get approval and register your fund raiser as soon as possible because you risk non-approval due to conflicting dates or products. This includes the “one of a kind” type as well as that traditional type conducted annually.

***If you do not have approval and the fund raiser is not registered you will not have district endorsement and support. If you have any questions about potential fund raisers it is strongly advised that you talk to your building administrator.***

### ***Interruptions into the Classroom:***

It is the practice of the district to avoid classroom interruptions whenever possible. Questions, messages, phone calls or visitors will be held until the regular class is over, unless it is an emergency. Use of the intercom is to be limited to only the beginning or end of each instructional period, unless it is an emergency. The majority of messages will be sent to the individual’s voicemail or email.

### ***Money Collections:***

The collection of money from students has become more prominent within our school system. There are various activities or organizations that are collecting money either as fundraisers or for fees associated with that group. There are also sales for such items as books, T-shirts or candy which require the collection of money and safekeeping of those funds. Any collection of cash must be approved by the District Office in advance, whether that is through an approved fundraiser or otherwise. If cash collection is approved, employees must request a cash box from the District Office. The cash box request requires at least one week’s notice.

Employees are personally responsible for the collection of any cash collected, and must account for all cash received, and store cash in a safe and secure area of the building as directed by the District Office. Employees are prohibited from using any cash in furtherance of personal use. All expenditures of cash proceeds must follow the district's expenditure policy, including but not limited to the requirement that funds be used to purchase expenses that further a public purpose.

***Public Relations:***

The Superintendent is the official spokesperson for the district. Please feel free to share with the district office any accomplishments, activities, or other upcoming events related to the district.

All news releases are to be made through the respective principal's or Superintendent's offices only. Remember your actions around the students are important. Our students are the school's best publicity agents. Your actions in and around our community also reflect on you and the school system.

***Property of the District:***

Equipment, supplies and facilities are property of the Pelican Rapids School District. It is everyone's responsibility to treat school property with due care and not be negligent or irresponsible. The personal use of school district property is prohibited unless it has been authorized. Even though employees have access to equipment or facilities, one must be careful not to use these items for personal use.

***Solicitations:***

It is the practice of the district that unauthorized solicitations of employees on the premises are not permitted by outside vendors. This applies to employees and outsiders. Requesting for staff gifts such as retirements, birthdays, etc. are authorized. Fundraisers that are part of the school activities, and received appropriate approval from the district, should be handled so that solicitations do not interfere with the school operation.

## **Student Items**

***Computer usage by students:***

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

***Permanent Record Folders:***

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

***Physical Contact:***

Law and policy prohibit student disciplinary action that results in physical contact with a student. If an employee is reported to have used physical force on a student, the district is required by law to report the incident to the local authority who may then conduct their own investigation. The district will also investigate the incident and the results may lead to disciplinary action, up to and including termination. There are very few exceptions to the physical contact rule when disciplining students.

Maltreatment of students includes physical abuse, sexual abuse, neglect, and in schools, corporal punishment.

- **Physical abuse:** A report should be made in any case involving physical injury or threatened injury. Egregious and documented mental injury is also included in the definition of physical abuse.

- **Sexual abuse:** A report should be made in any case that involves illegal sexual contact. This does not include verbal sexual harassment, which may have separate reporting obligations under the District harassment policy.

- **Neglect:** A report should be made in any case involving failure to provide required care for a child, failure to protect a child from endangerment, or failure to provide appropriate supervision.

- **Corporal punishment:** Hitting or spanking a student with or without an object or the use of unreasonable physical force that causes bodily harm or substantial emotional harm are also maltreatment.

Additional information regarding reporting requirements for Student Maltreatment can be found at the Minnesota Department of Education website at

[http://children.state.mn.us/mde/Accountability\\_Programs/Student\\_Maltreatment/index.html](http://children.state.mn.us/mde/Accountability_Programs/Student_Maltreatment/index.html)

# Pelican Rapids Public School

## Employee Handbook

---

### Table of Contents

#### **Introduction 1**

#### **Employee Items**

Activity Passes 2  
Appearance/Dress Code-Image 2  
Absence Reporting 2  
Attendance Records 4  
Bereavement Leave 4  
Meal and Rest Breaks 4  
Child Abuse and Neglect Reporting 4  
Coaches Handbook 4  
Duty Day and Hours of Work 5  
Gambling 5  
Garnishment of Wages 5  
Holidays 5  
In-Service Days & Conference Days 6  
Jury Duty 6  
Key Policy 6  
Layoffs 6  
Leaving the Building 7  
Leaving the Classroom 7  
Lockers 7  
Lost and Unclaimed Checks 7  
Meal Allowances 7  
Meals Policy 7  
Medical Needs 8  
Military Leave 8  
Family and Medical Leave Act 8  
Moonlighting 8  
Probationary Period 8  
Performance Reviews 8  
Personal Leave 8  
Purchases are for a Public Purpose 9  
Resale 9  
Requisitions and Purchasing Procedures & Guidelines 9  
Reimbursement Procedure 9

Leases and Agreements 10  
Resignations 10  
Safety and Health 11  
School Vehicle Usage 11  
Snow Days 11  
Staff Lunch Accounts 11  
Staff Participation in Political Activities 12  
Supervising Student Activities 12  
Unpaid Leaves 12  
Vacations 12  
Chaperones for School Trips 12  
Workers Compensation 13

#### **Compensation**

Compensation 13  
Direct Deposit 13  
Lane Change Request Due Dates 13  
Overtime 13  
Pay and Pay Dates 14  
Submitting hours for payment 14  
Payroll Deductions 14

#### **Communications**

Computer Usage by Staff 14  
Electronic Communications 14  
Messages 15  
Telephone Use 15

#### **Confidentiality (Data Privacy)**

Confidentiality (Data Privacy) 15  
Personal Data 16  
Release of Information 16  
Continuing Education for Teachers 16  
Contributions, Solicitations or Distributions 16  
Copyright Policy 16  
Forms on File at the District Office 17

**Policies and Forms relating to Violence and Discrimination**

- Harassment and Violence 18
- Harassment and Violence Report Form 25
- Disability Nondiscrimination Policy 27
- Complaints-Students, Employees, Parents, Other Persons 28
- Employee-Student Relationships 29

**Building Items**

- Animals in the Building 31
- Bomb Threats 31
- Fire Alarms and Lock Downs – Drill or Real 31
- Lost and Found 31
- Scheduling School Activities 31
- Security 31
- Drug-Free Workplace 32
- Visitors 32

**District Items**

- Church Night 32
- Election Night 32
- Field Trip Procedures 32
- Fund Raisers 32
- Interruptions into the Classroom 33
- Money Collections 33
- Public Relations 34
- Property of the District 34
- Solicitations 34

**Student Items**

- Computer usage by Students 34
- Permanent Record Folders 34
- Physical Contact 34

