

Nashwauk-Keewatin ISD #319

Employee Handbook

2023-2024

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District Office
400 2nd Street
Nashwauk MN 55744
218-885-1280

Website: <http://isd319.org>

The Board of Education does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or veteran status in employment, education programs or activities, as required by law.

ISD #319 is an Equal Opportunity Employer

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PURPOSE AND USE OF HANDBOOK

The purpose of this handbook is to acquaint employees with general School District policies that govern and affect employment. It is the employee's responsibility to be familiar with the following expectations so that the school district may run efficiently and effectively and in the best interests of students, parents, staff and community. The employee handbook is **NOT** an all-encompassing document, and it should be noted that official school policies are available in the district office.

Tennesen Warning for Employees

In accordance with the Minnesota Government Data Practices Act, we are required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (anyone can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As a public employee or an applicant for public employment, most of the data we maintain about you is public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3.

The information we request from you may be used for one or more of the following purposes:

- To distinguish you from all other applicants or employees and identify you in our personnel files;
- To determine your eligibility for employment or promotion;
- To contact you or other significant persons in an emergency;
- To enroll you and your family members for health insurance;
- To enroll you for pension plans;
- To account for wages paid;
- To justify travel expense reimbursement;
- To account for other employer paid fringe benefits;
- To compile Equal Opportunity and Affirmative Action reports.

Information which you are asked to provide generally is not required by statute. However, it generally is to your benefit to provide it. Without the requested information, this agency may not be able to determine your eligibility for employment or promotion, compute your wages, or grant you other fringe benefits.

Federal law permits government agencies to require an individual to provide his/her social security number for the administration of any tax. Please be aware when you are asked to give your social security number on Revenue forms, this collection is mandated by section 1211 of the Tax Reform Act of 1976 and also Minnesota Statutes, section 270.66. This information will be shared with the State Department of Revenue, the Internal Revenue Services, security tax programs. In most other cases the disclosure of your social security number is voluntary. If it is required by law, we will inform you of the statute which requires collection.

The information you provide may be shared with the NK School District's payroll and personnel staff; supervisory staff; St. Louis County Attorney's office; TRA; PERA; IRS; and the State Departments of Revenue, Finance, Economic Security, Employee Relations, and Labor and Industry.

Information may also be shared with other agencies authorized by law to receive specific data relating to:

1. Absent/non-supportive parents;
2. Civil/human rights complaints;
3. Worker's Compensation;
4. Unemployment Compensation;
5. Labor contracts (to the extent specified in Minnesota Statutes, chapter 179);
6. Employee assistance programs;
7. Child/vulnerable adult abuse.

If you have any questions about this notice, Human Resources staff will explain it to you. The information on this form applies to your future contacts with this agency whether the contact is in person, by mail, or by phone.

FUTURE POLICY CHANGES

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

CALENDAR

School Calendars are adopted by the School District each spring for the following year. School calendars show teacher days, student days, workshops, conferences, and holidays. The calendar is also available on the district website at isd319.org.

COMMUNICATION

Communication is a key to success. Here are some of the expectations for communication:

Email:

Set up your email account to have an automatic signature with your name, title, and work hours. Set up a “vacation responder” if you are out so anyone who emails you will be automatically notified of your absence.

Check your email often; at a minimum first thing in the morning, midafternoon, and about 2:15 in case there is something urgent regarding a student(s).

Make sure to respond to emails within 24 hours or a reasonable amount of time. If you don’t have an answer for a question, at least respond that you are checking into it and give them an expected response time.

Calendars:

There is a shared district Google calendar. Please keep it updated with your class events such as trips where you’ll be taking students out of the building or for events that you are an advisor for (plays, pep rallies, class meetings, etc.) to help all be informed. This will help the AD in sport event planning, the custodians and cook, Office Staff with the daily announcements, and accidental overlapping of events. If you are not able to see the district calendar or have any questions, please make sure to ask.

Phone:

Set up your voicemail for all of the various responses (busy signal, after hours, no answer, etc.)

Check for messages often; at a minimum of first thing in the morning, midafternoon, and about 2:15 in case there is something urgent regarding a student(s). Make sure to respond to phone calls within a reasonable amount of time, meaning the same day or first thing the next day. If it is something you don’t have an answer to and there will be a delay, make sure to call back or have administration call back to give them an expected response time.

Conversations with students and the public:

It is crucial to be professional when communicating with students, the public, and fellow staff members.

Talking to students about being unhappy with another staff member or with your employment is an example of unprofessionalism and is grounds for dismissal. We are a team. If you have a problem, talk to the individual directly or pull in administration to help resolve the issue. Direct communication often resolves misunderstandings.

Facebook, Twitter, Website, etc.: (see “Social Media” section for more information)

We have an established website and Facebook account for the district. Do not create another school district account without administrative approval. You may create a teacher account however make sure it is professional.

Please make sure that your personal Facebook account is professional and/or that the privacy is such that NK students cannot view it. “Friending” students on your personal account is not recommended.

Positive Promotions:

We are all responsible for promoting the Nashwauk-Keewatin School District. If you have things you would like to celebrate or highlight, you are encouraged to forward your information and pictures if possible, to administration for the district website, newsletter, and/or Facebook articles.

SCHOOL BOARD MEETINGS

The ISD 319 School Board meets for their regular meeting on the 4th Monday of each month at 6:00 p.m. Any person wishing to address the School Board should go to <https://www.isd319.org/o/nashwauk-keewatin/page/school-board-page> and complete the form for Public Comment. The school board reserves an opportunity for public input at each meeting.

EQUAL OPPORTUNITY EMPLOYMENT

ISD 319’s Board of Education is an Equal Opportunity Employer. The School District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or veteran status in employment, education programs, or activities as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law. Questions concerning District compliance with state and federal equal opportunity laws, should be directed to the District Office.

HIRING

A list of all District job openings is available at the District Office and at www.isd319.org under Employment.

PRE-EMPLOYMENT PAPERWORK & CRIMINAL BACKGROUND CHECK

Prior to beginning work for ISD 319, each new employee must complete a series of employment forms. These forms include, but may not be limited to,

- Tennessean Warning
- Personnel Questionnaire
- Form W-4, Employee Withholding
- Form I-9, Employment Eligibility Verification
- Direct Deposit Form (direct deposit is required for all district employees)
- Bloodborne Pathogens Form
- Informed Consent Criminal Background Check Form
- Internet Acceptable Use Form

Applicants and employees must undergo records checks and testing as required by law.

LICENSES

Some employees of the district are required to be licensed. It is the responsibility of the employee to keep his/her licensure current. Licenses must be on file in the District Office. The School District reserves the right to remove an employee from employment if the necessary license is not maintained.

CONFIDENTIALITY

The School District maintains data relating to staff and students in accordance with current Data Privacy Laws. All School District employees are obligated to maintain student and other staff information as private. Do not disclose information or join in conversations regarding an individual with others either employed in the district or otherwise. Employees or others who feel they have a “need to know” should speak with their immediate supervisor. Violation of confidentiality is grounds for dismissal.

BARGAINING UNITS & GENERAL “At Will” EMPLOYMENT

School District #319 has the following bargaining units & certified positions:

Education Minnesota Local No. 1444 (Certified)

American Federation of State, County, and Municipal Employees Local No. 81 (Non-Certified)

Principal

In addition, School District #319 employs many “At Will” employees. These include but are not limited to:

- Superintendent/Elementary Principal
- Administrator on Special Assignment
- Information Technology Technician

POLICIES & NOTIFICATIONS

Prior to beginning employment with ISD 319 employees need to read the following: These policies are also available at isd319.org under District Info.

- Asbestos Notification
- Pesticide Notification
- Privacy Practices Notification
- Bloodborne Pathogen Information
- New Employee Information

HARASSMENT/DISCRIMINATION POLICY

ISD 319 intends that employees have a safe and orderly work environment. Therefore, the School District does not condone and will not tolerate harassment of employees or discrimination against employees. The policy for the Nashwauk-Keewatin School District is written for both students and employees. A copy of this policy may be found in the District’s Policy and Procedural Manual.

BLOODBORNE PATHOGENS

Bloodborne Pathogens are disease causing microorganisms that may be present in human blood or body fluids. The School District has an Exposure Control Plan and provides related training. There is an opportunity for all employees, especially those at risk, to receive a vaccination series to help prevent diseases caused by bloodborne pathogens. If you have any questions, contact the school nurse.

MANDATED REPORTING

All employees of ISD 319 are considered mandated reporters by law. Employees are to report to the proper authorities any maltreatment of minors and/or vulnerable adults if they have suspicion of neglect, physical abuse or sexual abuse. The employee may request help in reporting by contacting his/her immediate supervisor. A copy of the district’s Mandated Reporting policy is available in the district’s Policy and Procedure Manual. All employees should become familiar with its content.

DRUGS & ALCOHOL

Drug and alcohol use is prohibited by employees according to statute and district policy. Penalties for violating District Policy can be found in the District Policy Manual. Violation of this policy will result in disciplinary action.

TOBACCO-FREE

According to district policy, all ISD #319 buildings, athletic facilities, & vehicles are tobacco-free. This includes e-cigarettes. Penalties for violating the School District Policy can be found in the District Policy Manual. Violation of this policy will result in disciplinary action.

WEAPONS

All weapons or instruments that have the appearance of weapons are prohibited on School District property. Staff can find details relating to this policy in the School District Policy Manual which is located at www.isd319.org.

COMPLAINTS

Complaints by employees about other employees will be accepted in writing. Reports should be submitted to the employee's immediate supervisor. Further details and specific instructions can be found in the School District Policy Manual which is located at www.isd319.org.

ILLNESS/INJURY/WORKERS COMPENSATION

District #319 supports the practice of returning employees to work as soon as they are able to fulfill the requirements of their position following an absence due to an illness, injury or an on-the-job injury. Each situation will be reviewed on an individual basis.

All work injuries must be reported to the employee's supervisor immediately and an accident report completed. A First Report of Injury Form must be filed by the District Office within 7 days. ISD #319 has selected the Fairview Mesaba Clinic Nashwauk as the school district's designated medical provider for all work-related injuries.

EMPLOYEE MEETINGS

Meetings between departments and the principal will be set up throughout the school year. The expectation is that all faculty members will attend the meetings. In the event that an employee cannot attend a scheduled meeting, the employee must make arrangements with the principal. If district-wide meetings are held, employees will be advised of the meetings ahead of time and will be expected to attend and remain for the duration of the meetings.

COMPUTERS/INTERNET/EMAIL

The District provides computer, internet and email service to employees. Employees must review the internet use policy. All employees and students are required to have signed the Internet Use agreement, and it must be on file with the School District. Violation of this policy can result in disciplinary action for both employees and students. The policy is on file in the district office. The preferred method of School District communication will be through the email system.

Computer hardware, software, installation, repair, and training requests should be submitted to the Technology Coordinator through the NKHelpdesk@isd319.org email.

INTERCOM

Unless an emergency arises, use of the intercom should be restricted during the time that classes are in session. However, if necessary, the intercom should be used during the last minute of class.

EMPLOYEE ABSENCE/SUB-CALLING SYSTEM

The School District uses Frontline as an automated substitute calling system for teachers, paraprofessionals, custodians, and secretaries. The system can be accessed through the Frontline website at

<https://login.frontlineeducation.com/login?signin=85e7efbe1c1c858e737a3e404c5859a8&productId=ABSMGMT&clientId=ABSMGMT#/login>

All absences must also be entered online through Frontline as well. Only approved subs can be requested. Do not call your own substitute or make prior arrangements with a substitute. Please use the appropriate system for requesting all advance leaves.

It may be necessary for teachers to be absent from their classes for an hour or for less than half a day. This is especially true when coaches must leave early for events with their team.

Arrangements for substitutes for hourly events must be reported to and made through the building principals. **Please be aware of what your Master Agreement provides for in terms of leaves.** If an employee has been absent due to illness, the employee must enter their absence in Frontline.

EMERGENCY SCHOOL CLOSINGS

Occasionally schools are closed for emergency reasons such as inclement weather or mechanical problems. Decisions and announcements regarding school closings will be made as early as possible.

Employees should refer to their contracts to determine if they are to report to work and how they will be compensated depending on the contract. Personal judgment should be used when personal safety issues warrant. Employees should contact their immediate supervisor with questions. Employees will be notified via Instant Alert and public notifications will be broadcast on several local TV and radio stations.

CRISIS MANAGEMENT POLICY/EMERGENCY RESPONSE PLAN

State law requires that educational institutions conduct a specific number of fire drills and lockdown drills during the school year. Drills are very important and should be taken seriously by everyone. The building must be completely evacuated or locked down as quickly as possible.

Employees are to be familiar with the School District's Crisis Management Policy. The policy manual will be made available in each classroom and teachers are to place a copy of their class lists within the manual. This will allow for a quick check of attendance should students be evacuated from the building.

JOB DESCRIPTIONS

The administration is responsible for the assignment and scheduling of all staff. Job descriptions will vary according to specific assignments. It is likely that tasks will vary on a yearly basis as some tasks are not completed identically from one year to the next.

It will be the responsibility of the administration to meet with the employees to review expectations and to provide training, if needed. It is essential that an employee be flexible and maintain a positive attitude with the ever-changing responsibilities and job assignments. When an employee is in doubt about an assignment or task, the individual should request clarification or more information from their immediate supervisor.

HOURS AND RESPONSIBILITY

The hours of duty of each employee shall be determined by administration. If you need to be absent, notify the district via the sub calling system. By law, the school assumes responsibility for each student during the entire school day. This includes the time before the school day starts, during and between classes, and after the close of the school day. All staff members should take a personal and professional interest in the conduct of students during all of these time periods. Please make every effort to be out in the halls or your assigned area in the morning before school starts as well as between classes—our presence will help curtail problems that might otherwise arise. Please report any questionable behavior to the immediate supervisor.

Areas of responsibility by each employee are specified by the immediate supervisor. If there are questions regarding the duties as outlined or questions regarding the calendar during which time the employees are expected to work, the questions should be brought to the immediate supervisor. Please use the appropriate chain of command for getting questions answered or issues resolved.

- A. If you have personal business to take care of and need to leave the building during your preparation period or need to leave immediately after school, please let the principal know that you need to leave so approval can be given & appropriate arrangements can be made. This works best in case a parent or someone else wishes to meet with you. We can let them know that you are not available. Please do not schedule personal appointments during the duty day unless leave is used as per contract.
- B. Teachers are to attend all programs sponsored for students during the school day. Staff members are encouraged to sit with the students.

EMPLOYEE CONDUCT

Employees come in contact with a great number of people including staff, students and parents. It is critical that employees conduct themselves in a professional manner. Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities may be subject to disciplinary action and or termination.

EVALUATIONS

Throughout their years of employment, evaluations of all personnel will be conducted. Evaluations are generally done by the employee's immediate supervisor and shared with the employee upon completion. All performance reviews/evaluations are kept in the employee's personnel file and are available for review upon request.

The overall goals of an effective classroom observation and evaluation program are the improvement of instruction and provision for growth opportunity. The program is designed to help teachers identify their strengths and weaknesses, to provide support, and to secure help for improvement. This support of the teacher in professional growth is the key to improving educational experiences.

1. Clinical Observation—All non-tenured teachers will be placed in this cycle as well as any other teachers that the administration feels may benefit from the experience. The process will include a pre-observation conference with the teacher, classroom observation (2-3 per year) and post-observation conference. The first observation will be scheduled for a specific time, and the last two will be unscheduled. A summative evaluation will be done by the principal annually for each teacher and will be placed in the teacher's personnel file. It is expected that this evaluation will be shared with the teacher during a feedback conference regardless of which phase of the cycle the teacher is in.
2. Peer Coaching/Monitoring—Teachers in this group will pair with another of the same group and work together with the principal to develop individual goals for the school year, monitor goal-reaching throughout the year, evaluate the extent to which goals are met, and to observe each other in the training situation. The summative evaluation will be based in part on the principal's review of the peer coaching/monitoring experiences, overall contributions to the school system, and may include classroom observation analysis by the principal.
3. Individual Growth Phase—Teachers will work with the principal to develop individual goals for the school year, monitor goal-reaching throughout the year, and evaluate the extent to which goals are met and the impact they had on their own instructional experiences. Summative evaluation will be based, in part, on a review with the principal on reaching goals, overall contributions to the school system, and may include classroom observation analysis by the principal.

The building principal retains discretion to place any teacher in any phase of the cycle. Teachers will be rotated into another phase of the cycle as the administration deems appropriate.

Minnesota State Law requires that all teachers who have not received tenure in the school system be formally observed three times during the school year.

PERSONNEL FILES

ISD #319 maintains personnel files on all employees. Personnel data is maintained according to MN Statute Chapter 13. Individual personnel files can be reviewed upon request. Please contact the Human Resources Coordinator for more information.

REIMBURSED EXPENDITURES

All reimbursements for school-related expenses must have the prior approval of the superintendent. Without prior approval, your request for reimbursement will most likely not be approved.

PURCHASE ORDERS / PURCHASING

All orders for materials or equipment must be processed through the office. Any time you are purchasing anything in the name of the district, a requisition must be completed. This includes purchases with grant funding.

PROCEDURE:

Prepare a purchase requisition using the online system through SMART eR using the “My Request, Online Shopping” option. The link and instructions can be found on the school website under “Staff.” Complete ALL necessary order information and use the comment section to describe what the order is for. The Administrator will approve and submit the requisition to the business office for final approval. Once the approval is secured, the Administrative Assistant will complete the purchase order using webexpress, which also places the order.

Purchases will be made locally whenever possible as is consistent with good business practices and in the best interest of the school district as a whole. All employees are to secure a signed purchase order prior to making any purchases from local merchants.

The district has no obligation to pay for items that you may purchase without prior approval and without a purchase order. The individual who does make a purchase without prior approval shall be required to personally pay for those goods.

HANDLING OF FUNDS

In order to keep our funds in proper order for the financial record, please use the following procedure:

1. All monetary transactions are to be handled by the advisor of the organization, the High School Office, The Elementary Office & the Business Office.
2. When money is collected from students & fundraising etc., do not leave the money in your desk. Count the money and then bring it, daily, to the school office. He/She will recount the money and then bring it to the bank for deposit. If you have a need to know your organization’s balance, simply ask the Business Manager to look it up for you.
3. A student activity fund is not allowed to have a deficit balance.

SALES TO STUDENTS

Materials which are sold to students through the classroom must be paid for by the student prior to their taking the completed project from the building. The instructor is to issue a receipt to the student and money is to be accounted for and turned in to the Business Office.

SECURITY SYSTEM

The building has a security system that can monitor the activities of any and all persons in the building. Please be aware of this, as the actions on tape may be your own. It is not our intent to monitor the activities of all persons; only those who are causing problems.

SOCIAL MEDIA

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include Facebook, twitter, blogs, message boards, chat rooms, electronic newsletters, online forums, Facebook and any other social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of NK School as well as personal use of social media when referencing NK School:

- Employees need to know and adhere to the district’s Code of Conduct and other district policies when using social media in reference to NK School.
- Employees should be aware of the effect their actions may have on their image, as well as the NK School’s image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that NK School may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to NK School, its employees, or students.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the administration.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to administration.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of administration.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at NK School. Personal use of social media on District time could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates the district's Code of Conduct or any other district policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with NK School, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent NK School's positions, strategies or opinions."
- It is highly recommended that employees keep school related social media accounts separate from personal accounts.

FINES

All equipment and materials provided by the District should be used with normal and reasonable care. No charges should be levied for normal wear, but fines should be assessed for abuse or loss of any school district property. In addition, fines should be levied for those who owe money for fundraising events, etc. Staff should have parents pay fines online. A list of fines owed is to be submitted to the school office for invoicing & collection.

FUNDRAISING

A district-wide meeting will be held with all advisors of organizations/classes planning to do fundraising so that a master schedule can be set up. This will be done as an effort to avoid having students selling similar products or too many products during a given period of time. Advisors/coaches should meet with their groups early in September to attempt to come up with a calendar of events and a list of possible fundraisers. Anyone planning to do fundraising must attend the fundraising meeting and be a part of the fundraising master schedule. Employees or nonemployees intending to hold a fundraiser must obtain approval from the Superintendent/Principal prior to scheduling any fundraisers. No fundraising project will be allowed unless it receives this approval. Participation in a non-approved activity shall be considered a violation of school district policy. Any activity that involves soliciting from local merchants must have prior approval from the principal.

Sale of merchandise by school groups in competition with local merchants shall be kept at a minimum. Each group, organization, sports activity, and class will be allowed a limited number of fundraisers per year.

MAILBOXES

Employees are assigned a mailbox in the office area. Check it frequently for mail that may be distributed throughout the day.

FACILITY CARE

Each staff member is responsible for the general care and maintenance of that portion of the building and equipment to which he/she has been assigned. Where more than one staff member is using a specific area, the area should be checked at the end of the day. The last person to leave the area at the end of the day shall be responsible (if applicable) for seeing that the copiers are turned off, coffee pots or other

appliances are turned off, furniture returned to its normal position, filing cabinets locked, the telephone system placed on night service, and the doors closed and locked. See that your students understand and practice their responsibility for the care and use of public property---Do as much as you can to help prevent the destruction of furniture, textbooks, reference and library materials, athletic equipment, musical instruments, floors, walls and windows, etc. This can be taken care of through deliberate, systematic checking.

EQUIPMENT

The equipment in the building was purchased with the intent to assist in your task of educating students. It was not intended as your personal equipment for your personal use. Please help extend the longevity of the equipment by keeping things clean, protecting it from abuse by others, and using it for its intended purpose. Please do not take district equipment home for your own use or loan it out to non-staff. All equipment loaned out must be checked out through the office.

FACILITY USE

All staff use of District facilities must be pre-arranged. For use during the day contact the building administrator. Persons wishing to use the building for a specific purpose outside of the regular school day should submit requests through community education so that they can check the master calendar and notify custodial staff to coordinate facility needs.

KEYS

Keys are issued to each teacher for their own classroom and other areas that are essential for their daily use. Keys and access cards to exterior doors are issued with administrative approval. Please do not loan your keys to anyone; they will remain your responsibility. **STAFF DOES NOT HAVE AUTHORIZATION TO DUPLICATE SCHOOL KEYS.** All authorization to issue school keys comes from the superintendent or his/her designee.

- A. It shall be the responsibility of the Administrative Assistant and Activities Director to issue and record the distribution of all school district keys.
- B. Grand master keys shall be issued to the following personnel on a continual basis:
 - 1. Administration – Superintendent/Principal, Director, Community Ed Coordinator, Business Manager, Administrative Assistant, School Secretary, and IT support.
 - 1. Maintenance - All regularly scheduled Custodians.
 - 2. NK Police Department.

With the building principal's approval keys can be issued, upon request, to the following personnel on a conditional basis:

- 1. Coaches (Head Coaches may keep keys year round if returning to position the following year. All other coaches must return keys/access cards at the end of their season.)
- 2. Community Education Personnel
- 3. Person with a signed building permit

Teachers are to be given a key to their assigned room and work rooms.

E. Staff must report a lost key to administration immediately. A fine equaling the cost, incurred by the school district, for rekeying the area may be assessed any individual who loses a key assigned to them. To replace a lost or broken access card is \$20.

F. Under no conditions are keys to be loaned to anyone.

G. Any person in the building, when a custodian is not on duty, is responsible to secure the building. (Check all outside doors.)

H. The use of a school key may be revoked if this procedure is not followed.

CUSTODIAL SERVICES

All requests for repairs, whether routine or emergency, and upkeep should be channeled through the maintenance department using the proper form. Nothing is to be attached to the walls except in the designated tack board areas. **There is to be no taping or attaching of items to the sheetrock, windows or doors and no hanging of items from the ceiling.**

SOLICITORS

The laws of Minnesota establish that no sales representatives, agents, or other solicitors shall contact students or employees during the school day unless authorized by the building supervisor. Employees shall not provide any outside group or individual a list of students or other employees. Use the following process for having a solicitor talk with someone or place materials in the school:

- When the solicitor arrives in the main office, direct them to the building principal. The building principal will make the determination regarding whether or not the person has permission to be in the building or whether they have permission to place copies of their materials in the building.

VISITORS IN THE BUILDING

Students and/or adults entering the building are to check in to the office prior to going to any other area in the building. Permission for admission to the building for any purpose is to be granted by the building principal. If you notice that an individual is in the building and has not checked in to the office, please contact the principal immediately. Adult visitors to the building are also to check in to the office using the same procedure as with students. Visitor name tags should be issued to persons coming into the building to visit.

When a representative of law enforcement or social services arrives at the school, please refer them immediately to the administration.

GUEST SPEAKERS

Guest speakers can frequently make fine contributions in many areas of our curriculum. Teachers should use professional judgment when making plans for inviting guest speakers. Please discuss your plans for having guest speakers with the principal prior to inviting them into your classroom to speak. **At least five days before your guest speaker is to be in your classroom, meet with the principal to review who the speaker will be and on what their topic of presentation will focus as well as their qualifications for presenting on that topic.** In the event that a parental permission slip is needed for participation with the guest speaker, the teacher shall be certain that the student has returned a signed form. If the parent does not wish to have his/her child participate, an alternative form of curriculum must be provided by the classroom teacher.

EMPLOYEE WORKROOM/LOUNGE

Classroom preparation and lunch space is available in the employee workroom/lounge. The workroom is provided for your convenience. Please be advised that all staff members are to be in their respective teaching and/or supervision areas between 8:00-8:30 A.M. and not in the workroom.

Meal Purchases

There will be no charging of meals to any staff members. Staff must prepay for their lunches using the PaySchools online payment system available at isd319.org under the Parent Resources Tab or directly to the INAC at the lunch line.

BREAKFASTS, LUNCHES

Breakfasts and lunches are available for all staff through the school's food service program. The cost per breakfast is \$2.25 and lunch is \$4.25. Breakfast is served from 8:10 to 8:25 AM each day. Lunch is served from 11:06 AM until approximately 12:15 PM each day. With the exception of the ½ hour duty free noon, staff is not allowed to take time to eat during their normal duty hours. Staff members taking

trays and silverware to their classroom are asked to return it to the kitchen when they are finished. Staff may choose to pre-pay for their meals or pay each time they eat.

ATTENDANCE AT WORKSHOPS/REGISTRATION FEES

If your request for attendance at a workshop has been approved by the administration, the registration fee will be sent in for you. The administration determines approval for attendance at workshops. In the event that a substitute is needed the sub system needs to be used.

ATTENDANCE AT CONFERENCES AND MEETINGS

Teachers and paraprofessionals shall apply for attendance at meetings and conferences to the Superintendent/Principal. If administration is requiring the employee to attend, a two week notice minimum will be given to the employee when possible. Forms are available in the office or on-line. A teacher, upon approval, may attend professional meetings, seminars, clinics, etc. germane to his/her curriculum area each school year. The following guides shall be used to determine reimbursement for expenses incurred:

1. **Overnight trips shall be reimbursed for meals based on the following website:**
https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=MN&fiscal_year=2018&zip=&city=
An exception will be made if a luncheon or banquet with a higher cost is included as part of the program. Tips need to be listed on the bill and the maximum tip is 15%.
2. **Lodging shall be limited to a reasonable rate at the District's discretion.** Lodging shall be allowed when the attendance at the meeting and travel time exceeds 12 hours or at the discretion of the Superintendent. Lodging will be shared, when appropriate, when more than one person is in attendance.
3. For approved functions, a personal vehicle should be used. **Mileage will be reimbursed at the current IRS rate for use of a personal car.** If more than one person attends the same function, mileage may be paid if prior approval is secured. The actual transportation method will determine the amount of reimbursement. If the trip does not originate from the school, mileage will be paid from NK or the claimant's home, whichever is closer. The staff member does not need to return directly to NK after the function. Mileage is paid to and from the original destination.
4. All registration fees shall be reimbursed but not expenses for college credit earned through the experience.

The above guides for reimbursement of expenses shall apply to all school personnel, board members and others traveling on school business.

Verification for actual expenses must be attached to any expense claim submitted. When a person is assigned a conference or meeting, all expenses shall be reimbursed, except actual costs for college credit when earned. **Reimbursement requests must be made within 30 days of the event. Reimbursement requests after 30 days will not be granted.**

DRESS CODE

Employees are obligated to dress appropriately for the job. An employee must maintain acceptable standards of personal appearance, grooming and conduct. Employees need to keep in mind that they are modeling good grooming and appropriate conduct for the students on a daily basis. Some buildings allow for more casual but appropriate dress on Fridays. This is governed by the building administrator.

STUDENT DRESS CODE

If you as a staff member have a concern about the way a student is dressed (wording on a T-shirt, ripped jeans, short skirts, etc.) please refer the student to the principal. The principal will determine whether or not the student's dress is appropriate. Staff members, on their own, are not to send students out of the building to change their clothing. The issue of student dress is addressed in the student handbook.

ILLNESS OF STUDENTS

Whenever a student becomes ill in school, it is the school's responsibility to care for the student. If the school nurse is not working on a day when a student becomes ill and comes to the office, the employee shall notify the building principal of the student's illness. The building principal shall determine whether or not the student is ill enough to warrant leaving the building to go home. No student should be in the nurse's office for longer than an hour before a determination is being made about whether or not the student should be sent home.

STUDENT HANDBOOKS

Employees shall become familiar with the content of the student handbooks. School expectations are outlined in the student handbook. Staff members should become familiar with the content of the student handbook, as the handbook will serve as an "answer" to many of the questions parents or you may have. In the event that new students enroll in the district, the principal's office will arrange to review the handbook with the students.

TECHNOLOGY USE

The technology equipment is intended for the purpose of educating students and assisting the staff to that end. It is not intended for your personal pleasure. We expect that each employee will abide by the policies established by the school board related to personal use of school equipment as outlined in the Technology Plan. Remember that this equipment is owned by the District and can be monitored by the personnel of the District at any time. The use of this equipment and its contents are not protected by data privacy. Staff will be required to sign an Appropriate Use Policy Agreement form at the beginning of each school year.

TELEPHONE USE

Each classroom and instructional space has a telephone for your use as an employee of the district. Please limit the use of telephones for personal use as we have only limited lines into the building. The telephones also have voice mail capabilities so you can receive messages when you are not available to answer calls. Remember that the use of voice mail and telephones can be monitored by District personnel and is not protected by the same level of privacy as is the US Mail.

Students will be called from class to answer phone calls only in the case of an emergency. If staff members allow students to use the telephone in their rooms, they are to monitor the calls.

FIELD TRIPS AND OTHER STUDENT ACTIVITIES

All field trips and other student activities must be cleared through the principal and superintendent's office. These trips should be approved at least five days in advance. In addition, a list of students who will be participating in the activity should be approved by the principal and then placed in the teachers' mailboxes two days in advance of participation in the activity. Please notify the cooks in advance regarding the number of students who will be absent due to participation in the field trip. This will allow them to plan more accurately for that particular day's breakfast and lunch program.

Field trips provide additional learning experiences for students beyond the confines of the classroom. To make a field trip meaningful, the responsibilities of planning, preparation and follow-up are to be assumed by the individual teacher/coach.

Field trips will be limited to those trips that have administrative approval. Any trips that would be approved other than those stated here would require that they be completely funded by some means other than School District general funds.

All field trips must comply with the following:

- All field trips shall have **prior** approval of the principal with a trip itinerary on file **prior** to formal approval. (The itinerary shall include departure and return times and all scheduled activities for the trip – usually included on district van or bus request.)
- Post all trips on the district Google calendar to help keep all informed.

- All students shall have parent permission slips on file prior to the event. Slips sent home should specify where the group will be going, the date of the trip, and the return time.
- NO STUDENT WILL BE ALLOWED TO GO WITHOUT PARENT PERMISSION.
- All students shall have teacher/administrative approval to attend.
- Students shall not be allowed to separate into “groups” without supervision except as part of planned activities.
- Notify the cooks in advance regarding the number of students who will be absent due to participation in the field trip. This will allow them to plan more accurately for that particular day’s breakfast and lunch program.

OVERNIGHT FIELD TRIPS

In addition to the above rules, the following shall apply if the trip includes any overnight stays:

- When timelines allow, overnight field trips shall have permission from the school board.
- Overnight field trips shall have chaperones approved by the administration. (See background checks also.)
- In the event both boys and girls are on an overnight trip, both male and female chaperones shall accompany the students.
- Chaperones shall conduct room checks and/or attendance checks on a regular basis.

GRADUATION

Students must have met all graduation requirements in order to participate in the graduation ceremony. In special circumstances, the Superintendent may allow a student to participate in the ceremony even if all graduation requirements have not been met; however a diploma will not be issued until all graduation requirements are met.

HALL PASSES

Any student in the hallway during class time must have a hall pass.

HOUSEKEEPING

Each teacher is responsible for the daily condition of their room. The District has an investment in the equipment, furnishings, and technology in each room. Please take care of the items in your rooms and in the rest of the building. All repairs, special cleaning requirements due to spills, etc., should be reported immediately to allow the custodial staff to maintain a clean, healthy environment. Please refrain from bringing your own personal furniture, equipment, etc., into the building. The district can be held liable for injuries due to equipment that does not meet various codes established for school buildings. If there is a need for equipment and furniture in your classroom, bring this need to the attention of the superintendent. Keep free of clutter; if you haven’t used something in the past year, please discard it.

Housekeeping needs should be shared between the teacher and the custodial staff. It should not be expected that custodians clean up classroom litter. A few minutes at the close of each day should be used to have students pick up waste paper, pencils, or objects which may be on the floor. We do not have enough custodians to clean every space in the building without students’ and teachers’ assistance.

At the end of the day, make sure that windows are shut and the door is locked. Instructors in rooms with tables and chairs should see that the chairs are put on the top of the tables at the end of the day.

SUPERVISION OF STUDENTS

The teacher of record shall have the general control and government of the school and classroom (122A.42 General Control of Schools).

HEAD COUNT

When students are transitioning in and out of the building, a head count must be taken to ensure all students are accounted for.

MANDATORY

NOTIFICATION

District Policies

The Nashwauk-Keewatin School District is responsible for making employees aware of the following policies. These policies in their entirety as adopted by the Board of Education can be found on the district website at www.isd319.org.

- 102 – Equal Educational Opportunity
- 401 – Equal Employment Opportunity
- 410 – Family & Medical Leave Policy
- 413 – Harassment & Violence
- 414 – Mandated reporting of child neglect or physical or sexual abuse
- 415 – Mandated reporting of maltreatment of vulnerable adults
- 416 – Drug & Alcohol Testing
- 417 – Chemical Use & Abuse
- 418 – Drug-free Workplace Drug-free School (attached)
- 419 – Tobacco-free Environment
- 505 – Distribution of non-school-sponsored materials on school premises by students & employees
- 514 – Bully Prohibition
- 521 – Student Disability Nondiscrimination
- 522 – Title IX Sex Nondiscrimination policy, Grievance Procedure, and Process
- 524 – Internet Acceptable Use and Safety (attached)
- 525 – Violence Prevention
- 526 – Hazing Prohibition
- 529 – Staff notification of violent behavior by student

Title IX Sex Discrimination

Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

COORDINATOR: KASIE VANQUEKELBERG, kvanquekelberg@isd318.org, 218-327-5708

INVESTIGATOR: MAX TORGERSON, PRINCIPAL, 400 2ND STREET
NASHWAUK, MN 55769, 218-885-1280 EXT. 51101, mtorgerson@isd319.org

DECISION MAKER: DR. RAE VILLEBRUN, SUPERINTENDENT, 400 2ND STREET,
NASHWAUK, MN 55769, 218-885-1280 EXT. 51234,
rvillebrun@isd319.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Lead in Water Annual Notice

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents of the availability of the information. Notification may be accomplished by publishing a statement in the "Back to School" newsletter or publication that is available to staff, students, parents, and the public.

Nashwauk-Keewatin School District is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that compiles with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) Lead Contamination Control Act (LCCA) of 1988 and the Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE)

For more information on Nashwauk-Keewatin lead reduction and testing program, contact James Nelson at (218) 885-1280 or jnelson1@isd319.org.

Pesticide Notification

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9).

In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product, and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the District office.

Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or to the school building itself, or to control pests or weeds that are seen as a nuisance.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also their playful behavior may expose them to more pesticide residue.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label.

To be notified about pesticide applications or the management plan, contact James Nelson at (218) 885-1280 or jnelson1@isd319.org.

Asbestos Notification

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Nashwauk-Keewatin School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Nashwauk-Keewatin School District were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the district prepared and the state approved a comprehensive management plan for the safe and responsible handling of asbestos within its buildings.

This past year Nashwauk-Keewatin School District conducted the following with respect to its asbestos containing building materials:

- Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. The Institute for Environmental Assessment will accomplish this under contract. Areas where management issues are noted during inspections and surveillance have been and will continue to be dealt with promptly.
- Short-term workers (outside contractors – i.e. telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Nashwauk-Keewatin District has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the Institute for Environmental Assessment at 800-233-9513 or by contacting Nashwauk-Keewatin School District at 218-885-1280

Indoor Air Quality Notice

Nashwauk-Keewatin School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission-educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School Staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child’s home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child’s symptoms by contacting the school.

The Nashwauk-Keewatin School District Indoor Air Quality contact person is James Nelson at jnelson1@isd319.org. If there are any questions regarding the school's IAQ program, please feel free to call the school at 218-885-1280.

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY--Adopted December 19, 2022

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that

faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable

information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - i. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - ii. such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
 - d. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
 - e. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
7. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 8. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

9. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

[Note: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes section 125B.15.]

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]

A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography
3. Harmful to minor

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and email files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that

student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;
2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
2. the activity is permitted under a judicial warrant;
3. the school district is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A. A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVI. IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. 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. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school- sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students
 - 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
 - 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees
 - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. Public

1. A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

722 CREDIT CARD USAGE

PURPOSE

The purpose of this policy is to control the use of credit cards and to ensure the proper usage of credit cards

GENERAL STATEMENT

Credit card usage shall be consistent with state law and follow recommendations made by the district's auditors and the Minnesota Office of the State Auditor.

CREDIT CARD USAGE

The school board shall authorize the superintendent to annually identify the employees who are authorized to make purchases on behalf of the district. Credit cards shall only be used by those employees authorized to make purchases

Purchases made with a credit card must be consistent with state law and guidance from the Minnesota Office of the State Auditor

The authority to use credit cards does not authorize the creation of a new form of debt for the district; credit cards are to be considered another form of authorized payment and shall be paid off monthly by the district

Purchases shall be limited to purchases that are made in the regular course of business for school supplies

Credit Card charges shall be limited to \$2,500 per transaction. Any authorized employee who desires to use a credit card to make a purchase greater than this amount must seek prior approval from the Superintendent or the district's chief financial officer

All receipts and other supporting documents including a purchase order must be submitted to the district's business office in a timely manner for review and approval. Itemized receipts are required for

substantiation of credit card usage. If the school district does not authorize a credit card purchase, the employee who made the purchase will be personally liable for the amount of the purchase.

Given that listing only the credit card company on a claims list would merely identify the method of payment, a claims list must identify the vendors providing the goods or services. Invoices and receipts must be retained and submitted to support the items charged in the bill from the credit card company

The purchase of non-business related and/or personal items and services is prohibited. Credit cards shall not be used for cash advances. The purchase of alcoholic beverages and tobacco is prohibited.

If a credit card is lost or stolen, the authorized user shall notify the district's business office immediately.

The district shall not issue debit cards because debit cards allow funds to be immediately withdrawn from the district's financial account, provide fewer protections than credit cards and circumvent statutory claims approval safeguards.

All authorized users are required to provide a signed, written acknowledgement of the districts credit card policy prior to use of a district issued credit card

Cross Reference: Minnesota Office of the State Auditor Statement of Position on Credit Card Use and Policies, February 2014.

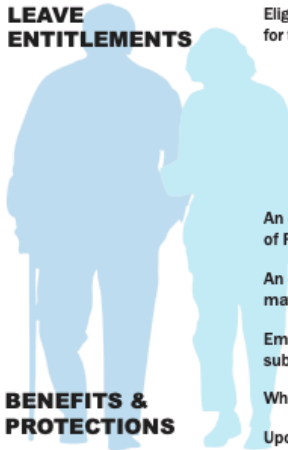
Professional Educator Licensing and Standards Board Teacher Code of Ethics

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

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Annual HIPAA NOTICE

ISD #319 has always been committed to maintaining the security and confidentiality of the information about you. Whether it is your medical information or information that can identify you (such as your name, address, or phone number), we make sure there are careful safeguards to protect you against unauthorized access and use.

The Health Insurance Portability & Accountability Act of 1996 (“HIPAA”) is a federal program that requires all individually identifiable Protected Health Information (PHI) used or disclosed by us in any form (electronically, on paper or orally) is kept properly and confidential.

As required by HIPAA, the explanation on the backside of this notice tells how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

Please contact us for more information:

Kasie Vanquekelberg
kvanquekelberg@isd318.org
218-327-5708

For more information about HIPAA or to file a complaint:
The U.S. Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W. Washington, D.C. 20201
202-619-0257
Toll Free: 1-877-696-6775

The HIPAA Privacy Rule requires us to remind enrollees of the Notice of Privacy Practices once every three years. This notice covers active and retired employees enrolled in or covered by our Group Health Plan, Employee Assistance Program, Flexible Spending Program and/or Medical/Dental Reimbursement Plans.

NOTICE OF PRIVACY PRACTICES

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

The Health Insurance Portability & Accountability Act of 1996 (“HIPAA”) is a federal program that requires that all individually identifiable Protected Health Information (PHI) used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information. We may use and disclose PHI only for each of the following purposes: treatment, payment and health care operations.

- Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.
- Health care operations include the business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information. We may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of non-routine disclosures of protected health information.
- We have the obligation to provide and you have the right to obtain a paper copy of this notice from us every three years.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information. This notice is effective as of April 14, 2004, and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

**Notice to Eligible Employees Of Opportunity to
Make Elective Deferrals To the ISD #319 403(b) Plan**

January 1, 2024

You have the opportunity to save for retirement by participating in the ISD #319 403(b) Plan. Contributing to a 403(b) plan helps to ensure that you will have funds to provide yourself with income during retirement. This plan allows you to contribute a portion of your compensation on a pre-tax basis. Contributions are made to the plan by payroll deduction. If you are already contributing to the 403(b) plan, you may want to increase your deductions. If you have additional questions after reviewing this notice, you can contact Human Resources at 218.327.5708.

What are the benefits of contributing to a 403(b) plan?

- The pre-tax elective deferrals that you make to the plan now are not taxed until you withdraw them. This means you are lowering your taxable income now, and will potentially lower the amount of income tax you will pay on those funds at the time of withdrawal when you may be in a lower tax bracket.
- Both your pre-tax elective deferrals and earnings grow tax-free until they are withdrawn. What do I need to do in order to start making elective deferrals? You will need to make an election regarding how much of your compensation you wish to defer to the 403(b) plan. You will also need to determine where you want to invest your contributions. This list of approved vendors and their contact information is available below. The financial advisor representing each vendor will provide you with the forms that will set up the contract or account with the vendor. Once you have completed the paperwork provided by the selected financial advisor, please contact the Human Resource Office to complete the election process.

How much can I contribute to a 403(b) plan?

In 2024, you can make elective deferrals up to \$23,000; this amount is subject to change annually. If you are age 50 or older, you are entitled to contribute an additional \$7,500 and if you have at least 15 years of service with ISD 319 you may be entitled to contribute up to an additional \$3,000.

Additional Information You can view a brief, 3 minute video presentation called, “403(b). Why me?” explaining a 403(b) plan and how to contribute. A more detailed presentation follows the video. The video, as well as further information can be found at www.omni403b.com (navigate to Employees | Education).

For more information on enrolling in the 403(b) plan, making changes to your current deferral or vendor elections, or any other questions or requests for information, please Human Resources at 218.327.5708.

Notice of Eligibility to Participate in the 403(b) Plan

ISD #319 maintains a 403(b) plan for eligible employees of the District. The plan allows eligible employees to make pre-tax salary reduction contributions into investments selected by each employee from a list of authorized investment companies available under the plan. These contributions grow tax deferred until withdrawn by employees from the plan.

Common law employees of the District, except student teachers and student workers, are immediately eligible to participate in the plan.

For administrative reasons, any eligible employee wishing to participate in the plan must contribute at least \$200 per calendar year.

Participating Company Information--You must use one of these below. It is the employee's responsibility to meet with company representatives and make their own decision as to which company will meet expectations in service and strategy.

Paperwork for all changes-starting the plan, stopping the plan, increasing or decreasing the amounts to be contributed-must be done via Human Resources.

- Aspire Financial-ASP American Funds
- Ameriprise Financial Services
- Thrivent Financial
- Equitable
- ESI Education Minnesota
- Horace Mann
- Lincoln Financial Advisors

Earned sick and safe time (ESST) employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. For the purpose of this law, an employee is anyone who works at least 80 hours in a year and is not an independent contractor. A year for purposes of the employee's earned sick and safe time accrual is our fiscal year: July 1 through June 30. For the first year the ESST law goes into effect January 1, the year will run January 1 through June 30. Beginning July 1 we will operate by the full fiscal year.

- All of our employees who are in a collective bargaining agreement have contractual leave that is equal or more than required by the ESST law. These employees will not receive a change in their annual accrual of leave or a change in frequency (when leave is accrued/available).
- Coaches who receive an annual stipend for their assignment and do not receive deductions for missed practices/games are not required to accrue ESST since they are not being reduced pay when sick.
- All other staff (substitutes, casual employees, activity/game workers that are not paid by an annual stipend, etc.) will receive ESST hours based on the minimum requirements in the law. We will track hours at the end of each pay period beginning with pay periods that have worked time in January. Once an employee reaches 80 hours they are eligible for one hour of leave for each 30 hours worked up to a maximum of 48 hours accrued per fiscal year. Hours will be credited by the full hour (i.e. 1 hour is available for every 30 worked, partial hours will not be given until each 30 hours are worked). Employees may carryover a maximum of 80 hours from year to year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;

- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If a certified employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they must inform their supervisor by submitting an absence in the electronic system as far in advance as possible, but at least three days in advance. If a non-contract employee plans to use earned sick and safe time for an appointment, preventative care or another permissible reason they know of in advance, they must inform their supervisor by phone or email as far in advance as possible, but at least three days in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor via phone as soon as they know they will be unable to work, and if certified also enter the absence into the electronic system. Non-contract employees who do not have a regular schedule to request an absence from should utilize a payroll claim for wages form to submit for payment of earned sick and safe time when being utilized.

By requesting earned sick and safe time, the employee is attesting that the absence reason meets the requirements for utilizing sick and safe time. The employee is also attesting the absence meets one of the relationships covered by earned sick and safe time.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

NK Employee Handbook Acknowledgement

A link for an electronic signature acknowledging receipt of and understanding of the handbook, policies, and notifications is below. Complete the form by August 31, 2023.

<https://forms.gle/bHSqkNTM26gL8qRn7>