

## WELCOME

Dear Colleague,

Lake of the Woods School provides a positive work environment in which to grow as a professional, interact with caring and talented co-workers, and find meaningful purpose in one's work. Regardless of title or duties of individual jobs, we are all here for one purpose: student learning. Every adult working at Lake of the Woods School has the opportunity to make a difference in a student's life. We have a long and proud tradition of being an excellent school system, with a dedicated staff, and a supportive community.

To continue our journey toward excellence, it is important that our district be a safe and supportive place for students and staff. This handbook is designed to be a resource to ensure that all staff can be successful in their service to our school. I advise you to take the time to read it carefully, especially the very important information about employee benefits and general employment practices. There is also guidance as to what an employee should do when problems or concerns arise within the workplace. Core values, such as respect, integrity and responsibility, that we espouse for our students, should at all times be modeled among adults as well.

While it can be very rewarding to work in a public-school system, it can also be very demanding. We all struggle to balance our personal and professional lives, I have found the words of John Boyle O'Reilly to be helpful, "Be true to your work and your word and your friend."

Sincerely,

Jeff A. Nelson  
Superintendent/Elementary Principal

## PURPOSE

This handbook provides information to you as a new or experienced employee of Lake of the Woods School about certain terms and conditions of employment. IT IS NOT AND SHOULD NOT BE CONSIDERED AN EMPLOYMENT CONTRACT. Your continued employment and the conditions of that employment are solely the discretion of Lake of the Woods School. This handbook summarizes certain policies and programs related to your employment. Please take advantage of this resource so that you are fully aware of employee rights and responsibilities as an employee of Lake of the Woods School.

While Lake of the Woods School will make every effort to keep the Employee Handbook current, the information and policies described in this handbook may be changed in any way and at any time at the sole discretion of the Lake of the Woods School Board. In addition to the policies addressed in this handbook, Lake of the Woods School has other policies and procedures that employees are expected to follow. Copies of all Board Policies are available on the Lake of the Woods School website ([www.lakeofthewoodsschool.org](http://www.lakeofthewoodsschool.org)). Employee members are expected to read and become familiar with Board Policies and rules. The Board Policies will govern to the extent there is any conflicting information in this handbook.

Employees are responsible to comply with current Lake of the Woods School policies at all times. These policies apply to all employees of Lake of the Woods School. Except where otherwise noted, the Superintendent or his or her designee is responsible for ensuring compliance with these policies.

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## SECTION I: GENERAL INFORMATION

### Equal Employment Opportunity

Lake of the Woods School provides equal employment opportunities to all employees and applicants for employment. Lake of the Woods School does not unlawfully discriminate on the basis of race, color, creed, age, physical or mental disability, religion, sex, gender, sexual orientation, national origin, marital status, family care status, veteran status, or status with regard to public assistance. Lake of the Woods School also makes reasonable accommodations for disabled employees. Lake of the Woods School prohibits the harassment of any individual for any of the categories listed above. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment. Every Lake of the Woods School employee shall be responsible for following this policy. Any person having a question regarding this policy should discuss it with their direct supervisor or superintendent. Complaints or grievances regarding this policy may be addressed in accordance with the grievance policy found in each master agreement.

### Commitment to Diversity

Lake of the Woods School is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the school, and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Lake of the Woods School policy and is an important principle for our schools.

### School Board Policies and Administrative Procedures

It is the responsibility of each employee to read and become familiar with School Board Policies and Administrative Procedures of the district. These policies and procedures are found on the district website. Some policies and procedures are mentioned specifically in this handbook; however, all need to be reviewed on a regular basis by all employees. Refer to School Board Policy 499: Policies Incorporated by Reference for Employees/Personnel. All staff must sign-off on reading and understanding the district handbook and policies.

### Mandatory Reporting

It is the responsibility of all employees of Lake of the Woods School District to comply with Minnesota Statute 626.556 subsection 3, which requires employees to follow policy and accompanying procedures designed to ensure compliance with the state law that requires mandatory reporting of neglect, physical or sexual abuse of minors and vulnerable adults. Lake of the Woods School policy requires any employee who knows or has reason to believe that a child or vulnerable adult is being neglected, physically or sexually abused, or has been neglected, physically or sexually abused within the preceding three years, to immediately report such information to the appropriate local welfare agency. Employees are responsible to report suspicions or signs of child abuse to law enforcement or social services. The Lake of the Woods School Board Policy #414-Mandated Reporting of child neglect or physical or sexual abuse

Lake of the Woods School District also requires an employee to report signs or suspicions of child abuse to the administration. It will be a violation of this statute if any employee fails to do so immediately. A child is defined as any individual under the age of 18 years of age.

### Prohibition against Discrimination, Harassment and Bullying (Policy Manual, 413)

Under Lake of the Woods School District Policy, discrimination, harassment, and bullying will not be tolerated under any circumstances and are dealt with immediately. The school district has committed itself to nondiscrimination in all its educational and employment activities. The district prohibits unlawful discrimination, harassment, or bullying on the basis of race, color, ethnicity, national origin, sex, pregnancy, religion, age, or disability. The district also prohibits retaliation against any employee or student who has exercised their rights under state and federal laws.

### Americans with Disabilities Act

Lake of the Woods School is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment due to an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the school district will provide reasonable accommodations to any qualified individual with a disability, as defined by the ADA, who has made the district aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the District.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their direct supervisor.

### Tobacco-Free Environment

All Lake of the Woods School buildings, vehicles, and property surrounding Lake of the Woods School buildings shall be free from smoking or use of tobacco, tobacco-related products, or electronic cigarettes. Please refer to Lake of the Woods School Board Policy #419-Tobacco Free Environment

### Drug-Free Workplace

All Lake of the Woods School administration and employees are responsible for maintaining a safe and healthy working environment. For that reason, Lake of the Woods School has adopted the following policies: #416-Drug and Alcohol Testing, #417-Chemical use and Abuse, #418-Drug Free Workplace Drug Free School

1. The possession, use, or sale of alcohol, illegal drugs, or unauthorized prescription drugs on Lake of the Woods School property or while conducting Lake of the Woods School business is prohibited and may result in disciplinary action, up to and including termination.

2. Any employee under the influence of drugs or alcohol while on Lake of the Woods School property or while conducting Lake of the Woods School business may be subject to disciplinary action, up to and including termination.

3. Lake of the Woods School may require drug testing if an employee is suspected of using drugs or alcohol. Any employee who refuses to take a drug test will be subject to disciplinary action, up to and including termination.

4. Each employee is responsible for reporting to the Superintendent or direct supervisor any use of prescription drugs that may affect the employee's judgment, performance, or behavior.

Lake of the Woods School strongly urges employees to use community health and counseling facilities for help with alcohol or drug problems. It is each employee's responsibility to seek assistance before the problem affects their judgment, performance, or behavior at work.

## SECTION II: GETTING STARTED:

### Salary Determination/Compensation

Lake of the Woods School has the following types of employees:

1. Full time employees: Employees that are scheduled to work 30-40 hours per week.
2. Part time employees: Employees that are scheduled to work fewer than 30 hours per week. Part time employees are not eligible for benefits or vacation time.
3. Temporary employees: Employees hired for a specific project or a specific period of time. Temporary employees are not eligible to receive benefits or vacation time.

**Job Classification:** Employees will be given a job classification at the time of hiring. Employee job classification will determine whether an employee is an exempt or a non-exempt employee. Employee compensation will be based on job experience and job classification.

- Non-Exempt employees (hourly): Employees who are hourly employees and subject to the minimum wage and overtime compensation provisions of the Federal Labor Standards Act (FLSA).
- Exempt employees (salaried): Employees who are salaried employees and meet certain requirements of the FLSA are exempt from the minimum wage and overtime compensation provisions of the FLSA.

**Placement on the Salary/Wage Scales:** Lake of the Woods Education Minnesota (LOWEM), Minnesota School Employees Association (MSEA) and American Federation of State, County and Municipal Employees (AFSCME) have negotiated master agreements which direct the initial placement of personnel on the salary schedule. Please refer to these master agreements or individual contracts for salary and wage scales.

**Authorized hours:** Authorized hours are the hours that an employee is hired to work. Each employee will be informed by their supervisor of the daily starting and ending time of their daily duty. Employees earning an hourly wage will be expected to clock-in at the beginning of their work duty and to clock-out at the end. If an employee forgets to clock-in or clock-out, they must immediately notify the District Office. An office employee member will then authorize the clock-in or clock-out time missed.

**Work week:** The standard work week is Sunday at 12:00 a.m. to Saturday at 11:59 p.m.

**Pay periods:** All employees are paid on the 15<sup>th</sup> of every month. If the 15<sup>th</sup> falls on a weekend or banking holiday, payment will be made the business day prior. It is mandatory for all employees in the school district to have their paycheck deposited directly into their personal bank, savings & loan, or credit union account. Direct deposit forms are available in the district office. Any employee wishing to make a change to or cancel direct deposit must request it in writing and submit it to the District Office.

**Compensation:** To attract and retain the most qualified teachers and support personnel, Lake of the Woods School strives to maintain competitive salaries.

**Deductions:** The payroll department will deduct from each employee's paycheck the mandatory deductions for federal and state withholding taxes, social security, and retirement. Other mandatory deductions that may be applicable are tax levies, child support, alimony, and bankruptcy.

There may also be deductions for voluntary contributions (insurance premiums, tax-sheltered annuities, flexible benefits, etc.) which must be authorized by the individual employee.

### Licensing

It is an employee's responsibility to maintain a current and valid license/certification. A copy of a valid license/certification must be on file in the District Office.

- Certified Employees
- Non-Certified Employees-Non-Certified employees are not required to have a license but if they hold a license, the district needs a copy.

Additionally, under Every Student Succeeds Act (ESSA), the teacher's valid license is to be conspicuously displayed in the teacher's primary room of assignment.

Hours accumulated at a conference or workshop may be submitted on a continuing education clock hour form. Completed forms should be submitted to the Continuing Education Committee Chair. **\*\*NOTE\*\*** 125 hours of continuing education credit are required for teacher license renewal. Applications for license renewal may be submitted online.

### Employee Background Checks (#404-Employment Background Checks)

This policy is set in place to ensure there is a safe and healthy environment for the students as well as employees. There will be a criminal background check on all applicants that receive an offer of employment with the school district or such other background checks as provided by the policy. The school district policy also allows supervisors the authority to initiate background checks on volunteers, independent contractors and student employees within the school district.

### Sign-up Process

A potential applicant/or newly hired employee needs to complete their pre-employment paperwork. The individual may contact the District Office at which time the district office personnel will provide them with the necessary and appropriate forms, applications, registrations, permissions and legal documents for employment. Integrity is a core value of Lake of the Woods School District. Therefore, intentional inaccuracies on official school district documents such as time sheets, job applications, etc. are prohibited and are grounds for disciplinary action, up to and including termination of employment.

### Immigration Law Compliance

Lake of the Woods School is committed to employing only United States Citizens and Aliens who are authorized to work in the United States, and to comply with the Immigration and Nationality Act. As a condition of employment, you must properly complete, sign and date the

first section of the Immigration and Naturalization Service Form 1-9 on your date of hire and provide documentation of information requested within three (3) business days of the date employment begins. Newly re-hired employees must also complete the form (I-9) prior to beginning work if: they have not previously filed an 1-9 with the school district; if their previous 1-9 is more than three years old; or if their previous 1-9 is no longer valid.

Employers cannot specify which documents an employee can use for Form 1-9, Employment Eligibility Verification.

### Employment of Minors

No one under 18 years of age will be employed without providing proper proof of age in an age certificate (Employers of any minor must obtain and keep on record proof of the child's age. An age certificate issued by the district school board is one method of meeting the proof of age requirement), birth certificate, or driver's license. Minors will be employed only in accordance with the state child labor laws and school district policies. This policy is in accordance with both state and federal laws that regulate the hiring of minor persons less than 18 years of age.

### Personnel Information

There are many different circumstances that may require an employee to update personnel information. If any employee needs to change their personnel information, they must immediately notify the District Office. An employee may need to update personnel information if they were to move, get married, or divorced, etc. The only employees that have the authority to make updates are the District Office personnel. If an employee needs to fill out a W4 due to changing circumstances, employees name must match the name on employee's social security card.

Employees will receive an emergency contact folder yearly, during fall in-service. The items contained in the folder may need to be updated and the employee will need to notify the District Office of these changes. It is the responsibility of the employee to keep personal information current.

### Identification and Security Badges

All employees of the Lake of the Woods School District will be provided a photo identification badge and will be required to wear at all times during school hours. Your name badge is an important part of your work attire. It lets students, parents, coworkers and the general public identify you as an employee of Lake of the Woods School. It is an important part of providing a secure environment for our students, and to ensure that everyone who enters our schools is identified. Your name badge should be worn anytime you are at work and should be worn in a visible spot on the upper portion of your body.

Persons not wearing name badges in district facilities should be questioned as to their purpose within the facility to encourage the safety of our students and employees. Employees who are

not wearing their school district provided name badge, will be asked to wear their name badge or be provided a temporary visitor badge.

### Keys and Fob

Every employee is issued a fob (keyless entry) to access the school building and weight room. Keys are also issued to the employee for rooms to which he/she needs access. These keys and fobs are not to be given to **anyone** and are to be returned at the end of employment.

### Personal Appearance

As Lake of the Woods employees we are judged not only by our service, but also by our appearance and presentation to others. Our expectation is that employee appearance is consistent with the high standards we set for ourselves as a district. You are expected to present a well-groomed and business-like appearance, avoiding extremes in clothing or appearance such as graphic, violent or otherwise offensive clothing, tattoos or body piercings, and to practice good personal hygiene.

In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that is too revealing, such as low-cut or midriff-baring tops or excessively low-rise pants, is not appropriate for a place of business. In our work environment, clothing should be clean and free of wrinkles. Clothing that is torn, dirty, or frayed is unacceptable.

Positions that require work with heavy equipment, hazardous materials, or positions that may require physical support of students, should avoid loose clothing, shorts, open toed shoes or sandals, and excessive jewelry.

Remember that some students and/or employees could be allergic or sensitive to the chemicals or smells of perfumes, colognes, and lotions, so please wear these substances in moderation or avoid wearing them if possible.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor or your Human Resources staff. If clothing fails to meet these standards, as determined by a supervisor and/or Human Resources staff, the employee will be asked not to wear the inappropriate item to work again.

### Meal and Break Periods

The district recognizes that appropriate breaks are important to you and your effectiveness on the job. If you work 8 or more consecutive hours, you will be given a 30-minute duty free, unpaid meal break. Generally, you may take a paid 15-minute break for every four hours worked if workload and staffing needs allow, however, this is considered paid work time and does not apply to the calculation of overtime or comp time. Meal periods should not be forfeited to alter a daily schedule for any reason.

Break periods may vary based on contract language. If you have any questions regarding meal or break periods, please contact Human Resources.

## Teachers' Contracts

### *Probationary Teachers*

When a teacher is initially hired they are considered a probationary employee. They remain in this status for the first 3 years of employment. If a teacher moves to another district, their probationary period has not been continuous in one district and a new probationary period begins. If a teacher has achieved continuing contract status and transfers to a new school district, the probationary period is one year long.

### *Continuing Contract*

Once a teacher completes their 3-year probationary period and employee has been offered a contract for the 4<sup>th</sup> consecutive year in the same school district, the employee is tenured on a continuing contract. Teachers also need to ensure their licenses are updated and renewed before June 30<sup>th</sup> in the year of expiration.

## Seniority List

Every year the Lake of the Woods School Board approves a seniority list that reflects the date of hire. This date is used to determine the order for placement on Unrequested Leave of Absence (ULA) as determined by the Master Agreements for both the Lake of the Woods Education Minnesota and the Minnesota School Employees Association. Conversely, the seniority list is used to determine the order of recall to a vacant position in the district for which an individual may be qualified. Before the annual seniority list approval by the school board, a copy of the updated seniority list is conspicuously posted in the workrooms of the district with a request to confirm the accuracy of the individual information contained on the list. It is the responsibility of every employee to notify the district office of inaccurate information on the seniority list

## Complaints

The school district takes all complaints or concerns by students, employees, parents or other individuals seriously. The first step in the complaint process is to understand the complaint and report it to the school district in written form, which is strongly recommended, or to report it orally. Once the complaint is received it is reported immediately to the supervisor of the person who received the complaint. The person receiving the complaint needs to make certain of all the details before submitting the complaint to their supervisor.

The next step is to determine the seriousness of the complaint and whether there needs to be an investigation by the administration.

The last step is for the appropriate administrator to respond to the complaining party in writing. In this letter the outcome of the investigation needs to be included and any of the appropriate actions or corrective measures that were completed to solve the complaint.

## Overtime

Full time, non-exempt employees are expected to work as scheduled per week and will be paid according to the time reported on their timesheet. Non-exempt employees will receive one and one-half hours compensation for each hour worked in excess of 40 hours in a work week. Prior

to accruing any overtime hours, a non-exempt employee must receive approval from direct supervisor for those hours. Full time, exempt employees will be paid on a salary basis under the FLSA, which means that their pay will not be increased or decreased as a result of hours worked that pay period unless they have an absence that is not covered by an authorized leave or their employment ends during the middle of a pay period.

### Compensatory (Comp) Time

Lake of the Woods School typically does not offer comp time to employees. In special circumstances, comp time may be offered to an employee who performs extra duties. Comp time must be approved in writing by both the Direct Supervisor and the Superintendent. Yearly employees who participate in school district events (i.e.: meetings, conferences, business trips) will be given one day (8 hours) of comp time for each night of the overnight trip. Employees must submit a written request to their direct supervisor for comp time before participating in the event. Requests submitted after the event may not be approved. Employees who receive additional pay to participate in the event are not eligible for comp time.

Employees who receive a coaching stipend and who attend an overnight event as part of their coaching duties are not eligible for comp time.

## SECTION III: BENEFITS

### Insurance

Benefits are a large part of the total compensation package offered at Lake of the Woods School. They are designed to meet the needs of Lake of the Woods School employees. In order to meet these needs these benefits are continually being updated and reviewed to ensure that the best benefits are being offered to our employees. The following list is a general overview of the benefits that Lake of the Woods School offers. It is in the best interest of all employees to familiarize themselves with the benefits package and all that is offered. Employees who do not receive these benefits are part-time and seasonal employees.

#### Dental Insurance:

Is offered to all eligible full-time employees. The full premium cost is the responsibility of the employee. Benefits run November 1st through October 31<sup>st</sup>

#### Health Insurance:

Is offered to all eligible full-time employees. The employees' portion of the premium cost is based upon the current negotiated contracts. The benefit period for premium costs run July 1st-June 30<sup>th</sup>, and Blue Cross Blue Shield deductibles run calendar year, January 1- December 31.

#### Life Insurance:

The School District will provide term life insurance in the amount of \$50,000 to each eligible employee. Extra life insurance is available for purchase by the employee in increments of \$10,000. The amount an employee has deducted per pay period is determined by the individual's circumstances.

#### Long Term Disability Insurance:

The School District will provide long-term disability insurance to each eligible employee.

#### Workers' Compensation:

In staying within the regulations of state and federal laws, any employee that is injured on the job shall have the choice to receive workers' compensation. The injury must have risen out of the course of employment. The employee needs to file a written injury report in the district office immediately and no later than 30 days from the incident. If an employee fails to notify the District Office of the injury within the set time frame, the employee may be subject to disciplinary action. School District employees collecting workers' compensation insurance may draw sick leave and receive full salary from the School District with his/her salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from his/her sick leave.

#### Flexible Spending Accounts:

Flexible spending accounts are set up through Further. A Flexible Spending Account, or FSA, is an employee benefit program that allows employees to set aside money, on a pre-tax basis, for certain health care and dependent care expenses. All employees who wish to take part in this benefit must have the appropriate paperwork submitted to the district office no later than August 25<sup>th</sup>.

#### Tax Deferred Annuity and Other Investment Opportunities:

A 403B plan is a tax advantaged retirement savings plan available for public education organizations. All public-school employees are eligible to take part in a 403B program. Lake of the Woods School offers both the traditional 403B plan (deferrals deposited into a 403B plan are made before income tax is paid on it, and allowed to grow tax deferred until the money is taxed as income when taken out of the plan) and the Roth 403B (taxes taken out prior to deduction from paycheck). Employee must fill out a salary reduction form in the district office with a signed letter authorizing the district to withhold a specified amount from employee monthly paycheck which is then paid to employee 403B vendor on employee behalf. New IRS rules apply to 403B plans and school accountability for employee contributions. There are a limited number of vendors who are willing to comply with the new IRS rules and a list of eligible vendors is available in the District Office.

#### Teachers Retirement Account (TRA):

Teachers Retirement Association is a benefit that is given to all employees in certified positions. There is a mandatory payroll deduction that is set annually by TRA. School district then matches at the most current rate.

#### Public Employee Retirement Account (PERA):

Public Employee Retirement Association is a benefit that is provided to all non-certified employees of the school district who qualify. There is a mandatory 6.5% deduction from the employee's monthly paycheck for the employee's contribution. School district contribution is based upon annual rate from PERA.

## Section IV: Leave

Lake of the Woods School recognizes that issues come up and require an employee to take time off for different personal situations. There are several different leave options that are designed to be flexible and consistent with the employee's needs but also comply with the legal leave requirements. Known absences should be requested to your supervisor to obtain permission to be absent from work. Ensuring the request for leave is entered into Time Clocks Plus, and that the supervisor approved the request are the sole responsibility of the employee. ALL LEAVES, unless in emergency circumstances, must have prior approval. Lake of the Woods School offers several different leave options dependent on the bargaining unit you are a part of. They are as follows: family and personal sick, personal, extended, jury duty, vacation and holidays, bereavement, family and medical leave, military duty, voting, worker's compensation, professional, emergency leave. All leaves are renewed July 1<sup>st</sup> of every year.

### Work Year

Employees are divided into groups based upon their position in the school district. An individual's position determines the work schedule they will follow. Teachers, Bus Drivers, Food Service, and Paraprofessionals work 180 days per year. Secretaries work a total of 202 days. Custodians, and District Office staff work a total of 260 days per year. Bus drivers are paid a minimum of 2 hours per route. Teachers are contracted for a 7-hour day. Custodians, Secretaries and District Office staff are contracted to work an 8-hour day. Paraprofessionals are contracted to work a 6.75-hour day. Food Service is contracted to work a 7-hour day.

### Attendance and Punctuality

All employees, both certified and non-certified, are expected to work their scheduled work hours as defined by their direct supervisor or Superintendent. A normal work day varies depending on contracted time. The lunch period is designated by their direct supervisor or Superintendent and is typically 30 minutes.

Any employee who arrives late or leaves early must have prior approval from their direct supervisor. This time may be deducted from the employee's sick time. Any employee who is habitually late or who habitually leaves early may be subject to disciplinary action.

All employees are expected to arrive at their scheduled work time. When an employee anticipates that they will arrive late, the employee should call the School, at (218) 634-2510 ext. 1421 (Tracy Cook) or 1422 (Diane Laine), as soon as possible. Failure to report a late arrival may result in disciplinary action.

Employees needing to leave early for illness or otherwise must inform their direct supervisor prior to departure. All leave guidelines apply, and time will be deducted. Unexcused departures may result in disciplinary action. Failure to show up, remain at work, or excessive absenteeism or tardiness may result in disciplinary action.

Absence is the failure to report to work as scheduled. Failure to call in an absence is considered to be an unreported absence. An employee who has two consecutive days of unreported absences

shall be considered to have voluntarily resigned from employment with Lake of the Woods School.

Upon returning to work from an unreported absence, the employee must report to their direct supervisor or Superintendent and disclose the reasons for the absence. If the direct supervisor determines that the stated reason is unacceptable or not legitimate, the employee may be subject to disciplinary action, and may have time deducted from his/her sick days.

Employees with above average absenteeism, as determined solely by the direct supervisor, may be required to document the reasons for their absences, including providing a doctor's note.

### Absences

Absences should be reported as far in advance as possible, a minimum of at least three days, particularly for those employees who need substitutes. Employees are responsible for ensuring they have time off before requesting it. Leave time will not be granted for time not yet accrued. All time-off or time-away, including personal (i.e. medical appointments and family responsibilities) and professional (i.e. off-site workshops and meetings) should be reported to ensure fairness, liability, and safety.

### Sick Leave

Eligible employees have available sick leave to use for personal illness and in some contracts/agreements, for family illness. The district will comply with MN Statute to allow employees to use sick leave for specified family members in the same manner as they use leave for themselves. Certain contracts/agreements have expanded family definitions for sick leave usage. In certain circumstances, a physician's certification may be required for personal or family illness.

An employee is responsible for the appropriate use of sick leave. Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave usage over a period of time such as the day before or after a holiday, on Mondays and Fridays, after paydays, any one specific day, half-days, or continued patterns of maintaining a zero or near zero leave balances. Abuse of sick leave by an employee may result in discipline, including and/or up to termination.

If an employee is out sick for 3 or more consecutive days, they must provide a doctor's note, to the District Office, stating that they were unable to be at work.

Please review contract language or contact the District Office for further information.

### Personal Days

Under contracts/agreements, school district employees may qualify for personal leave. Please refer to your individual contract for additional information or contact the District Office.

### Extended Leave of Absence

An extended leave of absence is one which may be granted without pay or benefits to any teacher upon written application for any reason and needs to have the school district's approval. Upon returning from leave the employee is able to return to their same position with the same salary, benefits, and seniority.

### Jury Duty

Employees who perform jury duty, are subpoenaed, or a prosecutor requests to call employee as a witness in court, employee will receive no loss in pay. Jury Duty leave is not deducted from personal leave. During school connected court appearances there will also be no deduction in pay unless it is a case which the employee has brought against the school system. The jury duty salary deduction will be equal to the amount of pay the employee receives from their jury duty services. Any notice an employee receives for jury duty or a subpoena to testify as a witness must be turned in to their direct supervisor as soon as possible so that arrangements for substitutes may be put in place.

Employees excused from jury duty, or not chosen as a juror, are expected to report back to work for the remainder of their workday during the entire time they are designated to be on jury duty.

### Vacation/Holidays

Vacation time is only available for employees who work twelve (12) months a year. The amount of vacation will be communicated in an employee's individual contract, and the use of vacation time must be approved in advance by their direct supervisor or superintendent. Lake of the Woods School reserves the right to refuse vacation date and time requests based on employee needs.

The MSEA/9-month employees recognize the following holidays:

#### Holidays

Labor Day  
Good Friday/or Easter Monday  
Thanksgiving Day  
Presidents Day  
New Year's Day  
Christmas Day  
Memorial Day

\*For year-round/ 12-month employees add:

Day after Thanksgiving  
Christmas Eve  
4<sup>th</sup> of July

\*On those days that are legal holidays to hold school, snow make-up days may be implemented.

If an employee needs to be in the school building on a holiday, when the school is locked, they must receive prior approval from the Elementary or High School principal. Employees are not

to open the building for anyone else. If the teacher brings their child(ren) to school on a holiday, the child(ren) must remain with the employee and not be anywhere else in the building.

#### Bereavement Leave

Up to ten (10) days of bereavement leave may be used, per occurrence, by the employee upon the death of an immediate family member. Time off with pay is granted in various ways in different contracts/agreements to allow an employee to attend the funeral, be with a relative prior to death, or to assist with final arrangements. The list of relatives vary by contract/agreement, as well as the allowed provisions of paid time off; many contracts provide funeral/bereavement leave as a part of emergency leave.

#### Family and Medical Leave

The District has provided provisions under each contract/agreement for employees to take time off for the birth or adoption of a child. Each contract has specific provisions, usually involving the use of sick leave under certain conditions for a specific length of time and an unpaid provision for extended leaves of absence.

To be an eligible employee for Family Medical Leave Act (FMLA) the employee must have been employed by the school district for at least twelve (12) months and for at least 1,250 hours during the prior twelve (12) month period. With limited exceptions, any eligible employee who takes leave under FMLA is entitled to be restored to their job or an equivalent position.

Please see Board Policy 422: Family and Medical Leaves and employee contracts for FMLA guidelines and procedures.

#### Military Leave

If an employee is called upon for military duty, Lake of the Woods School will grant employee military leave in accordance with state and federal law. Pursuant to Minnesota Statutes section 192.26, as amended, any employee who qualifies for leave under that provision shall be granted up to fifteen (15) days of paid military leave in each calendar year. Lake of the Woods School, when possible, requests that employees attempt to minimize disruption to the school environment in the scheduling of such leave.

#### Voting

Lake of the Woods School encourages all employees to vote. It is the policy of Lake of the Woods School to comply with all state election law requirements with respect to providing employees, when necessary, with time off to vote.

If an employee has four consecutive hours either between the opening of the polls in his or her community and the beginning of the workday or between the end of the workday and the closing of the polls, it will be deemed that the employee has sufficient time outside his or her normal working hours within which to vote in a qualifying election, as defined in state law.

If an employee has less than four consecutive hours as described above, he or she may take off as much working time as will, when added to his or her available voting time outside normal

working hours, enable him or her to vote in a qualifying election, as defined in state law. No penalty or deduction from salary or wages will be enforced.

#### School Conferences & Activity Leave

As per Minnesota Statute 181.9412, as amended, employees are allowed up to sixteen hours of unpaid leave during any twelve-month period to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. This leave also applies to attendance at conferences and activities for an employee's child who receives child care services as defined in Minnesota Statutes section 119B.011, subdivision 7, as amended, or attends a pre-kindergarten regular or special education program.

#### Workers' Compensation

If an employee is absent from work due to an injury or illness from which employee is eligible to receive workers' compensation benefits, employee may use accrued sick leave to balance the difference between employee's Lake of the Woods School pay and the workers' compensation benefits.

#### Emergency Leave

The Superintendent may grant paid time off to employees in the event of natural or man-made event if such circumstances would threaten the health and/or safety of employees, e.g., a "snow day." The closing of Lake of the Woods School due to such emergency circumstances will be determined by the Superintendent and will be announced on local television news channels and other outlets. Non-exempt employees will be paid on school closure days. The employee will not be paid for their work on any scheduled make-up days.

#### Travel and Related Expenses

The Lake of the Woods School District maintains a fleet of vehicles for personnel who need to travel to conduct school business or attend off-site training. Forms for requesting the use of school owned vehicles are available in the district office, elementary and high school work rooms, and available online under the school website and in Google Drive. The forms must be completed by the employee making the request. The completed form is then submitted to the requesting employee's direct supervisor for approval. The approved vehicle request is transmitted to the bus garage where a school owned vehicle, if available, will be assigned. The request form with the assigned vehicle will then be returned, via email, to the requesting employee or employee supervisor.

If no school owned vehicle is available to accommodate the requesting employee's need for transportation, with approval from their direct supervisor, the employee's personal vehicle may be used. If an employee must use their personal vehicle to conduct school business or attend an off-site training, the employee must complete a claim form for mileage reimbursement. Claim forms are available in the district office, elementary and high school workrooms. Reimbursement will be at the current IRS rate for mileage reimbursement. If an employee chooses to use their own vehicle and a school vehicle is available, the employee will be reimbursed at the

then-current Internal Revenue Service reimbursement rate for mileage. Parking, tolls, and related costs will also be reimbursed.

Employees are to come to the District Office prior to departing for any school related activities where reimbursements would result. They are to come and get the school credit card and use it for food, gas and lodging. If in the event there is not a school credit card available the employee can use their personal card for the purchases. If an employee does not come and check out the school credit card there is no guarantee they will be reimbursed for the purchases.

### Itemized Receipts

It is not a generally accepted accounting principle to pay claims against the district without an itemized receipt/invoice. If an employee makes a supply purchase for school use with their personal resources and makes a claim to the district for reimbursement, the employee must provide an itemized receipt along with the completed claim form to receive such reimbursement.

### Minnesota Sales Tax

Minnesota public schools are government agencies that are exempt from paying state sales tax. If an itemized claim is filed with the district for reimbursement, sales tax paid will not be reimbursed. If it is necessary to make a purchase outside of the normal requisition and purchase order process of the district, an employee should procure a form which provides the vendor with the Lake of the Woods School District's Minnesota Tax ID Number. Sales tax on meals and rooms for meetings and workshops will be reimbursed, because meals and rooms are not tax-exempt expenditures (purchases). A tax-exempt form can be acquired in the District Office.

## SECTION V: ETHICS AND PERSONAL CONDUCT

### Conflicts of Interest

Lake of the Woods School expects all employees to avoid activities that create conflicts of interest with their responsibilities to Lake of the Woods School. Each employee has an obligation to refrain from activities that conflict or interfere with Lake of the Woods School operations or with others with whom Lake of the Woods School does business. As an employee, you are required to report any potential conflict of interest to the Superintendent.

Conflicts of Interest include, but are not limited to:

1. Outside employment: Outside employment or business interests that interfere with scheduled school hours and/or events.
2. Gifts and Entertainment: Employees shall not accept gifts of more than nominal value from individuals or businesses which do or seek to do business with Lake of the Woods School. This includes travel, living, or entertainment expenses.
3. Legal Requirements: Employees must not do anything in the conduct of business that would violate any local, state, or federal law.
4. Political Activities: All support of political candidates or issues must be on the employee's own time, with no use of Lake of the Woods School facilities and vehicles, and the employee must not represent himself/herself as acting on behalf of Lake of the Woods School.

### Removal of Property

No employee will remove Lake of the Woods School property from Lake of the Woods School premises without first obtaining written permission from the supervisor responsible for the property in question. Removing or attempting to remove Lake of the Woods School property without permission may be grounds for disciplinary action.

Lake of the Woods School property includes, but is not limited to:

- a. Materials, equipment, tools, and computer parts.
- b. Property owned by Lake of the Woods School or other employees.
- c. Confidential literature including technical, sales, and quality control documents.
- d. Computers, software, software manuals, tapes, and other storage materials.
- e. Information identified as proprietary or a trade secret.

### Personal Conduct

It is important for the school district to convey to employees and to the general public the important role of community education within the district. The support of the public education system is dependent upon the confidence which the public has in its schools. It is important for all employees to represent the school system in an appropriate manner. It is in the best interest of the school district for employees to be involved with the community's activities. This is

beneficial for developing good public relations and for strengthening the schools and the community.

1. Employees must take no action or work in any manner that may cause injury to themselves or their fellow employees or students.
2. Employees must not do anything to interfere with other employees' abilities to perform their own work.
3. Fighting (verbal or physical) between employees is prohibited.
4. Abusive language and threatening gestures towards other employees, students, or parents will not be tolerated.
5. Gambling or any kind of bookmaking on Lake of the Woods School property is prohibited.
6. Drinking alcoholic beverages, the use of illegal drugs, and/or the unauthorized use of prescription drugs on Lake of the Woods School property is prohibited.
7. Posting or showing obscene drawings or photographs or using inappropriate sexual language is prohibited.
8. Any other illegal or inappropriate actions, or any violations of these personal conduct rules, may lead to disciplinary action.

## SECTION VI: SCHOOL OPERATIONS

### Visitors

All visitors (children or adults) must report to the front office upon entering a school building, sign-in, and wear their name tag at all times. The office employee will locate the person whom the visitor has requested to see. The visitor will wait for the person to come meet them in the front office. Community Education visitors are to report to the District Office directly.

If any employee notices an unidentified person in a school area, the employee should ask that person to return to the front office or the employee should notify their Building Administrator of the situation. No unidentified individuals will be allowed in any instructional area.

### Supervision

Students must have adult supervision at all times while at Lake of the Woods School, and may not be left unattended. All employees of the district have authority over all students during any (day or evening) school activity. Any student who does not comply with a reasonable request (especially regarding student conduct and matters of safety) from an employee of the district is to be referred to the building principal for appropriate consequences as outlined in the Lake of the Woods School Policy #506: Student Discipline. In an emergency situation, the supervising employee shall continue to supervise the students under his or her direction until relieved by a school administrator.

### Confidential Information

Data maintained on students or other employees may be classified as private or confidential pursuant to the Minnesota Government Data Practices Act (MGDPA), and/or the Family Educational Rights and Privacy Act (FERPA) and in some cases the Health Insurance Portability and Accountability Act (HIPAA). To release any information about a student without the written consent of the student's parents or legal guardians is prohibited. It is the responsibility of all employees to follow those laws and avoid disclosing any private or confidential information to individuals who are not authorized to receive such information. Employees should refrain from sending confidential information on students to a personal email account of a parent or guardian unless permission is first granted by a student's parent or guardian. It may also be construed to be a violation of these previously mentioned laws if another employee releases information about a workplace colleague. The Lake of the Woods School District Policies to refer to are:

- #406 Public and Private Personnel Data
- #515 Protection and Privacy of Pupil Records
- #524 Internet Acceptable Use and Safety Policy

### Personnel Records

It is important for the school district to collect and maintain the personnel data of all employees. All the data on employees that is collected, created, received, maintained or disseminated by the school district which is considered public by federal law shall be accessible to the public who wishes to view this data. All the other data is considered to be private and confidential and is not to be viewed by anyone other than the employees who are responsible for maintaining employee

records. Personnel data is the data on individuals that is collected because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or committee. Examples of public personnel records would be: name, identification number, actual gross salary, salary range, actual gross pension, etc.

### Performance Evaluation

All employees will receive a written evaluation from their direct supervisor each contract year. The evaluation will be shared with the employee. The performance evaluation will become a part of the employee's personnel file. Any employee whose performance is not satisfactory and/or who is found to have violated Lake of the Woods School policies may be subject to disciplinary action or may have their contract non-renewed. Disciplinary action may, but is not required to, include written warnings, suspensions, or termination.

### Employee Meetings

Regular employee meetings are a necessary part of the school district's operations. Each school shall have a schedule for employee meetings on a regular basis. The staff development committee calls special staff meetings which may include items on development, continuing education, and/or workshops as they are deemed necessary. All staff members are required as part of their employment responsibilities to attend all such meetings that are called by their immediate supervisor/principal/superintendent or employee site-based committee.

### Professional Development

Lake of the Woods School encourages all staff to take part in ongoing and sustained professional development. These experiences will be linked directly to the district's strategic plan and department goals. Participation in professional development activities are intended to keep staff up-to-date and knowledgeable in their own areas of expertise, as well as, enable staff to improve specific skills related to their work duties that have been identified through an evaluation process.

The district reserves 2% of its general fund revenue for staff development activities. The Lake of the Wood Staff Development Committee receives request for staff to attend workshops and conferences outside the district. The request forms are available online on the "Forms" Team Drive. Food service, transportation, custodial and administrative employees submit requests to their direct supervisor

### Reporting an Injury

Employees are required to report any injury, accident, or safety hazards immediately to their supervisor(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. All injuries must be reported on a report of injury form available in the district office or nurse's office no later than 30 days from the incident. If an employee fails to notify the district office or the nurse's office of the injury within the set time frame, the employee may be subject to disciplinary action.

## Children at Work

In general, employees may not bring their children to work, except in special or emergency circumstances. Exceptions to this policy may be made by the Superintendent on a case-by-case basis for any such special or emergency circumstances, and all requests must be preapproved by the employee's supervisor.

## Fire, Tornado, and Severe Weather

All employees and students must follow the building procedures for emergencies. Teachers are responsible for the students in their classroom or under their control at the time of an emergency. If a student is unaccounted for, the teacher responsible for the student must immediately notify the Superintendent. A Crisis plan is available in a one inch, **RED**, three ring binder for every room in the school. Additionally, a quick reference guide is available in every classroom. The plan has been organized by currently anticipated crisis situations that may arise. **It is the responsibility of every employee to familiarize themselves with all materials.**

## Medical Emergencies

In the event that a Lake of the Woods School student or employee member has a medical emergency, paramedics shall be called immediately. The Superintendent must also be notified as soon as possible.

## Health and Safety

It is the Lake of the Woods School District's responsibility to ensure the health and safety of all employees and students. It is also the responsibility of all employees to follow safe working practices, obey rules and regulations, and work in a way that maintains the high health and safety standards developed by the school. Health and safety need to be considered as part of all operations of the school which includes: athletic events, extracurricular activities, community events and student transportation. Lake of the Woods School has mandatory safety training for all employees. These trainings are renewed on a yearly basis.

## Housekeeping

It is the responsibility of every employee to keep the workspace of their primary assignment and all spaces in which they work in a neat and orderly fashion. To comply with the Minnesota State Fire Code all paths of egress from a room (including a storage room) are to be kept clear of any obstruction. Items are to be stored on shelves whenever possible and off of the floor where individuals may walk to leave a room.

Items should be stored on shelves in a safe way so as not to create any danger to persons occupying the space. Items stored on shelves may fall and injure someone. Every attempt must be made to insure the safety of all persons from falling objects.

## Maintenance Work Order Request

Work requests for facilities:

<https://login.school dude.com/login.asp?ProductID=MySchoolDude>

Once an employee's work order request has been submitted using **SCHOOL DUDE**, the employee will receive an email confirming receipt of request. A subsequent email will inform the employee about the date and time the repair is scheduled. When the work has been completed employee will receive an email notifying the employee of the work completion.

This system is used for tracking requests, types of requests, costs, employee time, etc. Paper, verbal or emailed requests will not be accepted as work orders. All work order requests must be submitted through **SCHOOL DUDE**.

### Transporting Students

Students may be transported only in school approved vehicles when the transportation is to and/or from a school related activity. Vehicles used to transport students are a school bus under Minnesota Statutes.

MS 169.01 subd. 6 defines "School Bus." School bus means a motor vehicle used to transport students to or from a school defined in section 120A.22, or to or from school related activities, by the school or a school district, or by someone under an agreement with the school or a school district.

All school buses must be inspected annually and carry an inspection tag from the Minnesota Department of Transportation issued by the Minnesota State Patrol.

An employee's personal vehicle is not a school district approved vehicle and is not to be used to transport students.

Coaches may need to acquire a Type 3 endorsement for transporting students.

## Resignation from Employment:

### Notice of Resignation

Lake of the Woods School requires an employee to supply written notification of an intended resignation. The district does advise an employee to notify the district as soon as possible so the district can start the hiring process. Failure to give notice may jeopardize future employment with the district.

### Return of District Property

At the time of resignation or retirement and prior to leaving the district you will need to return all district property to the District Office. This would include but not limited to the following: keys, fobs, identification badges, laptop and any other district property you may have acquired over the course of employment.

### COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health care coverage (known as continuation coverage) at group rates in

certain instances where coverage under the plan would otherwise end (known as a qualifying event).

If you are covered by the District's group health insurance plan and lose your coverage due to a reduction in hours of employment or termination of employment, whether voluntary or involuntary (except for reason of gross misconduct on the employee's part), you have the right to choose continuation coverage. The District Office will provide a COBRA form to the employee to be completed. The employee can then choose continuation coverage, you will be provided with coverage that is identical to the coverage being provided currently. Or you can choose to discontinue your coverage. If you choose to discontinue coverage your group health insurance coverage under the plan will end upon the last day of employment.

Lake of the Woods School abides by all current COBRA laws. Please refer to MN Statute 471.61 for more information. If you have any questions regarding continuation of benefits under COBRA please contact the District Office.

### [Exit Interviews](#)

After notification of resignation and prior to the last day of employment the district would like the opportunity to conduct an exit interview with the employee. This interview will be scheduled with the District Office. The hopes of conducting an exit interview is for the District to learn the areas they can improve working conditions, policies, supervisory techniques and other areas as to learn where the District excels. This gives the District an opportunity to continually grow.

## SECTION VII: COMMUNICATIONS

### Technology and Use of Technology

Lake of the Woods School District understands that electronic media provides access to a wide range of instructional resources to enhance the educational opportunities of all individuals.

All use of electronic resources must be in support of an employee's assigned responsibilities. The opportunities for the use of electronic media are set with a limited amount of access. It is only to be used for classroom activities, educational research, and professional or career development activities.

Users of the internet are to use their access through the district system to further their educational and personal goals that are consistent with the mission of the school district and policies. The school district has the right to inspect and investigate all items stored within the school district's computer systems.

All Employees are required to review and abide by School Board Policy 524; Internet Acceptable Use and Safety Policy.

Only software purchased by Lake of the Woods School may be installed on Lake of the Woods School computers and/or servers. Employees and students are prohibited from bringing software from home to install on the computer system. Employees and students are also prohibited from downloading software from the internet without prior approval from the Building Administrator and the technology department. No personal electronics may be attached to the Lake of the Woods School computers.

Employees are required to monitor the websites that are accessed by students. Employees should report all inappropriate use to the Superintendent or Direct Supervisor for possible disciplinary action.

Employees are also prohibited from accessing inappropriate material from the internet. Viewing inappropriate material may lead to disciplinary action, up to and including termination of employment.

Employees must keep their personal use of the internet to a minimum during their contracted duty day.

All employees will be issued an "first name\_last initial@Lake of the Woods School.org" email. The email system is for business use and should not be used to send personal emails or to conduct personal business. Lake of the Woods School emails are the property of Lake of the Woods School, and may be accessible to the general public. Auto-forwarding of Lake of the Woods School emails to an outside source, such as Gmail or Yahoo Mail, is prohibited.

### Technology and Use of Technology

All Employees are required to review and abide by School Board Policy 524; Internet Acceptable Use and Safety Policy.

Lake of the Woods School employees should refrain from becoming “friends” or “followers” or forming any online relationship with a student that involves linking or providing the student access to the employee’s personal social media accounts (e.g. Facebook, Twitter, Instagram, YouTube, Snapchat, etc.).

Lake of the Woods School employees should refrain from becoming “friends” or “followers” or forming any online relationship with a former student that involves linking or providing the student access to the employee’s personal social media accounts, unless that former student is 18 years of age and has graduated from high school.

Lake of the Woods School educators who would like to use social media accounts to instruct or communicate with students for academic purposes may set up a school account. School accounts must be designed for educational or communication purposes only and may not contain any personal posts, photos, or information. Before creating the account, the Lake of the Woods School educator must receive approval for the account from administration. The account must use the school’s name and the department’s name (ex. Lake of the Woods School Social Studies Department). A member of the administration must be given editing privileges for these types of accounts.

Lake of the Woods School employee members may use social media accounts as a promotional tool for certain programs. Before creating or using any account for promotional purposes, the employee member must receive approval from administration. The promotional account must use the school’s name and the program’s name (ex. Lake of the Woods School-Backpack Program). A member of the administration must be given editing privileges for these types of accounts.

\*\*Before any pictures or posts of any children are to appear online. Employees need to make sure there is a signed permission slip from the child/children’s parents or guardians.

### Cellular and Personal Phone Calls

Except in an emergency, an employee’s personal and/or non-Lake of the Woods School business phone calls shall not be made during their scheduled working hours. Messages may be taken and will be placed in employee mailboxes or will be transferred to voicemail. Employees must keep their personal use of cell phones to a minimum during their contracted duty day. All teachers and paraprofessionals must refrain from using their cell phones during student contact time.

### Copyright Regulations

The school district has established that they reserve proprietary rights of the school district’s documents. If an employee creates a document that needs to be signed, a copy of such document must be filed with the District Office and ensure that other acts are performed to secure the rights of the school district relating to such documents. All employees need to ensure they follow copyright regulations when writing, printing or copying documents to ensure they are giving credit to the individual that created that particular document.

## Lake of the Woods School Logos

The Academic and Athletic logos are the cornerstone of the Lake of the Woods School's identity. The logos communicate the Lake of the Woods School's commitment to excellence, our sense of community, our passion to support initiatives to provide educational and career opportunities for our students and the communities we serve. It should be used for all official Lake of the Woods School events, documentation, publications, etc. Since the logo is a valuable legal and intellectual asset, unauthorized usage is prohibited.

In addition to serving as the cornerstone of the Lake of the Woods School's identity, the Academic logo symbolizes our commitment to academic excellence, our unique natural resources and a reference to the school mascot. The Athletic logo symbolizes the fierce competitiveness of athletic teams.

All documents, clothing, promotional items, etc. emanating from the Lake of the Woods School must display the appropriate school logo. The logo must be used in the header, footer or watermark of a document. Pantone colors for reproduction are available in the District Office.

## SECTION VIII: DISCIPLINE

Every employee has the duty and responsibility to be aware of and abide by existing Lake of the Woods School rules and policies. Employees have the responsibility to perform their duties to the best of their ability and to the standards set forth in their job description, or as otherwise established.

Lake of the Woods School supports the use of progressive discipline to address issues such as poor work performance or misconduct. Outlined below are the steps of the progressive discipline policy. Lake of the Woods School reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching or counseling; the employee's work record; and the impact of the conduct and performance issues on Lake of the Woods School. In some circumstances, the following progressive disciplinary procedures will be followed:

- **Verbal Warning:** The direct supervisor or Superintendent may meet with the employee to issue a verbal warning. This warning will be documented and placed in the employee's personal file.
- **Written Reprimand:** The direct supervisor or Superintendent may meet with the employee and issue a written reprimand to the employee. The written reprimand will be placed in the employee's personnel file. Performance improvement plans may be issued as a part of this meeting or at a separate meeting, depending upon the circumstances.
- **Unpaid Suspension:** The employee may be placed on suspension without pay for up to five days. The employee may be placed on probation for up to 90 days following the suspension. A written reprimand and discussion of the conduct that led to the suspension may also be placed in the personnel file.
- **Termination:** The employee may be recommended for termination by the direct supervisor to the Superintendent and/or Lake of the Woods School Board of Directors.

As all employment in Lake of the Woods School is at will, an employee may be discharged at any time without regard to the preceding steps if the employee engaged in conduct for which immediate termination is appropriate, or if it is the judgment of the Superintendent that the employee's continued presence would be contrary to the wellbeing of Lake of the Woods School or any of its employees. Lake of the Woods School also reserves the right to implement a formal performance improvement plan, in its sole discretion.

As an example, the following types of offenses are considered very serious, and immediate termination will generally be implemented. This list is not intended to be inclusive of all possible offenses, and Lake of the Woods School reserves the right to impose any level of discipline for any level of offense: theft of school property or property of other employees; insubordination or refusing to follow instructions; drug or alcohol use on the job; intoxication (including the effects

of illegal drugs) during working hours or while representing Lake of the Woods School; deliberate destruction of school property; deliberate injury to another person; the intentional release of confidential information; other offenses that threaten the wellbeing of Lake of the Woods School; inappropriate sexual conduct towards employees and/or students; and/or any other conduct deemed worthy of termination in the sole discretion of Lake of the Woods School.

## SECTION IX: POLICIES AND PROCEDURES

All Employees are required to review and abide by all school policies and procedures. Please refer to policy link on the school's website. There is a complete listing of all the district's policies.

### Requisitions and Purchase Orders

Internal Controls help safeguard funds, provide efficient and effective management of assets, and permit accurate financial accounting. Internal controls cannot eliminate errors and irregularities, but they can alert management to potential problems.

The Minnesota State Auditor's position regarding internal controls is that local government units should develop policies or procedures to ensure that all transactions are properly approved. In response to this position, the Lake of the Woods administration has developed a procedure of requisitions and purchase orders.

Only the Lake of the Woods School Board, Superintendent or their designated representative may encumber district funds. Therefore, anytime an employee needs to make a purchase for school purpose, a requisition form must be completed, signed by the employee's supervisor, and submitted to the District Office for Business Manager and Superintendent's approval. The approved requisition is then converted into a purchase order by the Finance Clerk. The purchase order will be returned to the employee for them to place the order to the vendor.

In some cases, it may be practical for an employee to use the telephone or other electronic means to place an order. Telephone or electronic orders should be made with a purchase order number acquired through the above process. No vendor will be paid without a purchase order number on the invoice. Notice has been transmitted to all vendors that a purchase order number is required on invoices presented for payment by Lake of the Woods School.

There are some departments (i.e. maintenance, transportation & food service) where purchases at local vendors are necessary to meet the needs of an emergent situation. Procedures have been established to facilitate purchases without a purchase order but only after approval of the immediate supervisor.

### Harassment and Violence Policy 413

It is the policy of Lake of the Woods School to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other Lake of the Woods School personnel harasses a student, teacher, administrator, or other Lake of the Woods School personnel or group of students, teachers, administrators, or other Lake of the Woods School personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Harassment is defined as physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

- A. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - B. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - C. otherwise adversely affects an individual's employment or academic opportunities.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
- D. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - E. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - F. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Lake of the Woods School prohibits all forms of harassment/violence. Lake of the Woods School enforces a "Zero Tolerance" policy with regard to such behavior and will abide by all state and federal laws that prohibit harassment.

Any employee or student who feels that he/she has been a victim of harassment or violence or has witnessed an act of harassment or violence by an employee or student should immediately report the incident to his/her supervisor or teacher. If the employee or student is uncomfortable reporting such an incident to their immediate supervisor or teacher then he/she should report the incident to the Superintendent or School Board Human Rights Officer, Tim Lyon.

Upon receiving a report or complaint alleging harassment or violence, Lake of the Woods School will undertake or authorize a fair, prompt, and thorough investigation, giving careful consideration, to protect the rights and dignity of all people involved. Upon completion of its investigation, Lake of the Woods School will take appropriate disciplinary action against individuals who are found to have violated this policy.

Lake of the Woods School will discipline or take appropriate action against any student, teacher, administrator, or other Lake of the Woods School personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence, who testifies, assists, or participates in an investigation of retaliation or

alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence.

#### Drug and Alcohol Testing Policy 416

The School Board recognizes the significant problems that are created by drug and alcohol use in society in general and particularly in the public schools. The board also recognizes the important contribution that public schools have in shaping the youth of today into the adults of tomorrow.

The board believes that it is important to create an environment that is free of drugs and alcohol which in turn creates a safer, healthier, and more productive environment.

All employees who transport students will be required to undergo drug and alcohol testing in accordance with the federal and state law in addition to the applicable provisions in the policy.

#### Communicable Diseases or Conditions/Blood borne Pathogens Policy 420

It is the responsibility of the school district to respond to these conditions effectively while respecting the privacy of all students, employees, contractors, and those that may be infected. Some of these different types of diseases would be but are not limited to Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis.

#### Student Sex Nondiscrimination Policy 522

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. It is the responsibility of every school district employee to comply with this policy.

The Lake of the Woods School Board has designated the Athletic Director, Dean of Students, as its Title IX Coordinator. It is their responsibility to lead the district's efforts to comply with and carry out its responsibilities under Title IX.

#### Crisis Management Plan Policy, 806

A Crisis Management Plan is available in a one inch, **RED**, three ring binder for every room in the school. Additionally, quick reference guide is available in every classroom. The plan has been organized by currently anticipated crisis situations that may arise. It is the responsibility of every employee to familiarize themselves with all materials. The plan is reviewed annually and updates to the Crisis Management Plan are approved by the Crisis Management Committee. When these updates are published and distributed to the employees, outdated crisis plans should be removed and replaced with the updated version.

#### **\*\*SPECIAL NOTE\*\***

Should a crisis situation occur at the Lake of the Woods School, **ONLY** the Superintendent is authorized to release any and all information. If the community, media or other interested persons approach employees requesting information about the crisis situation, it is the duty and responsibility of every employee to refer those requests to the Superintendent. Employees should answer requests with a response such as, "I'm not authorized to release that information."

Please contact our Superintendent or designee.” If they continue to press employees for information, become the “broken record” by continuing to answer with the previous response. People may even call an employee at the employee’s home seeking information. As an employee of the district, even in employee’s own home, employees are not authorized to release any information about a crisis situation at school.

## ACKNOWLEDGEMENT

I acknowledge that I have read the Lake of the Woods School Employee Handbook, understand its contents, and agree to abide by the policies and procedures set forth therein. I understand that this employee handbook is not intended to nor should it be interpreted to be a contract or to otherwise create a property right in continued employment.

Name:

Job Title:

Signature:

Date:

For office use only

Date received:



Lake of the Woods School does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Jeff Nelson, Superintendent, 504 Coordinator, Brian Novak, HS Principal, Alternate 504 Coordinator.

### **Lake of the Woods School District Coordinators for Title IX and Section 504/ADA**

#### Section 504 Coordinator:

Name: **Jeff Nelson (Superintendent)**

Office Address: **District Office**

Office Phone Number: **218-634-2510 ext. 1506**

Email Address: **jeff\_n@lakeofthewoodsschool.org**

#### Alternate Section 504 Coordinator:

Name: **Brian Novak (HS Principal)**

Office Address: **High School Office**

Office Phone Number: **218-634-2510 ext. 1420**

Email Address: **brian\_n@lakeofthewoodsschool.org**

#### Title IX Coordinator:

Name: **Chad Hazelton (Dean of Students)**

Office Address: **High School Office**

Office Phone Number: **218-634-2510 ext. 1518**

Email Address: **chad\_h@lakeofthewoodsschool.org**

#### Alternate Title IX Coordinator:

Name: **Brian Novak (HS Principal)**

Office Address: **High School Office**

Office Phone Number: **218-634-2510 ext. 1420**

Email Address: **brian\_n@lakeofthewoodsschool.org**



**Lake of the Woods School, District #390**

**District Office Staff 2019/2020**

**Superintendent**

Jeff Nelson  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623  
WORK PH: 634-2735 1506  
PH: cell-218-434-0023  
Email: jeff\_n@lakeofthewoodsschool.org

**High School Principal**

Brian Novak  
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Lake of the Woods School  
Baudette, MN 56623  
WORK PH: 634-2735 1420  
PH: cell-218-434-0807  
Email: brian\_n@lakeofthewoodsschool.org

**Business Manager**

Crystal Olson  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623  
WORK PH: 634-2735 1505  
Email: crystal\_o@lakeofthewoodsschool.org

**District Office Secretary**

Dani Koschak  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623  
WORK PH: 634-2735 1501  
Email: dani\_k@lakeofthewoodsschool.org

**Food Service/ Accounts Payable**

Cece Charlton  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623  
WORK PH: 634-2735 1504  
Email: cece\_c@lakeofthewoodsschool.org

**Grounds Supervisor**

Seth Putz  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623

WORK PH: 634-2735 1110

Email: [seth\\_p@lakeofthewoodsschool.org](mailto:seth_p@lakeofthewoodsschool.org)

**Community Ed/ Transportation**

Brent Cole  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623

WORK PH: 634-2735 1503

PH: cell- 434-0030

Email: [brent\\_c@lakeofthewoodsschool.org](mailto:brent_c@lakeofthewoodsschool.org)

**Technology Department**

William Chambers  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623

WORK PH: 634-2735 1435

Email: [billy\\_c@lakeofthewoodsschool.org](mailto:billy_c@lakeofthewoodsschool.org)

**Pool Supervisor**

Lisa Beckstrand  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623

WORK PH: 634-2735 1101

Email: [lisa\\_b@lakeofthewoodsschool.org](mailto:lisa_b@lakeofthewoodsschool.org)

**Dean of Students/ Athletic Director**

Chad Hazelton  
P.O. Box 310  
Lake of the Woods School  
Baudette, MN 56623

WORK PH: 634-2735 1518

PH: cell- 434-0032

Email: [chad\\_h@lakeofthewoodsschool.org](mailto:chad_h@lakeofthewoodsschool.org)

## STAFF LIST

Teachers		Paraprofessionals	
Joyce Beckel	Elementary Social Worker	Chelesa Anderson	Para
Judy Beckman	Kindergarten	Kelsey Armstrong	Para
Laura Bonhomme	2nd Grade	Muriel Crandall	Para
Cort Claypool	Elementary Special Ed	Carrie Hasbargen	Bus Driver/ HS Library
Amy Kemen-Dragon	6th Grade	Tara Johnson	Para
Bobby Jo Castle	6th Grade	Tena Lorette	Para
Nicole Fiala	Reading Specialist	Emily Mashak	Elementary Library
Nicole Gate	ECFE	Ali McCloud	Para
Mathew Grover	HS Science	Nyla O'Connell	Para
Cynthia Hanson	Elementary Special Ed	Dawn Olson	Para
Katie Hasbargen	Industrial Technology	Stephanie Plukto	Para
Rachel Hasbargen-Glowack	English/Spanish	Jennifer Stokke	Para
Shannon Hayes	1st Grade	Megan Slick	Para
Dianna Hazelton	Math	Sandy Wiczek	Para
Natalie Heppner	Social Studies	Amber Zemke	Para
Donald Krause	Social Studies	<b>Custodians/Bus Drivers</b>	
Jeni Krause	5th Grade	Bertel Anundson	Custodian
Bob Laine	Business	John Batko	MA Tech/Bus Driver
Chad Larson	Math	Barry Berggren	Bus Driver
Jennelle Lowes	High School Special Ed	Larry Eason	Custodian
Jennifer Moeller	English	Gayle Friesen	Bus Driver
Michaela Monson	5th Grade	Dale Fuller	Maintenance
Karis Musker-Mapes	English	Steve Johnson	Custodian/Bus Driver
Kathy Nordine	Music	William Moeller	Custodian/Bus Driver
Kellie Nordlof	3rd Grade	Dawn Reinhart	Custodian
JJ Olson	4th Grade	Shane Shaw	Custodian
Lisa Olson	2nd Grade	Kathleen Wehman	Bus Driver
Emily Pearson	High School Special Ed	<b>Food Service</b>	
Robert Perala	Science	Jacqueline Pearson	Food Service Head Cook
Andrew Pierson	3rd Grade	Micah Haack	Food Service
Sarah Pierson	1st Grade	Penny Mio-Hirst	Food Service
Bryan Sathre	HS Physical Education	Elizabeth Lockner	Food Service
Erin Schwenzfeier	English	Maria Meikle	Food Service
Leah Spee	Elementary Reading	<b>Administration/ Supervisors</b>	
Colleen Stanton	Kindergarten	Lisa Beckstrand	Pool Supervisor
Deanna Stenberg	High School Social Worker	William Chambers	Technology
Curtis Storbeck	Elementary Phy Ed	Cece Charlton	Food Service/ Accounts Payable
Wendy Storbeck	Art	Brent Cole	Community Education/ Transportation
Marilyn Sugden	Special Ed	Chad Hazelton	Dean of students/Athletic Director
Liz Tange	Band	Diane Laine	MARSS & DAC Coordinator
<b>Office Secretaries</b>		Jeff Nelson	Superintendent
Tracy Cook	Main Office	Brian Novak	High School Principal
Kathleen Charlton	District Office	Crystal Olson	Business Manager
Dani Koschak	District Office	Seth Putz	Buildings/ Grounds

