

Sibley East Schools #2310



**EMPLOYEE HANDBOOK
2024**

Adopted: 2023

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I. INTRODUCTION

A. Welcome

Welcome to the **Sibley East Public Schools 2310**. We are pleased you have chosen to work here and are now part of our district. We are committed to providing high quality education to each and every one of our students.

This is the **Sibley East Public Schools 2310** Employee Handbook as of September, 2023. It contains basic information for all employees regarding many aspects of employment in the Sibley East Public Schools 2310. The handbook is to be used as a guide in answering questions regarding personnel policies and is not intended as a contract/agreement or offer of employment. It is the right of the school district to add or delete to this handbook at any time. For clarification or further explanation of policies, please contact the Business Office at 507-964-8230.

II. YOUR RESPONSIBILITY AS AN EMPLOYEE

A. Attendance

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

Sibley East Public School District 2310 certified hours of employment are daily from 7:30 am to 3:30 pm. All scheduled employees are expected to notify their supervisors as soon as possible of any tardiness or absence. Employees are expected to have plans/preparation ready for substitutes or other covering staff to be able to carry out responsibilities while you are absent. **Staff members are expected to notify office personnel if they leave the building during their work hours with or without students.** All absences must then be reported by the employee in the online Absence Management System..

Excessive absenteeism or tardiness may result in corrective measures, up to and including termination.

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

B. Licensure/Certification

Each employee who is required to be licensed or certified by law must maintain a current license or certificate with the Business Office. Individuals are expected to know the date of expiration of their license/certification and meet the requirements for re-licensure or certification in a timely manner in order to remain employed in that capacity. Please refer to School Board Policy 424: Employees/Personnel; License Status.

Beginning with the 2006-2007 school year all teachers must be highly qualified as required under the Federal No Child Left Behind Act. In Minnesota, this was accomplished through the licensing process for all teachers licensed after the year 2000. Teachers licensed before the year 2000 must either take the Praxis I test and the Praxis II test for their area of teaching or they must become highly qualified through the State of Minnesota High Objective Uniform State Standard of Evaluation (HOUSSE) process. Please contact your building principal for more information.

C. Confidentiality

Information you obtain as the result of your employment with the school district is confidential. Respect for the dignity of our students requires that you discuss any student issues only with those staff members

and parents required to know the information. In addition to student information, confidentiality is expected in other areas including staff information or school district business information. We will comply with requests for public information as they are received in accordance with state law and school district policy. Requests should be directed to the appropriate school office.

Please refer to School Board Policy 515: Protection and Privacy of Pupil Records, and School Board Policy 406: Public and Private Personnel Data.

D. Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit you or another party because of your relationship with the Sibley East Public Schools. All employees are asked to avoid outside activity involving obligations that may compete or be in conflict with the best interests of the school district. Employees are asked to disclose the facts of any transaction that may be considered a conflict of interest before the fact or as soon as the facts become known to you. If you are currently in a situation that may present a conflict of interest, contact the Superintendent. Please refer to School Board Policy 210: Conflict of Interest.

E. Documentation

Trustworthiness is a core value in the Sibley East Public Schools. 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.

F. Gifts and Gratuities

As a representative of a public employer, it is essential that your work is perceived as being free from external influences. It is our policy to decline gifts, gratuities or favors from any outside organizations or individuals doing business or seeking to do business with the school district. Gifts of nominal value (\$5 or less) may be accepted. Larger gifts should be graciously declined. Cash gifts are not allowed. If you have any questions regarding gifts, please contact the Business Office.

G. Personal Appearance

As Sibley East Public Schools 2310 employees, we are judged not only by our service but by our appearance. Our expectation is that your appearance is consistent with the high standards we set for ourselves as a district. You are expected to present a well-groomed appearance, avoid extremes in clothing or appearance, and to practice good personal hygiene. Remember, to our students, parents and the public, you are the Sibley East Public Schools 2310.

H. Name Badges

Your name badge is an important part of your work attire. It lets students, parents, co-workers, vendors and the general public know who you are. It is an important part of providing a secure environment for our students to ensure that everyone who enters our schools is identified. You need to wear the name badge anytime you are at work. It should be worn in a visible spot on the upper portion of your body.

I. Personal Property

The Sibley East Public Schools 2310 does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, we advise you to not carry unnecessary amounts of cash or other valuables. If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. Personal appliances such as refrigerators, coffee makers, lamps, furniture, fans, etc. are not permitted. Items purchased through the school district are permitted.

J. District Property

The school district may supply you with equipment or supplies to assist you in performing your job duties. You are expected to show reasonable care for any equipment issued and to take precautions for theft as well. Any equipment, keys and key cards issued must be returned prior to your last day of employment.

K. Solicitations

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political, union or for other purposes. Solicitations that are sanctioned by the district are permitted. All others need to be approved by the Administrative Team Representatives in advance. The selling of tickets or merchandise by employees is permitted only on personal time in designated break areas.

L. Teamwork

Providing a quality education for students and a quality work experience for you involves teamwork between you and every other employee in the district. Some important actions are 1) to get to know your co-workers and their capabilities, and 2) to help create a pleasant, caring and enjoyable work atmosphere. Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective member of your team is key to accomplishing the district's mission.

M. School Board Policies & 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 under "District", "Policies". 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 305: Policy Implementation.

N. Mandatory Training/Mandatory Reporting

All Safe Schools "Vector Training" must be completed by October 31st of each school year. Please refer to School Board Policies: Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 507- Corporal Punishment and Policy 514 - Bullying Prohibition. These policies are mandated by state statute for the protection of students. You are required to comply with these statutes to maintain a safe and civil environment for students.

O. Acceptable Use

Please refer to School Board Policies: Policy 524 - Internet Acceptable Use and Safety.

P. Order Requests

All order requests must be made through the Employee ESS, which can be accessed by using the link on the district website under "Staff", "Employee ESS"; after logging in, select "Requests", "Order Request Form."

All employee reimbursement requests must be accompanied by the "Combined Claim Form" form and related receipts. Sales tax will not be reimbursed.

Q. Classroom Funds and Reimbursements

Any monies collected in the classroom, shall be turned into the district office. No cash or checks shall be kept in the classroom. All reimbursement requests shall be turned into the district office no later than 60 days after the reimbursement event. No reimbursement will be made for requests turned in after 60 days. All employee reimbursement requests must be accompanied by the "Combined Claim Form" form and related receipts. Sales tax will not be reimbursed.

R. Fundraisers

Any time money is collected for any purpose other than school fees and food service it is considered a “fundraiser”, even if you are not planning on making a profit. All “fundraisers” must be pre-approved by your building supervisor, the Board of Education, and the superintendent. The fundraising application form is available online and through your building office..

S. Meal & Break Periods

The district recognizes that appropriate breaks are important to your well-being and effectiveness on the job. If you work 6.5 consecutive hours or more, you will be given a 30 minute unpaid meal break. Generally, you may take a paid 15 minute break for every four hours worked if workload and staffing needs allow. Unused breaks do not apply to overtime calculations and breaks and meal breaks skipped will not allow an employee to leave work early before the end of their regular work day. Teachers are provided with a 30 minute duty free lunch. Those employees using the district cafeteria shall be responsible for managing their account and keeping their balance positive. Any negative fund balances must be paid by the end of each semester and/or prior to summer break.

T. Use Of Multimedia, Films And Other Streaming Media In The Classroom

Specific guidelines have been established for the use of multimedia with the classroom. For the full practice, see Appendix B.

III. EMPLOYMENT LAWS

A. Equal Opportunity Employer

The Sibley East Public Schools 2310 prohibits discrimination in any form on the basis of race, color, creed, age, disability, sex, sexual orientation, national origin, marital status or status with regard to public assistance. This policy includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, rate of pay, other compensation, and the application of policies and training. Please refer to School Board Policies 102: Equal Educational Opportunity, 401: Equal Employment Opportunity, 402: Disability Nondiscrimination and 413: Harassment and Violence, which all speak to equal employment opportunity.

Employees who engage in discrimination will be subject to disciplinary action, up to and including termination.

B. Immigration Law Compliance

The Sibley East Public Schools 2310 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 updated through December 2004. As a condition of employment, you must properly complete, sign and date the Immigration and Naturalization Service Form I-9 and provide documentation of information requested. Before commencing work, newly rehired employees must also complete the form (I-9) if they have not previously filed an I-9 with the school district, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid.

C. Employment of Minors

No one under 18 years of age will be employed without providing proper proof of their age in an age certificate, birth certificate, or driver’s license. Minors will be employed only in accordance with the state child labor laws and school district policies. No one under 16 years of age will be employed in any capacity.

This policy is in accordance with both state and federal laws that regulate hiring of minor persons less than 18 years of age. In the Fair Labor Standards Act, the minimum age of 16 was set for general employment, but for those occupations that the Secretary of Labor determined to be hazardous, the minimum age is 18.

A high school student under the age of 18 will not be permitted to work after 11 p.m. on an evening before a school day or before 5 a.m. on a school day.

D. Harassment

The purpose of the school district policy on harassment is to maintain a learning and working environment that is free from religious, racial, national origin or sexual harassment and violence. The Sibley East Public Schools 2310 prohibits any form of religious, racial, sexual orientation, national origin or sexual harassment and violence. *See School Board Policy 413: Harassment and Violence.*

General Statements of Policy

- It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion, national origin and race as defined by this policy. (For purposes of this policy, school personnel include School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict or attempt to inflict religious, racial, sexual orientation, national origin or sexual violence upon any pupil, teacher, administrator or other school personnel.
- The Sibley East Public Schools 2310 will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, sexual orientation, national origin or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

E. Comparable Worth/Pay Equity

It is the policy of the Sibley East Public Schools 2310 to comply with the Minnesota State Law on comparable worth/pay equity. After the initial study, a board policy has been put into place to maintain results for current job classifications and to process new or revised job descriptions through the study mechanism in order to continue compliance with the law. Further details are available in the Business Office.

F. Public and Private Personnel Data

Public and private personnel data is defined by Federal law, state statute and School Board Policy. Please refer to School Board Policy 406 Public and Private Personnel Data. The district will follow these laws, and it is important that you, as an employee, understand what information the district maintains about you is private and what information is public.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator:
Vikki Louwagie and Ingrid AlSattam,
Secondary School, 208 West Douglas
Arlington, MN 55307

Title IX Coordinator:
Lindsey Neisen
202 3rd Ave NW
PO Box 1000

Michelle Halverson, Elementary School
625 Harvey Dr, Gaylord, MN 55334
507-237-5511

Arlington, MN 55307
507-964-8230

G. Nursing Mothers, Lactating Employees, and Pregnancy Accommodations

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

IV. COMMUNICATIONS

A. Website

The school district maintains a website at sibleyeast.org. It contains a wide variety of information about the district, our schools, programs, employment, policies, telephone numbers, upcoming events, community education, etc. There are two separate and distinct parts to the district website: the public website and the district network.

The public website is accessible to anyone who has a computer with internet access. This site has a wealth of information about the school district, the schools, media centers, community education, district news and recognition, and school calendars. It also has employment opportunities, a staff directory and other valuable information.

The district network requires a username and password for entry. Employees receive a username and password to access the network. The network includes: bulletins, calendars, the Payroll Employee Self Service (ESS) site with your payroll/leave information, links to Flexible Spending account balances and many other areas. Be sure to check it out for your benefit.

B. Staff Meetings

Staff, team and other meetings are an important link for you and your co-workers. Talk with your supervisor about the frequency and location of meetings. Your attendance is expected. Staff meetings are held for the purpose of hearing guest speakers, holding open forums, obtaining new information and/or education/training or receiving updates on what is happening in the school district. Emergency staff meetings may need to be called outside of contracted time. Your attendance is required.

C. Telephone and Mail

You are encouraged to use district telephones, computers, fax machines, and other communication devices for school district business purposes only. Employees may use personal cell phones to make personal telephone calls/text messages or other electronic correspondence during their breaks, meal periods or prep periods. The excessive use of communication devices for personal use during work time will be addressed by administration. Communication with students and families should be professional and related to the education process.

Personal correspondence should be written on your own time. The district is not to be used as a personal mailing address.

See Appendix A for building telephone numbers.

D. Other Communication

- *Voice Mail:* Voice Mail is assigned to designated employees. Employees with voice mail should listen to their messages frequently during the day and return messages in a timely and responsive manner.
- *Mailboxes:* An individual mailbox may be assigned to employees at their work site.
- *E-mail/Internet/Network:* E-mail, Network and Internet use are for school and association business use only. Please review School Board Policy 524: Internet Acceptable Use and Safety Policy.

V. JOB PERFORMANCE

A. Job Responsibilities

Your position has specific responsibilities which you are expected to perform. It is important that you understand what those responsibilities are. Talk with your supervisor if you have any questions about the functions you are able to perform in your job. In addition, most jobs will require employees to be flexible and willing to take on new assignments as a result of their accountabilities changing over time. Therefore, it is very important that you clearly understand what your supervisor expects of you and that you keep abreast of changes in your job. Check with your supervisor if you have questions regarding your job description duties.

B. Corrective Action

Corrective action may be taken by supervisors to address the behavior or performance of employees whose conduct disrupts the activities and goals of the school district. Corrective action may also be taken to address work rule violations and other prohibited acts. This process may include oral warnings, written warnings, suspension, demotion or termination.

C. Your Supervisor

We encourage open communication throughout the district. Your supervisor should be the first person you talk to regarding most questions or concerns you may have. He/she can explain operations, protocols and procedures and can refer you to written materials or other resources for additional information.

D. Initial Evaluation and Performance Review

The initial performance evaluation and periodic performance review varies by contract/agreement. Please check your contract/agreement to see how the evaluations are done and whether you are under a probationary period or not.

Teachers who are non-tenured have the procedures spelled out in their contracts as well.

E. Staff Development

The district has an established Staff Development program to assist staff in remaining current and up-to-date in their job duties. Work time is set aside on the school calendar each year for staff development.

VI. JOB OPPORTUNITIES

A. Website and Human Resources Job Posting

All open positions are advertised on the district website under Employment Opportunities. If you are interested in being considered for one of the jobs posted you are asked to apply for the job in writing to the appropriate administrator. All qualified applicants who apply are considered for job openings as they occur.

B. Hiring of Relatives

The school district may employ immediate family of employees provided they are not placed in positions with direct supervision of one another.

C. Right of Assignment

The school district has the right of assignment of all employees in the district in accordance with their respective contracts.

D. Background Checks

Any person offered employment in the district for any kind of position will be required to complete a background check. Employment would be contingent on a complete and accepted background check.

VII. EMPLOYEE PAY AND RECORDS**A. Personal Information Changes**

For a variety of reasons (such as tax, pension, or benefit reporting), it is important that your records are current. If there are any changes in your name, address, telephone number, number of dependents, insurance beneficiaries, etc., it is your responsibility to notify the Business Office.

B. Exempt and Non-Exempt Employees

Each employee is designated as either exempt or non-exempt from federal and state wage and hour laws. Non-exempt or hourly employees are entitled to overtime pay under specific provisions of federal and state wage and hour laws.

Exempt or salaried employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees must meet the criteria of specific tests outlined in wage and hour provisions. The status of an employee from exempt status to non-exempt status, or vice-versa, may only be changed upon written notification by the School District and by agreement with any union contract affected.

C. Payday

Payday is the 15th and 30th day of each month, or the last business day prior to that. Those salaried employees working less than a twelve (12) month year can choose to be paid over 10 or 12 months by contacting the Business Office. Employees are required to have their check deposited directly to the bank account(s) of their choice.

Supplemental timesheets for extended contracts, grant work, internal substitute pay follow the same payday schedule as salaried employees. All timesheets must be turned in prior to the 15th and 30th of each month to be included in the following payroll.

Payroll and leave information is available via the Employee ESS and may be printed by employees.

You may review your paycheck information by using the link from the district website, under “Staff”, “ESS”; after logging in, select “My Payroll.”

D. Personnel Files

During your employment with the school district, information about you must be kept on file. Your confidential personnel record will include basic information such as your address, phone number, social security number and employment related information - performance reviews/assessments, applications, salary data, corrective action records, etc. You may review your personnel file by contacting the Business Office for an appointment and making a written request.

E. Overtime for Hourly Employees

Ideally, all jobs will be structured so that normal work assignments can be completed during a regular workweek. There may be instances, however, when you will need to work overtime to meet special demands. Overtime is paid at the rate of one and one half times the employee's regular rate of pay for hours worked in excess of 40 in a workweek. District overtime guidelines are:

- All overtime must be authorized by your supervisor in advance
- Exempt and salaried employees are ineligible for overtime.

If you have questions regarding your overtime eligibility, please contact the Business Manager.

VIII. TIME AWAY FROM WORK

There are a number of reasons for employees to be gone from the work setting. Generally, whenever you miss work there are two procedures you need to follow:

- Notify your supervisor to receive authorization/permission to be absent from work.
- Record your absence on the online Absence Management System (formerly Aesop)

A. Sick Leave

Please reference your Master Agreement.

B. Parental Leave

The district has provided provisions under contracts/agreements for employees to take time off for birth or adoption of a child. Titles may be Maternity/Parental/Child Care Leave. 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. The Family Medical Leave Act provisions are also followed by the school district in providing these leaves.

Normally, there are contract/agreement provisions requiring advance notice of the leave and an estimated date of the beginning of the leave. Employees need to request the leave in writing to their supervisor and then it should be forwarded to the Business Office for processing.

C. Family and Medical Leave Act (FMLA)

Purpose: To outline the conditions under which an employee may request time off without pay for a limited period with job protection and no loss of accumulated service if the employee returns to work.

Definition: A family or medical leave of absence is defined as an approved absence available to eligible employees for up to 12 weeks of unpaid leave during a 12-month period under particular circumstances that are critical to the life of a family. To determine the amount of FMLA leave to which an employee is entitled, the 12-month period is measured backward from the date that the employee uses any FMLA leave. In other words, any FMLA leave that was taken by the employee during the 12 months proceeding the date that the employee takes additional FMLA leave will be counted to determine the amount of FMLA leave remaining. Leave may be taken:

- On the birth of an employee's child;
- On the placement of a child for adoption or foster care with an employee;

- When an employee is needed to care for a child, spouse, or parent who has a serious health condition; or
- When an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.

Scope: This policy applies to all family and medical leaves of absence, including leaves that are covered under paid employment benefit plans or policies, for any part of the 12 weeks leave to which the employee may be entitled under this policy. In other words, if an employee is entitled to both FMLA leave and paid leave under another benefit plan or policy, the employee is required to use all applicable paid leave plans or policies before unpaid leave, and the FMLA leave and the paid leave will run concurrently.

Eligibility: To be eligible for leave under this policy, an employee must have been employed at the district for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the beginning of the leave.

Exception: If an employee on leave is salaried and among the highest paid 10% of district employees within 75 surface miles, and keeping the job open for the employee would result in substantial and grievous economic injury to the district, the employee can be denied job restoration after leave. In this situation, however, the employee will be given an opportunity to return to work during leave.

Basic Regulations and Conditions:

- Medical Certification: The district will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent.

For the employee's own medical leave, the certification must include a statement that the employee is unable to perform at least one of the functions of his or her position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

The district may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, the district may require the binding opinion of a third health care provider, approved jointly by the district and the employee and paid for by the district.

- Intermittent or reduced leave: Leave may be taken on an intermittent or reduced-leave schedule if it is medically necessary for a serious health condition of the employee or his or her spouse, child or parent. If leave is requested on this basis, however, the district may require the employee to transfer temporarily to a part-time schedule or an alternative position that better accommodates recurring absences. The alternative position will have equivalent pay and benefits.
- Spouses combined leave: Spouses who are both employed by the district are entitled to a joint total of 12 weeks leave (rather than 12 weeks each) for the birth or placement for adoption or foster care of a child. For any other qualifying FMLA reason, each eligible spouse will be entitled to the full 12 weeks of FMLA leave, or that portion of leave remaining in the relevant 12-month period.

Notification and Reporting Requirements:

When the need for leave is foreseeable, such as the birth of a child, the placement for adoption or foster care of a child, or planned medical treatment, the employee must provide reasonable prior notice and make an effort to schedule leave so that it does not unduly disrupt district operations. Employees who are ill will be required to report periodically on their status and their intention to return to work.

Status of Employment Health Insurance Benefits During Leave of Absence:

Group health care coverage will continue for employees on leave as if they were still working. Employees who are granted an approved leave of absence under this policy are advised to arrange to pay their share of premiums during the absence.

If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the district receives premium payments by the normal payroll dates. The Human Resources Department will provide a schedule of payment amounts and due dates at the beginning of any unpaid leave of absence.

Recovery of Premiums: If an employee chooses not to return to work, or does not stay at work for at least 30 days upon return (for reasons other than retirement), after an approved unpaid leave of absence, the district may recover from the employee the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid workday before the start of the unpaid absence.

Procedures:

A Request for Family and Medical Leave of Absence Form must be filled out by the employee. This form must be completed in detail, signed by the employee, submitted to the immediate supervisor for proper approvals, and forwarded to the Business Office. If possible, the form should be submitted 30 days before the effective date of the leave. The Request for Family and Medical Leave of Absence Form is available through Employee ESS by using the link on the district website under "Staff", "Employee ESS"; after logging in, select the "District Forms" tab.

All requests for family and medical leaves of absence due to illness must include sufficient medical certification stating:

- The date on which the serious health condition began;
- The probable duration of the condition; and
- The appropriate medical facts that the health care provider knows about the condition.

In addition, for leave to care for a child, spouse, or parent, the certificate must include an estimate of the amount of time that the employee is needed to provide such care.

For leave for an employee's illness, the certificate must state that the employee is unable to perform at least one of the functions of his or her position.

For certification of intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given and the duration of the treatment.

Parenting Leave: If you (1) have been employed by the district for at least 12 months and (2) have worked at least 1,250 hours during the previous 12-month period, you are entitled to use up to 12 weeks unpaid leave upon the birth of your child or placement of a child in your home for adoption or foster care.

The Sibley East Public Schools 2310 mandates the use of paid time to run concurrently. You are required to use other available paid leave (sick leave or vacation) at the same time as parenting leave. The district will continue to pay its share of your group health insurance premiums during the leave.

Parenting leave must be arranged through your supervisor. You are encouraged to alert your supervisor at least 30 days prior to the date you will begin parenting leave, if possible. At the end of the leave, you will be reinstated to your old position or one that is substantially the same, if your old position is not available.

If you are not able to, or choose not to return to work at that time, you will be considered to have voluntarily terminated your employment.

If you do not return to work for reasons beyond your control or because you have a serious health condition which prevents you from returning to work, then you will not be required to repay health insurance premiums paid by the district during your leave. If you do not return to work for any other reason, then you will be required to repay the district for those premiums.

Employees who do not work the requisite hours stated above, but have been employed at least 12 consecutive months and work an average number of hours equal to one half the full-time equivalent position, are eligible for leave under the Minnesota Parental Leave Act (Minn. Stat. 181.941). Such employees shall be entitled to up to six weeks of unpaid leave of absence when they are a natural or adoptive parent. The employee at his or her own expense may continue group health coverage. Further details may be obtained from your supervisor or the Business Office. See School Board Policy 410: Family and Medical Leave.

D. Personal Leave

Please reference your Master Agreement.

E. Military Service Leaves

Sibley East Public Schools 2310 provides time off for employees who are members of the military. The district follows federal and state law for this type of leave. Please contact the Business Office for more information.

F. Funeral/Bereavement Leave

Please reference your Master Agreement.

G. Jury Duty

Employees are given paid time to serve on a jury. An employee who is called to serve on a jury must notify his or her supervisor as soon as possible after receiving notice.

Employees who are excused from jury duty or who are not chosen as a juror are expected to report back to work for the remainder of their work day during the entire time they are designated to be on jury duty. Employees can be paid for their time served on jury duty, but are required to comply with the terms of your contract/agreement. Contact the Business Office to ensure pay for this leave.

H. Non-Paid Days

Please reference your Master Agreement.

I. Other Leaves of Absence

Please reference your Master Agreement.

J. Inclement Weather and Emergency Closings

Please reference your Master Agreement.

IX. EMPLOYEE BENEFITS

A. Insurance

Health Insurance: Please reference your Master Agreement

Life Insurance: Please reference your Master Agreement

Dental Insurance: An optional, employee paid dental insurance is currently available through the school district. Please contact the Business Office for details on coverage and cost options available. Dental insurance must be applied for within 30 days of the employment start date, or during the open enrollment period each May and employees must meet eligibility requirements.

Disability Insurance: Please reference your Master Agreement

Unemployment/Re-employment Insurance: If you are terminated from your job or laid off from your job, you may be eligible for this insurance. Please contact your local Job Service to apply for benefits.

Vision Care Insurance: An optional, employee paid vision insurance is currently available through the school district for individuals who work 30 hours per week, or more. Please contact the Business Office for details on coverage and cost options available. Vision insurance must be applied for within 30 days of the employment start date, or during the open enrollment period each May and employees must meet eligibility requirements.

B. Vacation

Please reference your Master Agreement.

C. Retirement

PERA & TRA: All employees in the Sibley East Public Schools 2310 who meet minimum requirements of hours worked in a year are covered under either the Public Employee's Retirement Association or the Teacher's Retirement Association. The school district and the employee both contribute to those mandated state retirement plans in an amount set by law. Further information is available on the PERA website at www.mnpera.org or the TRA website at www.tra.state.mn.us.

Deferred Annuities - 403(b): The school district sponsors district-approved companies who provide 403(b) deferred annuities/mutual funds. Employees may contribute to these annuities with pre-tax dollars up to the maximum allowed by law. In some contracts/agreements, the employer will match a portion of the employee contribution up to the maximum specified in the contract/agreement. Please check your contract/agreement to see if there is any employer match. If you are interested in signing up to participate in the 403(b) program contact the Business Office.

Social Security (FICA): As an employee of the Sibley East Public Schools 2310 you are automatically covered under the Federal Social Security Act. Both you and the district, as your employer, contribute a set percentage of your gross salary to Social Security up to a maximum gross earning specified by the law. Any earnings more than that amount are not taxed.

Medicare, as part of Social Security, is also taken out of your check, at the percentage set by law, of gross earnings, with no maximum limit on earnings.

Social Security that is paid to you is based on a complex formula that uses your high thirty-five years of earnings. You may begin drawing it upon retirement as early as age 62. The longer you wait until retirement, the higher amount you are paid when you retire.

There are provisions built into Social Security for disability, death of spouse, etc. Social Security may be contacted directly for more information at its website at www.ssa.gov or the Mankato office at 507-345-4822 or 1-800-772-1213.

D. Flexible Spending Accounts

The school district maintains a flexible spending plan to which eligible employees may contribute pre-tax dollars from their pay to cover any or all of the following two areas:

- Unreimbursed Medical Expenses
- Dependent Care Expenses

By participating in the FSA, employees can receive reimbursement of these before tax dollars and save themselves money. Please contact the Business Office for more information.

E. Workers' Compensation

All employees are covered by Workers' Compensation. If you are injured on the job, report the injury immediately to your supervisor and building Health Office. Seek necessary medical attention if needed. Employees will need to report the incident via phone with the assistance of the Health Office.. The report needs to be made even if medical attention is not sought. There are strict timelines to report injury in order to be covered and failure to report on a timely basis could result in a rejection of a Workers' Compensation claim. Please contact the Health Office or Business Office for more information.

X. HEALTH & SAFETY

Our district is committed to providing a healthy and safe work environment for all its employees. Regard for safety of our students and employees is of utmost concern. Safety does not occur by chance. It is the result of careful attention to all school district operations. Providing a safe place to work, a work environment conducive to safe work practices, and effective safety policies are primary concerns for the administration. It is our belief that employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies. Violations of health and safety policies should be reported to the building administration or the district office.

A. Tobacco Free Environment

Smoking and/or the use of tobacco products is prohibited on all school district property, including district-owned and contracted vehicles. See School Board Policy 419: Tobacco-Free Environment.

Any violation of the tobacco-free environment policy by an employee of the district shall be referred to the appropriate supervisor. One verbal warning shall be issued to the staff member. Further violations shall be considered insubordination and shall be dealt with accordingly, based on applicable collective bargaining agreements, if any, and Minnesota Statutes. See School Board Policy 419: Tobacco-Free Environment.

B. Drug-Free Workplace/Drug-Free School

The Sibley East Public Schools 2310 Policy 418: Drug-Free Workplace/Drug-Free School, prohibits the use, possession, sale, transfer or dispersing of any drug on school property. You need to familiarize yourself with this policy and be in compliance with its requirements.

C. Employee Right-to-Know

The school district has identified hazardous substances, harmful physical agents or infectious agents in the school district and provides training and information for employee protection. Under School Board Policy 407: Employee Right-to-Know, there is more information regarding the policy and coverage. Please familiarize yourself with the policy, identify the hazards around your work station and ensure you have read the Material Safety Data Sheets about those hazards in order to minimize risk to yourself. Also, please read School Board Policy 807: Health & Safety.

D. Emergency Closings/Crisis Management

When conditions prevail at the school which a building administrator considers to be of an emergency nature or hazardous to staff and students, he or she shall notify the superintendent or designee of the circumstances.

Building administrators will follow District and building action plans as outlined in School Board Policy 806: Crisis Management. The superintendent or designee may determine an alternate plan of action. Once the plan is determined, the Superintendent or designee will contact the media, other public and non-public schools, and others which may be necessary.

Emergency or hazardous conditions are defined as those situations which make it impossible to carry on the normal teaching activities in the school and/or create a situation which could be harmful to the safety of the students and staff. Examples include, but are not restricted to, bomb threats, weather and utility failures.

E. Health and Safety Protection

The Sibley East Public Schools 2310 considers health and safety protection an important part of every operation. The district will establish, provide, and maintain safe and healthful working conditions and insist upon safe work methods and practices at all times. The district will provide and expect all employees to participate in appropriate annual training. Please review School Board Policies 807: Employee Health and Safety, 420: Students and Employees with Sexually Transmitted Infections and Diseases and 407: Employee Right to Know - Exposure to Hazardous Chemicals.

All employees and students shall follow safe working practices, obey rules and regulations, and work in a manner that maintains the high safety and health standards developed and sanctioned by the district. The bypassing of safety procedures by any staff member is grounds for disciplinary action.

F. Fire Safety

The school district seeks to provide a safe environment for employees and students. Fire Safety is an essential element of this environment. Employees should know:

- The location of fire alarms.
- The location of fire extinguishers.
- The evacuation routes.
- Who to notify in case of fire.

Employees need to remain calm in situations involving danger to self and others and to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires. Please review School Board Policy 806: Crisis Management.

G. Automated External Defibrillator (AED)

The Sibley East Public Schools 2310 maintains AEDs at each of our buildings and outdoor athletic fields for use if needed.

H. Weapons

Weapons are not allowed on school grounds and all district employees are expected to follow all provisions of School Board Policy 501: School Weapons Policy. It is essential that a safe and civil environment be maintained in order to meet the mission of the district.

I. Wellness

Although the Wellness Policy 533 is developed primarily for students, the school district values the health and well-being of every staff member. The school staff should act as role models to students for good nutrition and physical activity. The Sibley East Public Schools 2310 encourages the involvement of administrators, School Board, students, parents, teachers, food and nutrition personnel and other interested persons in implementing, monitoring and reviewing school district nutrition and physical activity policies.

XI. TRANSPORTATION

A. Driving for Work Related Purposes

If you use your vehicle for work related purposes you are expected to:

- Drive defensively
- Wear your seat belt
- Allow plenty of time
- Make accommodations for bad weather
- Carry appropriate equipment in your vehicle to ensure your safety (i.e., in the winter: blankets, boots, shovel, etc.).

B. Seat Belt Use

All employees are required to use seat belts when operating or riding in a motor vehicle on school district business.

C. Vehicle Insurance

All employees who use their personal vehicle for work related purposes must carry insurance on their vehicle as required by the State of Minnesota. You may not use your vehicle for work related purposes if your vehicle is not covered by the required insurance. You may be required to show proof of current vehicle insurance.

D. Driver's License

All employees who use a vehicle for work related purposes are required to have a valid driver's license.

E. Mileage

Employees who use their personal vehicle for district business will be reimbursed in the manner directed by the Master Agreement. Combined Claim forms must be submitted to the District Office document by the tenth (10th) day of the following month. Claims submitted after the tenth (10th) day will not be honored.

F. Transporting Students

Appropriate certification to transport students is required. The district does not endorse the transporting of students in private vehicles. In instances when a private vehicle is used, the employee assumes liability.

XII. RESIGNATION FROM EMPLOYMENT

A. Notice of Resignation

Refer to the specific provision of your contracts/agreements that requires notice if you are resigning from employment. Written notice is requested with as much advance notice as possible and is appreciated in order to have some time to advertise and hire your replacement.

B. Return of District Property

At the time of resignation or retirement and before you leave the district, you will need to return all district property to your supervisor. Keys, key cards, identification badges and all other district property are to be given to your supervisor, who will ensure that all property is returned to the department where it originated.

C. 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 coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end (called “qualifying events”).

If you are covered by the district’s group health insurance plan and lose your coverage because of a reduction in your hours of employment or the termination of your employment, whether voluntary or involuntary (except for reasons of gross misconduct on your part), you have the right to choose continuation coverage. If you choose continuation coverage, you will be provided with coverage that is identical to the coverage being provided to similarly situated employees (or their family members). If you do not choose continuation coverage, your group health insurance coverage under the plan will end.

COBRA requires that you be offered the opportunity to maintain continuation coverage for three years unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months, unless the Social Security Administration determines that you (either employee or dependent) were disabled at the time of termination or reduction of hours, and you inform Sibley East Public Schools 2310 before the end of the 18 month period, in which case your coverage may be extended up to 29 months.

If you are covered by the district’s group health insurance plan, your spouse will have the right to choose continuation coverage for himself/herself if group health coverage is lost for any of the following four reasons:

1. Your death;
2. Termination of your employment with the district (for reasons other than gross misconduct) or reduction in your hours of employment with the district;
3. Divorce or legal separation from you; or
4. You become entitled to Medicare.

Your dependent children have the right to choose continuation coverage if group health coverage is lost for any of the following reasons:

- Your death;
- Your termination from employment with the district (for reasons other than gross misconduct), or reduction in your hours of employment with the district;
- Your divorce or legal separation;
- A parent becomes entitled to Medicare; or
- The dependent ceases to be a “dependent child” under the terms of the group insurance plan.

You or your family member has the responsibility to inform the Plan Administrator of a divorce, legal separation, or a child losing dependent status under the Plan within sixty days of the date of the event or the date on which coverage would end under the group Plan because of the event, whichever is later. The district will notify the Plan Administrator of your death, termination of employment, reduction in hours of employment or Medicare entitlement.

You have sixty days from the later of (1) the date you ordinarily would have lost coverage because of one of the events described above, or (2) the date of the notice of your right to elect continuation coverage to inform the Plan Administrator that you want continuation coverage.

Additional qualifying events can occur while the continuation coverage is in effect. Such events may extend an 18-month continuation coverage period to 36 months, but in no event will coverage extend beyond 36 months after the initial qualifying event. Under certain circumstances, your continuing coverage may be cut short.

If you or your family member elects to continue coverage, you must pay the district the cost of continued coverage monthly. Once your continuation coverage terminates for any reason, it cannot be reinstated.

For further details concerning continuation of benefits under COBRA, contact the Business Office.

The federal COBRA law applies to employers with 20 or more employees. Provisions for continuation of health benefits under Minnesota law have been amended to substantially follow the federal COBRA law, without the 36-month limitation for surviving descendants. The Minnesota Act applies to all group insurance policies.

- COBRA ensures that employees and beneficiaries do not lose health insurance coverage because of death, termination, reduction of employment hours, divorce or separation, retirement, or other qualifying event. Employees are allowed to continue on the group health plan at their own expense after a qualifying event.

The employee has up to 60 days in which to decide whether to take advantage of this continuation coverage. No evidence of insurability is needed for such continued coverage.

- Upon learning of a qualifying event, the district should provide the employee with a COBRA notice and election form.
- Generally, former employees may elect to maintain their COBRA coverage for up to 18 months after their termination or reduction in hours while dependents generally may elect to maintain their coverage for 36 months after the date of an employee's death, divorce, or legal separation, the employee's entitlement to Medicare, or a dependent's loss of dependent status.
- Former employees or dependents who elect to continue coverage under COBRA must pay the entire premium for the continuation coverage.
- In order to be certain that the district is complying with its obligation under COBRA it is important that the administrators/supervisors notify the Business Office of any qualifying events to an employee in their department including an employee's termination whether voluntary or involuntary, an employee's reduction in hours, the employee's death, divorce, legal separation, the employee's entitlement to Medicare or a dependent's loss of independent status.
- Employees who are laid off and who carry district health insurance may have a portion of their health insurance paid for a limited amount of time if they meet eligibility requirements. See the Business Office for more information.

D. Child Custody

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. The following guidelines will be followed. Unless an official court document otherwise states, either parent or legal guardian may view education records, attend school functions and participate in meetings regarding the student.

- Official notices and report cards will be sent to the parent or legal guardian with primary physical custody and to non-custodial parents upon request.
- It is the responsibility of the parent or legal custodian with primary custody to provide current copies of court orders to the school.

- Child visitation and exchange of custody should not take place at school during the school day. The school will not be involved in enforcing visitation or custody orders and may prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment.
- Concerns regarding custody and visitation should be directed to the principal.

E. Field Trips

The following plan should be used:

- Secure approval from the principal.
- Secure transportation prior to finalizing the trip. A school bus request must be completed.
- Secure permission from the necessary authorities to be visited.
- Plan the trip so that it will not begin before the buses arrive at school in the morning.
- Parent notification and permission slips must be sent home.
- Inform all resource and food service personnel when grade or class will be absent at least one week in advance.
- Collect all funds and make check requests one week prior to the trip.
- Communicate with Special Education teachers so appropriate accommodations can be made for students with special needs-Plan for adequate supervision.
- Have a process for asking parents.
- Paraprofessional employees who provide exclusive 1:1 care assistance to a student would be expected to attend field trips and any additional hours would be turned in to the principal.
- Employees who are not a 1:1 paraprofessional must use personal leave or have pre-approval from the building administrator for unique circumstances before chaperoning a field trip.
- A general recommendation for number of chaperones would be 1 adult for every 6 children. Selection of chaperones should follow Selection Process Guidelines and all field trips must adhere to ISD 2310 guidelines with background checks being completed.
- Overnight Field Trips: Please reference Policy 610 – Field Trips

F. Kitchen Use

Because of state health regulations, using the cafeteria kitchen to do cooking/baking with students cannot be accommodated.

G. Substitute Folders

Staff are to have substitute folders completed and on file in the office by Friday, of the second week of the school year. The folders need to be updated throughout the school year and should include:

- Daily schedule
- Evacuation information
- Severe weather information
- Lock down procedures
- Current class list
- Special classroom/student considerations
- Student information regarding special needs (IEP, plans, or considerations)

H. Staff Meetings

There are a number of meetings throughout the year staff will be expected to attend. Some meetings will be schedule as standing meetings for all staff and others will be scheduled as needed. They can include:

- Staff Meetings
- Professional Learning Communities (PLC) meetings
- Elementary Leadership Team Meetings
- Individual Education Plan Meetings
- Teacher Assistance Team

- Child Study Team

I. Video Recordings & Pictures

Parental permission for video recording and pictures of classroom instruction for purposes of staff development, class projects or other educational benefits shall be implied unless the office is notified in writing of parental objection. Video recording shall not occur in a classroom for student disciplinary purposes.

When video recording and pictures are taken of students, the Photo & Information Consent Form must be filled out and on file for that student in school offices.

J. Visitors to School

Parents are welcome to visit school at any time and must follow school rules for entrance to the property. It is requested that all visits be arranged with the classroom teacher or staff member prior to the visit. To avoid a disruption to the school day staff and students are not permitted to bring other family members, relatives, guests, or animals to visit.

K. Volunteers

Volunteers are welcome and encouraged to be a part of our schools. This is an excellent way for community members to join in the education of our children. Some guidelines for volunteers to follow include:

- Volunteers will be expected to dress appropriately and to be neat and clean in appearance.
- Volunteers will not be asked to assume playground or lunchroom supervision duties.
- Volunteers should not be left alone in a classroom except in an emergency situation.

L. Leaving the Building During the School Day

If a staff member has a valid reason for leaving the building early, the principal must be consulted and his/her permission to do so must be granted.

If a staff member must leave the building during the day during an open period, notify the principal's office. This procedure helps the office staff when students, parents, etc. are attempting to contact teachers who are not in the building. There is a sign-out sheet in the principal's office, which should be used when a teacher must leave the building during the school day.

M. Staff Absence/Substitutes

Any staff member who will be absent from their job assignment for any reason; illness, family emergency, staff development, etc., must log into our electronic leave/substitute system to enter your leave as soon as you are aware that you will be absent. This system is available 24 hours /day, 7 days /week and you will receive your ID and password to access the system. Once in the system you will be provided with option of whether or not you need a sub and a spot to leave notes for your building supervisor.

Your leave must be approved by your building supervisor and you will receive an e-mail confirmation when this is done. If you report to work and then have to leave, you must also check out with your building secretary, there are no exceptions to this requirement.

PLEASE BE SURE TO HAVE THE FOLLOWING PREPARED AND PLACED IN YOUR SUBSTITUTE TEACHER FOLDER WHERE THE SUBSTITUTE TEACHER WILL BE ABLE TO FIND IT.

- A seating plan or classroom chart.
- A copy of your daily teaching schedule.
- Legible lesson plans. (These must be complete and easy to follow)

- The name of an informed student assistant who can assist the substitute with attendance and procedural information.
- Notice of any special individual
- Notice of any special individual lesson plans. These should be submitted to the principal each Friday for the week ahead. Lesson plans should include reference to the location of specific materials used in a presentation. Additionally and most importantly, lesson objectives should be clearly stated.

N. Building Use Outside of the School Day

The principal and/or activities director will be responsible for scheduling the use of the schools from 8:00 a.m. to 4:00 p.m. on school days. Any requests for building use during these times must be cleared with the principal and / or activities director.

The community education director will be responsible for scheduling the use of the schools from 4:00 p.m. to 8:00 a.m. on school days and all hours on non-school days. Any requests for building use during these times must be cleared with the Community Education Director by filling out a “Facilities Request Form.” that can be found on the webpage.

Exceptions:

- The activities director will be responsible for scheduling the high school gym from 4:00 p.m. to 8:00 a.m. when school is in session.
- The activities director will be responsible for scheduling the elementary gyms from 4:00 p.m. to 6:00 p.m. when school is in session. Any requests for gym use during these times must be cleared with the activities director.
- After school-hour dances and similar activities need to be pre-approved by the building principal.
- Calendars of events will not be available for the teachers to personally enter activities.

O. Telephone Calls

Teachers are encouraged to utilize their phones and voice mail capabilities to maximize parental involvement with instructional and/or behavioral issues.

P. Health and Accident Procedures

- Illness - staff members must notify the office via the intercom or phone if an ill student is being sent to the office. The health office will be staffed by the nurse in the a.m. and by a nurse’s assistant in the p.m. Students will be sent home if necessary, or if illness is not serious, may be allowed to rest for a short time and then return to class. There will be a daily record maintained of students time spent in sick bay.
- First Aid - The chain of responsibility for administration of first aid shall be as follows if the injury is minor: Principal/Administrator, Available Teacher, Staff Member
- Serious Injury - In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible. If the parent cannot be reached and if the accident appears to be serious, the student shall be transported to the hospital emergency room by ambulance if judgment dictates the need.

Emergency procedures to follow relating to serious injury to students and/or staff:

- Staff member remains with injured patient. Give immediate first aid.
- Send for assistance. Notify the principal’s office during school hours. The office will send for help from qualified individuals. After hours, contact qualified individuals directly.
- Notify parents. (Information from emergency cards are usually located in the principal’s or nurse’s office).

- Contact Rescue Squad/Ambulance (telephone 911). Give key information, such as: description of injury; exact location of victim including entryway to use when arriving, etc. Request desired emergency service appropriate.
- Follow-Up
 - Contact the Principal
 - Complete accident report available from the principal's office. (refer to "Accident Report Form" in **Appendix F**)

Q. Emergency Building Security

Refer to the Crisis Response Manual. A copy of District Crisis Management Plan of Action in its entirety may be obtained from the principal's office. **Every employee in the District should have a copy of the plan for immediate use.**

In the event the Crisis Team is made aware of an incident outside of the school day, the Crisis Calling tree will be placed in operation.

R. Internet Use Rules and Regulations

The internet is able to provide us with a great deal of information and should be used in the classroom. It is imperative that students be taught the value of such a resource and educated on the proper use of this tool. Be sure to communicate expectations and refer to the Internet Use Policy is found in the Student/Parent Handbook.

S. Guidelines for Employee Use of Social Media

Social media networks are rapidly growing in popularity and used by all ages in society. The most popular social networks are web-based, commercial and not purposely designed for educational use. They include sites like Facebook and Twitter.

Sibley East Public Schools 2310 uses social media to share content and create meaningful dialogue with parents and the community and to support the communications and educational goals of the District. Sibley East Schools understands the impact and popularity of such communications methods.

As educators, we have a professional image to uphold and how we conduct ourselves online impacts this image. For the protection of your professional reputation and Sibley East Public Schools, the District has provided the following guidelines for personal social media use:

- Do not post confidential or proprietary information about Sibley East Public Schools, its students, its alumni or your fellow employees.
- Do not post images that include students on your personal social media page.
- Consider the ability of your students, their parents and your administrator to visit your personal social media site. –On a social networking site, once you post something, it may be available even after it has been removed. Remember that people classified as "friends" have the ability to download and share your information with others.
- Do not discuss students or coworkers or publicly criticize school policies, practices or personnel. Visit your profile's security or privacy settings. At a minimum, educators should have all privacy settings set to "only friends". "Friends or friends" or "network and friends" open your content to a large group of unknown people. Your privacy may be at risk.
- Consider who your "friends" and "followers" are. The District strongly discourages staff from accepting students as friends or initiating friendship requests with students on personal social networking sites.
- Always weigh whether a particular posting puts your effectiveness as a teacher or other school employee at risk.

If you have any questions about personal social media use, please contact your building principal.

Appendix A

District Directory (507)-

Superintendent – Dr. Joseph Libby	964-8224
Business Manager – Janna Tessmer	964-8227
Human Resources – Lindsey Neisen	964-8230
Payroll Specialist– Deb Perschau	964-8295
Elementary School	237-5511
Principal: Amanda Feterl	237-3323
Teaching & Learning Director: Tricia Wagner	237-3382
Sibley East Middle/High School	964-2292
Principal: Jeremy Wagner	964-8247
Dean/Activities Director: Randy Walsh	964-8241
Technology Director – Michelle Battcher	964-8296
Buildings & Grounds Director – Bob Pichelman	964-8203
Community Education Director –Jen Strack	237-3367

Appendix B

Guidelines For Use Of Multimedia, Films And Other Streaming Media In The Classroom

Sibley East Public School District 2310 supports the strategic use of media to enhance the instructional program. Federal legal guidelines have been established to facilitate appropriate selection and utilization of the medium. Individual faculty/staff members and building administrators have the responsibility for implementing these guidelines.

Teachers shall examine all films and multimedia used in the classroom to determine that the materials used are age appropriate and related to the curriculum. Teachers shall use the guidelines set forth below to aid in making this determination. If the teacher has a question whether multimedia, films or other media are age appropriate, he/she shall review the materials with his/her department chair, or with an administrator in his/her building, prior to using the materials within the classroom.

By law, when a teacher shows any film that does not include “public performance rights” he or she must comply with the “Fair Use” provision and Chapter 1, Section 110 of the U.S. Copyright Act. The following is a summary of the guidelines from those documents.

Films shown in school must:

- Be used by teachers in the course of “face to face” instruction with students
- Be part of the school’s streaming service for virtual instruction
- Be directly related to the curriculum and the current instruction
- Be correlated to instructional objectives
- Be shown in the normal instructional setting
- Be “lawfully” made: the teacher has not duplicated a copy in violation of Fair Use, without the permission of the copyright holder.
- Not be used for fund-raising. No admission should be charged for a film showing.
- Extra-curricular, reward, or recreation
 - Sibley East Public Schools has purchased an outside license to show feature film titles and documentaries.
 - Extra-curricular, reward, or recreation should not be done during academic time periods and saved for before / after school, special events, Den Time, or study halls.
 - Follow the link below to search titles that have been preapproved for school use. Make a request for an additional title not on the list.
 - <https://digitalcampus.swankmp.net/SibleyEast394447>
 - 2. Enter Passcode **53d1a927**
 - 3. Create your account using SCHOOL EMAIL address

Films other than those from the school library media center, or grade level/department collections, must have prior approval from the principal or designee before broadcast for student viewing.

Ratings:

- G rated films and multimedia may be shown in the classroom at any level.

- PG rated films and multimedia may be shown at the middle school level and the high school level. PG rated films and multimedia may also be shown at the elementary school level after review and approval by an administrator.
- PG-13 rated films and multimedia may be shown at the high school level. PG-13 rated films and multimedia may also be shown at the middle school level after review and approval by an administrator. Whenever any PG-13 rated film is to be utilized at the middle school level, the parents and the Superintendent will be notified in writing in advance of showing any portion of the film.
- R rated films and multimedia may only be utilized for showing at the high school level after editing out objectionable segments as deemed appropriate by the high school principal. Whenever an R rated film or videotape is to be utilized at the high school, the parents and the Superintendent will be notified in writing in advance of showing any portion of the film.
- NC-17 and X rated films and multimedia shall not be shown.

If a film or videotape has not received a rating, then the teacher shall examine the film or videotape to determine whether the material is age appropriate and related to the curriculum. If the teacher has a question whether unrated video tapes or films are age appropriate, he/she shall review the materials with the building administrator where the film will be shown, prior to using the film or videotape within the classroom or at a school related activity.

What does this mean for my classroom?

In regards to films borrowed from the school library media center, grade level/department collections, privately purchased, or rented by teachers: Follow the above Fair Use provisions.

- **Can I show a film from my personal streaming service (Netflix, HBO, Disney+, etc)?**
 - It depends on each streaming service contract. The license/contract on your personal streaming service in most cases does not allow for this type of use. For specific questions, consult your streaming provider and their terms of service.
 - What you definitely can't do is, show a movie from a streaming service in your gym or cafeteria and charge for admittance. That's an absolute no-no.

Feature films:

Use of feature films, not originally intended for educational use, can cause problems even when they are used appropriately in the school setting. Movies not rated G have some material to which a parent may object. You should consider the content of the film, the age and maturity of the students, its importance to the curriculum and the preparation the students have had beforehand. If all students meet the age requirement but the content is controversial, permission slips must be sent home prior to showing the material. Extreme care should be used when you consider showing films rated PG-13 or R.

Remember to send a parent permission letter prior to showing any film that does not have a G rating. Permission letters should be kept on file by the teacher.

Off-air taping:

If you tape a video from a regular, commercial, or “free” network, you must apply the Fair Use guidelines. The video may be shown once within ten consecutive school days, and may be repeated once within the same ten-day period.

There are no fair use rights for exclusively cable channels (A&E, Disney, History channel, etc.). Taping of these programs must be researched on the basis of granted rights for each program. (program rights may found at Cable in the Classroom Online <http://www.ciconline.org>)

Effective instructional use of films and other media:

- Select titles that are aligned with the curriculum.
- Carefully choose segments of a film that are applicable to the instructional content.
- It is not recommended to show a film in its entirety.
- Introduce the film and explain the curricular connection.
- Pause to stop the film to emphasize points and to encourage interaction.
- Provide a culminating or follow-up activity to reinforce the instructional content.

In regards to persons other than Sibley East School District 2310 instructional staff:

Parents, students, or guest speakers showing a film in the classroom must also complete the Prior Approval form and co-sign with the teacher and principal or designee.

REQUEST FOR PRIOR APPROVAL To Show Films in School

Films other than those from the school library media center, or grade level/department collections must have prior approval from the principal or designee before broadcast for student viewing.

Teacher: _____ Date of: _____

Title of Film: _____ MPAA Rating: _____

Source of Film:

☐ Video Rental Store/Public Library Rental
☐ Taped Off-Air (Date taped _____) ☐ Privately owned by Teacher
☐ Streaming / Other (Must make sure this service allows educational use)

Learning Objective: (Correlated to curriculum)

Amount of the movie/video to be shown _____ entire film _____ minutes

Film Contains (check all that apply)

objectionable language: ☐ sexuality: ☐ violence: ☐ other: _____ none of the above: ☐

Parent permission form has been sent out? Yes: ☐ No: ☐ (Attach copy of letter sent to)

Excerpt Contains (check all that apply):

objectionable language: ☐ sexuality: ☐ violence: ☐ other: _____ none of the above: ☐

I have previewed this video in its entirety and find it appropriate to my classroom instructional program.

Prior Approval Granted: _____ Prior Approval Denied _____

Teacher's Signature

Principal or Designee's Signature

Permission Letter to Parents for Showing Films

Dear Parent/Guardian:

Your child is currently studying _____ as part of his/her coursework in
_____ class. To reinforce your child's learning experience/understanding of
_____, I am planning to show (the film / excerpts of the film)
_____ on _____.

Though the film is rated (____), I am convinced of its learning value. The (PG, PG-13, R) rating is due to _____.

The excerpts I will be showing do ____ do ____ not contain the objectionable material. The film / excerpts will be shown in appropriate context, including discussion and activities before and after viewing.

Please complete the form below either authorizing or exempting your child from viewing the film. Students who do not view this film will be given a relevant and appropriate alternative assignment.

Feel free to phone or email if you have questions.

Sincerely,

Email:

Phone:

Please complete the following:

Name of Student _____

My child may participate in this activity: ____

My child may not participate in this activity: ____

Parent/Guardian Signature: _____

Date: _____