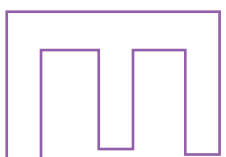
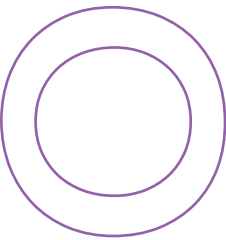




EMPLOYEE HANDBOOK

2017 - 2018



Welcome to

SOUTHWEST METRO

INTERMEDIATE DISTRICT 288

As an employee, it is your responsibility to become familiar with the policies and procedures of SouthWest Metro Intermediate District 288 (SWMetro). This handbook provides important information that will help you in your work and guide you in your employment. Please take the time to read it thoroughly, and keep it handy for reference whenever needed. All Board-approved policies are available on the District website: swmetro.k12.mn.us. Staff forms can also be found on the website, under the “**For Staff**” quick link.

Please note: This handbook is only intended to provide a summary of District policies. **All policies are posted in full on the website.**

We’re happy that you are a part of our team and wish you success during the school year!

SouthWest Metro Intermediate District 288 does not discriminate in admission to, access to, or operations of their programs, services, activities or employment on the basis of race, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance.

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I. RELATING TO EMPLOYMENT

ABSENCES

ALL EMPLOYEES

Absences, whether for an illness or a prearranged purpose, must be reported on the TIES myLeave system. The service is available 24 hours a day, seven days a week. It can be accessed through the myView link located on the District "For Staff" web page. Contact the Business Office at (952) 567-8108 to be set up in TIES myView. If you are unable to report your absence on myLeave, notify your supervisor as soon as possible. Substitutes must be requested through myLeave, which works in conjunction with the substitute system.

Instructors must have sufficient, clearly specified activities planned in advance. Instructors should leave their rooms or labs each evening with the idea that they might be unavoidably absent the following day. Instructors are required to maintain a substitute folder that includes a seating chart, lesson plan, class book, assignments and materials needed.

PLEASE NOTE: Illness leave is for the illness of the employee and/or someone for whom the employee must be absent in order to provide care. Use of multiple days of illness leave or patterns of use such as Mondays and Fridays or days surrounding holidays will be monitored and reviewed by supervisors. Abuse of illness leave may result in disciplinary consequences.

ALLOWANCES

CELL PHONES

Under unique circumstances if an employee must be readily accessible by the District, an employee may receive a monthly personal cell phone allowance through the payroll system. The total monthly allowance will be taxable per IRS regulations. To qualify for this type of payment the following criteria must be met:

The employee's supervisor must contact the Business Office to request to have your name on the list for an approved cell phone allowance.

Your cell phone allowance must be listed on your payroll cover sheet and will be paid automatically through payroll.

BUILDING USAGE

The District's equipment and supplies are for instructional purposes only and shall not be used for personal use. Requests for permission to use facilities outside the normal school hours must be made to the Business Office. The user must provide the Business Office a Certificate of Liability Insurance, listing the District as an additional insured, before the building is used. A Building Usage contract may be required.

CERTIFICATION & LICENSURE

The Continuing Education Committee is established according to the MN Board of Teaching rules for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of five-year continuing or professional teaching and support service licenses.

It shall be the responsibility of the person seeking renewal of a license to comply with licensure renewal requirements and to submit appropriate materials for clock hour approval to the Continuing Education Committee, in accordance with procedures and due dates established by the Committee. The District will annually review the status of staff licensure.

CONFERENCE ATTENDANCE

The District is committed to providing employee development activities in order to remain current with the trends in the field, and remain an organization that is on the forefront of educational programming. It is expected that individual employees will also be responsible for their own professional development and advancement.

An employee may request to attend and/or present at one conference per year. Permission from the program supervisor is required and will be based on applicability of content to the program area, level of disruption to program at that particular time, and available budget. This request should be made as far in advance as possible.

The District may request staff attendance at conferences more than one time per year based on employee training needs or consistency with program philosophy, i.e., attendance at a service-learning conference because service is embedded into District philosophy. When the District is responsible for employee selection, the decisions will be based on program needs, employee demonstration of commitment to that particular content area and budget constraints.

CONFERENCE/WORKSHOP CLAIMS

Employees should fill out a Professional Development/Conference Request Approval Form with the necessary information and attach the completed conference registration form. Mark clearly on the form if the conference has a registration deadline. Submit the completed form to your supervisor for approval. If approved, your supervisor will submit the conference request for processing.

CURRICULUM & CURRICULUM DEVELOPMENT

Instructors are personally responsible for the development and updating of the curriculum that they teach. All instructors will be expected to follow the curriculum model of the District. Part of each instructor's workload is curriculum development. All curricula developed for the District during the time of employment are the property of the District (refer to [Board Policy 603](#)).

E-MAIL

All employees are to check e-mail at least once per day for pertinent information. E-mail is the primary method of communication for district-wide announcements. To arrange access to e-mail, employees should contact their immediate supervisor or the IT Help Desk.

EMPLOYEE SAFETY PROGRAM

A WORKPLACE ACCIDENT AND INJURY PROGRAM (AWAIR)

The objective of the health and safety program is to reduce employee accidents, injuries and illnesses through:

- Maintaining safe and healthful working conditions
- Insuring employee adherence to proper operating practices and procedures designed to prevent accidents, injuries, and illnesses
- Observing, applying, and complying with all federal, state, & local safety regulations
- Ensuring that each employee is properly trained and instructed in job procedures prior to job assignments
- Providing regular safety meetings for all employees as a means of obtaining new and updated information and training
- Conducting periodic safety and fire inspections to identify potential workplace hazards

- Conducting accident investigations to determine the cause of accidents and what actions are necessary to prevent future reoccurrence
- Implementing a management/labor safety committee

For a complete copy of the AWAIR Program policy, please contact the Business Office.

EQUAL OPPORTUNITY

It is the policy of the District to provide equal opportunity in employment, training and promotional opportunities without discrimination because of race, age, political affiliations or beliefs, color, sexual orientation, membership in a local commission, creed, religion, national origin, sex or marital status, public assistance, or disability status and to otherwise promote full realization of human rights within the District program to the extent permitted by law. In addition, no person shall be excluded from participation in, or be subjected to discrimination in, any program funded in whole or in part, by federal funds because of race, color, national origin, age, handicap, or sex (refer to **Board Policy 401**).

EVALUATION OF PROFESSIONAL STAFF (TEACHING)

1. Evaluations are to be used by the administration and teachers to improve the quality of instruction and may be used in the determination of advancement, promotion, transfers, assignments, and future employment.
2. As per **Minnesota Statute §122A.40**, probationary teachers, who perform 120 days or more per year, must be evaluated a minimum of three times. Probationary teachers who perform from 60 to 119 days must be evaluated two times per year. Probationary teachers who perform less than 60 days per year must be evaluated once per year. Tenured teachers (on continuing contract) will be evaluated a minimum of once every three years.
3. A formal written evaluation, after the observation, will be prepared and reviewed with the teacher within five school days.
4. Upon receiving the written evaluation report, the teacher will have the right to respond in writing to the administrator conducting the evaluation. The report will be placed in the teacher's personnel file.
5. Upon request, teachers will be allowed to retain their written evaluation for two school days before signing and returning to the administrator.
6. Notwithstanding provisions contained in this policy, alternative types of evaluation (e.g., self-evaluation, peer evaluation, etc.) may be utilized for teachers with continuing contract status.
7. Notwithstanding provisions contained in this policy, both probationary and tenured teachers may be evaluated beyond the minimum number of times as specified in Minnesota statute.

FUNDRAISING

For program-related fundraising activities, please refer to **Board Policy 511** and complete the appropriate form.

HOURS

Employees are expected to be available for duty and on the premises as per the terms and conditions of employment, or as per hours assigned. Anytime an employee needs to leave the building for any reason during work hours, it must be cleared with the immediate supervisor.

INJURY AT WORK

WORKERS' COMPENSATION REPORT/CLAIM

SWMetro has partnered with Minnesota Compensation Advisors to ensure expedited claims processing and employee care is managed effectively.

If you are injured at work, follow this step by step procedure to ensure compliance and receive the managed care you need to help you recover as quickly as possible:

- Notify your supervisor immediately.
- If EMERGENCY (life threatening, severe), go to the Emergency Room / Urgent Care.
- Call the Nurse Help Line at: **1-844-847-8708**
- Complete Incident Report Form. This form needs to be given to your supervisor within 24 hours of injury.
- If medical services were/are sought, your supervisor will fill out a First Report of Injury Form, which will then be sent to the District Office for processing.
- Follow doctor's / nurse's instructions and stay within your restrictions 24/7.
- Return calls received from Nurse Line to follow up on care.
- Return Calls from insurance company.
- Keep all medical appointments.
- Provide workability / restrictions to supervisor.
- Inform your supervisor of any issues you are having.

WHY DO I HAVE TO REPORT?

It's the law. If an employee is injured on the job, they must notify the immediate supervisor as soon as practical after the injury. There are stiff penalties for not completing an Incident Report form promptly for injuries and illnesses which employees claim are related to work.

The District has 10 days to report employee injuries and 24 hours to report a death as the result of a work related injury.

Contact Diane Weckman (dweckman@swmetro.k12.mn.us, 952-567-8111) or Jayne Meza (jmeza@swmetro.k12.mn.us, 952-567-8018).

INVENTORY

The District Office maintains a fixed asset inventory (items over \$5,000) and the IT Department maintains the classroom equipment inventory. Employees will be asked to assist in maintaining an accurate inventory of equipment in their area.

JURY DUTY

An employee who is ordered by the courts to report for jury duty will be relieved from their regular duties in order to comply with this order. Absences for jury duty are to be arranged with the immediate supervisor as soon as the employee receives the court order.

Absences for jury duty must be reported on the myLeave system but will not count in calculating absences for sick leave or any other earned time off. The District will continue regular pay for the time reported as "absent from work because of jury duty," provided that the District is reimbursed the "per diem" provided by the court. Employees should retain any reimbursement for mileage.

KEYS/KEYCARDS

Each employee will be issued sufficient keys and/or key cards to carry out the duties of the assigned position. Staff **MUST** wear their issued ID badge at all times during work hours. Employees are not to give keys to others. No key is to be duplicated. If additional access to buildings is needed during non-traditional school hours, employees should see their immediate supervisor. Lost keys/key cards must be replaced at the employee's expense.

MAILBOXES

Employees are required to check their mailboxes each morning and again before the end of the day for any pertinent information and/or messages.

MEETINGS

Regular faculty meetings are customarily held in each division before or after the students' day. Employees are expected to eliminate any conflicts of scheduling for these times. Faculty members are responsible for the content of the various meetings regardless of presence. Any special problems regarding attendance should be cleared with the immediate supervisor in advance.

Other meetings will occasionally be scheduled for specific purposes.

PAYROLL PAYMENTS

All contracted employees of the District will receive their pay over 12 months—two pays per month for the months of September through August.

Direct deposit is required for all contracted staff. Contact the District Office if you need an enrollment form to set-up direct deposit or to make any changes or additions. Pay information is available to all staff on myView. Contact the District Office if you have not registered on myView or if you are experiencing problems registering.

Please check Pay Dates & Timesheet Pay Schedule (Appendix 1) for a list of this year's pay dates.

PERSONAL APPEARANCE

It is expected that employees will dress in a professional manner. You should be well-groomed, dressed in business-like attire and practice good personal hygiene.

PROFESSIONAL DEVELOPMENT

SWMetro provides many professional development opportunities throughout the year. All employees are able to register for workshops, CPI training, teacher re-licensure classes as well as training specifically developed for paraprofessionals. Each summer, SWMetro provides a week in August dedicated to professional development. To find course lists and to register, visit the Professional Development web page on the District website.

SWMetro Professional Development Advisory meets three times a year to review plans for workshops and needs for training. Those interested in participating please contact David Olson, Program Development Coordinator (dolson@swmetro.k12.mn.us; 952-567-8107).

WHITewater LEARNING

In addition to SWMetro offerings, all staff members have access to Whitewater Learning, an online learning center with a wide range of courses. Access Whitewater learning via the For Staff page of the District website. Questions about Whitewater: contact David Olson.

REIMBURSEMENTS

MILEAGE

Mileage Reimbursement Forms should be submitted on the same schedule as the Mileage/Claim Form Pay Schedule (Appendix 2). Employees should fill out the form and submit it to their immediate supervisor for approval on a monthly basis. Mileage claims should only include those miles above and beyond the employee's daily commute. The mileage reimbursement allowance follows rates set by the IRS. Please check for the current IRS mileage rate at gsa.gov.

REIMBURSEMENT FOR ITEMS ACQUIRED WITHOUT A PURCHASE ORDER

These purchases may only be approved and reimbursed in an emergency when a Purchase Order or Vendor Check is impossible to obtain. Claim and Verification Forms should be used when an employee is seeking reimbursement for items purchased without a Purchase Order. These purchases must have a supervisor's documented, written approval prior to making the purchase. Employees are to fill out the Claim and Verification Form, attach the receipts/invoices, proof of pre-approval and have their supervisor sign and code the form. Sales tax will not be reimbursed. Personal reimbursement for these items will follow the governing board schedule for pay dates. Please refer to Mileage/Claim Form Pay Schedule (Appendix 2).

REQUISITION AND PURCHASE ORDERS

Individual employee requisitions are to be submitted to your immediate supervisor for approval. Approved requisitions require signatures from both coordinator and director. Office personnel will then process a purchase order from the requisition and the ordering will be completed. Requisitions not approved will be returned to the employee.

Employees are never to order items directly or authorize purchase of any items without receiving an official Purchase Order back from the District Office. This includes items ordered on approval or for preview. When ordering items on approval, the same procedure should be followed as in ordering supplies. A requisition followed by a purchase order should be initiated.

When returning items for preview, return them insured for the value of the item. This protects the District from having to pay the purchase price for the item should it be lost or damaged in the mail. When the decision has been made to either keep and purchase preview item(s) or return them, notify the district Office of your decision so the purchase order can be processed correctly.

Procedures:

1. Obtain and fill out a Requisition Order Form.
2. Requisitions must be submitted to the immediate supervisor for approval, signatures and coding.
3. The employee will be given a copy of the Purchase Order or Acknowledgement of Shipment that should be signed and returned to Accounts Payable when the order is complete.
4. Returns: A copy of the letter sent to the vendor when returning the merchandise must be submitted to the District Office. Please remember to clearly indicate the items returned and if any merchandise was kept. Also, if the merchandise is returned without being insured, the respective ordering unit's program will be responsible to cover all charges involved should items be lost in the mail.

TECHNOLOGY

ACCEPTABLE USE

The District offers staff access to the Internet and other electronic networks. The advantages afforded by the rich, digital resources available through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. In order for staff to be allowed access to the school computer system, computer network, and the Internet, staff must sign and return the Staff Acceptable Use Policy Consent Form. These forms will be kept on file in the human resource office. Once the forms are on file, the Technology Department will create an individual user name and login for each employee.

Staff are reminded that when using social media, their personal views must be identified as such and that they are not representing SWMetro.

EQUIPMENT RESPONSIBILITY

Each employee may be assigned equipment as necessary for the employee to carry out his/her job responsibility. It is the

responsibility of the employee to maintain these items in good repair. All transferred, lost, or damaged equipment must be immediately reported to the employee's director/supervisor.

The employee may be charged the replacement value for any item damaged, lost, or stolen. Employee will be given 60 days after reporting a lost item to locate the item before they must replace the item. This payment will not be refunded if the item is located by the employee later.

The Superintendent of SWMetro may grant either a full or partial exemption from the provisions of this part should they determine, based upon convincing evidence provided by the employee, that the employee was not negligent in the loss, damage, or theft of equipment or that there are mitigating circumstances.

TELEPHONE USE

LAND LINES

Employees should avoid using the telephone for personal use.

CELL PHONES

The use of a personal cell phone during working hours is discouraged, unless pre-approved by administration. Only calls used for transactions of business that fall within the scope of the employee's District job expectations will be permitted during non-break times.

Staff are discouraged from taking photos of students with personal devices such as cell phones. Buildings may have their own cameras for documenting student events & activities, or photography services are available through the Communications Department. Ensure all students involved have a signed Media Permission Form. (See II. General Procedures, Publicity).

TIME SHEETS

Time sheet employees must submit the Regular Time/Overtime Sheet to their immediate supervisor for approval following the schedule of time sheet cut-off dates. Employees are required to use the brown color-coded time sheets. Any overtime must be pre-approved by the Superintendent. Time sheets must be signed by the employee and also require either an employee's coordinator signature or director's signature prior to processing. Time sheets must be received in at the District Office by the scheduled deadline. If the deadline is missed, the time sheet will not be paid until the following payday. Please refer to Pay Dates & Timesheet Pay Schedule. (Appendix 2)

VOICE MAIL

Employees are to check voice mail messages each morning upon arrival and again at the end of the day. Employees must use a professional quality greeting that identifies them by full name and indicates that messages will be returned.

II. GENERAL PROCEDURES

EAST CREEK CHILD CARE

East Creek Child Care provides children opportunities for concrete, experiential learning to encourage the formation of a love-to-learn attitude. Parents receive support to achieve parenting and educational success. The philosophy is to foster high quality experiences for children, students, and staff as we connect & interact as a family.

Our Goals Are:

- To provide quality care for your child while parents are away.
- To provide a warm, stimulating environment where children can grow and learn.
- To enhance each child's intellectual, emotional, social, and physical development.
- To empower parents, as each child's first and most important teacher.

SWMetro staff members are able to access East Creek Child Care at a 20% discount from our established rate. Staff members may use the child care for full time, part time, or drop-in care (pending availability). Contact Denise Hedtke, Child Care Supervisor (dhedtke@swmetro.k12.mn.us; 952-567-8218)

EMERGENCY PROCEDURES

For specific emergency procedures, please review the Crisis Management Plan located in each classroom.

EMERGENCY DECISIONS

If the occasion arises that any staff member requires an emergency building decision while a supervisor is out of the building, contact the building receptionist and a director will be located. This is merely a precautionary measure that is circulated to the staff in the event of an unforeseen emergency. With most circumstances, each individual employee should be able to handle problems either individually or in conjunction with a fellow staff member.

EVACUATION PROCEDURES

In the event that a building must be evacuated and all persons must leave the premises, the same procedure as for a Fire Drill will be employed. Arrangements will be made by the administration for transportation to places of safety until such time as students and staff may safely re-enter the building or be sent home.

FIRE DRILLS

The District is required to have periodic fire drills so that the lives of all personnel and students can be safeguarded with the knowledge of what to do in case of an emergency. The information below will be repeated in a bulletin before the first fire drill. It is imperative that the following information be listened to and read by every student and employee, and that all instructions be followed as closely as possible so that your life can be protected. Whenever the fire alarm sounds in a building, all students, employees and other personnel must leave the building immediately. If you see a fire, please sound the fire alarm and contact the building receptionist immediately.

When the alarm sounds:

1. All students will stand and leave the room or area in an orderly manner.
2. Silence is essential. It may be necessary in order to issue emergency instructions during evacuation.
3. The students nearest the windows should close all windows before leaving the room.
4. The last person out of the room should turn off the lights and close the door.
5. The first ones out of the outside door should stand to hold the doors open for those who follow.
6. To minimize danger, it is imperative that all persons move

with haste but do not run or panic.

7. Please follow the emergency procedures of the building in which you are located.

Each classroom or instructional area has a posted exit sign. When no posted exit sign is visible, proceed out the nearest exit door.

1. When outside of the building, proceed in an orderly fashion.
2. When all personnel are outside, the building staff should insure that all roadways are clear for any emergency vehicles that might be needed.
3. All personnel, faculty and students should remain standing in an orderly fashion until the signal is given to enter the building. The "all clear" signal will be a school official or custodian telling you to proceed back inside the building.
4. When the "all clear" has been given, please walk into the building.
5. Please follow the emergency procedures of the building in which you are located.

TORNADO PROTECTION PROCEDURES

Spring is tornado season. It is important that staff and students are familiar with the safe conduct necessary for protection under these circumstances. Employees will be notified of "safe" areas where they are to take their classes during a tornado drill or an actual tornado. At least one drill will be conducted in the spring of each year. The tornado alarm will be repeated sounds of the bell system. Please follow the emergency procedures of the building in which you are located.

NON-ACCEPTANCE OF PREMIUMS

It is the policy of the District not to accept any incentives or premiums from a vendor. Rather, we insist that the vendor reflects their interest in receiving our order by submitting the best possible combination of good pricing, good quality, and good service, based only on our stated needs for goods and/or services. Please refer to [Board Policy 421](#).

OFF CAMPUS OUTINGS (FIELD TRIPS)

An employee wishing to take a class field trip or take a class off school premises for any purpose must obtain written approval from their supervisor before proceeding. At least two weeks before the intended trip, the employee must turn in a bus request with all information concerning the proposed trip. See: [Off Campus Outing form](#).

IMPORTANT: All off-campus outings require staff to fill out an [Off Campus Sign Out form](#) and turn in to the office before leaving the building.

For a **career and technical field trip**, once it is approved, a notice of all students going on the field trip should be sent to the attendance clerks of all involved schools at least 3 days before the trip. Failure to do so could result in cancellation of the trip. The attendance clerks will excuse students on the attendance sheets as per home school policy. Each student must return a waiver available in the office, signed by the parent or guardian before being accepted for any trip Field Trip Parent/Teacher Permission. When member district students are involved, field trips should be arranged during the 3rd through 7th weeks of each quarter and should be limited to Tuesdays, Wednesdays, and Thursdays. Employees are to pay attention to these times, because requests for special permission to schedule field trips at other times may not be honored.

OFF CAMPUS OUTINGS PROCEDURES:

1. Fill out Off Campus Outing form with all of the pertinent information.

2. Obtain immediate supervisor's signature for approval. Immediate supervisor will code the Bus Request.
3. Upon director's approval, the office will call a bus company to arrange transportation.
4. The employee will be given a copy of the P.O. confirming the field trip.
5. If field trip is to be cancelled, the employee must notify the bus company as soon as possible and also accounts payable to void the P.O.

Only employees who have participated in the Type III driver certification training and driver evaluation screening are allowed to drive district vehicles. Staff members are prohibited from using cell phones while driving a district vehicle.

The **Transportation Drug & Alcohol Testing Policy** is available on the school website.

Transporting students with a staff member's personal vehicle is not allowed.

PRINTING SERVICES

Short Runs (1-20 copies): Use the copy machine at individual sites. At the 401 Building, employees should make every attempt to use the large copier located in the copy center and not the main office copier. Employees should see their immediate supervisor with any questions regarding the use of the copier. Students are not allowed to use copy machines without employee permission.

Long Runs (20+ copies): Complete a Printing Form and place in the appropriate mailbox at the Main Office of the 401 Building.

Laminating is available through Central Duplicating. Please contact Patti Kellen for costs of these services.

PUBLICITY

Brochures, booklets, flyers, photography, video, social media posts, and more are available by request through the **Communications Work Order** system. Please submit requests **2 to 4 weeks** before you require the material. When requesting photography, ensure all students involved have a signed Media Permission Form.

Self-produced materials for marketing District classes, events, etc. are discouraged; all materials must follow specific brand guidelines to create a unified and consistent branding.

Any use of the logo (for promotional materials like t-shirts, posters, and pens) must be approved by the Communications Specialist, and the appropriate file will be provided to the printer for maximum quality. Contact Jennifer Bock, Communications Specialist (jboc@swmetro.k12.mn.us; 952-567-8116).

SEVERE WEATHER ANNOUNCEMENTS

In the event of inclement weather, staff, students and parents can opt-in to receive text messages, phone calls, and/or e-mails regarding school weather and emergency updates via the School Messenger system. Visit the School Messenger web page, located on the District website for information regarding the School Messenger system.

It may occasionally be necessary to close the school because of severe or inclement weather. Each program follows the lead of the school district they are located within. For example, the 401 Building will close when the Schools of Eastern Carver County (District 112) closes. If a two-hour late start is in effect, staff should make every effort to arrive as close as is safely possible to the regular starting time, even though the students will have a two-hour delay in arriving at school.

In case of a tornado or other weather alarm being given during the school day, students will be alerted by repeated blasts on the bell system. Staff and students are to move directly to the areas designated on the tornado evacuation routes that will be posted inside each classroom. Students are to remain quiet and calm during any emergencies that occur while school is in session. They are to move quietly to the designated areas of the building.

SOUTHWEST METRO VEHICLES

SouthWest Metro vehicles are to be used for the transportation of students. Any other use of these vehicles must have the pre-approval of the Superintendent.

SUPPLIES

The individual departments will order all supplies. Letterhead and printed envelopes will be ordered and can be obtained in the central offices of each site. District office supplies are only to be used for district purposes.

THEFTS

To maintain an accurate record of items that are lost or stolen, it is necessary that as soon as the loss is noted, it be reported to an immediate supervisor. To file a claim for possible replacement of merchandise, a police report and the case number assigned to it must be submitted to the insurance company. Contact the District Office for help or information.

III. RELATING TO STUDENTS

ACCIDENTS

In case of injury to a student, do not move the student or let the student move until the nature of the injury has been determined. An ambulance should be called if it appears that there may be a serious injury, such as a break or dislocation to an extremity. Remember to call 911. If you would like a second opinion on the decision to call an ambulance, contact your immediate supervisor or a director. Notify the appropriate office(s) as soon as possible in any injury situation. If the injury is not serious enough to require an ambulance, but may require medical attention, contact your immediate supervisor or a director.

Student Accident Reports must be completed for a student who has been injured. The report should be completed and signed by the instructor and also signed by any witnesses, a nurse (if the student saw a nurse regarding the injury) and a director. The parent's and student's home school should also be notified. Upon completion, the report should be forwarded to the District Office. NOTE: This report is for student accidents only. Employees who are injured should fill out an Incident Report.

ATTENDANCE REPORTS

The procedure for reporting attendance varies among programs. In addition, each resident school district has its own attendance policy. The director/coordinator of each program will make sure all employees follow specific procedures. SouthWest Metro has available an online attendance and grading system, Synergy. It is expected that staff, as designated, utilize this system for keeping attendance records.

CTE STUDENT REGISTRATION FORM

A CTE Registration Form must be completed for each student participating in CTE programming and must be on file.

CONFIDENTIALITY

Information you receive about students is considered private and shall only be shared with those staff members and parents who have a need to know. Likewise, information related to the district of employment of any other individual is also considered private and can only be shared with administrators and staff in the District who have a need to know. (Refer to **Policy 515: Protection and Privacy of Pupil Records.**)

DISCIPLINE

The District may be asked for specific information on students at any time; therefore, each incident or infraction must be documented by the instructor to insure that accuracy in reporting exists. **Any suspension is to be made only by an administrator.**

USE OF PHYSICAL FORCE

Using physical means as routine disciplinary action cannot and will not be condoned. All cases in which physical force is used are to be reported to administrators immediately. Reasonable force may be used when it is necessary, under the circumstances, to correct or restrain a student or prevent bodily harm or death to another. Employees may utilize aversive and deprivation procedures under specified conditions with parental consent.

DRESS

It is expected that students will dress in a way that is appropriate for school. While they have the right to individual expression and free speech, there may be articles of clothing that are inappropriate

for the classroom. If a student wears clothing that is offensive or represents a gang affiliation, the employee can ask the student to change to appropriate dress. A written description of the incident should be reported to their supervisor.

EXPULSION

Expulsion is an act of the governing board and will follow the **Minnesota Pupil Fair Dismissal Act.**

GRADING

The fundamental principle for evaluating student achievement is the measurement of student competency and the completion of the requirements of the course. The District has available for staff an online grading system, Synergy. It is expected that staff, as designated, utilize this system for keeping grade records.

HALL CONDUCT

Hall conduct is the responsibility of all employees. Employees should take a position near a door between classes so that they may observe the students' hall behavior.

MANDATED REPORTING

Minnesota State Law requires mandated reporting of known or suspected abuse or neglect to children and vulnerable adults.

WHO IS A MANDATED REPORTER?

A professional or person assigned to act on behalf of a professional engaged in the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, law enforcement, or clergy.

WHAT DOES A MANDATED REPORTER DO?

A mandated reporter has the responsibility to report any known or suspected abuse or neglect. If an employee knows or suspects that a child or vulnerable adult with whom they are working is or was abused (physically, mentally, and/or sexually) or neglected, they are to report it to the County Social Services:

Scott County Social Services: 952-445-7751

Carver County Community Social Services: 952-361-1600

WHO IS CONSIDERED A VULNERABLE ADULT?

A vulnerable adult is a person who cannot help him/herself if hurt or misused by others. This includes the mentally or physically impaired, the elderly, or any adult who has nowhere to turn if abused or neglected by his or her caregiver(s).

WHAT IS ABUSE?

Abuse is defined as any non-accidental physical, mental, or threatened injury inflicted on a child or vulnerable adult or any sexual contact or threatened sexual abuse or involvement in prostitution or sexual performance.

WHAT IS NEGLECT?

Neglect is defined as failure to provide a child or vulnerable adult with food, clothing, shelter, or medical care when able to do so or failure to protect a child or vulnerable adult from conditions or actions which imminently and seriously endanger a child's or vulnerable adult's physical or mental health.

MONEY

COLLECTION AND HANDLING OF / FROM STUDENTS

All money collected from students must have a numbered,

duplicate receipt issued to the student. All cash must be sent to the District office accompanied by a Cash Transmittal Form. Forms are available in the main office of each building or from that building's administrative assistant. No money is to be kept in desks or offices overnight. All checks received from students must be delivered to the District Office within 5 days of receipt. The District Office will give a numbered, duplicate receipt to all staff turning in money. The junior achievement model for operation of student businesses is permissible upon approval of the Superintendent.

SAFETY

Students who request to be excused for part of the school day must be excused by a parent/guardian, not by an employee. Employees are not to send students on errands that will take them off of school grounds. Employees cannot leave a class unsupervised at any time during the day. Employees are to be in, or adjacent to, their classrooms at the beginning of each class period.

SCHEDULE VARIANCES

Some member districts will periodically ask that students be held back for a school activity or, due to home school activities, will be on a different arrival and departure time. District employees must be flexible as short notices of such student plans often prevail. As soon as this type of information is available, it will be distributed.

TELEPHONE USE

Students should not use classroom telephones except in an emergency.

TRANSFER OF STUDENT BETWEEN PROGRAMS

Students may only be transferred between programs with the approval of the Student Services office.

IV. BOARD POLICIES

A complete list of board policies – including those being reviewed, revised, and adopted – is provided on the District website. All staff are responsible for reviewing and understanding all board policies.

HUMAN RIGHTS OFFICER

The Governing Board designates **Joyce Eissinger** as the District Human Rights Officer to receive reports or complaints of harassment or violence, hazing, bullying, and also responsible for coordinating Title IX and Section 504/ADA concerns. The Human Rights Officer may delegate investigations of complaints as deemed appropriate. If the complaint involves the District Human Rights Officer, the complaint shall be filed directly with the Superintendent.

JOYCE EISSINGER
792 Canterbury Road, Suite 211
Shakopee, MN 55379
952-567-8105
jeissinger@swmetro.k12.mn.us

DRUG AND ALCOHOL TESTING FOR TYPE III VEHICLE DRIVERS

Minnesota state law includes various regulations pertaining to the transportation of students. These regulations may include, but are not limited to, required certification training, background checks, safety equipment, safety procedures, etc. The Superintendent and his/her designee shall oversee and direct the transportation program.

The District reserves the right to request a Drug & Alcohol test of any Type III driver involved in an accident while operating a district vehicle. If the accident involves the loss of human life or if the driver receives a citation for a moving traffic violation arising from the accident which results in bodily injury or disabling damage to a motor vehicle, Drug & Alcohol testing of the driver is mandatory, in accordance with MN state statutes.

The complete [policy #709 - Transportation by School Vehicles](#) is available on the website.

GRIEVANCE PROCEDURE FOR FILING COMPLAINT, COMMENT, OR CONCERN

HARASSMENT & VIOLENCE, SECTION 504, TITLE IX

Any person who feels they have been inappropriately denied Section 504 or Title IX services, or have been a victim of religious, racial, sexual, or other forms of harassment or violence by a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate District official designated by this procedure. The District encourages the reporting party or complainant to use the report form available from the Administrator of each building or available from the administrative office, but oral reports shall be considered complaints as well. Nothing in this procedure shall prevent any person from reporting grievances or alleged acts directly to the District Human Rights Officer or the Superintendent.

REPRISAL

The District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial, sexual, or other forms of harassment or violence, or a grievance for Section 504 or Title IX services, or any person who testifies, assists or participates in an investigation, or

who testifies, assists or participates in a proceeding or hearing relating to such grievance. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

HAZING PROHIBITION POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the District shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.

The complete [policy #526 - Hazing Prohibition](#) is available on the District website.

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members and to guarantee an accurate record of data provided.

Each classroom teacher of a student with a history of violent behavior will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, notice will be given by the administration to other school staff members who have a legitimate educational interest.

The notice given to school staff must be in writing and must include the following: name of student, date of notice, the history of violent behavior, and a reminder of the private nature of all the data provided. The notice may include if appropriate: an explanation of what occurred in each incident, types of situations that might trigger violent behavior, successful strategies or interventions, and documents that the staff member may review to assist understanding of the student (e.g. IEP or 504 plan).

The complete [policy #529- Staff Notification of Violent Behavior by Students](#) is available on the District website.

USE OF PERSONAL EQUIPMENT

The District prefers that individuals do not bring their personal electronic devices for use in the District's schools. The District accepts no responsibility or liability for the loss, theft, or damage to the devices. Individuals who bring these items to school do so at their own risk.

APPENDIX 1

PAY DATES AND TIMESHEET PAY SCHEDULE

PAY DATES: Paydays for 2017-2018 occur semi-monthly (twice a month) on approximately the 15th of the month and at the end of each month. The first payday of the new 2017-2018 year is on July 15, 2017.

PAYROLL PAYMENTS: DIRECT DEPOSIT is required for all regular SouthWest Metro staff. Please contact the Payroll office at: 952.567.8111 to obtain a Direct Deposit Authorization form to have your pay directly deposited into your checking or savings account.

CUT-OFF DATES: All timesheets must be completed, submitted to your supervisor for signature and coding, and forwarded to Payroll by the cut-off date listed below. If a deadline is missed, that timesheet will not be paid until the following payday.

REMINDER! *** Please adhere strictly to these submission cut-off dates to ensure accurate, timely processing of the payroll. ***

Timesheets must be RECEIVED IN THE PAYROLL OFFICE by the cut-off date shown below to ensure employee is paid on time!

TIMESHEET-CUT-OFF DATE

PAY DAY (for this time period)

June 15, 2017	June 30, 2017
June 30, 2017	July 14, 2017
July 14, 2017	July 31, 2017
July 31, 2017	August 15, 2017
August 15, 2017	August 31, 2017
August 31, 2017	September 15, 2017
September 15, 2017	September 29, 2017
September 29, 2017	October 13, 2017
October 13, 2017	October 31, 2017
October 31, 2017	November 15, 2017
November 15, 2017	November 30, 2017
November 30, 2017	December 15, 2017
December 15, 2017	December 29, 2017
December 29, 2017	January 15, 2018
January 15, 2018	January 31, 2018
January 31, 2018	February 15, 2018
February 15, 2018	February 28, 2018
February 28, 2018	March 15, 2018
March 15, 2018	March 29, 2018
March 29, 2018	April 13, 2018
April 13, 2018	April 30, 2018
April 30, 2018	May 15, 2018
May 15, 2018	May 31, 2018
May 31, 2018	June 15, 2018
June 15, 2018	June 29, 2018

APPENDIX 2

MILEAGE/CLAIM FORM PAY SCHEDULE

2017-2018

All mileage/claim forms must be completed, submitted to your supervisor for signature(s) and coding and forwarded to Accounts Payable by the cut-off date listed below. If the deadline is missed, you will not be paid until the following month's Board Meeting.

REMEMBER! * Allow time for these steps. *****

Mileage/Claim forms must be RECEIVED IN THE ACCOUNTS PAYABLE OFFICE by the cut-off date!

Checks will be mailed the day after each Board Meeting.

CUT-OFF DATES

July 5, 2017

August 4, 2017

September 6, 2017

October 6, 2017

November 7, 2017

December 6, 2017

January 5, 2018

February 7, 2018

March 7, 2018

April 4, 2018

May 4, 2018

June 8, 2018

June 30, 2018

BOARD MEETING DATES

No July Board Meeting

August 15, 2017

September 19, 2017

October 17, 2017

November 21, 2017

December 19, 2017 - Tentative

January 16, 2018

February 20, 2018

March 20, 2018

April 17, 2018

May 15, 2018

June 19, 2018- Tentative

Fiscal Year End

**Follow IRS guidelines for mileage rate.
Submit mileage on a MONTHLY BASIS.**