

**Nett Lake Elementary
Employee Handbook
2014-2015**



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1. MISSION STATEMENT:

The Nett Lake School District is committed to providing meaningful learning opportunities that support and challenge the academic, social, emotional, and cultural development of students.

2. Staff Directory

Title	Name	Email	Ext.
Supt./Principal	Steven Thomas	stthomas@isd707.org	104
Business Manager	Christine Hampson	champson@isd707.org	103
Secretary	Beth Cook	bcook@isd707.org	101
Kindergarten	Debbie Jackson	djackson@isd707.org	121
1 st Grade	Laura Reinsch	lreinsch@isd707.org	126
2 nd Grade	Bonnie Anderson	banderson@isd707.org	127
3 rd Grade	Nicole Whitney	nwhitney@isd707.org	130
4 th Grade	Katy Long	klong@isd707.org	131
5 th Grade	Loretta Rankila	lrnkila@isd707.org	132
6 th Grade	Trish Sullivan	tsullivan@isd707.org	133
SLD/EBD	Lee Gillson	lgillson@isd707.org	128
Title I	Michelle Clines	mclines@isd707.org	129
ECSE	Terry Gilbertson	tgilbertson@isd707.org	118
School Counselor	Tara Fierke-Kleppe	Tara@isd707.org	112
Ojibwae	Harvey Thompson	hthompson@isd707.org	158
Para	Dana Erkkila	derkkila@isd707.org	
Para	Florene LaRoque	flaroque@isd707.org	111
Para	Michelle Rautiola	mrautiola@isd707.org	
Para	Cheryl Skraba	cskraba@isd707.org	105
Para	Cindy Szweduik	cszweduik@isd707.org	127
Para	Lisa Squires	lsquires@isd707.org	153
MN Reading Corps Member	Chantel Reynolds	cmcgleno@isd707.org	
IHSL	Julie Whiteman	jwhiteman@isd707.org	156
Am. Indian Tutor	Kevin Villebrun	kevinvillebrun@isd707.org	
Head Cook	Joan Whiteman	joanw@isd707.org	151
Cook Aide	Shelley Strong	ssstrong@isd707.org	151
Head Custodian	Ken Villebrun	kvillebrun@isd707.org	150
Custodian	Donald Chosa	dchosa@isd707.org	150
Part-time custodian	Ronald LaRoque	george@isd707.org	150
Bus Driver	Ronald LaRoque	george@isd707.org	
Bus Driver	Tom Burnett	tburnett@isd2142.k12.mn.us	
Consultant	Myra Thompson		

3. BULLYING

Bullying is not tolerated in the Nett Lake School. Bullying means any repeated behavior, action or pattern of interaction that makes another person feel intimidated, fearful or threatened. There are three types of bullying behavior: verbal, which includes such things as name calling teasing, unkind notes, etc.; physical which includes hitting, shoving, etc.; and psychological, which includes blackmailing, extorting, spreading rumors, etc. If, upon investigation, it is determined that bullying behavior exists, there will be consequences as prescribed by School Board Policy 514-Bullying Prohibition.

4. CHILD ABUSE REPORTING

If a staff member suspects that a child has been physically or sexually abused, he/she must immediately report this to the proper authorities and inform the Superintendent.

5. COMMUNICABLE DISEASE INFORMATION

Please notify the school if your child appears to have any of these diseases, and confirm the diagnosis with your doctor: Chicken Pox, German Measles, Infectious Hepatitis, Measles, Mumps, Strep Throat, Pink Eye (Conjunctivitis), Impetigo, Head Lice, Ring Worm, Scabies, Tuberculosis (TB), Pertussis

6. CONFERENCES

Parent/Teacher conferences are held in the Fall and Spring. These conferences are scheduled to enable each parent to have a 15- minute conference with their child's teacher. If there is a need for additional conference time, another period can be arranged which is convenient for parents and teacher. **Parents are encouraged to communicate with teachers at any time there is a question or concern.**

7. CURRICULUM REVIEW:

In accordance with the guidelines from No Child Left Behind, you have the right to review the curriculum we teach your child.

8. DISCIPLINE POLICY

Policies have been established by the Nett Lake School District whereby, if violated, a student is subject to suspension, expulsion, exclusion, and/or referral to civil authorities for:

- Disruption of School.
- Damage or destruction of school property.
- Damage or destruction of private property.
- Assault on a school employee.
- Physical abuse of a student or other person not employed by the school.
- Possession of weapons and dangerous instruments.
- Possession, use, transmission, or under the influence of alcoholic beverages or any controlled substance.
- Failure to comply with directions of school personnel at school or an activity sponsored by the school.
- Repeated violation of rules and regulations.

9. DISCRIMINATION POLICY

It is the policy of the Nett Lake School District to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time under any education program or activity operated by the District for which it receives federal financial assistance.

10. DRUG/WEAPON FREE ZONES

Minnesota Statutes 152.021-152.023 and 609.66 relate to law enacted by Minnesota Legislature declaring areas surrounding schools as Drug and Weapon Free Zones. Anyone engaged with possessing or selling drugs or caught possessing; using or recklessly handling anything considered a dangerous weapon in these zones is guilty of a felony and subject to prosecution.

11. EMERGENCY DRILLS

Nett Lake School District has put together a Crisis Management Plan that complies with the mandates of the State of Minnesota. We have put a crisis management team in place that will oversee the training and drills that take place each year. Listed are the drills that take place annually:

Fire Drill	5 per year
Tornado Drill	1 per year
Lock-Down Drill	5 per year
Campus Evacuation	1 per year

12. HARASSMENT AND VIOLENCE

It is the policy of the school district to maintain a positive learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence. 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 and race as defined by school district policy. Additionally, the school district will act to investigate all complaints, either formal or informal, verbal or written, or religious, racial 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. See School Board Policy 413 for additional details.

13. HAZING

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person. This includes physical activities and any activity that intimidates or threatens the student with ostracism, mental stress, embarrassments, shame or humiliation. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. The School District will act to investigate and will discipline or take appropriate action. (Refer to district policy #526)

14. INTERNET USE BY STUDENTS

Each student will be allowed access to the Internet only if the necessary permission slip is signed and returned to school each year. If the terms of this policy are violated, a student may temporarily or permanently lose computer privileges. (Refer to district policy #524)

15. NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

Teachers and other appropriate school staff will be notified if a student with a history of violent behaviors is placed in their classroom. The Superintendent/Principal will inform parents/guardians of the student that notification will be given to the teacher and appropriate school staff. The parents/guardians have the right to review the records and challenge what is documented.

16. PLEDGE OF ALLEGIANCE

Under Minn. Statute 121A.11, "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so". Students must respect another person's right to make that choice.

17. PESTICIDE/HERBICIDE APPLICATIONS

Minnesota State law requires School Districts to notify parents/guardians if pesticide/herbicide applications are applied on school property. If you would like additional information please contact Ken Villebrun at 757-3102, regarding what pesticides are used, the schedule of pesticide applications and the long-term health effects on children.

18. RETENTION POLICY

In general, children will be placed at the grade level to which they are best adjusted academically, socially and emotionally. They will usually progress annually from grade to grade, spending one year in each grade. Some children may profit by staying another year in the same grade. The prime consideration for such retention shall be the maturity level of the child. The school staff that work with the child will make the determination. They will consider both subjective and objective data in making such determination. In such cases, the parent or guardian shall be consulted in advance, although the final decision shall rest with the school authorities.

19. SCHOOL CLOSINGS

In case of extremely severe weather conditions, school closings or delayed school openings will be announced through the Instant Alert System and broadcasted on local radio and television stations. The first consideration is the health and safety of the child. It is the policy of the Nett Lake School to recognize the right and responsibility of the parents in the matter of school attendance on extremely cold days.

In case of an emergency, parents/guardians should always have an alternate plan in place of where his or her child should go if no one would be home. Students need to be informed of the alternate plan.

20. SECURITY IN THE SCHOOL

All parents and visitors to the school are required to sign in at the office and receive a visitor sticker upon entering the building. Please enter through the front lobby doors only. All other doors are locked during the school day. Parents who have specific concerns about their child's safety are encouraged to talk with the principal about the guidelines.

21. TOBACCO PRODUCTS PROHIBITED IN PUBLIC SCHOOLS

The 1992 Legislature enacted M.S. 144.4165, Sec. 3, which prohibits tobacco products in public schools. The language specifies that, "No person shall at any time smoke or use any other tobacco product in a public school, as defined in section 120.05, subdivision 2. This prohibition extends to all facilities, whether owned, rented or leased and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition does not apply to a technical college." This legislation is effective August 15, 1993. Any person who violates M.S. 144.4165 is guilty of a petty misdemeanor.

22. VOLUNTEERING

Parents and community members are encouraged to volunteer in our school. There are unlimited opportunities to get involved. Talk with your child's teacher if you are interested. Volunteers are essential for PAC and family events and are used to assist with special school activities. Volunteers are also needed to work with individual students and small groups of students especially in areas of basic literacy. You are also encouraged to become involved in our school through the shared decision making process. **Each volunteer will be required to pass a mandatory criminal background check as a security precaution for our students. The office secretary will assist you with this process.**

23. WEAPONS

Nett Lake School supports a Zero Tolerance Policy regarding weapons on school property. Bringing weapons to school could lead to suspension and/or expulsion according to Nett Lake School District Policy. Students must not bring guns, knives/blades or other potentially dangerous articles to school. Parents will be informed and the police may be involved. Replicas or toy weapons are also included in this ban.

24. PERA INFORMATION

- Member Services: 1-800-652-9026 or 651-296-7460
- Web Site: www.mnpera.org
- 60 Empire Drive Suite 200 St. Paul, MN 55103-2088

25. TRA INFORMATION

- Member Services: 1-800-657-3669
- Web Site: www.tra.state.mn.us
- 60 Empire Drive Suite 400 St. Paul, MN 55103

26. INSURANCE INFORMATION

- a. HEALTH:
BLUE CROSS AND BLUE SHIELD OF MINNESOTA
Customer Service: 1-800-232-1383 or 218-722-3371
Group Number: DL037-ZA
30-day probationary period before enrolled.
- b. DENTAL:
AMERITAS
Customer Service: 1-800-487-5553
www.ameritasgroup.com
Group Number: 10-28833-1
- c. LIFE & DISABILITY
MADISON NATIONAL LIFE
Customer Service: 1-800-443-6011
Group Number: 017244

27. PAYROLL INFORMATION

Employees will be paid on a bi-weekly basis. Checks will be available at 8:00 a.m. on pay day.

Time Cards are due every other Wednesday by 12:00 p.m.

Contract Employees: ANY REQUEST FOR PAY ABOVE AND BEYOND YOUR CONTRACTED AMOUNT MUST BE APPROVED BY THE SUPERINTENDENT/PRINCIPAL. PLEASE HAVE THE SUPERINTENDENT/PRINCIPAL SIGN YOUR GREEN PAYROLL REQUEST FORM. THANK YOU.

Hourly Employees: ANY REQUEST FOR PAY OF ADDITIONAL HOURS MUST BE APPROVED BY THE SUPERINTENDENT/PRINCIPAL. PLEASE HAVE THE SUPERINTENDENT/PRINCIPAL INITIAL THE HOURS ON YOUR TIMECARD. THANK YOU.

PAYROLL CHECKS WILL NOT BE ISSUED EARLY UNLESS THE SUPERINTENDENT HAS GIVEN PRIOR APPROVAL. CHECKS CAN ONLY BE PICKED UP BY THE EMPLOYEE UNLESS THE OFFICE STAFF HAS BEEN NOTIFIED OTHERWISE.

Leave slips should be completed for any time you are absent from work. (i.e. staff development, sick/personal leave, vacation, and leaves without pay)

28. PURCHASING PROCEDURES

Requisition forms are available in the office (old purchase order form). **Please fill out completely all requested information.** The completed requisition should be submitted to the Business Manager for processing a purchase order. The Business Manager will submit the purchase orders to the Superintendent/Principal for final approval. Once the purchase order has been signed (by Superintendent/Principal) the items may be ordered.

IF YOU HAVE BEEN TRAINED FOR ONLINE ORDERING PLEASE USE THIS METHOD FOR ORDERING. THANK YOU.

Reminder:

If you go directly to the store and they issue you a copy of the receipt, you must return the receipt to the office to make sure it is processed for payment.

A purchase order is also needed for repairs, services, subscriptions, etc.

NO MATERIALS MAY BE PURCHASED WITHOUT A PURCHASE ORDER AND PRIOR APPROVAL.

29. RECEIVING MATERIALS

When materials are received they will be unpacked and checked in by the secretary. Materials will then be delivered to the employee or they can be picked up in the office. If you receive items that have not been unpacked please mark on the packing slip what was received and return the packing slip to the office.

30. EXPENSE CLAIM POLICY

- a. **MILEAGE:** Reimbursed at the rate of \$0.56 per mile.
- b. **LODGING:** Reimbursed at the rate for single occupancy unless sharing a room with individuals that qualify for expense reimbursement. Prior approval from the Superintendent/Principal is needed for all lodging reimbursement. A purchase order is required if the hotel will accept one to reserve the room. Receipts must be turned in to qualify for reimbursement.
- c. **MEALS:** \$65.00/day for one full day (overnight stay-no receipts)
 - 1. Breakfast \$15.00--Work assignment between 6:00 a.m.-11:00 a.m.
 - 2. Lunch \$20.00—Work assignment between 11:00 a.m.-6:00 p.m.
 - 3. Dinner \$30.00—Work assignment between 6:00p.m.-midnight
- d. **MISCELLANEOUS:** Includes registration fees, parking fees, etc., paid by the employee. A receipt is required for reimbursement of these expenses.

The start and end of a trip will be jointly determined by the Superintendent and traveling employee. Per Diem will be paid accordingly. Unforeseen circumstances, which may extend the trip, will result in additional per diem paid at the end of a trip. However, the Superintendent must approve the reason for the extension before additional per diem is paid.

Travel not requiring an overnight stay will not receive advance payments, but will be reimbursed for actual meal receipts and mileage. However, meal reimbursement cannot exceed amounts as listed above.

31. WORKSHOP/TRAVEL CLAIM PROCEDURE

- a. **FILL OUT PROFESSIONAL DEVELOPMENT REQUEST FORM.**
Registration Form/Agenda and Leave Slip must be attached. See Appendix for form.
- b. **REGISTRATION:** Approval signature required on professional development request form before registering for any professional development meeting/workshop.
- c. **TRAVEL:** Fill out professional development request form. See Appendix for form.

32. HEALTH AND SAFETY

The Nett Lake Safety Committee will meet on a quarterly basis. Safety concerns should be brought to the attention of the Superintendent to be reviewed at the committee meeting.

33. ACCIDENTS AND INJURIES

All injuries must be reported to the office immediately. An accident report form must be filled out and turned in to the office the day of the accident.

PLEASE HELP MAINTAIN A SAFE ENVIRONMENT FOR EVERYONE.

34. SCHOOL VEHICLE USE

- Anyone driving a school bus/van must have a valid Minnesota driver's license and a copy must be on file with the school district.
- If you are hired specifically for transporting students you need to have a D.O.T. physical examination on file and will be subject to employers drug/alcohol testing.
- Buses and vans are not to be used for personal use at anytime or kept at home unless special provisions are made with the superintendent/principal.
- Anyone using a bus/van must get prior approval from the superintendent/principal.
- Transportation will only be provided for Nett Lake School sponsored activities.
- Drivers will be responsible for returning the bus/van with clean interior. (No food garbage or pop containers)
- A "Request for Transportation" form must be filled out prior to vehicle use. Form is located in policy appendix.

35. CATEGORIES OF EMPLOYEES & WORK SCHEDULE

A. Seasonal Employees: Work nine months and follow the same start and end date as classroom teachers. They may be scheduled for up to 8 hours per day between the hours of 6:00 a.m. and 4:30 p.m. [Seasonal employees are classroom aides, special education aides, cooks, bus drivers, and other staff assigned to this category.]

- a. Cook works 8 hours a day, 6:00 a.m. - 2:30 p.m.
- b. Cook Aide works 4 hours a day, 10:00 a.m. - 2:00 p.m.

* Cook and Cook Aide will have separate holiday schedule - see page 16.

B. 12 Month Employees: Work 52 weeks.

- a. Secretary works 8 hours per day between 7:30 a.m. and 4:00 p.m.
- b. Custodians work 8 hours per day. Hours are assigned by the superintendent between 6:00 a.m. and 6:00 p.m.

Other:

A. Indian Home School Liaison works 42 weeks for 7 hours per day between 8:00 am & 3:30 pm. The work schedules start two weeks prior and two weeks after the school year.

- * All staff:
 - a. Have a duty free lunch period lasting 30 minutes
 - b. Will leave 1/2 hour early on Friday or the day prior to a holiday.
 - c. Will have summer hours scheduled by the superintendent.

** Staff employed who work less than 29 hrs. a week are considered part-time.

Salary checks will be issued bi-weekly, (every other Friday). Checks will be mailed out if not picked up in the office by 4:00 p.m. on payday. Checks will not be available before the end of the workday on respective paydays. This however, may be waived at the discretion of the Superintendent. If leave is being taken on payday, a request must be approved 24 hours in advance.

B. BUS DRIVERS:

Properly licensed bus drivers will be paid at the regular bus drivers' salary when transporting students. Bus drivers will be paid from the time they get behind the wheel of the bus to the

time the bus is parked at the end of the trip. **Exception:** On overnight trips the bus driver will be paid for a maximum of ten (10) hours per day.

C. SALARY INCREASE

All non-certified personnel will be considered for a pay increase every two years to cover the biennium. Any increases are contingent upon satisfactory evaluation by supervisor. Anniversary dates of all non-certified staff will be July 1st of each new fiscal year. First year employees will not be eligible for the retroactive pay increase. Employees who have subbed for 1 year continuously will be eligible for retroactive pay from September 1st.

D. LONGEVITY BENEFIT

Employees with 5 years of continuous service in the district will receive 1% longevity at the end of the school year. Employees with 10 years of continuous service in the district will receive 2% longevity at the end of the school year. Employees with 15 years of continuous service in the district will receive 3% of their current year salary as longevity pay. Employees with 20+ years of continuous service in the district will receive 4% of their current year salary as longevity pay. Continuous service is not considered broken by unrequested leaves of absence, childcare leave, medical leave, or military leave. Longevity compensation will be paid before June 30th each year.

District Match for 403b Plan:

District match for 403b Plan for non-certified employees will be eligible for a 403b match up to \$300.00 per year. Employees must complete one year of employment before they are eligible.

E. CONVENIENCE DAYS:

Each employee at the rate of one-half day per month will earn convenience days. Therefore, nine (9) month employees earn 4.5 days per school year, ten (10) month employees earn five (5) days, eleven (11) month employees earn 5.5 days and twelve (12) month employees earn the maximum of 6 days.

An employee will be paid for earned convenience days that remain unused at the time of termination. Permission to use convenience days must be requested from the Superintendent at least one day in advance. Failure to request prior approval will result in leave without pay and/or disciplinary action. Each year as of June 30, employees may carry over a maximum of four (4) days. An employee with more than four (4) convenience days as of June 30 of each year will be compensated at their current rate of pay for each of those unused convenience days in excess of the four carryover days if they remain unexpended. However, employees that have had three (3) continuous years of services with the district will be credited with their respective number of convenience days at the beginning of their work year. Part time employees who work 20 hours per week will receive 1.5 days prorated personal leave per year.

F. SICK LEAVE:

Sick leave will be earned by each employee at the rate of one day per month according to each employee's work year, and can accumulate up to a maximum of one hundred-twenty (120) days. However, employees that have had three (3) continuous years of service with the district will be credited with their perspective number of sick days at the beginning of their work year. If sick leave days used exceeds the number of days earned, those additional days will be regarded as leave without pay. Sick leave shall be used for personal sickness, bereavement, staying home to care for sick children, and/or immediate family appointments, doctor, dental, eye, etc. **Immediate family is defined as: spouse, child, brother, sister, parent, grandparent, grandchild, or a person living in the same household as the**

employee. A person on sick leave will notify the school secretary, or superintendent at the beginning of that individual's work day, or sooner, of said leave, or will be subject to leave with-out pay.

Part-time employees who work 20 hours per week will receive 3 days pro rated sick leave per year.

Sick leave absences exceeding three (3) days must require a written verification by a licensed medical doctor before being approved.

G. SEVERANCE PAY FOR UNUSED SICK LEAVE:

Employees that have had a minimum of 15 consecutive years of employment with the School District will be entitled to a cash severance pay determined by the employee's daily rate of pay at the time of resignation and/or retirement times the number of accumulated sick leave days applied. The employee may apply any number of his/her accumulated sick leave days up to a maximum of one hundred twenty (120) days. The number of unused days, as determined above, can be used to pay the retired employee's or spouse's hospitalization insurance premiums as an alternative to a cash severance pay. Such premiums will be paid until the total amount is exhausted or until the school district and retired employee mutually agree to a cash severance for the balance remaining. The severance pay will be paid in a lump sum upon resignation and/or retirement.

H. BEREAVEMENT:

Up to five (5) days shall be allowed. These days can be deducted from sick leave, vacation or convenience days, (whichever the individual has available for his/her use), for death in the employees and/or spouses immediate family. Additional days may be granted at the discretion of the Superintendent depending on the circumstances. **Members of the immediate family of the employee is defined as; spouse, child, parent, brother, sister, or other relatives living in the same household as the employee.**

I. COMMUNITY EMERGENCY LEAVE:

Any non-certified staff member currently belonging to the Bois Forte Ambulance or Bois Forte Fire department may respond to and participate in the community **emergencies** without loss of pay or leave time. Meetings do not constitute emergencies.

J. JURY SERVICE

Any employee who is called to serve jury duty for municipal, tribal, county, or federal court shall be provided leave with pay for each day of jury duty service. The employee shall notify the School District of the dates of pending absence as soon as possible following notice of jury duty but in no event later than one-week prior commencing jury duty service.

K. FAILURE TO REPORT TO WORK:

Employees are required to report to work timely and coherently. Failure to do so will result in serious reprimand or dismissal. Reprimand or dismissal steps:

1st Offense: Verbal reprimand and pay deduction for time missed.

2nd Offense: Pay deduction and corrective action. If offenses are known to be related to chemical abuse, the employee must receive a chemical dependency evaluation prior to returning to work.

3rd Offense: Pay deduction and termination. If offense is related to chemical abuse, the individual must follow through with the chemical dependency evaluation recommendations. If he/she fails to do so, termination of employment will result.

If an employee can not get to work because of weather conditions which may endanger their lives they will not be expected to report to work. The day may be charged to convenience time if employee calls in prior to the start of the school day.

L. GRIEVANCES:

All employee grievances must be in writing and must first be brought to the attention of the Superintendent. The Superintendent will respond in written form within ten (10) working days to the grievant. If the grievant is still unsatisfied with the superintendent's decision, the matter will be brought before the school board. School Board decisions are final.

M. TRAVEL AND PER DIEM:

All travel and per diem allowances must receive prior approval by the Superintendent, and must follow the School Board's policy on travel. Mileage and license fees will be paid for an employee renewing their bus driver's licenses.

N. OVERTIME:

Overtime and compensatory time will be allowed at the discretion of the Superintendent and **MUST** have prior approval. Compensatory time will be credited hour for hour. **Compensatory time earned must be taken within two weeks.** If the employee wishes to use his/her compensatory time earned beyond the two weeks, a written request must be submitted for board approval. In regard to custodians, if all attempts to secure a substitute have been exhausted, and one of the other custodians has been called to work above his/her regular work day, he/she shall be compensated time and a half for the extra hours he/she has put in.

O. VACATION:

Vacation time will be granted to annual employees only. After the first and second years of continued employment with the district, the employee will be granted a vacation of ten (10) working days. The third consecutive year, and each year thereafter, will be held to a maximum of fifteen (15) working days.

Vacation days will be prorated according to when an employee begins or ends his employment in reference to the beginning of the work year date of July 1. Use of vacation time must receive prior approval by the Superintendent. After three (3) years of continuous employment with the District vacation time will be credited to the employee at the beginning of the year and can be drawn up on as needed, however, employees for whom a substitute is required (custodians, bus drivers) must take vacation during the summer months when school is not in session, or at the discretion of the Superintendent.

P. HOLIDAYS:

a. Seasonal Employees

Nine-month employees will receive the same ten (10) paid holidays as the certified staff. These days classified as holidays are:

Labor Day	President's Day
Thursday MN Ed Prof. Conference	Thursday before Easter
Friday MN Ed Prof. Conference	Good Friday
Thanksgiving	Easter Monday
Friday following Thanksgiving	Memorial Day

b. Twelve month and Other Employees

These employees will be granted twelve (12) holidays per year. Those days classified as holidays are:

Fourth of July	Christmas Day	Easter Monday
Labor Day	New Year's Day	Memorial Day
Thanksgiving	Martin Luther King Day	
Friday following Thanksgiving	President's Day	
Christmas Eve	Good Friday	

c. Cook and Cook Aide

These employees will have the following paid holidays:

Labor Day	Christmas Eve	Easter Monday
Thanksgiving	Christmas Day	Memorial Day
Friday following Thanksgiving	New Year's Day	
President's Day	Good Friday	

Holiday pay for part-time employees will be prorated according to hours worked.

One employee per holiday will be allowed to take a personal day preceding or following a holiday or vacation with prior approval of the Superintendent.

Q. RESIGNATION:

An employee terminating service with said district must give a two (2) week written notice.

R. PROFESSIONAL ADVANCEMENT

All non-certified personnel will receive a one time additional compensation for each college credit earned with a passing grade of "A", "B", or "C". The compensation schedule is as follows:

Community College Credit	-	capped at \$150.00 per Credit
4 Year College Credit	-	capped at \$300.00 per credit

Reimbursement will be granted after documents have been provided stated all other financial assistance has been exhausted.

A transcript of the college credit must be on record in the personnel file of the employee. Credits will be honored with completion of each semester of a maximum of twelve (12) in one year. **All credits must be job related and receive prior approval of the Superintendent.**

S. GROUP INSURANCE

Group insurance for non-certified staff will be the same as it is for the teacher staff (Article VII of the Master Agreement Between the Nett Lake Teachers Education Association and Independent School District No. 707).

Section 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contributions: A non-certified employee is eligible for School District contributions as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all district contribution shall cease except that a teacher who has completed a full duty year shall be eligible for twelve month's contribution. The family of a non-certified employee, who has terminated employment in the district for reasons other than termination for cause under Minnesota Statute Chapter 125, may continue in the group if allowed by the carrier and if premiums therefore are paid to the district in advance by bank draft or certified check.

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the insurance benefits provided in this article shall continue throughout the balance of the school year.

Section 4. Eligibility: Full benefits provided in this Article are designed for full-time employees, as defined by P.E.L.R.A. Part-time employees shall be eligible for partial benefits proportional to the extent of their employment, and as allowed by the carriers.

Section 5. Health Insurance: The District shall pay 90% and the employee will pay 10% of the premium for health care insurance for full-time employees and their eligible dependents in the years 2013-2015. The District shall pay 100% of the premium for health insurance for those employees selecting single coverage. Part-time employees and their dependents will be provided for as stated under Section 4 of this Article. The district will reimburse the employee for out of the pocket maximum cost (does not include prescription drug copays) per calendar year when it exceeds \$500 per person per calendar year and \$1000 per family per calendar year. The district will cover the second \$500 per person per calendar year and the second \$1000 per family per calendar year. These deductibles represent office visit co-pays, and co-insurance. The employee must furnish proof of payment for reimbursement.

Section 6. Dental Insurance: The District shall pay the premium for dental care insurance for full-time teachers and their eligible dependents and for part-time teachers and their dependents as provided under Section 4 of this Article.

Section 7. Long Term Disability: The District shall contribute fifty percent (50%) of the premium for long term disability insurance for full-time teachers and for part-time teachers provided under Section 4 of this Article. The disability policy provided shall contain a 60-calendar day waiting period before benefits under the policy need be paid. (See insurance carrier policy book)

Section 8. Short Term Disability: The School District shall have available short-term disability for such full-time and part-time teachers as provided under Section 4 of this Article. A teacher requesting to participate in a short-term disability insurance coverage program will pay 100% of the premium. Should the School District pay the teacher's short term disability premium, eligible benefits will be received by the School District to help offset the cost of substitute's salary.

Section 9. Accidental Death and Dismemberment: The School District shall pay the premium for a group accidental death and dismemberment policy with a benefit amount of twenty five thousand (\$25,000) for each full-time teacher and part-time as provided under Section 4 of this Article.

The carrier shall pay the policy benefits to such beneficiary or beneficiaries designed by the teacher or to the teacher's estate. (See insurance carrier policy book)

Section 10. Term Life Insurance: The District shall pay the premium for a group term life insurance with a benefit amount of Fifty thousand dollars (\$50,000) for each full-time and part-time employee as provided under Section 4 of this Article.



DISPUTE FORM:

EDUCATION FOR CHILDREN AND YOUTH WHO ARE HOMELESS

PARENT, YOUTH or ADVOCATE APPEAL TO THE MINNESOTA DEPARTMENT OF EDUCATION

First contact the state Homeless Education Coordinator by telephone or email to report a barrier to the enrollment, attendance or education success of a student who is homeless. Then use this page to describe the problem or use another format and provide the same information. Attach the file to an email to Minnesota Department of Education (MDE).

State McKinney-Vento Homeless Education Contact:

Roberto Reyes, State Coordinator
McKinney-Vento Homeless Education
Minnesota Department of Education
1500 Highway 36 West,
Roseville, Minnesota 55113
Email: roberto.reyes@state.mn.us
Telephone: 651-582-8302

Person Contacting MDE:

Position/Role:
Telephone and Email:
Date:
Student Initials (Use initials for student(s)/family privacy):
Gender, Age/Grade:
School and School District or Charter:
Problem:

What happened when?

Have you talked to or met with the school?
When, with whom, what did they say?

Date:

Who was involved?
What did they say or what happened?

What has taken place to resolve the problem?

Date:
Who was involved?
What happened?

Parent/Advocate/or Youth Signature:

(To expedite the filing of a dispute, verbal consent may be necessary. Document to whom, when, how consent is given. Follow with an actual signature.)

Copy of dispute form given to Parent/Youth:

I agree the information on this report is correct. I grant permission to share the information with the state education agency to address the enrollment, attendance or education services and supports for my child. _____

Date/Contact:

MDE Follow-up:

Dispute information shared with the School/District:
Gather data:
Inform Intra-agency Team:
Resolve:

Upon notice of a dispute, MDE notifies the school/school district and provides all information available. The school district is asked to provide MDE with information provide listed on the School/School District form and any other relevant factors, information or steps taken.

MDE 10/2012

Policy Appendix

Nett Lake School Request for Transportation

<u>DATE OF REQUEST</u> *	
DATE OF TRIP *	
PERSON REQUESTING *	
GROUP	
DESTINATION *	
TYPE VEHICLE (BUS/SUBURBAN) *	
NUMBER OF PASSENGERS *	
SPECIAL NEEDS (LIFT)?	
START LOCATION *	
DEPARTURE TIME *	
DEPART FROM LOCATION *	
RETURN TIME (Estimate) *	
PROGRAM BUDGET CODE *	
Alternate Funding Source Name: Full Address: Phone:	
APPROVAL BY: NAME ADMINISTRATOR Date	
Total cost estimate \$ 1.20 per mile \$17.00 per hour	
List of drivers (valid drivers' license needs to be on file for each driver before transporting students)	
TRANSPORTATION DEPT CONFIRMATION	Date: Signature:
Actual Total Cost	

Please fill this form out and submit it to office a minimum of 2 days prior to the trip date. * **MUST BE COMPLETED PRIOR TO APPROVAL**

Staff Development Request Form - Overnight Trip

Employee Name: _____

Workshop Requesting to Attend: _____

Date: _____

Time: _____

(Please Attach copy of registration form & submit to Steve Thomas, Supt./Princ.)

Approval Signature: _____

Once approved please submit the following with a copy of the completed registration form & leave slip

Registration fee: \$ _____

P.O. Check
Please circle type of pmt.

Employee Signature _____ Date _____

Mileage: _____

Perdiem amt:		<u>Date</u>	<u>Amount</u>	
Breakfast	\$15.00	Day 1	_____	
Lunch	\$20.00	Day 2	_____	
Dinner	\$30.00	Day 3	_____	
Total	\$65.00	Day 4	_____	Total
		Day 5	_____	_____

Hotel: _____

P.O. Check
Please circle type of pmt.

Attach reservation confirmation including dates

Staff Development Request Form - Day Trip

Employee Name: _____

Workshop Requesting to Attend: _____

Date: _____

Time: _____

(Please Attach copy of registration form & submit to Steve Thomas, Supt./Princ.)

Approval Signature: _____

Once approved please submit the following with a copy of the completed registration form & leave slip

Registration fee: \$ _____

P.O.

Check

Please circle type of pmt.

Employee Signature

Date

Upon returning from workshop please submit mileage and meal receipts on pink sheet.

ACCIDENT REPORT

1. GENERAL INFORMATION

Employee Name	Empl #	Sex	Date of Birth	Job Title
Facility	Department	Date & Time of Accident		am pm
Exact Location of Accident	Job Being Performed		Date Injury Reported	

2. DESCRIPTION OF INJURY/ILLNESS

Type of Accident	<input type="checkbox"/> 1st Aid	TREATMENT
Type of Injury		Physician _____
Part of Body		Clinic _____ Hospital _____

Damage to Property or Equipment:

3. DESCRIPTION OF INCIDENT (What happened and how did it happen?)

Statement of Employee Involved

Statement of Witness(es) _____

4. ANALYSIS (What caused the incident? Why did it happen?)

Primary Cause

Contributing Factors

5. PREVENTATIVE/CORRECTIVE ACTION (State what will be done to prevent recurrence.)

Immediate Action

Who is Responsible	Completion Date(s)
_____	_____

Long Term Action

Who is Responsible	Completion Date(s)
_____	_____

Investigated By: _____ Date: _____ Reviewed By: _____

