

**Isanti Community Schools
Staff Handbook**

2021-2022

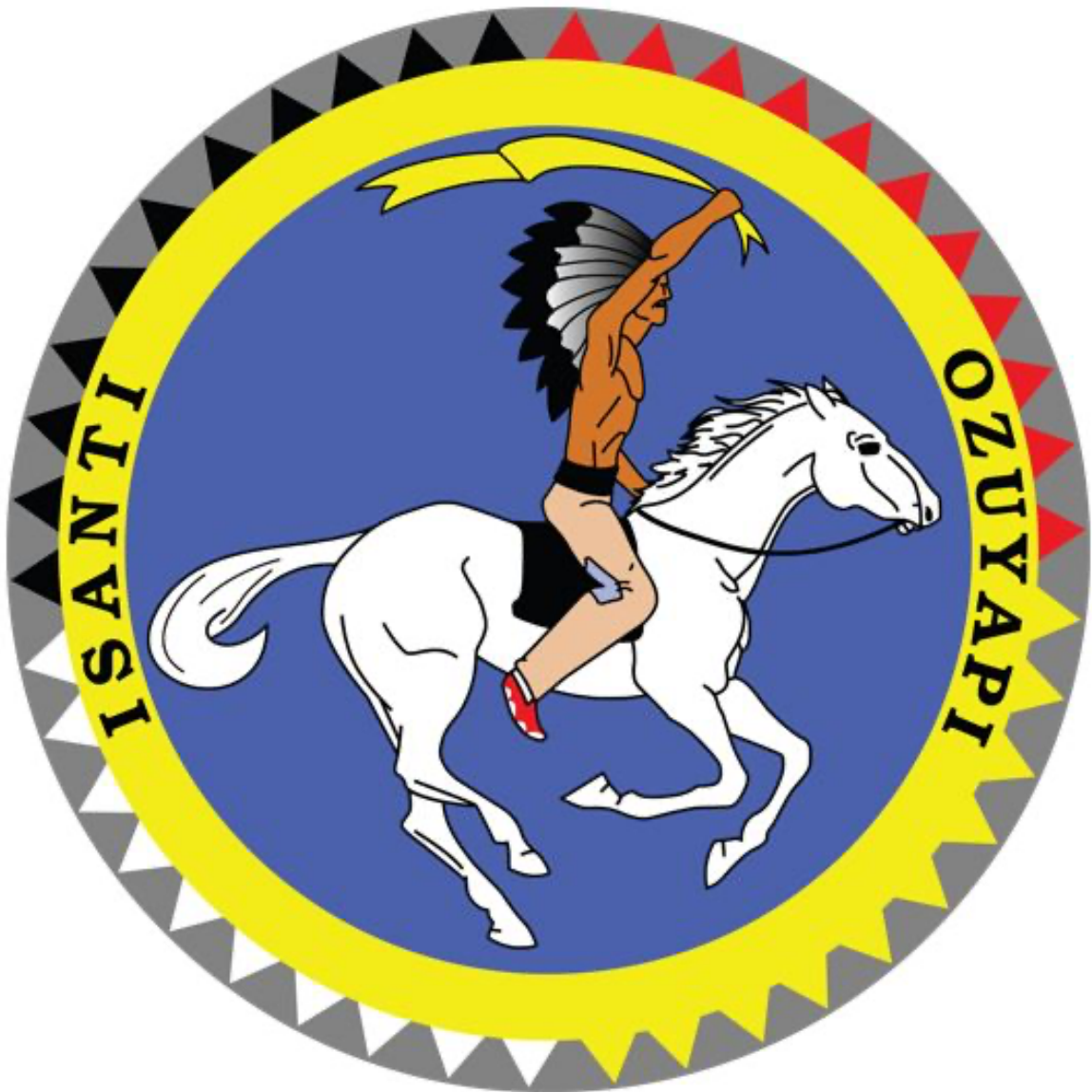


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Intent of Handbook

Welcome to Isanti Community Schools. This handbook is to be used by staff members and other certificated staff to obtain general information about Isanti Community Schools and to serve as a guide to the District's policies, rules and regulations, benefits of employment and performance expectations. References to "staff members" are intended to apply to all staff members, including certificated staff, and administrative staff to the extent the handbook deals with professional expectations and conduct.

Staff members are expected to become familiar with this handbook, becoming knowledgeable of the information contained in it. Although the handbook is detailed and specific on many topics it is in no way covers every situation and circumstance that may arise. This handbook is meant to supplement other documents that deal with your employment, such as the Master Contract and the policies and regulations of the Isanti Board of Education.

This handbook does not create a "contract" of employment. Staff members positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

Mission:

Santee cares for students through career exploration, cultural growth, character development and community involvement.

Vision

Santee Community School ensures all students are prepared to be successful members of society.

Warrior Cardinal Virtues

We express our learning through the belief in the four Cardinal Virtues

- “Woksape” – Wisdom- Do Our Best At Learning
- “Woohtka”- Bravery – Stand Up For The Right Thinking
- “Wowacintanka” – Fortitude -Keep Trying
- “Wacantognaka” – Generosity – Help Others

We Pledge By Our Actions To:

- Be Safe
- Be Responsible
- Be Respectful
- Be Healthy

We acknowledge our personal responsibility by the following statement: **“If it is to be, it is up to me.**

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

Calendar 2021-22

Isanti Community Schools | 2021-2022 CALENDAR

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Severe Weather and School Cancellations

In the case of hazardous conditions or an emergency situation the Superintendent, or his/her designee may cancel school or determine it is necessary to have a 10:00 AM late start, or to cancel school completely for the day.

If changes are made in the school day, an announcement will be made by the school messenger system and posted on the schools Facebook account. Every attempt will be made to insure parents and staff members have ample time to adjust their schedules in the event of a late start or closing.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather, when school is in session, will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Make up days

In the event staff members are not required to report for duty due to inclement weather conditions or other circumstance, such days shall not be credited as a contract day served unless credited as such by the Superintendent. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching Staff members to serve the full number of contract days.

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including

those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Drug Testing Procedures Policy 4033

All staff members shall be drug tested a minimum of 2 times per school year, on date(s) selected by the superintendent or his/her designee; this includes classified staff members, certified staff members, and school board members.

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Smoking on School Premises or at School Activities

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is prohibited on school grounds.

Drug Dogs

The administration is authorized to use drug dogs to minimize the presence of illicit items on school grounds. Students and staff members are specifically notified that:

1. Lockers may be sniffed by drug dogs at any time.
2. Vehicles parked on school property may be sniffed by drug dogs at any time.
3. Classrooms and other common areas may be sniffed by drug dogs at any time students and staff members are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district

property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

Employment

A teacher is employed by the Isanti Community Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the Board of Education to accept a resignation by the teacher or to non-renew, terminate, amend, or cancel the teacher's employment contract. On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and may be required to signify such acceptance on or before April 15 or such other date as may be designated. It is important for teachers to respond to the request to signify acceptance as a failure to signify employment by April 15 or the other designated date may constitute cause for amendment or termination of the teacher's contract. Should a teacher wish to resign from employment, the teacher shall provide written and signed notice of the resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations provided after May 31 for the following school year may present significant planning problems for the District. A mid-year resignation may not be considered by the Board of Education unless the teacher provides the District with sixty calendar days' notice prior to the effective date of the resignation, the effective date of resignation coincides with the end of a grading period, and a suitable replacement can be found. In addition, the Board of Education may reject a resignation, without suitable replacement, if the resignation is submitted after May 31. The District will enforce the continuing contract of teachers accepting employment for the next school year under applicable provisions of state statute.

Assignments

The professional duties to be performed by a teacher for the District shall be subject to assignment by the Superintendent. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. In addition to the normal duties required of Staff members, a teacher may be assigned an extra-duty assignment to support the programming and efforts of the District. Such assignment shall be on such terms and conditions and at such additional rate of compensation as the teacher and District may agree upon or as is set forth in the Master Agreement. The extra-duty programming and efforts of the District are an integral part of the District's Mission. As such, a teacher shall not unreasonably refuse to accept an extra-duty assignment.

Covering Classes

Certificated Staff members may occasionally need to cover another class. When this is necessary, the certificated Staff members member will be paid \$10 for each period of class coverage. Certificated Staff members will only be paid for one class period per day unless they are doubling up classes.

Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file. Any teacher, upon his or her request, shall have access to his or her personnel file and shall have the right to attach a written response to any item in such file with the exception of written letters of recommendation solicited by the teacher which may appear in the personnel file. No other person except school officials, while engaged in their professional duties, or individuals designated in writing by the teacher, shall be granted access to such file and the contents of the file shall not be divulged in any manner to any unauthorized person.

Grievances and Complaints

Teacher grievances regarding salary and benefits of employment set forth in the Master Agreement shall be governed by the grievance procedure in the Master Agreement. All other grievances or complaints shall be addressed through the chain of communication and through procedures provided in School Board Policy 4013. While complaints may encompass a broad range, grievances are only appropriate when it appears the Master Agreement, policy, or law is being violated.

Expense Reimbursement

The District will reimburse Staff members for their actual and necessary expenses. Actual and necessary expenses are only those expenses that are associated with authorized travel, conference attendance, and official function, or other business-related activities necessary to attain the outcome specified by the District. Such may include meals, lodging, transportation, parking, and other expenses directly related to the travel of a staff member as an employee of the District. Expenses that shall not be reimbursed, and generally should not appear on any reimbursement request submitted to the District, would include additional expenses associated with the attendance of a person not employed by the District, the purchase of alcoholic beverages, and the purchase of items for personal use or personal entertainment. A staff member must adequately account for and provide adequate supporting information for all expenses to be reimbursed. Claims submitted to the District must generally be supported and substantiated with receipts or cancelled checks supported by itemized bills. The District will not reimburse employees for expenses that are reimbursed by outside agencies.

Accidents and Injuries

Staff members must inform the building office immediately of all accidents and/or injuries to students or staff members, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without first completing a purchase requisition through the APTA Fund Program. **Purchases made without permission are the personal obligation and responsibility**

of the purchaser.

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All Staff members, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to Staff members through the building offices.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff members. Staff members must determine whether the business representative has been granted permission before discussing business matters. Classroom staff members may not interrupt class work to confer with such representatives.

Staff members may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

	Begin	End
Period 1	8:20am	9:17am
Period 2	9:19am	10:16am
Period 3	10:18am	11:15am
Period 4	11:17am	12:14pm
Lunch	12:14pm	12:44PM
Period 5	12:46pm	1:43pm
Period 6	1:45pm	2:42pm
Period 7	2:44pm	3:41pm

Professional Boundaries Between Staff members and Students Policy 4043

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff members, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between Staff members and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the school district policy 4043 regarding professionalism and Staff members-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration ***immediately***. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.

2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

Computers and the Internet: Acceptable Use by Staff members

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy (4012) regarding Staff members Internet and Computer Use. A copy of this policy is attached below. Staff members should also refer to and comply with the board policy regarding Staff members and District Social Media Use.

Contact Information

Staff members are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff members who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf>

And *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: [http://www.loc.gov/Staff members/usingprimarysources/copyright.html](http://www.loc.gov/Staff%20members/usingprimarysources/copyright.html).

Crisis Response Team

Any teacher appointed by the district administration will serve on the Crisis Response Team as outlined in the board policy 3041. The Crisis Response Team serves a vital role in supporting the district’s staff members and students. It is the responsibility of the appointed teacher to discuss with the district administration any circumstances that may affect the teacher’s ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district’s local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Sick Leave

Certificated Staff

Each teacher shall receive ten (10) days of sick leave per year. Staff members may carry over any unused sick leave to the next year, up to an accumulation of fifty (50) days

Sick leave may be used for personal illness, illness of a spouse, parent or child.

If a teacher misses three (3) or more days in a row they may be required to provide a doctor's note verifying their illness.

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m. via phone call or text message. Not using the following methods can result in the absence not be recorded or accounted properly.

Non-certificated staff

Discretionary Leave

Each teacher shall receive three (3) days of discretionary leave per year. Staff members may carry over a maximum of two (2) days a year to accumulate a total of five (5) discretionary days. The teacher can never use more than five (5) discretionary days in any given year.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other Staff members, and the entire District and will not be tolerated.

If a Teacher has arranged for leave and school is forcibly called off (due to weather, mechanical failure, national emergencies, etc.) the employee will NOT be held accountable for that day of the original leave request.

Advance reporting of the need to take leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff members to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the teacher's effectiveness as an employee of the district. Staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated discretionary leave called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per hour basis calculated using the number of hours missed as the numerator, and the number of total contract hours for the school years as the denominator; e.g. one day missed = $8/1480$ of total salary and fringe benefits.

COVID 19 Vaccination

All employees will be vaccinated against the COVID 19 virus. Those employees pregnant or breast feeding will be exempt from this requirement while they are still breast feeding or pregnant. These staff members who have exceptional health conditions where taking the COVID 19 vaccination could be life threatening will be exempt from the vaccination. This determination will be done in consultation with the staff member's doctor, written medical proof of the exceptional health condition, and if necessary consultation with the administrative staff, tribal council and tribal medical professionals.

Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain: or keep on the district approved platform.

- a.) the current seating chart for each class;

- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified Staff members may not make arrangements for their own substitute.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Clarence Chessmore at 402-857-2741 (phone number), tchessmore@santeeschools.org (e-mail address) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Clarence T. Chessmore at 402-857-2741 (phone number), tchessmore@santeeschools.org (e-mail address) or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Clarence T Chessmore at 402-857-2741 (phone number), tchessmore@santeeschools.org (e-mail address) or in person at school. Employees may report discrimination or harassment to any teacher who will then forward it on to the appropriate coordinator or administrator. The teacher will follow school district policies to respond to the report.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff members should refer to the board policy 4060 regarding the use of school vehicles.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury

or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy 4060 on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Dress Code

Staff members should dress in a manner that reflects the honorable profession of education. Staff members should generally dress in business casual attire. Refer to School Board Policy 4041 for further direction.

Expenses

The board will reimburse staff members for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, Staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Keys

Staff members will not lend or have any duplicate keys made of any school key. Staff members will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff members must report lost or stolen keys to the building principal immediately. In the event a teacher loses a key or a fob there will be a \$25 replacement cost for each key and fob.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms which can be found on the school website just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent or your direct supervisor.

Meals Program

Staff members are offered free meals while working at Santee Community Schools. This pertains to only the employed staff member. Others may be offered free meals at the discretion of the superintendent.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public during the period the teacher is breast feeding.

In-School Communication

Every teacher will be assigned a mailbox in the building where he or she works. Teachers are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff members via the school's e-mail system. Each teacher must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the teacher's school e-mail account or a personal account.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff members, and students. Staff members should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff members who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters

The district secretary will inform Staff members of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time Staff members member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the Teacher does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Growth School Board Policy 4032

Every six years, permanent certificated employees shall give evidence of 8 units of professional growth. One unit of professional growth credit will generally be equivalent to ten (10) hours of personal time spent on an activity. Six semester hours of college credit shall be accepted as evidence of professional growth.

Other professional growth activities which may count toward the six-year requirement include

non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee services, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

Purchasing

All requisitions for books and school supplies must be requested via the APTA Funding Program. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Orders **will** not be placed until the district office has approved the requisition. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff members may be personally liable for any orders placed without such authorization.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All teacher shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff members should refer to Board Policy 5063 for information on recording by students.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff members or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff members must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

Security

Each teacher is responsible for the security of his/her own classroom or work area. Staff members must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Social Media Usage by Staff members

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All Staff members must refer to and comply with the board's policies (4051) regarding Staff members Internet and Computer Use and Staff members and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interfering with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

Staff Members Room

The staff members room is maintained for the exclusive use and convenience of the staff members. It is not for student use and staff members should not hold student conferences there. Each staff members member will assume responsibility in keeping the staff members room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Staff members will not be called to the telephone during class time except in the case of an emergency.

Staff members shall not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff members and patrons are urged to immediately report any

statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

Obligation to Report threatening Statements or Behaviors.

All staff members and students must report any threatening statements or behavior to a member of the administration. Staff members and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff members and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful. The superintendent must confer with at least one member of the school's guidance counseling staff members as part of his/her investigation.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated

to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Ticket Taking

All Staff members will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff members should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the bi-weekly (26 installments). The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff members who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff members paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in

compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature, on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Assemblies

Classroom Staff members must attend assemblies and pep rallies and sit with students to help maintain order.

All certified Staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Staff members

The administration will assign certified staff members to individual duties. Certified staff members will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff members member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All Staff members must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff members to clean classrooms and work areas. Staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book (PowerSchool) are the school's official record of matters relating to each student in each teacher's class and must be complete in scope and accurately maintained.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual staff members are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom Staff members may not leave their classrooms unless the students are supervised by a competent adult.

Classroom Staff members may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom Staff members should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom Staff members should consult with their building principal for more information.

Staff members may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified Staff members should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay.

Both elementary and secondary certified Staff members are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom Staff members may not dismiss classes early except by permission of

the building principal. Staff members may never send a student off school grounds without the authorization of the building principal or their designee.

Classroom Staff members may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

Infectious Diseases

Staff members should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Staff members should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Isanti Community Schools, unless otherwise instructed. Staff members must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Staff members are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

STEM Lab/Technology Usage

Students and Staff members who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom Staff members may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom Staff members who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

Classroom Staff members are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Displays of student work provide a constant monitoring of the school's curriculum and instruction as seen through the window of the students themselves. Displays provide opportunities to have conversations with Staff members and students about teaching and learning.

Down Slips

Down Slips are due by 4:00 on Thursday.

Eligibility Grades 7-12

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 60% grade in two or more classes for a period of one week and not be failing the same class in consecutive weeks to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Classified Staff members must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff members should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund-raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom staff members should review instructions for leaving the classroom with all of their students. Classroom staff members should also periodically review with each class what to do in case of fire, tornado or other emergency.

Fire Drills

Fire drills will be held on a regular basis. Staff members may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff members immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom staff members will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff members and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom Staff members will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)

- 3) hold up a White Card (extra students listed)
- 4) Wait until the "All clear is given"

The signal to return to the school building will be the "All clear" by the administrator on duty. Students will return in an orderly manner.

Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff members immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- g) All students and staff members should proceed to the designated tornado shelter.
- h) Classroom staff members should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

Protocol for all Evacuations

Upon evacuation signals, all students and staff members must exit each building. Classroom staff members should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Faculty Meetings

The superintendent and principals will call meetings as needed. Staff members are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Staff members who wish to take students off school property must submit a request to the superintendent or principal at least ten calendar days prior to the date of the requested activity.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 4 p.m. on each Thursday. A pupil should never be placed on "pupils failing" list without first being on the "pupils about to fail." Teachers need to turn in individual student reports by 8:30 am Friday morning.

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom Staff members should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom Staff members should use the following symbols for each subject area:

Isanti Community School will use the letter grading system as follows in grades 7-12:

A	90-100	Excellent
B	80-89	Good
C	70-79	Satisfactory
D	60-69	Needs Improvement
F	Below 70	NO Credit Earned

Each teacher should define for students and parents/guardians the grading procedures to be used in their classes.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning, between classes, at the end of the day until students are gone. Classroom Staff members are responsible especially for the part of the hall adjacent to their classrooms.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Monday at 8am for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher using the district approved platform. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 8:00 a.m. Monday of each week or the last day of the week if it ends earlier.

Media Center

The media center is set up to serve the needs of staff members and students. Staff members who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media specialist before sending a group of students during class. The media specialist may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Teachers should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Teachers must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Teachers who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the East or South parking lot reserved for them. Staff members may not park out front of school as this is for visitors. Staff members are not to park in front of the trash receptacles in the south parking lot.

Parties

No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.

The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.

In making arrangements for activities and picnics, Staff members must avoid disturbing the routine of the school.

Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

PowerSchool

All teachers/classroom aides will be required to use PowerSchool. Attendance will be taken as follows: Elementary – at the beginning of the school day; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken by staff members in the lunchroom.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Staff members who have trouble/problems with PowerSchool, should contact Emily Romkema.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any teacher who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Staff members may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- Staff members are not to provide private tutoring in a school building.
- Staff members are not to provide private tutoring during duty time.
- Staff members are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

Report cards will be issued within one week following the end of the quarter unless otherwise announced.

- a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
- b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
- c) Each classroom teacher is responsible for distribution of class cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff members must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, Staff members are permitted to leave after the students are dismissed when approved by the Superintendent. Under special circumstances, staff members may seek permission from their building principal to vary these duty hours. In addition, staff members may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom or assigned area and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Staff members are assigned by the superintendent or his designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must follow the same guidelines for all other school purchases through the use of requisitions.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Staff members will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the teachers and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the Staff members by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a staff members without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. Dress that advertises drugs, alcohol, tobacco, or gangs will not be tolerated. The final decision on what is considered proper grooming and appearance is the

responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom Staff members should notify the school nurse, building principal or superintendent immediately. Staff members should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they have been properly trained and approved to dispense medications.

Student Searches

Staff members may not search students or their belongings. If a staff member suspects a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Staff members must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books.

Workbooks do not become the property of the students and in most cases should be retained by the school.

Dakota Flag Song / Pledge of Allegiance

By Nebraska School Law, every student will be given instruction in the proper care and respect for the United States of America and Nebraska State flags. The Pledge of Allegiance is required to start the day along with a Santee honoring. These procedures will take place immediately after morning announcement, at this time all Pk-8 students and staff members are required to be in the multipurpose room and 9-12 in the high school commons. All classrooms are encouraged to display and teach proper etiquette due the United States of America and the Santee Nation.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees will be granted up to 4 days off from work [with] pay in the event of the death of your spouse, child, parent, or sibling; up to 4 days in the event of the death of your grandparents, father-in-law, mother-in-law, son-in-law, or daughter-in-law; and 2 day in the event of the death of a relative not a member of your immediate family as defined above. All requests for bereavement leave should be submitted to the Superintendent or your direct supervisor.

Holidays & Rules for Receiving Holiday Pay

Employees will receive paid time off on the following holidays and rules apply:

Legal Holidays Shall Include:

Labor Day (9/6), Native American Day (10/11), Thanksgiving (2 days, 11/25, 11/26), Christmas Eve (12/23), Christmas Day (12/24), Day of Remembrance (12/27), New Year’s Eve (12/31), New Year’s Day (1/3) MLK Day (1/17), President’s Day (2/21), Spring Break (2 days; 3/10, 3/11) Good Friday (3/15), Easter Monday (3/18) Memorial Day (5/30 - 12 month employees), Juneteenth (6/20-twelve month employees)) July 4th (7/4 – 12 month employees only).

Rules for Holiday Pay:

1. Must be on duty before and after paid holiday. The staff may not use Leave Without Pay as it does not count as duty time.

2. Holiday falls on a Saturday, the previous Friday shall be granted as Holiday. In the event a holiday falls on Sunday, the next Monday shall be granted.
3. Employees must be on duty when the holiday occurs to receive credit. If you are not on duty for the 4th of July you will not receive pay.
4. Compensation for the paid holiday shall mirror the time on duty. If you worked seven hour day the days, you will receive compensation for seven hours.
5. Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.
6. Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours Work:

Hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy (below is more information). Overtime will be paid out per pay period up to 10.0 hours. All Overtime must be pre-approved. Those working more than 10 hours of overtime will receive Comp Time, which must be submitted every two weeks.

Paid Time Off

Nine month Classified employees will earn 5 days of Paid Time Off (PTO) two times throughout the school year (September and February). 12 month classified employees will earn 8 days of Paid Time Off, two times a year (PTO). Employees will receive days on or around September 1st and another half of their days on or around February 1st. PTO leave can be accumulated up to 32 days, Unused leave beyond 32 days will be rolled over to a sick leave bank, accruable to 90 days, to be used by the employee in the event of catastrophic or extended illness for self, spouse, children or parent.

Compensatory Time

Compensatory Time will be awarded to any employee working approved overtime over 10 hours. Hours of comp time will be awarded to the employee at a rate of one and half hours for every hour of overtime worked per pay period (bi-weekly). Overtime will be paid out per pay period up to 10.0 hours. Comp time will be accumulated in a leave bank and is accessible with the same provisions as PTO. Time in the employee's comp bank will begin accumulating September 1 and will be closed every August 31. All

accrued comp time on August 31 will be paid to the employee at their current rate of pay on the next payroll following August 31.

Reporting When School is Closed

If the schools close for any reason by the district employees will be paid for the actual time worked. Administration may ask some employees to work on days of forced school closings. When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) Secretaries/Clerical staff should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) Paraprofessionals should not report to work unless teaching staff are asked to report. Please see optional classified work days on the calendar.
- c) Food Service staff should not report to work.
- d) Custodians/Maintenance staff should report to work, during all breaks unless otherwise told so by Superintendent or his/her designee.

STAFF MEMBERS DIRECTORY

Members of the Board of Education:

Steve Moose..... President
Donnie Pike Jr..... Vice-President
LindaRae Starlin..... Secretary
DeWayne Wabasha..... Treasurer
Lizzie Swalley..... Member
Stacy Johnson..... Member

Administrative Staff members:

Clarence "Todd" Chessmore..... Superintendent
Larry Baker Secondary Principal
Cindy Nagel..... Elementary Principal
Jessica Crossman.....Assistant Special Education Director
Abbie Pfanstiel.....Early Childhood Director & 4yr Classroom

Teaching Staff members:

Shayna Balvin.....EC Toddler Room
Amanda Beeson.....Kindergarten
Matt Chambers.....Grade 5
Nancy Crosley.....
Tashina Denney.....PK 3 yr Old Classroom
Jessica Fischer.....Grade 2
Ken Hajek.....Transition High School
Bailey Jones.....Elementary Transitions SPED
Harold Jones.....PE/Health
Lisa Jurries.....Social Science 9-12
Kester, Tammy.....Title I
Amber Knight.....Music K-12
Teri Kramer.....English 9-12
Calvin Krogman.....Math 9-12
Bridget Kuchar.....SPED 9-12
Ruth LaPlante.....Parent as Educator Coordinator
James Larson.....Industrial Technology
Sam Matzke.....Transition- High School
Megan McGlone.....Psychologist
Jordan Foos.....Science
Raya Nagel.....Grade 3
Ken Newcomb.....Math MS
Donna Nielsen.....Librarian K-12
Emily Oetken.....SPED K-5
Emily Romkema.....Technology Director
Hannah Rygaard.....SPED/ PE
Booke Schmeckpeper..... FCS 7-12

Mary Snowdon.....Guidance Counselor
 Amanda Steffen.....Infant Room
 Tory Stevens.....Art K-12
 Breann Sweeney.....Grade 4
 Leah Thomas.....Graduation Coach
 Mile Thomas.....-Grade 1
 Redwing Thomas.....Dakota Language & Culture K-12
 Kristen Tucker.....ELA MS
 Karley Zoucha.....Social Studies -MS
 Desirae Desnomie.....First Responder

Para-professional members:

Jody Archambeau.....Resource Para - Kindergarten
 Sara Bathke.....Resource Para Intervention
 Brandi Beltrain-Henry.....Resource Para – 4th Grade
 Bianca Cloud.....Resource Para-Intervention
 Georgianna Denney.....Resource Para Toddler
 Isaac Denney.....Resource Para
 Corrina Harte.....Title I Para & Resource 5th Grade
 David Henry.....Local Substitute
 Samantha Hoffman.....Resource Para- 3 year Classroom
 Annie Jessen.....Resource Para- 3rd Grade
 Cody Johnson.....Resource Para - Middle School
 Darlene Kitto.....Resource Para – MS/HS Para
 Shandara Lee.....Resource Para – 4 yr Classroom
 Becky Newcomb.....Toddler
 Donnie Pike III.....Resource Para Intervention
 Jessica Pike.....Resource Para – 3 year Classroom
 Miranda Roberts.....Resource Para – 1st Grade
 Sianne Schoenfeld.....Resource Para- MS/HS
 Tanesha Sutta.....Resource Para – MS/HS
 Deb Tangeman.....Resource Para & Library Aide
 Cetan Thomas.....Resource Para -Intervention
 Tori Tuttle.....2nd Grade Para

Office Staff members:

Ruth Bathke..... Superintendent’s Administrative Assistant
 Liz BrandtSecondary Principal’s Secretary
 Paula Johnson..... Receptionist

School Nurse :

Chelsey Chohon

Child Nutrition Program:

Stacy Fritz..... Cafeteria Manager
Sherri Coffman..... Assistant Cook
Ceceilia Klug..... Assistant Cook

Custodians:

Melvin Pike..... Maintenance/Custodian
Juan Lucas..... Secondary Custodian
Phillip Johnson Jr..... Elementary Custodian

Transportation Department:

Melvin Pike..... Route Driver
Donnie Pike Jr..... Route Driver

Appendix A Internet Usage

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and Staff members. Staff members should also refer to the district's policy on Staff members and District Social Media Use.

I. Staff members Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff members shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff members may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff members may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Staff members should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, Staff members must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff members shall not access obscene or pornographic material.
2. Staff members shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff members shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff members member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff members on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff members shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff members must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff members must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff members must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between Staff members and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff members must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff members research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff members access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff members use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that Staff members member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified Staff members member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education “Rule 27”), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff members for the purposes of this policy. In addition, employees may not use the school’s internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district’s website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff members, and other persons. Many of these rules and directives are published in the Student Handbook, Staff members Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district’s website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff members Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date