

INDEPENDENT SCHOOL DISTRICT #721 NEW PRAGUE AREA SCHOOLS



SUBSTITUTE HANDBOOK

This summary of district procedures replaces
any previous district handbooks

DISTRIBUTED: JULY 2009

Description of District

Independent School District 721 is a public school district that exists to provide education services to learners in the New Prague, New Market, Lonsdale, and surrounding areas.

Mission Statement

We ask each person to welcome, study hard, play hard, step up, and pass it on, so that everyone can Belong and Achieve.

District Goals

The District endeavors to provide a superior education experience to all students and learners in the District. The School Board will annually set or review goals and benchmarks to determine the District's effectiveness in serving the community.

Background Checks

The District completes background checks as required by law on all persons employed by the District in any capacity. The District reserves the right to implement more complete background checks than those required by law. In addition, the District may complete background checks on persons who volunteer on a regular or ongoing basis in the school buildings or who volunteer in a capacity that could potentially subject students to significant danger. In the event a background check is required, the volunteer will be asked to complete an authorization form for the check. Employees are responsible for the cost of the background checks. Volunteers may be asked to pay the cost of the check.

Security Badges

Security badges (available from supervisors or offices) must be displayed at all times when an employee is in any part of a district building. Any employee who sees an unknown adult in a school building who is wearing neither a security badge nor a Visitor pass shall inquire of that person what that person's destination is and direct that person to the main office. If the person does not proceed to the main office, the staff member shall alert the main office immediately. If the person presents an imminent threat, the staff person should take immediate action to implement the building's crisis response plan.

Payroll Dates

Staff members are paid twice per month - on approximately the 15th and last days of the month. Pay dates may vary based upon the school calendar and holiday cycles. A list of the annual pay dates will be issued each year by the

Payroll department no later than the second payroll in July. Once the schedule is established, deviations will be made only for extremely unusual circumstances. If a deviation is necessary, staff members will be notified as rapidly as possible.

Direct Deposit

All employees are required to receive their pay through direct deposit.

Employee Access

District employees will now have the convenience of reviewing their own information (such as W4, current deductions, check history, licensure, assignments, address, etc.) 24 hours a day, 7 days a week through Employee Access via the internet. Employee Access is a secure, confidential and view only district web site. Each employee has their own login and password. We ask that you keep your login/password in a secure place and do not share it with anyone. With the implementation of Employee Access, we are able to go "green" and eliminate the need to print paper checks. You will need to log on to Employee Access to get your payroll information. If you do not have computer access at home, there will be computer terminals available at your work site. Your local library also has computer access that you are able to use.

Contact Telephone Numbers

The District maintains contact information on each employee including the employee's telephone number. An employee's telephone number is not public information. Telephone numbers may not be distributed to persons outside of the school system without the employee's consent.

Contact Information Change Notification

Any staff member who has a change of address or telephone number shall notify the Human Resources department as soon as possible after the address change in order to ensure mailed communications arrive properly and that the district has accurate contact information for the staff member.

Worker's Compensation

Any employee who is injured while at work is required to report the injury to the school nurse within two work days of the injury. An employee who is injured during times school is not in session must report the injury either to the District Director of Health Services or the Director of Human Resources. The school nurse or Director of Health Services will either arrange for appropriate medical care for the injured employee or instruct the employee to see a medical provider of the employee's choice. However, in the event of an

emergency, a severely injured employee or another staff member should seek immediate emergency medical assistance.

Alcohol, Tobacco, and Controlled Substance Use and Testing

The District maintains a Drug and Alcohol testing policy. The information in this handbook is not designed to replace or supersede the provisions of the policy. The District prohibits usage by employees of illegal substances or legal substances for which the employee lacks the requisite prescription from a qualified health care provider. Violation of these requirements may subject an employee to disciplinary action including termination of employment. An employee's use of lawful products such as alcohol and tobacco is limited so that the employee: 1) may not consume such products on school district property; 2) may not report for work in an impaired condition due to lawful intoxicating products. An employee who has properly been prescribed medication, by a qualified health care provider, which may impair the employee's work performance or safety or the safety of others, is required to inform his or her supervisor prior to reporting for work of the potential impairment. The supervisor may require the employee to perform alternate duties on the day or days the employee is potentially impaired by the medication, or may require that the employee abstain from working during that time. If the supervisor requires the employee to abstain from working, the employee may cover the lost time with accrued sick, personal, emergency or vacation leave as permitted by the employee's work agreement and consistent with district policy for usage of such leave.

Reports of Child Abuse / Neglect

All employees of the district have a legal and ethical obligation to the students of this district. All employees are, thus, subject to the mandatory reporting policy maintained by the district consistent with Minnesota law. Any employee who has knowledge or a reasonable belief that a child has been or is being physically or sexually abused is required to report that information to the police. Please see the complete policy for complete information (Policy 414). Questions about this policy and duty should be addressed to the employee's building principal or the Human Resources Office.

Representing our District

Dress - All staff are expected to dress in an appropriate fashion at all work times commensurate with the staff member's position. Attire should be neat and clean and should reflect the staff member's role in providing a high-quality education to the learners in this District. Attire or other articles that convey obscene messages or messages that are designed to or actually do serve to incite hostilities in other staff members, students, or visitors are prohibited while the employee is at work.

Conduct - All staff members are expected to conduct themselves in a professional manner while on duty. While off duty, staff members are expected to refrain from conduct that would have a negative impact on the staff member's effectiveness in his or her position or that would call into question the integrity of the district. This requirement is not intended to limit a staff member's first amendment rights in any manner insofar as the conduct does not negatively impact the staff member's work performance or effectiveness.

Political activities - Employees of this district are public employees and are recognized to likely have a vested interest in political decisions and events. Employees are encouraged to express their political views and participate in the political process as their own interests and values guide them. However, while on active duty time, employees must not engage in any political activity that could create the impression to the public that the School District, as a public body, endorses any particular candidate, party, or position, or that the School District, as a public body, encourages or discourages voting in a particular fashion.

Weather-Related Closing Staff Procedures

Teachers and paraprofessional substitutes are responsible for watching if school closings are taking place. Contact information you can use is:

District website: www.np.k12.mn.us

Television: KARE 11 - Channel 11, which also has a link on the district website

WCCO Channel 4 & Radio

KSTP - Channel 5

KMSP - Channel 9

KEYC - Channel 12 Mankato

Radio: KCHK AM & FM - New Prague & Northfield

School Hotline: 952-758-1780

A web alert may possibly be sent via Aesop as well.

All other substitutes will be notified by supervisors.

Discipline Practices

The School District's philosophy with respect to employee discipline practices is that the discipline should be remedial in nature when feasible with the intent being to correct unacceptable behavior in order to allow an employee to be effective. District decisions about what, if any, discipline to impose on any employee shall be based upon the district's investigation of the circumstances, as necessary in the District's judgment, and upon the severity of misconduct, or impact upon students, staff, or district property.

Harassment Reporting

All incoming employees will be provided with a copy of the district's harassment and violence policy (Policy 413). Any employee or other person who desires a copy of this policy may request a copy from the Human Resources Office or may view the policy online on the district's website. Further, a copy of this policy is included with this Handbook.

Any staff member who believes he or she has been subjected, as a part of his or her employment, to harassment based upon gender, race, or religion or to sexual violence as defined in the district's policy should bring a complaint as soon as possible with the building principal of the building in which the employee works. The building principal will forward the complaint information promptly to the district's Human Rights Officer. Currently, the district's Human Rights Officer is the Director of Human Resources. Nothing in the district policy or this handbook prevents a staff member from filing a report directly with the Human Rights Officer. A complaint against the Human Rights Officer should be filed directly with the Superintendent of Schools. The appropriate administrator may request that a complaint be filed in writing, but it is not mandatory for such a complaint to be made in writing.

Upon receipt of a written or verbal complaint of racial, religious, or sexual harassment or violence, the school district administration will begin appropriate investigation of the circumstances surrounding the allegations. The district may also take any other reasonable and necessary steps to protect personnel as necessary. When the investigation is concluded, the District will respond to the complainant consistent with data privacy laws to which the district is subject.