



WHITE BEAR LAKE AREA SCHOOLS

LICENSED EMPLOYEE HANDBOOK

2011-2012

COMMUNITY CORE VALUES

Building quality lives and strong communities through...

COMPASSION

Understand the circumstances and viewpoints of others.
Develop the capacity to forgive others and ourselves.
Celebrate the contributions of others.
Promote a peaceful, caring and safe community.

INTEGRITY

Stand up for what we believe.
Be honest with ourselves and others.
Demonstrate fairness in our judgments and actions.
Fulfill commitments and promises.

RESPECT

Believe in the inherent dignity of all people.
Celebrate individuality.
Value and appreciate diversity.
Honor self and others through words and actions.

RESPONSIBILITY

Take ownership of our behavior as individuals.
Have the courage to think and act independently.
Demonstrate problem solving and decision-making skills.
Be reliable and trustworthy.

SERVICE

Find positive ways to contribute to the broader community.
Share time and talents with others.
Take an active role in service opportunities in the school and community.
Celebrate involvement in service.

WHY CORE VALUES?

For the past two years, district 624 has focused on four main goals. One of those goals was to improve school climate such that "all students and staff will feel both valued and safe; the community will feel welcome; and the district will take pride in all of its students." This led the district to look into developing a set of core values that the schools, as well as all members of the community, could embrace and hold up as community values. Thus, in the fall of 1999, the Core Values Task Force was established.

In *How to Bring Vision to School Improvement*, authors Jon Saphier and John D'Auria explain that "the collective power of a school faculty united behind a few important, commonly prized outcomes for students is virtually unlimited." They continue that it is in those families of our communities that are united around a few core values that "we see performance from almost all the children consistent with those values." Thus, the White Bear Lake Area Schools along with representative parents, faith groups, community organizations, businesses and most importantly students, decided to forge an alliance to create a more deliberate and powerful environment for young people.

DEFINITION

A core value is a central belief deeply understood and shared by every member of an organization. Core values guide the actions of everyone in the organization; they focus its energy and are the anchor point for all its plans. An organization has a core value if there is evidence of it everywhere such that:

- it permeates the institution,
- it drives the decisions,
- it elicits strong reactions when it is violated, and
- it's the very last thing you'll give up.

OUTCOME

The outcome of establishing a set of core values is that these values will then be reflected in all members of the White Bear Lake Area Schools community. Throughout the development process of these community core values, participants were driven by the framework which held that the finished product would:

- align with the district mission statement
- align with district curriculum
- reflect current data and research
- include community values
- include current school values, and be implemented district wide - both in and out of the classroom.

And so, in the spring of 2000, the Core Values Task Force presented to the district 624 School Board the White Bear Lake Area Community Core Values. The Board adopted these values and charged all staff and community members to uphold and model these values for the betterment of all our children.

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Welcome to our community! We are glad you have chosen to join us and look forward to your contributions to the mission of our district.

This staff handbook covers current personnel procedures/practices for employees who are licensed to work in their positions. **Although we have attempted to address matters of general applicability to licensed employees of district 624, we know it does not cover every possible situation.** Current law, district policies, and regulations (see your supervisor) are additional resources for employees needing information about employment policies and procedures.

The district reserves the right to make changes at any time, with or without notice, and to interpret the ***Licensed Employee Handbook*** as well as the district policies and procedures at the discretion of the district.

Employees who are covered by a labor contract, an individual contract, or employment policy may refer to that contract or policy for additional information about their wages, hours, and other terms and conditions of employment. If there are specific differences between the employment contract or policy and this reference guide, the employment contract, or policy will generally prevail. If you are not sure whether the contract or the reference guide covers a certain issue, please consult with your supervisor.

Please refer to the district's policies at www.whitebear.k12.mn.us for a complete review of the district's policies and procedures. Staff members are expected to be familiar with all district policies and procedures. Staff members are also expected to review the district's student discipline policy and building level student and faculty handbooks.

The human resources department welcomes you and looks forward to working with you. If you have a question for Human Resources and do not know who to contact, please call (651) 407-7546, and you will be directed to the person who can best assist you.

Chris Picha
Director of Human Resources

Mary Suko
Human Resources Specialist

Nancy Kath
Employee Benefits Specialist

Jeanne Johnson
Human Resources Representative

Human Resources Contacts

Section 2

General Human Resources Questions/Continuing Contract Status (Tenure)

Mary Suko (651) 407-7546 mary.suko@isd624.org

Continuing Education Credits/Postings/Applications

Jeanne Johnson (651) 407-7549 jeanne.johnson@isd624.org
Chris Picha (651) 407-7550 chris.picha@isd624.org

Employee Benefits / Worker's Compensation

Nancy Kath (651) 407-7548 nancy.kath@isd624.org

Substitute Teachers and Automated Online System

Jeanne Johnson (651) 407-7549 jeanne.johnson@isd624.org

Director of Human Resources

Chris Picha (651) 407-7550 chris.picha@isd624.org

Aesop

www.AesopOnline.com

District Contacts

Section 3

DISTRICT CENTER

4855 Bloom Avenue, White Bear Lake

SUPERINTENDENT

Dr. Michael Lovett (651) 407-7563
Jody Reber, Executive Assistant (651) 407-7563

OFFICE OF TEACHING AND LEARNING

David Law, Assistant Superintendent (651) 407-7567
Kathy Stone, Administrative Assistant (651) 407-7568

COMMUNITY SERVICES (651) 407-7501

WHITE BEAR LAKE AREA LEARNING CENTER

2449 Orchard Lane, White Bear Lake

Julia Jilek, Director (651) 773-6401
Cathy Pierson, Secretary (651) 773-6400

HIGH SCHOOLS

NORTH CAMPUS

5045 Division Avenue, White Bear Lake

Don Bosch, Principal (651) 653-2914
Rebekka McCormick, Principal's Secretary (651) 653-2915
Dion Harriman, Associate Principal (651) 653-2966
Carol Tarsa, Associate Principal (651) 653-2917
Beverly Sorenson, A.P.'s Secretary (651) 653-2943

SOUTH CAMPUS

3551 McKnight Road, White Bear Lake

Tim Wald, Principal (651) 773-6205
Cathy Ackerknecht, Principal's Secretary (651) 773-6204
Brian Leonard, Associate Principal (651) 773-6203
Christina Pierre, Associate Principal (651) 773-6201
Renee Mussetter, A.P.'s Secretary (651) 773-6202
Tim Hermann, Activities Dir. (651) 773-6208
Susan Johnson, Bookkeeper (651) 773-6207
Karen Larson, Secretary (651) 773-6206

MIDDLE SCHOOLS

CENTRAL

4857 Bloom Avenue, White Bear Lake

Dr. Noel Schmidt, Principal (651) 653-2886
Deb Sehr, Secretary (651) 653-2887
Bob Brewer, Associate Principal (651) 653-2890
Kathy Younker, Secretary (651) 653-2904

SUNRISE PARK

2399 Cedar Avenue, White Bear Lake

Dr. Robert McDowell, Principal (651) 653-2743
Linda Adams, Secretary (651) 653-2701
Carrie Barth, Associate Principal (651) 653-2709
Michelle Hubbard, Secretary (651) 653-2714

ELEMENTARY SCHOOLS & EARLY CHILDHOOD

BIRCH LAKE	<i>1616 Birch Lake Avenue, White Bear Lake</i>
Tamera VanOverbeke, Principal	(651) 653-2776
Marilyn Seidl, Secretary	(651) 653-2776
HUGO	<i>14895 Francesca Avenue, Hugo</i>
Early Childhood Special Education Program	
Margaret McMahon, Supervisor	(651) 653-3101
Chris Larson, Secretary/Health Aide	(651) 653-2798
K-1 Program	
Teresa Dahlem, Principal.....	(651) 653-2807
LuAnn Bailey, Secretary	(651) 653-2798
LAKEAIRES	<i>3963 Van Dyke Avenue, White Bear Lake</i>
Cary Krusemark, Principal.....	(651) 653-2818
Michon Sommers, Secretary	(651) 653-2809
LINCOLN	<i>1961 Sixth Street, White Bear Lake</i>
Daniel Schmidt, Principal	(651) 653-2830
Karen Fischer, Secretary	(651) 653-2820
MATOSKA	<i>2530 Spruce Place, White Bear Lake</i>
John Leininger, Principal	(651) 653-2789
Carolyn Kay, Secretary	(651) 653-2847
NORMANDY PARK EARLY CHILDHOOD	<i>2482 East County Road F, White Bear Lake</i>
Danielle Mickelson, Supervisor	(651) 653-3102
Mary DeLoach, Secretary	(651) 653-3120
ONEKA	<i>4888 Heritage Parkway N., Hugo</i>
Teresa Dahlem, Principal.....	(651) 288-1805
Jeanette Dalton, Secretary.....	(651) 288-1801
OTTER LAKE	<i>1401 County Road H2, White Bear Lake</i>
Max DeRaad, Principal	(651) 653-2843
Ursula Thomas, Secretary	(651) 653-2831
VADNAIS HEIGHTS	<i>3645 Centerville Road, Vadnais Heights</i>
Sara Svir, Principal.....	(651) 653-2693
Vicki Fletcher, Secretary	(651) 653-2858
WILLOW LANE	<i>3375 Willow Avenue, White Bear Lake</i>
Barbara Kearn, Principal	(651) 773-6172
Pat Wise, Secretary	(651) 773-6170

FALL 2011

September

- 5 No School – Labor Day
- 6 School Begins – Grades 1-12
K/K+ Orientation
- 7 K/K+ Orientation
- 8 School Begins – K/K+

October

- 13 Pre-K–12 Evening Parent Conferences
- 14 No School
Pre-K–12 Parent Conferences
- 17 Pre-K–5 Evening Parent Conferences
- 18 6-12 Evening Parent Conferences
- 20 No School
State Teacher Professional Meetings
- 21 No School
State Teacher Professional Meetings

November

- 10 End of First Quarter
- 11 No School
Pre-K–12 Professional Development/Teacher Prep.
- 24 No School – Thanksgiving Break
- 25 No School – Thanksgiving Break

December

- 23-30 No School – Winter Break

SPRING 2012

January

- 2 No School – Winter Break
- 3 School Resumes
- 16 No School – Martin Luther King, Jr. Day
Professional Development
- 20 End of Second Quarter/End of First Semester
- 23 No School
Teacher Work Day

February

- 20 No School – Presidents’ Day

March

- 1 No School
Teacher Work Day
Pre-K–12 Evening Parent Conferences
- 2 No School
Pre-K–12 Parent Conferences am/pm
- 5 Pre-K–5 Evening Parent Conferences
- 6 6-12 Evening Parent Conferences
- 19-23 No School – Spring Break

April

- 5 End of Third Quarter
- 6 No School
- 9 No School
Professional Development/Teacher Prep.

May

- 28 No School – Memorial Day

June

- 7 Last Day of School
- 8 Graduation

WORK DAY

A non-exempt employee provides services for assigned hours, with breaks and duty-free thirty-minute lunch periods per Minnesota statute. Any modifications to those hours must be arranged and authorized in advance by the immediate supervisor who will take into account the need to continue the efficient operation and supervision of the department. An exempt employee is exempt from the Fair Labor Standards Act provisions for overtime. Generally speaking, an exempt employee is responsible for completing the duties of his or her position, regardless of the necessary time commitment, once he or she has accepted a position.

OVERTIME AND COMPENSATORY TIME

Staff members employed in non-exempt positions are entitled to overtime at the rate of one and one-half hours for each hour worked beyond their regular forty-hour work week. When calculating the forty hours, paid time off such as holiday pay, vacation, and sick or personal leave does not count towards the forty hours worked. Overtime must be approved in advance by the immediate supervisor and must be completed in the work place. All approved overtime hours must be submitted to payroll on a time sheet.

With supervisor prior approval, an employee may request compensatory time instead of overtime. Compensatory time is earned at the rate of one and one-half hours for each hour worked beyond the regular forty-hour workweek. All compensatory time earned and used must be documented in written form, showing date worked and number of hours worked, and submitted to Human Resources each pay period. Compensatory time must be paid out at the end of each fiscal year. It may not be carried over.

EMERGENCY CLOSING OF SCHOOLS

The official announcement for school closings, early release, and/or starting classes late will be broadcast on WCCO/8330 AM radio, WCCO-TV, KSTP-TV, KARE-TV, and FOX-TV. Employees should listen to the radio or watch TV or visit the district website at www.whitebear.k12.mn.us when inclement weather is a possibility. Consult your collective bargaining agreement or terms and conditions of employment to determine if you are required to report to work.

Bomb Threats

Every district building has bomb threat procedures in place. A bomb threat should always be considered a real and immediate danger to students and staff and require an immediate response by the person receiving the bomb threat message. For more detailed information regarding bomb threats, please refer to the White Bear Lake Area Schools emergency procedures handbook.

Severe Weather Policies – Tornado/Severe Thunderstorm/Indoor Shelter

Each building will have procedures for severe weather situations. Indoor shelters or building safety areas are selected at each building and classrooms are assigned to those areas when severe weather is threatening. Please check with your supervisor for information pertaining to the building/area to which your room as been assigned. Maps and printed information should be available to you from the office in your building.

CONTINUING EDUCATION LINK AVAILABLE ON DISTRICT INTRANET

The requirements for continuing education and re-licensure can be found online by accessing www.whitebear.k12.mn.us → Staff → District Forms → Human Resources → Continuing Education → Instructions and Forms. Clock hour forms, pre-approval forms for travel and work experience, optional activity verification forms, and continuing education guidelines are available at the intranet site. If you have questions about re-licensure, call Human Resources at (651) 407-7550.

ADDRESS/PHONE/NAME CHANGES: WHO TO CALL AND WHAT TO DO

If your address or phone number changes while you are an employee, you need to contact the human resources department at (651) 407-7549 or send an email to Jeanne Johnson at jeanne.johnson@isd624.org with the new information. If you have a name change, please provide Human Resources with a legal document indicating that change. A copy of a social security card with your new name must be brought to Human Resources or Payroll.

MEDIA GUIDELINES

Under the direction of Superintendent Dr. Michael Lovett and the district's communications office, the White Bear Lake Area school district facilitates effective media relations and welcomes positive media coverage for its students, staff, and programs.

To meet media requests while ensuring that our educational programs are not disparaged, we ask school leaders and staff to follow these media guidelines:

- Reporters must contact the communications office to schedule media interviews, field coverage, or photo shoots with district staff, students, and/or programs.
- Reporters will be allowed access to students, staff, and district activities at the discretion of the communications staff and principal/program director.
- Directory information allows us to release students' names, grades, school, etc. However, it is wise to get additional parental consent when students will be identified, photographed, and/or interviewed for a media story.
- Reporters, as with all visitors, are required to sign in at the school office when entering a building.
- Reporters are not allowed in classrooms involved in testing.
- It is not necessary to participate in every story a reporter calls about. Sometimes a reporter wants comments or footage that will not result in a positive image for your school. Sound judgments are necessary when deciding how and when to respond to media requests.

In the event of an emergency or incident at school, district staff is required to contact the communications office immediately. The superintendent, assistant superintendent, and/or principal/program director are spokespersons in an emergency, and the communications staff will help develop key messages, prepare statements, arrange interviews, and draft letters.

ATTENDANCE

All employees are encouraged to maintain good personal health and attend to personal affairs during non-working hours whenever possible. It is an expectation that employees be at work and be on time to work. Attendance optimizes instruction for students and is essential to the operation of the school district.

Employees are provided with time off for personal illness, bereavement, family illness, jury duty, personal business, FMLA, etc. Employees must use leave for the purpose for which it is intended. Just as students are expected to maintain regular attendance, employees are expected to maintain regular attendance. Student achievement and district operation is negatively impacted by absenteeism. Supervisors will meet with employees who exhibit excessive absences or an unusual pattern of absences.

When an employee is going to be absent, he or she must report his or her absence as per established in building and/or department procedures. If an employee anticipates an extended absence due to disability or a serious health condition, he or she must contact the benefits specialist or human resources representative as soon as possible.

ABSENCES

The school district utilizes an automated substitute placement and management system called Aesop to secure reserve teachers. Aesop takes the hassle of sub placement and absences and creates a process that is not only efficient, but also easy for everyone to use! If you need to be absent, you must call the district substitute calling system or log in to Aesop (www.AesopOnline.com) regardless of whether you require a substitute. Your absence must be recognized under the collective bargaining agreement terms and conditions or district policy. You are required to follow the appropriate procedures listed either in policy or the collective bargaining agreement. These leaves are summarized below. Here's how it works:

Absence Creation

Teachers register their absences at any time, either by calling a toll-free number (1-800-942-3767) or by logging on to the web at www.AesopOnline.com. Aesop immediately starts the hunt for an available substitute that matches the teacher's qualifications and preferences.

Sub Placement

Subs can search for available assignments anytime they wish, either by calling a toll-free number 800-942-3767 or by logging on to the web at www.AesopOnline.com. Aesop will also call substitutes based on preference lists managed by the district.

Administrative Process

Administrators know in real time which employees are absent, why they're out and who is substituting for them. Administrators can use Aesop's rich skill matching and preference list features to ensure that the best substitutes for a position are given priority when that position is open.

LEAVES OF ABSENCE

Leave	Time	Comments
Sick Leave	15 or 12 days per year for full-time teacher.	Includes illness and doctor/dental appointments
Medical Leave	District discretion.	Seniority accrued for a maximum of two years.
Child Care Leave	Not to exceed two years. May apply for an additional one year.	
Bereavement Leave	Up to five days.	May use additional days at discretion of district.
Paid Personal Leave	Up to two days.	ONLY for business which cannot be attended to outside of workday.
Unpaid Personal Leave	District discretion.	Must have taught minimum of seven years with the district
Discretionary Leave	Up to five days; can accrue up to ten days per contract period	Decision based on reason for request and operational need.
Extended Leaves	Three to five years – District discretion	Pursuant to Minn. Stat. 122A.46, must apply by February 1 prior to applicable school year.
Sabbatical	See collective bargaining agreement.	
Professional Leave	District discretion.	For meetings, seminars, etc. and must normally be submitted one week in advance.
Military Leave	Paid up to fifteen days.	Submit request to director of human resources.
Jury Duty		Must submit summons to director of human resources. Must follow policy for pay.
Paid Holidays	Presidents' Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Thursday and Friday, New Year's Day & Floating Holiday	

PERSONAL LEAVE

Upon advance notice and arrangement with the immediate supervisor, two days of personal leave will be available to licensed employee.

- Unused personal leave shall not accumulate. Requests for utilization of a personal leave day shall be made as designated by the district to the immediate supervisor, no later than five days prior to the requested leave.

- Personal leave is to be used for personal business. Personal business is defined as that which is legally obligatory and cannot be accomplished at any other time, or that which requires the employee's presence as a serious personal obligation. An employee requesting personal leave is required to state the reason for requesting the personal leave.
- The employer reserves the right to limit the utilization of personal leave by employees on any given work day in order to provide an adequate work force to cover the needs of the school district.

SICK LEAVE

Unused portions of an employee's sick leave allowance may accumulate from year to year. Sick leave will be prorated for employees working less than forty hours per week.

School administration reserves the right to require a demonstration of "proof-of-illness" through doctor's written explanations or other mechanisms.

HOLIDAYS

Employees receive holiday pay if the holiday falls within their work year and if they are on active pay status the day preceding and following the holiday. The following days are observed as holidays:

Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Friday after Thanksgiving Day	Memorial Day
President's Day	Designated Holiday

BEREAVEMENT LEAVE

Upon notification and arrangement with the immediate supervisor, up to five essential leave days may be used by an employee for attendance at or arrangement of the funeral due to the death in the employee's immediate family of family members as designated in the collective bargaining agreement.

SICK/INJURED CHILD CARE LEAVE

Employees may use personal illness absence provided by the employer for absences due to an illness of the employee's child for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. A child is an individual under eighteen years of age or an individual under age twenty who is still attending secondary school.

JURY OR MILITARY DUTY

Involuntary appearances before governmental bodies, for jury duty or for military duty (by appropriate orders) shall carry regular compensation from the district. However, any remuneration for such appearances shall be deducted from the employee's regular pay from the district with the exception of ordered military service, which is subject to federal law. Any sum for travel expense shall be retained by the employee.

FAMILY AND MEDICAL LEAVE ACT – FMLA

The FMLA requires the district to provide up to twelve weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if

they have worked for the district for at least twelve months and for 1,250 hours during the twelve months prior to leave. Eligible employees may use accrued paid sick leave and discretionary leave during the FMLA. For more information about FMLA, view the district website (www.whitebear.k12.mn.us) or contact Human Resources at (651) 407-7549.

LEAVING EARLY/REPORTING LATE

All licensed employees must inform their supervisors prior to leaving early and before reporting late. If the employee cannot notify the supervisor prior to being absent from work, the employee should notify the supervisor as soon as possible. All absences and the reasons for absences should also be reported on Aesop.

Supervisors are responsible for monitoring habitual tardiness or absence from the job site.

DEPENDANTS AT WORK

Employees may not bring a dependent to work when performing duties for which they are paid; supervising the dependent conflicts with job responsibilities and expectations.

UNPAID LEAVES OF ABSENCE

Upon written request, an unpaid leave of absence may be granted by the employer. Purposes of the leave shall be for one of the following reasons:

- Care for the employee's child after birth or placement for adoption or foster care;
- Care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that prevents the employee from performing essential functions of their job.
- Because of a qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- Because the employee is the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

Leaves granted under this section will be coordinated with any leave available under state law or the federal Family and Medical Leave Act (FMLA). The terms and conditions of reinstatement at the end of an employee's leave of absence will be determined on an individual basis.

Employees may apply for long-term leave without pay for purposes other than those outlined above, which may be granted at the discretion of the school district per the collective bargaining agreement. The precise terms and conditions of any leaves of absence granted under this section will be determined on an individual basis.

GROUP INSURANCE BENEFITS

Licensed employees who are hired to work twenty hours or more per week and at least one semester are eligible to participate in the district's group health, dental, life and long-term disability insurance plans. An open enrollment period occurs each January when additions and changes can be made. Please refer to your individual collective bargaining agreement or contact the employee benefits specialist at (651) 407-7548 for more specific information.

FLEX PLAN

All contracted employees are eligible to participate in a flex spending plan for reimbursement of medical and dependent care expenses. Enrollment in the plan takes place in January of each calendar year.

CONTINUATION OF BENEFITS: COBRA RIGHTS

Spouses, newborns or adopted children can be added to your health plan after becoming part of your family. Enrollment is required within thirty-one days of acquiring the dependent. (The notification period is not limited to thirty-one days for newborn dependents.)

Change of status due to divorce must be reported to the benefits department within sixty days of the divorce date. Divorced spouses become ineligible as a dependent on the divorce date.

Unmarried dependents over age nineteen are covered under the family health plan until age twenty-five without a tax consequence when enrolled full-time in recognized courses of study or training in public or private high schools, colleges, universities, trade schools, or vocational schools. Coverage for the student continues during vacation, between consecutive terms, quarters, or semesters, and as long as the student is attending as a full-time student immediately prior to and immediately after the vacation period. Coverage (without tax consequences) terminates the end of the month in which the dependent child ceases to be a full-time student.

Unmarried dependents over the age of nineteen may be covered under the family health plan until age twenty-five with a tax consequence to the employee if the dependent is not enrolled at least full-time in a recognized course of study. If a dependent turns age nineteen and is not a full-time student, that dependent may be added to the coverage within thirty days from his or her birth date. If a dependent over age eighteen ceases to be a full-time student, that dependent may be added within thirty days of losing his or her full-time-student status. The full cost of single coverage for the plan in which you are enrolled will be added to your taxable income for each month that the child is covered. If you do not enroll your newly-eligible nineteen–twenty-four year old dependent within thirty days, the dependent will be considered a late entrant and will be subject to the eighteen-month pre-existing condition exclusion with credit for prior creditable coverage.

If you choose to add a dependent who is not a full-time student, you can not reimburse yourself from an HSA or FSA for claims incurred by the dependent. Doing so will cause the reimbursement to be taxable to you, the employee. We recommend that you consult a tax advisor about this Minnesota tax provision and if you wish to have your nineteen- to twenty-four-year old dependent added to your health insurance, you should complete a Certification of Dependent Status (available from the WBLAS benefits department) for each such dependent.

It is the employee's responsibility to inform the district of any changes in the dependent's eligibility so that the COBRA continuation of coverage option can be provided.

If you have had a change in family members who should be listed on your insurance, please contact the benefits department. A change form will be submitted to Health Partners and/or Delta Dental. Also, if necessary, COBRA continuation of coverage information will be provided. If notifications are not timely, you will encounter delays in coverage.

WORKERS' COMPENSATION

All district employees, full- and part-time, temporary or seasonal, new workers, or minors who incur work-related injuries or diseases are covered by workers' compensation. Any person, while working for Independent School District 624 in any capacity must report any work-related injury to his or her supervisor as soon as possible after the occurrence, no matter how slight the injury appears. A supervisor may send the employee to a physician for medical attention. The district-designated clinic is Health Partners and a physician's statement is available from the supervisor or the human resources office. The injured employee may elect to see his or her own physician. The employee must return the physician's statement form to Human Resources.

Compensation for lost wages, medical treatment expenses, including transportation and other reasonable expenses, compensation for permanent disability, rehabilitation services if necessary, and death benefits for dependent. Any benefits due will be paid by the insurance carrier in accordance with statutory requirements.

A First Report of Injury must be submitted within twenty-four hours to Human Resources, located in the district services center. All claims and correspondence will be sent from this office directly to the insurance carrier.

ACCIDENT REPORTS

Any employee sustaining an injury as part of fulfilling a job responsibility should immediately report the accident or injury to the school nurse (if applicable) and his or her immediate supervisor. Reportable injuries include blood-borne pathogen exposure incidents. The employee's supervisor must interview the employee and complete the First Report of Injury Report. The employee's portion of the First Report of Injury Report must be completed, signed by an administrator, and filed with the benefits specialist in Human Resources within twenty-four hours.

BLOOD-BORNE PATHOGENS

Universal precautions will be observed in the district to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Employees who work in situations where it is reasonably anticipated that skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials may result from the performance of the employee's duties must participate in an annual training session, report exposures, and receive Hepatitis B immunization or sign a district waiver.

Any employee who has an exposure incident, which is contact of blood or other potentially infectious material with the employee's eye, mouth, mucous membrane, or non-intact skin (including a human bite), must report the incident to health office staff or to the director of human resources.

RIGHT TO KNOW

District 624 is committed to protecting employees from the dangers of hazardous chemicals and complies with the Hazard Communication Standard which is a rule of the Occupational Safety and Health Administration (OSHA) that says employees have a right to

know what hazards they face on the job and how to protect themselves against those dangers.

Employees will be trained on how to recognize, understand, and use labels and Material Safety Data Sheets (MSDS) to ensure safe handling of hazardous products. Each MSDS gives the details on chemical and physical dangers, safety procedures, and emergency response techniques. Employees will be responsible for reading these labels and MSDSs which can be found in a red or yellow notebook in the custodial area of each building.

HEALTH CARE OPTIONS

Employees who experience a blood-borne pathogen exposure incident are directed to seek care at Health Partners Clinic in White Bear Lake. For injuries other than exposure incidents, employees are encouraged to seek care at the Health Partners clinic as they have an occupational health department. They are located at 1430 Hwy 96 E, White Bear Lake, MN. Employees have the right to seek care from the physician of their choosing. Health Partners' phone number is (962) 967-6614. Call 911 in an emergency.

Any employee with knowledge of an injury to any student is required to notify a nurse, principal, or supervisor as soon as possible.

PROPERTY AND LIABILITY INSURANCE

School district property is insured against damages resulting from theft, vandalism, fire, wind, and hail. All losses are subject to a \$5,000 deductible except for scheduled items which are subject to a \$250 deductible. Scheduled items include vehicles, cameras, musical instruments, and computers.

The district does not insure the personal property of others unless the property is in the care, custody, and control of the school district as evidenced by a contract approved by the business office. Generally speaking, the property of students or employees is not insured by the school district regardless of the source or nature of the loss. This applies, as well, to personal vehicles used by employees on school business.

Tort liability protection is provided all employees for actions arising out of their scopes of employment.

Job Classification, Compensation, Probationary Period, and Evaluation

Section 7

DISTRICT DIRECTORY

The district directory lists the name, work location, email address, and work phone number for each employee. The district directory is accessible via the district's website at www.whitebear.k12.mn.us.

JOB POSTINGS

Job vacancies are processed through Human Resources. Jobs are numbered and dated with a posting date and an application deadline date. All job postings are placed on the district website.

Internal candidates for a position should submit an application and an updated resume. External candidates must submit a completed application form, letter of interest, resume, and letters of recommendation.

Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered to be finalists for a position. Finalist means an individual selected for an interview prior to selection. The following personnel data that is collected on current and former applicants is public: veteran's status, relevant test scores, job history, education and training, and work availability.

JOB DESCRIPTIONS

An Americans with Disabilities Act job description lists the essential functions of each large job category. The job description also identifies minimum reading, writing, and comprehension skills, licensing or other qualifications, and physical requirements for the job.

The description identifies job requirements in the major categories of skill, effort, responsibility, and working conditions normally required in the performance of the work.

PAYROLL

District paydays are the fifteenth and last day of the month. When the normal payday occurs on a weekend or holiday, the payday will be on the day immediately preceding the weekend or holiday. The district utilizes Skyward, which allows employees to access pay, leave, and other benefit information via the internet.

DIRECT DEPOSIT

Direct deposit is an electronic method of depositing one's net paycheck in an account of the employee's choosing on payday: a checking or savings account at any one bank, savings and loan, or at most credit unions. To activate direct deposit, an employee must complete an Employee Authorization form, which is available in the principal's office or from the payroll department.

PAY EQUITY

As a public employer, White Bear Lake Area Schools must ensure that its compensation plan is free of gender bias as mandated by Minnesota's Pay Equity Act. The act requires that

positions be compensated based on their comparable work value. Jobs with similar work value should receive similar compensation.

PROBATIONARY PERIOD

Probationary periods for licensed staff members are governed by Minnesota Statute 122A.40. *Please refer to this statute for specific language.*

RETIREMENT

Licensed employees are required to join the Teachers Retirement Association (TRA). Both the district and the employee contribute to these retirement funds as determined by law. Contributions are automatically withheld from paychecks on a pre-tax basis. For information about retirement benefits, contact the plans directly.

TRA 1-800-657-3669 or 651-296-2409 www.tra.state.mn.us

In addition to TRA, the employee can contribute to a qualifying tax sheltered annuity (403b) or deferred compensation plan (457). Employees are able to begin contributions or change existing contributions two times per year; September 15 and February 15. For assistance in completing the paperwork, contact the business office.

CODE OF ETHICS FOR MINNESOTA TEACHERS

Teachers are expected to know and comply with the following code of ethics.

Scope. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth the procedures for implementation. This code shall apply to all persons licensed according to rules established by the board of teaching.

Standards of Professional Conduct. The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to a private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Statutory Enforcement of Code: Complaints, Investigation, and Hearing. The enforcement of the provisions of the Code of Ethics for Minnesota teachers shall be in accord with Minnesota Statutes, section 214.10.

EMPLOYEE CONDUCT POLICY

Employee misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

- A. unprofessional conduct;
- B. failure to observe rules, regulations, policies, and standards of the school district and/or directives of supervisors;
- C. neglect of duties;

- D. personal and/or immoral conduct;
- E. use of illegal drugs, alcohol, or any other chemical substance on the job, or any off-site use which impacts the employee's performance;
- F. deliberate and serious violation of the rights and freedoms of either employees, students, parents, or school community members;
- G. falsification of credentials and experience;
- H. unauthorized destruction of school district property;
- I. inappropriate dress;
- J. failure to observe good personal hygiene practices.

NEPOTISM

The District may employ family members of current employees. To be hired, transferred or promoted, close family members may not:

1. Be assigned to positions where one can influence the employment conditions or career of the other. This includes decisions involving hiring, termination, compensation, performance evaluation, discipline, promotional opportunities and work assignments; or
 2. Be assigned to positions where one reports to, directs the work of, or otherwise has direct or indirect supervision of another close family member.
- A. This policy shall apply to appointment of temporary and summer help, as well as contract employees.

UNITED STATES CODE TITLE 17—COPYRIGHT

Employees are personally responsible for compliance with, and knowledge of existing copyright statutes and laws. Generally speaking, a copyright is created automatically when an original work is fixed in any tangible medium of expression that can be perceived, reproduced, or communicated. A copyright gives the owner exclusive rights to reproduction, adaptation, publication, performance, and display. There are limited fair use exceptions that would permit an educator to use copyrighted material for scholarly work or teaching. A fair use exception gives the non-owner the privilege of using copyrighted material without consent of the owner. In general a teacher can make a single copy of a page, chapter, or article for personal use.

PUBLISHING, PATENTS, COPYRIGHTS, AND ROYALTIES

Materials Created by Staff

The school board encourages school district staff members to engage in creative activities. Written materials, computer software, audio or visual materials, and other devices or products developed by school district staff on district time or at district expense or using equipment owned or leased by the district are the property of the school district. The superintendent may seek to secure copyrights, patents, or other rights or ownership for the district to products which are the property of the district. Any proceeds which may accrue from the sale or licensing of such products shall be paid to the district. The school district shall not enter into agreements to pay royalties to employees for products sold by the district.

Materials that are copyrighted

It is the policy of the district to adhere to the provisions of current copyright laws as they affect the district and its employees. Copyrighted materials, whether print or non-print, may not be duplicated by the district without first receiving written permission from the copyright holder through proper procedures or complying with district guidelines. The school board directs that:

1. Unlawful copies of copyrighted materials may not be produced on district-owned equipment or any other equipment on district property.
2. Unlawful copies of copyrighted materials may not be used with district-owned equipment or other equipment on district property.

Title IX—DISCRIMINATION

No person shall, on the basis of sex, race, or religious preference be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in the school district.

Administration shall comply with Title IX regulations promulgated by the U.S. Department of Education, Minnesota Statutes, and the Minnesota State Board of Education guidelines implementing this policy.

It is the responsibility of the instructional administration to incorporate processes into all regular review and selection of curriculum – materials and experiences – through which it may be determined whether there is evidence of racism, sexism, or religious discrimination.

AMERICANS WITH DISABILITIES ACT -- 42 U.S.C., Ch. 126 12112

I. General rule

No covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

II. Construction

As used in subsection (a) of this section, the term “discriminate against a qualified individual on the basis of disability” includes—

- A. limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of such applicant or employee because of the disability of such applicant or employee;
- B. participating in a contractual or other arrangement or relationship that has the effect of subjecting a covered entity’s qualified applicant or employee with a disability to the discrimination prohibited by this subchapter (such relationship includes a relationship with an employment or referral agency, labor union, an organization providing fringe benefits to an employee of the covered entity, or an organization providing training and apprenticeship programs);
- C. utilizing standards, criteria, or methods of administration—
 1. that have the effect of discrimination on the basis of disability; or

2. that perpetuate the discrimination of others who are subject to common administrative control;
- D. excluding or otherwise denying equal jobs or benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association;
- E.
1. not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless such covered entity can demonstrate that the accommodation would impose an undue hardship on the operation of the business of such covered entity; or
 2. denying employment opportunities to a job applicant or employee who is an otherwise qualified individual with a disability, if such denial is based on the need of such covered entity to make reasonable accommodation to the physical or mental impairments of the employee or applicant;
- F. using qualification standards, employment tests or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals with disabilities unless the standard, test or other selection criteria, as used by the covered entity, is shown to be job-related for the position in question and is consistent with business necessity; and
- G. failing to select and administer tests concerning employment in the most effective manner to ensure that, when such test is administered to a job applicant or employee who has a disability that impairs sensory, manual, or speaking skills, such test results accurately reflect the skills, aptitude, or whatever other factor of such applicant or employee that such test purports to measure, rather than reflecting the impaired sensory, manual, or speaking skills of such employee or applicant (except where such skills are the factors that the test purports to measure).

HARASSMENT AND VIOLENCE

To All White Bear Lake Area Schools Employees:

The employees of White Bear Lake Area Schools are its greatest asset and should at all times treat each other with respect and fairness. To that end, the district will not tolerate unlawful acts of discrimination, harassment, or violence. This zero-tolerance policy applies to all activities in the work place that violate the law or company policies on discrimination, harassment, and equal opportunity in employment. Please do everything you can to ensure that we have a work environment at White Bear Lake Area Schools in which men and women of all ages, races, abilities, preferences, and backgrounds are treated with respect. With your help, we will continue to build a diverse workforce that mirrors the communities we serve, enables us to be the school of preference and keeps White Bear Lake Area Schools a great place to work.

Discrimination and Harassment Policy

Purpose:

Discrimination, harassment and violence because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, age, and/or veteran status is against the law.

Policy Summary:

White Bear Lake Area Schools will not tolerate any individual engaging in verbal, physical, or other conduct which has the purpose or effect of unreasonably interfering with a person's work or learning performance, or which creates an intimidating, hostile, or offensive work or learning environment.

Discrimination because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, age, and/or veteran status is against the law.

Harassment is generally defined as verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, age, and/or veteran status. Unlawful harassment may occur when:

- a. Submission to such conduct is either explicitly or implicitly made a term or condition of employment or learning experience;
- b. Submission to or rejection of such conduct by an employee is used as a basis for employment and/or educational decisions such as a promotion, assignment, demotion, discipline, discharge, or expulsion;
- c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment by:
 1. unreasonably interfering with an employee's work or learning performance; or
 2. otherwise adversely affecting an individual's employment or educational opportunities.

Depending on the circumstances, harassment may include, but is not limited to:

- a. Verbal harassment (e.g., certain epithets, slurs, negative stereotyping, jokes, pranks, or other threatening, intimidating, or hostile acts that relate to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, age, and/or veteran status);
- b. Written harassment (e.g., certain poems, letters, cartoons, or other visual or physical renderings that denigrate or show hostility or aversion toward an individual or group because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, age, and/or veteran status and that is placed on walls, bulletin boards, or elsewhere on White Bear Lake Area Schools' premises or circulated in the White Bear Lake Area Schools system);
- c. Physical harassment (e.g., unwelcome gestures, impeding movement, or other threatening, intimidating, hostile, or offensive contact that is directed toward an individual because of his or her race, color, creed, religion, national origin, sex, marital

status, disability, status with regard to public assistance, sexual orientation, age, and/or veteran status).

Eligibility: For all employees who believe they are being unlawfully harassed or discriminated against.

Procedure: Specific areas of responsibility and action steps are defined below.

Responsible Party	Action
Employee	<p>Tell the individual(s) that you find the behavior improper and/or offensive and request that it be stopped.</p> <p>Immediately report the situation to your supervisor or an administrator.</p> <p>If your request is ignored or you are uncomfortable with this approach and you would like the district to investigate the problem, please use this complaint procedure to file a discrimination or harassment complaint</p> <ol style="list-style-type: none">You must report the situation to your immediate supervisor or an administrator and file a written complaint with the Department of Human Resources. You can obtain complaint forms from your supervisor or an administrator.If the behavior continues, or your supervisor is the individual engaging in the behavior, you must contact the human resources department to report the situation and you must file a written complaint using the Employment EEO Complaint Questionnaire form.If the situation is severe or you fear possible physical injury, you should contact your supervisor or Human Resources immediately and file an Employee EEO Complaint Questionnaire as soon as possible.
Supervisor/HR Director	<p>Give employee an Employee EEO Complaint Questionnaire.</p>
Employee	<p>Fill out Employee EEO Complaint Questionnaire (**Please note, the district cannot conduct a thorough formal investigation without a completed questionnaire from the complainant.</p>
Supervisor	<p>Fax Employee EEO Complaint Questionnaire to the human resources department within 24 hours of receipt (651) 407-7546.</p>
Supervisor/HR Director	<p>After objectively gathering all the available information, documentation must be provided to the area handling the case management: Human Resources or administration.</p>

Human Resources Work with the supervisor to determine if **the behavior or activity identified in the investigation substantiates the allegations in the complaint and**, if so, whether the district policy was violated, and what action will be taken.

RELIGION IN THE SCHOOLS

The principle of religious liberty is a fundamental element of freedom and democracy in the United States. The choice of what to believe is left solely to the individual and family, who are free to choose or reject any belief without interference from government or other members of the community. The district must respect the principle of individual and family choice. The public schools must be vigilant so as to not promote beliefs and practices that relate to religion and spiritual beliefs and culture. The proper role of religion in the public schools is in its educational value and not in religious endorsement or celebration. Since a primary purpose of the public school is to teach about the world that has been and the world that is, the part that religion has played in the historical and social development of humanity is essential to the curriculum. The public schools bring together students and staff from many different backgrounds and beliefs, and have a unique opportunity to promote understanding and respect for cultural and religious differences; therefore, it is the policy of the district to recognize and affirm the religious and spiritual/cultural diversity of students and staff. School policy regarding the relationship of religion and public education should provide freedom, protection, and sensitivity for students, staff, and the community as a whole.

EMPLOYMENT ACCOMMODATIONS

Purpose:

The district policy is designed to ensure equal access to the work place for people with disabilities.

Policy:

With regard to employment, White Bear Lake Area Schools prohibits discrimination against an otherwise qualified disabled applicant or employee who, with or without a reasonable accommodation, can perform the essential functions of a particular job. The district will make reasonable accommodations to enable qualified people with disabilities to participate in the job application process, district-sponsored events, and to have access to benefits and privileges provided to other similarly situated employees.

A ***person with a disability*** is someone who has a physical or mental impairment that substantially limits one or more major life function(s); or who has a record of such an impairment; or who is regarded as having such an impairment.

Essential functions are the basic job duties an employee must be able to perform, with or without an accommodation. Factors considered when determining whether a function is essential include but are not limited to: 1) the reason the job exists; 2) the number of employees available to perform the function; and 3) how much of the work period is spent performing the function. Essential job functions may include performance standards that are real elements of the job, such as typing speeds. It is up to the district to make the decision about whether a job function is considered essential.

An **accommodation** is a change to the work place or process that will allow a qualified employee with a disability to perform the essential functions. Examples of accommodations include adjusting the height of a work surface, widening a door for wheelchair accessibility, magnifying a computer monitor, amplifying a telephone receiver, providing an interpreter or captioner, and offering flexible work or break schedules.

An accommodation must be safe, effective, and efficient, and is not considered reasonable if it infringes on the rights of others or imposes undue hardship in terms of significant difficulty or expense.

The district will take all accommodation requests into consideration, and is responsible for assessing the reasonableness of an accommodation and making the final determination regarding which accommodations, if any, will be implemented.

If you would like to request an accommodation, please contact the department of human resources.

Eligibility:

Any employee or applicant at the district who has a work limitation may request an accommodation and participate in the assessment process.

AFFIRMATIVE ACTION

The district shall provide students and staff with an opportunity to relate to and learn from staff members of diverse backgrounds. The district shall maintain a program designed to provide equal employment opportunities for all persons within the district and among its contractors regardless of race, creed, religion, sex, color, marital status, sexual orientation, national orientation, age, disability, or status with regard to public assistance. The district shall establish and maintain plans and procedures which specifically include goals, objectives, and affirmative actions which the district shall undertake to ensure equal opportunity in all areas of employment by the district and to ensure fair and equitable practices on behalf of the district with regard to recruiting, hiring, retaining, promoting, transferring, compensating, terminating, and grievance procedures. The district shall comply with all federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations. Such compliance shall be in the case of any education program or activity, full-time or part-time, operated by the district for which it receives federal, state, or local assistance.

SPECIAL EDUCATION INCLUSION

It is the policy of the district that special education students with disabilities be provided an individual plan that creates a variety of social, emotional, and cognitive opportunities that supports inclusion of each student in his or her normally assigned school and/or community settings.

MINN. STAT. 204c.03—ELECTION DAY

Except for regularly scheduled classes, a public elementary or secondary school may not hold a school-sponsored event between 6:00 p.m. and 8:00 p.m. on the day that a regularly scheduled election is held in any political subdivision in which that school is located, or after 6:00 p.m. on the day that a major political party holds precinct caucuses.

POLITICAL PARTICIPATION (STAFF)

The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, the Board also recognizes that employees shall not use school property or time for political purposes during the employee's work day or while school is in session.

MINN. STAT. 126.20—EYE PROTECTIVE DEVICES

Every person shall wear industrial quality eye protective devices when...performing any function in connection with...activities taking place in eye protection areas. Protective eye wear is provided to protect the employee.

MINN. CHAPTER 626—MANDATED REPORTING OF CHILD ABUSE, SEXUAL ABUSE, AND NEGLECT

"Subd. 3. Persons mandated to report: A person who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, policy department, or the county sheriff if the person is: a professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, or law enforcement." Effective August 1, 2002, a mandated reporter who knows or has reason to believe that two or more children not related to the perpetrator have been physically or sexually abused by the same perpetrator within the preceding ten years must also report to the appropriate agency.

A school employee must report to the appropriate agency. It is not sufficient to report only to your immediate supervisor. It is not the employee's responsibility to determine the validity of a given report. It is the duty of every mandated reporter to report.

Any person mandated to report who fails to do so shall be guilty of a misdemeanor. Any mandated reporter who fails to report abuse of the nature specified as of August 1, 2002, is guilty of a gross misdemeanor.

School personnel suspected child abuse, sexual abuse, or neglect by individuals who are not employees of the district shall report the situation to either the appropriate law enforcement agency or the appropriate county welfare agency and notify his or her immediate supervisor of such action.

Effective July 1, 1999, the Minnesota Department of Education or the local police department are agencies responsible for assessing and investigating child maltreatment allegations that occur in the school setting by employees of the district. A person who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically abused within the preceding three years by school staff in the school setting, shall immediately report the information to the police or to the Minnesota Department of Education. Anyone making a report of abuse or neglect is provided immunity and cannot be prosecuted for reports made in good faith and his or her name is confidential, accessible only by court order.

An oral report must be made within twenty-four hours of receiving the information. A written report must be filed within forty-eight hours of the oral report. The director of

human resources must also be notified immediately of the maltreatment of children in the school setting by school personnel.

Anyone making a report of abuse or neglect is provided immunity and cannot be prosecuted for reports made in good faith and his or her name is confidential, accessible only by court order.

When carrying out reporting procedures as required by state legislation, education employees who report to a welfare or law enforcement agency, district officials or the Minnesota Department of Education that a child is being physically or sexually abused will be protected and supported by the school district. This support and protection also applies when an educator must self-report or report a colleague.

The district prohibits retaliation against a person for reporting in good faith. If a child resides in Ramsey County or if the alleged abuse occurs in a school located in Ramsey County, the employee should report to Ramsey County Child Protection. If a Child resides in Washington County or if the alleged abuse occurs in a school located in Washington County, report the alleged abuse to Washington County Child Protection.

SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

This policy protects the privacy rights of students and employees when requested to testify or provide educational or personnel records for a judicial or administrative hearing. It provides guidance to employees and members of the school board who may be subpoenaed. Private data may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order. A subpoena is NOT a court order. Any employee who receives a subpoena shall immediately inform his or her building administrator. The building administrator shall immediately inform the director of human resources. Direction will be provided and legal counsel will be sought as necessary.

PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone

number, beginning and ending work hours, place of employment and work telephone number.

- E. "Personnel data" means data on individuals collected because they are or were employees of the school district, or an individual was an applicant for employment, volunteers for the school district, or is a member of or applicant for an advisory board or commission.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteer and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. contract fees;
 - 6. actual gross pension;
 - 7. the value and nature of employer-paid fringe benefits;
 - 8. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 9. job title;
 - 10. bargaining unit;
 - 11. job description;
 - 12. education and training background;
 - 13. previous work experience;
 - 14. date of first and last employment;
 - 15. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 - 16. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 - 17. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the

agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

18. work location;
 19. work telephone number;
 20. badge number;
 21. honors and awards received;
 22. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data;
- B. The following information on applicants for employment or advisory board/commission is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training;
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data is private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
 - a. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
 - b. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
 - c. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - i. threaten the personal safety of the complainant or a witness; or
 - ii. subject the complainant or witness to harassment.
 - 4. If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
 - 5. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
 - 6. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Ch. 268.
 - 7. When a report of alleged maltreatment of a student in a school is made to the commissioner of Children, Families and Learning, data that are relevant and collected by the school about the person alleged to have committed

maltreatment must be provided to the commissioner on request for purposes of an assessment or investigation of the maltreatment report.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Chap. 13, or any other state or federal law, the data is private.

VII. CHANGE IN CLASSIFICATIONS

The classification of data in the possession of the school district shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated Chris Picha as the authority responsible for personnel data. If you have any questions, contact her in the human resources department.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.02 (Definitions)
- Minn. Stat. § 13.37 (General Nonpublic Data)
- Minn. Stat. § 13.39 (Civil Investigation Data)
- Minn. Stat. § 13.43 (Personnel Data)
- Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

REQUIRED PERSONNEL RECORDS

During employment with the district, each staff member must have the following documents on file in the human resources office:

- Completed application for professional position or equivalent data
- Valid Minnesota teaching or specialist license
- Up-to-date official transcript of all college and graduate school credits
- I-9 employment eligibility verification
- Other required state or federal information
- Background check

If you would like to view your personnel file, you have the right, upon written request, to review your personnel record once every six months during employment, and the right after reviewing the record to obtain copies. If you dispute information contained in your personnel records, you have the right to submit a position statement that must be maintained with the records.

It is the policy of the district to recognize the value of citizen involvement in political and governmental activities and to encourage its employees, as citizens, to participate in such activities, including running for and serving in appointive and elective office. However, employees shall not use the district property or time for political purposes or engage in

political or governmental activities that may result in a conflict of interest or impairment of job performance.

STUDENT RECORDS

All employees have an obligation to protect the privacy rights of students. Aside from director information, all other information is deemed private. Private student information can only be shared with the parent, others, only with the written consent of parents, or as required by state or federal law. Private student information can only be shared with district staff members that have a “legitimate educational interest” in the information. Student health records are private information. The school nurse in consultation with the building principal will determine who has a need to know private health information.

Employees who violate a student’s privacy may be subject to discipline. Refer to board policy.

DRUG-FREE/ALCOHOL-FREE WORKPLACE

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school, or in any other school location, by any student, teacher, administrator, other school district personnel, or member of the public is prohibited as general policy. Paraphernalia associated with controlled substances is also prohibited.

TOBACCO

Smoking, and the use of tobacco products and e-cigarettes, by students, staff, visitors, and tenants, is prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles.

EMPLOYEE RESPONSIBILITY FOR DISTRICT-PROVIDED COMPUTER RESOURCES

Computer resources, defined as company-provided computers, software, hardware, peripheral equipment, and electronic communication devices (“Computer Resources”), are important assets for the district and its community. White Bear Lake Area Schools provides Computer Resources to you as business tools to enhance your job performance and the services you provide to internal and external customers. However, along with this benefit, come important responsibilities which you assume in using the Computer Resources. You are responsible for maintaining the confidentiality of district information and for protecting the Computer Resources you use. Additionally, you are responsible for knowing and guaranteeing the integrity of the content of data you create or disseminate while using such resources. Finally, the Computer Resources may only be used for district business and may not be used for personal purposes.

DISTRICT COMPUTER ACCEPTABLE USE POLICY

The following rules apply to all employees in their use of Computer Resources provided by White Bear Lake Area Schools. See also Minn. Stat. § 1305.

I. Purpose

- A. The purpose of this policy is not to impose restrictions that are contrary to the district’s established culture of openness, trust, and integrity, but rather to protect employees, students, and associates from illegal or damaging actions by individuals, either knowingly or unknowingly. The district information network system, including but not limited to; computer equipment, software, operating systems, storage media, network accounts providing email, web browsing, and FTP, are the property of White Bear Lake Area Schools.
- B. The information network system is to be used for school business and educational purposes in serving the interests of the school district in the course of normal operations. Effective security is a team effort involving the participating and support of every White Bear Lake Area Schools student, employee, and associate who deals with information and/or information systems. It is the responsibility of every information network system user to know these guidelines, and to conduct his or her activities accordingly. The district technology committee comprised of

teachers, administrators, parents, and school board members, developed this policy.

II. Scope

This policy applies to students, employees, contractors, consultants, temporaries, and other workers at the district, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by White Bear Lake Area Schools now or in the future.

III. General Statement of Policy

In making decisions regarding user access to the White Bear Lake Area Schools information network system and the Internet, White Bear Lake Area Schools considered its own educational mission, goals, and objectives. The primary purpose of the information network system is to support and enhance teaching and learning that prepares students for success. Providing access to the network is an investment in the future of our students and employees. Network technology is one of the resources that promote educational and organizational excellence. The responsible use of this technology will allow students and staff to significantly expand their knowledge by means of accessing and using information resources; and by analyzing, collaborating, and publishing information. White Bear Lake Area Schools expects that faculty will blend thoughtful use of the school district's information network system throughout the curriculum and will provide guidance and instruction to students in their use.

IV. Limited Educational Purpose

White Bear Lake Area Schools is providing students and employees with access to the school district's information network system, which includes restricted access to the public Internet. The purpose of the information network system is not merely to provide students and employees with general access to the Internet. The school district's information network system has an educational purpose, which includes classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through White Bear Lake Area Schools' information network system to further educational and personal goals consistent with the mission of the school district and school policies.

V. Use of System is a Privilege

Use of the White Bear Lake Area Schools information network system is a privilege, not a right. Depending on the nature and degree of the violation, and the number of previous violations, unacceptable use of the White Bear Lake Area Schools information network system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

VI. Security and Proprietary Information

A. Employees should take all necessary steps to prevent unauthorized access to proprietary information. Examples of confidential information include but are not

limited to: student records, financial records, student and faculty lists, passwords, files and folders, email addresses, phone numbers, addresses, etc.

- B. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System-level passwords and user-level passwords should be changed annually.
- C. All PCs, laptops, and workstations should be secured by logging off or with a password-protected screensaver with the automatic activation feature set at ten minutes or less when the computer will be unattended.
- D. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops with strong passwords and don't leave them unattended, especially in public places.
- E. Postings by employees, from an White Bear Lake Area School's email address, to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of White Bear Lake Area Schools, unless posting is in the course of school business.
- F. All computers that are connected to the White Bear Lake Area Schools information network system, whether owned by a third party or by White Bear Lake Area Schools, shall be continually executing approved virus-scanning software with a current virus database. Users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, Trojan horse programs, or spyware.
- G. Any computer brought into the school district by outside parties or vendors must be approved by the technology services department before it is allowed to connect to the school network, either wirelessly or with a network cable. This approval can be obtained by phone; unless during the interview it is determined that there is a significant risk of exposure to malicious code. In such a case, the computer, laptop, or PDA must be physically inspected by a member of technology services.

VII. Software Policy

- A. District employees should not install any operating systems, software, patches, or updates on any computers owned by White Bear Lake Area Schools unless they have obtained prior approval from Technology Services. There are three important reasons for this:
 - 1. Security: Many software programs, especially freeware programs, are poorly written or contain malicious codes such as key-loggers or spy-ware that could compromise network security.
 - 2. Cost and Performance: There are a multitude of programs freely available over the Internet that are classified as spy-ware. These programs usually run as a service on the computer and have icon that is visible in the system tray. These programs generate huge amounts of unnecessary network traffic which degrades network performance and increases costs for the school district. White Bear Lake Area Schools pays for Internet use by calculating average

bandwidth used per hour. These bandwidth robbing programs could literally cost the school district thousands of dollars per year in unnecessary costs.

3. Support: Any software installed without technical services approval will not be subject to the same level of support that approved programs include. In fact, installing unapproved programs could result in data loss, computer and network problems, or even culpability in causing a network outage. In such cases, technical services may not be able to recover all your data or in the case of a network outage, you may be subject to disciplinary action or liability for damages.

VIII. Unacceptable Uses

- A. The uses of the White Bear Lake Area Schools information network system and its Internet resources or accounts which are considered unacceptable include, but are not limited to, the following:
 1. Users will not use the White Bear Lake Area Schools information network access, review, upload, download, store, print, post, or distribute pornographic, obscene, or sexually explicit material.
 2. Users will not use the White Bear Lake Area Schools information network system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 3. Users will not use the White Bear Lake Area Schools information network system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
 4. Users will not use the White Bear Lake Area Schools information network system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 5. Users will not use the White Bear Lake Area Schools information network system to knowingly or recklessly post false or defamatory information about a person or organization, harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
 6. Users will not use the White Bear Lake Area Schools information network system to engage in any illegal act or violate any local, state, or federal law.
 7. Users will not use the White Bear Lake Area Schools information network system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring, or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system of other users.

8. Users will not use the White Bear Lake Area Schools information network system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
9. Users will not use White Bear Lake Area Schools information network system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
10. Users will not attempt to gain unauthorized access to the White Bear Lake Area Schools information network or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
11. Users will not use the White Bear Lake Area Schools information network system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
12. Users will not use the White Bear Lake Area Schools information network system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
13. Users will not use the school district system to offer or provide goods or services for personal use without authorization from the appropriate school district official.

IX. Consistency with Other School Policies

Use of the school district information network system and use of the Internet shall be consistent with school district policies and the mission of the school district.

X. Limited Expectation of Privacy

- A. By authorizing use of White Bear Lake Area Schools' information network system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the White Bear Lake Area Schools information network system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. White Bear Lake Area schools reserves the right to audit computer systems, email use, Internet use, and user files on a periodic basis to ensure compliance with this

policy. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. White Bear Lake Area Schools does not provide school district email accounts for students. White Bear Lake Area Schools does not have any control over free email accounts that the students initiate over the Internet. Parents have the right to request the termination of their child's individual account at any time.
- E. White Bear Lake Area Schools employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The White Bear Lake Area Schools will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

XI. Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of White Bear Lake Area Schools.
- B. This policy requires supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet. The Internet Use Agreement form must be read and signed by the user and the parent or guardian. The form must then be kept on file at the local school and/or the technology service department.
- C. White Bear Lake Area Schools implemented an Internet Filtering System in October 2000. This system limits students and staff from accessing inappropriate information over the Internet. The technology services department updates the software regularly to address new threats and websites designed to defeat the filtering software. Internet logs are reviewed daily and any possible violations of Internet use within the school district will be promptly investigated.
- D. Staff is expressly prohibited from using district Internet resources to access, upload, download, or distribute any material that violates the district's violence/harassment or respectful behavior policies; violate any local, state, or federal statute; access another person's materials, information, or files without the implied or direct permission of that person; violate copyright laws; or use for unauthorized commercial purposes and financial gain. The use of the internet for private, non-education purposes is strongly discouraged.

XII. Limitation of School District Liability

Use of all White Bear Lake Area Schools information network system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to,

loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays, changes in, or interruptions of service, or mis-delivery or non-delivery of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the White Bear Lake Area Schools information network system. The school district will not be responsible for financial obligations arising through unauthorized use of the White Bear Lake Area Schools information network system or the Internet.

XIII. User Notification

- A. All users shall be notified of the school district policies relating to Internet use. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
- B. Information stored on school district diskettes, hard drives or servers.
- C. Information retrieved through school district computers, networks, or online resources.
- D. Personal property used to access school district computers, networks, or online resources.
- E. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 1. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 2. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide foolproof means for enforcing the provisions of this Acceptable Use Policy.
 - 3. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a staff member or student through the Internet is the sole responsibility of the staff member, student, or the student's parents/guardians.
 - 4. Notification that, should the user violate the school district's Acceptable Use Policy, the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
 - 5. White Bear Lake Area Schools reserves the right to unilaterally amend this agreement. Notice will consist of a written (e.g. school newspaper, etc.) and/or an email announcement. Use of the White Bear Lake Area Schools information network system after the effective date of the amendment constitutes acceptance of the new terms.
 - 6. Notification that all provisions of the Acceptable Use Policy are subordinate to local, state, and federal laws.

XIV. Parent Responsibility; Notification of Student Internet Use

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's/students' use of the school district information network system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access.
 - 4. A statement that the Internet Use Agreement must be signed by the user and the parent or guardian prior to use by the student.
 - 5. A statement that the school district's Acceptable Use Policy is available for parental review.

XV. Implementation; Policy Review

- A. The district technology committee may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The district technology committee shall revise the student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district's Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

XVI. Due Process for Suspected Violations

- A. When a suspected violation of this Acceptable Use Policy has been identified, the policy stated below will be adhered to:
 - 1. Students:
 - a. When a suspected violation of this Acceptable Use Policy is identified to the immediate teacher, the student's access to all White Bear Lake Area School technology resources will be suspended. The principal and technology coordinator will be notified. The principal will schedule a hearing where the alleged violator will have the opportunity to present information on his or her behalf. After review of the suspected violation by the principal, technology coordinator, and a student body member, the principal, if

applicable, will administer any penalty. The superintendent/school board will be the final decision authority.

2. Employees:

- a. When a suspected violation of this Acceptable Use Policy is identified to the principal or technology coordinator, the employee's access to all White Bear Lake Area Schools technology resources will be suspended. The principal/technology coordinator, Human Resources, and bargaining unit representative will be notified. The principal or Human Resources will schedule a hearing where the alleged violator will have the opportunity to present information on his/her behalf. After review of the suspected violation by the principal/technology coordinator, Human Resources, and bargaining unit representative, the principal or Human Resources, if applicable, will administer discipline, which would include but not limited to reprimand up to and including termination. If the suspected violator is a non-unit employee, the review will be conducted by the principal, Human Resources, and the technology coordinator. The superintendent/school board will be the final decision authority.

CLASSROOM COMPUTER PROCEDURES

Staff members are *REQUIRED* to use passwords. Passwords should be changed frequently. *Do not share your password with anyone, i.e. staff/students/family.*

Each computer has been formatted in a specific manner for each individual school. Staff is unable to change the standard configuration of your computer. If you would like to add or delete software or change the configuration, you must first contact your principal or his/her designee and then make arrangements with the WBL technology department at extension 1234.

All service requests should be directed to the technology department via either *TrackIT* or extension 1234.

EMAIL

Your designated computer access name is now *first name {dot} last name {at} isd624 {dot} org*. For additional information on how to use *Gmail* please go to our technology portal: <http://portal.whitebear.k12.mn.us:8787/technology/default.aspx>

Every reserve teacher will receive an intra-district email account, as well as calendar and Google Docs, to facilitate collaboration with teachers and exchange of lesson plans.

To access email, go to mail.google.com or gmail.com and type in your username and password. Calendar and Documents are accessible from the menu at the top of the screen.

TELEPHONES

District-owned telephones allow employees to more effectively meet district job expectations. While they may be used to receive brief personal messages, they are not to be used for the transaction of business, which is outside the scope of the employee's district job expectation. When personal calls are necessary, they should be made before and after work hours or during breaks or lunch.

Personal long-distance calls on district phones are discouraged. However, when personal long-distance calls are made from a district telephone, the employee shall reimburse the school/district for all charges.

Personal cell phones should be turned off during the workday. With prior permission or in an emergency, an employee may be permitted to receive and send calls. For example, an employee might need to be in contact with a spouse due to the imminent birth of a child.

VOICEMAIL

All employees are expected to check voicemail messages daily and to return calls promptly (typically within forty-eight hours or upon return to work). Voicemail messages are also to be deleted promptly.

Personal voicemail greetings are to be courteous, concise, and professional. Greetings should include the direction to press "0" to be forwarded to another line. Voicemail users should include an indication of when messages will be picked up/returned and/or how to reach the employee personally. During summer break or other vacation periods, personal greetings should be changed to announce that voicemail is not being monitored and to direct callers to the main office.

BUSINESS EXPENSE POLICY

The White Bear Lake Area Schools' business expense policy applies only to actual cost reimbursement of business expenses for all employees that are paid through the payroll system. These employees are governed by the IRS guidelines and local policy pertaining to business expense reimbursement.

The business expense policy is consistent with the provisions of the internal revenue code and related regulations. Conforming to such provisions is necessary to protect you as well as the district.

The business expense policy provides for adequate accommodations and services which meet the needs of employees. The district will not pay unreasonable or excessive charges. Business travel is to be pre-approved by an administrator and Human Resources.

Compliance with district policy and completing the proper forms in detail is the responsibility of the person submitting the expense report. The district holds the expense report preparer responsible for proper preparation and verification in accordance with IRS regulations, district standards and guidelines. When submitting a business expense report, you are certifying that the charges are proper and comply with the requirements of this policy.

Deadlines for Submission/Reimbursement

Please use the following guidelines in order to meet the submission and reimbursement deadlines for expense reports.

Meal Expenses

The district will reimburse you for the actual cost of meal expenses incurred on company business while you are away from home. Where possible, please take advantage of complimentary meals at conferences. The actual out-of-pocket cost of your meal expenses must be reported. It is district policy to reimburse actual expenses incurred, not to pay per diem (except in extreme circumstances).

All meal expenses, excluding tips, will require a receipt.

Tear tabs are not an acceptable form of receipt required by the IRS and cannot be used to support meal costs. Itemized receipts or cash receipts must be used.

Lodging

The district will reimburse you for the actual cost of hotel expenses incurred on company business while you are away from home. The district encourages employees to lodge in reasonably priced hotels.

Ground Transportation

Employees should use hotel courtesy transportation or shuttle service to/from the airport. This service should also be used for transportation to/from restaurants if the hotel permits. Public transportation or car pooling is encouraged to reduce the cost of transportation. The use of taxis and rental cars should be minimized. Parking fees are allowed for approved district business except at locations where free parking is available. All ground transportation provided by taxis, limos, and shuttle services must be substantiated by a receipt.

Mileage Expense

When using your personal automobile for district business you will be reimbursed at the IRS federal mileage rate. For in-district travel, see the table attached. This mileage rate and table will be reviewed annually. Actual mileage incurred should be reported for all other use of your automobile while on district business. Mileage expense for commuting to/from your home to/from your assigned place of work is not reimbursable. Only additional mileage expense incurred for company business is reimbursable. When working overtime, additional trips from your home to your assigned place of work are not reimbursable.

Business Expense Reimbursement

Business expense reports should be filed within thirty days and must be filed within sixty days of the reimbursable event.

PURCHASING

To protect the legal and financial interest of the district, all commitments to suppliers for goods or services are made through written purchase orders and contracts issued by the finance office. All procurements are to be made in compliance with applicable federal, state, and local law, directives, and executive orders. Compliance with the requirements of the Uniform Municipal Contracting law is specifically the responsibility of the finance office, and non-purchasing personnel are NOT to imply to a present or prospective supplier that they have the authority to contract on behalf of the district.

Site personnel have the responsibility to operate within assigned budgets. Sites determine their own requirements and are responsible for entering purchase requisitions into the Skyward System, accurately describing the desired equipment, supplies, or services. Where finance has established and communicated sources for specific commodities, those suppliers should be used; otherwise, site personnel may recommend sources for their requirements. Site personnel may require deliveries to be made directly to buildings, bypassing Central Receiving; in such case, building personnel are responsible for completing online receiving reports when materials or services are received.

Although there are exceptions, most supply items are available promptly from contract suppliers, Sites should therefore order custodial, office, art, and classroom supplies only as needed.

CONFERENCES

The district will pay for an employee's attendance (and related costs) at conferences, conventions, workshops and seminars to the extent provided for in the budget and as approved by the employee's supervisor.

STAFF-STUDENT RELATIONSHIPS

This policy applies to all school district employees at all times, whether on- or off-duty, and on or off school district premises. At all times, teachers must be mindful of their inherent positions of authority and the need to maintain a standard of professionalism. Employees must exercise good judgment in all interpersonal relationship with students. Such relationship must be and remain on a teacher-student basis or employee-student basis. Actions that violate this policy include, but are not limited to, dating students, having any interaction/activity of a sexual nature with a student, committing or attempting to induce a student or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district, supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring. Excessive informal and social involvement with individual students is unprofessional and is not compatible with employee-student relationships. School district employees shall, whenever possible, ensure safeguards against improper relationships. Safeguards may include such measures as keeping doors open when meeting with a student one on one, making sure that such meetings with a student take place in rooms with windows and/or other nearby, talking with the parent when calling the student's home, etc.

RESPECTFUL WORKPLACE

The School District strives to maintain an environment that fosters mutual respect, prevents bullying, and promotes harmonious, productive working relationships. Our district believes in going beyond what is required by law and expects school personnel to treat each other and students in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, School Board member, member of administration, agent, volunteer, student, or visitor to our premises. As a result, school personnel are prohibited from engaging in behavior that substantially interferes with a professional, productive, and respectful working environment, including behavior that is disrespectful, obscene, inappropriate, offensive, or an act of bullying.

Any school personnel receiving a complaint shall advise the immediate supervisor, the director of human resources, or the superintendent of the complaint.

PHOTO ID

All school district personnel are required to have and to wear a photo ID when working at or visiting a school site during student-contact hours. Employees who have lost or damaged their ID cards or have had a name change should contact Human Resources at (651) 407-7546.

Employees are asked to be alert for adults in the building who do not have identification badges and should direct those adults to the main office for assistance. Building security is everyone's responsibility.

NAME OR PHONE CHANGE

If your address/phone number changes while you are an employee, you need to either contact the human resources department at (651) 407-7546. If you have a name change, please provide Human Resources with a legal document indicating that change. A copy of a social security card with your new name must be brought to Human Resources or the payroll department.

VISITORS IN SCHOOLS

Visitors are welcome in any school in the district. However, for the protection of all students and staff in the building, visitors are asked to go to the office before going to other parts of the building. Staff members are encouraged to communicate with the principal when visitors are expected.

If visitors become disruptive or are acting inappropriately on school property, please contact your administrator immediately.

EMERGENCY PROCEDURES

Each classroom in all buildings should have an emergency procedures handbook. Employees should review the procedures in the handbook and use it as a guide in case of emergency.

MINNESOTA OCCUPATIONAL SAFETY AND HEALTH ACT

In recognition of the district's obligation to provide a safe and healthy workplace for employees, it is the policy of the district to authorize the designation of a safety coordinator. The safety coordinator, in cooperation with district leadership and the district-wide safety committee, will develop occupational/environmental safety and health programs and meet requirements set forth by state and federal health and safety regulations. These programs will address training, procedures, personal protective equipment, medical requirements, enforcement, employee roles, and all other such items required in the relevant standard. The district occupational/environmental safety and health programs will fulfill three fundamental requirements: the district will provide a safe working environment; there will be safe performance by the employee in that environment; and the employee will strive to prevent injuries and illnesses. The district and all employees will be expected to comply with state and federal occupational safety and health regulations.

BUILDING CLEANLINESS

The first three priorities for facility maintenance are safety, cleanliness, and energy conservation. The district currently operates under an every-other-day classroom cleaning plan.

COMMUNICABLE DISEASES

It is the policy of the district that employees with communicable diseases not be excluded from their customary employment as long as they are able to perform their essential job duties and their employment does not constitute a health threat to others within the meaning of the Minnesota Health Threat Procedures Law. Decisions will be made in compliance with state and federal laws. If you have a health concern, please contact the director of human resources.

FRAGRANCE-FREE ENVIRONMENT

White Bear Lake Area Schools strives to maintain an environment comfortable for all. As a courtesy to district employees and students who express sensitivity to fragrances, the district requests students and staff to please refrain from wearing scented products on district property. The district deeply appreciates student and staff cooperation and support.

MAIL SERVICE

Intra-district and U.S. mail is delivered to each school district facility on a daily basis. Since there is only one stop at each building daily, it may take nearly twenty-four hours from time of pickup at one location to time of delivery at another. Use of the interschool mail service and the mail boxes in each building is restricted to official school district business. Unauthorized use is prohibited.

PRIVATE TUTORING AND LESSONS

The school district does not permit the use of school facilities for private gain. Staff cannot tutor students at school for personal remuneration or give musical lessons at school for personal remuneration. Lessons and tutoring on school grounds must be an official school activity or a sponsored community education class.

SALES AND SOLICITATION

Non-school agencies or persons shall not be permitted to sell any item or material or to solicit donations for any purpose in the schools unless these activities are sponsored by the school or community education and have prior approval.

GIFTS, BEQUESTS, AND DONATIONS

It is the policy of the district that all gifts, bequests and donations received by the district excluding those for student activity account organizations, shall be formally presented and, if accepted by the school board, shall then be applied to the purpose or purposes specified by the donor. The school board will not place a value on non-monetary gifts. Individual schools, district supervisors, principals, teachers or other employees are prohibited from accepting gifts on behalf of the district without first obtaining formal acceptance of the school board. Examples include lunches from vendors or holiday presents over \$25.00.

FACILITIES: RECOMMENDATIONS FOR CARE OF FACILITIES

Indoor air quality and its impact on staff and students has been a growing concern for parents as well as for staff. The district, in its building renovation efforts, has been trying to meet the challenges in providing a safe and healthy environment for all students and all district employees.

With that in mind, all employees are asked to follow the following recommendations in all district buildings. Variances may be granted. Please contact your principal or supervisor if you have any questions.

1. No animals (mammals, fish, birds, reptiles, insects, etc.) are allowed except for those housed in secondary laboratory science classrooms. Food for animals must be stored in tightly sealed containers. Cages and areas around cages must be cleaned daily by the teacher.
2. Food preparation, as well as food and beverage consumption, should, whenever possible, be limited to cafeterias and staff lounges. Any food (crackers, candy, etc.) kept in a building overnight or longer must be stored in rigid plastic containers which have tight seals. If there is a need for a student snack, please try to schedule that with the principal in the cafeteria.
3. Plants should be limited to less than three per classroom or office. Each pot must have a water collection saucer to prevent water spillage. Plants cannot be placed on unit ventilators.
4. Appliances such as microwaves, toasters, refrigerators, toaster ovens, coffee pots, hot plates, portable heaters, etc., are allowed in staff lounges and the kitchen. Coffee makers will be allowed in certain conference rooms and other designated areas with a variance.
5. The state fire marshal does not allow household type floor and table lamps.
6. Extension cords should only be used for portable equipment such as overhead projectors, tape players, vacuums, etc. Extension cords must be grounded fourteen gauge cords. One power strip (up to twenty feet long) with surge protection can be used per computer station.
7. Exit doors, aisles, and corridors should be kept clear at all times. Doors may not be completely covered with decorations. Windows in doors would not be covered.
8. The state fire marshal requires that all flammable and combustible liquids (spray paints, solvents, gum remover, etc.) be stored in an approved non-flammable cabinet.
9. Combustible artwork, teaching materials posters, etc. should not exceed twenty percent of the wall area. Non-flammable materials are acceptable. Nothing should be hung from the ceiling. The committee and the district administration realize that this may be a problem in some elementary classrooms, but every effort should be made to meet the fire marshal regulation.
10. In renovated buildings, all furniture must be ordered through the purchasing department. No bookcases, shelving units, display cases, etc. may be brought in from outside the district.

11. Sofas, love seats, easy chairs, bean bag chairs, etc. brought in from outside the district should be removed from the building.
12. Carpet squares, carpet pieces, and rugs should be purchased through the district.
13. Cleaning products, art chemicals, paints, pesticides, etc. may not be brought in from home.
14. Air freshener products such as sprays, sticks, and plug-ins, and air purifiers should be ordered through the district.
15. Unit ventilators should be clear and free from any obstruction to within three feet to allow for air passage.
16. Louvers/grills that allow air to pass into the halls should be kept clear.
17. In renovated schools, all materials should be stored in the storage compartments provided. Materials should not be stored on the floor.
18. Stuffed animals can be problematic and should be limited.

USE OF BUILDINGS AND GROUNDS BY THE COMMUNITY

The public school facilities are provided in order that the youth of the community receive the benefits of a sound educational program. Although this is the basic purpose for which schools are built, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, when possible, use may be made of school plants for auxiliary cultural, educational, and recreational activities, and in accordance with administrative procedures. Staff may use the buildings in accordance with administrative procedures.

BORROWING DISTRICT EQUIPMENT OR MATERIALS

It is the policy of this district that district equipment or materials shall not be removed from district property for personal use by employees. A building principal or other appropriate supervisor may authorize an employee to borrow equipment for the purpose of enhancing knowledge and skills required for job performance or for completing specific job duties or assignments. Such authorization should be documented in writing by the principal or other appropriate supervisor, and a copy made for the employee. The employee should carry the copy when removing district property from the premises. Unauthorized removal of equipment or materials from district property may be considered theft and reported to the proper authorities.

TRANSPORTING STUDENTS

Transporting students in private automobiles is discouraged and is permitted only when extenuating circumstances, good judgment, and the wellbeing of the students provide no reasonable alternative.

All persons authorized to drive a privately-owned vehicle on a school-sponsored trip must be so authorized in writing unless the situation is of a critical nature and prior authorization cannot be acquired. Only the building principal or designee is empowered to grant such authorization. The authorization will be executed on a per-trip basis prior to commencing each trip unless the nature of the transportation warrants authorization on an annual basis.

All authorized drivers must certify possession of a current and valid Minnesota driver's license. No person who has been arrested for careless or negligent driving, speeding, driving "while under the influence" or similar violation or has more than three speeding violations in the last five years shall be authorized to drive on such trips.

Educational assistants are prohibited from transporting students during normal working hours in privately-owned vehicles. All volunteer drivers must also be properly authorized and they must comply with the district and state qualifications and performance standards.

Whenever use of privately owned automobiles or volunteer drivers is authorized by the district, the district's liability insurance policy becomes secondary or excess coverage to the privately-owned automobile and volunteer driver's insurance policy. Insurance coverage for damage to the vehicle is the responsibility of the vehicle's owner.

MONEY SAFEKEEPING

The receipt, safekeeping, and deposit of revenues shall be handled in a manner that provides accurate records, secure storage, and prompt deposit of all funds. Receipts shall be deposited on a daily basis.

All monies held overnight shall be kept in a designated secure place and are not to be kept in desk drawers or file cabinets.

GRADUATION CREDIT REQUIREMENTS

Credits

Students are required to register for 6 credits each year. A semester course equals .5 credit and a year long course equals 1 credit. High school students who satisfactorily complete a high school course shall receive secondary course credit and the credit shall count towards the student's graduation requirements.

Additional Credit Options

White Bear Lake Area High School (WBLAHS) offers opportunities for students to earn additional credit in required courses beyond the regular school day. These options will "free up" space in students' schedules, allowing them to take an additional course.

North Campus – students may enroll in the Health/Physical Education course that is held after school or during the summer.

South Campus – students may take one additional course during Zero Hour (beginning at 7:00 a.m.). Students may choose Economics, American Government, or Health. Another option offers students the choice to enroll in an online Economics, American Government, or Health course. Online coursework consists of web-based lessons, homework, and quizzes. Online students must also attend weekly check-ins with a teacher to take unit tests, present homework, and get extra help if needed. Courses may be cancelled due to low enrollment and seniors have priority. Contact your school counselor for more information.

Course	Required Credits
Language Arts	4
Math	3
Science	3
Social Studies	3.5
PE/Health	1.5
Arts	.5
Electives	6.5
TOTAL	22

Health and P.E. Requirement:

Class of 2012:

.5 credit in Health and .5 credit in PE in grade 9

.5 credit in Health or PE elective sometime in grades 10-12

If students have not completed a .5 credit in P.E. and a .5 credit in Health as 9th graders, they will need to complete these credits sometimes in grades 10-12.

Class of 2013 and beyond:

.25 credit in Health and .25 credit in P.E. in grade 9

.5 credit in Health or P.E. elective sometime in grades 10-12

.25 credit in Health and .25 credit in P.E. in grade 11 or 12

Minnesota State Testing Requirements

All students will be required to pass the Minnesota Comprehensive Assessments–II (MCA-II) GRAD state tests in order to graduate from a public high school in Minnesota. The writing test will first be administered in grade 9, reading in grade 10, and math in grade 11. Students who do not pass the reading, writing, or math GRAD test requirements will have opportunities to retake the GRAD component of the test during future testing sessions

ALTERNATIVE INSTRUCTION

Because the district believes in the principles of intellectual freedom, it is the policy of the district that members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in the district may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond according to established procedures.

The intent of the procedures is to provide parents, guardians, and adult students with the opportunity to review instructional materials, address concerns, and propose alternative instruction for individual students. Alternative instruction cannot interfere with the rights of others to receive the instruction in question, nor does it relieve the student from meeting state- and district-level learner outcomes. Families requesting course credit for alternative instruction submit their requests in writing to the assistant superintendent for prior approval. Students are subject to district assessment before credit is awarded.

HOMEBOUND ISNTRUCTION GUIDELINES

Homebound instruction is provided to students who need to have their current educational placements reevaluated. Homebound services may be provided for up to five hours per week as determined by the student's educational team. More information regarding homebound services may be obtained by calling special services at (651) 407-7553.

The classroom teacher is expected to provide high quality learning materials and assignments for students who are receiving homebound instruction. The expectations for student academic performance should be clearly stated, should be appropriate for the situation, and must be provided within the given timeframe. The resulting student work must be evaluated by the teachers in a fair and consistent manner and credit must be ultimately transferred to the student's record.

HOME-HOSPITAL INSTRUCTION GUIDELINES

Home-hospital instruction is available to students who must miss school for at least fifteen consecutive days due to illness or to recover from a serious injury or hospitalization. Instruction is provided for most course work with an exception for courses such as industrial technology, where equipment and supply access is limited. More information regarding home-hospital services may be obtained by calling the special services department at (651) 407-7553.

The classroom teacher is expected to provide high quality learning materials and assignments for students who are receiving homebound instruction. The expectations for student academic performance should be clearly stated, should be appropriate for the situation, and must be provided within the given timeframe. The resulting student work

must be evaluated by the teachers in a fair and consistent manner and credit must be ultimately transferred to the student's record.

LESSON PLANS

All teachers must create detailed daily lesson plans, including the daily objectives and the measures of assessment. The lesson plans should be clearly stated and easily accessible in case a reserve teacher is required to conduct the lesson or a school or district administrator issues a request for records. Secondary teachers must also create course syllabi.

MATERIALS DISTRIBUTED TO STUDENTS BY NON-SCHOOL ORGANIZATIONS

Requests for any distribution must be approved by the director of community services and recreation. Guidelines regarding the process and the requirements for print materials to be acceptable for the distribution by non-school organizations are available on the district website at www.whitebear.k12.mn.us, under School Policies.

STUDENT PLACEMENT: ASSISTANCE FOR TEACHERS EXPERIENCING PROBLEMS DUE TO A COMBINATION OF STUDENT PLACEMENT

The district shall provide for each student with a disability (with IEP in place) the least restrictive alternative as mandated by state and federal laws, rule, and regulations. Further, it shall also be the policy of the district to involve parents, teachers, and other district staff members in the planning and programming of students with disabilities into the least restrictive alternative as prescribed by these same state and federal laws, rules, and regulations. In addition, it shall be the policy of the district to provide available resources and a procedure for classroom teacher(s) to request assistance with situations which result from the combination of students with and without disabilities assigned to a given classroom(s).

EVALUATION OF EMPLOYEE PERFORMANCE

It is the policy of the district to regularly evaluate employee performance. In most cases, the immediate supervisor will clearly state performance expectations and objectively assess the employee's performance. The evaluation process may vary depending upon the job classification and the individual job assignment. Minnesota statutes specifically require formal performance evaluation for probationary teachers. Other probationary employees will also receive frequent performance evaluation. Completed performance evaluations shall be placed in the employee's personnel file.

EVALUATION OF TENURED TEACHERS

Evaluations for tenured teachers are scheduled on a minimum of a three-year evaluation cycle. During the evaluation year, one formal and one summative evaluation by the principal will be completed. If you work in more than one location, the evaluator will be decided by the respective building principals or supervisors. The concept of this evaluation process is professional growth and an opportunity for good professional discussion.

CITIZEN COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of all schools is welcome when it is motivated by a sincere desire to improve the quality of the education program and to equip the district to perform its task more effectively. When a complaint is made directly to the board as a whole or to a board member as an individual, it will first be referred to the district leadership for study and possible solution. The individual employee involved will be advised of the nature of the complaint and be given an opportunity for explanation, comment, and presentation of the facts as he or she sees them. Consult the district policy book for more information.

SUPERVISION OF STUDENT TEACHERS

All student teacher placements are required to be generated through the human resources department. If you are contacted by phone or mail by a college or university, please forward the person and/or information to the human resource department. When requests are received in Human Resources, for special education or regular classroom experiences, the special services director or appropriate principal will be contacted to pursue possibility of placement with a continuing contract status teacher.

Confirmation of placement will be finalized with the college/university once a teacher has agreed to supervise a student. The supervising teacher will receive a letter from Human Resources confirming placement and asking that information be given to the student to schedule a date/time for an orientation. Orientation includes receiving an ID badge and completing a background check form.

If you are interested in supervising a student teacher or have any questions, please contact your building principal or Human Resources at (651) 407-7550.

COMMUNITY VOLUNTEERS IN SCHOOLS

Volunteers are available to assist in classrooms and other areas in our schools. Teachers may make arrangements for a volunteer by contacting Human Resources at (651) 407-7549.

District 624 staff members are encouraged to use scientifically-based principles of best practice to improve upon their teaching in an effort to provide all students with an opportunity to learn and succeed.

BEST PRACTICE RESEARCH

District educators are encouraged to incorporate the following educational practices into their lesson plans.* These practices are based on best practice research.

- **STUDENT CENTERED:** The starting point for beginning teaching is based on the interests of the students. Investigation of the questions posed by students is key.
- **EXPERIENTIAL:** Active learning is powerful and natural. Students should have first-hand opportunities to engage with the concepts taught, across the curriculum.
- **HOLISTIC:** Students learn best when they encounter whole ideas, events, and materials, as opposed to studying isolated subjects.
- **AUTHENTIC:** Students are empowered by being provided with real, rich, and complex materials.
- **EXPRESSIVE:** Students draw upon a range of communicative media to engage ideas, construct meaning, and remember information.
- **REFLECTIVE:** Priority must be given for processing learning experiences. Students should be able to determine what they have felt, thought, and learned as a result of learning opportunities.
- **SOCIAL:** Classroom interactions that build upon learning are needed to increase understanding.
- **COLLABORATIVE:** Cooperative learning opportunities access the social power of learning.
- **DEMOCRATIC:** Students learn citizenship first within the classroom. The classroom is a model community.
- **COGNITIVE:** Higher-order thinking results in the most powerful learning experiences. This involves inquiry and self-monitoring the thinking process.
- **DEVELOPMENTAL:** Students pass through a series of definable stages. Educational activities should be fitted to the developmental level of students.
- **CONSTRUCTIVIST:** Students are more than receivers of content. They recreate and reinvent content to attain understanding that is purely theirs.
- **CHALLENGING:** Students learn best when presented with challenges and choices, and when they are given responsibility for their own learning.

* For more in depth information regarding best teaching practices, the following text is suggested: *Best Practice: New Standards for Teaching and Learning in America's Schools* by Steven Zemelman, Harvey Daniels, and Arthur Hyde.

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EMERGENCY CONTACT INFORMATION

Name: _____

Department: _____

PERSONAL CONTACT INFORMATION:

Home Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

EMERGENCY CONTACT INFORMATION (please provide at least two emergency contacts):

(1) Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Employer: _____

(2) Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Employer: _____

MEDICAL CONTACT INFORMATION:

Doctor Name: _____

Doctor's Employer: _____ Phone: _____

Dentist Name: _____ Phone: _____

I have voluntarily provided the above contact information and authorize White Bear Lake Area Schools and its representatives to contact any of the above on my behalf in the event of an emergency.

I choose not to furnish any emergency contact information to White Bear Lake Area Schools at this time.

Employee Signature: _____ Date: _____

WB Employee Accident Report Form
 624 White Bear Lake Area Public Schools

Please print clearly. This report must be submitted within 24 hours of injury/illness to the human resource office at the district center. Fax Completed form to 651-407-7541.

Claim Information			
Injured Employee's Name:			
Home Address:			
(Street)	(City)	(State)	(Zip)
Home Phone:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	
Occupation:	Department Name:		
Supervisor's Name	Supervisor's Phone Number:		
Date of Injury:	Time of Injury: <input type="checkbox"/> AM <input type="checkbox"/> PM	Time Workday Began: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Did the accident occur at the work location: <input type="checkbox"/> Yes <input type="checkbox"/> No Which building:			
If no, where did the accident occur?			
(Street)	(City)	(State)	(Zip)
Give a full description of how the accident occurred.			
Date and time reported to employer:		Person injury reported to:	
Injury Description:			
Date of Death (if applicable):		Is Employee Hospitalized: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Which part of the body was injured: <input type="checkbox"/> Neck <input type="checkbox"/> Upper Back <input type="checkbox"/> Lower Back <input type="checkbox"/> Shoulder <input type="checkbox"/> Elbow <input type="checkbox"/> Wrist <input type="checkbox"/> Hand <input type="checkbox"/> Leg <input type="checkbox"/> Knee <input type="checkbox"/> Ankle <input type="checkbox"/> Foot <input type="checkbox"/> Other _____			
Part of body Location: <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Both			
Has the employee lost time? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when was the first full day out?	
Medical Information			
Initial Medical Treatment:			
Medical Treatment:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refused to see Doctor:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minor/Onsite First Aid:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Physician/Clinic:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Released:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hospitalized:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clinic/Doctor: Complete only if employee was treated at clinic			
(Name of Clinic/Doctor)	(Address)	(Phone Number)	
Hospital: Complete only if employee was treated at hospital			
(Name of Hospital)	(Address)	(Phone Number)	
Witness Information			
Were there any witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, list names and how to contact them:			
Comments			

Employee Signature: _____ Date: _____
 Supervisor's Signature: _____ Date: _____



**White Bear Lake Area Schools
2011-2012 Mileage Table**

	Area Learning Center/Golfview	Bellaire - NE Metro 916	Birch Lake Elementary	Central Middle School / District Center	Hugo Elementary	Lakeaires Elementary	Lincoln Elementary	Normandy Park Education Center	Oneka Elementary	Otter Lake Elementary	Parkview Elementary / Centerpoint	Sunrise Park Middle School	Transition Plus	Vadnais Heights Elementary	White Bear High School - North Campus	White Bear High School - South Campus	Willow Lane Elementary
Area Learning Center / Golfview	0	2	5	5	10.5	2.5	5	2	14.5	6.5	1	1.5	9	4.5	5	1	1.5
Bellaire - NE Metro 916	2	0	3.5	3.5	9	1.5	3	.5	12	5	1	1	8	4.5	3.5	2	3
Birch Lake Elementary	5	3.5	0	1.5	8	2.5	1	3	9	2	4.5	3.5	6	4	2	4	4
Central Middle School / District Center	5	3.5	1.5	0	6	3	.5	3	7.5	3	4.5	3.5	4.5	5	1	4	4
Hugo Elementary	10.5	9	8	6	0	8.5	6.5	9	3	7	10	9	2	11.5	6	9.5	10
Lakeaires Elementary	2.5	1.5	2.5	3	8.5	0	3	1	11.5	4.5	2	1	7.5	4	3	1.5	2
Lincoln Elementary	5	3	1	.5	6.5	3	0	3	8	2.5	4.5	3.5	5	5	.5	4	4
Normandy Park Education Center	2	.5	3	3	9	1	3	0	12	5	1	1	8.5	4.5	4.5	1.5	3
Oneka Elementary	14.5	12	9	7.5	3	11.5	8	12	0	6.5	13.5	14	3.5	11	7	13	12.5
Otter Lake Elementary	6.5	5	2	3	7	4.5	2.5	5	6.5	0	6	5	5.5	5.5	2	5.5	5.5
Parkview Elementary / Centerpoint	1	1	4.5	4.5	10	2	4.5	1	13.5	6	0	1	8.5	4	5	1	2
Sunrise Park Middle School	1.5	1	3.5	3.5	9	1	3.5	1	14	5	1	0	8	4	4	1	2.5
Transition Plus Program	9	8	6	4.5	2	7.5	5	8.5	3.5	5.5	8.5	8	0	12	4.5	8	8.5
Vadnais Heights Elementary	4.5	4.5	4	5	11.5	4	5	4.5	11	5.5	4	4	12	0	5.5	3.5	3
White Bear High School - North Campus	5	3.5	2	1	6	3	.5	4.5	7	2	5	4	4.5	5.5	0	4.5	4.5
White Bear High School - South Campus	1	2	4	4	9.5	1.5	4	1.5	13	5.5	1	1	8	3.5	4.5	0	1.5
Willow Lake Elementary	1.5	3	4	4	10	2	4	3	12.5	5.5	2	2.5	8.5	3	4.5	1.5	0

