

Intermediate School District 917

Staff Handbook

2014-2015

1300 145th Street East • Rosemount, MN 55068
www.isd917.k12.mn.us

Intermediate School District 917

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2014-2015

The information in this handbook is a reference. Federal/state/local law, district policy, and negotiated labor agreements are *summarized*. Refer to legal documents for specifics.

This summary of district procedures supersedes any earlier district handbooks.

Revised July 2014

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WELCOME

Welcome and congratulations on being a member of the Intermediate School District 917 community. I hope your experience as a member of the ISD 917 staff is rewarding, challenging, and enjoyable. Our mission to serve the many needs of the students from our member districts is ever changing and requires us to modify and adapt our services frequently. Our attitude and philosophy is to meet the needs of each student as the member districts seek service, rather than offering rigidly structured programs to “choose from.” Our attitude and philosophy of flexibility and adaptation is what makes our services unique.

As a staff member of ISD 917, you will need information on many topics. This handbook is designed to be a resource to the many topics and situations you may encounter as an employee of ISD 917. The handbook is not designed to include all of the details of a topic but is intended to be a starting point that leads you to the needed information. In many instances there will be a reference to a website that will provide the in-depth details you are seeking. You are also encouraged to contact your supervisor or other appropriate staff member if the information you are seeking is not sufficiently addressed in the handbook or website.

The processes and procedures described in the handbook help us as staff in ISD 917 to be consistent and efficient in our work as a team. We are an excellent Intermediate School District because we have excellent staff who are committed to working together for the success of all learners. I thank all of you for the work that each of you do each day.

Dr. John M. Christiansen – Superintendent

INTERMEDIATE SCHOOL DISTRICT 917 INFORMATION

Intermediate School District 917 is one of Minnesota’s three intermediate school districts created by the state legislature in the late 1960’s. The 917 school board was organized in March of 1970, with one board member from each of the nine member school districts: Bloomington, Burnsville/Eagan/Savage, Farmington, Hastings, Inver Grove Heights, Lakeville, Randolph, South St. Paul, and West St. Paul/Mendota Heights/Eagan.

The board meets once a month on the first Tuesday in the 917 Board Room at Dakota County Technical College. The meeting agenda is posted at several district locations prior to the meeting. Agendas and minutes can be found on the website at www.isd917.k12.mn.us.

The Superintendent of Intermediate School District 917 is **Dr. John Christiansen**.

Other district administrators and their areas of responsibility are:

Eric Van Brocklin, Secondary Principal

- DCALS (Dakota County Area Learning School – “Home of Career and Technical

Nicolle Roush, Business Manager

Melissa Schaller, Director of Special Education

- Leadership of district special education programming for students birth through age 21 for our member districts in Dakota County

Jennifer Hetland, Assistant Director/Principal of Special Education

- Alliance Education Center (IDEA and SUN), Juvenile Services Center (JSC) including Riverside and New Chance, Youth Transition Program (YTP), Anthony Louis, Options

Dave Stoll, Assistant Director/Principal of Special Education

- IDEA Satellite, SUN Satellite, TEA Satellite, State Assessments

Kitri Larson Kylo, Assistant Director/Principal of Special Education

- Deaf and Hard of Hearing, Audiology, Visually Impaired, Physical and Health Disabilities, Physical Therapy and Due Process

Don Budach, Assistant Director/Principal of Special Education

- Assistive Technology, TESA, DASH, PACES, Occupational Therapy, Speech/Language Pathology, DCALS-Special Education, DAPE

Key:

- IDEA - Intra Dakota Educational Alternative
- SUN - Students with Unique Needs
- TEA - Therapeutic Education Alternative
- TESA - Transition Education Service Alternative
- DASH - Dakota Alternative for Severely Handicapped
- PACES - Program Alternative for Communication, Education and Socialization
- DCALS - Dakota County Alternative Learning School
- DAPE - Developmentally Appropriate Physical Education
- DCALS STC – Secondary Technical Center

Cory Langenfeld, Technology Coordinator

MISSION STATEMENT OF INTERMEDIATE SCHOOL DISTRICT 917

***Intermediate School District 917 serves as the best resource for
school districts committed together to success for all learners.***

Sixteen Expectations for Staff

I. Professional and Ethical Standards

1. **Be a team player.** Bring a positive attitude to work everyday. Communicate effectively with students and the members of your team. Get to know the responsibilities of all your team members. Attempt to resolve problems closest to the source of the issue.
2. **Serve as a role model in your dress, speech, and actions.** Dress and act appropriately for your role and personal safety. Always use respectful language. Avoid jokes, off-color remarks or attempts at humor that could be considered rude, inappropriate, disruptive or unprofessional. Do not use offensive language or call a student a derogatory name. Do not talk about students or staff in a disrespectful or discourteous way.
3. **Teachers and their assistants are responsible for the education and supervision of students at all times.** Appropriate hands off must be communicated clearly.
4. **Be extremely careful regarding a student's personal space. Refrain from hugging students.** Handshakes or other touching may not be welcome or appropriate. Do not restrain a student unless you have completed Crisis Prevention Institute (CPI) training. Do not strike a student, disrobe a student, conduct a search without appropriate training or without a second person of the same sex as the student in attendance, or conduct a strip search. When in doubt, do not act until you have spoken with your supervisor.
5. **Set high expectations for behavior. Know and enforce the requirements of the District's *Student Handbook*.** This handbook serves as a guide for student conduct and is to be signed by all students and parents or guardians.
6. **Maintain confidentiality at all times.** Employees, students and their families have a right to confidentiality and data privacy. You are accountable for what you say and for information you release. Do not speak about a student in front of another student or talk about a student to staff or others in or outside school except on a need to know basis. Respect other staff members' confidentiality. Review the District's data privacy requirements by viewing the training module that is part of the Annual Mandatory Training available on the district website.
7. **You are a mandatory reporter of suspected maltreatment of minors and vulnerable adults.** The District 917 policy on maltreatment is available on the district website.
8. **Only have contact with your students during times in which they are enrolled in District 917 programs.** You are not to have dealings with them outside of the school day. Such communications could be confusing to students and reduce your effectiveness with them. It is also inappropriate. Report any student initiated personal contacts, whether by telephone or e-mail or in person, to your program facilitator as soon as possible. If you are responsible for providing respite care to any District 917 student, report that to your supervisor as well.

9. **Maintain your personal and professional boundaries at all times.** Personal information about your life outside of school is not appropriate and may not be appreciated by students or staff. You are part of the school program and your job is to provide education, support and guidance to students. Establishing “friendships” with students may create unrealistic expectations and interfere with sustaining appropriate boundaries.
10. **Maintain a respectful and safe workplace.** Inappropriate comments about race, color, religion, age, sex, sexual orientation, marital status, national origin, or other tasteless or improper remarks will not be tolerated. The District also has a zero tolerance **Harassment and Violence Policy** that is on the district website. An important aspect of this policy is to report to your supervisor if you receive an unwelcome comment or feel threatened in any way. To the extent possible, we want you to feel safe and secure at all times.
11. **Be dependable.** You are responsible for maintaining good attendance. You are expected to report to work on time, adhere to the time periods established by the District for any breaks, and remain at the assigned work station throughout the scheduled work period or until properly relieved. Arriving to work on time will also allow sufficient time for planning and information sharing purposes. Report any absences or leaves timely on AESOP, our time and attendance reporting system. Remember also that leaves are not an entitlement but rather a benefit to be used as necessary. Accumulated leave can help you transcend the period between an injury and disability payments or can be converted to additional health benefits at retirement. Further information on the District’s attendance expectations can be found in the Dependability Procedure available on the 917 website.

II. General Work Rules

12. **In emergency situations, all staff are expected to follow Emergency Procedures.** Review the plan for your location and know your role and responsibilities in each situation. First and foremost, you are responsible for your student’s and your own personal safety. Therefore, you should always conduct yourself in a safety conscious manner and encourage fellow staff to do likewise.
13. **Only use District 917 vehicles when it becomes necessary to transport students as part of your job assignment. Staff must undergo training provided by the district to operate district vehicles.**
14. **Use District 917 technologies appropriately.** This includes Internet access, and District owned software and hardware. No user has any right or expectation of privacy in anything that is created, sent, received or stored by computer including e-mail, fax or voicemail. Do not use district 917 technologies for: illegal activities, wagering, betting, or gambling; harassment and illegal discrimination; fundraising for any purpose unless District sanctioned; commercial activities, e.g., personal for-profit business activities; access, storage or transmission of offensive, racist, sexist, obscene, or pornographic information; promoting political or religious activities; downloading software including games, weather monitoring (e.g. Weather bug), wallpaper (e.g. Web Shots), and screen savers from the Internet unless District-sanctioned, or for any other purpose prohibited by District policy. The acceptable use of technology is further defined on the District website.
15. **Smoking is not allowed on District property.** Therefore, no person may smoke or

use a tobacco product in any building or vehicle or on grounds owned or leased by the school district. Smoking cessation programs are available through Medica.

16. **You are responsible for reading and following all District policies and procedures.**

If you are unclear about any of these **Sixteen Expectations**, contact your administrator as soon as possible for an explanation.

Best wishes for a successful school year!

CODE OF ETHICS OF THE EDUCATION PROFESSION

Adopted by the National Education Association Representative Assembly 1975

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

PRINCIPLE I: COMMITMENT TO THE STUDENT

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

PRINCIPLE II: COMMITMENT TO THE PROFESSION

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education professional directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

CODE OF ETHICS FOR MINNESOTA TEACHERS

Adopted by the Minnesota Board of Teaching

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 to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Minnesota Board of Teaching.

Standards of professional conduct are as follows:

- A. A teacher shall provide professional educational 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 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.

CODE OF ETHICS FOR ADMINISTRATORS

Adopted by the Minnesota State Board of Education prior to 2001

NOTE: The following Code of Ethics was adopted by the State Board of Education. The State Board of Education was abolished and in 2001 the Board of School Administrators was created by the legislature. The Board of School Administrators has not yet adopted a Code of Ethics.

The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct.

Implicit to adopting this ethical code is the belief that each administrator is significant to the successful accomplishment of the school's mission and that an environment of collaboration, cooperation, and respect for each other's role and responsibility must be maintained.

A school administrator shall:

1. Provide professional educational services in a nondiscriminatory manner.
2. Take reasonable action to protect students and staff from conditions harmful to health and safety.
3. Take reasonable action to provide an atmosphere conducive to learning.
4. Not misuse professional relationships with students, parents, and caregivers, staff or colleagues to private advantage.
5. Disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.
6. Not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
7. Not knowingly make false or malicious statements about students, students' families, staff or colleagues.
8. Not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service or item of value to obtain special advantage.
9. Only accept a contract for a position when licensed for the position or when a school district is granted a variance by the State Board of Education under Minnesota Statutes, section 121.11, subdivision 7b.
10. In filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
11. Not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

IMPORTANT INFORMATION FOR ALL EMPLOYEES

Accident Reports/Workers' Compensation

Any employee sustaining an injury as part of fulfilling a job responsibility should immediately report the accident or injury to the school nurse (if available) and their immediate administrator. Reportable injuries include blood borne pathogen exposure incidents. The employee's administrator/ employee must further complete the "*First Report of Injury Report*" and the "*Information and Privacy Statement*". [The First Report of Injury Form and Information and Privacy Statement must be completed and filed with the Business Manager's Administrative Assistant in the Business Office within 24 hours. These forms are found on the district website at \[www.isd917.k12.mn.us\]\(http://www.isd917.k12.mn.us\), under For 917 Staff, Employee Benefits, Worker's Compensation Process and Forms.](http://www.isd917.k12.mn.us)

Employees who need medical treatment should seek treatment at a facility of their choice. Take and give clinic the "Worker Compensation Address" information for billing purpose. Call 911 in an emergency. The employee must return a "workability report" filled out by the attending physician to their administrator and the business office as soon as possible.

Employee Work Related Injury Procedures

- Know and follow all safety policies and procedures
- Report **all** work related injuries immediately to your supervisor - within 24 hours
 - Reports may be made via e-mail, voicemail or in person
- Return signed *Information and Privacy Statement* to your supervisor within 24 hours from the date received from your supervisor
- If medical attention is necessary, inform your treating doctor that recovery at work opportunities are available to accommodate your physical abilities
- At the time of clinic visit, have the doctor complete the required *Workability Report* and return to your supervisor
 - The district provided form can be used or the form can be a clinic form (it should include the clinic name, address and phone number)
- Provide the clinic with *Workers Compensation Insurance Provider Information* for billing purposes
- Provide the Workability Report to your Supervisor same day or within 24 hours of receipt
- If restrictions are imposed in the *Workability Report*, report to work on the next scheduled shift. Follow your doctor's orders and restrictions at home and at work.
- Visit the doctor at the conclusion of restrictions to assure release.

Possible Exposure to Body Fluids/Bloodborne Pathogen

Follow the guidelines for assessment of possible exposure and post exposure instructions found in bloodborne pathogen post exposure packet, located at either work site or on district web site. In addition to above, please follow directions closely as to what forms need to be completed and returned to 917 licensed school nurse (LSN).

Student Injury/Accident

Any employee with knowledge of an injury to any student is required to notify a nurse or administrator as soon as possible. The student injury/accident report form is to be completed; an additional form may be required if the injury was the result of student behavior. Per 917 LSN discretion, the student injury report form may need to be sent to the Business Office in order to be processed with the insurance company.

MODIFIED WORK ASSIGNMENT GUIDELINES AND PROCEDURES

It is the practice of the district to modify work assignments for a limited period to assist employees who are temporarily restricted from performing their regularly assigned duties due to an on-the-job injury.

The following are definitions of terms used in the description of procedures:

A Modified Assignment position is a temporary position to which an employee is assigned when he/she is unable to return to his/her regular position following an on-the-job injury or illness. The modified assignment position temporarily addresses the restrictions placed on an individual by the employee's treating doctor.

Employment related injury is an injury or occupational disease, which arises out of the course of employment.

Physician in these procedures means a (e.g. doctor of medicine, osteopathic medicine, optometry, dentistry, podiatry, or chiropractic who is licensed and authorized to practice as defined in the Minnesota Workers' Compensation Regulations Labor Code.

Eligibility

To be eligible for participation in a modified assignment position, an employee must provide a written statement from his/her treating physician that he/she is:

- Temporarily unable to perform his/her essential duties, following an employment related injury or illness

And

- Capable of carrying out work of a modified nature from his/her regular duties and is expected to return to his/her regular duties within 90 calendar days.

Process

1. Once notified of an on-the-job injury or illness, the administrator/employee must complete a First Report of Injury for Workers' Compensation.
2. The employee must be seen and evaluated by his/her physician to determine if the employee is able to return to work, and if so, with or without restrictions.
3. When the employee is able to return to work with restrictions, the employee's physician must complete the appropriate form indicating the specific restrictions, and the duration of those restrictions. Clarification regarding temporary restrictions may be requested of the treating physician.

4. Taking into consideration the information provided by the physician, the employee's administrator, in consultation with their immediate supervisor, will determine if a temporary modified assignment can be offered. It should be understood that there may be instances in which the district will not be able to offer a modified assignment.

If the employee's program of assignment is unable to meet the employee's need for a modified assignment, the employee may be assigned to another program that can accommodate the restrictions.

In most cases, there will not be an adjustment in the compensation of the employee that is placed in a modified position.

If a modified assignment is identified for an employee, the district will provide a job offer letter that shall include:

1. The assignment offered.
2. The location and duties of the assignment offered.
3. The wages for the assignment offered.
4. The duration of the temporary work assignment.
5. A statement acknowledging that the employer is knowledgeable about and will abide by the limitations under which the treating physician has authorized the return to work.

An employee may choose to accept or refuse the assignment offered. However, an employee who refuses a modified assignment offer is subject to termination. Rejection of the assignment offer might also result in cancellation of income benefits under Workers' Compensation Insurance.

A modified assignment offer will be extended for an initial period not to exceed 90 calendar days. The duration of approved time will be based upon the information provided by the employee's physician. If the employee is unable to return to work at full duty after the initial approved time, he/she may request a continuation of a modified assignment not to exceed a total of 90 days.

An employee requesting an extension of a modified assignment, beyond the originally approved amount of time in the modified assignment offer letter, must submit documentation to the district from his/her treating physician. This document should include what limitations continue to exist and the probable duration of those limitations.

An employee who is unable to return to his/her regularly assigned duties at the end of the modified assignment agreement may request a leave of absence under his/her employment contract agreement or may elect to terminate his/her employment with the district.

If the employee believes that the condition is permanent, progressive, or chronic, the employee may pursue their options under the Long-Term Disability Insurance provisions of their contract to determine if they are a qualified individual with a disability.

Attendance/Reporting Absences via AESOP

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. Regular 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 is negatively impacted by absenteeism. Administrators will meet with employees who exhibit excessive absences or an unusual pattern of absences.

If you are absent for any reason, your administrator will review the specific procedures for absences. Please refer to your employee contract for your leave eligibility.

It is District 917's policy that you are required to enter your absence request on the Aesop system for the following types of absences: child care leave, surgeries, medical leaves, jury duty, vacation, non-duty days, personal leave, funeral leave, floating holidays, workshops, meetings, time off without pay or other special situations.

To report your absence go online to AESOP. See below for Aesop instructions.

For detailed instructions on using Aesop, staff can access the employee user guide by logging on to Aesop at www.aesoponline.com and clicking on Quick Start User Guide.

When you call Aesop

To Review or Change your Personal Information, Press **5**

- To review or change the recording of your name and title, Press **1**
- To change your Pin number, Press **2**
- To change your phone number, Press **3**
- To return to the previous menu, Press *****

Special Things to Note

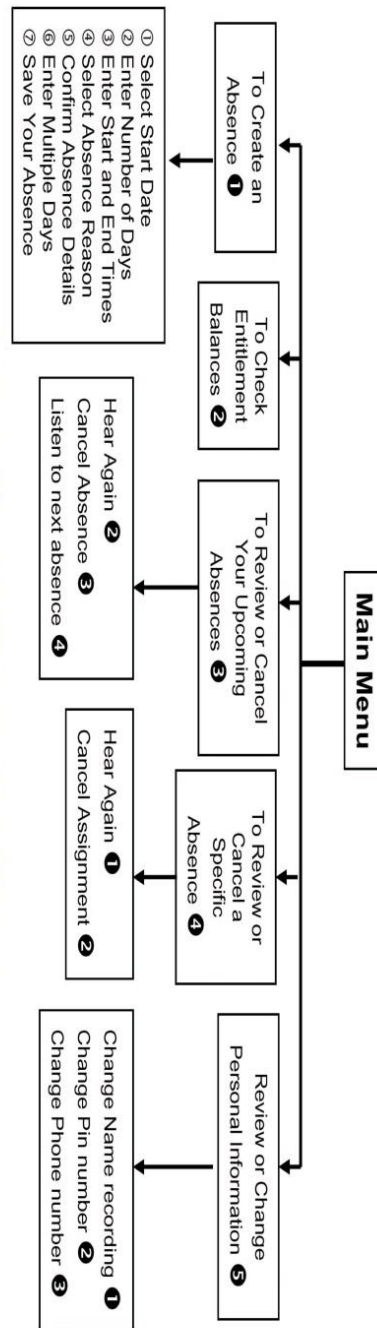
- If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:
 - ① Name (First and Last Name)
 - ② Title (Grade Level and/or Subject Matter)
- You can create an absence up to one month in advance on the phone.
- In the review menu, if a substitute has accepted your absence Aesop will read off his or her name.
- If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.



Pressing the star key ('*') will always take you back one menu level anywhere in the phone system.

1.800.942.3767

Aesop Phone Menu at a Glance



Phone System Instructions for Employees

1.800.942.3767

Learn how to

- ☐ Create absences by phone
- ☐ Review Upcoming absences
- ☐ Personalize the phone system

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www.aesoponline.com

Intermediate School District 917 2014-2015 Calendar

(Cedar School, Riverside, AEC, TESA, PD WORKS, Options, Anthony Louis Center, DCALS/DCALS North, TEA)

July 2014				
Mon	Tue	Wed	Thu	Fri
	1	2	3	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Teacher Days 0
Student Days 0

August 2014				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Teacher Days 4.5
Student Days 0

September 2014				
Mon	Tue	Wed	Thu	Fri
	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Teacher Days 21
Student Days 21

October 2014				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15		
20	21	22	23	24
27	28	29	30	31

Teacher Days 21
Student Days 21

November 2014				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Teacher Days 18
Student Days 17

December 2014				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23			26
29	30	31		

Teacher Days 17
Student Days 17

January 2015				
Mon	Tue	Wed	Thu	Fri
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Teacher Days 20
Student Days 19

February 2015				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Teacher Days 18.5
Student Days 17

March 2015				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Teacher Days 20
Student Days 19
Sec SpEd 20

April 2015				
Mon	Tue	Wed	Thu	Fri
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Teacher Days 19
Student Days 19
Sec SpEd 18

May 2015				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29







Teacher Days 20
Student Days 20


June 2015				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Teacher Days 4.5
Student Days 4

185 Total Teacher Days*

174 Total Student Days

	No school for staff or students		First and Last Day of School
	Staff In-service/Conferences-No school all students		½ day teacher in-service day-No school all students
	DCALS/DCALS North staff in-service No school DCALS/DCALS North students only		Special Ed conference day – no school special ed students DCALS/DCALS North school day

 JSC in session only

August 25 -29	Five In-Service Days (No school for students)	February 12-13	Teacher In-service Day – No school students
September 1	Labor Day (No school for staff/students)	February 16	President’s Day (No school staff/students)
September 2	First Student Day	March 30-April 3	Spring Break (No school for staff/students)
October 16-17	Education Minnesota Conference (No school for staff/students)	March 27	DCALS/DCALS North staff in-service No school DCALS/DCALS North students only
November 3	Teacher In-service Day/Conferences - No school students	April 10	Special Ed conferences - No School for special ed students
November 27-28	Thanksgiving (No school for staff/students)	May 25	Memorial Day (No school for staff/students)
December 24–Jan 2	Winter Break (No school for staff/students)	June 4	Last Student Day
January 19	Teacher In-service Day – No school students	June 5	Last Day teacher in-service day

1. Staff assigned to District 917 special ed programs housed in schools that have regular K-12 programs will follow the calendar of the host district.
2. An additional .5 staff day is counted for evening Open House/Parent Night (Sept or Oct depending on program and site).
3. 2 night sessions = 1 teacher day (Special Ed has evening conferences in November and April, DCALS/DCALS North have student of distinction, graduation or other night events).
4. Itinerant staff work calendars will be confirmed by the Director of Special Education.
5. Juvenile Services Center only: July 7 - August 7, 2014 (24 days staff and students).
6. Juvenile Services Center only: June 5 - 15, 2015
7. Juvenile Services Center only: July 6 - August 6, 2015
8. Special ed Extended School Year will be Monday –Thursday, July 8 – 31, 2014 (Staff prep day July 7, 2014)
9. *Note: First year teachers work 187 duty days which includes August 21 and 22, 2014. Second year teachers work 186 duty days which includes August 22, 2014.

	Students	Teachers
Aug.	0	4.5
Sept.	21	21
Oct.	21	21
Nov.	17	18
Dec.	17	17
Jan.	19	20
Feb.	17	18.5
Mar.	19/20	20
Apr.	19/18	19
May	20	20
June	4	4.5

Nights 1.5

Totals 174 185

Quarters for DCALS and DCALS North

First	September 2 – October 31	42 days
Second	November 4 – January 16	44 days
Third	January 20 – March 26	45 days
Fourth	April 6 – June 4	43 days

Semesters for Special Ed sites that follow the 917 calendar

First	September 2 – January 16	86 days
Second	January 20 – June 4	88 days

Change Form for Name and Address

If you have an address or name change please fill out a Change Form located at www.isd917.k12.mn.us, For 917 Staff, District, Business and Employee Forms, Change Form. Return to **Personnel** as soon as possible. Legal documentation is required for name changes.

SafeSchools

Periodically, we are required by statute to conduct training activities for various employee groups, and in some instances, all staff. The system is called SafeSchools and it is linked on our website.

There are numerous courses available through SafeSchools. Not all of these are statutory requirements, but all could be beneficial to staff based upon their work assignment. We have consulted with our administrators and determined which courses are most appropriate for various employee groups.

The teachers' Relicensure Committee has agreed that one clock hour of continuing education credit will be granted for each in-service completed online. After completion of training, the employee can print off a certificate for verification. Please call Rose Lentsch-Murray at (952) 707-3082 if you have questions regarding these continuing ed credits.

Below are step-by-step instructions for accessing SafeSchools. You may do this from a district computer or, if you would like, you can access SafeSchools from home or any other computer. If you choose to take a SafeSchools course outside of normal work hours, it will be on your own time and will not be eligible for timesheet payment.

Every staff member is required to complete Sexual Harassment and Blood Borne Pathogens training annually. These courses must be completed by October 1, 2014. In addition, your administrator may have assigned you additional courses that pertain to your job.

- See the district's website at <http://www.isd917.k12.mn.us>
- Go to "For 917 Staff" and click on the bottom "SafeSchools Online Training"
- Go to the bottom of the page and double click on [Employee On-Line Training Web Site \(SafeSchools\)](#).
- Log in. Your login is your e-mail address.
- Your password is your first name.
- Complete all courses listed.

The classes which you are required to complete are listed here. Please choose the course you would like to start with. Start with the introduction and work your way through all sections. The Quiz is the final section and everyone will need to show proficiency at 80% correct. 90% proficiency for Defensive Driving.

*** There is no time limit for taking the course. You can start and stop during the courses and always come back and finish. You cannot just go to the QUIZ and take it though. You must review all the sections. The quiz is usually only about 10 questions.

When you are finished and passed, it will say "Congratulations! You've completed this course. Get a certificate of completion." If your score is less than the minimum score, then you have to retake the test until you pass. You may take the test over as many times as you wish.

If you have questions, you may contact Linda Berg at 651-423-8214 or email linda.berg@isd917.k12.us.

Printing Your Certificate

Once you passed the required course, you may print your “Certificate of Completion” if you wish. If you need **Continuing Education Credits**, **print the certificate** so you have it for your file. **The District Office does not keep these certificates so if you need them for continuing education credits, this is your responsibility to print them and keep them.**

Communications

Shortly after each School Board Meeting, **Board Notes** will be e-mailed to staff from the Superintendent’s office summarizing the actions and decisions of the School Board. This information also includes “Bits of Information.” If you have information to share with ISD 917 employees (i.e. births, deaths, milestones, etc.), please send to Linda Berg in the District Office, 1300 – 145th Street East, Rosemount, MN, 55068, or e-mail to linda.berg@isd917.k12.mn.us or call 651-423-8214.

Confidentiality

Confidentiality is one of the most critical and important aspects of your job in the special education department. It is your legal and ethical responsibility to observe both the rights of individuals with or without disabilities and of families in regard to data privacy. Follow these guidelines where issues of confidentiality are concerned:

- Never refer to other students by name outside of the school setting or conference or with other parents.
- Do not share specific information about an individual’s program or unique needs outside of the school setting, especially while in the community or when speaking with friends and relatives.
- Take questions you have about school district policies on confidentiality to your administrator.
- Access individual records (i.e. educational, medical, due process, etc.) for the sole purpose of being more effective in your work with the student.
- Go through the proper channels to access confidential information. Make sure you are authorized to do so.
- If you question policies and procedures used with a student, discuss this privately with your administrator. There is often confidential information that directs specific programming of which you may not be aware.
- Speak and write responsibly when passing on information. Be aware of who might hear you or read what you have written.

District Directory

The District Directory lists the name, work location, e-mail address and work phone number for each employee. The District Directory is accessible via the District’s website at www.isd917.k12.mn.us.

Dress Code

Employees in a school district act as role models for students. Employees should present a neat, clean appearance. Employees should not wear clothing with inappropriate sayings, offensive language or language that endorses the use of alcohol, tobacco or drug products. All employees should maintain a professional appearance, which typically **excludes** the following:

- Grungy sneakers
- Tank tops
- Ripped or worn jeans
- Cutoffs
- Clothing that exposes the lower back and upper buttocks and/or underwear
- Spaghetti straps without shirts underneath
- Low-cut or see-through clothing that exposes cleavage
- Shorts
- Flip flops
- Clothing that exposes the midriff
- Baseball caps

E-mail Login Instructions for ISD 917 Main Campus

The following are the steps you need to follow to log on and check your e-mail:

Call Cory Langenfeld at 651-423-8290 to get your user name and password.

1. Turn on Computer.
2. Enter your username. Your username is your first initial and your last name. **Example:**
If your name is Cory Langenfeld
Your username is: clangenfeld
3. Enter your password.
4. Click OK. Now you will be logged in.

There are two ways to check your e-mail.

By Internet: Open Internet Explorer or go to <http://www.isd917.k12.mn.us/owa>
Enter username and password. User names must be in this format: Example:
isd-917/clangenfeld.

By using web access, e-mail can be checked anywhere internet access is available.

By Outlook Client: (This option can only be used if you are in the ISD 917 Main Campus).

If you need assistance call Cory Langenfeld, Technology Coordinator, 651-423-8290.

E-mail Retrieval from Home or Off Main Site

The following are the steps you need to follow if you are not at the DCTC location or you are at home to check your e-mail.

1. Call Cory Langenfeld at 651-423-8290 to get your username and password.
2. Turn on Computer.

3. Open Internet Explorer (Internet Explorer should be loaded on every computer by Default)
4. Go to the ISD 917 web site with a /owa on the end
[Http://www.isd917.k12.mn.us/owa](http://www.isd917.k12.mn.us/owa)
5. Enter Domain\Username and password. Username is your first initial last name.
Example of username: Cory Langenfeld = isd-917\clangenfeld

By using web access, e-mail can be checked anywhere internet access is available.

Employee Assistance

Employee Assistance is free to all 917 staff and their immediate family members. This service is completely confidential and free. See www.isd917.k12.mn.us, For 917 Staff, Employee Benefits, Services and Representatives, for more information.

Expense Reimbursement

If you have work expenses (i.e., mileage) which are authorized by district policy and approved by your administrator, fill out the "Employee Mileage and Expense Form" and submit it to your administrator. Forms can be found at www.isd917.k12.mn.us under District, Business and Employee Forms, Business, HR and Payroll Forms.

All employee reimbursements will be paid on the 2nd and 4th Thursday of each month. This will include expenses from Mileage Reports, Check Requests and Student Activity Check Requests. All receipts and proper documentation referencing the expense must be submitted by the Friday before the payout. The original receipts need to be submitted. If there are staff members or students included in the expense, such as expenses for field trips, a list of attendees is needed. The reason for this change is to make this process more efficient. We have to track checks that have not been cashed and in some cases void and re-issue checks. This process puts your money directly into your account. Providing the proper documentation will ensure a timely turnaround. **Timeliness for submitting reimbursement requests for expenditures is critical, any expenditures turned in after 60 days from the occurrence date are reported as taxable income as required by the IRS.**

Fire Drills and Emergency Evacuation of Building

Fire drills are held periodically during the school year. Each instructor will inform their students of the exit or exits that are to be used in emergency situations. It is the responsibility of the instructor to become familiar with the evacuation routes and assist their students in safe evacuation procedures. Please see your administrator for the evacuation chart and proper route to exit if there is an emergency and/or drill. Everyone must evacuate the building when the alarm sounds.

Indoor Air Quality

Indoor air quality includes but is not limited to temperature, ventilation and air pollutants in school buildings. The School District has an Indoor Air Quality Management Plan. The purpose of the plan is to proactively manage indoor air and provide a healthy and safe indoor environment for students, staff, and community. The district has an Indoor Air Quality Team coordinated by the Executive Assistant. Staff who have concerns about indoor air quality should direct them to their administrator. They can also complete an Indoor Air Quality Complaint Form which is found on the website at www.isd917.k12.mn.us, under For 917 Staff, Health, Wellness and Safety Committee, IAQ Complaint Form. The administrator, building

custodian, IAQ Coordinator may be involved in an investigation of the concern.

Job Postings

Job vacancies are posted on the District's website via Applitrack. See www.isd917.k12.mn.us, Employment.

Internal candidates for a position should submit a letter of interest and an updated application. Some bargaining units have specific criteria to be considered. Employees should check their collective bargaining agreement for more information. Successful candidates must provide official transcripts and a copy of a license (if in a position for which a license is required.)

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.

Master Agreements

Master Agreements for all bargaining units can be found on the website at www.isd917.k12.mn.us under For 917 Staff, Employee Contracts and Classifications.

MyView - Pay System

What's myView?

Intermediate School District #917 has adopted the TIES myView employee self-service system. With myView, all the information regarding your pay stub, leave, personal, license, expenses, and W-2's will be available on a secure website, where you can access and print from any computer, anytime, anywhere. Pay stubs will be no longer mailed. In accordance with Minnesota Statute section 471.426, the district is requiring all district employees' sign up for direct deposit. The direct deposit enrollment form can be found on the District website, For 917 Staff, District Business and Employee Forms, Business, HR and Payroll Forms, Direct Deposit Form.

How will I know what to do?

The system is very easy to use - refer to the myView instructions and FAQ. Click on For 917 Staff, District Business and Employee Forms, Business, HR and Payroll Forms, Myview Instructions and FAQ.

For the link to myView, you can go to the district web page www.isd917.k12.mn.us. Click on 'For 917 Staff', next click on 'Links' and then click on 'myView'. This will bring up the myView login page.

To register for the first time, click on the button 'I haven't registered yet'. Next type in the district number 0917. Type in your 'Employee Self Service Access Key' that was provided to you by payroll. Be sure to type the access key exactly as shown (there are no spaces). **CAUTION: Never save your password on the computer.** Be sure to write down your user name and password and keep it in a secure place. The next time you access myView, you will login using your user name and password you just created.

Who do I call if I have questions?

Contact your administrator or Becky Edson at 651-423-8245.

Parking at Dakota County Technical College

The east parking lot furthest from the DCTC building is designated for District 917 use. This lot is used by the Secondary Career and Technical students and the Dakota County Area Learning Center students. District 917 staff, whose job site is not at DCTC, may park in this lot also. A purple hang tag is available from Val Whitmer, Business Office, and must be used when you park in this lot.

Staff whose job site is DCTC will be issued a parking sticker that will provide access to the lots on the west side of the DCTC building and the lots on the east side of the DCTC building closer to the building than the District 917 lot. During the third week in August, DCTC holds a lottery for designated stalls in the gated lot on the north side of the DCTC building. For information on the DCTC gated lot lottery (\$200 fee), please contact Lynda McPherson at DCTC, 651-423-8407.

If a District 917 staff member, whose job site is not at DCTC, is attending a meeting of short duration (two hours or less), on a space available basis, parking in the visitor lot on the north side of the DCTC building is permitted.

Paychecks

Payroll checks are distributed through direct deposit to employees' bank accounts on the 15th and the **last day** of each month, or the Friday prior to a weekend which includes the normal payroll date. Please turn your direct deposit form in to Becky Edson in the Business Office. Forms are available on the website at www.isd917.k12.mn.us, 'For 917 Staff,' Business, HR and Payroll Forms, Direct Deposit Form. To view and/or print your paystub, follow the directions for myView.

Payroll checks will no longer be mailed for employees who have not enrolled in direct deposit. Pay checks must be picked up in person at the District 917 Business Office on pay day between the hours of 7:30 a.m. to 4:00 p.m.

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 (\$10 replacement fee) or have had a name change should contact their administrator. Photo ID's are taken at Dakota County Technical College in the library. Please contact Val Whitmer at 651-423-8229 in the Business Office for assistance. **If your work at AEC or Cedar, please get your ID at that location.**

Professional Responsibilities

Teachers and administrators are professionals. The expectations that follow are inherent to the position of a school professional. The following is not intended to be all-inclusive but rather suggestive of a professional's responsibilities. Professionals:

- Serve as role models to students by being punctual and maintaining regular attendance
- Follow district policies and procedures
- Dress appropriately

- Communicate frequently with parents through established reporting instruments, conferences, open houses, and as necessary, through notes and personal phone calls
- Supervise students who are using the internet
- Check e-mail and voicemail on a daily basis
- Respond to e-mail and voicemail on a timely basis (generally within 24 hours of receipt or upon return to work)
- Update website at least annually
- Limit personal use of computers, phone and e-mail during working hours
- Do not conduct day trading, attend school or conduct other employment on working hours
- Serve on building and district committees as appropriate
- Attend child study meetings and IEP meetings as appropriate

Purchasing

To protect the legal and financial interests of the District, all commitments to supplies for goods or services are made through written purchase orders and contracts issued by the Purchasing Department. 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 Purchasing Office. District 917 is not responsible for purchases made by employees or individuals associated with the school district who do not have prior approval and fail to follow general purchasing guidelines.

- A. A purchase requisition form is a program's request that the purchasing department purchase or contract for goods or services that are within the approved budget.
 1. Employee completes a purchase requisition form for goods or services needed and attaches all supporting documentation necessary to place the order or service required.
 2. Employee forwards completed requisition to their administrator for approval and any additional routing, then the requisition is forwarded to the Purchasing Department.
- B. The Requisition is carefully reviewed by the Buyer for the following:
 1. All necessary signatures;
 2. Appropriate budget codes;
 3. Dollar amount (see Guidelines below);
 4. If the vendor has already been set up, or needs to be set up, which would include the following: Business name, address, telephone and fax number, e-mail address and completed W-9 form;
 5. Requisition data entered electronically into TIES finance system, creating a Purchase Order;
 6. Purchase order and encumbrance summary is processed by Purchasing Department;
 7. Purchase order is placed to vendor, via fax, e-mail, internet, postal service or confirmed by phone;
 8. Orders are shipped to DCTC warehouse unless other is indicated on

- purchase requisition;
9. Once order has been received, packing slips are initialed by requisitioner and sent to accounts payable.

Purchasing Guidelines

- A. Under \$999.00 no quotations are needed.
- B. \$1,000 to \$24,999 two written quotes are required to be established by the purchasing department.
- C. \$25,000 to \$50,000 three written quotes are required to be established by the purchasing department.
- D. Any purchase exceeding \$50,000 must follow formal Sealed Bid guidelines:
 1. Advertising for Bid (two-weeks prior to opening date) must include time, place of bid, detailed description of item, or project, where to acquire bid forms, who to contact with questions and where to send the bid envelope;
 2. Bid bond requirement at time of bid opening. Afterward, payment and performance bonds, certificate of insurance and signed contract are required. Bids must be kept on file along with the bid tabulation and proof of school board approval.

Resignations

Generally speaking, the more notice that a professional can provide the district about their departure plans, the better. As per Minnesota Statute 122A.40, subdivision 7, licensed teachers with a continuing contract are required to submit their written resignation prior to April 1. If an agreement for the terms and conditions of employment for the succeeding school year has not been adopted prior to March 1, the teacher's right to resign extends to the 30th calendar day following board adoption of the collective bargaining agreement. Resignation is effective as of June 30 and the teacher's right to resign for the year that is about to begin ends on July 15th. Teachers who do not submit their resignations in a timely manner may not be released from their contracts.

Smoking Restrictions

Smoking is not permitted in the Main Campus DCTC building, grounds, or any building or vehicle owned/leased by District 917. Please check with your administrator as to smoking restrictions for the building in which you work.

Voicemail

Teachers should communicate their work extension numbers to the parents of their students. All employees are expected to check voice mail messages daily and to return calls promptly (typically within 24 hours or upon return to work). Voice mail messages are also to be deleted promptly.

Personal voice mail greetings are to be courteous, concise and professional. Voice mail 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 voice mail is not being monitored and to direct callers to the main office.

PUBLIC LAWS/DISTRICT POLICIES

This summary is **NOT** exhaustive of all public laws and policies pertaining to education. This section is provided for general informational reference only. Full policies can be found at www.isd917.k12.mn.us, under 'About, School Board, Policies.'

Alcohol and Illicit Drugs - District Policy 418

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance while on school property or at a school-sponsored event.

Any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the District. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension or termination as deemed appropriate by the School Board.

Americans with Disabilities Act – District Policy 402

Title I of the Americans with Disabilities Act of 1990 (ADA) protects qualified individuals with disabilities from discrimination in employment. Employment decisions must be based on the person's ability to perform the job, not on the person's disability. When necessary, reasonable accommodation to perform essential functions of the job can be requested and will be provided unless it imposes an undue hardship on the District.

A qualified individual with a disability is a person who has the required skills, experience, and education needed for the position and can perform the essential functions of the position, with or without reasonable accommodation. Essential job functions are those that are fundamental and necessary to the position. In other words, the position exists to perform these particular duties. For example, a teacher must be able to teach, but whether or not the teacher can walk may not be essential to the position. Reasonable accommodation is any change the District would make that would help a qualified person with a disability to perform the essential job functions. In the preceding example, if the teacher uses a wheelchair, it could mean elevating a desk and/or raising or lowering other furniture.

Bloodborne 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 parental 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. The form was included in your New Employee Packet.

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 your administrator. See www.isd917.k12.mn.us, For 917 Staff, Health, Wellness & Safety, Plans and Tools for Health, Wellness and Safety, Blood Borne Pathogens, for forms and the BBP Plan.

Bullying Prohibition Policy – District Policy 411

ISD 917 is committed to fostering and maintaining a safe and civil educational environment in which all members are treated with dignity and respect. The district strictly prohibits bullying which means any written or verbal expression, physical act or gesture, or pattern thereof, that is intended to hurt, threaten, upset, distress, or frighten. Bullying includes, but is not limited to; conduct against a person that a reasonable person under the circumstances knows or should know has the effect of: harming a student, damaging a student's property, placing a student in fear of harm to person or property, creating a hostile work environment, etc.

This policy applies to students, staff, volunteers and all others on school district property. Individuals who bully are subject to discipline. Any individual who believes he or she is a victim of bullying should report it to a trusted adult; the building administrator or the Superintendent. Reprisal of any kind against any person who makes a good faith report about bullying is strictly prohibited.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) is the federal health care continuation law which requires that if an employee or other qualified beneficiary loses employer provided health coverage due to termination of employment or another specified triggering event, the group health plan offers continued health care coverage to the qualified beneficiary.

COBRA coverage has limited duration. In most cases, the maximum COBRA period is 18 or 36 months from the date of the qualifying event. The District offers continuation coverage for each group health plan under which health benefits are provided, i.e., health insurance, dental insurance and life insurance.

The following specific events can be considered triggering events if they result in a loss of coverage:

- Death of the covered employee;
- Voluntary or involuntary termination of the covered employee's employment other than by reason of gross misconduct;
- Retirement;
- Reduction of hours of the covered employee's employment;
- Divorce or legal separation of the covered employee from the employee's spouse;
- Covered employee becomes entitled to benefits under Medicare;
- Dependent child ceases to be a dependent child under the generally applicable requirements of the plan.

An employee or his/her spouse or dependents must notify LeAnn Wright, Benefits Administrator at Corporate Health Systems, Inc. (CHS) 952-873-7124, of triggering events

that allow for continued health care coverage. See www.isd917.k12.mn.us, For 917 Staff, Medical and Dental, for a link to the CHS website.

Communicable Diseases – District Policy 420

It is the policy of the School Board that students with chronic infectious diseases not be excluded from attending school in their regular classrooms so long as their attendance does not create a substantial risk of the transmission of illness to children or employees of the School District.

Employees with chronic infectious diseases are not to be excluded from attending to their customary employment so long as they are physically able to perform tasks assigned to them and so long as their employment does not create a substantial risk of the transmission of illness to children or employees of the District.

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students or employees who have or are rumored to have such illnesses.

Conflict of Interest

No employee of District 917, including any member of the Board of education, nor any person connected with the public school system in any capacity, shall be interested directly or indirectly in the sale, proceeds, or profits of any book, apparatus, furniture or product used, or to be used, in any school with which one is connected in any official capacity.

This section shall not apply to a person who may have an interest in the sale of a book as its author provided the employee does not participate in the selection process.

Copyright - United States Code Title 17

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.

Discrimination – Title IX – Policy 402

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.

Human Rights Officer and Alternates

Human Rights Officer	Don Budach 651-423-8426	Special Education Assistant Director/Principal DCTC Main Campus
Alternate	Eric Van Brocklin 651-423-8259	Secondary Lead Principal DCTC Main Campus
Alternate	Meghan Dobson 651-423-8125	Special Education Lead Teacher Alliance Education Center
Alternate	Brenda Tollefson 651-423-8343	Special Education Lead Teacher DCTC Main Campus
Alternate	Nicolle Roush 651-423-8227	Business Manager DCTC Main Campus

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.

Election Day - MN Statute 204c.03

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

E-mail and Electronic Devices - MN Statute 13.05 – Policy 490

E-mail is intended for educational and organizational communication. The use of e-mail for private purposes is strongly discouraged. Employees are responsible for the content of e-mails they send. They are also responsible for the appropriate handling of e-mail they receive. If an employee receives e-mail that is inappropriate, the employee should place the e-mail in the junk mail trash. Data maintained by a government body in electronic form falls under the purview of the Minnesota Government Data Practices Act. Accordingly, all of the classifications of data that are created within the Act must be respected within an electronic storage system. **All mail created on publicly owned computers is public information.** The employee does not have a guarantee of privacy. Even if e-mail has been deleted by the user, there likely is still a record of it in the computer. E-mail users should **NOT** send candid and informal messages that they would never put in a memo or a letter. E-mail indiscretions may fall under the Minnesota Government Data Practices Act.

Emergency Closings – District Policy 466

When the start of a school day is delayed due to an emergency, and unless directed otherwise, staff members are expected to report to work at their usual time or as soon as practical thereafter. Employees are not excused from any portion of their normal workday as the result of a late start for students unless expressly dismissed by the Superintendent. For early dismissal, the type of emergency and student departure schedule will determine how long personnel are to remain in the building and the duties they will perform.

Upon notice that school will be closed due to an emergency, unless expressly dismissed with pay by the Superintendent, compensation for the day is governed by the respective employment agreement. Makeup days, if any, will be scheduled by the Board of Education. Do not come to work if told not to report. If nonexempt (hourly) employees report on a day that they are told not to, they will not be paid for the day.

Delayed starts, early dismissals and school closings will be broadcast on WCCO-Radio AM 830, WCCO – TV Channel 4.

Eye Protective Devices - MN Statute 126.20

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. For more information on Personal Protection Equipment, written plans can be found on the website at www.isd917.k12.mn.us, under For 917 Staff, Health, Wellness and Safety Committee, Checklists for Health, Wellness and Safety.

Family and Medical Leave Act (FMLA)

The District will provide up to twelve weeks of unpaid leave in a twelve-month (July 1 – June 30) period for any of the following reasons:

- The birth of a child;
- The placement of a child for adoption or foster care;
- The care of a seriously ill son or daughter, spouse, or parent; or
- For an employee's own serious illness.

Regular full-time and part-time employees who have been employed for at least one year and who have worked at least 1,250 during the preceding 12 months when the leave starts are eligible. Spouses who are both employed by the District are limited to a combined total of 12 work weeks of family leave for the birth or placement of a child or to care for a parent (but not a parent-in-law) who has a serious health condition. Contact Payroll at 651-423-8245 for more information or to request forms. For the complete policy go to the district website www.isd917.k12.mn.us, and click on About 917 Staff, School Board, Policies.

Gifts/Donations

Gifts to the School District must be acknowledged by a resolution by the School Board of Education at each monthly board meeting. Employees are responsible for notifying their direct supervisor of any gifts/donations. Acceptance of the gift is recommended by the administrator. The recommendation is then forwarded to the Superintendent for Board action. The purpose of this policy is to assure that the contribution is properly recognized and the gift is of use and value to the District.

Grievance Procedures

A grievance is a claim by an employee that there has been a violation, a misinterpretation or misapplication of a District policy or regulation adoption by the Board or a written administrative procedure. Grievances may also be made by employees with a negotiated master agreement disputing the interpretation of terms and conditions of employment contained in the master agreement. Contract grievance time lines are described in individual master agreements. See www.isd917.k12.mn.us, For 917 Staff, Employee Contracts and

Classifications.

Generally, if an employee believes there is a basis for a grievance, the employee needs to discuss it within a short time (10 days for non-contract items) with his or her administrator. The administrator shall make a written response, again within a short time (7 days for non-contract items). In the event the employee is not satisfied with the disposition of the alleged grievance by the administrator, the employee needs to submit a copy of the original grievance and a copy of the first written response to the Superintendent (again with 10 days), who may appoint a designee to hear the grievance at Level II (again within 7 days).

Internet Use – District Policy 490

Staff is expressly prohibited from using District Internet resources to access, upload, download or distribute any material that violates ISD 917's violence/harassment or respectful behavior policies; violates any local, state, or federal statute; access another person's materials, information or files without the implied or direct permission of that person; violates copyright laws; or use for unauthorized commercial purposes and financial gain. The use of the internet for private, non-educational purposes is strongly discouraged. **A form was included with your new employee packet to fill out, sign and return to Personnel.**

Mandated Reporting of Child Abuse, Sexual Abuse and Neglect - MN Chapter 626 – Policy 6.361

"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 administrator. 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 suspecting 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/her immediate administrator 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 the Minnesota Department of Education.

An oral report must be made within 24 hours of receiving the information. A written report must be filed within 48 hours of the oral report.

Anyone making a report of abuse or neglect is provided immunity and cannot be prosecuted for reports made in good faith and his/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 Dakota County or if the alleged abuse occurs in a school located in Dakota County, the employee should report to **Dakota County Child Protection 952-891-7459**.

Notice of Privacy Practices

See www.isd917.k12.mn.us, Employee Information, District Forms.

Paid and Unpaid Leaves

Leave provisions for staff vary depending on their union agreement or their board approved terms and conditions. It is recommended that you familiarize yourself with your agreement before you have a need to be absent from your assignment. The agreements are available on the district website at www.isd917.k12.mn.us under For 917 Staff, Employee Contracts and Classifications.

Patriotic Observances - MN Statute 120A.42

The governing body of any district may contract with any of the teachers thereof for the conduct of schools, and may conduct schools, on either, or any, of the following holidays, provided that a clause to this effect is inserted in the teacher's contract: Martin Luther King's birthday, Lincoln's and Washington's birthdays, Columbus Day and Veterans' Day.

On Martin Luther King's birthday, Washington's birthday, Lincoln's birthday, and Veterans' Day at least one hour of the school program be devoted to a patriotic observance of that holiday.

Teachers should check with their administrator regarding the school's practice for meeting this requirement.

Personnel Records

All evaluations and files generated within a school district relating to each individual employee shall be available during regular school business hours to each individual employee upon a written request. The employee shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion a response to any material

contained therein; provided, however, a school district may destroy such files as provided by law.

All file material to be included in an employee's personnel file must be forwarded to Personnel by June 30 of the year of occurrence.

Probationary Period for Teachers

The first, second, and third consecutive years of experience for employees defined by MN Statute 122A.40, is deemed to be probationary for those Minnesota public school employees. Thereafter, the probationary period in each school district is one year. Teachers who work more than 120 days must be evaluated at least three (3) times. Teachers who work at least 60 days but less than 120 days must be evaluated at least two (2) times, and teachers who work fewer than 60 days must be evaluated at least one (1) time during the school year.

During the probationary period, any annual contract with any certificated employee may or may not be renewed as the Board shall see fit, provided that written notice be given before July 1.

Generally speaking, program assistants have a three-year probationary period. Employees should consult their respective master agreements for specific wording. See Master Agreements at www.isd917.k12.mn.us, For 917 Staff, Employee Contracts and Classifications.

Prohibition Against Corporal Punishment, Child Abuse, Sexual Abuse, and Neglect – District Policy 414

ISD 917's Board of Education recognizes child abuse and inappropriate discipline as critical problems for learners, the educational system, and society. This School District will be actively involved because children and youth are at risk in the learning process when they are abused or inappropriately disciplined.

The Board is committed to promoting healthy human relationships and positive role models regarding appropriate use of power. Students are a priority, and no physical or emotional harm is to come to them during the teaching-learning process.

District employees or agents of the District are required by law to refrain from causing or inflicting upon a pupil the use of corporal punishment. Punishment means, "conduct involving physical force and infliction of bodily pain. It also means conduct involving cruelty or unreasonable force that causes substantial emotional harm." District employees are required by law to refrain from emotional maltreatment.

Child abuse includes: sexual abuse; neglect; violent behavior or domestic assault by a parent or caregiver within the sight or sound of the child; chronic and severe use of alcohol or a controlled substance by a parent or guardian that adversely affects the child's basic needs and safety; emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child and physical abuse.

Physical abuse includes, but is not limited to, the following acts when done in anger or without regard to the child's safety:

- Throwing, kicking, burning, biting, or cutting a child

- Striking a child with a closed fist
- Shaking a child under age 3
- Striking or other actions which result in any non-accidental injury to a child under 18 months
- Interference with a child's breathing
- Threatening a child with a weapon striking a child under age one on the face or head
- Purposely giving a child poison, alcohol, dangerous, harmful or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child or other substances that substantially affect the child's behavior, motor coordination, or judgment or that results in sickness or internal injury, or subjects the child to medical procedures that would be unnecessary if the child were not exposed to the substance.
- Unreasonable physical confinement including but not limited to tying, caging or chaining.

District employees are encouraged to use the following in teaching, counseling, coaching, caretaking, and administrative roles:

- Manage the learning climate so as to create a balance of power among educators and learners
- Inform parent or guardian regarding behavior problems in the classroom
- Meet with parents or guardians regarding behavior problems
- Identify behaviors of concern and refer students to someone who may be able to diagnose and/or address problems
- Recommend counseling or other appropriate professional services
- Physically restrain a student who is hurting others or self
- If necessary, *reasonable force* may be used.

"Reasonable physical force may be used to quell a disturbance, to obtain possession of weapons or dangerous objects on the pupil or within the immediate control of the pupil, to defend oneself or others, or to prevent harm to another person or school property." (Minnesota 1989 session laws, Chapter 114)

Reasonable force may be used by a teacher "in the exercise of lawful authority to restrain or correct such child or pupil" or . . . "when necessary to restrain the child from self injury or injury."

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end child maltreatment and inappropriate discipline by educators and prevent its recurrence. Employees may be referred for treatment of violent behavior tendencies, or referred for learning positive behavior management for classroom and school.

The District also recognizes that it has an obligation to support and protect employees from unjust accusations. The District recognizes and supports the legal due process concept that all are presumed innocent until proven guilty. The District will specifically support the employee through use of the District's Employee Assistance Program and/or other counseling if needed. The District will ensure enforcement of the student discipline policies and procedures and cooperate with law enforcement officials in prosecution of students for juvenile or adult criminal offenses.

Public Personnel Data - MN Statute 13.43 – Policy 406

The following personnel data on current and former employees, volunteers, and independent contractors of a statewide system is public: name, actual gross salary, salary range, contract fees, actual gross pension, the value and nature of employer paid fringe benefits, the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary, job title, job description, education and training background, previous work experience, date of first and last employment, the existence and status of any complaints or charges against the employee, whether or not the complaint or charge resulted in a disciplinary action, the final disposition of any disciplinary action 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, work location, work telephone number, badge number, honors and awards received, payroll time sheets 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.

Public School Fee Law - MN Statute 120.71

Public school education shall be free and no pupil shall be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation. . . . School boards do have the right . . . to make certain charges and to establish fees in areas considered extra curricular, non-curricular or supplementary to the requirements for the successful completion of a class or educational program.

Respectful Behavior

Staff, parents, students and community members should be treated in a manner, which enhances self-esteem and supports the dignity of the individual. Creating a positive climate is critical to the achievement of the district's mission. To create this positive climate, every individual must act with respect, defined as "to value one's self and to act out of consideration for others." Staff consequences for disrespectful behavior may result in discipline.

Section 504 of the Rehabilitation Act

It is the responsibility of the District to identify and evaluate learners whom, within the intent of Section 504, need special services, accommodations, or programs in order to receive the required free appropriate public education. A learner who is protected under Section 504 is one who has a physical or mental impairment that substantially limits one or more major life activities, including learning, has a record of such impairment, or is regarded as having such impairment.

SEE ALSO

Additional state laws are cited in the following District policies and procedures:

Removal of Students from Class, Policy 6.312 and 6.315b, MN Statute 127.41
Reporting chemical abuse, Policy 418, MN State 126.037
Reporting child abuse, Policy 6.36 and 6.361, MN Statute 626.556
Sexual, religious, racial harassment, Policy 413, MN Statute 127.46
Teacher Probation, Policy 458, MN Statute 125.12

Staff-Student Relationships – District Policy 423

This policy applies to all school district employees at all times, whether on or off duty, and on or off school district locations. 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 relationships with students. Such relationships 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 others nearby, talking with the parent when calling the student's home, etc.

Subpoena of a School District Employee – District Policy 408

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/her building administrator. The building administrator shall immediately inform the Superintendent. Direction will be provided and legal counsel will be sought as necessary.

Tax Sheltered Annuities and Deferred Compensation Plan – District Policy 494

Any employee may participate in qualified tax deferred annuity and tax deferred compensation plans via a salary reduction agreement. Employees may use a district approved 403b/457 Plan Provider (list of approved vendors can be obtained on the district website). Employees may change their contributions at any time by submitting a new salary reduction form. This change will take place approximately 30 days after submission of the form. Employees must comply with the IRS rules regarding the amount that may be deferred to a tax-sheltered annuity or tax-deferred compensation plans.

Employees may be eligible under their contract for a matching contribution to a tax-deferred annuity or deferred compensation plan. Individuals should consult applicable Master Agreements. Payroll will inform non-exempt (hourly) employees before September 20th of each year as the amount of match available.

See www.isd917.k12.mn.us, For 917 Staff, Employee Benefits, Tax Sheltered Annuities for additional information.

Teacher Forms

Forms such as Lane Changes, Clock Hour Approvals, etc, can be found at www.isd917.k12.mn.us; District Business and Employee Forms, Teacher Forms.

Teacher License Renewal

The Continuing Education Committee follows Board of Teaching rules to evaluate continuing education activities and recommend renewal of five-year licenses and the teaching verification needed for initial continuing licensure. Each teacher who is renewing a five-year license is required to complete 125 clock hours with specific training in the areas of: positive behavioral interventions, modification, accommodation, or adaptation of curriculum, instruction, or materials for students with special needs, reading instruction preparation, and understanding the key warning signs of early-onset mental illnesses in children and adolescents. A handbook on licensure and recertification is available from the relicensure committee. Teachers may submit license renewal applications anytime after January 1 of the year in which the license expires. Teachers may not teach without a current license or approved Board of Teaching waiver. It is the responsibility of every teacher to maintain a current license at all times. Failure to do so may result in discipline.

Tobacco Free Environment – District Policy 419

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

Transporting Students – District Policy 6.93

Transporting students as a regular part of your position requires that standards are met that authorize individuals to operate type III vehicles.

Requirements include:

- Valid, Class D License submitted to administrator so that a copy of the driver's motor vehicle report can be obtained. *More than three (3) moving violations in three years will cause you to be ineligible to drive;
- Reports to district of any moving violations within ten (10) days;
- Agreement to submit to random drug and alcohol testing;
- Passing MnDOT physical exam (only if your sole responsibility is to transport students).

Violence/Harassment – District Policy 413

The School District prohibits any form of violence or harassment. Violence is a "physical or verbal act of aggression towards individuals or property." Harassment is "participating in or conspiring for others to engage in intentional conduct in a manner that would cause a reasonable person under the circumstances to feel oppressed, persecuted, or intimidated" through words or actions that negatively impact a person as defined by race, color, sex, disability, religion, creed, national origin or culture, age, marital status, sexual orientation, socio-economic status, veteran's status, or physical or mental attributes.

Any employee who has knowledge of violence or harassment occurring on District grounds or at district-sponsored activity or event must report the alleged acts immediately to a principal, administrator, or to the Personnel Department.

Intermediate School District #917
1300 145th Street East
Rosemount, Minnesota 55068

IMPORTANT INFORMATION ABOUT YOU COBRA CONTINUATION COVERAGE RIGHTS

Federal law requires that most group health plans (including this Plan) give employees and their families the opportunity to continue their health Care coverage when there is a "qualifying event" that would result in a loss of coverage under an employer's plan. Depending on the type of qualifying event, "qualified beneficiaries" can include the employee (or retired employee) covered under the group health plan, the covered employee's spouse, and the dependent children of the covered employee.

Continuation coverage is the same coverage that the Plan gives to other participants or beneficiaries under the Plan who is not receiving, continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered under the Plan including open enrollment and special enrollment rights.

How long will continuation coverage last?

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage generally may be continued only for up to a total of 18 months. In the case of losses of coverage due to an employee's death, divorce or legal separation, the employee's becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the plan, coverage may be continued for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. This notice shows the maximum period of continuation coverage available to the qualified beneficiaries.

Continuation coverage will be terminated before the end of the maximum period if: any required premium is not paid in full on time, or a qualified beneficiary becomes covered, after electing continuation coverage, under another group health plan that does not impose any pre-existing condition exclusion for a pre-existing condition of the qualified beneficiary, or a covered employee becomes entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage, or the employer ceases to provide any group health plan for its employees.

Continuation Coverage may also be terminated for any reason the Plan would terminate coverage of a participant or beneficiary not receiving continuation coverage (such as fraud).

How can you extend the length of COBRA continuation coverage?

If you elect continuation coverage, an extension of the maximum period of coverage may be available if a qualified beneficiary is disabled or a second qualifying event occurs. You must notify Tracy Hyde, Corporate Health Systems, Inc. of a disability or a second qualifying event

in order to extend the period of continuation coverage. Failure to provide notice of a disability, or second qualifying event may affect the right to extend the period of continuation coverage.

Disability

An 11-month extension of coverage may be available if any of the qualified beneficiaries is determined by the Social Security Administration (SSA) to be disabled. The disability has to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18 month period of continuation coverage. Each qualified beneficiary who has elected continuation coverage; will be entitled to the 11-month disability extension if one of them qualifies. If the qualified beneficiary is determined by SSA to no longer be disabled, you must notify the Plan of that fact within 30 days after SSA's determination.

Second Qualifying Event

An 18-month extension of coverage will be available to spouses and dependent children who elect continuation coverage if a second qualifying event occurs during the first 18 months of continuation coverage. The maximum amount of continuation coverage available when a second qualifying event occurs is 36 months. Such second qualifying events may include the death of a covered employee, divorce or separation from the covered employee, the covered employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), or a dependent child's ceasing to be eligible for coverage as a dependent under the Plan. These events can be a second qualifying event only if they would have caused the qualified beneficiary to lose coverage under the Plan if the first qualifying event had not occurred. **You must notify LeAnn Wright Benefits Administrator at Corporate Health Systems, Inc.** within 60 days after a second qualifying event occurs if you want to extend your continuation coverage.

How can you elect COBRA continuation coverage?

To elect continuation coverage, you must complete the Election Form and furnish it according to the directions on the form. Each qualified beneficiary has a separate right to elect continuation coverage. For example, the employee's spouse may elect continuation coverage even if the employee does not. Continuation coverage may be elected for only one, several, or for all dependent children who are qualified beneficiaries. A parent may elect to continue coverage on behalf of any dependent children. The employee or the employee's spouse can elect continuation coverage on behalf of all of the qualified beneficiaries.

In considering whether to elect continuation coverage, you should take into account that a failure to continue your group health coverage will affect your future rights under federal law. First, you can lose the right to avoid having pre-existing condition exclusions applied to you by other group health plans if you have more than a 63-day gap in health coverage, and election of continuation coverage may help you not have such a gap. Second, you will lose the guaranteed right to purchase individual health insurance policies that do not impose such pre-existing condition exclusions if you do not get continuation coverage for the maximum time available to you. Finally, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within 30 days after your group health coverage ends because of the qualifying event listed above. You will also have the same special enrollment right at the end of continuation coverage if you get continuation coverage for the maximum time available to you.

How much does COBRA continuation coverage?

Generally, each qualified beneficiary may be required to pay the entire cost of continuation coverage. The amount a qualified beneficiary may be required to pay may not exceed 102 percent (or, in the case of an extension of continuation coverage due to a disability, 150 percent) of the cost to the group health plan (including both employer and employee contributions) for coverage of a similarly situated plan participant or beneficiary who is not receiving continuation coverage. The required payment for each continuation coverage period for each option is described in this notice.

When and how must payment for COBRA continuation coverage be made?

First payment for continuation coverage

If you elect continuation coverage, you do not have to send any payment with the Election Form. However, you must make your first payment for continuation coverage not later than 45 days after the date of your election. (This is the date the Election Notice is post-marked, if mailed.) If you do not make your first payment for continuation coverage in full no later than 45 days after the date of your election, you will lose all continuation coverage rights under the Plan. You are responsible for making sure that the amount of your first payment is correct. You may contact **LeAnn Wright, Corporate Health Systems, Inc.** to confirm the correct amount of your first payment.

Periodic payments for continuation coverage

After you make your first payment for continuation coverage, you will be required to make payments for each subsequent coverage period. The amount due for each coverage period for each qualified beneficiary is shown in this notice. The periodic payments can be made on a monthly basis. Under the Plan, each of these periodic payments for continuation coverage is due on the twenty-fifth of the preceding month for that coverage period. If you make a periodic payment on or before the first day of the coverage period to which it applies, your coverage under the Plan will continue for that coverage period without any break. Intermediate School District #917 will not send notice of payments due for these coverage periods.

Grace periods for periodic payments

Although periodic payments are due on the dates shown above, you will be given a grace period of 30 days after the first day of the coverage period 30 days to make each periodic payment. Your continuation coverage will be provided for each coverage period as long as payment for that coverage period is made before the end of the grace period for that payment. However, if you pay a periodic payment later than the first day of the coverage period to which it applies, but before the end of the grace period for the coverage period, your coverage under the Plan will be suspended as of the first day of the coverage period and then retroactively reinstated (going back to the first day of the coverage period) when the periodic payment is received. This means that any claim you submit for benefits while your coverage is suspended may be denied and may have to be resubmitted once your coverage is reinstated.)

If you fail to make a periodic payment before the end of the grace period for that coverage period, you will lose all rights to continuation coverage under the Plan.

Your first payment and all periodic payments for continuation coverage should be sent to: Intermediate School District #917, Attn: **Corporate Health Systems, Attn: LeAnn Wright, 15153 Technology Drive, Suite B, Eden Prairie, MN 55344-2273**

For more information

This notice does not fully describe continuation coverage or other rights under the Plan. More information about continuation coverage and your rights under the Plan is available in your summary plan description or from the Business Office.

If you have any questions concerning the information in this notice your rights to coverage, or if you want a copy of your summary plan description, you should contact:

LeAnn Wright, Benefits Administrator
15153 Technology Drive, Suite B
Eden Prairie, MN 55344-2273
Phone: 952-939-0911x124

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa for addresses and phone numbers of Regional and District EBSA Office.

Keep Your Plan Informed of Address Changes

In order to protect your and your family's rights, you should keep Diane Jeffries, Personnel, at Intermediate School District #917 and Corporate Health Systems informed of any changes in your address and the addresses of family members.

*** ATTENTION ***

INTERMEDIATE SCHOOL DISTRICT 917 POLICY AGAINST RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE

1. Everyone at District 917 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. Name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, program administrator, the district Human Rights Officer or an alternate.
4. You may also make a written report. It should be given to a teacher, counselor, program administrator, the District Human Rights Officer or an alternate.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. Intermediate District 917 will also take action if anyone tries to intimidate you or take action to harm you because of your report.
8. This is a summary of Intermediate District 917 policy against religious, racial and sexual harassment and violence. Complete policies are available on the website at www.isd917.k12.mn.us, and are part of the student/staff handbooks. (Policy 413 Harassment and Violence.)

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

Intermediate School District 917 Human Rights Officer and Alternates:

Don Budach, Human Rights Officer 651-423-8426	Special Education Assistant Director/Principal, DCTC Main Campus
Eric Van Brocklin 651-423-8259	Secondary Technical Center Principal, DCTC Main Campus
Brenda Tollefson, Alternate 651-423-8343	Special Education Lead Teacher, DCTC Main Campus
Megan Dobson, Alternate 651-423-8125	Special Education Lead Teacher, Alliance Education Center
Nicolle Roush, Alternate 651-423-8227	Business Manager, DCTC Main Campus
Patti Mattos, Alternate 651-423-8263	DCALS Teacher, Main Campus

NOTICE OF PRIVACY PRACTICES
Issued by Intermediate School District #917
April 14, 2007

We are required to inform you about the federal law that went into effect on April 14, 2003. It has new rights for anyone receiving health care. The law is called the Health Insurance Portability and Accountability Act of 1996.

The enclosed notice tells you about:

- Privacy of your health care information
- How medical information about you can be used.
- How you can access the information

Please read it carefully and keep it for you records.

INTERMEDIATE SCHOOL DISTRICT 917
Notice of Privacy Practices

April 14, 2003

This notice describes how medical information and other private information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

You have privacy right under the Minnesota Government Data Practices Act and the federal Health Insurance Portability and Accountability Act (HIPAA). These laws protect your privacy but also let us give information about you to others if the law requires it. We may tell you before we give the information. These laws require us to keep your health information private and to give you notice of our legal duties and practices to protect private information. We must follow the terms that we have agreed to in this notice. However, we can choose to change the terms of this notice. If we change the terms of this notice, those changes will be applied to all present and future information that we collect about you. We will tell you if we change the terms of this notice.

Why do we ask you for this information?

- To help you get health insurance coverage
- To collect money from other agencies, like insurance companies, if they should pay for your care

Do you have to answer the questions we ask?

Generally, the law does not say you have to give us this information.

What will happen if you do not answer the questions we ask?

We need the information about you to access and coordinate insurance benefits for you. Without the information, we may not be able to help you.

With whom may we share information about you?

We may give information about you to the following agencies if they need it for investigations or to help you or help us help you. We don't always share information about you with these people. If you have questions about when we give these people information, contact the Business Office at District 917.

- Mental health centers
- Health care providers
- State hospitals or long-term care facilities
- Insurance companies to check benefits you or your children may get
- Hospitals, if you, a friend or relative has an emergency and we need to contact someone
- Internal Revenue Service
- Social Security Administration
- Minnesota Department of Economic Security
- Minnesota Department of Revenue
- Minnesota Department of Veteran Affairs
- Guardian, conservator or person who has power of attorney for you
- Anyone else the law says we can give the information to

You have the right to information we have about you

- You may ask if we have any information about you and get copies. You may have to pay for the copies.

- You may give other people permission to see and have copies of private information about you.
- If we have collected health information about you, we may use it only for the purposes that we have listed in this notice.
- You may question the accuracy of any information we have about you.
- You have the right to ask us to share health information with you in a certain way or in a certain place. For example, you may ask us to send health information to your work address instead of your home address. You must make this request in writing. You do not have to explain the basis for your request. If we find that your request is reasonable, we will grant it.
- You can ask us to restrict uses or disclosure of your health information. Your request must be in writing. You must explain what information you want to restrict from being disclosed and to whom you want these restrictions to apply. You can request to end these restrictions at any time by calling us or by writing to us. We are not required to agree to your restrictions.
- You have the right to receive a record of the people or organizations that we have shared your health information with. We must keep a record of each time we share your health information for six years from the date it was shared. This record started on April 14, 2003. It will NOT include those times we have shared your information in order to pay or bill for your health care services, or to run our programs. If you want a copy of this record, you must send a request in writing to our Privacy Official.
- If you do not understand this information, you may ask to have it explained to you.

What if you believe the information we have about you is wrong?

Send your concerns in writing, telling us why the information is not accurate or complete. You may send your own explanation of the facts you disagree with. Your explanation will be attached any time that information is shared with another agency.

Filing Complaints About Your Health Information Privacy Rights

If you believe that your health information privacy rights have been violated, you may file a complaint. Write to the Business Office, or to the U.S. Department of Health and Human Services, at the address below. **We cannot deny you services or treat you badly because you have filed a complaint against us.**

Intermediate School District #917
1300 145th Street E.
Rosemount, Minnesota 55068

Office of Civil Rights
Medical Privacy, Complaint Division
U.S. Department of Health and Human Services
200 Independence Avenue, SW, HHH Building, Room 509H
Washington, D.C. 20201
Phone: 866-627-7748
TY: 866-788-4989

NOTICE TO EMPLOYEE OF WORKERS' COMPENSATION

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Intermediate School District #917 is no longer enrolled in Comprehensive Managed Care (CMC) workers compensation certified managed care plan.

What does this mean to you the employee?

Effective July 1, 1999, if you are injured at work, you can receive necessary medical care related to your injury at your own attending clinic.

You are not obligated to seek a designated clinic to be treated for a worker-related injury. If possible, please seek treatment at the Apple Valley Medical Clinic. You must, however, maintain communication with Intermediate School District #917 and RTW, Inc. regarding workers' compensation claims. A first report of injury form still needs to be filed and submitted to the Business Office as in the past. If seeking medical attention, a work-ability report needs to be filled out by the attending physician and submitted to Intermediate School District #917 as well as submitted to RTW, Inc.

You may contact your employer Valorie Whitmer at 651-423-8229
(Employer's workers' compensation contact)
for additional information on workers' compensation.

Billing procedures have changed. The attending clinic needs to send all work-related injury billings to:

RTW, Inc.
P.O. Box 390327
Minneapolis, MN 55439

Telephone: (800) 789-2242
Fax: (800) 563-3364; (952) 838-3700

Note: If prescriptions are needed, the first step is to call First Scripts at **1-800-791-2080** to find out where the closest networked pharmacy is to you. When you go to the pharmacy, advise the pharmacist upon prescription presentation that this will be handled by First Script and s/he will call First Script at the above number for approval and processing.

You may contact the Department of Labor and Industry for further information regarding workers' compensation at the following numbers:

Twin City Area: (651) 284-5005

Outside the Twin Cities Area 1-800-342-5354