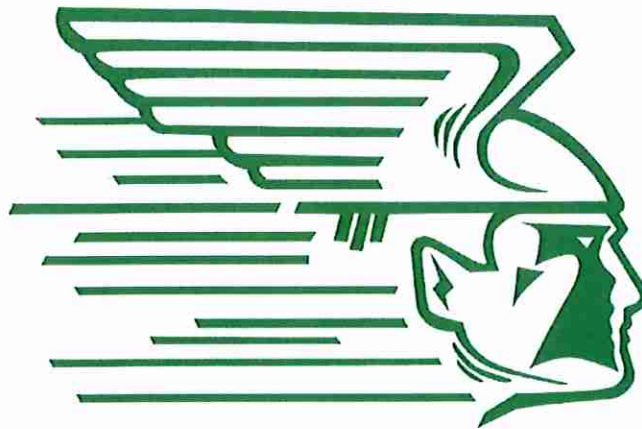


GREENWAY PUBLIC SCHOOLS

ISD #316

Employee Handbook

2026-2027



Superintendent: David Pace

Independent School District #316
499 Powell Ave
Coleraine, MN 55722
218-247-7306

Website: <http://www.isd316.org>

If you have questions or if you need additional information,
please contact:

Human Resources Department: (218) 245-6504

The Board of Education does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age, or veteran status in employment, education programs or activities, as required by law.

ISD #316 is an Equal Opportunity Employer

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PURPOSE OF HANDBOOK

Welcome to Independent School District #316, Greenway Public Schools.

The purpose of the handbook is to acquaint you with the general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is NOT an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Administrative Services Buildings, the Principal's office, and on the District web site. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. We, in the public school, are all partners in education. Working together, we must provide the best possible environment for children. This means that we must work for the good of the students.

FUTURE POLICY CHANGES

Although every effort will be made to update the handbook on a timely basis, the ISD #316 Board of Education reserves the right and has the discretion to change any policies, procedure's, benefits and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right and has the discretion to modify or change any portion of this handbook at any time.

CALENDAR

School Calendars are adopted by the School Board each spring for the following year. School calendars show teacher days, student days, workshops conferences, and holidays. The calendar is also available on the district website at isd316.org.

SCHOOL BOARD MEETINGS

The ISD #316 School Board meets for their regular meeting on the last Wednesday of each month at 6:00 p.m. Any person wishing to address the School Board should contact the District Office prior to the

meeting to request being on the agenda. The school board also reserves an area for public input at each meeting.

EQUAL OPPORTUNITY EMPLOYMENT

ISD #316's Board of Education is an Equal Opportunity Employer. The Board of Education does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, age or veteran status, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

If you have questions concerning District compliance with state and federal equal opportunity laws, contact the Human Resource Department.

HIRING

A list of all District job openings is available at the District Administrative Office and at <http://www.applitrack.com/iasc/onlineapp/>

PRE-EMPLOYMENT PAPERWORK & CRIMINAL BACKGROUND CHECK

Prior to beginning work for ISD #316, each new employee must have completed a series of employment forms. These forms include but may not be limited to:

- Tennessean Warning
- Personnel Questionnaire
- Form W-4, Employee Withholding
- Form I-9, Employment Eligibility Verification
- Direct Deposit Form (direct deposit is required for all district employees)
- Bloodborne Pathogens Form
- Minnesota Statute 123B.03 Informed Consent Criminal Background Check Form
- Minnesota Paid Leave Acknowledgement Form
- Internet Use Acceptable Use Form

Applicants and employees must undergo records checks and testing as required by law.

LICENSES

Some employees of the district are required to be licensed. It is the responsibility of the employee to keep their licensure current. Your license must be on file in the District Office. The District reserves the right to remove an employee from employment if the necessary license is not maintained.

CONFIDENTIALITY

The District maintains data relating to staff and students in accordance with current Data Privacy Laws. All District employees are obligated to maintain student and other staff information as private. Do not disclose information or join in conversations regarding an individual with others either employed in the district or otherwise. Employees or others who feel they have a “need to know” should speak with their immediate supervisor. Violation of confidentiality is grounds for dismissal.

BARGAINING UNITS & GENERAL “At- Will” EMPLOYMENT

School District #316 has the following bargaining units & certified positions:

Education Minnesota Local No. 1330 (Certified)

American Federation of State, County, and Municipal Employees Local No. 456 (Non-Certified)

Principals Association

In addition School District #316 employs many “At Will” employees. These include but are not limited to:

- Substitute Custodians
- Substitute Educational Assistants
- Substitute Teachers
- Maintenance Supervisor
- Coaches

POLICIES & NOTIFICATIONS

All policies can be accessed on the district website at www.isd316.org. Specifically, you are required to read the following policies in their entirety.

Policy #413	Harassment & Violence
Policy #414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy #415	Mandated Reporting of Maltreatment of Vulnerable Adults
Policy #416	Drug, Alcohol and Cannabis Testing
Policy #423	Employee/Student Relationships
Policy #419	Tobacco-Free Environment

HARASSMENT/DISCRIMINATION POLICY

ISD 316 intends that employees have a safe and orderly work environment in which to do their jobs. Therefore the School Board does not condone and will not tolerate harassment of employees or discrimination against employees. The policy for the Greenway School District is written for both students and employees. A copy of this policy may be found in the District's Policy and Procedural Manual.

BLOODBORNE PATHOGENS

Bloodborne Pathogens are disease causing micro-organisms that may be present in human blood or body fluids, District #316 has an Exposure Control Plan and provides related training and an opportunity for all employees especially those at risk to receive a vaccination series to help prevent diseases caused by bloodborne pathogens.

MANDATED REPORTING

All employees of ISD #316 are considered mandated reporters by law. Employees are to report any maltreatment of minors and or vulnerable adults if they have suspicion of neglect, physical abuse or sexual abuse to the proper authorities. The employee may request help in reporting by contacting their immediate supervisor. A copy of the district's Mandated Reporting policy is available in the district's Policy and Procedure Manual. All employees should become familiar with its content.

DRUGS & ALCOHOL

Drug and alcohol use is prohibited by employees according to statute and district policy. Penalties for violating District Policy can be found in the District Policy Manual. Violation of this policy will result in disciplinary action.

TOBACCO

According to district policy, all ISD #316 buildings, athletic facilities, & vehicles are tobacco-free. Penalties for violating District Policy can be found in the District Policy Manual. Violation of this policy will result in disciplinary action.

WEAPONS

All weapons or instruments that have the appearance of weapons are prohibited on District property. Staff can find details relating to this policy in the District Policy Manual.

COMPLAINTS

Complaints by employees about other employees will be accepted in writing. Reports should be submitted to the employee's immediate supervisor. Further detail and specific instructions can be found in the school district policy manual.

ILLNESS/INJURY/WORKER'S COMPENSATION

District #316 supports the practice of returning employees to work as soon as they are able to fulfill the requirements of their position following an absence due to an illness, injury or an on-the-job injury. Each situation will be reviewed on an individual basis.

All work injuries must be reported to an employee's supervisor immediately and an accident report completed. A First Report of Injury Form must be filed by the District Office within 3 days.

EMPLOYEE MEETINGS

Meetings between departments and the principal will be set up throughout the school year. The expectation is that all faculty members will attend the meetings. In the event that you cannot make it to a scheduled meeting, please make arrangements with the principal. If district wide meetings are held employees will be advised of the meetings ahead of time and will be expected to attend and remain for the duration of the meetings.

COMPUTERS/INTERNET/EMAIL

The District provides computer, internet and email service to employees. Employees must review the internet use policy. All employees and students are required to have signed the Internet Use agreement and it must be on file with the District. Violation of this policy can result in disciplinary action for both employees and students. The policy is on file in the district office. The preferred method of District communication will be through the email system.

Computer hardware, software, installation, repair, and training requests should be submitted to the Technology Director using the online form at isd316.org.

TELEPHONE SYSTEM/CELL PHONES

District owned cell phones may be issued to employees in certain positions. Individuals issued a district cell phone must review the district policy and file it with the district office. Use of personal cell phones should be restricted to the employee's lunch break or break period.

District provided phone long distance codes are to be used for district related phone calls and should not be utilized for personal calls.

INTER-COM

Unless an emergency arises, or it is between classes, use of the inter-com should be restricted during the time that classes are in session.

EMPLOYEE ABSENCE/SUB-CALLING SYSTEM

The school district maintains an automated substitute calling system for all staff called AESOP. The system can be reached by calling 1-800-942-3767 or online at isd316.org under Staff Resources. Only approved subs can be requested. All absences must be reported using AESOP prior to the start of employees scheduled shift. Failure to communicate prior to start of shift may result in disciplinary action and/or termination.

It may be necessary for you to be absent from your class for an hour or for less than half a day. This is especially true when coaches must leave early for events with their team. Arrangements for substitutes for hourly events must be reported to and made through the building principals. **Please be aware of what your Master Agreement provides for in terms of leaves.**

The District is not in support of unpaid absences away from work. Unpaid absences are only to be utilized in extreme circumstances with pre approval from the building administrator. Unpaid absences without prior authorization may result in disciplinary action and/or termination.

EMERGENCY SCHOOL CLOSINGS

Occasionally schools are closed for emergency reasons such as inclement weather or mechanical problems. Decisions and announcements regarding school closings will be made as early as possible. Employees should refer to their contracts to determine if they are to report to work and how they will be compensated dependent on contract. Personal judgment should be used when personal safety issues warrant. Employees should contact their immediate supervisor with questions. Employees will be notified via Instant Alert and public notifications are broadcast on several local TV and radio stations. It is important that employees notify the district office when they change phone numbers so the Instant Alert system can be updated.

When school is canceled, absences on the system at the time the closing is announced will remain as recorded absences for paid workday staff.

The absence will be canceled by the district office upon notification that the employee could not attend the appointment necessitating a scheduled absence, and so was available to work that day. For example, if doctor appointment or meeting was canceled due to the weather.

CRISIS MANAGEMENT POLICY/EMERGENCY RESPONSE PLAN

State law requires that educational institutions conduct a specific number of fire drills and lockdown drills during the school year. Drills are very important, and should be taken seriously by everyone. The building must be completely evacuated as quickly as possible.

Employees are to be familiar with the district's Crisis Management Policy. The policy manual will be made available in each classroom and teachers are to place a copy of their class lists within the manual. This will allow for a quick check of attendance should there be the necessity to have students evacuated from the building.

JOB DESCRIPTIONS

The administration is responsible for the assignment and scheduling of all staff. Job descriptions will vary according to specific assignments. It is likely that tasks will vary on a yearly basis as some tasks are not completed identically from one year to the next.

It will be the responsibility of the administration to meet with the employees to review expectations and to provide training, if needed. It is essential that an employee be flexible and maintains a positive attitude with the ever-changing responsibilities and job assignments. When an employee is in doubt about an assignment or task, the individual should request clarification or more information from their immediate supervisor.

HOURS AND RESPONSIBILITY

The hours of duty of each employee shall be determined by administration. If you need to be absent, notify the district via the sub calling system. By law, the school assumes responsibility for each student during the entire school day. This includes that time before the school day starts, during and between classes, and after the close of the school day. All staff members should take a personal and professional interest in the conduct of students during all of these time periods. Please make every effort to be out in the halls or your assigned area in the morning before school starts as well as between classes—our presence will help curtail problems that might otherwise arise. Please report any questionable behavior to the immediate supervisor.

Areas of responsibility by each employee are specified by the immediate supervisor. If there are questions regarding the duties as outlined or questions regarding the calendar during which time the employees are expected to work, the questions should be brought to the immediate supervisor. Please use the appropriate chain of command for getting questions answered or issues resolved.

- A. If you have personal business to take care of and need to leave the building during your preparation period or need to leave immediately after school, please let the principal know that you need to leave so approval can be given & appropriate arrangements can be made. This works best in case a parent or someone else wishes to meet with you. We can let them know that you are not available. Please do not schedule personal appointments during the duty day unless leave will be used as per contract.

- B. Teachers are to attend all programs sponsored for students during the school day. Staff members are encouraged to sit with the students.

EMPLOYEE CONDUCT

Employees come in contact with a great number of people including staff, students and parents. It is critical that employees conduct themselves in a professional manner. Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities may be subject to disciplinary action and or termination.

EVALUATIONS

Throughout their years of employment, evaluations of all personnel will be conducted. Evaluations are generally done by the employee's immediate supervisor and shared with the employee upon completion. All performance reviews/evaluations are kept in the employees personnel file and are available for review upon request.

The overall goals of an effective classroom observation and evaluation program are the improvement of instruction and provision for growth opportunity. The program is designed to help teachers identify their strengths and weaknesses, to provide support, and to secure help for improvement. This support of the teacher in professional growth is the key to improving educational experiences.

1. Clinical Observation—All non-tenured teachers will be placed in this cycle as well as any other teachers that the administration feels may benefit from the experience. The process will include a pre-observation conference with the teacher, classroom observation (2-3 per year) and post-observation conference. The first observation will be scheduled for a specific time, and the last two will be unscheduled. A summative evaluation will be done by the principal annually for each teacher and will be placed in the teacher's personnel file. It is expected that this evaluation will be shared with the teacher during a feedback conference regardless of which phase of the cycle the teacher is in.
2. Peer Coaching/Monitoring—Teachers in this group will pair with another of the same group and work together with the principal to develop individual goals for the school year, monitor goal-reaching throughout the year, evaluate the extent to which goals are met, and to observe each other in the training situation. The summative evaluation will be based in part on the principal's review of the peer coaching/monitoring experiences, overall contributions to the school system, and may include classroom observation analysis by the principal.
3. Individual Growth Phase—Teachers will work with the principal to develop individual goals for the school year, monitor goal-reaching throughout the year, and evaluate the extent to which goals are met and the impact they had on their own instructional experiences. Summative evaluation will be based, in part, on a review with the principal on reaching goals, overall contributions to the school system, and may include classroom observation analysis by the principal.

The building principal retains discretion to place any teacher in any phase of the cycle. Teachers will be rotated into another phase of the cycle as the administration deems appropriate.

Minnesota State Law requires that all teachers who have not received tenure in the school system be formally observed three times during the school year.

PERSONNEL FILES

ISD #316 maintains personnel files on all employees. Personnel data is maintained according to MN Statute Chapter 13. Individual personnel files can be reviewed upon request. Please contact the District Office for more information.

REIMBURSED EXPENDITURES

All reimbursements for school-related expenses must have the prior approval of the superintendent. Without prior approval, your request for reimbursement will most likely not be approved.

PURCHASES FOR THE SCHOOL

All school purchases shall be made by submitting an online requisition to the Building Principal for approval. Once approved, a purchase order is either approved/disapproved by the Business Manager or forwarded to the building principal secretary for processing. Payment for purchases made without following this procedure will be the responsibility of the faculty member making the purchase.

HANDLING OF FUNDS

In order to keep our funds in proper order for the financial record, please use the following procedure:

1. All monetary transactions are to be handled by the advisor of the organization, the Building Principal's Office, & the Business Office.
2. When money is collected from students & fundraising etc., do not leave the money in your desk. Count the money and then bring it, daily, to the building principals office. He/She will recount the money and then bring to the bank for deposit. If you have a need to know your organization's balance, simply ask the Business Manager to look it up for you.
3. Do not pay for items out of the money you have on hand. All vouchers for payment are to be presented to the Business Office to be processed for payment using district forms.
4. A student activity fund is not allowed to have a deficit balance.

SALES TO STUDENTS

Materials which are sold to students through the classroom must be paid for by the student prior to their taking the completed project from the building. The instructor is to issue a receipt to the student and money is to be accounted for and turned in to the Building Principal's Office.

FINES

All equipment and materials provided by the District should be used with normal and reasonable care. No charges should be levied for normal wear, but fines should be assessed for abuse or loss of any school district property. In addition, fines should be levied for those who owe money for fundraising events, etc. Staff should have parents pay fines online. A list of fines owed is to be submitted to the business office for invoicing & collection.

FUNDRAISING

A district-wide meeting will be held with all advisors of organizations/classes planning to do fundraising so that a master schedule can be set up. This will be done as an effort to avoid having students selling similar products or too many products during a given period of time. Advisors/coaches should meet with their groups early in September to attempt to come up with a calendar of events and a list of possible fundraisers. Anyone planning to do fundraising must attend the fundraising meeting and be a part of the fundraising master schedule. **All fundraising is to be approved by the District Office.**

Crowd Source / Internet Fundraising

Staff members reviewing fundraising options occasionally research internet crowd source options. All district fundraising or gift guidelines apply to staff seeking funds from internet sources as these donations can only be made to the district – not to individual staff members. Please see policy # 511 (fundraising) or policy # 421 (gifts to employees). Advance approval must be given by building or program administrator prior to seeking to raise funds in this manner. Requests should be sent to the Superintendent for review and approval. Once administrator permission is obtained, the educational site “Donors Choose” is approved for such purposes. Donors Choose provides documentation and layers of accountability that protect the staff member and school district interests. All funding or property obtained through such means becomes the property of the school district. All donations are required to be accepted by the School Board in accordance with MN Statute. Venues other than those listed here are not eligible to be utilized but may be reviewed/vetted by the Superintendent and Business Manager for future inclusion if deemed appropriate and in line with current MN Statute.

Grant Applications

All grant applications submitted on behalf of the District, a school, program, classroom, student activity, or District employee acting in an official capacity must receive prior administrative approval before submission to an outside funding source. Staff can obtain approval by completing the Grant Application Administrator Pre-Approval Form located on the district website.

MAILBOXES

Employees are assigned a mailbox in the office area. Check it frequently for mail that may be distributed throughout the day.

SCHOOL VEHICLE

A school vehicle is available to staff members for travel that has been approved by the superintendent's office. The vehicle is available on a first-come, first-served basis and should be arranged for well in

advance of an anticipated event. Mileage reimbursement for business use of your personal vehicle must be submitted monthly and attached to a mileage log

FACILITY CARE

Each staff member is responsible for the general care and maintenance of that portion of the building and equipment to which he/she has been assigned. Where more than one staff member is using a specific area, the area should be checked at the end of the day. The last person to leave the area at the end of the day shall be responsible (if applicable) for seeing that the copiers are turned off, coffee pots or other appliances are turned off, furniture returned to its normal position, filing cabinets locked, the telephone system placed on night service, and the doors closed and locked. See that your students understand and practice their responsibility for the care and use of public property---Do as much as you can to help prevent the destruction of furniture, textbooks, reference and library materials, athletic equipment, musical instruments, floors, walls and windows, etc. This can be taken care of through deliberate, systematic checking.

FACILITY USE

All staff use of District facilities must be pre-arranged. For use during the day contact the building administrator. Persons wishing to use the building for a specific purpose outside of the regular school day should submit requests through community education so that they can check the master calendar and notify custodial staff to coordinate facility needs.

CUSTODIAL SERVICES

All requests for repairs, whether routine or emergency, and upkeep should be channeled through the maintenance department using the proper form. Nothing is to be attached to the walls except in the designated tack board areas. **There is to be no taping or attaching of items to the sheetrock, windows or doors and no hanging of items from the ceiling.**

SOLICITORS

The laws of Minnesota establish that no sales representatives, agents, or other solicitor shall contact students or employees during the school day unless authorized by the building supervisor. Employees shall not provide any outside group or individual a list of students or other employees. Use the following process for having a solicitor talk with someone or place materials in the school:

- When the solicitor arrives in the main office, direct them to the building principal. The building principal will make the determination regarding whether or not the person has permission to be in the building or whether they have permission to place copies of their materials in the building.

VISITORS IN THE BUILDING

Students and/or adults entering the building are to check in to the office prior to going to any other area in the building. Permission for admission to the building for any purpose is to be granted by the building principal. If you notice that an individual is in the building and has not checked in to the office, please contact the principal immediately. Adult visitors to the building are also to check in to the office using the same procedure as with students. Visitor nametags should be issued to persons coming into the building to visit.

When a representative of law enforcement or social services arrives at the school, please refer them immediately to the administration.

GUEST SPEAKERS

Guest speakers can frequently make fine contributions in many areas of our curriculum. Teachers should use professional judgment when making plans for inviting guest speakers. Please discuss your plans for having guest speakers with the principal prior to your inviting them into your classroom to speak. **At least five days before your guest speaker is to be in your classroom, meet with the principal to review who the speaker will be and on what their topic of presentation will focus as well as their qualifications for presenting on that topic.** In the event that a parental permission slip is needed for participation with the guest speaker, the teacher shall be certain that the student has returned a signed form. If the parent does not wish to have his/her child participate, an alternative form of curriculum must be provided by the classroom teacher.

EMPLOYEE WORKROOM/LOUNGE

Classroom preparation and lunch space is available in the employee workroom/lounge. The workroom is provided for your convenience. Please be advised that all staff members are to be in their respective teaching and/or supervision areas between 8:00-8:30 A.M. and not in the workroom.

LUNCH TICKETS

There will be no charging of lunches to any staff members.

ATTENDANCE AT WORKSHOPS/REGISTRATION FEES

Any employee requests for a workshop/training/school related absence (excluding extra- curricular), they must complete the Staff Development Workshop Request E-form located on the ISD #316 website at isd316.org. The form is located under District Information, Human Resources and Employee Information. Once completed, this form will be emailed to your building principal. You will receive an email response on approval/denial. You can then proceed with registration/reservations once approval is given. Again, please complete this form whenever you request a workshop/training/school related absence (3 weeks prior to workshop deadline date). THIS FORM IS REQUIRED AT ALL TIMES, EVEN IF THERE

ARE NO COSTS ASSOCIATED WITH YOUR REQUEST. In the event that a substitute is needed the sub system needs to be used.

FIELD TRIPS AND OTHER STUDENT ACTIVITIES

All field trips and other student activities must be cleared through the principal and superintendent's office. These trips should be approved at least five days in advance. In addition, a list of students who will be participating in the activity should be approved by the principal and then placed in the teachers' mailboxes two days in advance of participation in the activity. Please notify the cooks in advance regarding the number of students who will be absent due to participation in the field trip. This will allow them to plan more accurately for that particular day's breakfast and lunch program.

DRESS CODE

Employees are obligated to dress appropriately for the job. An employee must maintain acceptable standards of personal appearance, grooming and conduct. Employees need to keep in mind that they are modeling good grooming and appropriate conduct for the students on a daily basis. Some buildings allow for more casual but appropriate dress on Fridays. This is governed by the building administrator.

Fragrances

Exposure to fragrances and scents can cause some students and/or staff to experience asthma or allergic reactions, including upper respiratory irritation, headaches, and other symptoms. All district employees and anyone using space in the district are discouraged from using scented personal products (such as perfume, cologne, aftershave, hairspray, and body lotion), air fresheners and essential oil devices. Employees are encouraged to use low odor or fragrance free products. In addition, the district selects maintenance and cleaning products that are fragrance free or low odor and discourages the use of scented cleaning products.

DIGITAL CONTENT CODE OF CONDUCT

The following code of conduct was developed to guide employee actions in digital formats. ISD 316 strongly believes in creating a learning and working environment that is positive and welcoming to all.

We encourage the use of social media and digital communications as a method of connecting and collaborating with our community. We also encourage employees to keep in mind that even outside of school hours, they are seen as employees of the school district. We are working together to achieve a positive, informed, communicative school community.

Blogs, Wikis, Podcasts, Digital Images & Video

Personal Responsibilities

- ISD 316 employees are personally responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time— protect your privacy.
- When posting online, please remember that you are an employee of ISD 316 and representative of your colleagues, students, parents and the school community.
- Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face.

- Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies on a personal page that contains students if you do not have express parental consent.
- There are many websites that allow users to share personally created movies. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner, as others will see you as connected to ISD 316. It disrupts learning when teachers, employees and staff post videos with questionable content.
- When posting online be sure not to post confidential student information.

Facebook, Twitter and Instagram

Personal uses of social networking sites

- ISD 316 staff and employees are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as tweets and status updates will be visible and public for a long time.
- By posting comments, having online conversations, etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings, what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to ISD 316, its employees, staff and/events related to ISD 316, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online.
- Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional. #Hashtags that tag students and provide personal financial gain are prohibited. ISD 316 students are not to be used as promotional material.
- All ISD 316 employees who choose to utilize Facebook, Twitter or Instagram or any other social media platform to provide classroom information to students and parents must create a "teacher" page or classroom group. Posts must be exclusively about classroom or school activities.

STUDENT DRESS CODE

If you as a staff member have a concern about the way a student is dressed (wording on a T-shirt, ripped jeans, short skirts, etc.) please refer the student to the principal. The principal will determine whether or not the student's dress is appropriate. Staff members, on their own, are not to send students out of the building to change their clothing. The issue of student dress is addressed in the student handbook.

ILLNESS OF STUDENTS

Whenever a student becomes ill in school, it is the school's responsibility to care for the student. If the school nurse is not working on a day when a student becomes ill and comes to the office, the employee shall notify the building principal of the student's illness. The building principal shall determine whether or not the student is ill enough to warrant leaving the building to go home. All reasonable attempts will be made to determine within one hour whether a student in the nurse's office should be sent home.

STUDENT HANDBOOKS

Employees shall become familiar with the content of the student handbooks. School expectations are outlined in the student handbook. Staff members should become familiar with the content of the student handbook, as the handbook will serve as an "answer" to many of the questions parents or you may have. In the event that new students enroll in the district, the principal's office will arrange to review the handbook with the students.

WOMEN'S ECONOMIC SECURITY ACT

Notice to employees: Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.