



LEWISTON – ALTURA SCHOOL DISTRICT EMPLOYEE HANDBOOK

www.lewalt.k12.mn.us

2021-2022

Approved by the Lewiston – Altura School Board

August 9, 2021

CONTENTS

**2021-2022 SCHOOL CALENDAR
GENERAL INFORMATION
EMPLOYEE EXPECTATIONS
PAYROLL
EMPLOYEE BENEFITS
SCHOOL DISTRICT NOTICES
WORKING ENVIRONMENT
SCHOOL BOARD POLICY INFORMATION**

WELCOME!

Welcome to the Lewiston - Altura School District and Home of the Cardinals! We are excited to have you as a part of our team. Every employee in our school district serves an important role. Our priority is to insure every student receives a quality education in an environment that assures their physical and emotional safety and prepares them for success.

The purpose of this handbook is to provide you with general information and guidelines about your employment. It is not intended to be comprehensive, and it does not confer any contractual rights, either expressed or implied. It is your responsibility to read this handbook and understand its contents. Any questions should be addressed to your supervisor or the District Office.

Although every effort will be made to update the handbook on a timely basis, the Lewiston - Altura School Board reserves the right, and has the discretion, to change any policies, procedures, 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. Any changes will be immediately communicated with staff.

Respectfully,



Gwen Carman
Superintendent

LEWISTON-ALTON ATSD #637

July							1st Quarter							January - 19 Days								
S	M	T	W	Th	F	S	Aug. 30 - Sept. 1 Teacher Workshop	S	M	T	W	Th	F	S								
				1	2	3	Aug. 31 LAHS Orientation 4:00-7:00							1								
4	5	6	7	8	9	10	Sep. 6 Labor Day-No School	2	3	4	5	6	7	8								
11	12	13	14	15	16	17	Sep. 20 2 Hour Late Start	9	10	11	12	13	14	15								
18	19	20	21	22	23	24	Oct. 11 2 Hour Late Start	16	17	18	19	20	21	22								
25	26	27	28	29	30	31	Oct. 11 LAHS Open Conferences 4-7	23	24		26	27	28	29								
							Oct. 21/22 No School MEA Break	30	31													
August							Nov. 4 Last Day of Quarter 1	February - 19 Days							S	M	T	W	Th	F	S	
S	M	T	W	Th	F	S	Nov. 5 No School Staff Development				1	2	3	4	5							
1	2	3	4	5	6	7	41 Student Days	6	7	8	9	10	11	12								
8	9	10	11	12	13	14	41.5 Elem. 42.5 Sec. Teacher Days	13	14	15	16	17	18	19								
15	16	17	18	19	20	21	2nd Quarter	20	21	22	23	24	25	26								
22	23	24	25	26	27	28	Nov. 18 2 Hour Late Start	27	28													
29	30	31					Nov. 18 LAHS Scheduled Conferences 4-7	March - 21 Days							S	M	T	W	Th	F	S	
September - 18 Days							Dec. 10 2 Hour Late Start				1	2	3	4	5							
S	M	T	W	Th	F	S	Nov. 24-25 No School Thanksgiving	6	7	8	9	10	11	12								
				2	3	4	Dec. 23 - Jan. 2 No School Winter Break	13	14	15	16	17	18	19								
5	6		8	9	10	11	Jan. 10 2 Hour Late Start	20	21	22	23	24	25	26								
12	13	14	15	16	17	18	Jan. 17 No School MLK Day	27	28	29	30	31										
19	20	21	22	23	24	25	Jan. 21 Last Day of Semester 1	April - 18 Days							S	M	T	W	Th	F	S	
26	27	28	29	30			Jan. 24 No School Staff Development															
October - 19 Days							41 Student Days	3	4	5	6	7	8	9								
S	M	T	W	Th	F	S	41.5 Elem. 42.5 Sec. Teacher Days	10	11	12	13	14	15	16								
					1	2	3rd Quarter	17	18	19	20	21	22	23								
3	4	5	6	7	8	9	Feb. 10 2 Hour Late Start	24	25	26	27	28	29	30								
10	11	12	13	14	15	16	Feb. 14 LAHS Scheduled Conferences 4-7															
17	18	19	20	21	22	23	Feb. 21 No School President's Day	10	11	12	13	14	15	16								
24	25	26	27	28	29	30	March 11-14 No School - Spring Break	17	18	19	20	21	22	23								
31							March 21 2 Hour Late Start	24	25	26	27	28	29	30								
November - 19 Days / 8							March 31 Last Day of 3rd Quarter	May - 21 Days							S	M	T	W	Th	F	S	
S	M	T	W	Th	F	S	April 1 No School Staff Development Day	1	2	3	4	5	6	7								
	1	2	3	4	5	6	41 Student Days	8	9	10	11	12	13	14								
7	8	9	10	11	12	13	41.5 Elem. 42.5 Secondary Teacher Days	15	16	17	18	19	20	21								
14	15	16	17	18	19	20	4th Quarter	22	23	24	25	26	27	28								
21	22	23	24	25	26	27	April 8 2 Hour Late Start	29	30	31												
28	29	30					April 15-18 No School Easter Break															
December - 16 Days							April 26 LAHS Registration and Schedules Conferences 4-7	June - 7 Days							S	M	T	W	Th	F	S	
S	M	T	W	Th	F	S	May 3 2 Hour Late Start				1	2	3	4								
			1	2	3	4	May 30 No School - Memorial Day	5	6	7	8	9	10	11								
5	6	7	8	9	10	11	June 9 Last Day of School	12	13	14	15	16	17	18								
12	13	14	15	16	17	18	June 10 No School Staff Development	19	20	21	22	23	24	25								
19	20	21	22	23	24	25	June 10 LAHS Graduation 7 PM	26	27	28	29	30										
26	27	28	29	30	31		41 Student Days															
							41.5 Elem. 42.5 Secondary Teacher Days															
							Total: 176 Student Days-183 Teacher Days															

Snow Days 1-3 will not be rescheduled
Make-up Days for Snow Days 4 / 5: March 11 and April 18

7 Teacher Workshop Days
4 Elementary Conferences and 1 Orientation Day
4 High School Conferences and 1 Orientation Day

K-6 PT Conferences/Open House
No School-Teacher Workshop
Student Late Start 10:00 AM
7-12 P/T Conferences/Open House
No School for Students and/or Staff
Last Day of Qtr./Last Student Day
First Day of Qtr./First Student Day
Graduation

GENERAL INFORMATION

STATEMENT OF NON-DISCRIMINATION

It is the policy of the ISD 857 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible. *The full text of Board Policies 402, 521, 522 are available on the school website.*

TEAMWORK

Providing a quality education for students and a quality work experience for all staff involves teamwork between you and your colleagues. Teamwork is demonstrated by showing respect, cooperation and professionalism at all times. Serving as an effective member of your team is key to accomplishing the school district's mission. This is essential within and with all employee groups and all school buildings.

CODE OF ETHICS

When working, attending meetings, in individual staff conversations or when participating in any district activity, we:

1. Strive for a positive attitude.
2. Strive for respectful communication.
3. Always honor the confidentiality of student, family and staff information.
4. Understand the success of every student is paramount to our purpose and responsibility.
5. Are honest, open, respectful and focus on problem solving.
6. Respect each other's differences (Listen objectively).
7. Support the consensus arrived by the group or the decisions of administration and move forward together.
8. Strive to do our fair share of what needs to be done for school and student success.
9. Support regular evaluation and reflection of our performance.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 mandates the Pledge of Allegiance be recited at least once a week in public schools. "Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students and staff must respect another person's right to make that choice.

EMPLOYEE EXPECTATIONS

BUILDING ACCESS FOBs and KEYS

Digital FOB sensors to access your assigned school and keys are issued through the Facility Director as appropriate and necessary for your assigned duties. You will be required to sign out your keys. Under no circumstances, should you allow others to access the building using your FOB or keys. Should your employment with the District end, you are required to return all keys and FOBs to the District Office. You must notify the School Office immediately if you lose your FOB or school keys.

CLASSROOM, WORK SPACE AND OFFICE ORGANIZATION: FIRE MARSHALL REQUIREMENTS

All spaces need to be neat, orderly, and professional and have an ease of access.

- Clearance from the ceilings should be 18-24 inches

- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in sanitary conditions.
- Electrical panels should be locked.
- Artwork and teaching material shall be permitted to be attached directly to walls but shall not exceed 20 percent of the wall area.
- Objects cannot be hung from ceilings.
- There should not be an excessive amount of plants. Plants can cause mold/dust which can cause allergies and sickness.
- Space heaters are not allowed.
- Microwaves, coffee pots, refrigerators, etc. are not permitted in classrooms. Three prong appliances are allowed in kitchens and designated staff break rooms.
- Hazardous chemicals that are in secondary containers need proper labeling. The identity of hazardous chemicals, the appropriate hazard warning and the chemical manufacturer, along with other forms of warning, material safety data sheets, and employee information and trainings must be provided.

COMMITTEES

The School District has a variety of committees that meet on a regular basis. Employee and community members are often part of these committees to enable the administration and school board to receive valuable input to guide decision making. If you would be interested in serving on a committee, please talk with a principal or the superintendent.

COVID-19 POLICIES AND PROTOCOLS

The ongoing pandemic requires the school district to continue to implement enhanced safety and health policies and protocols to protect students and staff. These policies and protocols will be done in accordance with recommendations and/or requirements from county, state and federal authorities. All staff are expected to adhere to the specific policy and practice protocols as directed by the administration and school board. These policies and protocols are continuously subject to change as the pandemic situation evolves. Any employee who intentionally and/or repeatedly violates COVID-19 policies or protocols may be subject to discipline.

DOOR SECURITY

Doors to enter the school facilities are generally locked during the school day. Teachers with exterior doors in their classrooms must keep those doors locked and closed also. If the access doors are locked, visitors and students must request entrance to the building by utilizing the video/speaker system at the designated doors. It is extremely important that staff and students NOT open doors for visitors or students. Office staff need to know who has entered the building. Staff should model and enforce this expectation with students.

DRESS CODE

Employees are expected to project a professional image that sets positive dress and grooming examples for students. Employees must adhere to standards of dress and appearance that are compatible with an effective and professional learning environment and job duties. The building administrator may designate days when reasonable modifications to this policy may be made such as 'spirit days.'

The following attire is prohibited:

- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects or pictures on clothing communicating a message that is racist, sexist or otherwise derogatory.

EMERGENCY PLANS/PROCEDURES

All staff must be familiar with the Crisis Management Plan and actively adhere to all procedures in drills or in the case of an actual incident. Your adherence to the procedures for all types of drill is essential to helping assure the safety of students and staff. If there are any questions about Emergency Plans/Procedures, talk to your supervisor.

EMAIL COMMUNICATION AND INTERNET USE

Employees of the school district are assigned a school email address and access to the school network at the time of their hire. Employees are expected to use their school assigned email address for work related

communications. Employees are expected to check their school email at appropriate times during the work day to obtain communications from their supervisors or other district employees. If an email includes a specific question or concern, employees are expected to respond within 24 hours. Teachers and administration must respond to a parent/guardian question or concern within 24 hours.

School emails and an employee's use of the internet via the school network or any district owned device are not private and may be accessed by supervisors if there is a concern of inappropriate email or internet use

EMPLOYEE ATTENDANCE

Employees are expected to report to their assigned work location on time each scheduled workday. Regular attendance is an essential duty of all positions. If you are unable to come to work, you must notify your supervisor as soon as possible.

If you want to request an absence in advance from your position, you need to fill out an Advanced Leave Request form OR request an absence through the online Frontline (AESOP) system. Upon hire, consult with your supervisor which method is used for your position. Each employee is responsible for knowing if s/he has the relevant leave (e.g., medical, personal, etc.) available when requesting a leave from work. This information is available on the online SmartER system. Absences within past 4 weeks may not yet be inputted into SmartER. If there are any questions about leave availability, contact the District Office. If an employee is absent from work and does not have the necessary leave available, there will be a payroll deduction or your request for leave may be denied.

The Leave Request process is necessary as well for professional leaves such as attending out of district workshops on student contact days, full day field trips or extra or co-curricular activities.

Talk with your supervisor regarding the expectation/process for communicating unplanned absences. Leaves without prior notice still require the use of Leave Request Forms upon return to work.

EMPLOYEE GROUPS AND WORK AGREEMENTS

All school district staff have a collectively bargained Agreement, a Wage and Benefit Handbook or an individual contract. All staff are expected to follow district policies, procedures, federal and state laws. The school district's Board approved policies are on the school website. Refer to the school website www.lewalt.k12.mn.us under Staff Resources for employee forms and other benefit information.

FOOD ACCOUNTS FOR EMPLOYEES

Employees are allowed to have a food service account through the food service program. Charges should not exceed a \$5.00 deficit. Charges must be paid in full by the end of the school year or the school district may withhold the balance against compensation.

GRANTS

Employees are encouraged to pursue grant funding to support programming and activities not funded by the District. Grant applications must be pre-approved by the building principal or superintendent. A copy of grants submitted must also be given to the Business Manager.

LICENSURE / CERTIFICATION

Each employee who works in a position that requires licensure or certification must maintain a current license or certificate. Employees are responsible for maintaining their license (s) and ensuring validity at all times. Employee should provide the District Office copies of updated or renewed licenses.

PARKING

All employees must park in the designated parking area as determined by the administration.

PHONE USAGE

All staff must model appropriate cell phone use and only use phones for personal use during designated break times. Use of classroom phones should be limited during class times. School phones cannot be used for personal long distant phone calls.

Staff must not communicate with students via texting from the staff member's personal cell phone or through use of personal email accounts. Messages to students from school staff should be done via official school tools such as Schoology, JMC or school district email accounts. Phone numbers separate from a personal phone number may be set up through Google Voice. Be aware that any written/digital communications with students or parents may be subject to public data requests or administrator's request.

PHOTO IDENTIFICATION BADGE

All employees must have their photo taken when the school photographer is at the school. Each employee is then issued a photo identification badge. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges should be worn while on District property and should be worn in a visible spot on your body. Should your employment with the District end, you are required to return your photo identification badge to your supervisor.

PURCHASING / REIMBURSEMENT (Teachers and Department Heads)

Staff may request the use of school funds to purchase materials to support the education of students or to support the work the employee is required to perform. Items that need to be purchased need to be pre-approved by your supervisor. This is done through an online submission of a purchase requisition through the SMART system. If you have questions about this process, talk with your supervisor. Funding approval will be dependent upon need and budget availability.

It is important to allow at least a one-week lead time for the purchasing approval and ordering process to be completed. Delivery time will vary depending on the vendor. This one week lead time also applies to written checks that may be needed for field trips, band contests, athletic events, etc.

Any requisitions for general classroom or curriculum materials for the current school year must be given to the principal by **April 15th**. Current year budgets are intended to be used in the current school year. Exceptions to this (e.g., year end needs) must be discussed with the Principal. If you have questions about the availability of funds consult with your principal or the Finance Assistant at ext. 3405.

Employee requests for reimbursement of purchases made by the employee are not guaranteed and must be preapproved by your supervisor. It is preferred that all purchases be made by the district directly. The district is unable to reimburse for any taxes that were paid at the time of purchase. Employees may get a Tax Exempt form from the Business Office for the business prior to making the purchases with pre-approval by the Principal.

SCHOOL/WORK RELATED TRAVEL

Requests to attend out of district workshops or work related trainings or meetings must be pre-approved by the supervisor, principal or superintendent and the building or district staff development committee. Staff development request forms are available, and all anticipated costs should be completed on the form.

It is important to remember that the approval of a staff development request does not automatically assure registrations and hotel reservations are in place. These expenses should be put on a requisition form. The staff member must also request the leave through the appropriate process to assure plans are in place to cover your duties.

Requests for reimbursement for meals and mileage need to be submitted within 1 week of return. Receipts must be detailed, showing items purchased and not just credit card receipts. The forms for reimbursement are in the school staff rooms and on the website. The district does not reimburse for alcohol, taxes paid or tips greater than 18%.

SOCIAL MEDIA

All staff are strongly urged to be extremely thoughtful with any public posts on Facebook, Twitter, Instagram, etc. If posting regarding a school activity, be thoughtful of student privacy and all posts should reflect students, staff and the district in a positive and respectful tone.

All staff must also be mindful of any personal posts that may reflect negatively on students, staff, parents, administration, community, the district or the School Board. Individual staff are often perceived to represent the 'entire district.' If an employee has frustrations, concerns or disagreements with a decision, a district practice, or a district-related situation, s/he is strongly asked to talk directly with her/his supervisor or other school personnel involved in the situation.

(NOTE: In 2021-22, the district will be initiating plans to have all school related Facebook pages 'moved' to be under a 'District Facebook Account.' Through this, specific staff would then be assigned to control/manage individual district related Facebook pages. This would enable district related Facebook pages to not be tied to personal accounts and would provide a much higher level of security for the individual staff member and the district.)

STAFF ATTENDANCE AT HOME EXTRACURRICULAR ACTIVITIES

All staff are strongly encouraged to attend as many extra-curricular activities and events (athletic events, band concerts, theater performances, etc.) as possible to support our students and schools. Staff presence at these events is very important to students, parents/guardians and the community. If an event has an admission fee (not including tournaments), **staff members can get in free to home events IF you are wearing your school ID badge.** You are representing the district at these events and excellent sportsmanship is expected. Please also be available if game supervisors or administration need assistance in responding to a major situation at the event- e.g., serious injury, significant student or adult conflicts, building evacuation if the fire alarm goes off, etc.

YEAR END RESPONSIBILITIES

Teachers and office staff are expected to complete all clean up and organization as part of the end of year procedures. This includes, but not limited to, putting all materials on shelves in boxes. There should not be any loose materials on desks. Teachers are expected to continue to work full days until all check out procedures are completed and approved by the principal.

PAYROLL

SMARTer SYSTEM

Employees can access their personal account information and your wage statement through the SMARTer system. You can access your account through the website at:

<https://www.regionv.k12.mn.us/smarter/Login.aspx?ReturnUrl=%2fsmarter%3fdn%3d0865&dn=0857>

This direct link is available on the school district webpage under Staff Resources. If you don't know your login information, please contact the District Office for full instructions and access information.

It is important that accurate, up-to-date information is kept on file for you in the District Office. If you have an address change, you can update it through our SmartER system. Please inform the district office and your primary school office if you have a change in your personal phone number.

If you change your name, then you must provide a copy of your new social security card to the District Office. Name changes will not be made in the district's payroll system until that process has been completed.

PAY DATES

Employees are paid on the fifteenth day and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or a holiday, the payday will be the preceding business day. Employees wishing to change their withholding allowances or marital status should modify that information in SmartER.

DIRECT DEPOSIT

Direct deposit is required for all employees. Your paycheck is directly deposited into an account of your choosing on payday. Account changes can be made by contacting the District Office. Consult the district office if you have any questions about your pay deposit or other relevant information.

TEACHERS RETIREMENT ASSOCIATION (TRA) / PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

When you begin your employment with Lewiston - Altura School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf. Both employee and employer contributions are mandated by Minnesota law. Exceptions to mandatory TRA or PERA contributions exist for very part-time staff, students and single-season coaches.

If you are interested in obtaining more information about your retirement account, then please use the following contact information:

Teacher Retirement Association

651.269.2409

800.657.3669

Fax: 651.297.5999

www.minnesotatra.org

60 Empire Drive, Suite 400

Saint Paul, MN 55103

Public Employees Retirement Association

651.296.7460

800.652.9026

Fax: 651.297.2547

www.mnpera.org

60 Empire Drive, Suite 200

St. Paul, MN 55103-2088

EMPLOYEE BENEFITS

BENEFITS INTRODUCTION

Eligibility and the school district's contribution toward these benefit plans are based on your specific employee wage Agreement. The Lewiston - Altura School District provides an array of healthcare benefits to eligible employees including health, dental, life and long-term disability insurance, and medical and daycare flexible spending accounts. If you have any questions, please contact the District Office.

FLEXIBLE SPENDING ACCOUNTS (MEDICAL AND DEPENDENT CARE)

The school district currently offers both medical and dependent care flexible spending accounts to eligible employees. Eligible employees can elect to participate in these plans by setting aside money from their paychecks on a pre-tax basis to pay for certain eligible health care and dependent care expenses.

403 (b) PLAN/TAX SHELTERED (TSA) PLAN

A 403 (b) plan allows an employee to make pre-tax contributions from his/her paycheck into an account. You do not pay income tax on allowable contributions until you make withdrawals from the plan, which usually occurs when you retire. Penalties for early withdrawal typically occur if funds are withdrawn prior to the time allowed by the IRS.

Employees have the opportunity to enroll in the Lewiston - Altura School District 403 (b) Plan if stated in their current work agreement. Matching contributions are available for some employees based on position and years of service. Match contribution details can be found in the applicable employee work agreement. Information about the school district's approved vendors and financial advisors is available on the school website.

EMPLOYEE ASSISTANCE PROGRAM

Full and part time employees are eligible to participate in an Employee Assistance Program that is available at <https://www.workhealthlife.com/>. When you go to the website, search for our workplace under "Lewiston Altura ISD 857". This is only available for our employees and not other family members.

This is a great resource that includes 1:1 confidential counseling as well as a wide variety of resources on many work, health and life topics such as nutrition, finances, stress, trauma and more. There is also a virtual fitness program.

Be assured that our office does not receive any information about who or how many staff access or utilize the site's resources.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least 12 months and have worked a minimum of 1,250 hours during the 12 months prior to the requested leave.

The full text of Board Policy 410 is available on the school website.

CONTINUATION OF BENEFITS: COBRA RIGHTS

The Consolidated Omnibus Budget Reconciliation (COBRA) provides employees and their dependents with the right to continue group insurance benefits provided under the employer's group health plan for limited periods of time under certain circumstances such as voluntary or involuntary employment loss.

SCHOOL DISTRICT NOTICES

HIPAA NOTICE

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

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Lewiston - Altura School District in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act give you significant rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, Lewiston - Altura School District has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose our medical records only for each of the following purposes:

- Treatment – Providing coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.
- Payment – Such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.

Health care operations – This includes business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example of this would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing, and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You may have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Business Manager:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any person identified by you. We are, however, not required to agree to requested restrictions. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive and accounting of non-routine disclosures of protected health information.

Lewiston - Altura School District has the obligation to provide and you have the right to obtain a paper copy of this notice from us every three (3) years.

Lewiston - Altura School District is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of August 30, 2021 and we are required to abide by the terms of the Notice of HIPAA Privacy Rights currently in effect. We reserve the right to change the terms of the Notice of HIPAA Privacy Rights and make the new notice provisions effective for all protected health information we maintain. We will post and you may request a written copy of a revised Notice of HIPAA Privacy Rights from the District Office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with Lewiston - Altura School District at the address below, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information, contact:

Gwen Carman, Superintendent
Lewiston - Altura School District
100 County Road 23
Lewiston, MN 55952
507-522-3401

For more information about HIPAA or to file a complaint, contact:

U.S. Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
1-877-696-6775

WORKING ENVIRONMENT

JOB SAFETY

Safety is important to all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards from your workspace, and immediately reporting unsafe conditions to your supervisor. The District is committed to developing and maintaining a safe working environment.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions. This is not an exhaustive list, but it provides some ideas for ways to help keep you safe:

- Know the locations of exits, fire extinguishers, and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the nearest location of First Aid materials.
- Immediately report any safety hazards to your supervisor.
- Be aware of your surroundings.

WORKER'S COMPENSATION / REPORTING ACCIDENTS

Worker's Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing worker's compensation claims, it is very important that all work-related injuries are reported immediately.

In the event of an injury, you should immediately first contact your supervisor and then Teresa Grossell, Business Manager, in the District Office. To be most beneficial, the call should be made as soon as the injury occurs.

For more information about this process, please contact Teresa Grossell, Business Manager (507-522-3402) in the District Office.

SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

Everyone at ISD 857 has a right to feel respected and emotionally safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability:

1. Name calling, jokes or rumors
2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the human rights officer, Gwen Carman, Superintendent.

You may also make a written report. It should be given to the principal or the human rights officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

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

Human Rights Officer
Gwen Carman
Superintendent

504 Coordinator
Dave Riebel
PK-6 Principal

Title IX Coordinator
Cory Hanson
High School (7-12) Principal

The full text of Board Policies 413, 522 are available on the school website.

SCHOOL BOARD POLICIES

This Employee Handbook does not and is not intended to cover all rules and policies staff are required to adhere to. Complete versions of School Board policies can be accessed on the school district's website, www.lewalt.k12.mn.us (Our District/Our Policies). School Board policies and procedures are subject to change at any time. Staff are expected to be familiar with and adhere to all ISD #857 School Board policies.

Staff should be particularly aware of:

#406 PUBLIC AND PRIVATE PERSONNEL DATA

414: MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE.

416: DRUG AND ALCOHOL TESTING

#418: DRUG AND ALCOHOL FREE WORKPLACE

#419: TOBACCO-FREE ENVIRONMENT

#423 EMPLOYEE-STUDENT RELATIONSHIPS

#501: SCHOOL WEAPONS POLICY

#514: BULLYING PROHIBITION

#522: STUDENT SEX NONDISCRIMINATION (Title IX)

#524: INTERNET AND TECHNOLOGY ACCEPTABLE USE

#526: HAZING PROHIBITION

#515: PROTECTION AND PRIVACY OF PUPIL RECORDS

