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Board of Education 2025

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Foley Public Schools Mission statement

***The mission of Foley Public Schools
is to bring together students, parents, staff, and
community to provide a quality education with an
emphasis on developing the full potential of the individual.***



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Purpose of this Handbook

The purpose of the employee handbook is to acquaint you with general policies and administrative procedures that govern and affect your employment as an employee of Foley Public Schools.

This handbook is not to be all-inclusive; rather, it is a summary of processes and procedures used in our district and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and a Board policy or administrative procedure, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. All employees are expected to be familiar with those policies and procedures related to their job responsibilities.

Foley Public Schools reserves the right and has the sole 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 sole discretion to modify or change any portion of this handbook at any time.

All Employees: *The handbook will be electronically sent to all staff prior to September 1st of each year through Frontline Central. Through Frontline Central you will be able to open an attachment and then sign off on The Acknowledgement Form, that you have read and reviewed the document. This will be an annual item, to be completed by September 15 each year.*

Additional District Handbooks

The following handbooks are aligned with this staff handbook and have additional information that is program/school specific.

[Coaches Handbook](#)

Elementary Staff Handbook

Intermediate Staff Handbook

High School Staff Handbook

Student-Parent Handbook

Handbook and Annual Compliance Training Preface

The information contained in this handbook is provided to you and may change at any time without notice. This is not an employment contract and does not create a contractual obligation of any kind. ISD 51 follows policy, procedures, collective bargaining agreements ("CBA"), as well as state and federal laws. School district information and policies may be viewed at <https://www.foley.k12.mn.us/> If you have any questions, please contact the District Office at (320) 968-8609.

- **Bloodborne Pathogen** -The school district will provide designated employees with the proper procedures for working with bloodborne pathogens.



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General Expectations of all Employees

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit professional behaviors and a courteous attitude toward other employees, parents, students, and community. We are the “face” of the District. We set the tone and the standards for our schools.

The District expects employees to comply with all Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

The District expects employees to comply with the standard of conduct set out in Board policies, this Handbook, administrative regulations/procedures, and with any other policies, regulations or guidelines that impose duties, requirements, or standards which apply to their status as District employees. Violation of any policies, regulation or guidelines may result in disciplinary action, up to and including dismissal.

All Board Policies can be accessed on the [District Website](#) on the [Policy Page](#). District policies and procedures may be updated at any time.

Ethics

All employees are expected to conduct themselves in a professional and ethical manner. The following employee groups have specific ethical codes.

- Teachers (Minnesota Rule 8700.7500)
- Administrators (Minnesota Rule 3512.5200)

[Code of Ethics for Minnesota Teachers](#)

[Code of Ethics for Foley Support Staff](#)

Staff Conduct

All staff members have a responsibility to make themselves familiar with, and abide by, state laws, School Board policies, and procedures. In the area of personal conduct, the School Board expects all staff members to conduct themselves in a manner that reflects well on the school system, and that sets forth a model worthy of emulation by students. All staff members are expected to carry out their assigned responsibilities with conscientious concern for the District’s Vision and Mission. Essential to the success of school operations and the instructional program are the following specific responsibilities, which are required of all personnel:

- Faithfulness and promptness in attendance at work.
- Support and enforcement of School Board policies and procedures in regard to students and staff.
- An understanding of the requirements of Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process).

Staff are required to review School Board policies 522 and 413.

- Diligence in submitting required reports promptly at the time specified.
- Care and protection of school property.
- Concern and attention toward their own safety and the school system's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times. ISD 51 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability in its education programs or activities, and



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it is required not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

Relevant Policies that are posted on the ISD 51 website include:

- Policy 401 Equal Employment Opportunity
- Policy 102 Equal Educational Opportunity
- Policy 402 Staff Disability Nondiscrimination Policy
- Policy 521 Student Disability Nondiscrimination
- Policy 413 Harassment and Violence
- Policy 522 Title IX Sex Nondiscrimination Policy,

Communication Chain

[Stay Connected](#)

[Guidelines to effective Communication](#)

Employee Safety

Policies and procedures are put in place to provide a safe working environment for employees. The school district has a districtwide health and safety committee. Each employee group and building has a representative on this committee. If you have questions or concerns about health or safety, please contact your health and safety building representative or call the Human Resources Department at (320)968-8609.

Employee Work Injuries

If you are injured at work, you must complete a First Report of Injury immediately and/or as soon as practicable. Call the SFM Work Injury Hotline at 855-615-3501 Policy SF128209201 to speak with the nurse who will take the report of injury for you. If you have a potential bloodborne pathogen exposure, please contact Health & Safety(Director of Buildings and Grounds) at extension 3209.

Report injuries promptly

Any employee who sustains a work-related injury or illness should inform the company's workers' compensation claims coordinator or his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. The supervisor should immediately inform the company's workers' compensation claims coordinator of the injury or illness so the coordinator can complete a First Report of Injury and submit it to the company's insurer. The workers' compensation claims coordinator will help the employee and the employee's supervisor arrange for appropriate medical treatment. Neither the employer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity arranged by the employer.

Return-to-work program

It is the policy of the company to support the practice of bringing injured employees back to work, as soon as they are medically able, to a position within the company compatible with any physical restrictions they may have. Current positions can be modified to fit an injured employee's medical restrictions by modifying workstations, altering specific tasks or reducing hours. If this is not possible, temporary transitional jobs may be made available either with the employee's department or through a temporary assignment with another department.

Zero tolerance for fraud



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Workers' compensation fraud is a punishable crime. Our organization and our insurer have a "zero tolerance" policy for fraud. Offenders will be prosecuted. If you think you see fraud happening, tell a supervisor or manager right away, or call our insurer, SFM, at (800) 937-1181. Your tip will be investigated and kept strictly confidential.

Grievance Procedure AND Process

Please refer to your Collective Bargaining Agreement ("CBA") for procedure and process. You can also reach out to your union representative.

Human Resources

Employment

Your employment is at-will unless specifically stated otherwise in a Collective Bargaining Agreement ("CBA"), Minnesota Statute or other employment agreement. This means that you may be discharged at any time for any legal reason, with or without notice. Employees may need to complete an employment probation period. The length and terms of this probation period are determined by the CBA, Minnesota Statute and/or another employment document. A terminated employee is not entitled to payment of earned, but unused paid time off, unless otherwise provided by a CBA or other documents.

Contracts

[Bus Drivers](#)

[Child Nutrition Services](#)

[Custodial](#)

[Education Assistants](#)

[Foley United Educators](#)

[Principals](#)

[Secretarial](#)

[Van Drivers](#)

Multi-Unit/Hybrid Employees

When an employee is working from more than one contract, that employee is considered a Hybrid employee for the district and will receive benefits from both units if applicable under the appropriate Collective Bargaining Agreement ("CBA").

Address, Name or Phone number Change

It is important to notify the school district in the event your personal contact changes. A form will need to be completed in Frontline for this process. Please make sure that if there is a legal name change, you must provide 2 forms of documentation. Example: Driver's License, Social Security Card, Marriage Certificate, Legal name change document or divorce documents if applicable.

Hours

The duration of hours and specific times of your workday are determined by your direct supervisor. For clarification of this information, or for approval of additional work time or overtime, your direct supervisor must be contacted prior to the event unless it is impossible to do so. Compensatory time may be provided to non-exempt employees at the discretion of the supervisor but in no instance will compensatory plus regular time exceed forty hours in a given week unless approved by the supervisor.



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Professional Dress

Staff members are expected to maintain a professional appearance that strengthens respect for the education profession and the Foley Public School District. Business casual dress is an expectation.

Cell Phones

As a district we ask that all employees monitor the use of cell phones while on campus.

Cell Phone Use, by employees:

- During instructional time: Generally, cell phone use should be prohibited during instruction to minimize distractions for students and other staff members.
- While driving: Prohibit cell phone use while driving school vehicles or personal vehicles on school business, except in emergencies.
- In classrooms: Personal cell phone use should not be permitted in classrooms during work hours.
- When talking about confidential information: Employees should not use cell phones for conversations involving confidential student or employee information.
- During staff development, parent-teacher conferences, or other professional activities: Cell phone use should be minimized during these times to ensure focused participation.

Permitted Use, by employees:

- Emergency situations: Employees can use cell phones for emergencies, but should do so discreetly.
- During breaks, lunch, or prep time: Cell phone use may be permitted during designated breaks or meal times.
- When on-call or during assigned work hours: For non-exempt employees, availability on district-provided cell phones should be limited to assigned work or on-call hours.

Additional Considerations:

- Data privacy and security: Ensure staff are aware of the school's data privacy and security policy, especially if using cell phones to record or share photos/videos of students.
- Use of school-related apps: Consider whether school-related apps should be installed on employees' personal devices, and if so, what the policy should be regarding their use.
- Over-reliance on cell phones: Avoid over-reliance on cell phones as the primary communication tool for emergencies or safety-related issues.
- Clear communication of the policy: Explain the policy to all stakeholders, including staff, students, and parents.

Staff Emails/Mailboxes

All staff are responsible for reviewing their emails and mailboxes daily as a part of their normal work day duty. All information received in these forms of communication are completely the employees' responsibility. Failure to check these communication sources could result in disciplinary action.

If you are having issues with you school email account or you need report a suspicious email, please contact our technology department at foleytechhelp@apps.isd51.org

Staff Lunch Accounts

Staff members are assigned a code for his/her lunch account, per request to our Director of Child Nutrition Department. In order to use the account, a positive balance is needed. Payments can be made online or in any of the main offices for staff wishing to use food services. Please contact llandowski@appps.isd51.org

Staff Parking

Staff members are asked to park in designated areas for each building.

High School: Tennis Court parking lot outside of door #3 & 4.

Intermediate School/District Office: Northwest parking lot outside of door #12

Elementary School: Southeast parking lot outside of door #1 & East parking lot outside of door #22.



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Staff Calendar

Designated days will be set by district for all staff according to their contractual language. All employees are responsible for their contracted days. The employee will enter appropriate leave on those days they are planning on being absent within the contracted agreement. Documents have been attached to the following calendars for the district.

District Calendar

FUE Calendar

FUE EA Calendar

Secretary Calendar

Food Service Calendar

Transportation Calendar- based on student contact days

Designated Early Out Days

The expectations for all staff on early outs assigned and approved by the District and the Board of Education are as follows: Staff will report to the district at their normal start time that has been assigned to the employee. All employees will treat this day as a normal work day except for the following groups: Paraprofessionals, Transportation and Child Nutrition. Schedules may be adjusted according to the student needs. For staff that do not work 5 hours or more, no lunch break will be required. You will be given a 15 minute duty free break.

School Closings/Delays or Early Outs

Occasionally, inclement weather may cause school to be closed, delayed or released early. If school is canceled or delayed, announcements will be provided to the following news outlets:

- Staff emails and through Infinite Campus Staff Portal
- WCCO Radio (830 AM)
- WCCO Channel 4
- KSTP TV Channel 5
- KARE TV Channel 11
- KMSP/FOX Channel 9

Information related to school closings, delays or early release can be found at <https://www.foley.k12.mn.us>. First snow day (no school due to inclement weather) will be held harmless per Collective Bargaining Agreement ("CBA"). The District office will manage this time in the Frontline system for all staff members.

E-Learning Policy

Please refer to your Collective Bargaining Agreement ("CBA") for specific language per bargaining groups. The District has been approved to allow up to 5 days of E- Learning per school year.

Leave of Absence

Earned Leave

Employees may be eligible to take a leave of absence for certain events. Specific provisions covering leaves of absence can be found in the employee's collective bargaining agreement. The District's Human Resources Department can assist employees in determining the eligibility, duration and reasons for leaves. Leaves will not normally be granted for such reasons as engaging in non-work related business, taking vacation, accompanying a spouse on a business or vacation or accepting another position of employment.

The Superintendent or designee may approve **short-term leaves** of absence (those which extend (5) days of leave but less than 10 days). When **long-term leaves** of absences (those which extend (10) days or more) are requested, the best interests of the instructional program and the needs of the District are considered paramount. Note: When employees are granted long-term leave, without pay, the time spent on leave will not accrue for seniority or salary advancement purposes unless specifically stated otherwise in a CBA. When absent from duty for whatever reason, an employee must notify the supervisor of his/her inability to report to work and enter their absence into the appropriate system (Frontline/Absence Management).



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Unpaid time off

As a general rule, unpaid time off is not granted. Employees are responsible to manage their paid time off benefits in order to have time available for vacations, sick leave or emergencies. Only under extreme circumstances will the School District grant an employee to take unpaid time off for absences other than illness or injury. For all unpaid medical requests, a doctor's notes may be required. Prior to an employee going into an unpaid time situation, all paid time off benefits must be used. Any unpaid time off, regardless of the reason, must be pre-approved by the Superintendent or their designee, by completing the Deduction request. [Deduction Request](#)

Leaving the Building during the School Day

Staff members need to inform the Principal Secretary and/or building administration when leaving the school during the regular school day for any reason.

ESST

Effective January 1, 2024, employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year, or at the employer's discretion, have either 48 hours or 80 hours front loaded at the beginning of the designated year. How earned sick and safe time is earned may be different based on the employee or employee group (i.e. full-time vs part-time). A year, for purposes of the employee's earned sick and safe time accrual, is the fiscal year of July 1 through June 30.

FMLA

Family Medical Leave Act (FMLA) Eligible employees are entitled up to a total of 12 work weeks per year of unpaid, job-protected Family and/or Medical leave to eligible employees. Employees are eligible if they have worked for the district for at least one year and for 1,250 hours during the twelve months prior to the leave. Eligible employees must use accrued leave during the FMLA as indicated in the bargaining agreement. Family leave is for the birth of an employee's child or for placement of a child with an employee for adoption or foster care. Medical leave is available when an employee is needed to care for a child, spouse, or parent who has a serious health condition or when an employee is unable to perform the functions of his or her position because of a serious health condition. A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

To take FMLA leave, you must provide the Superintendent with appropriate notice. If you know in advance that you will need FMLA leave (for example, if you are planning to have surgery or you are pregnant), you must notify us at least 30 days advance notice. If you learn of your need for leave less than 30 days in advance, you must give the District a notice as soon as you can (generally either the day you learn of the need or the next work day). When you need FMLA leave unexpectedly (for example, if a family member is injured in an accident), you MUST inform the District as soon as you can.

Please see attached documents to reference to [Employee guide FMLA](#)

Documents needed to complete FMLA:

[WH-380 E- Certification of Health Care Provider for Employee's Serious Health Condition](#)

[WH-380F- Certification of Health Care Provider for Family Member's Serious Health Condition](#)

If you have any questions or concerns, please contact Kelly Gorecki in the District office at kegorecki@apps.isd51.org



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Absences for all Staff

Staff Absence(s): The school district utilizes the Frontline electronic system to fill absences and track attendance for all staff members, administrators, and directors. It is the staff member's responsibility to use the AESOP system to accurately report absences and communicate with the building secretary and principal if he/she is unable to secure a replacement through AESOP, within 30 minutes before your scheduled work day on the day of the absence. Staff login information for AESOP is issued by district business office staff.

Advance Notice

Frontline should be used to report/record all absences regardless of the type of the request. A staff member can select a group of preferred substitutes who will be given priority status. All staff members required to have a sub may make arrangements with a substitute directly by contacting the substitute and documenting the assignment in AESOP. Any additional questions about entering an absence or the status of an absence should be referred to the building Administrative Secretary, the building Principal, or the district business Administrative Assistant.

Substitute Teacher Information

Substituting for Staff Person: There may be times when it may be necessary to ask you to cover for another teacher during a period or class. You are not obligated in any way to do so, outside of designated assignable time according to the contract. If you provide coverage for another teacher, you are entitled to complete the spreadsheet for extra pay. The amount of compensation is determined by contract.

Substitute Information for All Staff

Preparation for Substitutes: When you are absent from school, you are responsible for providing clear, well-organized, and helpful information for your substitute. At the beginning of the year, you are expected to establish a folder/file/Document for substitutes. You may also upload information such as lesson plans, daily schedules, seating charts, behavior expectations, etc. to AESOP for your substitute. Substitutes should have easy access to the following information: Please provide the items that pertain to your position.

1. Current class lists
2. Current seating chart
3. Daily schedule
4. Daily procedural items
5. Map of building
6. Student Handbook
7. Schedule irregularities (students receiving medication, students who go to speech/SpEd, ESL, etc.)
8. Medical concerns (location of care plans for students)
9. Student IEP or 504 plans that require modifications/accommodations in academics, behaviors, physical limitations, etc. (yellow folders).
10. Emergency Procedures/Crisis Manual
11. Any other pertinent health and safety information e.g. fire drill procedures, lockdown procedures.
12. Specific information on where to find special items in your room (textbooks, worksheets, information on slideshow presentations, equipment, etc.)
13. A list of team members, policies, and procedures that you think would be helpful.

Jury Duty

Employees who receive a summons for jury duty are to notify their Principal or immediate supervisor and District Office-Administrative Assistant, as soon as possible after receipt of summons. The current Administrative Assistant will manage the leave in the Frontline for employees. Should employees serve as jurors, they will be allowed time off with pay. Employees are required to submit any payments received for jury duty to the District office following the completion of their time serving as a juror. If employees on jury duty are excused by the court and time permits, they are required to return to their respective building to complete their normal assignment. This applies only when the employees' working hours conflict with jury duty time.



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School Conference and Activities Leave

An employer must grant an employee leave of up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to the employee's child ("Child" means an individual under 18 years of age or an individual under age 20 who is still attending secondary school.), provided the conferences or school-related activities cannot be scheduled during non-work hours. Minnesota Statute §181.9412. Please refer to the Collective Bargaining Agreement ("CBA") for language. Not all bargaining agreements have paid leave time under this statute. *This MUST be noted in the comments to the administrator who you are requesting time off for.*

Benefits

Fringe benefits provided by ISD 51 vary from one particular job to another. The benefits noted below apply to all employees. The school district contributes toward these benefits on your behalf:

- Unemployment Insurance
- Workers Compensation
- Social Security

The level of benefits are based on the terms and conditions of your employment. As a new hire you have 30 days from your hire date to complete your benefits package.

Open enrollment

Open enrollment is completed annually in the late fall of the calendar year and is completed through the WiseBenefits Platform. You are responsible and required to attest to your annual enrollment each year whether you are obtaining or waiving benefits. Your location for benefit enrollment, insurance documents and information can be found at:

<https://wise.benselect.com/enroll/login.aspx?ts=638378751497890248&Path=FOLEY>

Health

Eligible employees may enroll in a group health insurance program. Eligibility is specified by each bargaining contract. Health insurance is provided by HealthPartners and can be contacted by calling 1-800-883-2177, or at www.healthpartners.com.

Dental

Eligible employees may enroll in the school district's group dental insurance program. Eligibility is specified by each bargaining contract. Dental insurance is provided by HealthPartners and can be contacted by calling 1-800-883-2177, or at www.healthpartners.com.

VEBA/HSA/Flex Accounts

The school district may contribute to a voluntary employees' beneficiary association (VEBA) or an HSA for eligible employees. Eligibility is specified by each bargaining contract. WEX manages the VEBA, HSA and Flex accounts and may be contacted by calling 833-225-5939, or at <https://benefitslogin.wexhealth.com/Login.aspx?ReturnUrl=%2f>

403B

You have the opportunity to save for retirement by participating in your employers 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministries. To meet and discuss starting your 403(b) retirement plan please contact the district's Benefits Coordinator.

Life and Long Term Disability

The school district provides life insurance to eligible employees. Eligibility is specified by each bargaining contract. Madison National Life is the provider and can be contacted by calling 1-800-627-3600 Ext 1236

Retirement Plans

For employees in a position that requires a Minnesota Teacher License, contributions are made to the Teachers Retirement Association (TRA). Contact TRA at 1-800-657-3669 or www.minnesotatra.org for more information. For employees meeting minimum earning requirements in a position not requiring a Minnesota Teacher License, contributions are made to the Public Employees Retirement Association (PERA). Contact PERA at 1-800-652-9026 or www.mnpera.org for more information.



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Supplemental Insurances

For employees who are eligible for benefit, you have the option to enroll in supplemental plans such as Critical Illness, Accident, Fixed Indemnity, Short-Term Disability, Term Life and Vision. These can be enrolled in by completing your WiseBenefits new hire enrollment or Open Enrollment.

Workman's Compensation

For employees injured on the job we ask that you call the Work Comp Nurse Line and report the injury same day at 855-675-3501 Policy # SF128209201. This will result in a claim being opened and assigned to the district Benefits Coordinator. The Nurse Line is open 24/7. If it is an emergency, call 911.

Employee Assistance Program

Support for employees with Life or Disability insurance: There are two ways to access the EAP program: Phone 866-451-5465 or online at www.niseap.com login UN: NISEAP and PW: EAP

Under EAP you can receive care for: Alcohol or drug addictions, Anxiety, Childcare, Depression, Eating Disorders, Eldercare, Family Conflict, Financial or legal concerns, Marital difficulties, Parenting, Problem gambling, Stress management.

Payroll

Payments for employees' working time are completed on the 15th and the last day of the month, each month. Employees will receive the following amount of checks per contracted year:

9 month staff	-----	18 paychecks per contract
10 month staff	-----	20 paychecks per contract
12 month staff	-----	24 paychecks per contract

Employees are responsible for checking their payroll information through their ESS (Employee Self Serve) account. If you do not have access to this account, please reach out to our payroll department for your login information. For any concerns about payroll, please reach out to Dion at dcaron@apps.isd51.org.

Rates of pay are determined by the CBA or contract. Please refer to the appropriate document to determine your rate of pay. For additional information about your rate of pay, contact the Administrative Assistant at kegorecki@apps.isd51.org

ESS (Employee Self Serve)

As of 2025-2026, the District will no longer print out paystubs for any employee. All payments to employees must be done through Direct deposit. For more information, please reach out to the District's Payroll personal. All payroll information can be found in your ESS accounts, such as:

W-2's	W-2 Information Sheet
Pay stubs - past pay stub and current	Wage Statement
ACA Form 1095	Fiscal Benefits Summary
Flex Information	Year to Date Pay

If you need to recover your access to this account, please reach out to dcaron@apps.isd51.org for a reset.

Frontline- Time and Attendance

All hourly staff will clock in and out daily using their Frontline account. For those licensed staff that provide any hourly services outside of coaching as an extended duty day assignment, you also will clock in and out for any recordable time. These hours will be recorded under Time and Attendance. The employee is responsible for approving all hours weekly or at the end of the pay period. If there are any issues with your accounts, please reach out to Kelly in the District office or email her at kegorecki@apps.isd51.org.



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SRO/ Building Security

Emergency Contacts/Notifications

- Superintendent Daniel Posthumus (320) 968-8601
- Principal Adam Kluver - FES (320) 968-8540
- Principal Peter Wittmer - FIS (320) 968-8583
- Principal Joel Foss - FHS (320) 968-8420
- SRO - Cody Pausch (320) 968-8469
- District Nurse Lindy Legatt (320) 968-8423

The daily building security plan/practice applies to all building sites within the district:

1. Securing Exterior Doors:
 - a. During the instructional day, all exterior doors are to remain locked. Each building principal will establish a written security plan for maintaining building security. The written security plan will include schedules and responsibility assignments for locking, opening, and checking doors throughout the instructional day. The written building security plan may contain other guidelines and practices.
 - b. The custodial staff members are responsible for limiting access to building zones not authorized for use before school and after the instructional day. The custodial staff is responsible to ensure that all exterior doors remain locked and operational.
 - c. All staff, advisors, coaches and school/community groups utilizing building space after hours and on weekends are responsible for securing doors, limiting participant access to areas of the building being used, and assuring that the buildings are clear and locked prior to leaving the building site.
 - d. No one is authorized at any time to wedge open an exterior door and thereby allow individuals to enter the building for practices, school activities, meetings, etc. Administration/Directors will address if someone wedges a door open due to safety concerns.
 - e. Be certain exterior doors and windows are locked when leaving the building. Do not assume the door will lock behind you. Try opening the door from outside to be sure it is locked before walking away from the building.
2. Staff Identification Badges:
 - a. All staff members are required to wear identification badges or attire when representing the school district.
 - b. All persons without a badge should be escorted to the building office to be registered..
3. Parents, Vendors, and Other Visitors to Building Sites:

Child Abuse - Mandated Reporting

Minnesota State Statute mandates that school employees are required to report cases of suspected child abuse. This abuse may be physical, sexual, emotional and/or neglect. If you suspect that a child is a victim of abuse or a child discloses an abusive situation, a report must be filed with the County Department of Social or Family Services as well as the local police. The school counselor or social worker may assist in completing these steps. Notify administration of the report, and always keep a record of your actions including: dates, times, phone calls, and with whom you talked.

Threat of Suicide

If a student is in immediate danger of committing suicide in school, call the school office for administrative help. If a student is confiding in you about thoughts of suicide, contact a counselor or social worker within the building. If you are in the building after school hours with a student threatening suicide, call 911.



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Key Fobs/Key Access to Buildings

The proper use of school keys and fobs are the responsibility of each staff member. Under no circumstances should students be allowed to use school keys.

- Keys will be issued by the building principal secretary.
- The outside door requires an access fob. The building principal secretary will issue all access fobs.

If you are having issues or have lost your key fob, please reach out to your building administrative secretary to report the issue/issues, immediately.

Staff ID/Badges

Staff badges should be visible at all times during student contact hours.

How to obtain a badge:

- Have your photo taken at Picture Day for students, usually in September.
- If you missed the opportunity for Picture Day, please reach out to Jessica Winkelman to create a staff badge for you at jewinkelman@apps.isd51.org

Technology

For assistance in Technology, please email: foleytechhelp@apps.isd51.org

Data Privacy and Confidentiality

The Data Practices Act is very clear that school personnel must keep data secure at all times and that only employees with a “legitimate educational reason” can access this data. Staff must exercise confidentiality when dealing with student information in electronic, verbal or written form.

Precautions you should be using with student data:

- Do not leave your computer “username” or “password” in a conspicuous place.
- Do not allow students access to any materials or online systems that contain student information.

All staff members are expected to demonstrate professionalism, respect, and discretion when discussing students, families, and coworkers. Caution should be given to where, when, and what is discussed at all times. If a staff member is concerned about a possible breach in confidentiality by a coworker, it should be reported to an administrator.

Mobile Devices

Staff: All staff members are expected to follow the **District’s Acceptable Use Policy** regarding the use of mobile devices.

- The use of mobile devices during instructional times is at the discretion of the building administrators.
- When a teacher’s absence is preplanned, it is an expectation that school issued devices are left in the classroom and accessible to the substitute teacher. If there is some reason why a teacher is unable to leave the device(s), he/she must clear it with the media specialist and obtain permission from the principal.
- District employees are expected to utilize the district’s computers and other technology responsibly. Be aware that e-mail correspondence and other information contained on your school computer could be subject to review at any time.
- District devices assigned to staff members should only be used by the employee. The employee is responsible for the contents of the assigned device(s).

Equipment and Inventory

At the end of each year, the equipment in each room is to be inventoried by the teacher assigned to that room using the Fixed Assets sheets provided by the District office. These forms are to be returned when checking out at the end of the year.



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Social Media

When Using Personal Social Media:

- **Maintain Professional Boundaries:** Do not “friend,” “follow,” or interact with current students on personal accounts.
- **Use Disclaimers:** If you comment on educational topics, clarify that your views are personal (e.g., “Opinions are my own and do not reflect my employer.”)
- **Model Appropriate Behavior:** As a role model, your posts should reflect professionalism, even on personal time.
- **Do Not Post Student Information:** Never share photos, names, or identifying information about students without proper authorization and parent/guardian consent.
- **Respect FERPA and Confidentiality:** Student records and sensitive data are protected by law and must not be shared.

Visitors

ISD 51 is committed to providing a safe and secure environment for students, staff and visitors. Your name badge is an important part of your work attire and lets students, parents, staff, and the general public know that you are an employee of ISD 51 Schools.

Our identification badges also help in providing a secure environment for our students by ensuring anyone who enters our schools is identified. Badges must be worn where they are easily visible at all times while on district property.

If you see someone without a name badge on, it is your responsibility to question them as to their purpose for the visit and direct them to the Front Office.

If you have questions about your ID Badge, including those related to a lost or replacement badge, please contact Kelly at (320)968-8609 or kegorecki@apps.isd51.org

Common Forms for staff:

AP/AR - Purchase Orders

[A Workplace Accident and Injury Reduction Overview- required by OSHA OSHA AWAIR 2025.pdf](#)

Donations

Donations are welcomed by the District from the community. If you have received a donation for the school, a club or the district, please complete the Donation form and send it to the District Office (HR) for Board approval. All donations will be accepted at the next Regular Board meeting that is scheduled. [Donation form](#)

Extended Field Trips

A formal request will be needed if any group or club plans for an Extended Field trip with our students. Once completed, please turn it into your Administrator for approval. This is an event that will need to be Board approved prior to the event requested. [Extended Field Trip](#)

Fundraisers

Each school may conduct annual school wide fundraiser(s) each year. The majority of the proceeds from that fundraiser will be available to grade level teams and building departments to be used for such items as field trips, student recognition and awards, assemblies and programs, or other materials and technology, etc. Other school sponsored groups or clubs MUST submit a fundraiser proposal to the Principal's or Activities Director's office. All fundraisers will be submitted to the Superintendent and reviewed by the School Board annually. The fundraiser proposal forms are available in the school office.

[Fundraiser Form](#)

*Groups that are not affiliated with the school will not be allowed to fundraise in School.



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School Vehicle Use by Employees

For any current staff needing to use school vehicles for any school related reasons, please notify the Director of Transportation for the request. Training is not required- but a clear driving record will be. This is ONLY if staff are transporting themselves and not students. Any staff members needing to transport students for any reason, you must go through a short training with the Director of Transportation. Any questions, please reach out to Bob Gross at rgross@apps.isd51.org

Board Meetings

- Held monthly - typically every 3rd Monday of the month. The board meeting dates are set at the Organizational Meeting by the Board of Education, usually held the first Monday in January of the new year.
 - **Organizational Meeting**- On the first Monday in January (or as soon as practicable thereafter) each year, newly elected school board members' terms of office begin, and school boards must meet to organize for the year (Minnesota Statutes section 123B.14, subdivision 1). School boards typically combine the work of seating newly elected school board members and organizing for the year into a single meeting. The purpose of this booklet,
 - **Regular Board Meeting** - Open to the public. A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.
 - **Special Board Meeting** - Open to the public. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there are on the first Monday in January (or as soon as practicable thereafter) each year, newly elected school board members' terms of office begin, and school boards must meet to organize for the year (Minnesota Statutes section 123B.14, subdivision 1). School boards typically combine the work of seating newly elected school board members and organizing for the year into a single meeting.
 - **Work Session** - Open to the public with NO public comments or voting by the Board of Education. This is a discussion set meeting.
 - **Closed Board Meeting** - The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.
 - When a public body closes a meeting, it must explain what legal authority it has to close the meeting, and describe what it will discuss at the closed Meeting (Minnesota Statutes, section 13D.01, subdivision 3). In other words, a public body must do three things:
 - Make a statement on the record.
 - Give the specific statutory section that requires or permits the meeting to be closed, or identify in some way the statutory authority requiring or permitting a closed meeting.
 - Specifically describe what will be discussed at the closed meeting, which requires more than just identifying possible discussion issues.

[Schedule for 2025 Board meetings](#)