



LEWISTON – ALTURA SCHOOL DISTRICT EMPLOYEE HANDBOOK

Lewiston - Altura Schools: Educating A

Caring,

Adaptable,

Respectful,

Determined,

Successful

Community of Learners

2023-2024

DRAFT Presented to -the Lewiston – Altura School Board

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GENERAL INFORMATION

INTRODUCTION

Welcome to Lewiston - Altura School District! We are excited to have you as a part of our team. Our schools equip students with an education that provides “learning for life”. All employees in our school district play an important role in ensuring this goal is achieved.

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 the District Office. All district policies can be accessed on [Lewiston-Altura Public Schools Public View - BoardBook Premier](https://meetings.boardbook.org/Public/Organization/2341) <https://meetings.boardbook.org/Public/Organization/2341>

Although every effort will be made to update the handbook on a timely basis, ISD 857’s Board of Education 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.

STATEMENT OF NON-DISCRIMINATION

It is the policy of our school district 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.

TEAMWORK

Providing a quality education for students and a quality work experience for you 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.

CODE OF ETHICS

When attending staff meetings, committee meetings, in individual staff conversations or other district sponsored meetings, we:

1. Strive for a positive attitude.
2. Strive for respectful communication.
3. Always honor the confidentiality of student, family and staff information.
4. The success of every student is paramount to our purpose and responsibility.
5. Be honest, open 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 or school board 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 KEYS

Key fobs and keys will be issued through the District Office as appropriate and necessary for your assigned duties. You will be required to sign out your keys and security card. Should your employment with the district end, you are required to return all keys and security cards to the District Office.

CLASSROOM AND OFFICE ORGANIZATION AND 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.
- Staff members must have supervisor approval before doing any classroom alterations, i.e., painting, installing new light fixtures or installing anything on the walls or ceilings.
- There should not be an excessive amount of plants. Plants can cause mold/dust which can cause allergies and sickness. Any plants (no more than one/classroom) or small animal pets in a classroom require principal approval.
- Space heaters are not allowed.
- Microwaves, coffee pots, refrigerators, etc. are not permitted in classrooms. Three prong appliances are allowed in kitchens, designated break rooms and staff work 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.

EMERGENCY CLOSINGS

Information concerning school closings and emergencies will be announced through the automated messenger system, on local radio and news channels. Refer to your contract, individual work agreement or Handbook for expectations for work and compensation on these days.

The Superintendent may waive requirement to report to work, or employees may arrive later if there are extreme weather or emergency conditions.

If the school calendar is modified and student days are added to the calendar, all staff are expected to work those days. Please refer to the 2023-2024 Board Approved School Calendar so you are aware of those potential additional student days of work.

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.

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. Staff may be given access FOBs that enables them to enter through doors with FOB sensors. 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. Staff who lose or damaged a keys FOBs will be charged a replacement fee. (Not when due to normal wear and use.)

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. If there are any questions about Emergency Plans/Procedures, talk to your supervisor.

EMAIL COMMUNICATION, PERSONAL SOCIAL MEDIA 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 check their school email at appropriate times during the workday 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.

Staff are strongly encouraged to be thoughtful if posting on personal social media sites any comments or information regarding the school district, staff, students, policies, events or practices. Judgmental or critical comments from a school district employee may reflect negatively on colleagues, students, parents, administration and/or the entire district. If a staff member has a concern or question about a school district staff member, a student, a district policy or procedure, a past or future event or similar items, the employee should speak directly with his/her supervisor and/or the superintendent.

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 from your position, you must fill out an Advanced Leave Request form or post in Frontline (teachers). These forms should be turned into the school offices or with your supervisor. 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 Employee Self Service 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.

Advanced Leave Request forms are 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.

Requests for unpaid leave will not be considered unless the employee has exhausted all other applicable paid leave and the reason for the request is extremely important (as determined by the superintendent). Family Medical Leave Act may apply in some cases of a serious health condition.

In situations where an absence was not pre-planned and an advance request form was not completed, the employee must still appropriately complete the form and submit it to his/her supervisor to assure all absences are appropriately documented and leave deductions are made.

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 work agreements, district policies, procedures, federal and state laws.

FOOD ACCOUNTS FOR EMPLOYEES

Employees are allowed to have a food service account through the food service program. Charges should not exceed a \$5 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 with the District Office. Employees are responsible for maintaining their license (s) and ensuring validity at all times.

PARKING

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

PHONE USAGE

Staff should model appropriate cell phone use and only use phones for personal use during designated break times. Students should only use a cell phone in a classroom for a specific academic purpose, that is clearly communicated by the teacher.

Personal long distance calls made over the school lines should be charged to your home number or made from your personal cell phone.

PHOTO IDENTIFICATION BADGE

All employees will be 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 at all times 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

PURCHASE REQUESTS USING DISTRICT FUNDS

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. To make this request, the employee must complete a School Requisition Form through SMARTer. It is important to provide complete ordering information on the Form. 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 forwarded 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 prior to April 15th. If you have questions about the availability of funds consult with your principal or the Business Manager.

PURCHASING / REIMBURSEMENT

Items that need to be purchased with school funds need to be **pre-approved** by your supervisor. Employee requests for reimbursement of purchases made by the employee are not guaranteed. Purchases made outside of the district's requisition process through SMARTer or a paper PO for local purchases, should be avoided if at all possible. Please plan ahead as reimbursement is time consuming for the business office. The district cannot (by law) reimburse for any sales taxes that were paid at the time of purchase.

SCHOOL/WORK RELATED TRAVEL

Requests to attend out of district workshops or work related trainings or meetings must be approved by the staff development committee, principal or superintendent. Approval of a Staff Development Request does not automatically assure registrations and hotel reservations are in place. All anticipated expenses should be put on a requisition form with the Staff Development approval form attached. The staff member must also complete an Advanced Leave Request form or post on. The district office will place approved pre-registration that is required and place hotel reservations if needed. Allow a minimum of two weeks for this process to be completed.

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 offices and on the website. The district does not reimburse for alcohol, taxes paid or tips.

STAFF ATTENDANCE AT 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 a home event has an admission fee (not including tournaments), staff members and spouses can get in free IF you are wearing your school ID badge. You are representing the school 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.

In the case of a resignation or retirement at any point during the school year, all electronic documents and related files created during the period of employment and related to the employee's work, must be kept on the computer and/or in the assigned shared drive. These files may be duplicated for the employee's future use, but the district retains ownership as they were developed during the employee's time in the district.

PAYROLL

EMPLOYEE SELF SERVICE SYSTEM

Employees can access their personal account information through the Employee Self Service (ESS) 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, 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 change it directly 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, 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 work day. Individual time sheets must be in the Business Office by the 6th or the 20th for the subsequent pay date.

Employees wishing to change their withholding allowances or marital status should provide a completed W-4 form to the District Office. W-4 forms are available on the district's website and in the District Office. S

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.

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 determined based on your specific employee group. 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.

Early Childhood Education and Before/After School Cardinal Care Programs

Effective October 2, 2023, Lewiston – Altura school staff members that utilize the district’s early childhood education and before/after school care programs for children/youth living in their home on a full time basis receive a 50% reduction in tuition rates. This does not apply to summer programming.

For information on rates, programming, policies, schedules, registration or more, contact Early Childhood & Cardinal Care Coordinator Vicky Greden for details – vgreden@lewalt.k12.mn.us

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 being making withdrawals from the plan, which usually occurs when you retire. Penalties for early withdrawal do 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 in the District Office.

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

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 BOARD POLICY SUMMARIES

For the most up-to-date versions and full texts of School Board policies, please see [Lewiston-Altura Public Schools Public View - BoardBook Premier](#).

STATEMENT OF NON-DISCRIMINATION

It is the policy of 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.

SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

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

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.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available on the school website.

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

Human Rights Officer: Superintendent Gwen Carman
504 Coordinator: PK – Elementary Principal Dave Riebel
Title IX Coordinator: High School Principal Dr. Cory Hanson

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

The State of Minnesota requires that school district employees who know or have reason to believe that a child is being neglected or physically or sexually abused must immediately report the information to proper authorities. A person mandated by Minnesota law to report and fails to do so may be subject to criminal penalties and/or discipline, up to and including termination of employment. Submission of good faith report under Minnesota law and this policy will not adversely affect the employee reporter's employment.

DRUG AND ALCOHOL TESTING

All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§181.950-181.957.

The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§181.950-181.957.

The uses, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed or alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, or alcohol is also prohibited through the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs

(including medical cannabis) which are not medically prescribed, or alcohol are prohibited from entering or remaining on school district property.

Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay or immediate discharge.

DRUG AND ALCOHOL FREE WORKPLACE

Use of controlled substances, toxic substances, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of policy for any employee to use alcohol, toxic substances, or controlled substances in any school location. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

TOBACCO-FREE ENVIRONMENT

The Lewiston - Altura School District is committed to providing a healthy, safe, and productive environment for employees. It shall be a violation of policy for any employee to smoke or use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, leased and all vehicles that a school district owns, leases, rents or contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. Employees who violate this policy shall be subject to discipline.

EMPLOYEE-STUDENT RELATIONSHIPS

At all times, whether on or off duty and on or off school district locations, students will be treated by school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis. This expectation includes any communication that may occur via social media or other electronic communications.

Upon receipt of a report regarding a potentially inappropriate relationship or communication, the school district will take appropriate action. Such action may include, but not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may be reported to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend or indemnify the employee for damages in school-related litigation.

WEAPONS POLICY

No employee shall possess, use or distribute a weapon when in the school location except as provided for in Board policy. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge. When an employee violates the district's weapons policy, law enforcement may be notified.

BULLYING PROHIBITION

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, or school district property, at school functions or activities, or on school transportation. This policy

also applies to students who directly engage in the act of bullying but also students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all reported complaints of bullying. Consequences for employees who permit, condone, or tolerate bullying or engage in and act or reprisal or intentional false reporting or bullying may result in disciplinary action up to and including termination of employment.

STUDENT SEX NONDISCRIMINATION

Students are protected from discrimination on basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Ave. No student will be excluded from participation in, denied the benefit, or otherwise subjected to discrimination under any education program or activity operated by the school district on the basis of sex.

INTERNET ACCEPTABLE USE

The school district provides employees with access to the school district computer network, which includes Internet access. The school district network is limited to use for educational purposes, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational or personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. A non-exhaustive list of unacceptable uses of school district's computer system and Internet resources is found in Board Policy 524.

Employees are expected to lock computer access when they are not at their workstation. No students should be allowed at staff desks or to use staff computers. All staff should be saving documents to the appropriate location on the server or Google Cloud and not to the hard drive of their workstation. All personnel are required to maintain the confidentiality of passwords. Personnel are responsible for the accounts assigned to them and for the actions taken with their accounts. All staff should logout or restart their computers at the end of the day. Projectors should be shut off when not being used.

HAZING PROHIBITION

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in the policy. This policy applies to behavior that occurs on or off school property and during or after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for this act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against a student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated the policy.

PUBLIC AND PRIVATE PERSONNEL DATA/PROTECTION AND PRIVACY OF PUPIL RECORDS

All student data maintained by a school district is private educational data under the law. Student data can only be provided to the student who is the subject of the data and his/her parents or guardians. Virtually all records maintained by a school district regarding a student are private if the name of the student is on the document or it provides basis for identifying the student. This willful violation of student's privacy rights constitutes a

misdeemeanor offense, and it is grounds for employee discipline. The District will comply with a request for information as they are received in accordance with state and federal law and school district policy.

It is imperative that all school personnel also understand that information about individual students, and observations of students during a school day is private data of the student and should not be shared or discussed with individuals outside of the school setting. Staff should not have confidential conversations in public places or over insecure communication channels, open offices, social media, or meeting places. Concerns or questions about individual students should be discussed with appropriate staff and/or an administrator.

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. HIPPA 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 27, 2018 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
100 County Road 25
Lewiston, MN 55952

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

U.S. Department of Health & Human Services
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 supervisors. 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 contact your supervisor and Sheala Hall, Business Manager, in the District Office. To be most beneficial, the call should be made as soon as possible after the injury occurs.

For more information about this process, please talk with your supervisor.

