

INDEPENDENT SCHOOL DISTRICT #595



East Grand Forks Public Schools
Home of the Green Wave

EMPLOYEE HANDBOOK

2025-26

“EXCELLENCE - the expectation for every learner, every day!”

School Board Approved: August 11, 2025

WELCOME

An exciting and challenging experience awaits you as an employee of the East Grand Forks Public School district. We would like to welcome you to our district.

We have written this handbook to answer many questions you may have concerning the District and its policies and practices. Please read it thoroughly and keep it available for future reference. It is intended as a general source of information. The District reserves the right to change the policies in this handbook. In situations where this handbook conflicts with an applicable collective bargaining agreement provision, the collective bargaining agreement shall rule.

From time to time you will receive updated information concerning changes. Please keep your handbook updated. All handbook updates will be on the District web site under the Staff Resources tab of the Human Resources page.

The safety and welfare of all students is of the utmost importance to the East Grand Forks Public School District. We understand the importance of our personnel and the role that they play in ensuring a safe environment for everyone!

This handbook in no way implies or guarantees a contract of employment. If you have any questions regarding this handbook, you are advised to contact the District Office at 218-773-3494 or Superintendent of Schools at 218-793-2880 or kgrover@egf.k12.mn.us

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STATEMENT OF PURPOSE: EXPECTATIONS

The purpose of this *Employee Handbook* is to ensure consistent compliance of school policy. Each employee has the obligation to read, follow and implement all of the policies in this *Employee Handbook*. Other administrative policies may need to be added during the course of your employment.

Living up to our mission statement while working toward our vision statement takes time, personnel, financial resources, and the willingness of the entire ISD #595 staff to stand behind our belief statements, work together and operate from a position of leadership and respect. The need for all ISD #595 employees to adhere to this handbook and the policies in it are essential. As we proceed closer to a level of zero tolerance for inappropriate behavior, physical and verbal harassment, and violence in our work environment, we are hopeful that this will create a safe and non-threatening environment for our students and employees.

BELIEF STATEMENTS

- ☐ All students can learn and excel
- ☐ Educational excellence requires effective leadership, quality instruction, high expectations, teamwork and the responsible utilization of resources
- ☐ Positive relationships are the foundation of successful schools
- ☐ Education is a partnership among school, family and community
- ☐ Compassionate and curious minds are developed when children are engaged socially, emotionally, academically and physically
- ☐ We will push all students to reach their highest potential
- ☐ Learning happens beyond the classroom

MISSION STATEMENT

East Grand Forks Public Schools will engage and empower learners to contribute and succeed in a diverse and changing world.

VISION STATEMENT

EXCELLENCE — the expectation for every learner, every day!

WORKFORCE INFORMATION

Collective Bargaining Agreements

[Collective bargaining agreements](#), also known as employment contracts, established through the formal negotiation process, outline the terms and conditions of your employment. Familiarize yourself with your collective bargaining agreement. They can be found on the Human Resources page of our school website. Collective bargaining agreement language has been crafted to provide clarification and eliminate misunderstandings. Direct your questions about your collective bargaining agreement to your supervisor or bargaining unit representative.

Job Postings

The School District posts [Career Opportunities](#) on the School District website. The postings include job location, minimum experience, training requirements, and the closing date for applications. School District employees are encouraged to apply for openings for which they are qualified. The School District posts new positions as needed. The open positions also get posted to [MNSchoolJobs](#).

Licensure and Certifications

Each employee who is required by law to be licensed or certified must maintain a current license or certificate with the district office. Individuals are expected to know the date of expiration of their individual license and/or certification. Failure to maintain a current license or certification may result in an employee being placed on leave without pay, reduction in certification related compensation until license or certification is reactivated, or discharged from employment.

Background and Reference Checks

To ensure that individuals who join East Grand Forks Public Schools are well qualified, and that East Grand Forks Public Schools maintains a safe and productive work environment, it is our practice to conduct pre-employment background checks on all applicants who accept an offer of employment according to [School District Policy 404](#). Background checks may include verification of any information on the applicant's resume or application form, as well as a formal criminal background investigation. Additional background checks may be required as determined by outside agencies. All offers of employment are conditioned on receipt of a background check report that is acceptable to East Grand Forks Public Schools. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, state and federal privacy, and anti-discrimination laws. Reports are kept confidential in your personnel file.

Separation of Employment

If an employee resigns or retires, it is expected that all staff will provide the district with advanced written notice prior to the employee's anticipated last day of employment. The notice should include the employee's anticipated last day of work. Licensed staff should follow the notification requirements established by Minnesota law and the applicable collective bargaining agreement. The letter should be addressed to the School Board and submitted to their immediate supervisor. Upon your separation of employment with East Grand Forks Public Schools, you must report to your supervisor on your last day of work to return keys, ID badge, and any other district property. Upon separation, you will also be asked to fill out an exit interview either in person, via telephone or google form.

WORKPLACE SAFETY

Accidents and injuries - Staff

The District covers employees for work related injuries through its Workers Compensation carrier. All work related injuries must be reported to the employee's supervisor immediately. An official supervisor's accident report must be completed by the employee and supervisor and returned to the district office. Failure to report an injury could result in the rejection of a workers compensation claim. Prior approval is necessary before visiting a doctor. It is expected that all employees will cooperate fully in facilitating the timely return-to-work of injured workers. If you have questions regarding workers compensation, please contact the business office.

Drug, Tobacco and Alcohol Free Workplace

East Grand Forks Public Schools shall provide a drug, tobacco and alcohol free environment for all students, employees and patrons. No person may possess, distribute or use alcohol, tobacco or any illegal drug at school sponsored activities, on school grounds, or in a district vehicle. Our policies referring to this are [School District Policy 417](#), [School District Policy 418](#) and [School District Policy 419](#).

Emergency Procedures

Each building has emergency procedures detailing what to do in the event of a fire, severe weather, criminal threat, and other events requiring quick and decisive actions. Building administration will provide employees with emergency procedures. In addition to complying with building emergency procedures, employees are expected to know where emergency medical equipment is located in the event of a life-threatening medical emergency. Employees should check with their supervisor if the employee is unsure of the location of emergency medical equipment.

Identification (ID) and Visitor Badges

Your identification badge is an important part of your work attire as it lets students, parents, co-workers, vendors, and the general public know who you are. Ensuring that everyone who enters our schools is identified is an important part of providing a secure environment for students and staff. Employees will be issued East Grand Forks Public School identification badges within the first month of school. Employees are expected to wear these badges each day to school and at any other times that they are supervising students outside the normal work day. Please contact your direct supervisor if you do not receive a badge. Visitors must check in with the site office and obtain a visitor badge. If you encounter an individual that is not wearing an identification badge, please direct them to the appropriate office.

Keys and Fobs

If an employee is issued a key or a fob, it is their responsibility to maintain and secure these items. These items are not to be shared with any other individual, student, or employee. Contact your supervisor immediately if you misplace one of these items. The employee will be responsible for any cost associated with the replacement/rekeying.

Required Trainings

East Grand Forks Public Schools and its employees maintain a strong commitment to safety in the workplace. East Grand Forks Public Schools provides the equipment and training necessary to ensure a safe work environment. These trainings include, but are not limited to Blood Borne Pathogen, Employee Right to Know-Hazard Communication, **FERPA**, Asbestos, Personal Protection Equipment, CPR, and Handle with Care Crisis Prevention Intervention (CPI). Supervisors will contact employees directly to schedule training.

Secure Facilities

Once the school day begins and the doors are locked. Staff members are allowed to enter any door for which they have a key or fob but must make sure it is secured after entry. All visitors must enter the main entrance (Door #1) at each facility and sign in. No staff or student should open any door for any visitor during the school day. If you are going to be in the building after hours you must follow proper procedures for arming and disarming the buildings as instructed by your building principal. Vehicles should not be driven on the sidewalks up to the building during school hours.

Weapons

No student, employee, volunteer or visitor shall possess, use or distribute a weapon when in a school location except as provided in School [Policy 501](#). The District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

WORKPLACE EXPECTATIONS

Absences From Work

All staff members, with the exception of licensed teachers, are required to submit absences through the [SMARTeR system](#). Click the link for [SMARTeR step-by-step instructions](#) for logging in and submitting an absence, Licensed teachers will report absences using [Frontline](#). It is the employee's responsibility to ensure absences are entered promptly and accurately in the appropriate system. An ID and password for both platforms will be provided by the district office.

Attendance

Employees are expected to report to their assigned work location on time each scheduled work day. Any time an employee is absent or late, students are negatively impacted and an extra burden may be placed on other district staff. In the case an absence becomes necessary, employees must make every effort to record the absence using the automated system. If this is not possible, employees must notify their supervisor as soon as possible of any absence.

Bullying Policy

Please refer to the East Grand Forks Public School District website www.egf.k12.mn.us for the District's [Bullying Policy](#). Staff members are responsible for reviewing the policy and reporting incidents.

Cell Phone Use

Cell phone use for non-school business during the school day is discouraged. Please regulate your cell phone usage so that it does not interfere with the instruction, safety or work for which you have been hired. Cell phones should never be used for personal use during instructional time. Cell phone notifications should be set to silent or vibrate. Emergencies are an exception.

Children at Work

During the employee workday as defined by their contract and when employees are performing their professional work assignments or supervising various activities, employees should not be accompanied by their children without the approval of the building administration or direct supervisor. The District understands that there are times when children of staff members may need to be at work with them, but it cannot interfere with the performance of the staff member or cause disruptions. The children must be under the supervision of an adult staff member and should not be in the staff lounge, school office, or other areas of the building without prior approval from the building administration and/or department head.

Computers

All employees are responsible for the care and security of assigned devices. In cases of negligence the district may seek reimbursement from the employee to cover the cost of repair or replacement.

Dress Code

Licensed staff members are encouraged to dress professionally and appropriately for their specific work assignment. Please be conscious that we are role models for not only the children in school, but also the community. Friday, *or the last day of the week*, will be considered 'Spirit Day' where staff may show support for our school programs. Good blue or colored jeans may be worn on Fridays *or the last day of the week*. Green Wave apparel is encouraged on Fridays, or the last day of the work week.

Employee Discipline

For employee discipline procedure, please refer to the School [District Policy 403](#).

Employee Policies

Employee policies are located on the East Grand Forks Public School District website at www.egf.k12.mn.us. [School District Policies](#) are located under The East Grand Forks Public Schools (Site) Menu - Our District - District Policies. The 400 series will contain all Employee and Personnel Policies. Student policies can be found in the 500 series. It is an employee's responsibility to be familiar with and review all policies.

Equipment Use

District personnel may not use school equipment or facilities during or after school hours for personal gain or convenience without specific permission.

Expectations of Privacy

Employees should be aware that district property may be entered and searched/reviewed by authorized district personnel at any time, without notice. This includes, but is not limited to: classrooms, offices, desks, file cabinets, lockers, vehicles, voice mail, email, and computers.

Harassment, Violence and Discrimination

East Grand Forks Public Schools is committed to maintaining work and educational environments that are free from harassment, violence and discrimination. If employees feel they have been subjected to sexual harassment, they should report it immediately to their supervisor. The supervisor will work with the Superintendent to investigate the complaint. Sexual harassment is generally defined as unwelcome conduct which creates an intimidating, hostile, or offensive working environment and will not be tolerated at East Grand Forks Public Schools. The school district has adopted a policy regarding harassment and violence is [School District Policy 413](#).

Inclement Weather

An employee's schedule may be altered on days when the regular school schedule is disrupted due to inclement weather or other declared emergency closings. Please refer to your individual contract to determine whether or not you are required to report to work. All employees should monitor local and designated radio and television stations or check the district web page for the latest information regarding emergency conditions. A notification system has been established for all district employees to facilitate timely communication during emergency conditions/closings. All employees are expected to fulfill their notification system responsibilities to ensure the safety of students and staff.

Professionalism

The dictionary defines professionalism as, "The conduct, aims, or qualities that characterize or mark a profession or a professional person." Excellence is the Expectation at EGF ISD 595 and when professionals have a problem, they should seek out those who have the resources to correct the problem. A professional will also look for a positive solution and put forth the extra effort to correct the problem. Complaining is not an option. We deal only in positive solutions.

Staff Evaluations

All staff will be evaluated according to a written plan. Employees are encouraged to talk to their supervisors about the components of this plan.

MISCELLANEOUS WORKPLACE INFORMATION

Activity Passes

Employees of East Grand Forks Public Schools may use their district issued photo identification badge (ID Badge) to attend district sponsored athletic and fine arts events. Non employee adult season passes are available for purchase at the East Grand Forks Senior High School. Activity passes are not valid for admission to Minnesota State High School League (MSHSL) tournament activities.

Community Education

The school district has an extensive Community Education program with many opportunities for employees. Employees are encouraged to contact the Community Education Office for more information. Community Education programs include: Early Childhood, 'After Wave' After School Childcare, Youth Sports and Adult Enrichment Classes.

Equal Opportunity Employer

It is the East Grand Forks Public School District's policy to provide an equal employment opportunity for all applicants and employees. Our district policies pertaining to this are [School District Policy 401](#) and [School District Policy 402](#).

Facilities

District facilities exist primarily for the education of our students. The district welcomes and encourages the public use of school facilities when available, following completion and approval of the rental agreement application.

Media Relations

It is the general understanding that the Superintendent of Schools is the one point of contact for all media related questions and inquiries.

Notary Public

The District has one employee located at the District Office who is a notary public. Services are available to you as a District employee free of charge. Call Nancy Misialek at 218-773-3494 for an appointment to use this service.

Personnel Files

Every employee has a personnel file maintained by the district. Please review the [School District Policy 406](#) which pertains to public and private personnel data. With reasonable advance written notice, you may review your personnel file, but only in the Human Resources Office and in the presence of a member of the office staff. Whenever something is placed in the personnel file, a copy will be made available to the employee. Employees are notified when something is to be placed in their personnel file. Material in the personnel file may be reproduced at the employee's expense.

PAYROLL and BENEFITS

Business Office

Questions regarding insurance benefits and payroll can be answered by staff in the [District Business Office](#) or by visiting the [Employee Benefits](#) page of the School Website. New employees are expected to complete payroll information prior to their first day of employment. Failure to complete required payroll forms may result in a delay of an employee's paycheck. District insurance programs are also administered through the District Business Office. All forms must be completed properly and in a timely manner to avoid any lapse in insurance benefits.

Employee Assistance Program (EAP)

East Grand Forks Public Schools offers an Employee Assistance Program (EAP) for employees with Life or Long Term Disability Insurance.

Everyday life can be stressful and can affect your health, well-being and performance. Fortunately, our Employee Assistance Program can aid in finding solutions. When facing personal problems, you might struggle with where to turn for help. The first step is usually the hardest, and guidance is often the key. That's why **Mutual of Omaha** offers an Employee Assistance Program. An EAP offers a confidential place to find the answers that work for you.

This is a no-cost, confidential program to help with a wide variety of needs and concerns: Depression, Stress Management, Anxiety, Marital Difficulties, Relationship Problems, Family Conflict, Alcohol or Drug Addictions, Financial or Legal Concerns, **such as wills & trust**, Parenting Concerns, Problem Gambling, Eating Disorders, Childcare and Eldercare.

The EAP is for use by the covered employee only. While issues may concern family members, all contacts to the EAP must be made by the employee.

You may pick up a brochure on the EAP in the District Office or view the [Brochure](#) on the school website [Benefits](#) tab of the Human resources page on the school website.

Flexible Spending Accounts

The district maintains a flexible spending plan to which eligible employees may contribute pre-tax dollars from their pay to cover unreimbursed medical/dental expenses and child care expenses. Please refer to the [Employee Navigator Portal](#).

Insurance

Health

Health insurance offered through the school can be viewed on the [Benefits](#) tab of the Human Resources page on the East Grand Forks school website. Health insurance is offered to employees based on the language stated in each [Bargaining Group's Contract](#). Please refer to your master agreement for eligibility and benefit information.

Eligible employees are covered on the 1st date of employment.

Open enrollment is the designated period during which employees may enroll in or make changes to their insurance and benefits elections, including medical, dental, vision, life insurance, and flexible spending accounts. You can switch from one plan to another plan and add dependents that were previously waived without pre-existing conditions limitations. The District Office will notify all employees via email when open enrollment begins, along with instructions and deadlines. Outside of this window,

changes are only allowed if you experience a qualifying life event (e.g., marriage, birth/adoption of a child, or loss of other coverage).

You may drop dependents any time during the year, but must have a change form to the district office no later than the 5th of the month you wish to drop. You may add dependents without pre-existing conditions within 30 days of a qualifying event. All qualifying events are outlined in your health plan document.

HSA Accounts

The employee must be enrolled in a high deductible health plan and may make contributions by payroll deductions, not to exceed IRS limitations. Please refer to the [Employee Navigator Portal](#).

For any questions on the plans that are offered, please call the district office. It is the employees responsibility to choose the plan that best meets their needs. Once a policy is chosen, if you have questions regarding your health insurance policy you will need to call the number on your health insurance card. If you lose your health insurance card contact the district office and a replacement card can be ordered.

Dental

Dental insurance is offered through the school and can be viewed on the [Benefits](#) tab of the Human Resources page on the East Grand Forks school website. Dental insurance is offered to employees based on the language stated in each [Bargaining Group's Contract](#) Please refer to your master agreement for eligibility and benefit information.

Eligible employees are covered on their 1st date of employment.

The District Office will notify all employees via email when open enrollment begins, along with instructions and deadlines.

For any questions on the plans that are offered, please call the district office. It is the employees responsibility to choose the plan that best meets their needs. Once a policy is chosen, if you have questions regarding your dental insurance policy you will need to call the number on your dental insurance card. If you lose your dental insurance card contact the district office and a replacement card can be ordered.

Vision

An optional, employee paid [vision insurance](#) plan is currently available through the school district for eligible employees. The open enrollment period begins in May for the year beginning September 1. Employees must meet eligibility requirements. The employee will contribute 100% of the cost of the vision plan. Vision insurance is a one-year commitment and can only be dropped at the end of the plan year or upon employment termination. The plan year will run from September 1 through August 31.

Eligibility requirements: Employee must work twenty (20) hours per week or more; nine (9) months per year or more; and have a school board approved contract.

For questions regarding your vision insurance policy, please contact the district office.

Life

Life insurance is offered through the school and can be viewed on the [Benefits](#) tab of the Human Resources page on the East Grand Forks school website. Life insurance is offered to employees based on the language stated in each [Bargaining Group's Contract](#). Please refer to your master agreement for eligibility and benefit information.

The school will pay for your basic life insurance policy. Additional Life insurance is available to be purchased at your expense.

LTD

LTD is offered through the school and can be viewed on the [Benefits](#) tab of the Human Resources page on the East Grand Forks school website. LTD is offered to employees based on the language stated in each [Bargaining Group's Contract](#). Please refer to your master agreement for eligibility and benefit information.

AFLAC

AFLAC Insurance is offered to all employees. If interested in AFLAC Insurance contact the District office to get the AFLAC contact information.

The School Board recognizes the right of its employees to have payroll deductions for tax shelter plans, insurance policies and other similar deductions.

Tax Sheltered Plans

Section 403 (B) and Section 457 of the Federal Internal Revenue Code and M.S. 225 permit school districts to participate in tax shelter programs for the benefit of their employees. The individual employee is responsible for selecting the plan and submitting a payroll deduction request form to the Business Office. Since there are many plans and many companies, the School Board has established guidelines to prevent its costs from becoming excessive for providing this type of payroll deduction. The following guidelines govern the granting of approval for payroll deductions:

- ☐ A 403(b) and 457 company must be on our approved [vendor list](#).
- ☐ All employees are eligible to participate in the plan.
- ☐ An employee may request this type of payroll deduction at any time during the year. They may also request a plan termination at any time during the year.
- ☐ All new requests require a completed salary reduction agreement.
- ☐ The amount withheld from salary and paid for the purchase of the plan
- ☐ shall not exceed the limitations set by the Internal Revenue Commissioner.

Other Payroll Deductions sponsored plans provided they meet the following criteria:

- ☐ At least six employees must participate in the same type of deduction.

- ☐ The Superintendent's approval is required.
- ☐ The anniversary date will be only once per year and will allow changes and additions.

The company with which the employee purchases must agree to provide the following to the school district:

- ☐ Name, address, and telephone number of agent
- ☐ Address to which the amounts withheld for the employee is to be sent
- ☐ Provide monthly statements of billings to the payroll clerk to be used for verification of information provided by employees.

The School District Board will allow other types of payroll deductions other than tax.

Payroll Information

East Grand Forks Public Schools pays employees by direct deposit. Net payroll amounts will be deposited each payroll period in an employee's checking or savings account. This account must be located at any ACH participating financial institution.

To set up a direct deposit, employees must provide the district office with an original voided check (or bank routing number in case of a savings account) for the account that is to be used for direct deposit.

Employees are allowed to change their direct deposit as long as changes are submitted to the payroll department no later than 5 business days in advance of the payday transaction. Contact the payroll department if you need to make changes over the summer.

All regular employees will be paid semi-monthly on the 13th and 28th of each month, or the business Friday preceding if that falls on a Saturday or the business Monday following if that falls on a Sunday. All regular school-year employees will have their contracts paid in equal payments from September 15th through August 30th of the following year. Employee's pay stubs and W-2's can be viewed/printed on-line via SMARTeR by the employee. W-2's will be printed and mailed to employees if they do not want to view their W-2 online.

TEACHING STAFF

Accessibility to Student Files

Accessibility to student records is afforded the following people with limitations listed below each. Individuals with the right to view folders must sign their name and indicate the date of viewing.

1. Parents - Children and students with whom parents have guardianship rights
2. Classroom teachers - Students assigned to their classes
3. Special education teachers - Students in their caseload, students who have been referred or are in the process of being assessed
4. Student teachers - limitations are the same as the supervising teacher's restrictions
5. Administrators - Students assigned to classes in school where the administrator has responsibility.

Accidents and Injuries - Students

All student injuries must be reported to the building principal's office immediately. Accident report forms must be completed by the witnessing person and turned into the principal's office. A copy should be submitted to the school nurse.

Assemblies

During the school day, staff members are expected to attend assemblies unless there is pre-approval granted by the principal. If an assembly is conducted during the instructor's prep time, the specialist will supervise the class so the assigned teacher can receive the scheduled time to prep.

Bus Duty

A staff member will be assigned to bus duty as needed. You are responsible for securing a substitute if unavailable to supervise.

Care of Classrooms, Buildings and Grounds

Each day the lights should be turned off in the classroom and classroom doors locked upon leaving the building.

Please do not tolerate any misuse of school property in or outside of your classroom. If you witness any destruction of school property, report the incident immediately to the principal. Remember, if we all do our part and keep our eyes open, we can keep our school a clean and safe place. Please notify the custodial staff or principal about any graffiti on walls, desks, bathrooms or student books.

Confidentiality

During the course of your employment with East Grand Forks Public Schools, you may have access to confidential information about students and/or staff. Please respect the privacy and dignity of our students and only discuss student issues with staff members who need to know the information. In accordance with state and federal laws, employees may not disclose confidential or private information without appropriate authorization. Employees who are asked to provide private or confidential information should contact their supervisor prior to responding to any request.

Controversial Issues

Staff may not use class time to express an individual viewpoint or deal with matters unrelated to the course of study or regular school program. This does not preclude the inclusion of controversial subjects pertinent to the course. Staff should consult with the building administration and then employ appropriate parent notification when controversial subjects are to be dealt with in the classroom.

Expense Claims

The East Grand Forks Public School District has adopted a policy for the proper procedure of expense reimbursement claims. Our district policy pertaining to this is [School District Policy 412](#).

Field Trips

Both transported and walking field trips are taken by classes to broaden the educational experience. Parents are often asked to help with supervision. We ask that volunteers not bring any other children with them. An information letter will be sent home when we wish to take the children to places off our school grounds.

Fundraising

The solicitation of funds for charity from school children shall be prohibited to the extent that solicitation of funds for charity is characterized as being school sponsored. All curriculum related student groups who wish to conduct fund drives in order to fund the activities of the group must have the activity pre-approved by the office of the Superintendent of Schools. Non-curriculum related student groups may not conduct school sponsored fund drives or fund drives that are characterized as having the support of involvement of the School District.

General Expectations

EGF schools have adopted a unified set of classroom rules or expectations. These rules define our expectations for behavior in our school. These expectations will be posted throughout the school building in every classroom and non-classroom setting. This is a team based approach for systemic problem solving, planning and evaluation. It is an

approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

Grants

The procedure for applying for Education Foundation Mini-Grants (or other grants) or Donors Choose projects is to first fill out a grant proposal. It must then be turned in to your building principal a minimum of 10 working days prior to the date you'd like to post/submit the project. Here are links to both the [East Grand Forks Education Foundation Mini-Grant](#) application and the [DonorsChoose](#) grant proposal form.

Hallway Supervision

Hallway supervision is extremely important. All teaching staff are required to be visible in the hallways close to your teaching rooms five minutes before and after school and for the secondary school during the passing of classes.

Hazing

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Internet Acceptable Use and Safety Policy

East Grand Forks Public Schools recognizes the power of the Internet to support and enrich instruction. This medium allows access to thousands of libraries, databases, bulletin boards and other resources while exchanging information with people around the world. The school district has adopted an acceptable use policy which is [School District Policy 524](#) and failure to adhere to this policy will result in corrective action.

Major policy points include the following staff expectations:

1. I will monitor student use of the Internet so it is always used for instructional purposes.
2. I will use the Internet on school properties to access information related to the duties I perform.
3. Other than occasional use, I will not use the Internet to promote my personal agenda.
4. I will not use the Internet to promote personal business.
5. I will not use the Internet for illegal purposes.

Laminating

All district laminating is conducted at New Heights Elementary School. A large cardboard folder is placed at each school site and delivered to New Heights weekly. The laminating will be completed once a week for a specified amount of time. The items may not be returned within the one week time frame. Please plan ahead for all laminating needed.

Leaving the Building

Any staff member who needs to leave the building at any time other than during their assigned lunch break needs to notify the building administrator. Early dismissal or late arrival to work also needs to be cleared with the building principal.

Lesson Plans

Weekly lesson plans should be carefully prepared and available by the first school day of each week. In addition, lesson plans should be complete enough that in case of an emergency a substitute can take over your class without major disruption. Lesson plan book should be placed on the teachers desk and be readily available for substitute teachers.

Mandatory Reporter

Observe the students under your care for signs of illness, communicable diseases, skin infection, and physical or mental abuse. Students should be sent directly to the principal's office if any of the above are noted. Remember, we are mandated reporters. If you suspect a problem with a student or a vulnerable adult you are required by law to report your suspicion to either the building or district human rights official. Our school district policies pertaining to this are [School District Policy 414](#) and [School District Policy 415](#).

Probationary Period

Each employee will be subject to a probationary period of employment. Please reference your individual or group contract for the specific parameters. Employees can expect an evaluation from their supervisor within this window of time to help aid the employee in regards to expectations, performance strengths, and areas for growth.

Requisitions, Purchase Orders and Supplies

No employee or student shall financially obligate the district without completing a requisition and forwarding it through the appropriate administrative channels for approval by the superintendent or designee. Requisitions shall all be initiated by the employee through [SMARTeR](#). All approved purchases shall be made by the use of an authorized purchase order from the Business Office.

School Calendar

The school calendar is approved annually. Staff members are encouraged to be in attendance on every student day during the school year. Your consistent and reliable attendance is critical to the academic progress of students.

Social Media Guidelines for Staff

The East Grand Forks Public School District recognizes the importance of using social media as a communication and learning tool. Social media can be a powerful teaching and communication tool that can add great value to classroom instruction. When using

social media, all staff are expected to serve as positive ambassadors for the district and be appropriate role models for students. The lines between public and private, personal and professional are sometimes blurred in the digital world, however you will always be considered to be a district employee. Whether it is clearly communicated or not, you will be publicly identified as working for and sometimes representing the district in what you do and say online. Express your ideas and opinions in a respectful manner and consider carefully what you post through comments and photos. Write what you know, be accurate, and add value to the discussion. It is vital that staff maintain professionalism in their interactions with students and the community. Respect the privacy and the feelings of others and do not, under any circumstance, post offensive comments about students, colleagues, or the district in general. Represent the district values of respect, responsibility, integrity, citizenship, honesty and teamwork. Employees should exercise good judgment and common sense while maintaining their professionalism as a district employee. Failure to do so could put you in violation of certain existing district policies and at risk of disciplinary action.

Special Education

If you have a student who you believe has something prohibiting their learning, see the counselor, the principal or a special education teacher to get some ideas for interventions. This can be helpful in getting a referral completed later. Also, you will at times be invited to attend IEP meetings. It is vital that you attend even if you have to drop another activity. Our special education department works diligently to get help for kids and to communicate with parents. If you have any questions on student plans, please contact the special education department.

Staff Development

To request staff development, you must first consult your principal. When pre approval is granted, fill out the [staff development form](#). Send the form to the Site Committee to ensure it is in alignment with the Site Professional Development work for the SY. You will be informed by the principal if it is approved or denied.

Student Behavior

It is expected that employees will never strike students and that they be restrained only when there is a danger to the student and/or an employee or school patron. Employees who use restraint techniques must be trained in this technique. Employees are encouraged to seek help when they have problems with students. A Code of Conduct has been approved for implementation in the District. This Code directs the consequences for student misbehavior. All staff members are encouraged to secure a copy of this document and review the content.

Student Handbooks

Each school has developed a handbook unique to the needs of their student population. All handbooks are posted on the individual school website.

Student Supervision

All employees have responsibility for the safety and welfare of the students. General supervision is provided within the school buildings, on the school grounds, and at the site of school sponsored activities. No student should be in the building unless properly supervised. All students assigned to you for the duration of each teaching period are your responsibility. If you are the coach or sponsor of a group or activity you are responsible for those students from the time they arrive at school until the time they leave our doors. Be firm at all times. Report anything that goes wrong to the building principal as soon as possible. Localize your activities and set up enforceable rules. As a coach or group leader you should be the first one here to open up the facility, and you are to be the last one to leave making sure all your students have left the building and have safely acquired a means of transportation to their next expected place.

Teacher Observation

By Minnesota state law, all non-tenured teachers will be formally observed and evaluated a minimum of three times per year during their probationary period. Tenured staff will be formally observed and evaluated every third year unless individual situations warrant more. Formal observation and evaluation will consist of a Pre-Conference, Formal observation in classroom and a Post Conference to discuss observation.

Telephone Procedures

While in scheduled classes, district personnel should make every attempt to not be disturbed by phone calls. Staff members expecting important or emergency phone calls need to notify the office staff so appropriate action can be taken. Personal long distance calls from school phones are not allowed without approval.

Transporting Students

Staff members who are asked to transport students must be licensed drivers and must complete all requirements for the use of a Type III motor vehicle. In no instance should students be allowed to transport other students. Only school vehicles are to be used to transport students. In general, only licensed school bus drivers will transport students. Other staff members may transport students on approved trips with approved school district vehicles upon completion of appropriate training and a review of their driving record. It is forbidden to use student-operated cars to transport students to or from school-sponsored activities. The sponsor of each bus needs to take an accurate headcount before leaving and again before the return trip. All students are required to ride the bus to which they are assigned. Parents may have their student ride home with them if students have a pre-signed note from their parent or legal guardian or the parents or guardians are there to take control of their student and arrange with you to do so. This note must be approved by the principal. A responsible adult must accompany all students on any school-sponsored activity.

Travel Reimbursement

When school district employees travel on District business, expenses such as mileage, meals and hotels may be fully or partially reimbursed. For mileage, employees will be reimbursed at the IRS mileage rate when a school vehicle is not available. If a school vehicle is available, but the employee chooses to use their own vehicle, the District will reimburse for the cost of gas. It is important to keep receipts related to expenditures and an accurate record of mileage. Employees traveling on District business are encouraged to seek instructions from their immediate supervisor regarding a vehicle request and submission of the travel voucher. All travel must be approved in advance by the appropriate supervisor.

Work Orders

Please use the following work order links for maintenance and technology related problems. If the problems are not resolved in a timely manner, please send an email to the following staff members and cc your building administrator.

Maintenance - Mike Dschaak at mdschaak@egf.k12.mn.us

Technology - Jason Kalt at jkalt@egf.k12.mn.us & egftechs@egf.k12.mn.us

Technology Fix It Ticket Link - bit.ly/egftroubleticket

Maintenance Fix It Ticket Link - bit.ly/EGFMaintenanceRequest

DISCLAIMER

This handbook contains brief summaries of laws, Board of Education Policies, contractual agreements, and administrative regulations which affect you as an employee of the District. In most cases, these summaries are not exact reproductions of the laws, policies, contractual agreements, conditions of employment or regulations. In addition, they may change after the publication of this handbook. In the event there is a conflict, the law, Board of Education Policy, contractual agreement, conditions of employment or administrative regulation shall take precedence. Every effort has been made to accurately represent the policies and procedures of East Grand Forks Public Schools. East Grand Forks Public Schools reserve the right to change the information enclosed in this handbook at any time.