"We see a future where every individual is valued, Anishinaabe language, culture, and lifelong learning are embraced, and students are empowered to become Red Lake Ambassadors in the global community."

When the Children thrive, the Nation thrives.

2026-2027 Employee Handbook

Intro

This handbook serves as a helpful resource to Red Lake Public School District #38 (hereafter referred to as "the district" or "District") employees regarding the district's policies, rules, and regulations. This information will supplement the information in other job-specific handbooks provided to employees covered by the Minnesota School Employee Association (MSEA) Agreement, Teachers' Master Agreement, Principals' Master Agreement, and Confidential Employees Agreement.

The Employee Handbook has been written to co-exist with all Master Agreements without conflict. If there is a conflict between the Employee Handbook and the Master agreement(s), the provisions of the Master Agreement will prevail for represented employees.

The district reserves the right to improve, modify, rescind, or add to any of the policies or information described in this handbook without prior notice. The contents are provided as information only and should in no way be construed to be a contract of employment.

Please feel free to contact the District's Human Resources Coordinator if you have questions regarding this information.

Successful Employment at Red Lake Public School District 38

The district values all employees and believes the roles and responsibilities of every position are critical in realizing the *Vision* and *Mission*. In addition, if employees are successful in completing their assigned work, our students will achieve high levels academically, socially, and emotionally.

Although the various positions staff members hold differ from each other, there are four basic elements that are common to our collective success:

1. Customer Service: Being willing to go the extra mile to ensure satisfaction for everyone we encounter
2. Job Performance: Working diligently, to the best of your ability, all day, every day
3. Teamwork: Collaborating to achieve maximum benefit; cooperatively overcoming obstacles
4. Professional Standards: Acting with integrity in an ethical, respectful, and courteous manner.

Vision:

Ge-izhinaagwak Naagaj:
Ge izhinaagwak endazhi-izhinaagwak naagaj epiitendaagoziwaad endashiyang, Anishinaabemowin, gidizhitaawinaanig, gikendaasowin noomag mashkawinan, miinawaa abinoojiyag mashkawanamowaad ji-ani-bimiwijigewaad miziwekamigaang

We see a future where every individual is valued, Anishinaabe language, culture, and lifelong learning are embraced, and students are empowered to become Red Lake Ambassadors in the global community.

Mission:

Gidoozhitoomin ganawenjigewin miinawaa debwewin gikendaasowin gaa-ayaawaad.

Giwiiji-anoki'idimin gakina awiiya ji gashkitooyang ji mooshkina'tooyang gaa-gashkitoowaad abinoojiyag

We cultivate each student's respect for themselves, the culture of the Red Lake Nation, and the global community. We offer an engaging and relevant academic curriculum with Anishinaabe language and culture. We create a safe and positive learning environment. We work together with students, parents, staff, and the community to provide all students with the tools and skills to achieve their full potential.

Whom to Contact in the District Office Regarding….

This will follow the 3-deep concept for the district office. Meaning that when the first individual listed to contact is not available, the second and third individuals will be able to assist.

Requisitions/Purchase Orders *Question including but not limited to requisitions and payments*

1. Michelle Barrett ext. 1011
2. Sherri May ext. 1006
3. Willie Larson ext. 1008/Alysha Beaulieu ext. 1014

Account Codes *Questions on proper account codes*

1. Building Principal
    a. Ponemah: Aaron Jabs ext. 1901
    b. Red Lake Secondary Grades 10-12 and ALC/TLC Programs: Shelly Fredriksen ext. 1215
    c. Red Lake Secondary Grades 6-9 and Online Programs: Tracy Olson ext. 1101
    d. Red Lake Elementary Complex (Grade 3-5): Stephanie Amberg ext. 1805
    e. Red Lake Elementary Complex (Grade Pk-2): Amanda Norman ext. 1301
2. Willie Larson ext. 1008/ Alysha Beaulieu ext. 1014
3. Michelle Barrett ext. 1011

Licensed Payroll *Questions concerning payroll for licensed staff*

1. Billie Jean Strong ext. 1004
2. Crystal Schoenborn ext. 1003
3. Willie Larson ext. 1008/Alysha Beaulieu ext. 1014

Non-Licensed Payroll *Question concerning payroll for non-licensed staff*

1. Crystal Schoenborn ext. 1003
2. Billie Jean Strong ext. 1004
3. Willie Larson ext. 1008/ Alysha Beaulieu ext. 1014

Employee Benefits *Questions concerning Health, Dental, Life, and LTD*

1. Ashley Nelson ext. 1122
2. Willie Larson ext. 1008/ Alysha Beaulieu ext. 1014

Personnel Files *Questions concerning employee personnel files*

1. Ashley Nelson ext. 1122
2. Willie Larson ext. 1008/ Alysha Beaulieu ext. 1014
3. Billie Jean Strong ext. 1004
4. Crystal Schoenborn ext. 1003

Facilities and Grounds *Questions concerning any facilities and Grounds*

1. Head Custodian
2. Building Principal
3. Chris Borg ext. 1005

Keys and FOBS *Questions concerning hard keys or electronic FOBS.*

1. Donald Brun ext. 1175
2. Ashley Nelson ext. 1122
3. Chris Borg ext. 1005

Student Enrollment *Questions concerning MARSS*

1. Building Secretary
2. Cheyanne May ext. 1000
3. Willie Larson ext. 1008/ Alysha Beaulieu ext. 1014

Accounts Receivable Staff authorized to receive funds

1. Michelle Barrett ext. 1011
2. Sherri May ext. 1006
3. Willie Larson ext. 1008/Alysha Beaulieu ext. 1014

Employment *Questions on open positions, transfers, drug testing, applications, background checks, and training*

1. Ashley Nelson ext. 1122
2. Willie Larson ext. 1008/ Alysha Beaulieu ext. 1014
3. Sherri May ext. 1006

Technology *Questions on technology (iPad, Laptops, computers, programs, and smartboards) that the help desk cannot resolve.*

1. Kenny Perreault ext. 1013
2. Mike Brambrink ext. 1026
3. Blake Dierkhising ext. 1966 or 1820

Mail and Freight *Questions concerning inter District and outer District mail*

1. Brandi Roy ext. 1009
2. Cheyanne May ext. 1000
3. Willie Larson ext. 1008/ Alysha Beaulieu ext. 1014

Transportation *Questions concerning Transportation for the District – both student and employee*

1. Mike Nelson ext. 1836
2. Dee Roberts ext. 1802
3. Lisa Defoe ext. 1837

Food Service Questions about free & reduced lunch applications, food allergies, and menu questions.

1. Andrew Erickson ext. 1158
2. Willie Larson ext. 1008/ Alysha Beaulieu ext. 1014
3. Tim Lutz ext. 1001

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Alarms: Security alarms exist in all educational facilities. Activation of an alarm results in a response by local law enforcement and may result in a charge to the district. Employees should not attempt to access a District facility after hours unless the alarm has been turned off or they have received instruction on the proper use of the alarm system. Employees who require access to a building outside of school hours should contact the building principal for approval.

Americans with Disabilities Act: Red Lake School District complies with all applicable provisions of the Americans with Disabilities Act ("ADA"), as amended by the Americans with Disabilities Amendments Act ("ADAA") and related state laws. The district will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The district will also engage in an interactive process and make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship or a direct threat would result.

Annuities – 403(B) and Minnesota Deferred Compensation Plans: State and federal regulations enable qualified District employees to make pre-tax contributions to authorized plans for retirement investment purposes. Earnings, on the dollars, contributed to qualified plans, accumulate with no tax liability until withdrawn. Contributions to a 403(b) or Minnesota Deferred Compensation plan account are handled through payroll deduction and can be canceled at any time. Employees who are interested in a tax-sheltered annuity program may contact the District Business Office staff or refer to the appropriate master agreement or contract for a current list of providers.

Asbestos Plan and Actions: The Building and Grounds Director will annually notify in writing employees including teacher and employee organizations of (1) the availability of their asbestos management plan, and (2) planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities (planned or in progress).

Attendance: The primary responsibility of all District employees is to provide support for educational services for students. Employees are expected to report to their assigned work location on time for each scheduled workday. Any time an employee is absent or late, the district and students are negatively impacted, and an extra burden may be placed on fellow employees. All employees are responsible for notifying their supervisor or designee of absence per building procedures.

All building principals/department supervisors will provide employees with specific written procedures for reporting absences and, if applicable, the process for acquiring substitutes.

Bullying: An act of bullying, or cyberbullying, by either an individual or a group is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. All employees are expected to review the District's Board Policy 514 and to report alleged acts of bullying to the supervisor immediately. In addition, all employees are required to engage in ongoing training on bullying as a condition of employment.

Cell Phones: Employees who are issued District cell phones are to use the issued phones to complete job duties during work hours and in emergency situations outside of work hours.

The use of personal cell phones during work hours is prohibited, except during the employee's scheduled breaks and duty-free lunch periods.

COBRA: The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage called continuation coverage at group rates in certain instances where coverage under the plan would otherwise end. If you are covered by the district's group health

insurance plan and lose coverage because of a reduction in hours or the termination of your employment, whether voluntary or involuntary (except in cases of gross misconduct), you have the right to elect continuation coverage. For further details concerning the continuation of benefits under COBRA, please contact the District Business Office.

Committees: Employees are welcome and encouraged to become involved in the various District committees and should contact the Superintendent if they are interested in doing so.

Communication: The primary means of communication between the district and employees will be email; however, U.S. Mail and mailboxes in each school may also be used. Please refer to guidance under the topics of Email and Mailboxes within this publication for additional information.

Community Education: The Board affirms a strong commitment to the community education program and welcomes the use of school buildings by the community when available. A Community Education Advisory Committee shall assist in promoting community education and provide guidance to the district on matters pertaining to relevant topics. For additional information, please refer to Board Policy 901.

Community Relations: It is important for employees to consider themselves representatives of the district, and support for Red Lake Schools and our students is appreciated. The School Board urges staff to participate in all community activities, to get to know the community, its influences, and its opportunities for students. The support of public education depends upon the confidence the public has in its schools. It is the Board's wish that all employees become an integral part of the community, share in its life and interests, and contribute to its general welfare. In addition, the Tribal Chairman and Council extend a warm welcome to all employees to engage in community activities outside of school hours whenever schedules permit. Please refer to Board Policy 427 for more information.

Complaint Procedure: Communication and the resolution of conflict are very important components of an effective and efficient organization. If a problem arises that an employee is unable to solve, it should be taken to his/her immediate supervisor and, if warranted, referred to the appropriate department for resolution. If the issue cannot be resolved at the lowest level, the employee should follow the chain of communication, as referenced on page 4, and take the complaint to the next level of the organization until the complaint is resolved. Please refer to the District's Board Policy 103 for additional guidance.

Confidentiality: While employed with the district, staff members will have access to confidential information. It is expected that all staff will maintain the confidentiality of all matters pertaining to educational matters and that they will respect the privacy and dignity of students and staff by only discussing such issues with others that have a legitimate need for the information. In accordance with Minnesota Statute, Chapter 13.32, sharing private data regarding students is strictly prohibited without appropriate authorization. Employees who are asked to disclose private or confidential information should contact their supervisor prior to fulfilling any request. For additional information, please refer to Board Policy 515.

Crisis Management and Standard Response Protocol: All staff should read and become familiar with the District's Crisis Management Plan. Manuals detailing all aspects of the District's Plan are prominently displayed in all classrooms and work areas, and a quick reference guide is available electronically at Crisis_Manual_-_Quick_Reference_Guide.pdf (core-docs.s3.amazonaws.com). If you have questions about the Crisis Management Plan, please contact the District's Facilities Director.

Corporal Punishment: Employees of the school district shall not inflict corporal punishment (striking or using unreasonable physical force) upon students. Designated staff who are properly trained in restraint procedures may use reasonable force when necessary to prevent a student from harming themselves or others. Please refer to School Board Policy 507 for additional information.

Direct Deposit: The District offers direct deposit of employee wages. It constitutes significant savings relating to staff time and the material costs of printing and distributing paper checks. Employees typically have more immediate access to their wages and do not have to expend time and resources cashing or depositing paper checks. For more information or assistance with direct deposit, please contact a staff member in the Payroll Department.

Drinking Water Report: Minnesota Statutes, section 121A.335 requires the school district to develop and implement a plan to test for the presence of lead accurately and efficiently in water in all public-school buildings serving students in pre-kindergarten through grade 12. Testing must occur once every five years. For a copy of the complete test results, contact Chris Borg, Red Lake Schools Facilities Manager at, (218) 679-1705.

Drug and Alcohol-Free Workplace: The District shall provide a work environment that is free of drug and alcohol use to maintain a safe and healthy educational setting for students. The use of controlled substances in any form is strictly prohibited during work/school hours. For additional information on Drug and Alcohol Testing and Drug-Free Workplace, please refer to Board Policies 416 and 418, respectively.

Earned Sick and Safe Time: Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees accrue one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Email: Email is available to all employees, and they are expected to use email accounts for job-related purposes only. Important communication is often delivered via email, and employees are expected to check their District email accounts daily. Responses to emails should occur within a 24-working hour period. All staff is reminded that District email accounts are considered public information. There are limited expectations regarding the privacy of information shared via email. Employees are expected to exercise caution when communicating sensitive information. In addition, staff should ensure all email messages are communicated professionally and courteously. Contact the Technology Coordinator if assistance is needed in accessing or using email and consult Board Policy 524 for additional information.

Emergency Closings: Notice of weather-related school delays and closings will be made over the KB101 radio station and WCCO television station; in addition, the district will launch a message via the District's automated phone messaging system and official Facebook page. The decision to delay/cancel school due to inclement weather will be made as soon as feasible. For more detailed information, please refer to Board Policy 602A.

Emergency Drills: To maintain a safe and secure school environment, all District facilities will undergo

various emergency preparedness drills throughout the year. These drills are designed to assist all employees in safely executing required crisis management practices. All employees are required to engage in the practice of these procedures. If you have questions or need additional information regarding emergency drills, please contact your building principal or the District Facilities Director.

Employee Assistance Program: The District provides the Employee Assistance Program (EAP) as a service to all employees and members of their household as part of the group health insurance program. This benefit provides help to staff members and their dependents who are experiencing mental or emotional problems, marital difficulties, financial challenges, alcohol or chemical dependency, legal problems, or other issues. Employees are encouraged to seek assistance through the EAP if needed at 866-451-5465 or www.niseap.com (password NISenhanced). For more information on this benefit, please contact the Business Office.

Employee Discipline Policy: The purpose of this policy is to achieve the effective operation of District programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly regarding employee conduct. Misconduct will result in the imposition of discipline consistent with District policy. Please refer to the following Board Policies 403 and 403.1 for more information.

Employee Publications, Instructional Materials, Inventions, and Creations: The District reserves the proprietary rights of publications, instructional materials, inventions, and creations that employees develop or create while they are employees. For additional information, please refer to Board Policy 409.

Employee Right to Know: The District is committed to providing all employees with a hazard-free, safe workplace and requires employees who are routinely exposed to hazardous substances to engage in annual training. Please refer to Board Policy 407 for more information.

Employee Self-Serve: All employees have access to an Employee Self-Serve (ESS) webpage via the District's website at Payroll | Red Lake Schools, which contains information regarding payroll, pay stubs, leave records, W-2s, Form 1095, contracts, and other helpful information. If you have questions regarding the use of the ESS webpage, please contact the Payroll Department in the District Business Office.

Employee Student Relationships: The District is committed to an educational environment in which all students are treated with respect and dignity. As described in Board Policy 423, employees should provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and professional conduct. Employees are expected to exercise good judgment in all interpersonal relationships with students and should be mindful of their inherent positions of authority and influence over students. For additional information on appropriate relationships with students, refer to Board Policy 423.

Employee's Workday and Schedule: The immediate supervisor or designee is responsible for determining employee work hours and schedules, including time for breaks, planning periods, lunch times, etc. If staff need to leave the building during work hours, hourly employees are required to notify their supervisor and then clock out; salaried staff members are required to notify their supervisor and then sign out.

Employment Opportunities: Position vacancies are posted on official bulletin boards, the district's website, advertised in the district's official newspaper, and sent via email to all staff.

Equal Employment Opportunity: The District is committed to complying with all applicable laws governing equal employment opportunity. The District does not discriminate in employment opportunities or practices on the basis of any protected class, including race; religion (all aspects of religious beliefs, observance, or practice, including religious dress and grooming practices); color; national origin; ancestry; physical disability; mental disability; medical condition (including cancer or a record or history of cancer); genetic information; sex (including pregnancy, childbirth, breastfeeding or related medical conditions); gender identity or expression; sexual orientation; marital status; registered domestic partner status; veteran status, current or prospective service in the uniformed services; age; or any other protected class under federal, state, or local law. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category. For additional information, please refer to Board Policies 402, 402.1, 402.2, and 402.3.

Equipment Use: The District encourages the use of school equipment for community purposes if it does not interfere with school programs. School equipment or facilities may not be used for personal gain or convenience. For additional information on the procedures for acquiring the use of facilities, please refer to Board Policy 902, or contact the building principal.

Expectations of Privacy: The District may enter and search/review school property/buildings at any time, without notice. This includes but is not limited to classrooms, offices, desks, file cabinets, lockers, personal vehicles, school vehicles, voice mail, email, and computers.

Expense Reimbursement: Board Policy 412 requires all district business expenses such as transportation, meals, lodging, registration fees, materials, and other reasonable costs to be approved by the supervisor prior to being reimbursed. When District vehicles are not available for employees to use while conducting off-site business, mileage will be reimbursed at the mileage rate set by the School Board policy. Employees utilizing district funds to pay for airline travel are required to ensure credits issued by the airline benefit the district rather than the employee. For additional information, please refer to Board Policy 412.

Facilities Use: The District encourages the use of school facilities for community purposes if it does not interfere with school programs. School facilities may not be used for personal gain or convenience. For additional information on the procedures for acquiring the use of facilities, please refer to Board Policy 902, or contact the building principal.

Federal Nondiscrimination Notices:

1. Title IV of the Civil Rights Act - Requires school districts to inform applicants for employment and employees of their protections against discrimination based on race, color, or national origin. 34 C.F.R. 100.3

2. Boy Scouts of America Equal Access Act – Requires school districts to notify individuals they provide equal access to public school facilities to the Boy Scouts of American and other designated youth groups. The notice must make the information available in a manner necessary to inform people of the protections under the Act. Act. 20 U.S.C. 7905

3. Title IX of the Education Amendments – Requires schools districts to inform applicants for employment and employees that they do not discriminate based on sex. 34 C.F.R. 100.6(d)

4. Section 504 of the Rehabilitation Act – Requires school districts to notify applicants for employment and employees of their protections against discrimination based on disability. The notice shall state that the school district does not discrimination on the basis of disability in violation of section 504; it shall identify the responsible employee; continuing notification may be by posting notices or placing notices in district publications and distributing written communications. 34 C.F.R. 104.8

5. Title II of Americans with Disabilities Act – Requires school districts to inform applicants for employment and employees of their protections against discrimination based on disability under the Americans with Disabilities Act. The notice shall designate the responsible authority (name, office address, and telephone number) and grievance procedures shall be published. 28 C.F.R. 35.106 and 35.107

6. Age Discrimination Act – Requires school districts to notify applicants for employment and employees of their protections against discrimination based on age. The notice shall designate the responsible authority (name, office address, and telephone number) and grievance procedures shall be published 34 C.F.R. 110.25

The Office of Civil Rights recognizes that schools may wish to use one statement to comply with all of the above requirements. A combined nondiscrimination notice should contain two basic elements: (1) a statement of nondiscrimination that specifies the basis for nondiscrimination; and (2) identification by name or title, address, email, and phone number of the employee(s) responsible for coordinating the compliance efforts. See a sample combined notice here.

*Please note that Minn. Stat. Ch. 363A prohibits discrimination based on race, color, creed, religion, national origin, sex, gender identity, age, marital status, status with regard to public assistance, sexual orientation, familial status, or disability. It is best practice to include these additional classes in all nondiscrimination notifications.

Field Trips: All field trips and other activities involving student travel must be approved at least two weeks in advance by the building principal. The district will assume all costs associated with field trip activities and has established a per pupil field trip allowance for all students to ensure equitable access to field experiences. It is not permissible to host fundraising events to cover costs above and beyond the budgeted amount for field trips that are part of the regular or special education programs. Students should not be asked to personally provide additional funds for added expenses, such as admission fees.

Food service staff members will provide sack lunches as needed for field trips if the food service department is notified at least two weeks in advance. Staff that is planning to have students out of the building for either breakfast or lunch but they do not require a sack lunch, the teacher shall notify food service staff by email at least one week in advance so they can adjust the number of meals accordingly by preparing less meals.

Family and Medical Leave Act of 1993: The Family and Medical Leave Act (FMLA) of 1993 requires that the district provides up to 12 work weeks of unpaid, job-protected leave to all eligible employees for certain family and medical reasons. To be eligible the employee must have worked a minimum of 1,250 hours during the twelve months prior to the leave. For more information on FMLA, see Board Policy 410 or contact Human Resources.

Fundraising: The School Board recognizes the desire for some student organizations to raise funds and is sensitive to the need for the constraint to prevent fundraising activities from becoming too numerous or overly demanding on employees, students, and the public. In accordance with Board Policy 511, please see the following guidance on the raising of funds for student organizations:

1. Staff members assigned to sponsor student organizations must seek approval for the fundraising activity from the building principal.
2. All requests to host fundraisers for student organizations must be made in writing to the building principal prior to the September School Board Meeting each year.
3. Each student organization will be permitted to host one fundraising activity or concession stand sales activities in collaboration with the regular concession stand sales per school year.
4. Fundraising sales, hosted in collaboration with the regular concession stand, must be coordinated with and approved by the HS principal.
5. The district discourages food fundraisers beyond those hosted in collaboration with the regular concession stand sales and encourages the use of non-food fundraisers.
6. The superintendent will provide a listing of approved fundraisers annually as part of the September School Board Report.

District resources (supplies, equipment, employee time, student time, or buildings/property) cannot be used to personally benefit an individual student, family, or employee. Fundraising is only allowable to benefit the school board approved groups or committees.

1. Revenue for activities that are part of the general or special education program, such as field trips, cannot be supported through fundraising activities. Such activities are a component of the educational program and will be funded through the building budget.
2. Fundraising activities as described in this section that requires the use of District facilities must be provided for the use of such activities as described in School Board Policy 902.
3. 50/50 raffles are subject to the same guidelines as fundraising and shall follow the same approval process. Funds raised in raffles may only be used to defray the school district's costs of sending event participants to high school activities held at other locations.

Employees are not to request funds from the Red Lake Nation Tribal Donation Committee for school-related programs or activities without prior permission from the School Board. If an employee wishes to seek financial support from the Red Lake Nation Tribal Donation Committee, he/she must request permission from the School Board prior to submitting their request. Request forms are located on the District Website under the header Staff Forms. If approved, the district will provide a signed authorization form. Requests to the Donation Committee which do not have a signed authorization form will not be accepted.

Guest Speakers / Presenters: Guest speakers and presenters can make excellent contributions to students' educational experiences. Employees wishing to have guests contribute to classroom activities should seek approval from the building principal, who will review the role, topic, background, and qualifications of the presenter in advance.

Gifts and Gratuities: As a representative of a public employer, it is essential that your work is perceived as being free from external influences. In compliance with Board Policy and Minnesota Statute, it is our practice to decline gifts, gratuities, or favors from outside organizations or individuals doing business or seeking to do business with the district. Gifts with a value of $5 or less may be accepted; all others should graciously be declined. If you have questions regarding gifts, please contact the Superintendent or refer to Board Policy 421 or Minnesota Statutes 10A.071.

Harassment and Violence: The District strives to maintain a learning and working environment that is free from harassment and violence and prohibits any form of harassment or violence based upon race, color, creed, religion, national origin, sex, age, marital status, and familial status, status regarding public assistance, sexual orientation, or disability. As detailed in Board Policy 413, violation of this expectation occurs when a student or employee harasses or threatens violence (sexual or otherwise) to another student or employee. Anyone who believes he/she is a victim of harassment of any kind should report the incident to their supervisor, the building principal, or the District Human Resources Coordinator immediately to initiate a full investigation. Please refer to Board Policy 413 for more information.

Hazing Prohibition: Activities that interfere with the safe learning environment for students are prohibited. As defined in Board Policy 526, hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person to be initiated or affiliated with a student organization. The district will investigate complaints of hazing and will take disciplinary action against anyone who is found to have committed or tolerated acts of hazing. Please refer to Board Policy 526 for additional information.

Insurance: Group insurance benefits are available based on the provisions of the applicable bargaining unit's benefits package. The district health insurance plan is administered by Medica. Questions regarding health insurance claims can be addressed by calling866-745-9919. The district dental insurance plan is administered by Simple Dental. Call 800-270-4158 with questions regarding dental insurance. Employees should refer to the applicable collective bargaining agreement or terms and conditions of employment for more detailed information or contact the District Human Resources Coordinator. The benefits start date varies by unit master agreements. Generally, benefits will begin the month following the date the application material is submitted to the Human Resource department. Benefits cease on the last day of the month in which the last contract day occurred.

Internet: As stated in Board Policy 524, the use of the District's Internet access is a privilege, not a right, and it is provided to further the educational goals of the district. The purpose for the use of the Internet is limited to educational objectives such as classroom projects, education research, and career development activities. The District's Internet access should not be used by employees for personal activities or business; or to post, transmit or distribute defamatory information regarding any person or organization. Employees who engage in unacceptable uses of the Internet even while off District property and outside of work hours may be subject to discipline if the use by the employee is deemed to compromise or otherwise negatively impacted the school district, student, or staff member.

Interviewing: When appropriate, staff members may be asked to participate in interviewing for employment postings. Please let your supervisor know if you are interested in volunteering for staff interviews.

Job Responsibilities: All positions have specific responsibilities and expectations. Employees should speak with their supervisor if they have questions regarding job functions. Employees are required to be flexible in job assignments and willing to take on new assignments from time to time as jobs evolve.

Keys and 'Fobs': Employees may be issued keys and/or electronic fobs to access District facilities. Staff must exercise care to keep these items secure to prevent unauthorized access to District facilities. Employees should report the loss of a key or fob to the building administrator or District supervisor immediately. Employees will be charged $200 for each key that is lost/stolen and $50 for each fob that is lost/stolen.

Lane Change: When appropriate, staff members may be asked to participate in interviewing for employment postings. Please let your supervisor know if you are interested in volunteering for staff interviews.

Leave Donation: Employees may donate sick leave to another employee. Donation of personal or vacation leave will not be allowed. The employee receiving the sick leave may use it in accordance with the current sick leave policy. MSEA and other non-licensed staff may donate no more than 20 hours per year to an individual in the same union; members of Education Minnesota and Principals Association may donate no more than three days per year to an individual in the same union or group. Employees may only receive donated leave if all other accumulated leave is exhausted.

Please refer to Board Policy 411 for more information.

Leave Requests: Employees who must be away from their assigned work location, other than for scheduled lunch periods or breaks, must obtain appropriate authorization from their supervisor. Leave requests should be made through the electronic time management system to the appropriate supervisor as soon as the employee is aware that such leave is needed. This is the employee's responsibility.

It is the employee's responsibility to submit all leave requests. Employees must complete and submit a leave request via the electronic time management system within one workday of their return to work. The payroll system uses this data to determine the amount of pay to provide to an employee. Failure to enter leave into the electronic time management system will result in leave without pay on the appropriate paycheck for the date the employee missed. Leave without pay must follow the preapproval procedure.

Employees should refer to the applicable collective bargaining agreement or terms and conditions of employment for more detailed information on the use of leave.

Licensure/Certification: As described in Board Policy 424, it is the district's obligation to ensure all staff whose positions require a license or certification are properly licensed; further, it requires all staff to maintain a current and valid license/certification. For additional information on this topic, please refer to Board Policy 424.

Mailboxes: Employees are assigned a mailbox in or near the main office of all school/district buildings, which is used to distribute mail and other district communications throughout the day. All staff is expected to check mailboxes and remove mail daily.

Mandated Reporting: The District and its employees are bound by statutory requirements regarding the mandatory reporting of child neglect or abuse and the maltreatment of vulnerable adults. Board Policies 414 and 415 outline the district's obligation in this area in compliance with Minnesota Statutes 626.556 and 626.557. District staff is required to report suspected child neglect/Abuse and adult maltreatment. Employees who suspect the abuse of a child or vulnerable adult should report the incident to the Red Lake Family and Children's Services at 218-679-2122 immediately. Mandated Reporting training is completed annually using Infinitec.

Materials Storage, Furniture, Fixtures & Equipment (FF&E) and Display: To provide for a safe school environment conducive to learning and to minimize liability, safety hazards, energy usage, and replacement costs, please do not:

- Store materials within two feet of the ceiling
- Accumulate/store excessive amounts of combustible materials
- Use items associated with allergens such as upholstered furniture, stuffed toys, pillows, and rugs
- Tape or otherwise affix materials to painted surfaces in hallways (use bulletin boards for the display of items).

The district wants to minimize external materials, furniture, fixtures, equipment, and displays that come into all buildings that are not issued by the school district. Examples of items include but are not limited to heaters, rugs, microwaves, refrigerators, and coffee pots.

Prior to any non-district issued material being brought into buildings, a request needs to be

presented to the Health and Safety Committee. The Health and Safety Committee will consider the following criteria when deciding:

1. Special needs and/or health issues,
2. School Readiness/Pre-K programs,
3. Classrooms where the curriculum requires the use of household appliances (transition classrooms, Health/Wellness rooms, science labs, ext.).

Meals (school cafeteria): Employees have the option of eating school breakfast and/or lunch. All employees are required to pay for their meals by entering their employee identification numbers at the designated point of sale.

The only exception is for those employees who have been asked by the building principal to work or supervise a student or students during their "duty-free" lunch break time. In this situation, the employee's supervisor will complete the "free lunch form" and provide it to the Food Service Coordinator. Once the Food Service Coordinator receives the form, these employees will receive a free lunch for the day or days indicated on the form. Free meals will not be granted retroactively. Meal and Rest breaks must be provided for shifts of 6+ consecutive hours, employees must receive a 30-minute unpaid meal break and 15-minute paid rest break within each 4-hour block. Your supervisor will provide you with your shift schedule.

Medication/Medicine Administration: Only employees that are certified to distribute medication are authorized to do so. Employees that are not qualified nor permitted to engage in any form of medical treatment or diagnosis of students, including the administration of medication. If students are required to take medication during the school day, arrangements must be made through the school nurse or principal. In the event a student is injured or becomes ill, employees must ensure students are able to see the school nurse or principal immediately.

Minnesota Paid Leave: Partial paid leave offered by the State of Minnesota to support employees during qualifying family and medical events, including bonding with a new child, caring for a family member with a serious health condition, addressing personal medical needs, or responding to safety concerns related to domestic or sexual violence.

Hourly employees who apply for the Minnesota Paid Leave will be changed over to an hourly rate and will not be eligible for pro-rate until they email a request for the following school year to the appropriate payroll department. District-paid premiums for insurance will continue when on approved leave. Employee-paid premiums for insurance must be paid in advance for months on approved leave. Please refer to the Minnesota Paid Leave Process on the HR tab on the website for additional information and common questions.

Money/School Funds: Staff members who handle and/or temporarily retain school funds, such as fundraising revenue, will be held responsible for such if the funds are lost or stolen. Employees are advised not to leave cash unsecured and to submit all the money to the District Office at the end of each school day or as soon as possible thereafter.

Non-Certified Staff Accommodated Schedules due to College Enrollment: The Red Lake School District supports our staff in pursuing post-secondary education and is committed to providing accommodated schedules for you to attend college courses pursuant to the following procedures and expectations: 1) The district's primary obligation is to our students and every employee is a vital contributor to meeting that obligation. Therefore a. Schedules can only be accommodated when the accommodation will not have a significant detrimental impact on the employee's ability to perform their job duties -and- when it will not have negative impact on students, and, b. Schedules will be accommodated on an individual basis considering the employee's job classification, the number of hours the employee will be attending class, the impact

class hours will have on the employee's roles and responsibilities, and the district's ability to provide coverage for the employee's essential duties during the anticipated class hours. 2) The district reserves the right to cap the number of employees placed on accommodated schedules by building, program, and/or job classification based on student needs and staffing pattern considerations. 3) An accommodation request must be made through submission of a college course schedule to the Director of Special Services. 4) Schedules will be accommodated in the order the requests are received, with no schedule accommodation provided for requests received after August 1st for fall semester and December 1st for spring semester. 5) Schedule accommodation will be made using one of the following options or using a combination of these options: a. The number of scheduled work hours per week will be reduced by the number of hours necessary to accommodate class attendance (i.e. for a 40-hour work week and 5 hours of attending class, their scheduled work hours per week for the semester will be reduced to 35 hours). b. The number of scheduled work hours will remain the same, but the schedule of hours will change to accommodate class attendance (i.e. for a 40-hour work week and 5 hours of attending class, the staff member will work an hour later than normal each day to 'make up' the class hours and maintain a 40-hour work week). c. The number of scheduled work hours will remain the same, but the employee's break times will be used for attending class (i.e. for a 40-hour work week and 5 hours of attending class, the staff member will consolidate their two 15-minute breaks with their half hour lunch to total the one hour per day of attending class; no additional break times will be granted during the work day and the staff member will maintain a 40-hour work week). 6) Staff on accommodated schedules that result in fewer than their typical full-time hours will be transitioned to 'hourly pay' in the payroll system and will not be eligible to prorate their hours over the course of the year (sometimes referred to as annualizing their paychecks). These staff will be paid for the actual number of hours worked plus any paid leave approved for each pay period. 7) Staff on accommodated schedules that maintain full-time hours may choose to prorate their hours. In this case, the staff member is responsible for checking their electronic timecard every week and reporting any discrepancies to their direct supervisor immediately so as to avoid over- or under-payment of wages. 8) Having an accommodated schedule in one semester does not guarantee accommodation can be made for subsequent semesters. 9) The district reserves the right to refuse accommodation if it does not align with the primary obligation to students or if it cannot be made in accordance with the other provisions in this memo. 10) Staff are not authorized to engage in post-secondary coursework during scheduled work hours without an accommodated schedule and are subject to disciplinary action up to and including dismissal if they are found to be engaging in such work.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations: Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept accommodation. Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

Official Bulletin Board: All District buildings have an official bulletin board for the display of important, work-related materials, including mandated policies, procedures, job postings, and other information. Employees are encouraged to review the information on the bulletin boards regularly.

Overtime: Non-exempt employees working more than 40 hours per week may be subject to overtime

pay unless otherwise stated in the employee's work agreement. Overtime pay will normally be calculated at time and one-half normal base pay. No overtime shall be worked and/or paid without the prior approval of the employee's supervisor. Certain professional, administrative, and supervisory personnel are exempt from the overtime provisions of the Fair Labor Standards Act.

All overtime must be preapproved by the supervisor using the loss/overtime form found on the district website under Staff forms. The signed form will need to be attached to the claim sheet. Questions regarding overtime should be directed to the District Human Resources Coordinator.

For over-time calculations, the work week begins on Saturday and ends on Friday.

Parental Rights: Non-custodial parents have the same rights as custodial parents in regard to access and receipt of school records and information, attending parent-teacher conferences, and being informed about the child's welfare, progress, and status. This includes, but is not limited to access to school records, notification of school events, and attendance at individual education plan (IEP) meetings. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by a court order. The school cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent is responsible for advising the school district when access by the non-custodial parent is limited or restricted and providing documentation of such. When the non-custodial parent has the right to pick the student up from school, the school should be informed; the school will not release the child to the non-custodial parent without the consent of the custodial parent.

Pay Advances: The District does not provide pay advances, early checks, or extension of credit to employees.

Payroll: All licensed employees are paid on the 5th and the 20th of each month. If either date falls on a non-school day or weekend, wages will be paid on the last working day prior to the 5th or the 20th. Non-licensed employees are paid bi-weekly on Fridays, according to Board policy. If a payday falls on a holiday, wages will be distributed the day immediately before the holiday.

Personal Property: The District does not assume any responsibility for loss, theft, or damages to personal property (including but not limited to cell phones and other electronic equipment.) Employees are advised not to carry unnecessary amounts of money or other valuables.

If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. The district will not reimburse employees for loss, theft, or damage of personal property.

Personal appliances such as refrigerators, coffee makers, lamps, etc., must meet safety codes. Minnesota Statute 121A40 – 121A.56.

Personnel Files: All employees have a personnel file maintained by the district. With reasonable advance written notice, staff members may review their personnel files, in the District Office, in the presence of a District Office staff member. Employees receive copies of all materials when they are placed in the personnel file; additional copies may be made available to staff upon request and at the employee's expense.

Positive Behavior Interactions: Red Lake Schools promote the use of positive approaches for behavioral interactions for all students. School environments that are positive, predictable, relevant, and effective are safer, healthier, and more caring, have enhanced learning and teaching outcomes, and provide a continuum of support for all learners.

Professional Appearance: It is the expectation of the district that employees report to work well-groomed and appropriately dressed for their job assignments.

Public and Private Personnel Data: Board Policy 406 provides guidance as to the types of data the district collects and maintains on its employees. Data classified as public by Minnesota Statute or federal law is accessible to the public. This includes employee data such as name, salary, job title,

job description, work location, and bargaining unit. Other data is available to appropriate District staff with a legitimate need-to-know basis, such as employee's dependents, personal contact information, or job performance records. Private data cannot be released to unauthorized individuals without the written consent of the employee. Please refer to Board Policy 406 for additional information or contact the Superintendent.

Pupil Fair Dismissal Act: This law (Minnesota Statute 121A.40 through 121A.56) details student and parents' rights regarding dismissal from school. Staff should be reminded that only the School Board may expel students. For more information, go to the Minnesota Department of Education's website Ch. 121A MN Statutes

Repair Requests: Employees should enter a service request using the School Dude electronic application to request repairs of school facilities, equipment, or technology at Welcome to MySchoolBuilding . If you have questions regarding the use of School Dude, please contact the Facilities Director or Technology Coordinator.

Requisitions, Purchase orders, and Supplies: Staff wishing to purchase materials must seek approval before making a purchase. Please note that the district is not financially responsible for purchases that are made without prior approval**.** To purchase materials, please see the following guidance:

Sending an order

1. Complete a requisition in the electronic finance system (SmartEr).
2. Route the requisition to the appropriate administrator/supervisor.
3. If the requisition is approved, the business office will create a purchase order and forward the approved purchase order by email to the person who created the requisition. The person who made the requisition is responsible for sending the approved purchase order to the vendor.
4. When the order is received, verify that all items are accounted for and are not damaged.
5. Forward packing slips/invoices to the business office with a note on the materials stating that the materials were received, the requisition number, and that the district may pay the invoice.
6. If materials are to be returned, copy the business office on all correspondence.

Making a purchase that requires reimbursement

1. Complete a requisition in the electronic finance system (SmartEr).
2. Route the requisition to the appropriate administrator/supervisor.
3. If the requisition is approved, the business office will create a purchase order and forward the approved purchase order to the purchaser.
4. Once the requestor has received the approved purchase order, they may make the purchase.
5. Forward copies of the receipt (with requisition or purchase order number) to the Business Office with a note on the materials stating that the materials were received and that the district may pay the invoice.
6. A reimbursement check will be mailed to the address the district has on file.

Resignation: The District expects non-licensed staff to provide two weeks' advance notice of the intent to resign. Letters of resignation should be provided to the District Human Resources Coordinator, with a copy to the immediate supervisor.

Licensed staff should follow the notification requirements established by Minnesota Statutes and their applicable collective bargaining agreement. Please note, M.S. 122A.40, Subd. 7, "… the teacher's [individual] contract must remain in full force and elect, except … until terminated … by

the written resignation of the teacher submitted prior to April 1. If an agreement as to the terms and conditions of employment for the succeeding school year has not been adopted pursuant to [PELRA] prior to March 1, the teacher's right of resignation is extended to the 30th calendar day following the adoption of said contract … [but] the teacher's right of resignation for the school year then beginning shall cease on July 15."

Upon separation of employment, all staff must schedule time with Human Resources on their last day of work to return keys/district property and complete appropriate paperwork.

Restrictive Procedures

Red Lake Schools uses restrictive procedures, including physical holding and seclusion, only in emergency situations. Emergency means a situation where immediate intervention is needed to protect a child or other individual from physical injury. When restrictive procedures are employed in an emergency situation with any student, the district will adhere to the standards and requirements of Minnesota Statue 125A.0942. Please refer to each building's Restrictive Procedures plan for additional information.

Only individuals specifically trained in the use of restrictive procedures are authorized to use physical intervention with students. Trained individuals may only use physical intervention/restrictive procedures in an emergency situation. The state of Minnesota has defined an emergency situation to mean a situation in which the student's behavior poses an imminent threat to the safety of themselves or others.

We cannot use physical intervention/restrictive procedures to move a student from one location to another (unless moving the student is the only means of keeping the student safe), or to prevent a student from destroying property (unless in the act of destroying property the student is also putting themselves or others in danger), or to provide discipline/punishment/consequences for unexpected behaviors

Right to Elect Against Saying the Pledge of Allegiance

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that employees must respect another person's right to make that choice.

Safe Driving (transportation): All employees using District-owned vehicles or their personal vehicles for work-related purposes are expected to drive defensively, wear a seat belt, and prepare for bad weather (if applicable). The district encourages all employees to carry safety equipment (winter gear). Employees shall not engage in distractive driving activities, including but not limited to cell phone use when using district vehicles or their personal vehicles for work-related purposes. All staff who use their vehicle for work-related purposes must carry valid insurance on the vehicle and have a valid driver's license. You may be required to show proof of current vehicle insurance or a valid driver's license. All employees who are using a District-owned vehicle shall carry a valid driver's license and complete the type 3 training annually.

Safety: All employees are expected to work together to develop and maintain a safe workplace. The district is committed to providing students, staff, and the community with a safe school environment for all learners. If employees observe unsafe conditions of any type, they should contact their supervisor immediately.

School Board (Members, Meetings, Policy): The District has a seven-member elected board consisting of a Chairman, Vice-Chairman, Clerk, Treasurer, and Directors. Board Member's names and contact information can be found at School Board | Red Lake Schools

Regular school board meetings take place on the third Wednesday of each month. Agendas for the upcoming meetings are posted at the District Office. The public is encouraged to attend. If you have questions regarding school board meetings, please contact a Board Member or the Superintendent.

Policies set by the Board provide governance and guidance for all District operations. For a complete listing of all of the district policies, go to http://redlake.k12.mn.us/, click on the District tab, and select Policies and Procedures from the drop-down menu options.

School Calendar: The Districts calendar is collaboratively developed with input from staff and adopted by the School Board annually. A copy of the current school calendar can be found in the Appendix of this manual or on the website at http://redlake.k12.mn.us/. All staff member's roles and responsibilities are critical to students' success, employees are encouraged to be in attendance every day school is in session if at all possible. The school calendar may be amended by the School Board as needed.

School Identification Badges: The safety and security of District students, staff, and the community are paramount. To this end, the district requires all staff to have their current District-issued ID badge visible on their person during contract hours. Visitors will be issued a school identification badge upon entry into a building. If staff encounter visitors without a school identification badge, please direct the visitor to the security desk.

Section 504 of the Rehabilitation Act of 1973: This federal law prohibits the discrimination of persons with disabilities and protects students with an impairment regardless of whether the student receives special education services or not. In addition, this law requires specialized plans for students with disabilities that may impact access to educational experiences. For more information on Section 504, please contact the Director for Special Services or consult the Minnesota Department of Education's website.

School District Mail Service: Employees may use the district's inter-office, school-to-school mail service, and email for business purpose only. The service cannot be used for personal or commercial gain.

Security of Equipment and Supplies: Employees typically work with supplies and equipment that may be costly to replace if lost, stolen, or inadvertently broken. Employees should exercise care when utilizing such equipment. District supplies and equipment are not for employees' personal use.

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, even if there are no tangible or economic job consequences. If an employee feels they have been subjected to sexual harassment, they should report it to his/her supervisor, the building principal, or the District Human Resources Coordinator immediately to initiate a full investigation. Please refer to Board Policy 413 for more information.

Smoking: See Tobacco-Free Environment.

Social Media: Employees are expected to refrain from using social medial while on work time or on work equipment that is provided by the School District unless it is authorized by a supervisor. Employees should not use the school-provided email address to register on social networks, blogs, or other online tools utilized for personal use unless authorized by a supervisor. Employees are responsible for their own behavior or activity on any social media network, blog, or other online tools. Employees of Red Lake School District must report inappropriate student behavior or activities, including incidents governed by mandated reporting to their supervisor. Please refer to the Social Media Guidelines for more information.

Staff Conduct: The School Board affirms that one of the best methods of instruction is a good example. It is expected that all employees will exhibit behavior that contributes to a school

atmosphere that is friendly and that they will conduct themselves in a professional manner. Please refer to Board Policy 431 for more information.

Staff Evaluations: In order to ensure high-quality staff performance, the district requires regular, comprehensive evaluations of all employees. The position or job descriptions serve as the foundation for the evaluation, which is designed to identify staff members' strengths and areas of growth. For additional information on evaluation procedures, staff should contact their supervisors.

Student Behavior: It is expected that all students will conduct themselves appropriately and abide by the established rules for behavior in each building. When incidents occur, they will be dealt with as described in the school handbooks, and when warranted, discipline will be applied as detailed in the District's Code of Conduct.

Student Injuries: All staff is expected to always protect the safety of students. An employee who witnesses a student injury should take the following action:

1. If trained, administer the necessary first aid or call for the school nurse or other employee who is able to administer first aid.
2. Call 911 if the injury warrants such, noting the specific location of the incident.
3. Contact the school office to alert office staff to the situation.
4. Collaborate with office staff to contact parent/guardian to release the student to their care.
5. Complete an accident report.

Student Handbooks and Code of Conduct: Expectations for students in each of the buildings are outlined in the student handbook. All employees are required to read and become familiar with the student handbook for their assigned work location. Student handbooks may be amended from time to time to allow for changes in laws, rules, regulations, and/or school board policy.

Theft: Staff should report the suspected theft of school property to the building principal for investigation. If the individual responsible for such is identified, he/she will be subjected to disciplinary action, which may include restitution, prosecution, or termination of employment.

Tobacco-Free Environment: The District prohibits the use of tobacco in all school and district buildings, vehicles, and off-campus events sponsored by the district, except when the use of tobacco is part of a traditional or cultural ceremony led by an Indian adult. For additional details on the use of tobacco, please refer to Board Policy 419.

Transporting Students: Staff is not permitted to transport students in their private vehicles. Any transportation of students must be coordinated with the Transportation department. Use of school vehicles will only be permitted with the proper licensing/training requirements. Please refer to Board Policy 710 or contact the Transportation department for additional information.

Travel: The district will provide reimbursement to employees for approved, school-related travel expenses such as airfare, hotel, car rental, registration fees, and mileage. Requests for reimbursement must be submitted on approved forms at least five working days in advance of the travel. Unapproved expenses will be the responsibility of the employee. All out of State travel requires pre-approval from the School Board. For additional information, please refer to Board Policy 215.

Vandalism: Staff should report any damage to school property to the building principal. If, after investigation, there is evidence indicating who caused the damage, the individual will be subjected to disciplinary action, which may include restitution, prosecution, or termination of employment.

Visitors: Parents are encouraged to attend classes with their students and to visit the school to conference with teachers. If a parent/guardian wishes to speak directly with a teacher, they are encouraged to call the school office and make an appointment in advance so the teacher can be readily available. All those who visit school buildings, including parents, family members, volunteers, salespersons, or other organizational representatives, must register at the main office prior to going to classrooms or other areas of the building. Visitors will not be permitted to interrupt classes.

Student visitors (including staff members' relatives, children, etc.) from other districts are not allowed unless specifically approved by the building principal as part of a sanctioned educational experience or conference.

Voicemail: Those staff members who have access to voicemail are expected to check it daily and respond to voice messages within 24-working hours.

Volunteers: The District welcomes volunteers to assist in the schools. Volunteers enrich programs by sharing their talents with the students, stimulating interest in school programs, and fostering community relationships. Volunteers will be required to work under the supervision of a teacher and may be asked to assist by doing such things as reinforcing lessons with students, completing non-instructional duties such as bulletin boards, or providing student supervision. While performing assigned duties, volunteers will be required to maintain confidentiality regarding students and school activities. Volunteers are not employees; however, all volunteers must complete an application and submit to a mandatory criminal background check prior to assuming duties.

Wage Theft Notification: All employers must provide each employee with written notice at the start of their employment and keep a signed copy of the notice on file as of July 1, 2019. The notice must contain required information about an employee's employment status and terms of employment. The notice must include a statement in multiple languages that informs employees they may request the notice be provided to them in another language.

Weapons: The District is committed to ensuring a safe school environment and strictly prohibits all students and adults (visitors and employees) from possessing, using, or distributing a weapon (e.g., firearm, knife, blade, explosive, ammunition) on school property. Active, licensed peace officers and military personnel performing official duties are exempt. For additional information, please refer to Board Policy 501.

Work Habits and Attitudes: All employees have a responsibility to make themselves familiar with, and abide by, the laws of the State and the policies of the Board. Successful student outcomes are dependent upon the professional behavior of all employees, the following responsibilities will be required:

- Regular, prompt attendance
- Support for and enforcement of District policies and regulations
- Diligence in completing job responsibilities as specified
- Care and protection of school property
- Concern for and attention to their own and the district's legal responsibility for the safety and welfare of students, including proper student supervision at all times.
- Communicate effectively and work cooperatively with fellow employees.

Work-Related Injuries: The District covers employees for work-related injuries through its Workers Compensation insurance. Employees must report all work-related injuries to their supervisor and to the Human Resource Coordinator within 24 hours of the incident. An accident report must be completed by the employee and supervisor; failure to do so may result in the rejection of the employee's claim. Employees must seek prior approval before visiting a doctor. The district allows employees to augment Workers' Compensation benefits with personal sick leave in order to receive 100% of their regular pay. To qualify, a leave form must be completed and approved by the employee's supervisor. If you have questions regarding Workers' Compensation, please contact the Human Resource Coordinator.

It is required to visit Board Policies and Procedures site; they can be found here: Documents | Red Lake Schools