

SWANVILLE PUBLIC SCHOOLS

EMPLOYEE HANDBOOK



Board Adopted 8.28.24

Purpose of Handbook

The purpose of this handbook is to acquaint you with general Board of Education policies that govern and affect your employment as an employee of Swanville Public Schools.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedure, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available in the District Office. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

Located in the back of this handbook is an Acknowledgment Form. Once you review this handbook, please read the Acknowledgment Form, sign and date the form, and return the form to School Administration.

Although every effort will be made to update the handbook on a timely basis, Swanville Public Schools reserve the right and has the sole discretion to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right and has sole discretion to modify or change any portion of this handbook at any time.



Table of Contents

(highlighting the most common topics)

Welcome	4	Mandated Reporting	25
Mission/Vision/District Goals	5	Payroll	26
School Calendar	6	Purchase Orders/Reimbursement	27
School Board	7	Report Cards	27
School Information	8	School Closings	27
Equal Opportunity Employment	9	School District Policies	27
Attendance of Employees	10	School Vehicle Use	28
Code of Ethics	13-15	Social Networking Guidelines	28-30
Data Privacy/Confidentiality	17	Student Attendance	30
Dress Code	18-19	Substitute Folders	31
Earned Safe & Sick Time	20	Transportation	31
Emergencies	20	Videos/DVD usage in classrooms	32
Employee Self-Serve (ESS)	21	Visitors	33
Grade Books	22	Staff Acceptable Use Policy	34-37
Harassment/Violence Issues	22	Staff Acknowledgement Form	38
Inventory/Keys	23		
Lesson Plans	24		

Welcome to Swanville Schools. We are pleased you have chosen to work here and hope you will feel a part of the organization at all times. We are committed to offering high quality education to our students.

Whether we are directly teaching, in a supportive role, providing a warm learning atmosphere by providing food, heat, or transportation, or keeping track of pay, policies, or a thousand other details, we pride ourselves on providing the best experience to students we possibly can. We encourage you to join with us in this endeavor and are happy to have you with us.

This handbook provides important information relative to your employment with us. Our goal is to support and assist you in a successful experience with Independent School District #486. If at any time you have questions, please feel free to call or stop in to see our building principal or me.

Sincerely,

Travis Hensch

Travis Hensch, Superintendent



The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following people handle inquiries regarding the non-discrimination policies:

Principal/504 Coordinators

Superintendent/Title IX Coordinator

Swanville Public Schools

602 DeGraff Avenue

Swanville, MN 56382

320-547-5100



Vision

To provide, in partnership with parents and community, a quality education so all students are able to reach their full potential within a caring, secure environment.

Mission

To provide a meaningful education through a safe and caring environment.

District Goals

- 1.** To provide an educational program that allows each student to reach his/her full potential.
- 2.** To monitor student achievement to ensure continuous progress.
- 3.** To provide a safe and secure environment in which all can communicate comfortably.
- 4.** To expect all to take responsibility for their decisions and actions.
- 5.** To provide opportunities for students to be active participants in their education.
- 6.** To inform the public regarding school issues and educational programs.
- 7.** To provide opportunities for all to use and adapt to changing technology.
- 8.** To provide excellence in all areas through effective and efficient use of resources.

Swanville Public Schools believes active parental involvement, consistent communication between school and home, and student engagement in school and community activities are important in inspiring lifelong learners.

2024-2025 SWANVILLE SCHOOL CALENDAR

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Aug 28: OPEN HOUSE						T=4

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
				S=20	T=20	

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
				S=21	T=22	

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				S=18	T=18.5	

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31			S=15	T=15

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				S=21	T=22	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
				S=18	T=18	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31			S=20	T=20.5	

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
				S=20	T=20	

May/June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3			S=19	T=20

- NO SCHOOL
- First/Last Day of Class for Students
- Staff In-Service Day
- Student Early Dismissal (12:00)/Staff Inservice
- Parent/Teacher Conf – HS only (3:30pm-7:30pm)
- High School Showcase night (3:30pm-7:30pm)
- Parent/Teacher Conference (Elem Only)
- Last Day for Students & Early Dismissal for All (12:00)

In the event of school closings, the days would be made up in this order:

- 1st Day: No Make-up
- 2nd Thru 6th Days: E-Learning Days

Student Days = 172
Staff Days = 179

QUARTERS/GRADING PERIODS

Sept 3 – Nov 1	1 st Quarter = 42 Days
Nov 4 – Jan 17	2 nd Quarter = 44 Days
Jan 21 – Mar 21	3 rd Quarter = 42 Days
Mar 24 – May 28	4 th Quarter = 44 Days

For the most updated school information, please go to www.swanville.k12.mn.us

board adopted 3.21.24

Swanville School Board

2024-2025

Name	Exp Date	Committees
Chris Kircher (chair) Since 2008	2024	MSHSL, Staff Dev't, Legislative Liaison, Teacher/Principal Evaluation, Response Team, Negotiations
Kathy Beckman (vice-chair) Since 2002	2024	MSED, Meet & Confer, Harassment/Bullying, Finance, Negotiations
Molly Gerads (clerk) Since 2018	2026	Harassment/Bullying, Finance, Teacher/Principal Evaluation, Paired Sports, Response Team, Calendar, Negotiations
Bill Johnson (treasurer) Since 2018	2026	Community Ed, Harassment/Bullying, Finance, Innovative Schools, Negotiations
Kyle Thieschafer, Jr. Since 2022	2026	Perkins, Technology, Safety, Negotiations
Luke Peterson Since 2016	2024	Meet & Confer, Paired Sports, Negotiations



General School Information

Swanville Public Schools #486 • www.swanville.k12.mn.us

OFFICE (320) 547-5100 • FAX 320-547-2576

 Follow us on Facebook: facebook.com/Swanville486

Activities Website: www.PrairieConference.org

602 DeGraff Avenue / PO Box 98

Swanville, MN 56382

Phone: (320) 547-5100 Fax: (320) 547-2576

Superintendent: Travis Hensch

K-12 Principal: Sheryl Johnson (320) 547-5104

Business Manager: Deb Sieben (320) 547-5102

Administrative Assistant: Hannah Thieschafer (320) 547-5100

Receptionist/School Nurse: Lizz Schafer (320) 547-5156

Food Service: Sugar Opatz (320) 547-5112

Activities Director and Transportation Coordinator: Aaron Gapinski (320) 547-5136

Midstate Education District Contact: Lisa Darveaux, Executive Director

15770 18th Street NE, Little Falls, MN 56345 (320) 631-2500

Early Childhood Program: Beka Swisher (320) 631-2509



Equal Opportunity Employment

The Swanville Public Schools System is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or veteran status, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age, or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Swanville Public Schools Superintendent.

A

Accidents or Sudden Illness - Student

All student and staff accidents must be reported by completing an injury report. Forms are located in the district office. These reports should be turned in within 24 hours to the school nurse or building principal.

Staff is reminded to use universal precautions, wear gloves, and follow procedures when coming in contact with body fluids. All staff are required to train annually on Blood Borne Pathogens and basic first aid.

Staff should take the appropriate first aid action. The first adult on the scene should stay with the victim. Send for assistance immediately. Emergency procedures:

1. Notify emergency personnel immediately (if necessary)
2. Contact school nurse (less serious)
3. Inform the office immediately (all cases)
4. Contact parents (all cases)
5. Fill out accident report form in office (all cases)

For your protection, document everything (who, what, when, where, why, how).

Accidents or Sudden Illness - Staff

If you become injured or sick during work and need to leave, please contact the office prior to leaving, so they can help find a substitute for you. If you are sick the night before work or the morning of, please call the building principal to let him/her know.

Protocol for sick students: Send students to the office. Please call the office ahead of time to let them know how to prepare.

Activity Passes

All staff receive annual passes that allow them and one guest free admission to any school activities. These are passed out at the beginning of each school year.

Advisors/Coaches

All advisors/coaches are required to adhere to the District Student Eligibility Policy found in the Student Handbook. Advisors/coaches must stay until all participants have exited the building after their events. All advisors/coaches are expected to adhere to all rules pertaining to student safety, medical well-being, hazing and harassment.

After School/Before School Activities

Staff assigned to activities and athletic duties are responsible for the students under their care, for supervision of the building and for any school facilities that are used. Under NO circumstances should students be allowed into the building or to use school facilities without proper supervision from either an advisor or a staff member. All staff have the right to ask unsupervised students to leave the building. Coaches and advisors are responsible for securing the building after each away event.

Announcements

High school student announcements will be posted on Infinite Campus and on the TV in the lunchroom. Some announcements may occur at the beginning or end of the day, to prevent interruptions during instructional time. If you have an announcement that needs to be made, please forward it to the administrative assistant by 9:00 am.

Please check your email for staff announcements prior to leaving for the day.

Assemblies

Assemblies will consist of lyceums, pep fests, plays, and meetings to conduct school matters. Every teacher must attend each assembly unless some specific assignment prevents them from doing so. Staff must sit with the students.

Attendance of Employees

Providing service to the students of the district and to the people we work with is the reason the school district exists. Any time you are absent or late impacts our ability to deliver these services and also places an extra burden on your co-workers.

Excessive absenteeism or tardiness may result in corrective measures.

Employees are expected to report to their assigned work location on time each scheduled work day.

HOURS OF SERVICE (all may leave on the last day of the week after the busses roll out)

Teachers 7:30-3:30

Paraprofessionals (Generally) 7:45-3:15 or as otherwise directed

B

Benefits - Employees should refer to their Master Agreement/Letter of Assignment for more information regarding benefits.

Books-Library

Library materials are expensive. Please remind students to take very good care of the materials loaned to them.

Building Schedules	
Teachers Arrive / Office Opens	7:30 A.M.
Doors Open / Busses Arrive	7:50 A.M.
Breakfast Served	7:50-8:05 A.M.
School Begins	8:15 A.M.
School Dismissed	3:10 P.M.
Busses Leave	3:15 P.M.
Teachers Leave	3:30 P.M.
OFFICE HOURS	7:30 A.M.- 3:30 P.M.

Building Security

It is the responsibility of every employee to ensure building security. At no time should exterior doors be propped open. Students are not allowed in the building (including the gymnasium) without adult supervision. All windows should be closed and locked at the end of each day.

All doors to the school are locked during the school day. Staff must use their keys to enter the building during the school day.

Busses & Bus Safety

Please remind students of bus safety rules on a regular basis. The bus safety unit must be taught in the first three weeks of school and all students must pass the bus safety test.

High School: Teachers will be notified by their building principal if they need to teach bus safety. **Bus safety will be taught in homeroom during the first three weeks of the school year. Students will go over the expectations and rules of the bus in homeroom.**

Elementary Schools: When elementary students are dismissed for busses, they are to go **directly to the busses and remain on them**. Under no circumstances are they to enter the school without teacher permission. Bus students should not be allowed to go home by a different method unless the office has written or verbal permission from the parent/guardian.

All guests riding the bus must follow the procedures outlined:

1. The guest must have a note signed by his/her parents to show the office and the bus driver. The note must include the date and the place the child is going to visit.
2. The hosting child or parent must contact the bus driver to make sure the number of guests

will not cause a problem. The parent must then write a note to show the teacher and the bus driver. This note must include a list of the guests and the date they will be riding the bus.

C

Calendar & Event Planning

The official school calendar and events are posted on the school web page. If you would like events posted on the school web page or the TV in the commons, send (via email) the event information to the administrative assistant. It is recommended that information be submitted at least one week prior to the event.

Cell Phone

Employees who need to use their cell phone for personal use during work hours are expected to do this during their prep time, break time, or lunch break. Do your best to avoid using your cell phone in front of students.

Class Lists

Teachers are provided with class lists at the beginning of the school year or a course. Should errors be found, please notify the office and provide a copy of the corrections.

Classroom Maintenance

It is the responsibility of the teacher and students to maintain a clean and orderly classroom. Students are responsible for care of assigned desks as well as general property including bathrooms, halls, gyms, and lunchroom.

At the end of each day, **students should:**

- Pick up paper, staples, paper clips, etc, in their classrooms.
- Put all trash in trash cans.
- Pick up all books and materials off the floor.

At the end of each day, **teachers/paras should:**

- Check the room so it is ready for the custodian to complete his/her work.
- Shut the windows.
- Turn off the lights.
- Turn off the smartboard.
- Lock the door.
- If something needs repair, leave an email/voicemail with the custodial staff.
- Report any abuse of property to the office.

The custodians sweep or vacuum the classrooms, empty trash, and perform other cleaning duties on a regular (daily or on an every other day or every other two days) basis.

Code of Ethics for Minnesota Teachers

Each teacher upon entering the teaching profession assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves, standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching.

Standards of Professional Conduct

The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

The enforcement of the provisions of the code of ethics for Minnesota teachers shall be in accord with Minnesota Statutes, section 214.10.

Code of Ethics for Minnesota School Administrators

The Code of Ethics applies to all persons licensed as school administrators.

Standards of Professional Conduct

The standards of professional conduct are as follows:

- A. A school administrator shall provide professional educational services in a nondiscriminatory manner.
- B. A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.

- C. A school administrator shall take reasonable action to provide an atmosphere conducive to learning.
- D. A school administrator shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E. A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.
- F. A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
- G. A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- H. A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- I. A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance by the commissioner of the Minnesota Department of Education under Minnesota Statutes, section 121.11, subdivision 7b.
- J. A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- K. A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

Code of Ethics for Swanville Support Staff

The Code of Ethics applies to all persons who are part of our support staff.

- A. Support staff shall provide professional services in a nondiscriminatory manner.
- B. Support staff shall take reasonable action to provide an atmosphere conducive to learning.
- C. Support staff shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- D. In accordance with state and federal laws, support staff shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- E. Support staff shall not use professional relationships with students, parents and colleagues to private advantage.
- F. Support staff shall not knowingly falsify or misrepresent records or facts relating to that support staff's qualifications or to other support staffs' qualifications.



G. Support staff shall not knowingly make false or malicious statements about students or colleagues.

Committees

Staff are encouraged to become involved in the various committees in the Swanville School District. For a complete list of committees and members, please stop by the office. All employees are invited.

Comp Time

A teacher may build comp time to a maximum of three (3) full days per year. The leave must be built in blocks of twenty-five (25) or more minutes for ease in tracking. Comp time may be used in increments of twenty-five (25) minutes, half days, or whole days. Within 5-7 days of the event, the teacher must complete the comp time earned on the office computer. Accumulated comp time not used within the school year will become paid time at sub rate, unless earned after April 1, in which case the teacher may carry one day to the next school year. These dollars will be paid on the last regular payroll of the school year.

Computers

All employees must have a signed Computer Usage Agreement on file with the System administrator.

- Staff should be familiar with the School Board approved Computer Usage Agreement on file with the Network Administrator.
- Report any misuse of the policy to the Network Administrator so the proper procedure of discipline can be properly enforced.
- Unauthorized software is not to be downloaded/installed onto district owned computers.
- Computers are property of the district and should be used for educational purposes only.
- Mass emails containing jokes, stories, or other forwarded material are highly discouraged.
- Employees are encouraged to clean out their email cabinets and sent emails every year.
- Refrain from sending emails to colleagues that address personal or professional concerns. It is best practice to handle these concerns in person.

Conferences

Parent-teacher conferences may be scheduled throughout the school year; refer to the school calendar for the dates.

Teachers are encouraged to conference with parents at other times as needed and to establish positive communication routines.

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline, or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from sharing confidential information with any unauthorized individual.

Copyright

It is the intent of the Swanville School District, its school board, staff and students to adhere to the provisions of current copyright laws and Congressional guidelines. Employees and students are to adhere to federal and state copyright laws and publisher licensing agreements related to duplication, retention and use of copyrighted materials.

Criminal Background Check and Testing

Applicants, employees, student teachers, substitutes, and coaches must undergo records checks and testing as required by law prior to employment. The employee may pay the background check fee.

Crisis Plans

Employees are expected to be familiar with emergency procedures. "Brief" sheets are to be posted in view so any adult in the room can follow the outlined steps. Emergency plans and sub folders are to be kept in the Emergency Folder bin by the classroom door.

D

Daily Schedules

A copy of each teacher's and paraprofessional's daily schedule should be placed in their substitute folder. All staff should also submit a copy to the office.

Data Privacy/Confidentiality

Laws and regulations, both federal and state, have been developed to protect individual privacy and ensure that personal information is disclosed only when and where necessary. All school employees are subject to criminal and civil penalties for violations.

Data privacy is nothing more than common sense. Reduce your chances of violations by adhering to the following tips:

- All paperwork regarding students must be handled discreetly. When you no longer need the papers, return to the appropriate party or shred.
- Do not display or publish student scores where others may observe.

- Use good judgment when students exchange papers for correcting.
- Discussions regarding students should only take place in school and in the appropriate situations with high regard for privacy. Please be cognizant of persons not involved in the situation, especially students, being present during the discussion.

The following is a list of examples which could put you and the school district at risk for liability:

- A. Parent-teacher conferences which can be overheard by others or in which parents see grades of other students.
- B. Conversations about students and families which are overheard by others (i.e. hallways, office areas, teacher's lounge, public places, etc.)
- C. Information which is left unprotected and is found by others (i.e. letters, paperwork, grade books, etc.).
- D. Information disclosed at school board meetings or public gatherings where students, parents, media, and others may hear information which is considered "private" or "confidential" by statute.
- E. Teacher aides or parent volunteers who haven't been informed of the Minnesota Data Privacy Act, and specifically the consequences to them if they release "private" information.
- F. Allowing school personnel to review cumulative files/grades where there is no direct "educational interest."
- G. Releasing the names and circumstances of other students when dealing with another student/parent (family).
- H. E-mails sent to the wrong person(s) due to automatic address fill-ins.

Directory Information

Swanville Public Schools designate directory information to include the following:

Student's Name	Dates of Attendance
Date and Place of Birth	Enrollment Status
Address	Email Address
Phone Listing	Photographs
Grade Levels Completed	Honors & awards received
Name, Address, & Phone number of student's parents	
Participation in Officially Recognized Activities	

Directory Information may be released to the public without prior parent or student consent unless the parent or student has objected in writing to the release of any or all such information. Parents may refuse to let the school designate any or all data about the student as directory.

Discipline

The smooth working order of any organization requires high standards of discipline by all members. All staff are responsible for the enforcement of rules and for ensuring a safe and respectful learning environment.

For your protection, be sure to document problems of a serious nature. Write down the specifics (who, what, when, where, why, and how). Documentation not only protects you legally, but also assists you when designing effective interventions. See your principal for the policy regarding discipline.

Dress Code-Staff

As Swanville Public School District employees, we are judged not only by our service but by our appearance. The school board expectation is that our appearance is consistent with the high standards we set for ourselves as a district. You are expected to present a well-groomed, business-like appearance and to practice good personal hygiene. Remember, to our students, parents, and the public, you are the Swanville Public School District.

Fridays (or the last day of the school week) can be considered casual and staff are encouraged to wear their Bulldog/Patriot apparel on these days.

Dress Code-Students

District Policy No. 506 addresses clothing found to be inappropriate within the school setting. Please refer to your student handbook for specific details.

If you deem a student to be in violation of this policy, please address it right away. Do not “tolerate it” until they leave the room and then call administration.

Drugs and Alcohol

It is a violation of the policy of Swanville School District for any employee to distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor or to unlawfully manufacture, distribute, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I-V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

“School district location” means any school building and on school premises; on any school owned vehicle or in any other school-approved vehicles used to transport students to and from school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

If you are engaged either directly or indirectly in work on a federal grant, it is a condition of your continued employment on any such federal grant that you shall abide by the terms of the school district policy on alcohol and drugs and will notify your supervisor in writing of your conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

Any employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension or termination as deemed appropriate by the school board.

In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who violates the terms of this policy may be required to satisfactorily participate in and

complete such a program is subject to non-renewal, suspension or termination as deemed appropriate by the school board.

Sanctions against employees, including non-renewal, suspension and termination shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Each employee shall be provided a copy of this policy. Federal law mandates that all employees be informed of School District policy on use of drugs and alcohol.

E

Earned Safe and Sick Time

New legislation enacted on January 1, 2024, states employees in Minnesota are entitled to earned sick and safe time (ESST), a form of paid leave. All personal and sick leave can be used for ESST time.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

Email

Please check your email at the beginning and end of each day, as much information is shared via this platform.

All staff emails should be your first initial, followed by your last name, then @swanville.k12.mn.us (i.e. Travis Hensch is thensch@swanville.k12.mn.us).

Emergencies

Each classroom should have an "Emergency Folder" posted by the classroom door. This folder contains the classroom rosters, emergency procedures, and substitute teacher information.

TEACHERS: Post the fire/tornado routes and procedures for emergencies in your room.

Individual student evacuation plans- If a student on an IEP or 504 plan has an emergency evacuation plan, the case manager will notify you of the necessary requirements to make the evacuation go as smoothly and safely as possible. Training and/or practice will be required at least annually. Each teacher will receive a copy of the evacuation plan. This plan is to be kept confidential and with papers accessible to a substitute teacher or paraprofessional.

Fire drills: The State Fire Marshal requires schools to schedule fire drills throughout the school year. Carefully review the emergency handbook to familiarize yourself with the routes and procedures.

Tornado drills: The State of Minnesota conducts a statewide tornado drill in the spring of the year. Carefully review the emergency handbook to familiarize yourself with the routes and procedures.

Lockdown drills: The State of Minnesota requires schools to conduct lockdown drills throughout the school year. Carefully review the emergency handbook to familiarize yourself with the procedures.

Emergency Closings

Over the course of a year, we may come across factors that may force us to close school. The district announces closures on the following stations: WYRQ/KLTF/KFML (Little Falls), KEYL (Long Prairie), WCCO, KSTP, KARE-11, and KMSP (Minneapolis).

The district will also push out information to you (and the community, if needed), via our student information system Infinite Campus (please be sure the office has your correct contact information).

Employee Directory

Employees are required to keep their contact information and emergency contact information updated in the business office. This includes mailing addresses, cell phone numbers, home phone numbers, etc.

ESS – Employee Self-Serve

In an effort to go paperless, Swanville Schools encourages all employees to view their payroll information on ESS (aka SMARTer).

- Go to the Swanville School's website at www.swanville.k12.mn.us
- Under "Our Schools" click on "Resources" and click on the "SmartSystems" logo.
- Enter your User ID (your Employee ID number) and your password (the last four digits of your social security number unless you have changed it). If you need assistance, call the business office at x5102.
- To view your paycheck, choose Pay Summary and click on the payroll date you want to view.
- To view information on sick days, personal days or vacation choose Time-off. Click on the item that you would like to view and it will show what you have used and what you have left for the year.

F

Field Trips

Teachers are responsible for planning and organizing field trips. Teachers must ensure that parents are notified well in advance. For any field trips outside the district, each child must have a permission slip signed by his/her parent/guardian and returned prior to the field trip. Be sure to clearly communicate fees and transportation. **All field trips need to be paid and approved in advance of the day of the field trip.**

Supervision is the number one priority when planning a field trip. You, the classroom teacher, are liable if problems arise due to the lack of proper supervision. If parent chaperones are used, they must comply with the district field trip chaperone procedures that may require a background check is completed prior to the field trip.

Field trip requests must be made through the building principal for approval. The necessary forms must be completed and turned in to the building principal before any transportation arrangements are made.

If transportation is needed, please contact our transportation coordinator Aaron Gapinski, x5136.

Please also make sure you let kitchen staff know.

Fire Drills (see Emergencies)

504's

Section 504 of The Rehabilitation Act of 1973 falls under the responsibility of the regular education program. The school staff and parents need to work in collaboration to help guarantee that the student is provided with the necessary accommodations and/or services. The staff and resources of the regular education program should serve a student who is found disabled under Section 504. Kari Prokott is the Section 504 Coordinator. Please contact her or the superintendent if you have any questions or concerns.

Fundraising

The district realizes that fund raising is vital for the success of small schools. The administration must give prior approval of all fund raising activities. All requests must be submitted in writing/email to the superintendent.

G

Grade Books

These records must be kept neat and legible. At the end of the year, they are kept on file in the office for reference as students' permanent records.

Teachers of Grades K-12: All teachers are required to maintain accurate and up-to-date grading records using Infinite Campus. Grades must be updated at least once a week. Because we strive for clear, accurate communication between school and community, grades should be updated WEEKLY.

H

Harassment and Violence Issues

It is the policy of Swanville Public Schools to maintain a learning and working environment that is free from religious, disability, racial or sexual harassment and violence. The school district prohibits any form of religious, disability, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, disability, racial, or sexual harassment or violence upon any pupil, teacher, administrator, or other school personnel.

Please refer to Policy 413-Harassment and Violence for more detailed information or contact your building principal.

Hiring

All employees, including regular full-time and part-time employees, are required to complete all employee payroll documentation, prior to employment. See the business manager for more details.

I

Inventory

Inventory files may be provided at the end of the school year. Staff members need to record all materials and equipment. It is vital for insurance purposes to have an accurate, up-to-date inventory. Inventory must be completed on the computer before checking out for the summer with your building principal.

K

Keys

Keys issued to you are school property and it is your responsibility to maintain control of your keys at all times. This means you are not to allow any students or non-employees to use your keys.

Any requests for a key must be referred to the superintendent for approval and processing. The issue of door keys shall be kept to a minimum in the interest of security and control.

It is not permitted to transfer or loan a door key or fob from one employee to another without the authorization of the superintendent.

For lost or stolen keys, a report must be made **immediately** to the superintendent. The superintendent will determine if there is a breach of security that needs to be addressed.

There may be a charge to the employee or nonemployee to recover any costs that may be incurred due to the loss of a key.

L

Leaves

Sick leave: Staff members who are unable to work due to illness must contact their building principal during non-school hours if possible. During school hours, you must contact the office. You must then enter that into the Red Rover system to facilitate finding a substitute to cover you.

Personal leave: Personal leave requests must be submitted at least 72 hours prior to the leave being requested. Please check with the building principal before applying for personal leave. Certified and non-certified employees may not take personal leave days during the first and last ten (10) student contact days of the school year. If you have a change of plans and will not be taking personal leave, you must notify your building principal immediately.

Professional leave: Professional leave must be applied for by emailing the superintendent.

Leaving the School Building during the Day

Classes: Teachers taking their class outside of the building during the day must notify the office when and where you are taking your class. Plus, you must have a means of communication with you. If you will be using your cell phone, the office will need your cell phone number.

Elementary students: Elementary students are to wait in the office until a parent arrives. If a student sends a note to get out early, please send it to the office so the administrative assistant knows the student is to be released.

Employees: Any employee leaving the job site during working hours must inform the building office. Non-certified staff must clock out and in. Certified staff must sign out and sign back in at their building office.

Lesson Plans

Teachers are expected to complete detailed lesson plans. The lesson plans must be left in a place where a substitute will find them easily. The district's expectation is everyone shares lesson plans with the building principal prior to Monday at 7:30AM.

Liability

Supervision is key. Do not leave your students unsupervised at any time. Liability results when an employee is proved negligent in his/her responsibility toward a student. This could come from not supervising students in the classroom or other activities that could allow for harm, failure to instruct students in safety measures, participation in hazardous activities, or lack of appropriate responsibility in situations. Any questionable activity or unsafe condition within the building should be reported to the building principal.

Lunch

All employees are given a lunch account with an ID number assigned by the office. Please keep your personal lunch accounts up-to-date. Employees will be charged according to current adult prices for meals and extra entrees. Delinquent lunch accounts, as determined by the superintendent, must be paid or the employee will not be allowed to eat school lunch.

M

Mail

Staff mail delivered to the school will be put in your respective mailboxes. Staff members are asked to check their mailboxes daily. If you are mailing personal items from school, it is your responsibility to ensure the correct postage is used.

Mandated Reporting

School employees are required by law to make a report to county Human Services if they suspect child abuse or neglect. When you make a report, you should let your building counselor/social worker know you are doing so; principals would also like to be informed. Do not rely on someone else to make the report for you. Building principals, counselors and our social worker have the reporting forms.

Any school employee suspected of abuse or neglect must be reported to the Minnesota Department of Education, per state statute.

Medication

For the students' protection and care, we ask for your cooperation in the matter of administering medications. Only the school nurse and approved office personnel may administer medications, including over-the-counter medication.

Before any kind of medication can be given, a physician's signed authorization and/or written parental authorization must be given to the school nurse. Not even aspirin can be given to a child by the school nurse without the parent's consent. **All medications must be in original pharmacy containers.** Prescription medications should be brought in and/or picked up by a parent or other adult. If you have any questions or concerns, please talk with the school nurse.

N

Newspaper

The Swanville Public Schools uses the "Long Prairie Leader", as well as the "Morrison County Record" as the official papers. Teachers, coaches, and advisors are strongly encouraged to submit articles for publication.

O

Observations & Evaluation

A minimum of three annual formal observations will be made of all probationary teachers. All tenured teachers may be formally observed once a year. All non-certified employees will have job performance evaluations completed each year by their supervisor (either the special education coordinator, building principal or superintendent). The district reserves the right to conduct informal, unannounced observations in accordance with district policy.

Open House

The open house for all students is prior to the start of the school year and is a very important mechanism to reach parents/guardians and students. Clearly outline your expectations for both students and parents. Build the bridge to strong home-school communication.

P

Payroll

Payday for all employees is the 5th and the 20th of each month. If they fall on a weekend or holiday, checks will be issued/deposited on the last workday prior to that. Employees are encouraged to go paperless and check their payroll information online through the district webpage under staff resources.

Timecards: All hourly employees are required to punch in and out each day through SMARTer. Employees should punch in and out as close to their regular start and stop time as possible. When leaving the building for lunch or other errands not work-related, the employee should punch out and punch back in when he/she comes back in the building. **All hourly employees must punch in and out, while physically in the building.**

Overtime hours need to be pre-approved by an administrator. The overtime hours should be labeled on the timecard and initialed by the administrator who approved the hours.

Personal Property

The Swanville Public School District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, we advise you to not carry unnecessary amounts of cash or other valuables. If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. Personal appliances such as refrigerators, microwaves, etc. must also meet safety codes.

Personnel Files

Information placed in an employee's personnel file is at the sole discretion of the School Board or its designee. You may review your file during regular school business hours. No materials from your file may be removed from the District Office.

Phone

Teachers are encouraged to check their voicemail throughout the day. Do not give out your personal identification number (PIN) to anyone and cover up this portion of the dial window to prevent other people from seeing your code.

Students should not be allowed to use classroom telephones. Any high school student needing to make a phone call should be sent to the office (even if they are using their personal cell phones). Elementary students needing to call parents must do so through the individual classroom teacher. Keep student phone calls to a minimum.

Public Relations

Each employee is a vital member of this District's PR team. Remember, your actions and dialogue in school, as well as in the community, reflect upon the school district's image. Posts via classroom apps, school Facebook, articles in the local papers, the Swanville Flyer, and the district and teacher web pages are excellent avenues to promote and improve community understanding of our schools.

Teachers: regular, positive communication with parents is encouraged via notes, phone calls, personal contacts, or mail. This eliminates the perception that the school calls only with problems. It produces a more positive image of education and strengthens the home-school partnership. As a professional courtesy, you are expected to reply to parent communications (phone calls, emails, etc.) within 24 hours. If you have specific concerns regarding parent communications, please contact your building administrator.

Purchase Orders and Expense Reimbursement Forms

If you wish to order any supplies, fill out a requisition form (found in the office), or email the superintendent with details of your requested order. Submit it to the superintendent for approval.

If you are picking up items at a store, you will need to pre-approval by the superintendent before shopping. Employees who do not follow this process may risk not being reimbursed for their purchases.

Expense Reimbursement forms must be signed by the superintendent before submitting for payment, with a receipt attached. If you submit an expense reimbursement without pre-approval, you may not be reimbursed. In all cases, sales tax will not be reimbursed.

R

Report Cards

Report cards are issued four times a year (9-week grading periods) **at the end of each quarter**. Report cards for all students in grades K-12 are managed through the school wide student information system (Infinite Campus). Check with your building principal for the dates grades need to be turned in.

S

School Closings and Late Starts Due to Weather

School closings will be announced through Infinite Campus and the school district website home page, as well as the school's Facebook page. We also use the following radio/TV stations for school closures: WYRQ-FM, KLTF, KFML, KEYL, WCCO, KSTP, KARE 11, and KMSP.

School District Policies

The School District Policy Manual can be accessed on the district's website.

School Messenger

The School District uses the Infinite Campus emergency notification system to notify all staff and parents through the phone system. If the school district is experiencing an emergency (threats, school closings, etc.), the district will be able to send out a message by phone to all phone numbers listed in our school database (home, work, and cell).

School Vehicle Use

School vehicles may be available for use by the staff on school-related business. The use of school vehicles is requested by contacting the transportation coordinator. When school vehicles are used, they are to be returned to the garage immediately after use, with all of the trash removed from the vehicle.

Many times the vehicles are signed out for as early as 6:00 A.M., and they must be in the garage to be available for use. When a vehicle is returned to the garage, be sure to shut the windows and do NOT lock the doors. Arrangements are to be made beforehand as to how and where keys are to be returned if you return after office hours. Others may have the vehicles signed up the same day and must be able to obtain the keys. If no one is scheduled to use the vehicles and if the office is closed upon return from the trip, the keys must be returned to the district office by 8:00 A.M. the following morning. Do not put the keys in a school office mailbox nor give them to someone else to return.

All users of school vehicles must adhere to the following guidelines:

1. Sign up for the vehicles by contacting the transportation coordinator.

On the day you take the vehicle:

2. Sign the log book in the vehicle and fill in the information indicated on the log page (time of day/AM-PM, starting odometer miles, your name, destination, and inside condition of vehicle).
3. Enjoy the privilege of using the vehicle.
4. The driver and all passengers must follow state laws regarding seat belt usage.

When you return the vehicle:

5. Make sure the tank is full.
6. Clean up any trash left in the vehicle.
7. Fill in the log book (time you returned, ending odometer miles, and any problems with the vehicle).
8. Contact the district office if there were any problems, repairs or maintenance issues.

What happens if these guidelines have not been followed? You will be given a warning. You may lose the privilege of using the school vehicle, which could affect whether you are able to attend other workshops.

Sick Leave (see Leaves)

Social and Educational Networking Guidelines

Social networks like Facebook and Instagram are **avenues to communicate information to parents and students**, rapidly growing in use and popularity by all ages in society. The most popular social networks are web-based, commercial, and not purposely designed for educational use. For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family.

Educational networking is an **excellent resource to connect with educators in the same field and content area**. These sites are used by educators for both professional development and as a teaching tool, and are usually restricted to selected users and not available to the general public. These include networking tools such as Facebook, Moodle, educational wikis, and blogs.

As educators, we have a professional image to uphold and how we conduct ourselves online impacts this image. As reported by the media, there have been instances of educators demonstrating professional misconduct by engaging in inappropriate dialogue about their schools and/or students; posting questionable pictures; and by posting videos of themselves engaged in inappropriate activities. An educator's online identity is very public and can cause serious repercussions for careless behavior.

One of the hallmarks of online networks, both social and educational, is the ability to "friend" others – creating a group of others that share interests and personal news. **The district strongly discourages teachers from accepting invitations to *friend* students within personal social networking sites.** When students gain access into a teacher's network of friends and acquaintances and are able to view, download, and share personal photos and communications, the student-teacher dynamic is altered. By friending students, teachers provide more information than one should share in an educational setting. It is important to maintain a professional relationship with students.

The district does recognize the value of student/teacher interaction on educational networking sites. Collaboration, resource sharing, and student/teacher and student/student dialog can all be facilitated by the judicious use of educational networking tools. Such interactivity is a critical component of any online class and can greatly enhance face-to-face classes.

For the protection of your professional reputation, the district recommends the following practices:

Guidelines for the use of social networking sites by professional staff:

- Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
- Do not initiate friendships with students.
- Post only what you want the world to see. What you publish is widely accessible and will be around for a long time, so consider the content carefully.
- Do not discuss students or coworkers. Do not publicly criticize school policies or personnel.
- Visit your profile's security and privacy settings frequently.

Guidelines for the use of educational networking sites by professional staff:

- Let your administrator, students and their parents know about your educational network.
- Do not say or do anything that you would not say or do in the workplace.
- Do not post images that include students without checking for appropriate parental release forms on file.

Guidelines for *all* networking sites by professional staff:

- Weigh whether a particular posting puts your effectiveness as a teacher at risk.
- If a staff member learns of information on the social networking site, which falls under the mandatory reporting guidelines, he or she must report it as required by law.

ISD #486 Code of Conduct for Educational Networking Sites:

- Post only what you want the world to see. What you publish is widely accessible and will be around for a long time, so consider the content carefully.
- Do not discuss students or staff members.
- Do not publicly criticize school policies or personnel.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous.
- Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.

If you choose not to follow these guidelines, you take full responsibility for your actions which may put you at risk for consequences over which we have no control.

Special Education

The District provides special education services to students with disabilities as identified in IDEIA 2004 (Individuals with Disabilities Education Improvement Act).

Students with special needs may be provided services in the general classroom setting, in an individualized classroom setting, in a special class, or an alternative setting. School personnel will work with families and students to create the most successful individualized learning plan for students.

If you have concerns about a student, make sure interventions have been implemented by the classroom teacher. If the student does not respond to the interventions, the teacher may make a referral to the building special education department. Documented research-based interventions are required in the area of concern before an evaluation can take place. The goal of

Student Attendance

Attendance is taken through Infinite Campus, which may be utilized to contact parents regarding their child's absence.

Elementary Attendance: Teachers are required to report classroom attendance once at the start of the school day, and again after lunch. Attendance should be recorded no later than 9:00 A.M.

High School Attendance: Teachers are required to report classroom attendance at the beginning of each class period.

Any students arriving late or departing early must check into the office. Parent/guardian should send a note with the student or call the office explaining the absence or tardy. The office manager will call parents who have not contacted the school informing us of their child's absence.

If a student in your room has been absent or tardy frequently and/or you are concerned about the student's attendance, please contact/talk with your building principal. The principal will investigate for possible referral for truancy.

Student Handbooks

All employees with regular direct contact with students are responsible for knowing the contents of the student handbook. You are also responsible for enforcing these policies and procedures.

Substitute Folder

Each teacher must maintain a sub folder throughout the school year, and give a copy of this folder to your building principal. It should contain emergency lesson plans, seating charts, class lists, classroom discipline plans, daily schedule and any other information that is necessary for the substitute to have in order to be an effective teacher for you.

Supervision (see Liability)

T

Testing-Minnesota Statewide Assessments

Students in our schools take standardized assessments during the school year. Minnesota Comprehensive Assessments (MCAs) are a part of the state and district's accountability system. MCAs will be administered to grades 3-11 during the state's testing window that occurs in April-May. Student attendance on test days is extremely important. If a student should be absent on a testing day, every effort must be made to have the student complete the testing he/she missed while they were absent. Classroom teachers may be responsible for administering the tests. All test materials are considered highly confidential and must be secure at all times. The District will be conducting mandatory training sessions for all test monitors. Dates for the trainings will be announced later in the school year. If you have any questions regarding the tests and testing procedures, please contact Pam Czech, the District Assessment Coordinator.

Students with significant cognitive disabilities may be eligible for alternate assessments. This determination will be made by the student's IEP team.

All children with a home language other than English in grades 3-12 will participate in mandatory testing for identified ELL students. The ELL teacher will be responsible for administering these tests. Classroom teachers may be called upon to complete a portion of these tests.

Transportation (Also see School Vehicle Use)

Driver's License-All employees who use a vehicle for work-related purposes are required to have a valid driver's license.

Mileage-Employees who use their own car for business will be reimbursed at the rate determined by the School District. Employees will be reimbursed for miles driven in excess of their normal commute to the primary place of work. School vehicles should be used if available and may be reserved by contacting the transportation coordinator. When school vehicles are used, employees must follow the "no smoking" policy. Also, students are not authorized to operate school vehicles.

Seat Belt Use-All employees are required to use seat belts when operating or riding in a motor vehicle on School District business. Employees (driver) must make sure all passengers use seat belts while a passenger in the school vehicle.

Vehicle Insurance-All employees who use a vehicle for work related purposes must carry insurance on their vehicle as required by the State of Minnesota. You may not use your vehicle for work related purposes if your vehicle is not covered by the required insurance. You may be required to show proof of current vehicle insurance.

Transporting Students-If you are using your own vehicle or a school vehicle you are required to have a Type III license, per the Department of Transportation. See the superintendent for details.

V

Video and DVD Use Guidelines for the Classroom

There are many opportunities each school year to have a class or grade level use videos and/or DVDs for curricular enhancement. These videos can be a positive learning experience for students; however, difficulties can arise when administrators and parents/guardians have not been properly notified prior to use of the video or when fair use provisions of the copyright law are violated. In order to support teachers in making decisions about the use of videos (particularly non-curricular videos or DVDs) and to promote stronger communication with administration as well as parents/guardians, the following guidelines are provided.

1. Teachers are expected to use sound professional judgment in selecting videos which support District curriculum. When selecting videos/DVDs for classroom instruction, consideration should be given to:
 - a. relevancy to curriculum;
 - b. age level, maturity, and interest of the students;
 - c. effective use of instructional time;
 - d. any pertinent copyright issues; and
 - e. avoiding duplication by being aware of the use of the video in other grades or subject areas.

2. When using a video/DVD as an instructional resource, best practices include:

- a. linking video/DVD information to course objectives;
- b. clearly cueing students to important information/concepts;
- c. building in time for processing and debriefing; and
- d. assessment of student learning as a result of the viewing experience.

3. Video/DVD use planned as an integral part of a unit of study is allowed under the fair use provisions of the copyright law; however, using videos for reward, entertainment, “filler,” inclement weather day activity, etc., becomes a “public performance” and permission rights must be obtained from the video producer.

4. Teachers are encouraged to discuss any videos/DVD that they use with their building principal if they have questions or concerns.

Visitors

All visitors must report to the office upon arrival and sign into the computer in the office.

Staff Acceptable Use Policy (AUP)

Swanville Public Schools offers electronic network access for students, teachers, and other staff within the school system. The purpose of having the electronic network is to support the instructional program including learning opportunities, business applications, and information retrieval, searching strategies, research skills and critical thinking. This document defines the acceptable use of the Swanville network system (i.e. WAN, LAN, Internet, and Email) and computer resources by Swanville Schools Staff.

For purposes of this document, the network system refers to all devices issued by the district, or personal devices connected to the district's network. List serves refer to group email accounts i.e. allstaff, elemstaff, etc. They may also refer to a group that staff may join for professional purposes such as EdMn, Memo, etc.

EDUCATIONAL PURPOSE

The district's network system has been established for educational and administrative purposes. The term educational purposes include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

The district's network system has not been established as a public access service or a public forum. The district has the right to place restrictions on the material that staff accesses or posts through the system. Staff is also expected to follow the rules set forth in this policy and the law in staff's use of the network system. Disciplinary action may take place against staff that breaks rules as defined in this administrative policy.

Staff may not use the network system for commercial purposes. This means that staff may not offer, provide, or purchase products or services through the network system, unless it is a school related purpose. A school related purpose includes union communications. Outside of the school building, school owned devices (i.e. laptops, iPad) may be used for purchases that are still school appropriate.

RULES AND REGULATIONS

ACCEPTABLE USE

Swanville Public Schools network is to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and employee guidelines of Swanville Public Schools. Teachers should monitor student Internet and computer usage in their classroom and not rely solely on our filtering and monitoring system.

UNACCEPTABLE USE

Unacceptable use includes, but is not limited to, the following:

- Violation of copyright/trademark laws
- Use of threatening or obscene material
- Political or campaign materials; however, you may use the system to communicate with elected representatives and to express your opinion on political issues as they relate to education
- Sending or soliciting sexually-oriented messages or images
- Changing settings on computers
- Accessing chat rooms and other social networking sites, except those set up and/or approved by school administration
- Accessing programs not appropriate for educational use

List serves may never be used for personal emails such as forwarding chain letters or non-school related purposes. You will subscribe only to high quality discussion group mail lists that are relevant to your curriculum or career development. School email addresses shall be used for professional purposes only. This includes communications regarding union matters.

Use of offensive or harassing statements or language, including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs, is prohibited.

SYSTEM SECURITY AND RESOURCE LIMITS

SYSTEM SECURITY

Attempts to login to the system as any other user, to share a password, or to allow a security breach may result in cancellation of user privileges.

Resource Limits

Staff will not download files unless absolutely necessary for educational or administrative purposes. If deemed necessary, staff shall immediately remove the file from the computer/network after there is no longer a need for access to it.

EMAIL ACCOUNTS

Email accounts are to be used only by the owner. Please check your e-mail frequently.

Electronic mail is not guaranteed to be private; system administrators have access to all mail.

PRIVACY

Staff should expect only limited privacy in the contents of their personal files on the network system and records of their online activity. This district's monitoring of Internet usage can reveal all activities in which staff engage in using the network system.

Routine maintenance and monitoring of the network system may lead to discovery that staff has violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that staff has violated this policy or the law while using the school-issued devices or the school district's network system, including the wireless network. The investigation will be reasonable and related to the suspected violation.

Confidential files are to be accessed only by appropriate personnel.

YOUR RIGHTS

Free Speech

Your right to free speech applies also to your communication on the Internet. The Swanville network is considered a limited forum, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

DUE PROCESS

The district will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the network system.

In the event there is a claim that a member of the staff has violated this policy in his/her use of the network system, he/she will be provided with notice and opportunity to be heard in the manner set forth in administrative policy.

In the event there is a possible violation of this Policy in the use of the Network the following consequences may include, but are not limited to:

- Loss of internet, email, and network privileges
- Incident report
- School board policy --- disciplinary action
- Loss of employment

LIMITATION OF LIABILITY

The district will not guarantee that the functions or services provided through the network system will be without error. The district will not be responsible for any damage which staff may suffer, including, but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The district will not be responsible for the accuracy or quality of the information obtained through the network system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

As a Swanville Schools staff member, I understand that I have responsibilities to model proper Internet use and supervise student Internet use in all settings. I will instruct students on acceptable use of the Internet and proper network etiquette. I understand my responsibilities to design lessons or other student activities if I am using the Internet. I know I am not to use the Internet for personal use during student contact time. I will attend staff trainings on computer and Internet use as needed.

I know Swanville School District can monitor my Internet use. I also understand that if I do anything illegal using the school network or Internet, my user account can be disabled and the school may contact legal authorities.

Please sign and return to the Swanville Public Schools Administrative Office.

I have read and agree to comply with the Swanville Schools Staff Acceptable Use Policy

Employee Signature

Date

ACKNOWLEDGMENT FORM

I, _____, have received a copy of the

Employee Handbook issued by Swanville Public Schools Board of Education and understand and agree that I have reviewed this handbook in detail and to consult District and school policies and procedures with my principal/supervisor if I have any questions concerning its contents.

I understand and agree:

-That this handbook is intended as a general guide to District personnel policies and is not intended to create any sort of contract between the District and any one or all of its employees;

-That the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and

-That in the event the District modifies any of the policies contained in the handbook, the changes will become binding on me immediately upon issuance of the new policy by the District.

I understand as an employee of Swanville Public Schools, I am required to review and follow the policies set forth in this Employee Handbook.

Employee's Signature _____

Date _____

Return this signed form to your building principal.