

**Nett Lake School District
Staff Handbook
2024-2025**



District Information

Nett Lake Elementary Office 13090 Westley Drive Nett Lake, MN 55772

Phone: 218-757-3102

District Website: www.nettlakeschool.org

MDE Website: www.education.state.mn.us

Notice of Non-discrimination

The **NETT LAKE ELEMENTARY SCHOOL** does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provide equal access to the Boys Scouts and other designated youth groups. The following individuals has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent Peter Hardy
Nett Lake School
Phone: 218-757-3102

Chairperson Brian Whiteman
Bois Forte RTC
218-757-3102

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contractus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

MISSION STATEMENT:

The Nett Lake School District is committed to providing meaningful learning opportunities that support and challenge the academic, social, emotional, and cultural development of students.

Nett Lake Elementary School Faculty and Support Staff

Title	Name	Email	Ext.
Supt./Principal	Peter Hardy	phardy@isd707.org	104
Business Manager	Christine Hampson	champson@isd707.org	103
Secretary	Corinne Whiteman	cwhiteman@isd707.org	101
Kindergarten/Grade One	Laura Reinsch	lreinsch@isd707.org	121
2 nd /3 rd Grade	Nicole Benner	nbenner@isd707.org	127
4 th /5 th /6 th Grade	Genie Turner	gturner@isd707.org	132
SLD/EBD	Lee Gillson	lgillson@isd707.org	128
Title I	Michelle Clines	mclines@isd707.org	129
IHSL	Jeaninie Whiteman	jeaninew@isd707.org	156
Culture Instructor	Ryan Bajan	rbajan@isd707.org	158
Indian Ed Director	TBD		
Para	Patty Overbye	poverbye@isd707.org	111, 132
Para	Cheryl Skraba	cskraba@isd707.org	111, 127
Para	Cindy Szweduk	cszweduk@isd707.org	111, 121
Cook	Braeanna Porter	bporter@isd707.org	151
Maintenance/Custodian	Adrian Jones	ajones@isd707.org	150
Custodian	Lance Kingbird	lkingbird@isd707.org	150
Bus Driver	Tom Burnett	tburnett@isd707.org	150
IT Technician	Curt Glass	techcoord@isd707.org	154
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Introduction: This handbook was created as a reference for all teachers. It contains valuable information about school procedures, expectations and contact information. Although it is a good resource it may not answer all of your questions. Your building secretary, principal and fellow teachers are excellent resources as well.

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1. Absences: In the event of illness please call or text Mr. Hardy at 218-969-1600 to notify him. Please make arrangements for your own substitute. It is suggested you keep an updated list of substitutes at your residence or in your phone.
2. Appointments: Please try to schedule all appointments outside of the school day when possible. Try to avoid scheduling on early-outs or professional development days because your involvement is essential to the success of your PLC.
3. Accidents/Reports: When an accident occurs, teachers are to aid the victim and notify the office. If you determine it to be a life-threatening situation dial 911 immediately. Accident reports must be filed with the office. Forms are available in the offices or at the end of this handbook. If a staff member is injured while at school or at a school-sanctioned function, in which they are supervising, they must notify their supervisor and contact Christine in the Business Office.
4. Assemblies: All staff are expected to help supervise at all assemblies unless you are on prep or have made prior arrangements with the principal. If not assigned students ask the principal where to report.
5. Attendance (Student): Student safety is a top priority so it is imperative that we make every effort to report attendance accurately.
6. Building and Classroom Expectation: Teachers should see that their room is organized, papers picked up, lights out, and windows locked before leaving for the day. Remind students they are to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office and will be responsible for financial restitution. Teachers should be in their rooms whenever students are present. You could be libel if there are accidents or injuries to students left unattended. In the event you must step out, call the office or locate another adult to watch your class in your absence.
7. Building Maintenance: Repairs or maintenance requests must be submitted on the proper building maintenance request form. They are available in the office. They are to be completed and returned to the office. If there is a problem that requires immediate attention notify the office as soon as possible. Heating concerns are examples of problems that should be reported immediately. DO NOT attempt to repair broken items on your own.
8. Bulletin Boards: Classrooms and hallways should be visibly appealing, changed periodically and relevant to the age and interest of the students.

9. **Bullying:** Bullying means any repeated behavior, action or pattern of interaction that makes another person feel intimidated, fearful or threatened. There are three types of bullying behavior: verbal, which includes such things as name calling, teasing, unkind notes, etc.; physical, which includes hitting, shoving, etc.; and psychological, which includes blackmailing, extorting, spreading rumors, etc. If, upon investigation, it is determined that bullying behavior exists, there will be consequences as prescribed by School Board Policy 514-Bullying Prohibition.
10. **Calendar:**
The School Calendar is developed in the spring for the following school year. All employees receive a copy of the calendar with their Back-to-School letter. Also, the school calendar can be found on the school website. www.nettlakeschool.org
11. **Cell Phones:**
Cell phones should not be allowed to distract you from your job. They should not be used for surfing the Internet or gaming during work hours. Personal calls on your devices should only be made on your time except in an emergency. Your time is before 8:00, during your duty-free lunch or after 3:00. We don't allow the students to use their devices we should show them the same courtesy.
12. **Chain of Command:**
If you have a concern or complaint, you should follow the chain of command. The chain of command will vary depending on your concern. If it something you feel the district should be aware of, your first contact is the principal. If it involves the administration, then your concern should go directly to the Board Chairperson. If you feel it is a union issue, your first contact should be the union leadership.
13. **Child Abuse Reporting:**
If a staff member suspects that a child has been physically, emotionally or sexually abused, he/she must immediately report this to the proper authorities and inform the Superintendent.
14. **Classroom Visitations:**
All outside visitors must receive permission from the classroom teacher and the building principal prior to their anticipated visit. All visitors must sign-in at the building office and display a visitor pass at all times. Classroom visitors are never to be left alone with students under any circumstances. Prior to their visit the teacher must inform the visitors of student confidentiality and data privacy. Remind them, "Whatever happens in the school, stays within the school."
15. **Collective Bargaining Agreement (CBA):**
All licensed teachers are represented by Education MN (ED MN). Each newly hired teacher will receive a copy of the latest CBA from the Office. It is

the teacher's responsibility to understand the conditions of their employment. If a teacher has a question related to the CBA, they should first go to their union leadership. It is not the district responsibility to interpret the CBA for staff.

16. Communicable Disease Information:
See pages 14-16 in the student/parent handbook
17. Computer/Tablet Usage:
All staff and students must adhere to our *Internet Acceptable Use and Safety Policy*. Teacher desktop computers are strictly for teacher usage. Under no circumstances are students to have access to a teacher's computer or passwords. Teachers are to monitor student usage of all electronic devices while under their supervision. Teachers are to report to the building principal any violations of the policy.
18. Conferences:
Teachers should contact parents any time there is a concern with a student whether it is academic, social, or behavioral. Frequent parent contacts strengthen the relationship between the school and home. Positive calls often make a situation much smoother if and when a problem arises in the future. Parents do not like surprises; contact them prior to the end of marking period if their child is underperforming. Make it your goal to contact 100% of the parents during the conference windows either face-to-face, by email or phone. Remember to document all communications with parents, especially if it is confrontational.
19. Copier:
The copier is equipped with fax and scanning capabilities. If you need assistance please see Corinne. Please report any copier problems to her immediately. Please remember copiers are for school use only.
20. Crisis Drills and Procedures:
The school district has developed a "Crisis Management" policy. Nett Lake has its own building-specific crisis management plan. Students and parents will be provided with information as to district and school-specific plans. The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.
21. Curriculum Review
In accordance with the guidelines from ESSA, parents have the right to review the curriculum we teach their child(ren).
22. Data Privacy:
Educational and health information on students is protected data. Only those individuals who have a right to know are allowed to know. Please

contact the building principal if you are unsure who has the right to know. The office may have on file some legal information that you may not be aware of. Never discuss your students outside of the school environment.

23. Discipline:

It is everyone's responsibility to help ensure our school is safe and conducive for learning. This can only be accomplished by enforcing our district policies related to student behavior. District staff are to become familiar with our policies which can found on our district website or our student/parent handbook.

24. Discrimination

It is the policy of the Nett Lake School District to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time under any education program or activity operated by the District for which it receives federal financial assistance.

25. District Checks:

All payroll is handled by the Business Office through direct deposit. Please check your account for accuracy.

26. Dress Code:

All teachers are expected to dress professionally based on their teaching assignment. Male teachers must wear a collared shirt. Female teachers should be dressed fashionably, yet conservatively. At no time should sweatshirts or sweatpants be worn except for special activities or demonstrating school pride. Remember you are role models.

27. Drug/Weapon Free Zone

Minnesota Statutes 152.021-152.023 and 609.66 relate to law enacted by Minnesota Legislature declaring areas surrounding schools as Drug and Weapon Free Zones. Anyone engaged with possessing or selling drugs or caught possessing; using or recklessly handling anything considered a dangerous weapon in these zones is guilty of a felony and subject to prosecution.

28. Duty Day:

The duty day of a 1.0 FTE teacher is 8:00-3:00 M-F. Any deviation from this schedule must have the prior approval of the principal/ Supt. If in the event a meeting is held prior to 8:00 or extend past 3:30 the expectation is the staff will attend. An IEP meeting may be scheduled prior to 8:00 or extend past 3:30. The expectation is the classroom teacher will remain at the IEP until excused by the principal or their designee.

29. Early Outs:
Based on the current school calendar the district will have early outs scheduled on Wednesday throughout the school year. All teachers are to follow the agenda set forth for the day. If in doubt please contact the principal.
30. Employee Self Serve (ESS):
Through the Business Office each new employee is set up with a SMARTeR account. ESS. SMARTeR is a web-based database located on the district's website that contains your personal employment information such as, salary, payroll information, leave etc.
31. Email Accounts:
All emails received or sent on school owned equipment is public data. If a request is received to review emails accounts we must comply. Simply erasing an email does not mean it has gone away. Caution should be used when exchanging information via email. Also, the district has the right to review your email account as well as the contents of your school owned devices i.e., desktop computer and iPad.
32. Emergency Closing:
In event of school closings, the staff will be notified by the superintendent via text messaging or an Instant Alert message. Please update your phone numbers prior to the start of each school year.
33. Facility Use:
Teachers are allowed to use the school facilities within the school day with the permission of the building principal. Teachers are asked to check with the building office on the proper procedures. Teachers using the building before or after school must have the approval of the principal.
34. Field Trips:
The district encourages field or class trips. All trips must have the approval of the building principal. Please complete the Transportation request as far in advance as possible.
35. Fire/Tornado Drills:
The district is required by law to have five fire and one tornado drill within a school year. Procedures and exit routes can be located with the classroom. All staff are expected to familiarize themselves with the procedures.
36. Forms:
All forms needed by most teachers are available in the office. Please make your request to Corinne.
37. Fundraising/Charitable Drives:
If your class is planning a fundraiser, please get prior approval from the principal.

38. Gifted and Talented Programs:
The district offers a Gifted and Talented program through the NE Area Schools Collaborative.
39. Grading: Teachers are expected to adhere to district policies and building level expectations as it pertains to grading. Grades should reflect a true interpretation of the students' work. The grade should be fair, consistent and entered in a timely manner.
40. Hallway Supervision:
Hallway supervision is everyone's responsibility.
41. Harassment and Violence:
It is the policy of the school district to maintain a positive learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, 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 harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by school district policy. Additionally, the school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. See School Board Policy 413 for additional details.
42. Hazing:
"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. This includes physical activities and any activity that intimidates or threatens the student with ostracism, mental stress, embarrassments, shame or humiliation. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. The School District will act to investigate and will discipline or take appropriate action. (Refer to district policy #526)
43. Homework:
When assigning homework a teacher must consider the age of the students, the resources available to the student and the home environment. All homework must be relevant and reasonable. When homework is assigned it should be graded and the feedback should be quick. Homework assigned as busy work or as form of punishment is not acceptable.
44. Hours and Times:
The duty day of a 1.0 FTE teacher is 8:00-3:00 M-F. Any deviation from this schedule must have the prior approval of the principal. If in the event a building or district level meeting is held prior to 8:00 or extend past 3:30 the expectation is the staff will attend. An IEP meeting may be scheduled prior

to 8:00 or extend past 3:30. The expectation is the classroom teacher will remain at the IEP until excused by the principal or their designee.

45. IEP/504:

An IEP or 504 Plan are legal documents that protect the student's educational rights. It is the teacher's responsibility to understand the modifications agreed upon within the student's educational plan. As the classroom teacher you are a member of the IEP or 504 Plan team and have the right to make recommendations pertaining to your student.

46. Inventory:

Each teacher is responsible for the contents of their room and the equipment assigned to them. Equipment assigned by grade level is also the responsibility of the teachers within that grade. Report any missing or damaged equipment to the building office as soon as discovered. Check with the secretary, principal or custodian before completing a purchase order.

47. Instant Alerts:

Instant Alert is used by the district to notify parents and staff of relevant information. The district will make the initial data entry in your profile with the contact number you have provided. It is then the employee's responsibility to keep their profile updated. The district cannot be held responsible for staff not receiving pertinent information for outdated contact information.

48. iPad/Laptops:

Each teacher is given a district owned iPad and/or laptop for their use. Remember the computer is district property do not put private data on it.

49. Insurance:

An employee must be employed over 30 hours to qualify for insurance through the district. Please refer to the your CBA and your Benefit Summary which is distributed annually from Medica and managed by the Business Office.

50. Lane Changes (Credits):

Teachers are encouraged to improve their skill set by taking college credits. Prior to taking college classes for the purpose of a lane change all course work must be preapproved by the building principal. The form is available in the office. Course work taken without preapproval will not qualify toward a lane change. In order to qualify for the September 1st Lane change, teachers must submit final grade verification of pre-approved credits to the Superintendent no later than October 1st of the year the lane change is to take effect. Please refer to CBA Section VI Section 3 for more details.

51. Leave (Sick/Personal):

The staff has access to sick and personnel leave. The proper uses of these leaves are defined within the CBA and district policies. It is the employee's responsibility to familiarize themselves with the proper circumstances for which they may be used.

52. Lesson Plans:
Teachers are expected to have the lesson plans completed by Friday for the following week. Each lesson should be tied to the state standards. Lesson plans must be easy enough to follow in the event a substitute teacher is needed.
53. Lunch Room Procedures:
Teachers are to escort their students to the lunchroom daily. Please have the students wash their hands and use the restrooms prior to getting in the lunch line.
54. Movies, Streaming, DVD's, Video Games:
These activities can be both educational and entertaining, but they should not be a key component of the instructional day. Please limit to special occasions or in conjunction with a specific unit, but not a every Friday event.
55. Notice of Violent Behavior by Students:
Teachers and other appropriate school staff will be notified if a student with a history of violent behaviors is placed in their classroom. The Superintendent/Principal will inform parents/guardians of the student that notification will be given to the teacher and appropriate school staff. The parents/guardians have the right to review the records and challenge what is documented.
56. Paraprofessionals:
If a para professional is working in your classroom that means they have been assigned to work with a student/s in your room. It is your responsibility to supervise them while they are in your room. They are to be working with students, not doing bulletin boards, correcting papers or running copies. If you are unsure as to their duties, please refer to the student's IEP or contact the student's case manager.
57. Paperwork:
At the beginning and throughout the school year it is the teachers' responsibility to complete and return all required paperwork. Some of the paperwork is required and must be submitted. In other cases, it may be optional but you may be missing out on things that would benefit you personally, for example, flex spending or lane changes to mention just a couple. It is not the districts responsibility to remind you of optional paperwork.
58. Parent Contacts:
There is no exact number of times parents should be contacted. It is recommended that teachers build a rapport with parents early in the school year. Parental involvement has proven to be one of the biggest factors in student success. Teachers are encouraged to reach out to parents early and often when it appears potential problems are on the horizon. Teachers may want to log the number of contacts made to parents.

59. Parent Notes:
If you receive a parent's note and it contains information that is important to the office, please send the student to the office with the note. The office will make a copy and send the original back for your records. If there is confusion about a note or lack of, please contact the office well in advance of dismissal time.
60. Parking:
We share the parking lot with three other entities. All staff are asked to park across from the entrance when possible. Leave the spaces closest to the building for guests. Remember-Do not leave any valuables in your vehicle.
61. Pay Vouchers:
Pay Voucher forms are available in the building offices. All reimbursements or compensation requests must have prior principal/ superintendent approval. Itemized receipts must accompany all out-of-pocket reimbursements requests.
62. Personnel Files:
The district maintains data on all employees. Individual personnel files are maintained and owned by the district. Personnel data is maintained according to MN Statute Chapter 13. All employees have the rights to view their file. Employees are not allowed to insert items in the files without the Superintendents approval.
63. Pets:
Use discretion when bringing pets into your classroom. Pet allergies are very common with students.
64. Phones:
Classrooms have a phone with long distance capabilities.
65. Pledge of Allegiance:
Under Minn. Statute 121A.11. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.
66. Professional Development (PD):
The district has built professional days into the school calendar. Professional development opportunities outside of the district must have prior approval.
67. Promotion and Retention:
All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the superintendent.

68. Public Image:
Although everyone is entitled to a life outside of school it is important to know that your actions outside of school may impact your ability to be an effective teacher. You are a professional and you are bound by the Teachers Code of Ethics. Please be mindful of your actions.
69. Report Cards:
Report cards are sent home quarterly.
70. Rules, Regulations & Policies:
Like any organization the school district has clearly defined rules, regulations and polices in which it adheres to. District policies can be found in the office and also on the website. If you are unable to find the answer to a question please contact the building secretary or administrator.
71. Safety Concerns:
Safety is everyone's concern. Safety concerns may be reported directly to the office, or there are reporting forms available in the teachers' lounge.
72. School Mail (out-going):
Mail is picked up and dropped off daily. The district is not responsible for any private mail.
73. Social Networks:
Your private accounts are private, unless your accounts cause a "significant disruption to the educational process." If it is determine that your actions have prevented you from being an "effective teacher" it will result in discipline actions. Please refer to the *Code of Ethics for Teachers* which can be found on the MDE website.
74. Student Dismissal:
Students are to be supervised when dismissing at the end of the day. Students should be escorted to their proper line either the Boys and Girls Club or bus. In the event of problems, the building principal has the right to assign teachers to supervise problem areas.
75. Substitute Folders:
All teachers are required to have a substitute folder on their desk for the substitute teacher. The folder should include the following: class rosters, high needs students identified, classroom procedures and expectations and emergency information
76. Supplies and Purchase Orders:
All purchase orders are done on line. Along with your budget notice you will receive an electronic manual from the Business Office with step-by-step directions. If you need additional help, you may contact the Business Office or ask a colleague.
77. Teacher Evaluation: MN Statutes, section 122A.40 and 122A.41 mandates

that every district will participate in Teacher Evaluations.

78. Tobacco Products Prohibited in Public Schools:

The 1992 Legislature enacted M.S. 144.4165, Sec. 3, which prohibits tobacco products in public schools. The language specifies that, "No person shall at any time smoke or use any other tobacco product in a public school, as defined in section 120.05, subdivision 2. This prohibition extends to all facilities, whether owned, rented or leased and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition does not apply to a technical college." This legislation is effective August 15, 1993. Any person who violates M.S. 144.4165 is guilty of a petty misdemeanor.

79. Valuables:

Nothing of monetary or sentimental value should be left out. Your classroom may be used for other afterschool activities. The district is not responsible for any lost or stolen item, so please lock them away.

80. Volunteers:

Prior to inviting volunteers, the teacher should discuss the activity and need with the building principal. All volunteers must sign in and get a Visitors Pass from the office. Volunteers are to be supervised at all times and they are never left alone with students. They should never discipline students at any time. Volunteers need to be informed about data privacy.

81. Additional Information and forms:

PERA INFORMATION

Member Services: 1-800-652-9026 or 651-296-7460
Web Site: www.mnpera.org
60 Empire Drive Suite 200 St. Paul, MN 55103-2088

TRA INFORMATION

Member Services: 1-800-657-3669
Web Site: <https://www.minnesotatra.org>
60 Empire Drive Suite 400 St. Paul, MN 55103

INSURANCE INFORMATION

HEALTH: Medica
Customer Service: 1-877-347-0282
Group Number: 1MEDICA
30-day probationary period before enrolled.
DENTAL: AMERITAS
Customer Service: 1-800-627-3660
www.ameritasgroup.com
Group Number: 10-28833-1
LIFE & DISABILITY MADISON NATIONAL LIFE
Customer Service: 1-800-627-3660
Group Number: 017244

PAYROLL INFORMATION

Employees will be paid on a bi-weekly basis. Checks will be directly deposited in your bank account on pay day.

PURCHASING PROCEDURES

Requisition forms are available in the office (old purchase order form). **Please fill out completely all requested information.** The completed requisition should be submitted to the Business Manager for processing a purchase order. The Business Manager will submit the purchase orders to the Superintendent/Principal for final approval. Once the purchase order has been signed (by Superintendent/Principal) the items may be ordered.

Reminder:

If you go directly to the store and they issue you a copy of the receipt, you must return the receipt to the office to make sure it is processed for payment.

A purchase order is also needed for repairs, services, subscriptions, etc.

NO MATERIALS MAY BE PURCHASED WITHOUT A PURCHASE ORDER AND PRIOR APPROVAL.

RECEIVING MATERIALS

When materials are received, they will be unpacked and checked in by the secretary. Materials will then be delivered to the employee or they can be picked up in the office. If you receive items that have not been unpacked, please mark on the packing slip what was received and return the packing slip to the office.

EXPENSE CLAIM POLICY

- a. **MILEAGE:** Reimbursed at the IRS rate set at the Reorganizational Meeting in January.
- b. **LODGING:** Reimbursed at the rate for single occupancy unless sharing a room with individuals that qualify for expense reimbursement. Prior approval from the Superintendent/Principal is needed for all lodging reimbursement. A purchase order is required if the hotel will accept one to reserve the room. Receipts must be turned in to qualify for reimbursement.
- c. **MEALS:** A maximum of \$65.00/day for one full day (overnight stay-with receipts) Employees will be compensated for actual cost not to exceed:
 1. Breakfast \$15.00--Work assignment between 6:00 a.m.-11:00 a.m.
 2. Lunch \$20.00—Work assignment between 11:00 a.m.-6:00 p.m.
 3. Dinner \$30.00—Work assignment between 6:00p.m.-midnight
- d. **MISCELLANEOUS:** Includes registration fees, parking fees, etc., paid by the employee. A receipt is required for reimbursement of these expenses.

The start and end of a trip will be jointly determined by the Superintendent and traveling employee. Per Diem will be paid accordingly. Unforeseen circumstances, which may extend the trip, will result in additional per diem paid at the end of a trip. However, the Superintendent must approve the reason for the extension before additional per diem is paid.

Travel not requiring an overnight stay will not receive advance payments, but will be reimbursed for actual meal receipts and mileage. However, meal reimbursement cannot exceed amounts as listed above.

WORKSHOP/TRAVEL CLAIM PROCEDURE

- FILL OUT PROFESSIONAL DEVELOPMENT REQUEST FORM.
- Registration Form/Agenda and Leave Slip must be attached. See Appendix for form.

- **REGISTRATION:** Approval signature required on professional development request form before registering for any professional development meeting/workshop.
- **TRAVEL:** Fill out professional development request form. See Appendix for form.

SCHOOL VECHICLE USE

- Anyone driving a school bus/van must have:
 1. a valid Minnesota driver's license on file with the school district.
 2. passed a driver's license background check
 3. taken the Type III training
- If you are hired specifically for transporting students you need to have a D.O.T. physical examination on file and will be subject to employers' drug/alcohol testing.
- Buses and vans are not to be used for personal use at any time or kept at home unless special provisions are made with the superintendent/principal.
- Anyone using a bus/van must get prior approval from the superintendent/principal.
- Transportation will only be provided for Nett Lake School sponsored activities.
- Drivers will be responsible for returning the bus/van with clean interior. (No food garbage or pop containers)
- A "Request for Transportation" form must be filled out prior to vehicle use. Form is located in at the end of this handbook.

Staff Development Request Form - Overnight Trip

Employee Name: _____

Workshop Requesting to Attend: _____

Date: _____

Time: _____

(Please Attach copy of registration form & submit to Principal/Superintendent)

Approval Signature: _____

Once approved please submit the following with a copy of the completed registration form & leave slip

Registration fee: \$ _____

P.O. Check
Please circle type of
pmt.

Employee Signature _____ Date _____

Mileage: _____

Per diem amt.:		<u>Date</u>	<u>Amount</u>	
Breakfast	\$15.00	Day 1	_____	
Lunch	\$20.00	Day 2	_____	
Dinner	\$30.00	Day 3	_____	
Total	\$65.00	Day 4	_____	Total
		Day 5	_____	_____

Hotel: _____

P.O. Check
Please circle type of
pmt.

Attach reservation confirmation including dates

Staff Development Request Form - Day Trip

Employee Name: _____

Workshop Requesting to Attend: _____

Date: _____

Time: _____

(Please Attach copy of registration form & submit to Principal/Superintendent.)

Approval Signature: _____

Once approved please submit the following with a copy of the completed registration form & leave slip

Registration fee: \$ _____

P.O.

Check

Please circle type of pmt.

Employee Signature

Date

Upon returning from workshop please submit mileage and meal receipts on pink sheet.

ACCIDENT REPORT

1. GENERAL INFORMATION

Employee Name	Emp. #	Sex	Date of Birth	Job Title
Facility	Department	Date & Time of Accident		
Exact Location of Accident	Job Being Performed	Date Injury Reported		

2. DESCRIPTION OF INJURY/ILLNESS

Type of Injury:		Clinic:
Part of Body:		Hospital:
Damage to Property or Equipment:		

3. DESCRIPTION OF INCIDENT (What happened and how did it happen?)

Statement of Employee Involved:

Statement of Witness(es):

4. ANALYSIS (What caused the incident? Why did it happen?)

Primary Cause _____

Contributing Factors _____

5. PREVENTATIVE/CORRECTIVE ACTION (State what will be done to prevent reoccurrence)

Immediate Action _____

Who is Responsible _____ Completion Date(s) _____

Long Term Action _____

Who is Responsible _____ Completion Date(s) _____

Investigated By:

Date:

Reviewed
By: