



Employee Handbook 2022-2023

Northland Learning Center
Independent School District #6076
1201 13th Avenue South
Virginia, MN 55792
<http://www.northlandsped.org>
(218) 741-9201
Fax (218) 741-5384
Toll Free number 1-800-450-4772

"Tough times don't last. Tough people do."

Table of Contents

Welcome/Mission Statement/Beliefs	page 3
Programs and Expectations	page 4-5
Safety	page 5-6
Professionalism	page 6-8
Miscellaneous	page 8-9
Legal	page 9-12
Drug-Free Workplace/School Policy	page 12-15
Handbook Signature Page	page 16
Technology Signature Page	page 17
Drug-Free Workplace/School Acknowledgement	page 18

Executive Director:

Katie Heimdal	218-471-1040
---------------	--------------

Assistant Directors:

Tina Fredrickson	218-471-1048
Hanna Rodenbaugh	218-471-1049
Christi Sickel	218-471-1057

Joint Powers Board of Directors:

Chairperson-Dr Reggie Engebritson
Vice Chairperson-Kevin Grover
Clerk-Dr Noel Schmidt

Members:

Adrian Norman	John Klarich
Peter Hardy	Jeff Burgess
Chris Lindholm	

Welcome to the Northland Learning Center!

On behalf of the Northland Learning Center I would like to welcome you to our school. This handbook is meant to assist all of us by clearly communicating expectations and policies. Working together, we will have a positive and enjoyable work experience. Our goal is to help ALL students reach for success.

Sincerely,

Katie Heimdal
Executive Director

Any and all of the material in this handbook is subject to amendment by the School Administration or the Joint Powers Board at any time.

Vision Statement

Every school year Northland Learning Center will have successfully:

- Met the challenges in education for special education and alternative learners.
- Worked in partnership and collaboration with member districts.
- Provided professional development to retain and attract quality staff.
- Provided programs that produce productive citizens.

Mission Statement

Our mission is to provide special education and alternative learning services for Northeastern Minnesota schools.

District Goals

We will expand and enhance our programs by:

- Providing strong leadership with a shared vision.
- Improving staff development opportunities for all staff.
- Providing regional trainings for specific disabilities.

Beliefs

We believe that children do well if they can. It is our job to collaboratively address unsolved problems and teach skills to support student growth.

We believe that in order to provide students with the academic, life and social skills necessary to produce productive citizens, we must use proactive strategies to provide:

- Individualized academic and social instruction in conjunction with mental health awareness.
- Opportunities for students to learn individual and group responsibility.
- A safe and predictable environment for learning to take place.

Programs

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE): These staff serve students in all our schools.

FOCUS PROGRAM: ELEMENTARY, MIDDLE, and HIGH SCHOOL: This program serves students requiring behavioral support. The goal of these programs is to give students the skills needed so they can successfully return to their home school district.

ALTERNATIVE LEARNING CENTER (ALC): This program serves students in grades 7-12. This program is designed to support students who have not found success in traditional school settings. Smaller class sizes and personalized learning plans help empower students to succeed.

CHEMICAL DEPENDENCY (CD) PROGRAM: This program is available for students who qualify.

BRIDGE TO INDEPENDENCE (BTI) PROGRAM: This program serves students ages 18-21 as they transition to life beyond school.

ITINERANT: These staff serve students in all our schools. (Occupational Therapy, Physical Therapy, Speech/Language, Vision, Deaf Hard of Hearing, Adaptive Physical Education (DAPE), School Psychologists, Achievement Assessors, Due Process Facilitator)

All of our programs serve students in the following school districts: Cook County, International Falls, Chisholm, Mesabi East, Rock Ridge, Mountain Iron - Buhl, St. Louis County Schools, Nett Lake, and Ely.

EXPECTATIONS

EMPLOYEES ARE EXPECTED TO:

- Have regular attendance and be prepared to teach/provide services.
- Have behavior that promotes a positive teaching/learning environment.
- Be respectful, courteous, and cooperative with school personnel and students.
- Check work email daily.
- Check out in the office when leaving and/or returning.
- Maintain accurate records.
- Maintain a clean and safe school environment; and
- Attend school conferences (if applicable).

WORK HOURS

Work hours are determined by your specific job position and administration.

- Office hours are 7:00 to 3:30.
- Teacher work hours are from 7:30 to 3:30.
- Para work hours are staggered to best meet the needs of our students.
- If your work schedule is different than the above, you will be notified at the time of hire.

ABSENCE PROCEDURES

Absences should be planned as far in advance as possible. If you need to be absent, please follow these procedures:

For All Staff:

- Complete the online Absence Form prior to or the same day as your absence.

FRAGRANCE FREE GUIDELINES

Some students and staff have sensitivities and allergies to fragrances and other scented products. Thank you for NOT USING scented products such as: Perfume, Cologne, Hand lotion, Air Fresheners & Essential Oils, etc.

LATEX ALLERGIES

Some students and staff have sensitivities and allergies to latex. Please notify administration and the office if you plan to use latex products. Please keep them in a confined area.

DRESS CODE - Clean and Neat

It is important to portray an orderly, safe, and neat work environment and be a role model for our students. A dress code will be enforced.

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. Therefore, the following dress code will apply to all teachers, aides, office staff, and administrators throughout the NLC. It is to be applied for all the days students are present, and for parent-teacher conferences.

This includes clothes that are neat, clean, and in good repair:

- ✓ No sweatpants, yoga pants, workout clothes, scrubs
- ✓ No open-toed shoes for staff that work directly with students.
- ✓ No shorts during the school year. Dress shorts may be worn when temperatures are expected to be over 80 degrees.
- ✓ No T-shirts or sweatshirts that encourage/advertise inappropriate behaviors/habits.
- ✓ No jeans with rips or holes.
- ✓ No low-cut tops or clothing showing cleavage-appropriate neckline.
- ✓ No low riding pants showing underwear.
- ✓ No long scarves, long earrings, necklaces, draw cords, hooded sweatshirts if you are working with students where that would be a work hazard.

School district staff members who do not, in the judgement of the supervisor, reasonably conform to this dress codes shall receive a notice of non-compliance from their supervisor. Repeated violations or refusal to comply with the directions of the supervisor by an employee could result in disciplinary action up to and including termination.

SAFETY

Everyone is cautioned that students must not be left unattended. If an injury occurs during a worker's absence from a post of duty, he/she becomes liable under the law of negligence.

FIRE DRILLS

Fire drills are held in accordance with state requirements. Procedures are posted in each room.

LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures. Lockdown procedures may

be issued in situations involving dangerous intruders or other incidents that may result in harm to people inside the school building. Procedures are posted in each room.

Relocation Center: Our Savior's Lutheran Church 1111 8th Street S, Virginia, MN 55792-3238

ACCIDENTS

Employees involved in an injury of any kind in gym, classrooms, halls, and outside must complete a First Report of Injury form and report the injury to the administration or office staff within 24 hours of the accident.

PROFESSIONALISM

- If you open it, close it.
- If you turn it on, turn it off.
- If you unlock it, lock it up.
- If you break it, admit it.
- If you can't fix it, call in someone who can.
- If you borrow it, return it.
- If you value it, take care of it.
- If you make a mess, clean it up.
- If you move it, put it back.
- If it belongs to someone else and you want to use it, get permission.
- If you don't know how to operate it, leave it alone.
- If it's none of your business, don't ask questions.
- If it isn't broke, don't fix it.
- If it will brighten someone's day, say it.
- If it will tarnish someone's reputation, keep it to yourself.

CONDUCT

Common sense should provide the guidelines for acceptable behavior at the Northland Learning Center and all school sponsored activities. Appropriate behavior with students needs to always occur. **No texting/messaging students.** Always be aware of your words, body language and actions around students.

OFF- CAMPUS CONDUCT

Employees who engage in illegal off school conduct, which disrupts or poses a threat or danger to the school, its students, or fellow employees are subject to disciplinary consequences.

CELL PHONE USE

Cell phones are not to be used during student contact time.

SOCIAL MEDIA USE

The Northland Learning Center understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. The line between professional and personal relationships is blurred when using social media. By virtue of identifying yourself as a Northland Learning Center employee online, you are connected to district students, families, or fellow

employees in a social media context that exists outside those approved by the district, the district advises employees to maintain their professionalism as district employees and have responsibility for addressing inappropriate behavior and/or activity on these networks, including requirements for mandated reporting.

Off-Duty Use of social media: Employees may maintain social media on their own time using their own devices. However, employees must remember they are role models to students in this community and must ensure that social media activity does not interfere with their work or reflect poorly on the district. The district reserves the right to view and monitor any public posting on an employee's social media at any time, without consent or previous approval.

Social media includes but is not limited to: Blogs (Blogger, Wordpress, etc.) Wikis (Wikispaces, Google sites, etc.) Social Networking sites (Facebook, Ning, Snapchat, YouTube, Linkedin, Etc.) Photo Sharing Video sites (YouTube, Flickr, etc.) Social BookMarking (Diigo, Delicious) Podcasting and Vodcasting

Respect: Demonstrate respect for the dignity of the Northland Learning Center, it's students, parents or guardians of students, employees, and administrators. Always express ideas and opinions in a respectful manner. A social media site is a public place, and employees should avoid inappropriate and/or unprofessional communications (by word, image, or other means). Employees are reminded that, even if a message is posted anonymously, it may be possible to trace it back to the sender.

Confidentiality: Do not identify or reference Northland Learning Center students, parents or guardians of students, employees, or administrators, without express permission. Employees may not post images of coworkers or students without proper consent, i.e., parent or guardian consent for students. Employees may write about their jobs in general but may not disclose any confidential information, or information protected by data privacy laws. When expressing their own views, employees must disclose that these views are their own and do not necessarily reflect the views of the Northland Learning Center. When in doubt, do not post the material, or ask the Executive Director or Assistant Directors before publishing or posting.

Discipline: Violations of this policy, including any posts made by an employee that fail to comply with this policy, may result in discipline, up to and including termination of employment. Employees will be held responsible for any disclosure of confidential or private information, regardless of whether the disclosure was purposeful or unintentional. Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including their rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

CLASSROOM CLEANLINESS

Your classroom environment has a strong bearing on how your students perceive themselves and the expectations you have for them. Classrooms are to be kept clean, organized, and free of clutter. Food should be kept in closed containers in a designated place in the classroom.

DOCUMENTATION

Campus and SpEd Forms must be used to document incidents with students.

SUBSTITUTE PLANS

It is the responsibility of all teachers and paraprofessionals to create a detailed daily schedule (including classroom routines, expectations, "go to" people, and a building map) if a substitute is needed. These plans should always be kept in a visible place within the classroom. If you know you will be absent, it is your responsibility to have detailed daily plans and all materials ready for

use.

LUNCH BREAK

Each employee is granted a thirty-minute unpaid lunch. Employees must accept full responsibility for their departure and return to school on time. Employees who leave the campus during their lunch and do not return on time for afternoon duties will result in disciplinary action.

INSUBORDINATION

Insubordination occurs when an employee refuses to obey reasonable directions of someone in authority. If an employee feels the request is unfair, bring the matter to the attention of the administration or Joint Powers Board of Directors.

EMPLOYEE RESPONSIBILITIES

Employees are responsible for the consequences of their actions. All employees are responsible for knowing and obeying the school rules and regulations. Notwithstanding the provisions of law to the contrary, the conduct of all employees working in a public elementary or secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education. (Minnesota Statute 120.06, 1974)

MISCELLANEOUS

SUPPLIES

General office supplies are available in the main office. To order other supplies, please complete a Purchase Requisition Form (located in Staff Lounge or Main Office). All information must be included. Submit completed forms to the office. Special Education orders must also have a completed Purchase Necessity Form attached. **All purchases need to be submitted and approved prior to March 1st of each year.**

SCHOOL TELEPHONE

Employees have a long-distance code that is issued out in the beginning of the school year. This code is only to be used for instructional purposes only.

CARS/PARKING

Teachers and paraprofessionals are to park in the NLC parking lot behind the school. Office staff and administration are to park in the front of the school. Please do not use the side streets.

CLOSING OF SCHOOL

In the event of a school closure, the Northland Learning Center will announce it using messenger alert, on local radio and television stations. Employees should check contract for language regarding school closings.

SCHOOL VEHICLE

Employees must complete a School Vehicle Driver's Consent, written and practical test, and provide proof of personal insurance before driving a school vehicle. Please see the administration if you will need to transport students. Drivers are also expected to adhere to the Smoke-Free policy.

LIABILITY FOR PERSONAL MATERIALS

The Northland Learning Center shall not be responsible for the loss of any personal items of employees. Should any theft occur, please complete an Incident Report.

HOT LUNCH

Employees having breakfast/hot lunch must sign up in the office by 9:00 a.m. Employees must pay for breakfast/lunch before it can be ordered for them. **Absolutely no charging.**

EXPENSE REIMBURSEMENT

Employees must have your supervisor's written authorization by way of a purchase order prior to incurring an expense on behalf of the NLC. To be reimbursed for all authorized expenses, you must submit a purchase order accompanied by original itemized receipts. Please submit your expense report at least monthly.

TRAVEL EXPENSES

Meal maximums are rates that have been approved by the NLC Board of Directors. The maximum meal reimbursement per day is listed: Breakfast: \$9.00; Lunch: \$11.00; Dinner: \$16.00 Maximum daily limit is \$36.00 In general, lunches are reimbursable only when on an overnight trip and more than 150 miles from the NLC or when eating with someone on a business matter that cannot reasonably be conducted at another time. Routine lunches on the road are not reimbursed. Alcoholic beverages are never reimbursable. Original itemized receipts must be provided for each expenditure except parking meters and mileage. Meals will only be reimbursed with a proper itemized receipt. The itemized receipt must list the business purpose and the names of the individuals participating in the meeting. Reimbursement shall not exceed the daily meal maximum as specified above (ex. Only \$20 for dinner, even if no lunch or breakfast was purchased).

For the following metropolitan areas and any location outside the forty-eight (48) contiguous United States, the maximum reimbursement shall be: Breakfast: \$11.00; Lunch: \$13.00; Dinner: \$20.00 The metropolitan areas are: Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas/Fort Worth, Denver, Detroit, Hartford, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York City, Philadelphia, Portland, St. Louis, San Diego, San Francisco, Seattle, Washington D.C.

LEGAL

EMPLOYEE RIGHTS

Each employee has the right to attend work in a safe environment free from fear and provide education to students as provided by law.

WAGE DISCLOSURE PROTECTION

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the wage disclosure protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Northland Learning Center will not discriminate in employment opportunities or practices on the basis of any protected class, including: race, religion (all aspects of religious beliefs, observance or practice, including religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition (including cancer or a record or history of cancer), genetic information, sex (including pregnancy, childbirth, breastfeeding or

related medical conditions), gender identity or expression, sexual orientation, marital status, registered domestic partner status, veteran status, current or prospective service in the uniformed services, age, or any other protected class under federal, state, or local law. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category. race, color, creed, religion, national origin, sex, sexual orientation, familial status, marital status, status regarding public assistance, membership or activity in a local human rights commission, disability, age, genetic information, or other legally protected characteristic protected by state, local or federal law. Reference NLC Board Policy 401.

Personnel decisions will be made based on individual performance, staffing needs, merit, and in accordance with the Minnesota Human Rights Act.

SEXUAL/RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

It is the policy of the Northland Learning Center to maintain 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 employee of the Northland Learning Center to harass or be violent to another student or an employee through conduct or communication of a sexual nature or regarding religion or race as defined by this policy. (For the purpose of this policy, school personnel include joint powers board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District).

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline an employee who is found to have violated this policy.

Any person, who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a student, employee of the School District, or any third person, should report the alleged act(s) to the building principal or appropriate School District as designated by this policy. The designated School District Human Rights Officer to whom the report will be referred to the Executive Director (218) 741-9201. Reference to NLC School Board Policy 413

AMERICANS WITH DISABILITIES ACT AND REASONABLE ACCOMMODATION

The Northland Learning Center will provide reasonable accommodations to any qualified individual with a disability if such accommodation does not create an undue hardship to the Northland Learning Center. Individuals who believe they need reasonable accommodation should contact the Executive Director. Reference NLC Board Policy 402.

STATEMENT ON DISCRIMINATION

It is the policy of the Northland Learning Center to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regards to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration, or

selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

Inquiries regarding compliance with Title IX may be directed to the Executive Director (218) 741-9201 or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C. of the Commission of Human Rights, 200 Capitol Square Building, St. Paul Minnesota 55101.

TOBACCO

Tobacco use and possession by an employee is banned in the “School Zone”. “School Zone definition by Minnesota Statute M.S. 152.01 Subd. 14A means: The area surrounding school property to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property. Employees are responsible for keeping the streets and sidewalks outside of the zone free of smoking debris. Smoking includes the use of any tobacco product, electronic smoking devices, e-cigarette. A complete list can be found at NLC School Board Policy 419.

WEAPONS

Possession of a weapon on an employee’s person or in an area subject to an employee’s control, on school property, at a school activity, or on vehicles used to transport employees is prohibited. A weapon is defined as any firearm (loaded or unloaded), any device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples include, but are not limited to the following: guns (including pellet guns, airsoft guns, look alike guns and non-functioning guns that could be used to threaten others); knives (pocket knives included); clubs; metal knuckles; nun chucks; throwing stars; explosives; stun guns; and ammunition

DRUG-FREE WORKPLACE

It is The Northland Learning Center’s policy to maintain a drug and alcohol-free workplace that is safe and productive to all employees and students.

No employee regardless of medical conditions shall possess drug paraphernalia or possess, consume, buy, sell, or be under the influence of an alcoholic beverage, illegal, or simulated drug, regardless of the quantity, during the school day, while in the school building, on school grounds, at any school activity, or having come to school or an activity after using the chemicals listed above. Please refer to NLC School Board Policy 418 at the end of the handbook for the complete policy. Also refer to NLC School Board Policy 417.

INTERNET/TECHNOLOGY USE

Employees utilizing district-provided Internet access must first have the signed Internet use agreement on file. Employees utilizing school-provided Internet access are responsible for good behavior online as outlined in school guidelines, just as they are in the classroom or any other area of the school. Also, the same general rules for behavior and communication apply.

The purpose of the district-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, employees’ use must be in support of, and consistent with, educational objectives of the Northland Learning Center. Access is a privilege, not a right. It is understood that inappropriate or unauthorized use of the Internet will result in disciplinary action, including the termination of district Internet privileges. Access entails

responsibility.

Some uses of the school networks/equipment are not permitted. Those include but are not limited to:

- Using the network for financial, commercial, or illegal activities.
- Vandalizing, damaging, disabling, or degrading the electronic or physical property of another individual or organization.
- Attempting to access unauthorized or inappropriate district information.
- Wasting technology resources including bandwidth, file space, printers, or supplies (paper, toner, etc.).
- Using the network to obtain or transmit ethnic, racial, or religious hate materials, Accessing, uploading, downloading, or distributing pornographic, obscene sexually explicit, or graphically violent material.
- Accessing another individual's material, information, or files without permission.
- Violating copyright or otherwise using intellectual property of another individual or organization without permission.
- Installing, copying, or removing authorized software from district computer systems or networks.
- Using technology in ways which violates any of the district's policies regarding acceptable use and behavior standards.
- Impersonating any person or organization over the district network.

Inappropriate or unauthorized use of school technology may result in disciplinary action, including the termination of school technology privileges.

PERSONNEL NLC Board Policy 418

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

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

B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis in any school location.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or 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.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his

- or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the executive director.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any childcare facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her 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. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. 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 fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)
Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)
Board Policy 418
Adopted: 1/27/16



Independent School District 6076
1201 13th Avenue South
Virginia, MN 55792-3361
Phone (218) 741-9201 or 1-800-450-4772
Fax (218) 741-5384

Katie Heimdal
Executive Director

Northland Learning Center Employee Handbook Signature Page

This signature page is an acknowledgement that the employee has received, read, and understood the rules, policies, and procedures of this handbook and **MUST** be returned within two days of employment.

Employee Printed Name

Employee Signature

Date



Independent School District 6076
1201 13th Avenue South
Virginia, MN 55792-3361
Phone (218) 741-9201 or 1-800-450-4772
Fax (218) 741-5384

Katie Heimdahl
Executive Director

STAFF INFORMATION TECHNOLOGY USE AGREEMENT

We have read and agree to comply with the terms of the Independent School District 6076 Information Technology Use Policy. Employees utilizing school-provided Internet access are responsible for good behavior online as outlined in school guidelines, just as they are in the classroom or any other area of the school. Also, the same general rules for behavior and communication apply.

The purpose of the district-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, employees' use must be in support of, and consistent with, educational objectives of the Northland Learning Center. Access is a privilege, not a right. It is understood that inappropriate or unauthorized use of the Internet will result in disciplinary action, including the termination of district Internet privileges. Access entails responsibility.

We understand that in order to administer its information technology resources, the School District can and will monitor use of those resources without notice prior to users.

Staff's Name (Please print):

Staff Signature: _____

Date of Signature: _____

Katie Heimdahl
Executive Director

— ACKNOWLEDGMENT —

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. 6076, Virginia, Minnesota.

Staff's Name (Please print):

Staff Signature: _____

Date of Signature: _____