

WCED School Board Policies 8/2013

The purpose of this summary is to inform staff regarding policies they are required to follow or pertain to their employment at WCED. Requirements for training, posting, notification or handbook inclusion are noted in bold italics. Complete policies can be requested from the WCED office.

102-Equal Education Opportunity: The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district. ***It is the responsibility of every school district employee to comply with this policy conscientiously.***

401 Equal Employment Opportunity: The purpose of this policy is to provide equal employment opportunity for all applicants for West Central Education District employment and West Central Education District employees. ***It is the responsibility of every West Central Education District employee to follow this policy.***

402 Disability Nondiscrimination: The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law. Any applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement of this policy, should contact the Executive Director.

403 Discipline, Suspension, and Dismissal of School District Employees: The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

406 Public and Private Personnel Data: The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

407 Employee Right to Know-Exposure to Hazardous Substances: The purpose of this policy is to provide West Central Education District employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. Training will be provided to all full- and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent, or infectious substance as set forth above. ***Training will be provided to employees before beginning a job assignment as follows: Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above. AND Any employee reassigned to a work area where he or she is determined to be routinely exposed under the above guidelines.***

408 Subpoena of a School District Employee: The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

409 Employee Publications, Instructional Materials, Inventions and Creations: The purpose of this policy is to identify and reserve the proprietary rights of the West Central Education District to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district. ***The West Central Education District shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.***

410 Family and Medical Leave: The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law. ***This policy shall be conspicuously posted in each school district building in areas accessible to employees. This policy will be reviewed at least annually for compliance with state and federal law.***

412 Expense Reimbursement: The purpose of this policy is to identify West Central Education District business expenses that involve initial payment by an employee and qualify for reimbursement from the West Central Education District, and to specify the manner by which the employee seeks reimbursement.

413 Harassment and Violence: The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The West Central Education District prohibits any form of religious, racial or sexual harassment and violence.

- a. ***The West Central Education District shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.***
- b. ***This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.***
- c. ***This policy shall be given to each West Central Education District employee and independent contractor at the time of entering into the person's employment contract.***
- d. ***This policy shall appear in the student handbook.***
- e. ***The West Central Education District will develop a method of discussing this policy with students and employees.***
- f. ***This policy shall be reviewed periodically for compliance with state and federal law.***

HUMAN RIGHTS OFFICER

The school board hereby designates: Doug Millaway, WCED Executive Director; 903 State Road, Sauk Centre, MN 56378; 320-352-2284 x4115 as the West Central Education District

human rights officer to receive reports or complaints of religious, racial or sexual harassment or violence.

If the complaint involves a human rights officer, the complaint shall be filed with any of the following: Laurie Fevig, Assistant Special Education Director; 903 State Road, Sauk Centre, MN 56378; 320-352-2284 x4121 or any member district superintendent or directly to the WCED school board. Contact can be made to the WCED office 320-352-2284 x4100 for contact information of member district superintendents or school board members.

418 Drug-Free Workplace/Drug-Free School: 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 and controlled substances without a physician's prescription. ***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.***

419 Tobacco-Free Environment: The purpose of this policy is to maintain a learning and working environment that is tobacco free. ***All individuals on school premises shall adhere to this policy. This policy shall appear in the student handbook. The West Central Education District will develop a method of discussing this policy with students and employees.***

501 School Weapons: The purpose of this policy is to assure a safe school environment for students, staff and the public.

502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person: The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the West Central Education District's policies against contraband. ***A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The West Central Education District shall provide a copy of this policy to a student when the student is given use of a locker.***

506 Student Discipline: The purpose of this policy is to ensure that students are aware of and comply with the West Central Education District's expectations for student conduct. ***The West Central Education District will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.***

The principal and representatives of parents, students and staff in each school building shall confer periodically to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended

changes shall be submitted to the director for consideration by the school board, which shall conduct periodic review of this policy.

514 Bullying Prohibition: The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

- a. The school district annually will provide information and any applicable training to school district staff regarding this policy.*
- b. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.*
- c. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.*
- d. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.*

515 Protection and Privacy of Pupil Records: The West Central Education District recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

- a. The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of their rights within this policy including their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.*
- b. The West Central Education district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English; ... or eligible students identified as disabled.*
- c. The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year.*
- d. Copies of this policy are available at the director's office.*

516 Student Medication: The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school. *Note: Area Learning Center collaborates with Melrose School District regarding the medication policy. The Beacon program collaborates with Sauk Centre School District regarding the medication policy.*

521 Student Disability Nondiscrimination: The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

522 Student Sex Nondiscrimination: The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

- a. *It is the responsibility of every school district employee to comply with this policy.*
- b. *The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.*
- c. *This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.*
- d. *The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.*

524 Internet Acceptable Use and Safety Policy: The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

- a. *The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.*
- b. *The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.*
- c. *The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.*
- d. *Because of the rapid changes in the development of the Internet, the school board shall conduct a periodic review of this policy.*

526 Hazing Prohibition: The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. *This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks. The school district will develop a method for discussing this policy with students and employees.*

531 The Pledge of Allegiance: The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. *Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.*

532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds: The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

533 Wellness: The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

709 Student Transportation Safety: The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. *The school district school bus and bus stop rules will be provided to each family.*

806 Crisis Management: The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. *Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the year.*