

2018-
2019



FRIDLEY PUBLIC SCHOOLS

Fridley Public Schools Employee Handbook

2018-2019

A World-Class Community of Learners

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Fridley Public Schools Employee Handbook

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OVERVIEW OF FRIDLEY PUBLIC SCHOOLS

Fridley Public Schools serves the central area of the City of Fridley with two elementary schools (K-4), a middle school (5-8), a high school (9-12), a community center, and an area learning center.

Our school district is a member of the Northwest Suburban Integration School District (NWSISD). Through the NWSISD partnership, students who reside within the seven districts that make up the consortium can open enroll in the magnet programs offered by participating schools in any of those districts and receive transportation to their school of choice.

Fridley experiences strong enrollment by non-residents who cite quality academics, positive school climate, and personalized attention for each student as their reasons for choosing the school district.

Our students come from diverse backgrounds and there are more than 40 languages spoken in our schools. Fridley's 3,000 students and their families are served by 400 teachers and staff members.

Our school district offers the International Baccalaureate (IB) programmes to all students. IB programmes are internationally recognized educational programs that emphasize creative problem solving, hands-on projects, inquiry-based learning, global focus, and taking action in the community. More information on the IB at Fridley schools is in the Academics section of this handbook.

Thank you for choosing Fridley Public Schools and we look forward to a great school year of learning!

MISSION STATEMENT

As a world class community of learners, Fridley Public Schools aims to develop internationally minded students. WE challenge ourselves, our students, and our community to become caring and knowledgeable life-long learners who inquire and take action to create a better world.

Our mission is to guide students in the development of learning skills to help them reach their full potential.

To accomplish this mission, we will:

- Provide a nurturing environment
- Create high expectations defined by learner outcomes
- Develop exemplary programs and continuously improve them
- Strive to meet students' needs
- Respect individual differences

SCHOOL BOARD PRIORITIES

1. Improving academic achievement and ensuring high levels of school performance.
2. Using instructional strategies recognized as most-effective within the field, instructional strategies that are linked to high levels of student achievement.
3. Creating a positive, safe and respectful environment for student learning.
4. Continuing to build financial stability in Fridley schools by planning and executing financial plans.
5. Improving parent, school and community partnerships.

ORGANIZATION

Contacts

[Community Education](#)

[District Directory](#)

[Fridley High School](#)

[Fridley Middle School](#)

[Fridley Moore Lake Area Learning Center](#)

[Hayes Elementary School](#)

[Human Resources and Finance Department Contacts](#)

[R. L. Stevenson Elementary School](#)

[Technology](#)

District Calendar

You can find the district calendar on the website: [District Calendar](#)

Maps

[Fridley School District Map Community](#)

[Education Center/Alternative Learning Center Building Map](#)

[Fridley Community Center Building Map](#)

[Fridley High School Building Map](#)

[Fridley Middle School Building Map](#) [Hayes Elementary School Building Map](#)

[R. L. Stevenson Elementary School Building Map](#)

School Board Policies

School Board Policies and Procedures can be found on the District Website under [School Board](#).

Schools: Grades and Hours

Fridley Area Learning Center Grades 9-12 8:00AM-2:50PM	Hayes Elementary School Grades K-4 9:10AM-3:45PM
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<i>Extended Day Session throughout the year 3:15-4:45PM</i>	
Fridley High School Grades 9-12 8:10AM-3:00PM	RL Stevenson Elementary School Grades K-4 9:10AM-3:45PM
Fridley Middle School Grades 5-8 8:00AM-3:05PM	Transition School Grades 12+ 8:00AM-2:00PM

PROCEDURES

Building Security

All employees are required to wear name badges provided by the district. If you misplace or lose your name badge, contact the HR Coordinator to order a new badge. Here is a link to a summary of procedures for [Building Security](#).

Communication

Remember to read all emails sent and handouts given to you. Respond to all communications (email, voicemail, notes and requests) within 48 hours.

Computer Lab Rules

Beverages, food, candy and gum may not be brought into the lab.

Do not change defaults, the computer desktop or shortcut bar, or tamper with the monitor settings in any way.

Use of the school district computer system and access to use of the Internet is a privilege. Make yourself familiar with the District policy on internet use, available here [Internet Acceptable Use and Safety Policy](#). Due to limited resources, such as bandwidth and file space, games and music are not allowed.

As a matter of courtesy for the next student, your work area should be clean when you leave and you should log off the network. Take all paper and push in your chair.

Employee Injuries

In the event of an employee injury, paperwork must be filed with Human Resources as soon as possible after the injury occurs. [Employee Injury Forms](#)

Employee Resources

Many of the links included in this handbook and many more HR related links can be found both on the District Website [here](#) or on the District's SharePoint [here](#).

Emergency Procedures

Emergency information is available on the District's SharePoint site:

- [Emergency Crisis Management Guide](#)
- [Building Maps](#)
- [Annual Building Safety Checklist](#)
- [Lockdown Procedures](#)
- [Fire Procedures](#)

Evaluations

Your principal or director will conduct evaluations per the requirements of your Master Agreement or contract. These evaluation forms can be found on the District's SharePoint [here](#).

Field Trip Forms

[Field Trip Forms](#)

Prior to planning a field trip, please make sure the appropriate forms are filled out. Forms and Field Trip Request Procedures can be found on SharePoint and include:

- Field Trip Permission Slips
- Field Trip Planning Guide and Field Trip Transportation and Food Service Request Form
- Overnight Field Trip Authorization Health History
- School Board Approval of Overnight Field Trip

Inclement Weather

The policy of Fridley schools is to be in session any time the buses can run. Because of the small size of our district our situation is rather unique, and an extreme situation must exist before our schools would close. If school is closed it will be announced on WCCO, KARE, KSTP and KMSP television stations as well as their corresponding websites and radio stations.

For those teachers living outside the district it is important that you remain on the alert regarding conditions and allow plenty of time to reach school on schedule. This is for your own safety as well as your responsibility to be here on time.

If for any reason, you may be late it is important that you contact your school as soon as possible. For reporting procedures, please review the [School Closing/Snow Day Help Sheet](#).

International Baccalaureate (IB)

THE K-12 CONTINUUM IN FRIDLEY PUBLIC SCHOOLS

The 21st Century has ushered in a whole new world with an increased level of globalization, connectivity, interdependence, and competition. The world our children will live in will be vastly different from the one most adults grew up in. It is imperative that we prepare our children for the future.

With these challenges and opportunities in mind, Fridley Public Schools set forth a vision to become a World-Class Community of Learners. One aspect of this vision has been the implementation of the International Baccalaureate (IB) programmes in grades K-12. There are many benefits of implementing the IB continuum. First, all Fridley Public Schools are united around a common mission:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Additional benefits of the IB continuum include a commitment to offering second language instruction to students in all elementary, middle, and high schools; the creation and revision of a rigorous written curriculum; on-going professional development for teachers; common language used throughout all buildings; and common curriculum structures between the elementary, middle, and high schools.

Another key aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

Therefore, as IB learners, we strive to be:

- Inquirers
- Open Minded
- Knowledgeable
- Caring
- Thinkers
- Risk-Takers

- Communicators
- Balanced
- Principled
- Reflective

Keys

Employees will be issued keys for all areas of their assigned responsibility. It has been our practice to provide employee access to the building whenever possible, and to use key cards for the outside door keys.

Your keys are a personal and professional responsibility. The degree of security in your area depends on how well you use and protect your keys. Lock everything! Do not allow students to use your keys. If your keys are lost, contact the principal's administrative assistant immediately.

Please keep purses, money and other valuables locked securely at all times.

Leave Requests

Fulfill your contractual work day. Please remember to checkout with the main office before leaving the building during contract time.

Your Master Agreement or Individual Contract provides for various types of leave. All requests for leave must be directed to your assigned principal or director. Always initiate your leave request by specifying what type of leave you are requesting. A leave request of a week or more should go through the Leave of Absence Request [process](#).

Requests for Leave must be submitted in Skyward. For employees requiring substitutes, leave requests must also be submitted in Kelly Services/AESOP.

[Time Off Approval Directions](#)

[Time Off Entry Directions](#)

Arrangements for Substitutes

AESOP is the online absence substitute request for Fridley School District employees needing substitutes.

- Keep AESOP login info (website, phone number, ID and PIN number) accessible
- Create absence early!
- DO NOT SAVE & ASSIGN a sub unless you have spoken with and secured the sub for the absence first.
- Call 1-800-713-4439 or online at <http://www.aesoponline.com/> or for late requests, email: substitute.services@teachersoncall.com

- Teachers will use AESOP, the substitute teacher calling service, to obtain a substitute for illness, emergencies, and pre-approved vacation. The teachers will use the system to schedule substitutes due to pre-arranged workshops, meetings and staff development opportunities. Please leave the following on your desk:
 - Appropriate Instructions/Lesson Plans
 - Class Lists for each class
 - Seating chart for each class

We encourage you to have the sub call you so that all other details can be worked out in your absence. If the system is not functioning for any reason, please call your school administrative assistant who will arrange for a substitute.

Bereavement Leave / [Bereavement Leave Help Sheet](#)

Jury Duty Leave

If an employee is absent from regular duty due to jury duty, the employee shall receive normal payment as if s/he were working. For any paid duties beyond the normal duty day, the District shall maintain payment to the employee for up to the initial two weeks of jury duty, provided no extra cost is incurred to the District for substitute teachers or coaches. The employee on jury duty will arrange for another coach or teacher to cover those extracurricular duties in his/her absence. During a period of jury duty, an employee must pay the district the full amount earned for the jury duty. The employee must submit documentation of the jury duty and record of the accompanying payment for jury duty.

Leave without pay / [Leave Without Pay Help Sheet](#)

Other Leave / [Other Leave Help Sheet](#)

Personal Leave / [Personal Leave Help Sheet](#)

Professional Leave

Professional Leave is granted by your principal or director in cases where professional improvement is requested, or in instances where employees must be excused to provide some non-work service.

Sick Leave / [Sick Leave Help Sheet](#)

Sick Leave is granted by request and handled through Skyward & AESOP. In case of an emergency, call your building principal before 6:00am.

Your consideration in scheduling routine medical appointments at a time which does not interfere with your working schedule is appreciated. Three or more consecutive sick days will require a note from a physician.

Vacation Leave

Granted by request and reported in Skyward and AESOP (if a substitute is needed). No more than six percent of staff members are granted vacation leave on any day. Your cooperation is requested in making your request as far in advance as possible. Requests are accepted beginning with the first day of workshop each year. Day of request and seniority will be used to break ties for same day vacation requests. You are strongly urged to avoid requesting vacation leave during the last two weeks of school.

When on leave, a prime concern must be that classes are conducting during a teacher's absence. Consider plans for your classes which take into consideration the probability that an in-field substitute will not be available. When highly specialized departmental equipment is involved, care must be taken to make realistic assignments which will not place an unfair or unsafe burden on the substitute.

Liability and Safety

All employees must keep in mind the following points concerning their personal liability:

- Individual school employees can be personally liable for their acts, torts, and negligence.
- Policies are established to protect staff, students and the public. We all share a tremendous responsibility for our student population. This responsibility can never be viewed casually.
- Your classroom should never be left without supervision. Leaving an intern teacher in charge does not relieve you of responsibility.
- Students should not be allowed to use your classroom or any other school facility outside of school hours unless under your direct supervision.
- Students are not allowed to use equipment which is not the property of the school. Their use of your own personal equipment or supplies could place you at risk.
- Safety instruction in all activities and on all equipment having a potential for harm is a necessity. Do not assume that the students know the hazards - demonstrate, and be sure they understand.
- Whenever any type of safety equipment is mandated to be used or worn by students or staff, the staff must enforce the regulation without exception.
- Any accident must be promptly reported. Forms are available on the intranet [K-12 Student Incident Report Form](#)
- Any chemicals or dangerous substances must be properly stored and secured.
- Staff in each area is responsible for providing a safe environment for the student.
- Any area having equipment or chemicals which could lead to accidental injury to students requires that teachers provide special safety instruction and evaluation (the satisfactorily completed test, observation form, or "Permit to Operate" card) must be on file in the department or classroom prior to student use or participation in an activity. These rules MUST be carefully detailed and provided to each student.

- It is the responsibility of staff to inform the principal, in writing, of any unsafe machine, tool, chemical, or situation which may endanger the health and/or welfare of the teacher or student. Do not teach in an area if you feel it is unsafe or does not meet the requirements of OSHA, local standards, or the Fridley fire marshal.
- It is the responsibility of the staff in charge to furnish and require the wearing of appropriate protective eye wear in shops, labs, and classrooms when necessary.
- Care must be exercised to be in direct contact with your assigned students at all times.
- Use of Appliances:
 - Any appliance must be preapproved by the maintenance staff in your building before it may be used. The fire marshal and the district insurance company continue to express concern about the use of small appliances such as coffee pots in any areas outside the kitchen. Only appliances that state “for commercial use only” may be used in our district.
- Lab Facility Use
 - Due to liability reasons, it is imperative that no staff member or person utilize any equipment or materials (i.e. science equipment and materials or tech ed.) without a staff member assigned to the lab.

Mandatory Reporting of Suspected Child Abuse/Neglect

State law requires school personnel to report suspected child abuse and neglect. If or when you suspect abuse or neglect, please contact the principal and the county social worker immediately. You will be asked to send in a written form and call social services. Remember that this information is confidential. This must be reported within 24 hours.

Here is a link to the reporting form: [Mandatory Reporting](#)

Maintenance Requests

When a request is needed for maintenance, repair or cleaning, please complete a service desk request online. Service Desk Tickets can be completed [here](#).

Medical Emergency Procedures

Emergency information is available on the District’s SharePoint site:

- [Medical Emergency Procedures](#)

Orders/Purchasing

Employees needing to place orders for supplies or other items should follow the District Purchasing Procedures. These can be found on the District’s SharePoint.

- [District Purchasing Process](#)
- [Expense Forms](#)

Payday Schedule

The Pay Schedule for the current year can be found on the District's website under Employee Resources > Payroll Information > [Pay Schedule](#). All employees are expected to clock in and out, and accurately and timely report hours worked.

School Closing

In the event of an emergency, school opening late, or school closing early, employees are expected to follow the procedures in their Master Agreement or Individual Contract. [School Closing/Snow Day Help Sheet](#)

Student Teachers (Internship)

All student teachers must be from a college for which we have a signed agreement, and their placement is approved by the building principals. Prior to their start date, each student teacher must pay for and complete a background check and Safe Schools online training. Building principals/program supervisors will submit the Non-Employee/Student Teacher form via Applitrack to the HR Coordinator. The HR Coordinator will manage the background check and safe schools completion and set up a short meeting to verify the student teacher's identity and provide either a generic Student Teacher badge or a personalized student teacher badge.

Technology Requests

When a piece of technology equipment fails to work properly, please complete a service desk request online. Service Desk Tickets can be completed [here](#).

Textbooks

Textbook distribution and accounting shall be the responsibility of the classroom teacher. Accurate records of books assigned to students must be maintained. Textbook costs have increased dramatically the past few years and special attention must be given to their care.

Tobacco-Free Environment

All District buildings and grounds are designated by action of the School Board as "Tobacco-Free." Here is a link to the School Board Policy. [Tobacco-Free Environment](#)

Traveling Teachers

For organizational purposes, the principals for the buildings you serve will designate your building in which you participate in staff meetings. Traveling teachers will submit requests for leave in Skyward and also communicate their absences to their building principals.

BUILDING SPECIFIC PROCEDURES

Fridley ALC

Staff Parking

All staff members should park on the East side of the parking lot to leave spaces open for students, parents, and visitors. Please do not park on the West side of the parking lot in order to keep spaces open for the Enrollment Center.

Fridley Community Center

Staff Parking

All staff members should park in the rear parking lot of the FCC and enter in doors 1 or 2.

Fridley High School

Staff Parking

All staff members park in the lot north of the gym or along the south side service road. After the first snow fall you may be asked to refrain from parking along the south service road. Parking spaces are not individually assigned.

Fridley Middle School

Staff Parking

All staff must park in the front parking lot. For the safety of students, there is no parking in the back parking lots.

The Fridley Employee Handbook does not constitute an employment contract or a contract for a term of employment, and may be revised or discarded at Fridley Public School's discretion at any time. Employees terms and conditions of employment are covered by their applicable collective bargaining agreement, individual contract or notice of assignment.