

**Art**

**Online**

**Reach**

**Engagement**

**Live**

**Application**

**Imagine**

**Technology**

**Community**

**Inspire**

**DISTRICT 930**  
Carver-Scott Educational Cooperative

**CSEEC**

**Science**

**WALC**

**Math**

**3C's**

**Adult Programs**

**Stepping Stones**

**Career/Technical**

**Determination**

**HOPE**

**Success**

**Create**

**CSHS**

**ABE**

**New Beginnings**

**Spring Lake ALC**

**Social Studies**

**Passages**

**English**

**Catalyst**

**CLAS**

**Enriching Lives  
Through Education**

**EMPLOYEE HANDBOOK**

# Welcome

**Welcome to Carver-Scott Educational Cooperative - District 930.**

**As an employee** you will want to become familiar with the policies, procedures and other information contained in this convenient and comprehensive handbook. It provides important information that will help you greatly in your work and guide you in your employment. Please take the time to read it thoroughly, then keep it handy for reference whenever needed.

We're happy that you are a part of our team and wish you success during the 2011-2012 school year.

CSEC - District 930

**Enriching Lives Through Education**



Carver-Scott Educational Cooperative does not discriminate in admission to, access to, or operations of its programs, services, activities or employment on the basis of race, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance.

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# ***I. Relating to Employment***

## **Absences**

### **All Employees**

Absences, whether for an illness or for a prearranged purpose, must be reported on the Aesop system. The service is available 24 hours a day - seven days a week.

It can be accessed through the Teachers On Call link located on the CSEC home page, on the web at <http://www.aesopeducation.com>, or by dialing their Toll Free automated phone number 1-800-942-3767 (1-800-94-AESOP). Contact the CSEC Business Office at 952-567-8108 to be set up on the Aesop system.

If you are unable to report your absence on Aesop, notify your supervisor as soon as possible.

Substitutes must be requested through the Aesop system. This should be done when reporting your absence.

Instructors must have sufficient, clearly specified activities planned in advance. Instructors should leave their rooms or labs each evening with the idea that they might be unavoidably absent the following day. Instructors are required to maintain a substitute folder that includes a seating chart, lesson plans, class book, assignments and materials needed.

## **Allowances**

### **Cell Phones**

#### **Payroll Cover Sheet Method**

An approved employee may elect to receive a monthly personal cell phone allowance through the payroll system. The total monthly allowance, not to exceed \$30.00 a month, will be taxable per IRS regulations. To qualify for this type of payment the following criteria must be met:

1. The employee's supervisor must contact the Business Office to have your name on the list for an approved cell phone allowance.
2. Your cell phone allowance must be listed on your payroll coversheet and will be paid as part of your total salary.

**OR**

#### **Time Sheet Method**

You may choose to submit a timesheet on a quarterly basis. If you choose the timesheet method the following criteria will apply:

1. Your timesheet must include approved cell phone allowance month(s); allowance amount (not to exceed \$30/month); a payment code; and a supervisor's signature.

## **Building Usage**

The governing board encourages maximum use of CSEC facilities and equipment for community purposes if, in its judgment, the use will not interfere with use for school purposes. CSEC's equipment and supplies are for instructional purposes only and shall not be used for personal use. Requests for permission to use facilities outside the normal school hours must be made to the Business Office. The user must provide the Business Office a Certificate of Liability Insurance, listing the CSEC as an additional insured, before the building is used. A Building Usage contract may be required.

If an employee plans to be in any CSEC building on a Saturday or Sunday, the office must be informed. All buildings will be secured each weekend (refer to CSEC Policy 902).

## **Certification & Licensure**

The CSEC Continuing Education Committee is established according to the Minnesota Board of Teaching rules for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of five-year continuing or professional teaching and support service licenses.

It shall be the responsibility of the person seeking renewal of a license to comply with licensure renewal requirements and to submit appropriate materials for clock hour approval to the CSEC Continuing Education Committee, in accordance with procedures and due dates established by the Committee. CSEC will annually review the status of staff licensure (refer to CSEC Policy 424).

## **Compensatory Time**

Compensatory time may be incurred in special situations. Any compensatory time must be pre-approved by the Executive Director. It is the responsibility of the immediate supervisor to maintain records of compensatory time.

## **Conference Attendance**

CSEC is committed to providing employee development activities in order to remain current with the

trends in the field, and remain an organization that is on the forefront of educational programming. It is expected that individual employees will also be responsible for their own professional development and advancement.

An employee may attend and present at one conference per year at his/her request. Permission from the program supervisor is required and will be based on applicability of content to the program area, level of disruption to program at that particular time and available budget. This request should be made as far in advance as possible.

CSEC may request attendance at conferences more than one time per year based on employee training needs or consistency with program philosophy, i.e., attendance at a service-learning conference because service is embedded into CSEC philosophy. When CSEC is responsible for employee selection, the decisions will be based on program needs, employee demonstration of commitment to that particular content area and budget constraints.

Individuals should consult with the program supervisor before making any arrangements to attend a conference to ensure classroom coverage can be accomplished and funds are available to attend.

The per diem rate for conference attendance follows current IRS standards. The regular federal per diem rate as published by the GSA for meals and incidental expenses (M & IE) is listed by city/county location at the following website: <http://www.gsa.gov>. If a personal check is the only option for workshop payment, and the employee already has approval from his/her supervisor, the same procedures as Conference & Emergency reimbursement (see Reimbursement section) should be followed.

### **Curriculum and Curriculum Development**

Instructors are personally responsible for the development and updating of the curriculum that they teach. All instructors will be expected to follow the curriculum model of CSEC. Part of each instructor's workload is curriculum development. All curriculums developed for CSEC during the time of employment is the property of CSEC (refer to CSEC Policy 409). CSEC has a Curriculum Team that meets once per month. If an employee has a request, please contact your committee representative.

### **E-Mail**

All employees are to check CSEC e-mail at least once per day for pertinent information. E-mail is the primary method of communication for district-wide announcements. To arrange access to csec.org e-mail, employees should contact their immediate supervisor or the IT Helpdesk.

### **Employee Safety Program: A Workplace Accident and Injury Program (AWAIR)**

The objective of the health and safety program is to reduce employee accidents, injuries and illnesses through:

- Maintaining safe and healthful working conditions
- Insuring employee adherence to proper operating practices and procedures designed to prevent accidents, injuries and illnesses
- Observing, applying and complying with all federal, state & local safety regulations
- Ensuring that each employee is properly trained and instructed in job procedures prior to job assignments
- Providing regular safety meetings for all employees as a means of obtaining new and updated information and training
- Conducting periodic safety and fire inspections to identify potential workplace hazards
- Conducting accident investigations to determine the cause of accidents and what actions are necessary to prevent future reoccurrence
- Implementing a management/labor safety committee

For a complete copy of the AWAIR Program policy, please contact the Business Office.

### **Equal Opportunity**

It is the policy of CSEC to provide equal opportunity in employment, training and promotional opportunities without discrimination because of race, age, political affiliations or beliefs, color, sexual orientation, membership in a local commission, creed, religion, national origin, sex or marital status, public assistance or disability status and to otherwise promote full realization of human rights within the CSEC program to the extent permitted by law. In addition, no person shall be excluded from participation in, or be subjected to discrimination in, any program funded in whole or in part, by federal funds because of race, color, national origin, age, handicap or sex (refer to CSEC Policy 401).

### **Evaluation of Professional Staff (Teaching)**

1. Evaluations are to be used by the administration and teachers to improve the quality of instruction and may be used in the determination of advancement, promotion, transfers, assignments, and future employment.

2. As per Minnesota Statute 122A.40, probationary teachers, who perform 120 days or more per year, must be evaluated a minimum of three times. Probationary teachers who perform from 60 to 119 days must be evaluated two times per year. Probationary teachers who perform less than 60 days per year must be evaluated once per year. Tenured teachers (on continuing contract) will be evaluated a minimum of once every three years.

3. A formal written evaluation, after the observation, will be prepared and reviewed with the teacher within five school days.

4. Upon receiving the written evaluation report, the teacher will have the right to respond in writing to the administrator conducting the evaluation. The report will be placed in the teacher's personnel file.

5. Upon request, teachers will be allowed to retain their written evaluation for two school days before signing and returning to the administrator.

6. Notwithstanding provisions contained in this policy, alternative types of evaluation (e.g., self-evaluation, peer evaluation, etc.) may be utilized for teachers with continuing contract status.

7. Notwithstanding provisions contained in this policy, both probationary and tenured teachers may be evaluated beyond the minimum number of times as specified in Minnesota statute. For example, if an administrator identifies performance concerns, it is possible that additional evaluations will be conducted, in addition to the development of improvement plans.

### **Fundraising**

For program-related fundraising activities, please refer to CSEC Policy 511 (Board Policy Section) and the accompanying form (Appendix 20).

### **Gift Card Procedures**

The IRS views gift cards/certificates the same as cash, causing special tax rules to apply to the reimbursement of these items. Because of the potential tax liability to both the Carver-Scott Educational Cooperative and the person receiving the gift card/certificate, it is important to follow the procedures below.

There are two ways to purchase gift cards/certificates:

- 1) Request a purchase order to a specific vendor
- 2) Request a check payable directly to the vendor

Gift cards/certificates are never to be given to an employee.

If a gift card/certificate is paid from a grant, then documentation from the grant specifically stating that the purchase of a gift card/certificate is an acceptable expense to the grant, has to be submitted to the Business Office. When distributing gift cards/certificates, no one person can receive more than \$25.00 total in any calendar year. A completed Receipt of Gift Card form must be filled out (Appendix 21).

### **Hours**

Employees are expected to be available for duty and on the premises as per the terms and conditions of employment, or as per hours assigned. Anytime an employee needs to leave the building for any reason during work hours, it must be cleared with the immediate supervisor.

### **Inventory**

The Business Office maintains a comprehensive inventory of all CSEC equipment. Employees will be asked to assist in maintaining an accurate inventory of equipment in their area.

### **Jury Duty**

An employee who is ordered by the courts to report for jury duty will be relieved from their regular duties in order to comply with this order. Absences for jury duty are to be arranged with the immediate supervisor as soon as the employee receives the court order.

Absences for jury duty must be reported on the Teacher's On-Call System but will not count in calculating absences for sick leave or any other earned time off. CSEC will continue regular pay for the time reported as "absent from work because of jury duty," provided that CSEC is reimbursed the "per diem" provided by the court. Employees should retain any reimbursement for mileage.

### **Keys**

Each employee will be issued sufficient keys to carry out the duties of the assigned position. Employees are not to give keys to others. No CSEC key is to be duplicated. If additional access to buildings is needed during non-traditional school hours, employees should see their immediate supervisor.

### **Mailboxes**

Employees are required to check their mailboxes each morning and again before the end of the day for any pertinent information and/or messages.

## **Meetings**

Regular faculty meetings are customarily held in each division after the students' day. Employees are expected to make every attempt to eliminate any conflicts of scheduling for these times. Faculty members are responsible for the content of the various meetings regardless of presence. Any special problems regarding attendance should be cleared with the immediate supervisor in advance.

Other meetings will occasionally be scheduled for specific purposes.

## **Payroll Payments**

All school-year employees of the Carver-Scott Educational Cooperative will be set-up to receive their pay over 12 months – two pays per month for the months of September through August. Anyone choosing a 10-month or school-year only pay option must notify the Business Office **in writing** of that choice.

Direct deposit is required for all regular staff. Contact the Business Office if you need an enrollment form to set-up direct deposit or to make any changes or additions. Direct deposit receipts will no longer be printed and mailed out. Current pay information is available to each regular staff person on **myView**. Contact the Business Office if you have not registered on **myView** or if you are experiencing problems registering.

Please check Pay Dates & Timesheet Pay Schedule (Appendix 3) for a list of the 2011-2012 pay dates.

## **Personal Appearance**

It is expected that employees will dress in a professional manner. You should be well-groomed, dressed in business-like attire and practice good personal hygiene.

## **Reimbursements**

**Conference/Workshop Claims:** Conference/Workshop reimbursements will be processed every Wednesday. Employees should fill out a Claim and Verification Form (Appendix 7) with the necessary information and attach the registration forms. Mark clearly on the claim form that a **Wednesday Check** is needed and include the deadline date, if one applies. If a personal check is the only option for workshop payment, and the employee has approval from their supervisor, follow the same procedure as above. Wednesday checks will no longer be processed for any other expenses.

**Mileage:** Mileage Reimbursement Forms (Appendix 5) should be submitted on the same schedule as the Mileage/Claim Form Pay Schedule (Appendix 4). Employees should fill out the form and submit it to their immediate supervisor for approval on a monthly basis. Mileage claims should only include those miles above and beyond the employee's daily commute. The mileage reimbursement allowance follows rates set by the IRS. Please check for the current IRS mileage rate at <http://www.gsa.gov>.

**Reimbursement for Items Acquired without a Purchase Order:** These purchases may only be approved and reimbursed in an emergency when a Purchase Order or Vendor Check is impossible to obtain. Claim and Verification Forms (Appendix 7) should be used when an employee is seeking reimbursement for items purchased without a Purchase Order. These purchases must have a supervisor's approval prior to making the purchase. Employees are to fill out the Claim and Verification Form, attach the receipts/invoices and have their supervisor sign and code the form. **Sales tax will not be reimbursed.** Personal reimbursement for these items will follow the governing board schedule for pay dates. Please refer to Mileage/Claim Form Pay Schedule (Appendix 4).

## **Requisition and Purchase Orders**

Individual employee requisitions are to be submitted to your immediate supervisor for approval. Approved requisitions require signatures from both coordinator and director. Office personnel will then process a purchase order from the requisition and the ordering will be completed. Requisitions not approved will be returned to the employee.

Employees are never to order items directly or authorize purchase of any items without approval from their supervisor. This includes items ordered on approval or for preview. When ordering items on approval, the same procedure should be followed as in ordering supplies. A requisition followed by a purchase order should be initiated.

When returning items for preview, return them insured for the value of the item. This protects CSEC from having to pay the purchase price for the item should it be lost or damaged in the mail. When the decision has been made to either keep and purchase preview item(s) **or** return them, notify the Business Office of your decision so the purchase order can be processed correctly.

Procedures:

1. Obtain and fill out a Requisition Order Form (Appendix 6).
2. All requisitions must be submitted to the immediate supervisor for approval, required signatures and coding.

3. The employee will be given a copy of the Purchase Order or Acknowledgement of Shipment (Appendix 8) that should be signed and returned to Accounts Payable when the order is complete.
4. Returns: A copy of the letter sent to the vendor when returning the merchandise must be submitted to the Business Office. Please remember to clearly indicate the items returned and if any merchandise was kept. Also, if the merchandise is returned without being insured, the respective ordering unit's program will be responsible to cover all charges involved should items be lost in the mail.

### **Technology – Acceptable Use**

Carver-Scott Educational Cooperative is pleased to offer our staff access to the Internet and other electronic networks. The advantages afforded by the rich, digital resources available today through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. In order for staff to be allowed access to the school computer system, computer network, and the Internet, staff must sign and return the acceptable use policy form to their immediate supervisor, Staff Acceptable Use Policy Consent Form (Appendix 12). These forms will be kept on file in the technology coordinator's office. Once the forms are on file, the Technology Department will create an individual user name and log-in for each employee.

### **Telephone Use**

**Landlines:** Employees should avoid using the telephone for personal use whether it is local or long distance calls. If a personal long distance call is necessary, it must be made "collect" or on a personal calling card.

**Cell Phones:** The use of a personal cell phone during working hours is discouraged, unless pre-approved by administration. Only calls used for transactions of business that fall within the scope of the employee's District job expectations will be permitted.

### **Terms of Employment**

See individual contract or separate salary schedule for Terms & Conditions of Employment.

### **Time Sheets**

Time sheet employees must submit time sheets to their immediate supervisor for approval following the schedule of time sheet cut-off dates. Employees are **required** to use the brown color-coded time sheets. **Any compensatory time or overtime must be pre-approved by the executive director.** Time sheets must be signed by the employee and also require either an employee's coordinator's signature or director's signature prior to processing. Time sheets must be received in Payroll (at the Business Office) by the scheduled deadline. If the deadline is missed, the time sheet will not be paid until the following payday (Pay Dates & Timesheet Pay Schedule, Appendix 3, and Regular Time/Overtime Sheet, Appendix 2).

### **Workers' Compensation Report/Claim**

If an employee is injured on the job, please notify the immediate supervisor. There are stiff penalties for not completing a First Report of Injury Workers' Compensation (Appendix 9) form promptly for injuries and illnesses which employees claim are related to work. The completed First Report of Injury should then be faxed or brought to the Business Office, followed by the original sent in the mail. **CSEC has 10 days to report employee injuries and 24 hours to report a death as the result of a work related injury.**

### **Voice Mail**

Employees are to check their voice mail messages each morning upon arrival and again at the end of the day. Employees must use a professional quality greeting that identifies them by full name and indicates that messages will be returned.

## ***II. General Procedures***

### **Brochures**

All CSEC program brochures must follow set content and design. Please contact the Graphics Department for information and assistance.

### **CSEC Vehicles**

CSEC vehicles are to be used for the transportation of students. Any other use of these vehicles must have the pre-approval of the executive director. Only CSEC employees who have participated in the Type III driver certification training and driver evaluation screening are allowed to drive district vehicles.

A condensed version of the CSEC Transportation Drug & Alcohol Testing Policy is available in the Board Policy section of this handbook. The full policy is available from the Business Office.

Transporting CSEC students with a staff member's personal vehicle is not allowed.

## **Emergency Procedures**

**For specific emergency procedures, please review the Carver-Scott Crisis Management Plan located in each classroom.**

### **Emergency Decisions**

If the occasion arises that any staff member requires an emergency building decision while a supervisor is out of the building, contact the building receptionist and a director will be located. This is merely a precautionary measure that is circulated to the staff in the event of an unforeseen emergency. With most circumstances, each individual employee should be able to handle problems either individually or in conjunction with a fellow staff member.

### **Evacuation Procedures**

In the event that a building must be evacuated and all persons must leave the premises, the same procedure as for a Fire Drill will be employed. Arrangements will be made by the administration for transportation to places of safety until such time as students and staff may safely re-enter the building or be sent home.

### **Fire Drills**

CSEC is required to have periodic fire drills so that the lives of all personnel and students can be safeguarded and will know what to do in case of an emergency. The information below will be repeated in a bulletin before the first fire drill. It is imperative to your safety that the following information be listened to and read by every student and employee, and that all instructions be followed as closely as possible so that your life can be protected. Whenever the fire alarm sounds in a building, all students, employees and other personnel must leave the building immediately. If you see a fire, please sound the fire alarm and contact the building receptionist immediately.

When the alarm sounds:

1. All students will stand and leave the room or area in an orderly manner.
2. Silence is essential since it might be necessary to issue some emergency instructions while the building is evacuated.
3. The students nearest the windows should close all windows before leaving the room.
4. The last person out of the room should turn off the lights and close the door.
5. The first ones out of the outside door should stand to hold the doors open for those who follow.
6. In order to protect your life and to minimize your danger, it is imperative that all persons move with haste but do not run and do not panic.
7. Please follow the emergency procedures of the building in which you are located.

Each classroom or instructional area has a posted exit sign. When no posted exit sign is visible, proceed out the nearest exit door.

1. When outside of the building, proceed in an orderly fashion.
2. When all personnel are outside, the building staff should insure that all roadways are clear for any emergency vehicles that might be needed.
3. All personnel, faculty and students should remain standing in an orderly fashion until the signal is given to enter the building. The "all clear" signal will be a school official or custodian telling you to proceed back inside the building.
4. When the "all clear" has been given, please walk into the building.
5. Please follow the emergency procedures of the building in which you are located.

### **Tornado Protection Procedures**

Spring is tornado season. It is important that staff and students are familiar with the safe conduct necessary for protection under these circumstances. Employees will be notified of "safe" areas where they are to take their classes during a tornado drill or an actual tornado. At least one drill will be conducted in the spring of each year. The tornado alarm will be repeated sounds of the bell system. Please follow the emergency procedures of the building in which you are located.

## **Field Trips**

An employee wishing to take a class on a field trip or out of the building for any purpose must obtain written approval from their supervisor before proceeding with the planning. If such a trip will take students out of

home school classes, two weeks before the intended trip, the employee must turn in a request with the complete information concerning the proposed trip Charter Bus Request (Appendix 13).

For a career and technical field trip, once it is approved, a notice of all students going on the field trip should be sent to the attendance clerks of all involved schools at least 3 days before the trip. Failure to do so could result in cancellation of the trip. The attendance clerks will excuse students on the attendance sheets as per home school policy, Field Trip School Permission Letter (Appendix 14). Each student must return a waiver available in the office, signed by the parent or guardian before being accepted for any trip Field Trip Parent/Teacher Permission Letter (Appendix 15).

When member school students are involved, field trips should be arranged during the 3<sup>rd</sup> through 7<sup>th</sup> weeks of each quarter and should be limited to Tuesdays, Wednesdays, and Thursdays. Employees are to pay attention to these times, because requests for special permission to schedule field trips at other times may not be honored.

### **Field Trip Procedures:**

1. Fill out Charter Bus Request (Appendix 13) form with all of the pertinent information.
2. Obtain immediate supervisor's signature for approval. Immediate supervisor will code the Bus Request.
3. Upon director's approval, the office will call a bus company to arrange transportation.
4. The employee will be given a copy of the P.O. confirming the field trip.
5. If field trip is to be cancelled, the employee must notify the bus company as soon as possible and also accounts payable to void the P.O.

Note: All bus companies have been notified that they must not send a bus unless authorized by the office and presented with a P.O. number.

### **Non-Acceptance of Premiums**

It is the policy of CSEC not to accept any incentives or premiums from a vendor. Rather, we insist that the vendor reflects their interest in receiving our order by submitting the best possible combination of good pricing, good quality and good service – based only on our stated needs for goods and/or services. Please refer to CSEC Policy 421.

### **Printing Services**

Short Runs (1-20 copies): Use the copy machine at individual sites. At the Main Campus (401 Building), employees should make every attempt to use the large copier located in the copy center and not the main office copier. Employees should see their immediate supervisor with any questions regarding the use of the copier. Students are not allowed to use copy machines without employee permission. Please note: Short Runs cost approximately three times more than copies made from the Graphics Department.

Long Runs (20+ copies): Complete a CSEC Printing Form (Appendix 11) and place in the appropriate mailbox at the Main Office of the 401 Building.

Color copies and laminating are available from the Graphics Department. Please contact Graphics for costs on these services.

### **Publicity & Student Photos**

All media outreach efforts must be fulfilled or sent through the Research & Development Department. Employees should think ahead when a fundraiser, special project, event or outstanding student may warrant some form of strategic communications efforts/publicity either within the school district or beyond. Keep this in mind as a way to gain support, volunteers and/or spread information. Staff members may be available to photograph special events and/or make assignments to student photographers.

**PLEASE NOTE:** Only those students who have photo release forms on file may be photographed for publicity use. Photo release forms are signed at the point of intake and must remain in the student's permanent file. It is the instructor's responsibility to alert the photographer of a student without a release on file, Media Release Form (Appendix 18).

### **Severe Weather Announcements**

It may occasionally be necessary to close the school because of severe or inclement weather. Each program should follow the lead of the school district they are located within. For example, the Main Campus (401 Building) will close when Schools of Eastern Carver County (Chaska District) closes. If a two-hour late start is in effect, the staff should make every effort possible to arrive at the regular starting time, even through the students will have a two-hour delay in arriving at school. In case of a tornado or other weather alarm being given during the school day, students will be alerted by repeated blasts on the bell system. Staff and students are to move directly to the areas designated on the tornado evacuation routes that will be posted inside each classroom. Students are to remain quiet and calm during any emergencies that occur while school is in session. They are to move quietly to the designated areas of the building.

## **Supplies**

The individual departments will order all supplies. Letterhead and printed envelopes will be ordered and can be obtained in the central offices of each site. CSEC office supplies are only to be used for district purposes.

## **Thefts**

To maintain an accurate record of items that are lost or stolen, it is necessary that as soon as the loss is noted, it be reported to an immediate supervisor. To file a claim for possible replacement of merchandise, a police report and the case number assigned to it must be submitted to the insurance company. Contact the Business Office for help or information.

# ***III. Relating to Students***

## **Accidents**

In case of injury to a student, do not move the student or let the student move until the nature of the injury has been determined. An ambulance should be called if it appears that there may be a serious injury, such as a break or dislocation to an extremity. Remember to call 911. If you would like a second opinion on the decision to call an ambulance, contact your immediate supervisor or a director. Notify the appropriate office(s) as soon as possible in any injury situation. If the injury is not serious enough to require an ambulance, but may require medical attention, contact your immediate supervisor or a director.

Student Accident Reports (Appendix 16) must be completed for a student who has been injured at CSEC. The report should be completed and signed by the instructor and also signed by any witnesses, a nurse (if the student saw a nurse regarding the injury) and a director. The parents and student's home school should also be notified. Upon completion, the report should be forwarded to the Business Office. NOTE: This report is for student accidents only. Employees who are injured should fill out a Worker's Compensation Report (Appendix 9).

## **Attendance**

Student attendance should follow the policies of individual programs.

## **Attendance Reports**

The procedure for reporting attendance varies among programs. In addition, each home school district has its own attendance policy. The manager/coordinator of each program will make sure all employees follow specific procedures. The Carver-Scott Educational Cooperative has available for staff an online grading system (TIES). It is expected that staff, as designated, utilize this system for keeping attendance records.

## **CTE Student Registration Form**

A CTE Registration Form (Appendix 17) must be completed for each student participating in CTE programming at CSEC and must be on file.

## **Confidentiality**

Information you receive about students is considered private and shall only be shared with those staff members and parents who have a need to know. Likewise, information related to the district of the employment of any other individual is also considered private and can only be shared with administrators and staff in CSEC who have a need to know. (Refer to Policy 515 Protection and Privacy of Pupil Records.)

## **Discipline**

The CSEC governing board pursues the philosophy that all programs are open to any student who wishes academic/occupational instruction. Since this philosophy further states that a student who demonstrates unacceptable behavior may be rescheduled back to the home school or other alternatives, it is the responsibility of the employee to implement a code of proper conduct in the classroom or laboratory. CSEC may be asked for specific information on students at any time; therefore, each incident or infraction must be documented by the instructor to insure that accuracy in reporting exists. **Any suspension is to be made only by an administrator.**

Educators agree that there are plenty of don'ts to be aware of when disciplining. Among them are the following:

- An employee should never get into a "do it or else" situation.
- An employee should never punish the entire class for the actions of a few. The innocent students will harbor resentment; the guilty will gain recruits.
- An employee should never make study or homework a punishment.
- An employee should avoid arguing with students. A temporary victory in putting a pupil down is rarely a "win" in the long run.

- An employee should not try to do the impossible. Some pupils have emotional problems that only a psychologist, psychiatrist or an agency that provides such services can solve.
- An employee should not strong-arm students.
- An employee should never humiliate a student. Ridiculing a student in front of his/her peers not only will turn the student against the employee, but will more than likely turn his/her peers against the employee also.
- An employee should not refuse to consider mitigating circumstances.
- An employee should not overburden the students with demands beyond their ability.

### **Discipline – Use of Physical Force**

Using physical means as routine disciplinary action cannot and will not be condoned. All cases in which physical force is used are to be reported to CSEC administrators immediately. Reasonable force may be used when it is necessary, under the circumstances, to correct or restrain a student or prevent bodily harm or death to another. CSEC employees may utilize aversive and deprivation procedures under specified conditions with parental consent.

### **Dress**

It is expected that students will dress in a way that is appropriate for school. While they have the right to individual expression and free speech, there may be articles of clothing that are inappropriate for the classroom. If a student wears clothing that is offensive or represents a gang affiliation, the employee can ask the student to change to appropriate dress. A written description of the incident should be reported to their supervisor.

### **Expulsion**

Expulsion is an act of the CSEC governing board and will follow the Pupil Fair Dismissal Act. A copy of this act is available from your immediate supervisor.

### **Grading**

The fundamental principle for evaluating student achievement is the measurement of student competency and the completion of the requirements of the course. The Carver-Scott Educational Cooperative has available for staff an online grading system (TIES). It is expected that staff, as designated, utilize this system for keeping grade records.

### **Hall Conduct**

Hall conduct is the responsibility of all employees. Employees should take a position near a door between classes so that they may observe the students' hall behavior. Employees' actions should demonstrate that good hall conduct is valued at CSEC.

### **Mandated Reporting**

Minnesota State Law requires mandated reporting of known or suspected abuse or neglect to children and vulnerable adults.

#### **Who is a mandated reporter?**

A professional or person assigned to act on behalf of a professional engaged in the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, law enforcement or clergy.

#### **What does a mandated reporter do?**

A mandated reporter has the responsibility to report any known or suspected abuse or neglect. If an employee knows or suspects that a child or vulnerable adult with whom they are working is or was abused (physically, mentally, and/or sexually) or neglected, they are to report it to the County Social Services: Scott County Social Services (952-445-7751), Carver County Community Social Services (952-361-1600).

#### **Who is considered a vulnerable adult?**

A vulnerable adult is a person who cannot help him/herself if hurt or misused by others. This includes the mentally or physically impaired, the elderly, or any adult who has nowhere to turn if abused or neglected by his or her caregiver(s).

#### **What is abuse?**

Abuse is defined as any non-accidental physical, mental or threatened injury inflicted on a child or vulnerable adult or any sexual contact or threatened sexual abuse or involvement in prostitution or sexual performance.

### **What is neglect?**

Neglect is defined as failure to provide a child or vulnerable adult with food, clothing, shelter or medical care when able to do so or failure to protect a child or vulnerable adult from conditions or actions which imminently and seriously endanger a child's or vulnerable adult's physical or mental health.

### **Money - Collection and Handling of from Students**

All money collected from students must have a numbered, duplicate receipt issued to the student. The carbon copy of the receipt must accompany the money turned into the Business Office. No money is to be kept in desks or offices overnight. All checks received from students must be delivered to the Business Office within 5 days of receipt.

The Business Office will give a numbered, duplicate receipt to all staff turning in money.

The junior achievement model for operation of student businesses is permissible upon approval of the executive director.

### **Safety**

Students who request to be excused for part of the school day must be excused by a parent/guardian, not by an employee. Employees are not to send students on errands that will take them off of CSEC grounds. Employees cannot leave a class unsupervised at any time during the day. Employees are to be in, or adjacent to, their classrooms at the beginning of each class period.

### **Schedule Variances**

Some member districts will periodically ask that students be held back from CSEC for a school activity or, due to home school activities, will be on a different arrival and departure time. CSEC employees must be flexible as short notices of such student plans often prevail. As soon as this type of information is available, it will be distributed.

### **Suspension**

Any suspension is to be made only by an administrator.

### **Telephone Use**

Students should not use classroom telephones except in an emergency.

### **Transfer of student between programs**

Students may only be transferred between programs with the approval of the Student Services office.

## ***IV. Board Policies***

**A complete list of board policies – including those being reviewed, revised, and adopted – is provided on the CSEC website ([www.cseced.org](http://www.cseced.org)). All staff are responsible for reviewing and understanding all board policies.**

### **Human Rights Officer**

The Governing Board designates June Henning as the CSEC Human Rights Officer to receive reports or complaints of harassment or violence, hazing, bullying, and also responsible for coordinating Title IX and Section 504/ADA concerns. If the complaint involves the CSEC Human Rights Officer, the complaint shall be filed directly with the employees' immediate supervisor.

**June Henning**

**401 E. Fourth Street, Chaska, MN 55318**

**Telephone: 952-368-8830 e-mail: [jhenning@cseced.org](mailto:jhenning@cseced.org)**

### **Drug and Alcohol Testing for Type III Vehicle Drivers**

#### **I. PURPOSE**

- A. The governing board believes that transportation of students is necessary to provide enhanced learning activities. The transportation of students by CSEC employees must be performed with the highest level of safety.

#### **II. GENERAL STATEMENT OF POLICY**

- A. Under Minnesota state law, various regulations are provided and are to be applied regarding the transportation of students. These regulations may include, but are not limited to, required certification training, background checks, safety equipment, safety procedures, etc. The executive director and his/her designee shall oversee and direct the transportation program.

### III. POST-ACCIDENT TESTING

CSEC reserves the right to request a Drug & Alcohol test of any Type III driver involved in an accident while operating a district vehicle. If the accident involves the loss of human life or if the driver receives a citation for a moving traffic violation arising from the accident which results in bodily injury or disabling damage to a motor vehicle, Drug & Alcohol testing will be mandatory of the driver, in accordance with MN state statutes.

The complete policy #709 - Transportation by School Vehicles is available on the CSEC website.

## **Grievance Procedure for filing Compliant, Comment or Concern Harassment & Violence, Section 504, Title IX**

Any person who feels they have a grievance for Section 504 or Title IX services, or has been a victim of religious, racial, sexual or other forms of harassment or violence by a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate CSEC official designated by this procedure. CSEC encourages the reporting party or complainant to use the report form available from the Manager/Principal of each building or available from the administrative office, Religious, Racial, or Sexual Harassment and Violence Report Form (Appendix 10), but oral reports shall be considered complaints as well. Nothing in this procedure shall prevent any person from reporting grievances or alleged acts directly to a District Human Rights Officer or the Executive Director.

### REPRISAL

The Carver-Scott Educational Cooperative will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial, sexual or other forms of harassment or violence, or a grievance for Section 504 or Title IX services, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such grievance. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **Hazing Prohibition Policy** (Revised 12/21/10)

### I. PURPOSE

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 CSEC and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the CSEC shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the CSEC shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The CSEC will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the CSEC who is found to have violated this policy.

### III. DEFINITIONS

- A. "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, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic

- shocking or placing a harmful substance on the body.
- 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of CSEC policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate CSEC official designated by this policy (for purposes of this policy, school officials include the executive director, area director, principal, manager, coordinator or liaison officer).
- B. Any person may report hazing directly to the CSEC human rights officer or to the executive director.
- C. Teachers, administrators, volunteers, contractors and other employees of the CSEC shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform an appropriate CSEC official immediately. School district personnel who fail to inform the proper officials of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the CSEC shall undertake or authorize an investigation by CSEC officials or a third party designated by the CSEC.
- B. The CSEC may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the CSEC will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. CSEC action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, CSEC policies and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

#### **VI. REPRISAL**

The CSEC will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the CSEC who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation,

or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

**VII. DISSEMINATION OF POLICY**

This policy shall appear in each CSEC's student handbook and in each CSEC's employee handbook. The school district will develop a method of discussing this policy with students and employees.

**Staff Notification of Violent Behavior by Students**

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members and to guarantee an accurate record of data provided.

Each classroom teacher of a student with a history of violent behavior will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, notice will be given by the administration to other school staff members who have a legitimate educational interest.

The notice given to school staff must be in writing and must include the following: name of student, date of notice, the history of violent behavior, and a reminder of the private nature of all the data provided. The notice may include if appropriate: an explanation of what occurred in each incident, types of situations that might trigger violent behavior, successful strategies or interventions, and documents that the staff member may review to assist understanding of the student (e.g. IEP or 504 plan).

The complete policy #529 is available on the CSEC website.

**Use of Personal Equipment**

**I. PURPOSE**

The purpose of this policy is to provide clarification regarding the use of personal equipment by students, full- and part-time employees, contracted workers, and volunteers of the Carver-Scott Educational Cooperative (CSEC). Personal equipment would include, but is not limited to, items such as laptop computers, cameras, and cell phones.

**II. GENERAL STATEMENT OF POLICY**

- A. The CSEC prefers that individuals do not bring their personal electronic devices for use in the district's schools.
- B. The CSEC accepts no responsibility or liability for the loss, theft, or damage to the devices specified in Item A. Individuals who bring these items to school do so at their own risk.

# V. Appendices

## Relating to Employees Appendix 1 – Calendar



Main Office . 401 East 4th Street . Chaska, MN 55318 . Phone (952) 368-8800 . www.cseced.org

## 2011-12 School Year

### AUGUST '11

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### SEPTEMBER '11

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### OCTOBER '11

M	T	W	T	F
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### August

30-31 Inservice

### September

1 Inservice

6 First Day Classes

### October

20-21 No School/Ed MN

### November

4 End of Qtr. 1

24-25 Thanksgiving Holiday

### December

22-31 Winter Break

### January

2 Winter Break

20 End of Qtr. 2

23 Inservice

### February

20 Presidents Day/ No School

### March

29 End of Qtr. 3

30 Inservice

### April

2-6 Spring Break

### May

28 Memorial Day

### June

7 Last Day Students

8 Inservice/Last Day Staff

### NOVEMBER '11

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### DECEMBER '11

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### JANUARY '12

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### FEBRUARY '12

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

### MARCH '12

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### APRIL '12

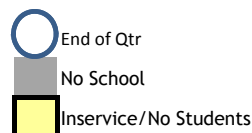
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### MAY '12

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### JUNE '12

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15



Teacher Days: 183 + 16 hrs evening conferences

Student Days: 177



Appendix 3 – Pay Dates & Timesheet Pay Schedule

CARVER-SCOTT EDUCATIONAL COOPERATIVE DIST. # 930  
 401 East 4<sup>th</sup> Street  
 Chaska, Minnesota 55318

**PAY DATES & TIMESHEET PAY SCHEDULE**

**2011-2012**

**PAY DATES:** Paydays for 2011-2012 will continue to occur twice each month – on approximately the 15<sup>th</sup> and at the end of each month. The first payday of the new 2011-2012 year is on July 15, 2011.

**PAYROLL PAYMENTS:** **DIRECT DEPOSIT** is required for all regular CSEC staff. Please contact the Payroll office for an enrollment form to have your payment directly deposited into your checking/savings account.

**CUT-OFF DATES:** All timesheets must be completed, submitted to your supervisor for signature and coding, and forwarded to Payroll by the cut-off date listed below. If a deadline is missed, that timesheet will not be paid until the following payday.  
**REMEMBER! \*\*\* Allow time for these steps. \*\*\***  
**Timesheets must be RECEIVED IN THE PAYROLL OFFICE by the cut-off date!**

TIMESHEET-CUT-OFF DATE		PAY DAY (for this time period)	
June	29	July	15
July	14	July	29
July	28	Aug.	15
Aug.	12	Aug.	31
Aug.	30	Sept.	15
Sept.	14	Sept.	30
Sept.	29	Oct.	14
Oct.	13	Oct.	31
Oct.	28	Nov.	15
Nov.	14	Nov.	30
Nov.	29	Dec.	15
Dec.	14	Dec.	30
Dec.	29	Jan.	13
Jan.	12	Jan.	31
Jan.	30	Feb.	15
Feb.	14	Feb.	29
Feb.	28	Mar.	15
Mar.	14	Mar.	30
Mar.	29	Apr.	13
Apr.	12	Apr.	30
Apr.	27	May	15
May	14	May	31
May	30	June	15
June	14	June	29

**\*\*\*PLEASE POST THIS INFORMATION FOR REFERENCE IN 2011-2012\*\*\***

Appendix 4 – Mileage/Claim Form Cut-off Dates



401 East 4<sup>TH</sup> Street  
Chaska, Minnesota 55318

**MILEAGE/CLAIM FORM PAY SCHEDULE  
2011-2012**

All mileage/claim forms must be completed, **submitted to your supervisor for signature(s) and coding** and forwarded to Accounts Payable by the cut-off date listed below. If the deadline is missed, you will not be paid until the following month's Board Meeting. **REMEMBER! \*\*\* Allow time for these steps\*\*\* Mileage/Claim forms must be RECEIVED IN THE ACCOUNTS PAYABLE OFFICE by the cut-off date!**

*Checks will be mailed the day after each Board Meeting.*

<u>CUT-OFF DATES</u>	<u>BOARD MEETING DATES</u>
August 1, 2011	August 16, 2011
September 6, 2011	September 20, 2011
October 3, 2011	October 18, 2011
October 31, 2011	November 15, 2011
December 5, 2011	December 20, 2011
January 3, 2012	January 17, 2012
February 6, 2012	February 21, 2012
March 5, 2012	March 20, 2012
April 2, 2012	April 17, 2012
April 30, 2012	May 15, 2012
June 4, 2012	June 19, 2012
June 30, 2012	No July Board Meeting

Follow IRS guidelines for mileage rate.  
Mileage should be submitted on a MONTHLY BASIS.







**Appendix 8 – Acknowledgement of Shipment**

<b>PURCHASE ORDER</b>			
S211268			
TERMS			
VENDOR NO.	DATE REQ'D	SHIP VIA	FOB
22582-00	05/23/01		

NOTE: THE PO NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, PACKAGES & CORRESPONDENCE.

<b>ENC DATE</b>
05/23/01

REQ. NO.	AREA-REQUESTOR
<b>BILL TO</b>	CSEC BUSINESS OFFICE 401 EAST 4TH STREET CHASKA, MN 55318
	<b>SHIP TO</b> EAST CREEK FAMILY CTR - CSEC 303 EAST 6TH STREET CHASKA, MN 55318

ATTN:  
LAKE BUSINESS SUPPLY  
240 MINNETONKA ROAD  
WAYZATA, MN 55391

FAX # 952-475-3945

PHONE #  
FAX #

ITEM #	QTY	U O M	VENDOR ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
1	12	EACH	SAN4001	CALLIGRAPHY PEN	1.390	16.68
2	10	EACH	RIVO3207	SKETCH PADS	3.730	37.30
3	2	EACH	DIX80122	WATER COLOR MARKER	3.490	6.98
4	3	DOZ	SAN22420	PENCILS	2.040	6.12
5	3	DOZ	BICGSM11BK	PENS - BLK	3.600	10.80
<b>SAMPLE</b>						
					BE ONLY	77.88
THIS ORDER IS EXEMPT FROM FEDERAL EXCISE TAXES & STATE SALES TAXES. EXEMPTION NO. IS:					<b>TOTAL</b>	<b>77.88</b>
5068026						

VENDOR MUST SUPPLY RIGHT TO KNOW INFORMATION APPROPRIATE TO THIS ORDER FOR OSHA COMPLIANCE.  
SEPARATE INVOICES WITH PURCHASE ORDER NUMBER MUST BE SUBMITTED FOR EACH ORDER.  
THE SCHOOL BOARD WILL NOT BE LIABLE FOR GOODS FURNISHED WITHOUT THIS VALID PURCHASE ORDER SIGNED BY THE PURCHASING DIRECTOR.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

# Appendix 9 – First Report of Injury Workman’s Compensation Employees Only

Minnesota Department of Labor and Industry  
 Workers' Compensation Division  
 PO Box 64221  
 St. Paul, MN 55164-0221  
 (651) 284-5030

## First Report of Injury

See Instructions on Reverse Side  
 PRINT IN INK or TYPE  
 Enter dates in MM/DD/YYYY format.



DO NOT USE THIS SPACE

1. EMPLOYEE SOCIAL SECURITY #		2. OSHA Case #			
3. DATE OF CLAIMED INJURY		4. Time of injury <input type="checkbox"/> am <input type="checkbox"/> pm		5. Time employee began work on date of injury <input type="checkbox"/> am <input type="checkbox"/> pm	
6. EMPLOYEE Name (last, first, middle)			7. Gender <input type="checkbox"/> M <input type="checkbox"/> F		8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried
9. Home Address			10. Home phone #		11. Date of birth
City	State	Zip Code	12. Occupation		13. Regular department
14. Date hired	15. Average weekly wage	16. Rate per hour	17. Hours per day	18. Days per week	19. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer
20. Weekly value of:	Meals N/A	Lodging N/A	2 <sup>nd</sup> income N/A	21. Apprentice <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
22. Tell us how the injury occurred and what the employee was doing before the incident (give details). Examples: "Worker was driving lift truck with a pallet of boxes when the truck tipped, pinning worker's left leg under drive shaft." "Worker developed soreness in left wrist over time from daily computer key entry."					
23. What was the injury or illness (include the part(s) of body)? Examples: chemical burn left hand, broken left leg, carpal tunnel syndrome in left wrist.			24. What tools, equipment, machines, objects, or substances were involved? Examples: chlorine, hand sprayer, pallet lift truck, computer keyboard.		
25. Did injury occur on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, indicate name and address of place of occurrence		26. Date of first day of any lost time		27. Employer paid for lost time on day of injury (DOI) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No lost time on DOI	
		28. Date employer notified of injury		29. Date employer notified of lost time	
		30. Return to work date		31. Date of death	
32. TREATING PHYSICIAN (name, address, and phone)			33. HOSPITAL/CLINIC (name and address) (if any)		34. Emergency Room Visit <input type="checkbox"/> Yes <input type="checkbox"/> No
					35. Overnight in-patient <input type="checkbox"/> Yes <input type="checkbox"/> No
36. EMPLOYER Legal name Carver Scott Educational Coop. Dist. #930			37. EMPLOYER DBA name (if different)		
38. Mailing address 401 E. 4th Street			39. Employer FEIN		40. Unemployment ID#
City Chaska	State MN	Zip Code 55318	41. Employer's contact name and phone # Tiffany Stier 952-567-8110		
42. Physical address (if different)			43. Witness (name and phone)		
City	State	Zip Code	44. NAICS code		45. Date form completed
46. INSURER name Milwaukee Casualty Insurance Company			51. CLAIMS ADMIN COMPANY (CA) name (check one) Amtrust North America		<input checked="" type="checkbox"/> Insurer <input type="checkbox"/> TPA
47. Insured legal name			52. CA address P.O. Box 105074		
48. Policy # or self-insured certificate # MWC1001306			City Atlanta	State GA	Zip Code 30348
49. Insurer FEIN	50. Date insurer received notice		53. CA FEIN	54. Claim #	

Appendix 10 – Harrassment & Violence, Section 504 and Title IX Complaint Report Form

CARVER-SCOTT EDUCATIONAL COOPERATIVE  
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

The Carver-Scott Education Cooperative maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Circle as appropriate      **sexual**      /      **racial**      /      **religious**.

Name of person you believe harassed or was violent toward you or another person. \_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person. \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statement (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by \_\_\_\_\_

\_\_\_\_\_  
(Date)





Staff Acceptable Use Policy 2011-2012  
Consent Form

As a staff member of the Carver-Scott Educational Cooperative, I have read and understand the Acceptable Use Policy and agree to follow the requirements as set forth in the policy.

I understand that if I violate the rules, I may face disciplinary action which may include termination of employment.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Name (Please Print): \_\_\_\_\_

Position: \_\_\_\_\_

Program/Location: \_\_\_\_\_

Signature \_\_\_\_\_





## Field Trip School Permission Letter

To: Attendance Clerks

From:

Date:

**SAMPLE**

The following students will be attending field trip on \_\_\_\_\_  
[date(s)]  
and will be absent from school from \_\_\_\_\_ a.m./p.m. until \_\_\_\_\_ a.m./p.m.

Name

Grade

School



Main Office  
 401 East Fourth Street  
 Chaska, MN 55318  
 952-368-8000

# Field Trip

The following student \_\_\_\_\_  
name of student

asks permission to attend \_\_\_\_\_  
event

at \_\_\_\_\_ on \_\_\_\_\_  
location date

from \_\_\_\_\_ to \_\_\_\_\_  
time time

Class hour	Instructor	Make-up	Teacher's Approval

## Parent Permission Form

- \_\_\_\_\_ has my permission to attend \_\_\_\_\_  
name event  
 at \_\_\_\_\_ on \_\_\_\_\_  
location date
- \_\_\_\_\_ has my permission to ride with a student driver.  
name
- \_\_\_\_\_ has my permission to drive.  
name

I am aware of the plans for the trip and believe the necessary precautions have been taken.  
 Beyond this, I will not hold the school or those supervising the trip responsible.

\_\_\_\_\_  
*Signature of parent/guardian*

**Please return this form to instructor prior to the date of the event.**



# Student Accident Report

*Exception: Student is employed at time of injury ~ Must use First Report of Injury form.*

**General Instructions relevant to reporting on this form**

1. Report **all accidents** within 24 hours.
2. Print legibly.

Date of Accident: \_\_\_\_\_  
mm/dd/yy

Student Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Student Home Address: \_\_\_\_\_  
Street City State Zip

Student Birthdate \_\_\_\_\_ Parent(s) Name(s) \_\_\_\_\_  
mm/dd/yy Print

Program Attending at CSEC \_\_\_\_\_ Student's Home School \_\_\_\_\_

Location and Address of Accident \_\_\_\_\_  
Building Name

\_\_\_\_\_ Street City State Zip

Instructor Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Print

Accident Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Referred to clinic or hospital  Yes  No

Nurse's Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Parent(s) notified \_\_\_\_\_

Witness to accident \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Person making this report \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Nurse \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

## CSEC CTE Registration

401 East 4<sup>th</sup> Street Chaska, MN 55318  
 (952) 368-8800 FAX (952) 368-8858

<b>Office Use Only:</b>	
Mars ID #	_____
Student #	_____
Family #	_____
Dwelling #	_____

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Sex: (Circle One) Male Female

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Ethnic Origin:  Hispanic  Asian/Pacific Islander

American Indian/Alaska Native  Black  White

Parent/Guardian: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Emergency Contact: (Other than Parent) \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone \_\_\_\_\_

Doctor: \_\_\_\_\_ Clinic: \_\_\_\_\_

Phone: \_\_\_\_\_

Diploma Granting School: \_\_\_\_\_

Dean/Counselor: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Program – Please circle Class and Block

**First Year**

**Second Year**

A+ Certification

A+ Certification

Block 1 \_\_\_\_\_

Ag

Ag

Block 2 \_\_\_\_\_

Auto

Auto

Block 3 \_\_\_\_\_

Cisco

Cisco

Construction

Construction

Block 4 \_\_\_\_\_

Cosmetology

Cosmetology

Criminal Justice

Criminal Justice

Graphics

Graphics

Photography

Photography

**CSEC STAFF SIGNATURE:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_

Appendix 18 – Media Release Form



## Media Release Form - Youth

(Check One)

**Yes,** I authorize the use of \_\_\_\_\_'s name and photograph for communications such as brochures, newspaper articles, video, television and the CSEC web site.  
*(print student's name)*

**No,** I do not authorize the use of \_\_\_\_\_'s name and photograph for CSEC communications.  
*(print student's name)*

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month date year

Student Signature: \_\_\_\_\_  
*(If student is 18 or older)*



## Media Release Form - Adults

(Check One)

**Yes,** I authorize the use of my name and photograph for communications such as brochures, newspaper articles, video, television and the CSEC web site.

**No,** I do not authorize the use of my name and photograph for CSEC communications.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month date year

Signature: \_\_\_\_\_



2011-2012

**Acceptable Use Policy and Internet Safety  
Consent Form**

**As the parent or legal guardian of \_\_\_\_\_,**  
I grant permission for him/her to access use of a school computer or network software provided by the Carver-Scott Educational Cooperative.

\_\_\_ I grant permission for him/her to access Internet services provided by the Carver-Scott Educational Cooperative.

\_\_\_ I grant permission for his/her photo, without an identifying name or caption, to appear on the district, school or teacher website connected with the Carver-Scott Educational Cooperative.

\_\_\_ I grant permission for his/her school work to be published without an identifying name or caption, to appear on the district, school or teacher website connected with the Carver-Scott Educational Cooperative.

**Student Name:** \_\_\_\_\_

**Student School/Program:** \_\_\_\_\_

**Parent/Guardian Phone:** \_\_\_\_\_

**Parent/Guardian Email:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Appendix 20 – Student Fundraising Form**

**Carver-Scott Educational Cooperative (CSEC)**

**Request for Fundraising**

Instructions

In accordance with CSEC policy, all fund raising projects must have **prior** approval of the immediate supervisor, business manager, and executive director **before** the project proceeds.

Group Making Request \_\_\_\_\_

Advisor \_\_\_\_\_

Describe fund raising project **in detail**:

1. What is the purpose of the project?
  
2. How much money do you plan to raise?
  
3. How will the fund raising project be conducted?
  
4. Who will be involved?

Beginning date of project \_\_\_\_\_

Ending date of project \_\_\_\_\_

Approval of the following is required **before** commencing with the project:

- |    |                      |       |
|----|----------------------|-------|
| 1. | _____                | _____ |
|    | Immediate Supervisor | Date  |
| 2. | _____                | _____ |
|    | Business Manager     | Date  |
| 3. | _____                | _____ |
|    | Executive Director   | Date  |

Original copy to executive director  
One copy to immediate supervisor  
One copy to business manager



## Receipt of Gift Card

I, \_\_\_\_\_, received a gift card  
(Print - Recipient's name)

In the amount of \$ \_\_\_\_\_

to \_\_\_\_\_  
(Gift Card Location)

for \_\_\_\_\_  
(Reason for receiving Gift Card)

\_\_\_\_\_  
(Signature – Recipient of Gift Card)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature – Employee distributing Gift Card)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Program Name)

## VI. Reference Information

### **Directors**

Darren Kermes, *Executive Director*  
952-567-8102  
dkermes@cseced.org

Bill Walters, *Director of Special Education*  
952-567-8101  
wwalters@cseced.org

### **Managers**

Joyce Eissinger, *Research & Development; Testing; Targeted Services*  
952-567-8105  
jeissinger@cseced.org

Christina Hansen, *Special Education Itinerant Staff*  
952-567-8225  
chansen@cseced.org

June Henning, *EBD & Transition Programs*  
952-567-8030  
jhenning@cseced.org

Barb Ann Pappas, *Adult Programs*  
952-567-8127  
bpappas@cseced.org

Jeff Theis, *Principal Waconia & Lydia ALCs, JAF; Curriculum*  
952-442-3141  
jtheis@cseced.org

Cindy Walters, *Principal 401 Building*  
952-567-8035  
cwalters@cseced.org

Tom Wiczorek, *Business Manager*  
952-567-8103  
twiczorek@cseced.org

### **Coordinators**

Diane Fedie, *Guidance Counselor*  
952-567-8050  
difedie@cseced.org

Brian Lewandowski, *Technology Coordinator*  
952-567-8043  
blewandowski@cseced.org

### **Web Site**

Carver-Scott Educational Cooperative  
[www.cseced.org](http://www.cseced.org)

Employee Web Site

Go to: [www.cseced.org](http://www.cseced.org)

Click on Employee Resources

Login: csecemployee

Password: 1976

### **Main Sites**

CSEC programming is also offered within other school districts

#### **Main Campus**

401 East 4<sup>th</sup> St Chaska, MN 55318  
Phone: 952-567-8000  
Fax: 952-567-8058

#### **East Creek Family Center**

303 East 6<sup>th</sup> St Chaska, MN 55318  
Phone: 952-567-8200  
Fax: 952-567-8231

#### **Juvenile Alternative Facility**

17681 Valley View Dr Jordan, MN 55352  
Phone: 952-496-8966  
or 952-496-8964  
Fax: 952-496-8955

#### **Spring Lake Area Learning Center**

20560 Langford Way Jordan, MN 55352  
Phone: 952-567-8150  
Fax: 952-492-3270

#### **Waconia Educational Center**

508 Industrial Blvd Waconia, MN 55387  
Phone: 952-567-8175  
Fax: 952-442-8833

#### **Workforce Development Center-Crosby Park**

309 Lake Hazeltine Dr Chaska, MN 55318  
Phone: 952-567-8250  
Fax: 952-567-8278

#### **Workforce Development Center-Valley Green**

792 Canterbury Rd Shakopee, MN 55379  
DISTRICT OFFICE

Phone: 952-567-8100  
Fax: 952-567-7300

ADULT EDUCATION

Phone: 952-567-8120  
Fax: 952-403-7673