

Rum River Special Education Cooperative

Independent School District #6079

Employee Handbook



140 Buchanan Street North, Suite 150, Cambridge, MN 55008
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August 2023

District #6079
Rum River Special Education Cooperative

*Serving Rum River Special Education Cooperative Districts:
Braham, Isle, Milaca, Mora, Ogilvie, Princeton*

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Please note: The information contained in this handbook is provided as a resource to you and may change at any time without notice. This is not an employment contract and does not create a contractual obligation of any kind. The school district follows policy, procedures, collective bargaining agreements, terms and conditions and state and federal laws.

RRSEC policies are available online at www.rrsec.org. You are responsible for reviewing the handbook each year, and policies referenced herein.

SECTION 1

RRSEC MEMBER DISTRICTS

BRAHAM ISD #314

Braham Area Elementary

528 8th Street SW

Braham Mn 55006

Braham Area High School

531 Elmhurst Avenue South

Braham Mn 55006

MORA #332

Mora Elementary

200 East 9th Street

Mora, MN 55051

Mora High School & District Office

400 East Maple

Mora, MN 55051

ISLE ISD #473

Isle Schools

730 5th Avenue S, PO 25

Isle, MN 56353

OGILVIE #333

Ogilvie Schools

333 School Drive

Ogilvie, MN 55008

MILACA ISD #912

Milaca Schools

500 Highway 23 West

Milaca, MN 56353

PRINCETON #477

Princeton District Office & Family Center

706 1st Street

Princeton, MN 55371

Princeton Intermediate School

1202 North 7th Avenue

Princeton, MN 55371

Princeton Primary School

1206 7th Ave N

Princeton, MN 55371

Princeton Middle School

1100 82nd Avenue

Princeton, MN 55371

Princeton High School

807 South 8th Avenue

Princeton, MN 55371

RUM RIVER SPECIAL ED COOPERATIVE #6079

Rum River Main Office

140 Buchanan Street N, Suite 150

Cambridge, MN 55008

Rum River North

303 3rd Avenue SW

Milaca, MN 56353

Rum River South

801 20th Avenue NE

Cambridge, MN 55008

Rum River East

1730 3rd Ave NE

Cambridge, MN 55008

SECTION 2

MISSION/VISION

Our Mission

Rum River Special Education Cooperative is committed to building relationships, collaboration, and providing support in the implementation of research-based practices, contributing to the social, emotional, and academic wellness for all students.



Connection. Collaboration. Growth.

Strategic Action

2020-2025

PLAN

Our Vision

- 1. Enhance relationships with our districts through strong communication and promotion of our services**
- 2. Create professional learning and networking opportunities for stakeholders based on identified needs**
- 3. Develop additional student programming to support our districts in meeting the needs of all learners**
- 4. Provide support to member districts in the implementation of a Multi-Tiered System of Supports**
- 5. Collaborate with member districts to design innovative programming to assist with meeting the mental health needs of our students**
- 6. Expand our services in response to member district needs**

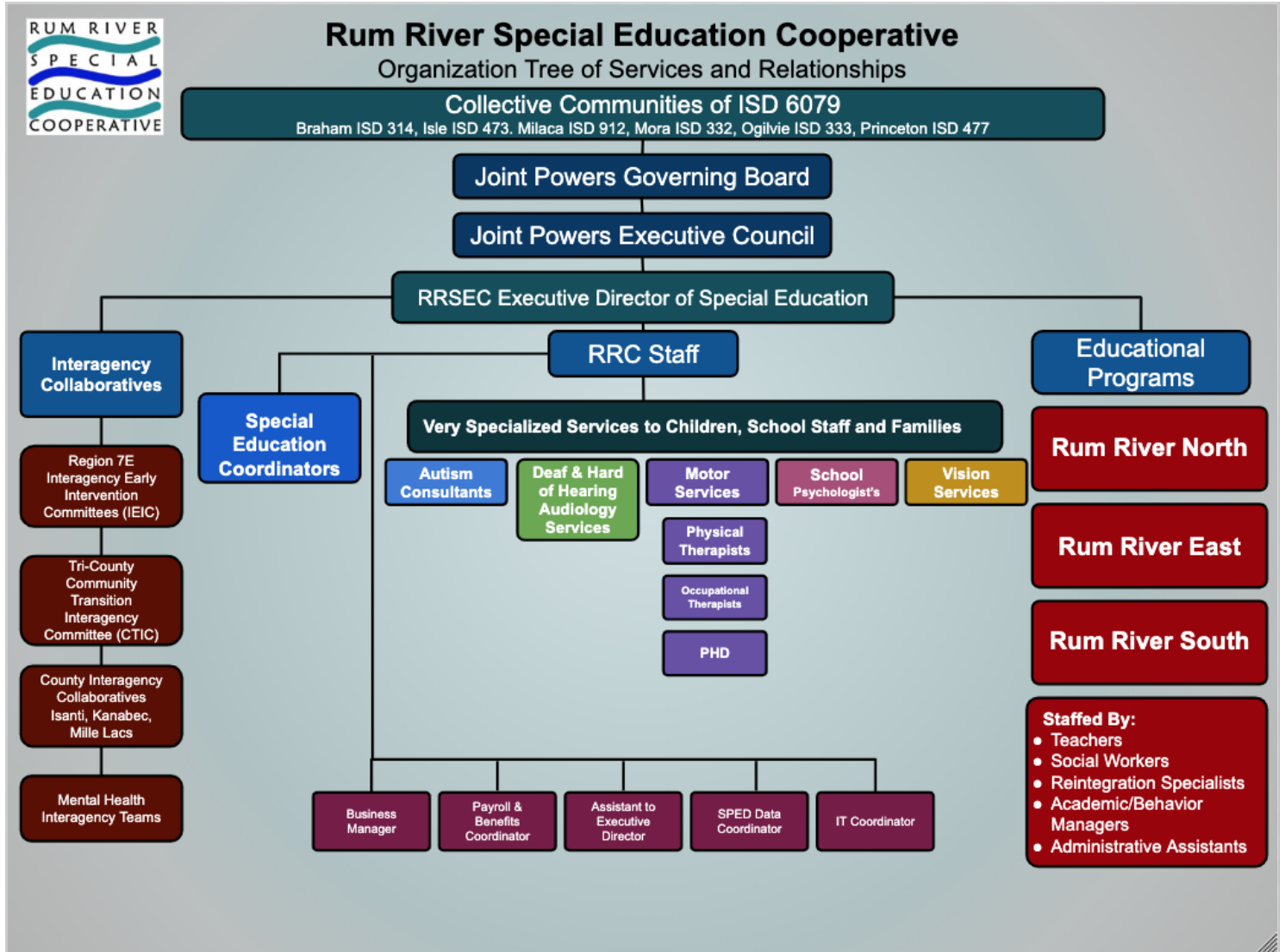
140 Buchanan St. N. Cambridge, MN 55008

763-552-7702

www.rrsec.org

SECTION 3

ORGANIZATION CHART OF SERVICES AND RELATIONSHIPS



SECTION 4

EXPECTATIONS

ABSENCE

If an employee is ill or planning to use personal days, the expectation is to access TimeClock Plus online to complete required documentation. Generally, it is advised to schedule routine appointments during our time off throughout the school year or summer. Personal leave must be approved by the Executive Director of Special Education or Program Coordinator in advance if at all possible. All requests for personal leave must be approved prior to arranging for air travel and other vacations.

ACCIDENTS

All employee accidents or exposure must be reported to the Program Coordinator, Business Manager or the Executive Director of Special Education within 24 hours of their occurrence. As soon as possible, the injured party, with assistance from the Program Coordinator or Business Manager, must call SFM at 855-675-3501 to report the injury or blood exposure.

All student accidents and injuries must be reported. Staff are responsible for filling out a Student Accident Form and forwarding it to the Program Coordinator when complete.

BACKGROUND CHECKS

When hired, all Rum River Special Education Cooperative (RRSEC) employees will have a background check completed. The purpose of the background check is to maintain a safe and healthy environment. Please refer to [Employment Background Check Policy #404](#).

BADGES

It is an expectation to wear your badge while you are at work each and every day. If you do not have a badge, or your badge is not working, call the Assistant to the Director at Rum River Central (RRC) Office, 763-552-7702, to have a new one made as soon as possible. Your first badge is no cost to you. If you lose your badge, there will be a replacement fee of \$5.

BUILDING USE

The use of any part of the school building before or after the regular school day is scheduled through the Executive Director of Special Education or Program Coordinator. At no time will students be admitted in the building unsupervised. Office or school equipment may be used by all staff but may not be removed from the school building without prior approval from the Executive Director of Special Education or Program Coordinator.

BULLYING

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and

responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

CALENDAR

Rum River Program employees follow the Rum River Special Education Calendar. All RRC employees follow the member district calendars in which they are assigned. RRSEC employees receive a copy of the calendar when it is initially approved in the spring, and another copy in the fall of the respective school year.

COACHING

Staff employed at RRSEC have the option, as any district employee, to participate in coaching activities. Given the positions in the building, it is imperative to note that staff are needed to be available to our student learners during student contact hours. If a staff member is employed as a coach, it will be the expectation that personal leave is submitted for any time that would remove staff from the building during student contact hours. “Comp” time is not permitted.

COMMUNICATION

Telephone: RRC Staff have access to a telephone throughout their workday at the Central Office. Staff at program sites have access to a telephone in each classroom. Additional phones are located in the conference room, work room, and ABM office. Due to the potential for the need to discuss confidential student information, teaching staff are asked to refrain from use while students are present. Phone calls can be returned from the classroom during teacher prep time, or during class breaks or after school.

Radios: Staff at RRS/RRN/RRE need a radio and an earpiece during the school day. The radios are used for emergency communications so it is essential that all staff have a radio that is functional and at a volume that the staff can easily hear. Please pick one up as you enter the building. It is required that you use an earpiece to maintain privacy on the radio. Use the radios for communication that is time sensitive and cannot be done via phone or email. Please remember to keep unnecessary communication to a minimum. Always remain professional in all communications.

Voicemail: Staff is requested to reply to all voicemail messages within 24 hours. Staff are asked to make sure their voicemail greeting is up-to-date.

Cell Phone: Staff use of cell phones should be at times and in places that model responsible use of technology. Avoid use of the phone during instruction or student supervision time.

Social Media: Staff are prohibited from being Facebook Friends with students. As an employee of Rum River, staff must be cognizant that their online presence also represents the school as a whole. Refrain from posting any information regarding the school or work on your personal sites. Specific and detailed guidelines can be found in the Social Networking/Digital Communication Guidelines and Best Practices for Teachers, Coaches, & Advisors and Social Networking and Students & Athletes School District Guidelines.

Notices: Any special notices or school-based information will be posted in the work or staff room. Any suggestions, concerns, or ideas can be shared with the Program Coordinator or Executive Director of Special Education and discussed at scheduled staff meetings.

Email: All email communications sent on the district email system should be professional and courteous. Remember any communication that contains information on a student can be made public via a records request.

Humor in the Workplace: Stress relief through humor is vital to maintaining a healthy attitude toward work and

avoiding burnout. Use of humor in a professional manner is acceptable to deal with stress. Avoid any use of humor that could be interpreted as demeaning to students or staff, harassment or discriminatory in nature.

CONFLICT OF INTEREST

Any employee of the RRSEC who is directly and/or indirectly involved in the following acquisition-related activities must adhere to the ethics and conflicts of interest principles of the RRSEC:

1. Acquiring goods, services and utilities;
2. Developing requests for proposals;
3. Evaluating bids or proposals;
4. Awarding a contract;
5. Selecting the final vendor;
6. Drafting and entering into contracts;
7. Evaluating performance under these contracts; and
8. Authorizing payments under a contract.

No employee, officer or agent of the Rum River Special Education Cooperative (RRSEC) will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

CORPORAL PUNISHMENT

The 1989 Minnesota Legislature passed a law prohibiting corporal punishment in schools. Corporal punishment is defined as conduct involving hitting or spanking a person with or without an object; or unreasonable physical force that may cause bodily harm or substantial emotional harm. Under no circumstances shall a student be grabbed, pushed, hit, or intimidated out of frustration or anger. There are exceptions to this law that allows reasonable force to restrain a student from hurting or injuring self or others. Please refer to [Corporal Punishment, Policy #507](#).

CLOSING SCHOOLS

When school is called off due to weather conditions, announcements will be made via SchoolMessenger, televised at the bottom of the screen on most local channels; and posted on the internet.

When there is a Delay in School Start Time

Refer to your contract language, if applicable. If it is physically impossible or the employee deems it hazardous to his/her health or safety to report for work, he/she must call his/her immediate supervisor as soon as possible.

When School Closes Early

Refer to your contract language, if applicable. If school closes early, employees will remain in their building until the Executive Director of Special Education or building Coordinator releases them.

DISCIPLINE

Discipline procedures may be specifically outlined in your contract bargaining agreement or terms and conditions agreement. See also the [policy 403, Discipline, Suspension and Dismissal of School District Employees](#).

DISCRIMINATION BASED ON SEX

Staff must provide all students equal educational opportunities and must prohibit discrimination based on student's gender. Please refer to [Student Sex Nondiscrimination Policy 522](#).

DRESS CODE

Staff dress should be appropriate for the environment and present a professional appearance. It is important to remember that students in our Rum River Programs and member districts can become physically aggressive and staff may need to physically intervene. It is important that staff dress as a positive role model for students.

1. Shoes must protect your feet from injury (avoid sandals or open toed shoes).
2. Refrain from wearing attire or jewelry that can be grabbed or used to choke, such as dangling earrings, necklaces, scarves, etc.
3. Shorts must be mid-thigh or knee length.
4. Shirts with inappropriate slogans or logos should be avoided.
5. Stretch pants may be worn if bottoms are covered.
6. Attire of the staff should be neat and professional. Clothing with holes or rips should be avoided.
7. Tight or revealing clothes should not be worn during the work day.

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

The use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited. Please refer to [Drug-Free Workplace/Drug-Free School Policy 418](#).

EMERGENCY ACTION PROCEDURE

An Emergency Action Procedure Quick Reference Guide is posted in all classrooms, work areas, staff offices, and administrative offices. A full copy of the procedures are located in RRC, staff room, and Administrative Assistant area.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

RRSEC #6079 retains all employee contracts. This is to affirm RRSEC's [policy 401](#) of providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of federal, state and local governing bodies or agencies thereof, specifically Minnesota Statutes 363.

RRSEC will not discriminate against color, creed, religion, national origin, sex, disability, age, marital status, or status with regard to public assistance. RRSEC will ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation.

RRSEC will consider compliance with affirmative action, or lack thereof, in evaluation of all employees of the Rum River Cooperative. Employees of RRC who fail to comply with the EEO/Affirmative Action policies of Rum River Special Education Cooperative shall be subject to disciplinary action.

If an employee or applicant for employment believes they have been discriminated against, that employee should contact the RRSEC Executive Director of Special Education at 763-552-7701.

EMPLOYEE HIRING

A New Employee Packet is to be filled out by each new employee. All new employees will have a background check completed. The background check will be initiated by the RRSEC Central Office and completed through the Minnesota State Department and Trusted Employees.

EMPLOYEE TRAINING BY THE CONTRACTING DISTRICT

RRSEC retains all employee contracts. Each year the district provides district policy or training in the following areas:

- [Drug Free Workplace Policy 418](#)
- [Chemical Use and Abuse Policy 417](#)
- [Tobacco Free Policy 419](#)
- [Harassment & Violence Policy 413](#)
- [Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414](#)
- [Mandated Reporting of Maltreatment of Vulnerable Adults Policy 415](#)
- Employee Injury/Incident Report Training
- Employee Right To Know Training
- Blood borne Pathogen Training
- Data Privacy Training
- Back/Safety/Lifting Training

ETHICS

All employees are expected to conduct themselves in a professional and ethical manner, keeping in mind that they are role models for students and other staff alike. The following employee groups have specific ethical code:

Teachers

CODE OF ETHICS FOR MINNESOTA TEACHERS: Teachers are expected to know and comply with the code of ethics outlined below. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. The standards of professional ethics are as follows:

1. A teacher shall provide professional education services in a nondiscriminatory manner.
2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
3. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
4. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
5. A teacher shall not use professional relationships with students, parents, and colleagues to provide advantage.
6. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
7. A teacher shall not deliberately suppress or distort subject matter.
8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
9. A teacher shall not knowingly make false or malicious statements about students or colleagues.
10. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Statutory Enforcement of Code: Complaints, Investigation, and Hearing. The enforcement of the provisions of the Code of Ethics for Minnesota Teachers shall be in accordance with Minnesota Statutes, section 214.10.

Administrators

See Minnesota Rule 3512.5200 and [District Policy 306](#) for the formal Administrators Code of Ethics

All Employees

EMPLOYEE CONDUCT [POLICY 403](#): Employee misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not

limited to:

1. Unprofessional conduct;
2. Failure to observe rules, laws, regulations, policies, and standards of the school district and/or directives of supervisors;
3. Neglect of duties;
4. Use of illegal drugs, alcohol, or any other chemical substance on the job, or any off-site use which impacts the employee's performance;
5. Deliberate and serious violation of the rights and freedoms of employees, students, parents, or school community members;
6. Falsification of credentials and experience;
7. Unauthorized destruction of school district property;
8. Failure to observe good personal hygiene practices;

EVACUATION PROCEDURES

It is important to become familiar with primary and secondary exit routes. If staff cannot locate the Emergency Action Procedures for Evacuations at their site, do the following:

1. Teaching staff: Evacuate students to a safe distance from the building. Close classroom doors or any open door on the way out of the building. Evacuate building to at least 100 feet. Students are to remain with their class. Bring a class roster and take attendance. Report to the Program Coordinator any missing students.
2. ABM staff: Check "Time Out" rooms, activity rooms and student bathrooms.
3. Administrative Assistant: Make all emergency calls.

Students must be supervised at all times. Dismissal of students or movement to an alternative site will be planned and implemented by the Program Coordinator/designee. Students are not to be dismissed on their own.

FACULTY (STAFF) MEETINGS

Staff meetings at Rum River Programs are held once a week or bi-weekly, dependent on agenda items. The specific day is determined during the Back-To-School Workshop. All RR staff are expected to attend. If staff are unable to attend, staff must notify the building administrator. Staff are responsible for all information presented and discussed at the meeting. Meeting notes are shared on Google Docs.

RRC staff are expected to attend planning meetings that are held once a month or bi-monthly, dependent on agenda items. The specific day is determined during the Back-To-School Workshop. All RRC staff are expected to attend. If staff is unable to attend, staff must notify the Executive Director of Special Education. Staff are responsible for all information presented and discussed at the meeting. Meeting agendas are shared on Google Docs.

FIELD TRIPS

Field trips must be planned in advance and approved by the Program Coordinator. All field trips must be curriculum based. Parents/guardians must approve field trips through a signed permission slip. Staff must submit a "Request for Transportation" form five (5) days prior to the field trip.

No student or parent/guardian is allowed to drive or transport to and from school field trips. Make sure students check for all personal belongings before exiting transportation.

FIRE INSTRUCTIONS

In the event of a fire at Rum River Programs, follow the procedures as posted in your building.

In the event of a fire at RRC, following the procedures below:

- Suite 150: Exit Suite 150 using the rear exit on the east side of the building. Go to a designated spot within the parking lot to meet and be accounted for.

GOSSIP

Gossip about staff or students will not be tolerated. Gossip is destructive to a positive work environment and can easily cross into harassment. No gossip expectation includes items, procedures, and policies related to the program operation. If you have a concern about a program procedure, contact the Program Coordinator.

HARASSMENT

It is the policy of RRSEC to provide and maintain a positive learning and working environment that is free from religious, racial or sexual harassment and violence. RRSEC prohibits any form of religious, racial or sexual violence. It is a violation for any pupil, teacher, administrator or other school personnel to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race. Please refer to [Harassment and Violence Policy 413](#).

If staff feels they have been a victim of or an observer of harassment or violence, staff is requested to report this act to the Executive Director of Special Education who can be reached at 763-552-7701. The report may be written or verbal. The Executive Director of Special Education, will conduct an investigation and fill out an administrative report.

BENEFITS

Tracy Wells, twells@rrsec.org, 763-552-7705, HR/Business Manager

Terrienne Lindholm, tlindholm@rrsec.org, 763-552-7714, Payroll/Benefits Coordinator

LESSON PLANS

Teachers at Rum River Programs must keep a record of their lesson plans in a prominent location in the classroom for the benefit of a substitute in the case of an emergency. Substitute plans should be shared electronically with the Program Coordinator.

LOCKER CLEAN UP

Staff at Rum River Programs will monitor locker clean up at the end of each quarter. If a student appears to be unorganized, staff will individually assist student(s) with the organization of his/her locker more regularly in accordance with the student's individual behavior plan.

LOCKER SEARCH

School lockers are the property of RRSEC pursuant to Minnesota Statute. School officials, for any reason, may conduct inspections of lockers at any time, without notice, without student consent, and without a search warrant. Student possessions within a school locker may be searched when there is reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Any item that is inappropriate or illegal will be confiscated and disposed of by staff (i.e. lighters, matches, cigarettes, e-cigarettes, inappropriate reading materials, etc.). Possession of illegal materials will be reported to law enforcement officials. No item of value other than jackets, boots, hats, gloves, school materials, and backpacks should be kept in lockers.

When the decision is made to do a locker search, two (2) staff must be present. Staff must fill out a Locker Search Form. If the search finds an illegal item, proper authorities may be called.

LUNCH

At Rum River Programs, lunches can be purchased by employees. School menus are posted by the Administrative Assistant's area and in each classroom. Please see the Administrative Assistant for the process and cost of ordering lunches. Lunch expectations are specific to each Rum River Program. Contact your Program Coordinator for details.

MAINTENANCE

RRC/RRS/RRN/RRE are small programs when compared to other educational facilities. The program has limited resources for building maintenance; therefore, RRSEC asks staff to support our program where staff take pride and respect in the building. As part of taking pride and respect of the building, all staff and students are asked to:

- put back borrowed equipment as soon as done using
- return technology, curriculum, equipment and books to their proper place
- pick up waste from all floors
- pick up all copies printed from the work area/administrative area immediately
- empty garbage cans when full
- fill copier and printer when out of paper
- keep classrooms free of clutter and organized

MANDATED REPORTER

All staff must report any suspected child neglect, or physical or sexual abuse. Mandated reporters are any school staff who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three (3) years. Please refer to the Mandated Reporting Policy.

NURSING MOTHERS, LACTATING EMPLOYEES, AND PREGNANCY ACCOMMODATION

Minnesota Statute 181.939 gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits on heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. RRSEC cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. RRSEC will provide a clean, private, and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

There will be no retaliation or negative action for pregnant or lactating employees exercising rights under this law. Employees that need assistance with finding locations to express milk or to make arrangements for accommodations should contact their supervisor.

PAYROLL/PAYMENT OF SALARY

Salary checks are deposited twice monthly through a direct deposit system. Terrienne Lindholm will answer payroll and salary questions at 763-552-7714. Staff's personal payroll information can be accessed through Smart Systems (SMARTer). Staff will receive login information after completing new employee paperwork. RRSEC staff are required to use Time Clock to clock in and out each day. Hourly staff are responsible for viewing their hours weekly and creating notes for any changes that need to be made using Time Clock..

PERSONAL BELONGINGS

Staff is requested to keep personal belongings in a secure location. Staff is not to give any personal belongings to students or accept any gifts from students. If staff wish to donate clothing or various items for school auctions, please drop them off with your Program Coordinator.

POLICIES

Many policies have been referred to in this section and can be found on the RRSEC website.

POSITIVE BEHAVIORAL SUPPORT AND INTERVENTIONS

Rum River Programs have a Positive Behavior Intervention and Supports program that is a positive behavior intervention program. We teach students in the hallway, classroom, bathroom, bus, etc. Students learn best with frequent instruction, positive and corrective feedback and by demonstrating the expectations. All students will be taught our building expectations and teachers will teach all students on expectations in his/her classroom. A matrix is developed for the building and classrooms.

PREPARATION TIME AND ASSIGNMENTS

At Rum River Programs, during preparation time, teachers will be available for parent conferences; individual student help; staff department, and curriculum meetings; or other school related business that cannot reasonably be scheduled at another time.

Teachers are expected to be available to students before and after the students' school day, unless they are assigned another responsibility.

PROFESSIONAL DEVELOPMENT AND EVALUATION-TEACHERS

All non-tenured (probationary) teachers will be observed on three occasions during each school year. Continuing contract (tenured) teachers will be observed once every three years. A list will be distributed to teachers during the first staff meeting. RRSEC will follow the Danielson Model with regard to staff development activities. The staff development and evaluation plan can be accessed [here](#).

PURCHASING AND ORDERING PROCEDURE

Prior approval must be given by the Executive Director of Special Education for any school-related purchase through completion of a Fund Request Form. Once approved, check with Julie Holmberg as to the current procedure for ordering.

RESTRICTIVE PROCEDURE PLAN

Staff at Rum River Programs will receive annual training to the district's restrictive procedure plan.

SCHOOL HOURS AND WORK DAY

The regular school day is defined as 7:30 to 3:30, unless otherwise determined by member district administrators. On Friday, or the day before a vacation, staff dismissal time is 3:15 p.m.

SECURITY

For the security of students, all visitors must enter at the main front door and sign in. All visitors and students are escorted to desired locations.

The Administrative Assistant distributes internal door keys. Door keys should be put on a key ring or expandable wristband for easy access and theft prevention. The internal key should be kept separate from the external key. At no time should keys be left anywhere off staff's person. Students should never be given keys for any reason. This is to protect all staff and keep the building secure. In the event staff forgets keys, the Administrative Assistant will give a spare key to staff for temporary use.

SPECIAL EDUCATION STAFF MEETINGS

Special Education staff meetings are held monthly. The day will be determined at or shortly after the

Back-To-School Workshop. The purpose of this meeting is to: assist, clarify, and guide staff through the ever-changing rules, laws, regulations, and due process in Special Education. At Rum River Programs sites, the team will also meet to discuss and develop individual plans for struggling students. If Special Education case managers have questions that require immediate answers/actions, they should contact the Program Coordinator.

STAFF DEVELOPMENT

There are planned training opportunities through Rum River Special Education Cooperative and Rum River Programs. Training dates are disseminated alongside the school calendar or as they arise.

Other opportunities for training can include workshops designed for teachers or paraprofessionals, staff requested training, and individual training at RRSEC or Rum River Programs from experienced teachers, ABMs, behavior analysts, and social worker/counselor. RRSEC prides itself on the training and instruction provided to all staff and the belief that RRSEC staff exhibit the highest skill levels.

If staff plan to attend a training workshop/conference outside of the building, prior approval from the Executive Director of Special Education or Program Coordinator is required. The workshop request form can be found on the Rum River Special Education Cooperative website. Once approved, registration is the staff's responsibility. Check with the Administrative Assistant for proper forms and processes.

After attending the conference, staff is asked to present information at the next staff meeting. Be sure to enter mileage and upload receipts along with a signed workshop request form for reimbursement in ESS.

RRSEC is also involved in Cyber Security Awareness Training through a company called InfoSec. It consists of two parts: EdAware and PhishSim. EdAware is video training that is sent out once a month during the school year. These are mandatory trainings and should be completed by all staff in a timely manner. PhishSims are phishing simulation emails. During a campaign, staff clicks a fish and hook button to see if what they thought was a phish simulated email was, in fact, a simulation. If it is not a simulation, it is automatically reported to RRSEC Tech.

STUDENT HANDBOOK

Staff are required to read the student handbook to understand student expectations.

TECHNOLOGY & DEVICES

New plans and procedures that staff need to be aware of and put into practice

- [MN Data Privacy Law](#) - Teachers must seek approval for all digital tools with the RRSEC Technology Committee. Details are in the link. Summary: If you use a website tool or app with your students, check these procedures.
- [Removable Media Procedures](#) - Don't use thumb drives unless you have cleared it with RRSEC Tech Committee, and don't put FOUND thumb drives in your computer - ever!
- [Clean Desk Plan](#) - Our work space can be a gateway to places that SHOULD remain protected. Don't be the weak link, read this plan and do it.
- [RRSEC Password Plan](#) - Our best defense is great password practices. [Procedures](#) | [Slides](#)
- [Google Sharing](#) - The power you have to share data is held in that little button in the top right corner of every Google document - do it right!

Safety and Maintenance of RRSEC Issued Technology Devices

- Report stolen devices and damage immediately to your Program Coordinator or Technology Coordinator
- Set hard and differentiated [passwords](#) for devices and accounts
- Turn on [2-Step Verification](#)
- Care for your computer: Don't eat or drink by it, gather it up if you leave your room during a student crisis, don't let anyone else use it, don't close things in it, don't squeeze it or slam it while in your bag etc.

- Keep it out of extreme hot or extreme cold situations - think especially about your car - don't leave it in there.
- Backup to Google Drive 2. restart often and 3. update often!

RRC Staff must read and sign the RRSEC Staff Technology User Agreement Computer Policy at the beginning of each school year. The link for this agreement will be sent out during the back to school workshop week.

Computer, Email and Internet use during the school day must be school related to your position as a RRSEC employee. All staff and students are required to use these services only for educational purposes and job-related responsibilities. Student instruction and supervision responsibilities are a priority at all times. Computer or technology use should never interfere with these responsibilities.

Students must read and sign the Computer Policy Contract before having access to Internet services. Parents/guardians can restrict their child's access to Internet resources by signing the Opt Out Letter. See Internet Acceptable Use Policy.

TIME OFF

Any information as to personal time off and vacation days can be found in the Employee Contracts.

TOBACCO

Any use of tobacco or tobacco related device(s) is prohibited on any RRSEC school property or at any school related event. Please refer to [Tobacco-Free Environment, Policy #419](#).

TORNADO INSTRUCTIONS

1. Information on tornadoes and high winds will be given on the radio and relayed over the pager system. Most often, a tornado "watch" is given first and then the actual "warning" is given at the sighting of a tornado.
2. During the watch and warning periods RRC staff should go to City of Cambridge offices. Proceed through the North hallway; turn left, and enter the City offices through the main entrance on the left side. Walk straight back to the hallway and enter either the training room on the right or the workout room on the left. Staff should remain there until the "ALL CLEAR" has been given. If in immediate danger, take cover in the RRC Office copier room- go to the area closest to the storage cabinets.
3. Rum River Programs: During the watch and warning periods each teacher/ABM is responsible for the group of students assigned to them for that period. Staff should lead the students to a designated safe area of their classroom, or outside the classroom. Seat the class on the floor and await instructions. Staff should keep the group together and stay with the group until the "ALL CLEAR" has been given.

Tornado Information:

1. Missiles made out of debris, glass, bricks and wood cause most of the injuries during a tornado.
2. Collapse of roofs and walls, especially over long span areas, has caused many casualties. Short span areas such as hallways are safer areas of shelter.
3. Interior areas away from class are safer areas; however, hallways that open to the south or west are considered dangerous because they become a wind tunnel.
4. Lower floor areas are safer because of the possibility of collapse.

TRANSPORTATION OF STUDENTS

Students are provided van/bus transport from their home to the front door at each Rum River Site. As part of

student self and behavior management instruction, staff will have students practice and role play acceptable van/bus behaviors and positive social skills several times during the school year to be generalized to the bus environment. While on transportation, students are expected to follow directions and behave in a manner that is safe for all. When behaviors are unacceptable or unsafe, an intervention must occur. Allowing students to mildly misbehave will escalate to an unsafe transport for driver, behavior supervisor, and students. Supervising staff and/or bus drivers are requested to follow the Procedure for Transportation of students and the van/bus rules.

SECTION 5

STUDENT RECORD KEEPING

ATTENDANCE PROCEDURE

Attendance procedures for students are included in the Student Handbook. The handbook clearly identifies tardies, truancies, excessive absences, and medical excused absences. Attendance will be taken by the teacher and reported in Synergy each class period.

BEHAVIOR RECORDS

Staff at Rum River sites keep records and charts of student behaviors. ABM staff complete point sheet information every 10-15 minutes throughout the school day. This information is summarized on a data spreadsheet. When a student earns problem solving, a tracking sheet is utilized to record specific behavioral information that is summarized into the monthly Behavior Log. Staff separately documents when a student needs to use time out room or when physical intervention is needed (use of restrictive procedure). Restrictive procedure documentation becomes a part of the student's due process file.

Student records include extensive behavior data. Staff collects data daily. Data is collected on both academic and behavior progress. As part of behavior data collection staff is required to assist in collecting information using the social skills probe, IEP goal monitoring, behavior observation, and functional behavior assessment forms.

This data collected will assist the case managers and behavior analysts in developing effective individual behavior plans and developing appropriate goals.

CUMULATIVE RECORDS

Permanent records for all students attending Rum River are retained at the sites. Students at Rum River Programs remain students of their home district. Rum River Programs provide intense service and programming with the plan that each student, over a period of time, returns full time to his/her home district school.

Students at Rum River Programs receive grades for classes attended. These will be entered into Synergy and kept up to date. At Rum River East, if a student misses more than ten (10) days per trimester that student will receive hours earned toward graduation rather than a letter grade. Teachers will maintain copies of students' grades for course work for a two-year period.

Rum River Program student records include extensive behavior data. Staff collects data daily. Data is collected on both academic and behavior progress. As part of behavior data collection staff is required to assist in collecting information using the social skills probe, IEP goal monitoring, behavior observation, and functioning behavior assessment forms.

This data collected will assist the case managers and behavior analysts in developing effective individual behavior plans and developing appropriate goals.

PARENT PORTAL

The Synergy parent portal tracks student attendance, class schedules, assignments, gradebook, health visits, district information. This is visible to parents online and is "real time". Teachers will need to keep information updated daily.

SECTION 6

BEHAVIOR MANAGEMENT AND STAFF SUPERVISION

SUPERVISION RESPONSIBILITIES

Unless a schedule specifically states otherwise, the entire school personnel is expected, as part of general responsibility, to assist with activities in a supervising capacity, as may be requested by the Program Coordinator. All staff are to be available to supervise in the hallway in the morning when students arrive, during breakfast and common area during passing times.

BEFORE AND AFTER SCHOOL SUPERVISION

Teachers are to be on duty to supervise at 7:30 a.m. and until the breakfast period is over. At the end of the day, teachers are expected to supervise students until 3:30 p.m., or when all buses/vans have left the premises.

ABMs are to be on duty based on the building scheduled. At the end of the day ABMs are expected to supervise students until 3:00 p.m., or when all buses/vans have left the premises. Teachers are assigned to provide hallway and bus supervision. Bus supervision requires staff to be outside to direct students safely to their assigned transportation.

INCIDENT REPORT DOCUMENTATION

When a student demonstrates physical or verbal aggression, property destruction, or self-injury, ABM should notify the case manager immediately. Accurate representation of all facts regarding the incident is necessary to effectively program for the student and to document staff and program responses to the incident. Follow the steps below when documenting an incident.

Casemanager

1. Casemanager will receive notification of the incident by phone, email, or in person.
2. Casemanager will notify parent.
3. Document conversation in SpEd Forms.
4. Casemanager will pick up a copy of Behavior Documentation Form/Critical Incident Form in their tray.
5. Schedule de-briefing meeting for use of Restrictive Procedures, if needed.
6. Complete restrictive procedure paperwork and enter into google.
7. Copy of completed critical incident report to Coordinator.

Academic Behavior Manager

1. Notify the case manager immediately by phone, email, or in person.
2. ABM assigned to the student's case manager should enter the data into the google form.
3. Place original in student's file (Problem Solving).
4. Place original in case manager's tray (if Restrictive Procedure).

POLICE INVOLVEMENT

Police involvement may be necessary when a student is making threats to students or staff, engaging in property destruction, self-injury, violation of law or any other behavior that staff determine may require additional support to program staff.

DATA SHEETS

Data sheets are integral to tracking student progress and documenting that a student has received a Free and Appropriate Public Education (FAPE). Collecting valid and reliable data is primary responsibility of an ABM.

SECTION 7

SPECIAL EDUCATION

Rum River North, South and East are Special Education Facilities. Teaching staff is highly qualified in Special Education. Students at the Rum River sites meet criteria under several different disability categories. All students lack positive social skills and acceptable behavior management. Thus, the focus of instruction for students are social skills and behavior management instruction. Additionally, RRSEC wants all students to make progress academically; therefore, we focus on providing rigor of instruction, individualized research-based instructional strategies, and finding each student's gap(s) in education.

Accommodations and individual plans give all teachers and support staff an overview of what modifications should be made in the classroom and in unstructured settings. Case Managers and behavior analysts work together in developing individual behavior plans. If you have any questions about a student's behavior plan or accommodations, please bring it to a staff meeting or talk to case manager or behavior analyst. It is the responsibility of all staff to follow the student's individual education and behavior plan. It is the responsibility of the case manager to route to staff members working with the student.

SECTION 8

EMERGENCY ACTION PROCEDURES

Emergency Action Procedures are posted in each classroom, office, administrative area, conference room and staff room

Fire Drills: In compliance with the Minnesota Department of Education, RRN/RRS/RRE will conduct 5 fire drills during the school year.

Lockdown Drills: In compliance with the Minnesota Department of Education, RRN/RRS/RRE will conduct 5 lockdown drills during the school year.

Tornado Drills: In compliance with the Minnesota Department of Education, RRN/RRS/RRE will conduct 1 tornado drill.

[Read and understand the procedures for each drill included in this section.](#)

SECTION 9

RRSEC STAFF PERFORMANCE REVIEWS

Academic & Behavior Managers/Administrative Assistant:

Performance reviews are conducted annually for all support staff. New staff are on a 6-month probationary period. During this time an evaluation will be completed and the Building Administrator may set a goal with the new staff for the remainder of the school year. For returning staff, an evaluation will be completed by the supervising teacher(s). Support staff will meet with the Program Coordinator and/or supervising teacher to review the evaluation. The purpose of the evaluation is to provide constructive feedback to the support staff on their job performance. If the staff needs more assistance, training, and/or resources to facilitate work performance improvement, the Program Coordinator will discuss with that staff.

Behavior Manager Duties/Expectations:

Purpose: The purpose of these expectations are to ensure consistent use of positive and corrective strategies to assist students in learning and using self-management and coping strategies.

1. Follow the ABM and classroom schedule and arrive to class on time. If unable (i.e. with escalated student), notify of reason via phone or radio.
2. Actively monitor students in the hallways during passing times.
3. Actively monitor students during lunch.
 - a. Place yourself with students in the lunchroom.
4. Use Systematic Supervision strategies throughout the day.
 - a. Make positive contacts, praise desired behavior through “recognitions.”
 - b. Provide behavior specific redirection to challenging behavior.
 - i. State what the student should be doing rather than what the student should not be doing.
 - ii. Use short, simple redirections. Minimize attention for students being out of place.
 - iii. Provide repeated redirections every few minutes for students out of place for an extended period of time. Repeat the same or similar direction and avoid giving other attention.
 - c. Monitor the number of students in a room at a time. Two or more students should not be allowed in a room without direct staff supervision.
 - d. Monitor use of shower and restroom area.
5. Complete point sheets every 10-15 minutes.
 - a. Provide students with positive and corrective feedback when point sheets are marked.
6. Maintain control of technology. Keep technology in a safe place and away from students.
7. Provide positive and corrective feedback to students as needed. (minimize disruptions).
 - a. Strive to provide five positive statements to every corrective statement.
8. Communicate with other staff in a professional manner.
 - a. Use the radio when there is a need to provide or obtain information in a timely manner.
 - i. Practice good radio discipline. Keep communication respectful and professional.
 - b. Use email to communicate information when not time sensitive.
 - c. Communicate student information in a private area to protect confidentiality.
9. Model appropriate technology use.
 - a. Use technology for school purposes only.
 - b. Model disciplined use of personal technology.
10. Provide assistance to other staff when classroom attendance is low.
 - a. If there is one or two students in a class and the students are calm, check with other classrooms.
11. Actively participate in classroom and school initiatives such as STARS activities. Demonstrate a positive attitude to students and other staff.

12. Reinforce and reteach content taught in the classroom.
13. Any processing with a student should be done in a private area without other students seeing or hearing the processing.
14. Follow student behavior plans.

All staff will have a copy of the program schedule and staff assignments. This will be shared via Google Docs.

Confidential Hourly District Office Employees

Performance reviews are conducted annually for all district office employees. New staff are on a 6-month probationary period. During this time an evaluation will be completed and the Executive Director of Special Education may set a goal with the new staff for the remainder of the school year. For returning staff, an evaluation will be completed by the Executive Director of Special Education. Hourly staff will meet with the Executive Director of Special Education to review the evaluation. The purpose of the evaluation is to provide constructive feedback to the support staff on their job performance. If staff need more assistance, training, and/or resources to facilitate work performance improvement, the Executive Director of Special Education will discuss with that staff.

Itinerant Licensed Staff/At-Will Staff:

Newly hired teachers are on a 1 or 3 year probationary period, depending on whether they have tenure status from another district. During the probationary period, the Executive Director of Special Education will provide staff with 3 formal observations. RRC will follow the RRSEC Staff development and Evaluation plan.

Licensed Staff:

Newly hired teachers are on a 1 or 3 year probationary period, depending on whether they have tenure status from another district. During the probationary period, the Program Coordinator will provide staff with 3 formal observations. The Program Coordinator provides all RRN, RRS, and RRE professional staff with on-going informal observations via walkthroughs and 15-20 minutes observations. RR programs will follow the RRSEC Staff development and Evaluation plan.

Now that you have reviewed this document, please [follow this link](#) to agree to its contents. This will be the Google Form that you need to complete to check it off your Mandatory Tasks Checklist! Do the form and check the box for your records.