

Edina Coaches & Advisors

Key Policies you need to know

2018-19 School Year



District Policies

- Reflect state and federal law
- Limit risk and liability
- Ensure consistency and cohesion

...on the web

...with search engine

...Check with Stein if any questions

Key Policies for Coach/Advisor Awareness

- Providing parameters to guide work and interactions with our school community
- Limiting risks and liabilities for staff and the District
- Ensuring consistency, equity and cohesion within the District's systems
- Full policies can be accessed at:
<http://www.edinaschools.org/Page/115>
- For questions about these policies, contact Troy Stein.

Key Policies for Coach/Advisor Awareness

Policy 111 – Equity in Educational Achievement

Commitment to raising the success of all students while eliminating disparities in student achievement to ensure educational equity and excellence for students of all races and ethnicities.

Policy 406 – Public & Private Personnel Data

Generally, personnel data are private and shared only with other employees whose work requires access.

Policy 409 – Employee Publications, Instructional Materials, Inventions & Creations

Generally, materials developed while an employee are the property of the district; works in conjunction with Policy 439 – Electronic Technologies Acceptable Use.

Policy 413 – Harassment and Violence

The learning and work environment must be free of unwelcomed harassment and violence; reports should be directed to an administrator.

Key Policies for Coach/Advisor Awareness

Policies 414/415 – Mandated Reporting

All employees are required to report suspected child neglect/physical/sexual abuse and maltreatment of a vulnerable adult to an administrator.

Policies 418/419 – Alcohol-, Drug- and Tobacco-Free Environment

Work environment, including participation in all school functions, will be alcohol-, drug- and tobacco-free.

Policy 421 – Gifts to Employees

Employees will avoid the appearance of impropriety or conflict of interest with respect to receiving gifts of appreciation.

Policy 423 – Employee-Student Relationships

Employees will maintain a standard of professionalism in all relationships with students both on and off district locations.

Policy 439 – Outside Employment and Conflict of Interest

Employees must be sure that outside activities or employment do not conflict or create an appearance of a conflict of interest with their employment.

Employees are encouraged to consult with their building administrator prior to engaging in outside employment.

Key Policies for Coach/Advisor Awareness

Policy 514 – Bullying Prohibition

The act of bullying, including cyberbullying, is prohibited on school property, at school functions, or on district transportation.

- Bullying is intimidating, threatening or harming conduct which is objectively offensive, and
 - Creates an imbalance of power between engaging students
 - Substantially interferes with a student’s ability to perform or participate
- Any person who believes he or she has been a target or victim of bullying will immediately report the alleged act to a building administrator or supervisor (“building report taker”)
- An employee with knowledge or belief of bullying conduct will immediately report the incident to a building administrator
- The District has a defined investigative process and will take disciplinary action as necessary
- Annually, the District will notify students, families and staff of this policy

Key Policies for Staff Awareness

Policy 515 – Protection and Privacy of Student Records

Educational records are private data and can only be released to those employees with a legitimate educational interest.

If pictures are taken of students, care must be afforded to parents electing not to share the students' pictures.

Policy 526 – Student Hazing Prohibition

No employee shall permit, condone or tolerate hazing at any location or time

* Make sure your students understand this policy as well.

Key Policies for Coach/Advisor Awareness

Policy 538: Field Trips and Travel

Appendix I contains a “cheat sheet” of field trip requirements; Appendices II through V have field trip application forms; Appendix VI is for field trips that are not district-sponsored.

A regional trip is within 700 miles but outside the nine-county metro area; regional trips that include an overnight stay have planning timelines that need to go before the school board.

A national trip is within the 48 contiguous states; all national trips have planning timelines that need to go before the school board.

An international trip is to Hawaii, Alaska, or another country; all international trips have planning timelines that need to go before the school board.

An extended trip includes any overnight stay; all extended trips have planning timelines that need to go before the school board.

Key Policies for Coach/Advisor Awareness

Policy 618 – Assessment, Grading and Reporting of Student Progress

A student's grades and individual assessments may only be shared with the student and his/her parents/guardians.

Teachers are encouraged to contact parents/guardians to highlight unique and significant contributions.

Policy 621 – Out-of-School Tutoring for Pay

A student's teacher cannot provide or arrange for tutoring services for pay to current students or their families.

Key Policies for Coach/Advisor Awareness

Policy 629 – Student Fund Raising

All student fund raising activities must have pre-approval of the building administration.

Policy 630 – Community Organizations, Parent Organizations & Booster Clubs

Community and parent organizations and booster clubs are separate from the District. An employee may not exert any control over the organization or club operations.

Policy 634 – Electronic Technologies Acceptable Use

Prior to developing a social media presence, a district-sponsored activity or group needs to make an application to Steve Buettner; information regarding the application process may be found in Appendix V.

District technologies may not to be used for dissemination of non-district materials.

Guidelines for classroom use of social media tools and personal use of social networking, as it may affect the district, can be found in Appendices III and IV.

Key Policies for Coach/Advisor Awareness

Policy 703 – Accounting (Student Fees)

State law determines the District's ability to charge student fees. Employees who collect fees must have pre-approval by the District administration.

Policy 903 – Visitors to School District Buildings and Property

Be sure that visitors, including former employees and parents, are following your building check-in procedures.

Policy 911 – Use of Volunteers in Schools

Volunteers should be placed with consideration of how their presence supports the educational objectives of a class, curriculum, activity, or event. Community Resources and Programs (CRP) can coordinate the recruitment and screening of community members for volunteering.

Coaches and Advisors:

Please right click on link below to open and complete the policy review. This confirms you have read and reviewed our district policies.

<https://www.surveymonkey.com/r/MXR65SV>

