

# Edina Coaches & Advisors

*Key Policies you need to know*

2019-20 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.

**Contact Troy/Joe as we have additional forms to submit.**



# 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/5FGHNDL>

