



ROBBINSDALE AREA SCHOOLS

HANDBOOK FOR RESERVE EDUCATION ASSISTANTS

2011-2012

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WELCOME

As a reserve education assistant in Robbinsdale Area Schools, you are a very important person. Whether your stay is short or continues over a long period of time, each time you enter a school you are responsible for the most important product we have in this district - our students.

PLEASE NOTE THAT this handbook provides information for your convenience only and is not intended as legal advice or a contract. Nothing in this handbook establishes a contract or promise of employment or of specific terms of employment between you and the School District. Robbinsdale Area Schools reserves the right to unilaterally modify, revoke, suspend, terminate or change any of the information in this handbook in whole or in part, at any time, with or without notice.

QUALIFICATIONS AND REQUIREMENTS

There are seven general requirements for education assistants in this district.

1. Application and preference form for reserve education assistants.
2. W-4 federal withholding tax form.
3. I-9 Employment Eligibility Verification form.
4. Background Check (\$41 payment required)
5. Three letters of recommendation
6. Direct deposit form along with a voided check.
7. Mandatory training videos.

If you wish to sign up as a reserve health assistant, you must have current first aid and CPR certificates. You will be required to attend an in-service facilitated by our health coordinator.

EQUAL OPPORTUNITY EMPLOYER

Independent District 281, Robbinsdale Area Schools, is an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the education amendments of 1972 and section 504 of the Rehabilitation Act of 1973. It is the policy of the school board that no person, on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, and age, shall be discriminated against in employment, educational programs and activities, or admissions. Inquiries or complaints may be addressed to the superintendent or the executive director of human resources at the Education Service Center.

NONDISCRIMINATION POLICY

Robbinsdale Area Schools is committed to a policy of nondiscrimination. We will not discriminate in any matters concerning staff, students, education programs and services and persons with whom the board does business.

In addition to compliance with all federal and state laws, the school district shall consider discrimination to be any overt or covert behavior that excludes participation in or denies the benefits derived from any education program or employment opportunity based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, status with regard to public assistance and age.

In keeping with the school district's commitment and the requirements of law, the school district will establish and maintain a program designed to identify, remediate and prevent discrimination in employment, assignment and promotion of personnel; in education programs, services and opportunities offered students and staff, in location and use of facilities; and in education materials.

Contact Information: Stephanie Crosby, Executive Director of Human Resources, is the designated coordinator under Title IX of the Education Amendments of 1972 (nondiscrimination on the basis of sex in education programs and activities, including employment and admission). She is responsible for coordinating district efforts to comply with Title IX, including investigation of complaints alleging noncompliance or alleging any actions prohibited by Title IX.

John Neumann is the designated coordinator under Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of handicap including admission, treatment or access to programs and activities, including employment in its programs or activities). He is responsible for coordinating district efforts to comply with Section 504.

Inquires may be directed to: Stephanie Crosby at 763-504-8014; Lori Simon at 763-504-8021 or John Neumann at 763-504-8078, Robbinsdale Area Schools, 4148 Winnetka Ave., N., New Hope, MN 55427.

PROFESSIONAL ETHICS

In your role as a reserve education assistant, you may have access to student records and reports. Many records are of a confidential nature and are maintained in order to provide information for the professional staff on child development. All such materials should be handled in a confidential manner.

Reserve education assistants are responsible for knowing the principles of child development, accepted techniques, educational programs, and the rules and regulations of District 281. These two latter areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you accept substitute assignments.

As a reserve education assistant traveling from school to school, you will observe many styles of teaching. We hope you understand that not all teachers teach in the same manner. Please make every effort to carry on the program of the regular teacher or other staff you are working with and to fit in with the schedule.

ALTHOUGH IT IS A PREROGATIVE SELDOM USED, WE RESERVE THE RIGHT TO TERMINATE THE EMPLOYMENT OF A RESERVE EDUCATION ASSISTANT FOR ANY OR NO REASON AT ALL. REASONS FOR SUCH ACTION MIGHT INCLUDE LACK OF INITIATIVE, FREQUENT UNAVAILABILITY, UNSATISFACTORY WORK, AND INABILITY TO ARRIVE AT WORK ON TIME OR UNDUE DIFFICULTY WITH DISCIPLINE.

INJURIES ON THE JOB – WORKERS’ COMPENSATION

INJURED EMPLOYEES MUST IMMEDIATELY NOTIFY SUPERVISOR OF INJURY. Emergency medical needs that have resulted from the injury should be taken care of immediately. A supervisor may send the employee to a physician for medical attention. A list of district designated medical clinics and a Physician’s Statement is available from the supervisor. The injured employee may elect to see his/her own physician. The employee must return the Physician’s Statement form to his/her supervisor immediately following medical treatment.

WHEN THE EMPLOYEE RETURNS FROM THE DOCTOR: The employee should immediately complete an Employee Accident/Exposure Incident Report on the district intranet website (www.intra.rdale.org); click on Employee Resources, click on Health and Safety, click on Report an Employee Accident, then click on Submit Accident Report. An Employee Accident/Exposure Incident Report may also be completed through the Facilities Work Request on the Novell Applications menu (Health and Safety). Click on Report an accident, read the highlighted instructions to log on line. Enter all information requested and follow the steps to submit the report.

For assistance completing the report, contact your supervisor. For further assistance, call the Benefits Office at 763-504-8018. The report should be completed by the injured/affected employee. If necessary, another employee can complete the report with the assistance of the injured/affected employee.

Light Duty/Return to Work

Employees who have medical limitations on their ability to return to work may be assigned to alternate light duty tasks or other duties. These assignments will continue only for the duration of the medical limitation. Assignments will be made through human resources, Workers’ Compensation or administrative staff.

DRUG FREE/ALCOHOL FREE WORKPLACE

It is the policy of Robbinsdale Area Schools, in compliance with the Federal Drug-Free Workplace Act of 1988, that the district will maintain a drug-free workplace to ensure the health and welfare of Robbinsdale Area School employees and the public.

TOBACCO-FREE ENVIRONMENT

Robbinsdale Area Schools is committed to promoting a healthy lifestyle for its students. The district recognizes that the use of tobacco is a health risk and therefore is an issue of concern for parents, community and law enforcement officials. Reduction of tobacco use requires cooperation, support and effort by all groups. The district has a responsibility to comply with the *Minnesota Clean Indoor Air Act* and Minnesota law governing the sale of tobacco to and use by minors and will, therefore, act to regulate smoking in concert with Minnesota law to de-emphasize the desirability of smoking.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT, VIOLENCE AND OFFENSIVE BEHAVIOR POLICY

It is the policy of Robbinsdale Area Schools that no employee or student of the district shall be subjected to offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to an employee's or student's race, color, creed, religion, national origin, sex, affectional orientation, marital status, disability, age, status with regard to public assistance or membership or activity in a local commission dealing with discrimination. Offensive behavior prohibited by this policy also includes but is not limited to engaging in illegal, immoral or unethical conduct or retaliation for making a complaint.

One specific kind of illegal behavior is sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's education or participation in school programs or activities;
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting that individual's employment or education;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Employees, students and citizens should understand that this policy applies to each and every student, employee and citizen of the school district, including all full-time, part-time and temporary employees.

Each employee, student and citizen must operate with total integrity to create an environment free of discrimination and other inappropriate behaviors. Each supervisor shall be responsible for promoting understanding and acceptance of and ensuring compliance with state and federal laws and board policy and procedures governing offensive behavior and sexual harassment within his or her school or office.

DISCIPLINARY ACTION: Offensive behavior will be cause for immediate and strict disciplinary action up to and including discharge for staff and up to and including expulsion of students.

REPORTS OF VIOLATION may be directed to: School principal or Stephanie Crosby, Executive Director of Human Resources, 763-504-8014.

CALLING PROCEDURE

Please refer to the SUBSTITUTE CALLING SYSTEM booklet given to you by the substitute coordinator, Penny Recht, 763-504-8019.

If for any reason you must cancel a job on the same day as the assignment, you must cancel the job through the substitute calling system immediately so another replacement might be found. In addition, a call to the school's secretary needs to be made notifying her of the cancellation. *Repeatedly canceling assignments will affect your overall sub status with the district.*

PROCEDURES FOR THE DAY

Unless you have received a late morning call, you are expected to arrive at your assigned school on time. Go directly to the principal's office and sign in with the principal's secretary or the person in charge. If you do not have a time card, ask the office secretary for one and be sure to have it signed for actual hours worked at the end of each daily assignment.

Find out where your assignment or station is and go there immediately to familiarize yourself with your duties. If you did not receive assignment directions at the principal's office and find none in the room, please tell the principal or assistant principal immediately.

Many of your questions might be answered for you by the classroom teacher, other staff members or by the department chairperson.

**** IMPORTANT PLEASE NOTE ****

If you do not have a job number for an assignment, you are NOT guaranteed a job for the day. If your assignment is in question for a particular day, please contact the help desk immediately at 763-504-8019.

IN THE CLASSROOM

Information needed to carry on your assignment should be available to you when you arrive at your station. When directions or specific instructions are at your disposal, we request that you follow those as closely as possible.

Familiarize yourself with special schedules; recess schedule, bell schedule, bus schedules, fire and civil defense drill information and instructions to follow in case of accident or illness of pupils. These are some of the many responsibilities that may be included in your assignment.

A dignified, business-like, sensitive, warm and respectful attitude toward students usually merits the respect an education assistant deserves. If your assignment is in the time-out room, there may be students who become major discipline problems and/or disrupt the atmosphere to the extent that you cannot carry on your duties, please know the procedure to use in contacting an administrator to have that student removed.

You may send a student from the room only after you first contact an administrator by inter-school phone and complete the proper referral form. In all other situations, you are expected to handle routine discipline problems and any other abnormal behavior that is exhibited by students.

AT THE END OF THE DAY

At the end of the assignment, be sure to leave a comprehensive report for the regular staff person, indicating the work you covered and any problems you encountered. Positive statements regarding your assignment will also be appreciated. Leave your work area in an orderly fashion.

When you have completed your work, check out with the school secretary. Be sure to have your time card signed by an office secretary or a teacher before you leave. Return all packets or forms received at the beginning period of your assignment to the office secretary. Any keys and/or key cards **must** be returned to the office at the end of each day.

If there is need to contact the staff education assistant about any specific information, obtain the staff education assistant's telephone number from the school secretary.

Ask if your services will be required again for the following day.

SCHOOL EMERGENCY PROCEDURES

Emergency procedures should be available in or near each classroom. You should review the procedures and use them as a guide in case of emergency.

SCHOOL CLOSING ANNOUNCEMENTS

When the weather or other circumstances make it necessary to cancel school or start late, the decision is usually made by 5:30 a.m. Cancellation, late start and early dismissal information will be announced on the District's web site at www.rdale.org, WCCO radio 830 AM, WCCO-TV channel 4, KSTP-TV channel 5, KMSP-TV channel 9, KARE-TV channel 11 and cable channel 12. To receive school closing announcements via e-mail, sign up for the eNews subscriber service at www.rdale.org

SCHOOL POLICIES

These general policies are very important. They pertain to all school buildings. Individual schools will also have more specific and detailed policies that you should know if you continue to work as a reserve education assistant.

1. Materials and supplies should be used with discretion, properly cared for during the day and left in orderly fashion at the end of the day.
2. If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and alert the office by inter-school phone. Under no circumstances should a child be released without permission by the principal.
3. Reserve education assistants may not keep students after school without the principal's approval.
4. In the event of major discipline problems, call the principal or assistant principal immediately. Physical contact is discouraged and at no time are you to administer corporal punishment.
5. All cases of accident or illness are to be reported immediately to the school office. No medicine may be administered to the students unless this is your specific assignment and you have the proper forms in the health office.
6. Information concerning students which may be confidential in nature should be kept confidential by the reserve education assistants.

GENERAL EMPLOYMENT INFORMATION

Assignment to the reserve education assistant list is completed annually. Once you have interviewed for a reserve education assistant position and have worked in the district in that capacity, you will again be contacted during the summer months to ascertain whether or not you want to return the following year. However, at any point during the year, the District reserves the right to terminate your employment for any reason or no reason at all.

Reserve education assistants are paid every other Friday (see page 13 to access personal salary information). Please refer to the section in this book for the 2010-2011 pay dates schedule.

Federal and state taxes and social security are withheld from the reserve education assistant's salary. Each reserve educational assistant is covered by worker's compensation and by the district liability insurance to a maximum of \$3,000,000.

2011-2012 SUBSTITUTE EDUCATION ASSISTANT PAY

All new reserve education assistant will be paid \$ 9.68 per hour. Reserve education assistants who have worked in the district in prior years will be held harmless and continue to be paid at their current hourly rate.

Breaks: one 15-minute break for every 4 consecutive hours worked.

Lunch: 30 minute unpaid lunch break if scheduled for 5 consecutive hours or more.

Benefits & Leaves: substitutes are not entitled to benefits, sick leave, vacation, or holidays.

School Closings: if students are dismissed from school for all or part of the school day for an unexpected emergency, substitute education assistants who have reported to work will be paid for all the hours scheduled to work that day.

Overtime: all substitutes will be paid time and one-half for all time worked in excess of 40 hours per week.

Workshops: substitutes can participate in workshops on a voluntary basis after receiving prior approval from Human Resources Department. During training, substitutes will be paid at their regular rate.

Building Schedules: the building principal may reassign a substitute to duties other than those originally assigned.

Complaints: complaints are to be submitted directly to Human Resources Department. Substitutes are encouraged to discuss complaints with the building principal or program director.

DISTRICT DIRECTORY

District Administration

	Phone
Aldo Sicoli, Superintendent	763-504-8012
Dennis Beekman, Exec. Dir., Technology	763-504-8055
Tia Clasen Prog. Director, Communications & Marketing	763-504-8029
Stephanie Crosby, Exec. Dir., Human Resources	763-504-8014
Al Ickler, Exec. Dir., Community Education	763-504-8013
Jeff Priess, Exec. Dir., Business Services	763-504-8037
Lori Simon, Exec. Dir., Educational Services	763-504-8021
Gayle Walkowiak, Exec. Dir., Teaching & Learning	763-504-8032

Elementary Schools

Principal	Phone
Forest Elementary	Connie Grumdahl 763-504-7900
Lakeview Elementary	Nichole Rens 763-504-4100
Meadow Lake Elementary	Kim Hiel 763-504-7700
Neill Elementary	Heather Hanson 763-504-7400
Noble Elementary	Lori Sundberg 763-504-4000
Northport Elementary	Patrick Smith 763-504-7800
Robbinsdale Spanish Immersion	Jane Byrne 763-504-4400
Sonnesyn Elementary	Jim Calhoun 763-504-7600
Zachary Lane Elementary	Randy Moberg 763-504-7300

Middle Schools

Principal	Phone
Plymouth Middle School	Bruce Beidelman 763-504-7100
Robbinsdale Middle School	John Cook 763-504-4800

High Schools

Principal	Phone
Highview Alternative Program	Chris Rowe-Bartel 763-504-8700
Robbinsdale Armstrong	David Dahl 763-504-8800
Robbinsdale Cooper	Mike Favor 763-504-8500
TASC—The Alternative Study Center	Cindy Smith 763-504-8380

School Board

Phone
Helen Bassett 763-504-7997
Mark Bomchill 763-504-7993
Patsy Green 763-504-7992
Linda Johnson 763-504-7994
Sherry Tyrrell 763-504-7998
Barb Van Heel 763-504-7995
Tom Walsh 763-504-7996
Group voice mail 763-504-7990
Group e-mail school_board@rdale.org

District Programs

Contact	Phone
Advanced Placement Program (AHS)	Ali Wilson 763-504-8825
AVID Advanced Via Individual Determination	Stephanie Crosby 763-504-8014
Child Nutrition	Adele Lillie 763-504-8047
English Language Learners Program	John Neumann 763-504-8078
Gifted and Talented Education	Susan Beaubaire 763-504-7277 Melissa Hood 763-504-7228
Health Services Program	Amber Spaniol 763-504-8080
Indian Education Program	Kenneth Turner 763-504-8078
International Baccalaureate (IB) Diploma Program (Cooper)	Holly Lewis 763-504-8684
IB—Middle Years Program (Cooper)	Kari Christensen 763-504-8644
IB—Middle Years Program (RMS)	Lauren Hildebrand 763-504-4885
IB—Elementary Primary Years Program (PYP) (Lakeview)	Terri Greenstein 763-504-4100
Kindergarten Preparation	Arlene Peszynski 763-504-8079
Pre-Advanced Placement (PMS)	Lois Nordsetten-Soderstrom 763-504-7072

Community Education

Program Director	Phone
Adult Academic Program	Theresa Zingery 763-504-8300
Adult Enrichment Program	Sandra Bengtson 763-504-6990
Adventure Club School Age Care	Elaine Boyd 763-504-5320
Community Schools & Partnerships	Linda Kemper 763-504-4900
Creative Play Pre School	Sally Ginn 763-504-5330
Discover U Programs for Youth	Sandra Bengtson 763-504-6990
Early Childhood Family Education	Monica Potter 763-504-4170
Early Childhood Screening	Barbara Polland 763-504-4180
Resource and Welcome Center	Betty Tapias-Heinrich 763-504-7680
Volunteers in Partnership	Jill Kaufman 763-504-6991

Special Education

Contact	Phone
Special Education Program	Ellen Voit 763-504-8600
Early Childhood Special Education	Scottie Livingston 763-504-4160
Robbinsdale Transition Center	Michelle Bethke-Kalither 763-504-8619

West Metro Education Program (WMEP) Schools

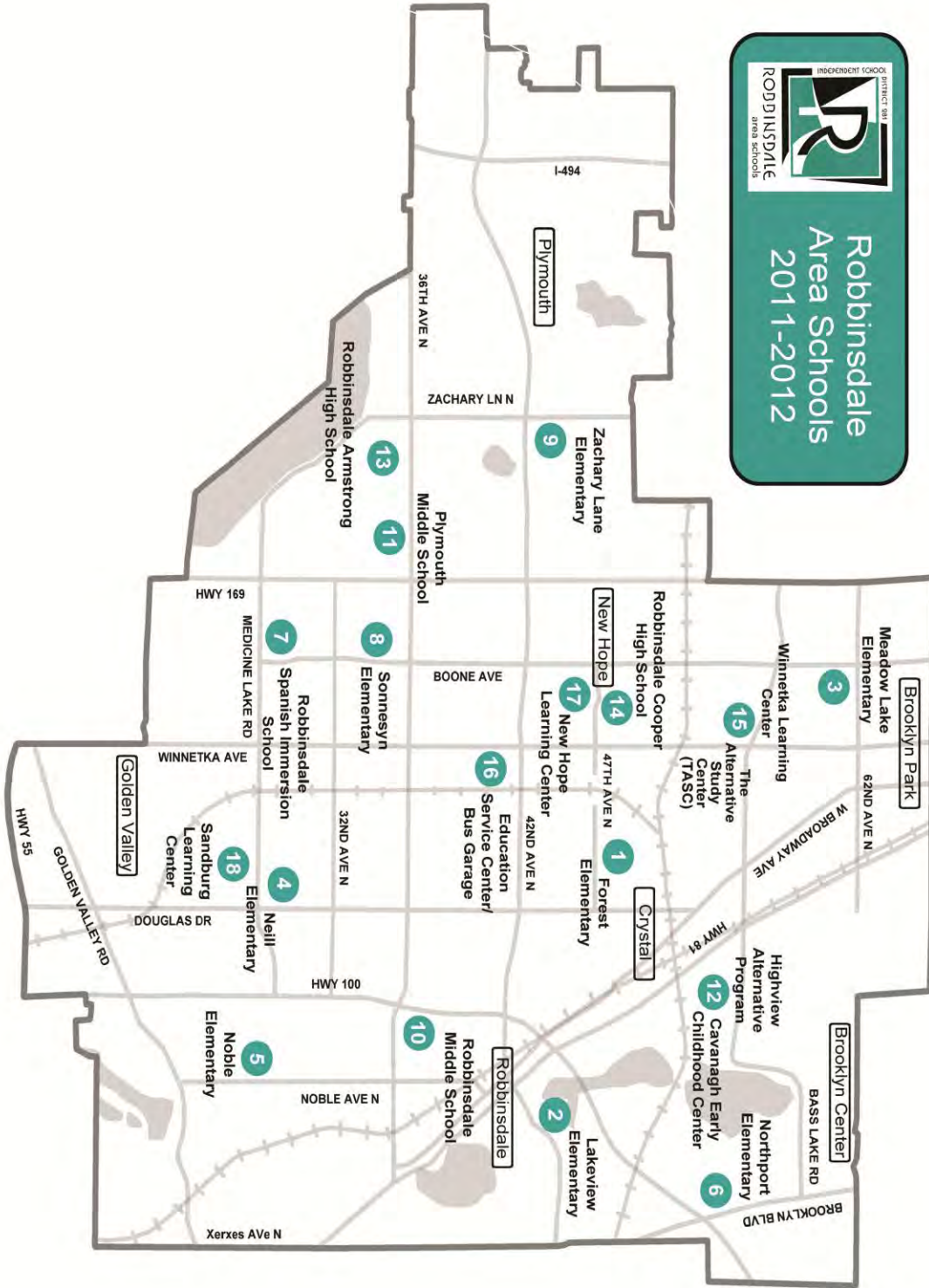
Phone
Fine Arts Interdisciplinary Resource (FAIR) School Crystal 763-971-4500
FAIR School Downtown 612-752-7100



Quick Reference Guide

Robbinsdale Area Schools
763-504-8000 www.Rdale.org
(firstname)_(lastname)@rdale.org

Transportation: 763-504-8107



SCHOOL CALENDAR FOR 2011-2012

Teacher Workshop Week	Aug. 29 – Sept. 2
Labor Day	Sept. 5
First Day of School	Tuesday, Sept. 6
No School – M.E.A.	Oct. 19 - 21
Thanksgiving, No School	Nov. 24 - 25
Winter Break, No School	Dec. 26 – Jan. 6
School resumes	Jan. 9
Martin Luther King Jr. Day, No School	Jan. 16
No School- staff development	Jan. 23
President’s Day, No School	Feb. 20
Spring Break, No School	March 26 - 30
No School	April 6 - 9
Memorial Day, No School	May 28
Last Day of School	June 6
Graduation (Armstrong & Cooper)	June 7

2011-2012 RESERVE PAY DATES

Pay Date	Inclusive Of:
September 23, 2011	Aug. 29 – Sept. 9
October 7, 2011	Sept. 12 – Sept. 23
October 21, 2011	Sept. 26 – Oct. 7
November 4, 2011	Oct. 10 – Oct. 21
November 18, 2011	Oct. 24 – Nov. 4
December 2, 2011	Nov. 7 – Nov. 18
December 16, 2011	Nov. 12 – Dec. 2
December 30, 2011	Dec. 5 – Dec. 16
January 13, 2012	Dec. 19 – Dec. 30
January 27, 2012	Jan. 2 – Jan. 13
February 10, 2012	Jan. 16 – Jan. 27
February 24, 2012	Jan. 30 – Feb. 10
March 9, 2012	Feb. 13 – Feb. 24
March 23, 2012	Feb. 27 – March 9
April 6, 2012	March 12 – March 23
April 20, 2012	March 26 – April 6
May 4, 2012	April 9 – April 20
May 18, 2012	April 23 – May 4
June 1, 2012	May 7 – May 18
June 15, 2012	May 21 – June 1
June 29, 2012	June 4 – June 15

SKYWARD EMPLOYEE ACCESS

As part of our district's technology plan, we have been pursuing strategies and implementing new technologies and systems which use the internet to deliver information and content securely to our students, parents and staff. In cooperation with Human Resources, we are implementing a new internet portal system to allow staff real-time secure access to their HR and payroll information. You can get to this site from work, home, or anywhere you have access to an internet browser.

This system is called Skyward Employee Access. It is an exciting new module being made available by our transition to the Skyward Financial PAC product. It will allow employee's to look up their own up-to-date INDIVIDUAL information through a secure user ID and password. This module has been in use by other school districts on Skyward PAC for four years and the employee response has been overwhelmingly positive. They love having the access to their data in an easy convenient format.

Information at this time includes:

- Calendar YTD earnings
- Continuing education clock hours for teachers
- Demographic Information
- Emergency Contact information that YOU CAN UPDATE
- Fiscal YTD earnings
- Paychecks
- Paydays
- Personnel information
- Report Options - Generates a report for loan applications
- Sub tracking information
- Timeoff
- W2 and W4 information

All those listed above are available on printable screens.

This system is available at the following site: <http://erma.rdale.org>

* Login and Password should already be active when you receive your Welcome Letter from AESOP.

** Skyward Employee Access Login: (first name _ last name)
Temporary Password: rdale

