

Vendor Orientation



Vendors are required to observe and comply with all school policies/procedures.

Community Education Mission

The Anoka-Hennepin School District Community Education department is dedicated to lifelong learning, involving people and enriching communities.

Complete policy at: http://bit.ly/AHCE_About

Bullying Prohibition

An act of bullying, by either an individual student or a group of students, is expressly prohibited on district property, at school related functions, or in electronic form otherwise known as cyber bullying. This policy applies to all of the academic and nonacademic (for example, athletic and extracurricular) programs of the district and will be enforced before, during, or after school hours on all school property, including the school bus, school functions, or events held at other locations. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

No district employee shall permit, condone, or tolerate bullying. Any district employee who observes an act of bullying shall intervene to attempt to stop the act and shall report it to the Community Education supervisor at the school.

Complete policy at: http://bit.ly/AHSchools_bullying

Copyright Information

It is unlawful to copy documents, videos, music, scripts, electronic files with copyrights unless you have written consent.

Crisis Plans

Crisis Plans are in place for all locations. Plans include steps to take in case of a medical emergency, fire, tornado, lock down, building evacuation, power outage, bomb threat, shooting, weapons, assault, or lost child. Be certain you are familiar with all the information on your site's crisis plan.

Complete policy at: http://bit.ly/AHSchools_CrisisPolicy

District Photo/Video Procedures

Vendors are not permitted to take photos of any activity or participants.

Drug Free Workplace and Tobacco Free Environment

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Anoka-Hennepin School District. All District facilities and property are drug, tobacco and alcohol free.

Complete policies at:

http://bit.ly/AHSchools_DrugFreeWorkplace

Harassment, Violence and Discrimination Policy

It is the policy of the Anoka-Hennepin School District No. 11 to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender,

marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status. The district prohibits any form of harassment, violence or discrimination based on actual or perceived protected class status.

This policy applies to all of the academic and nonacademic (for example, athletic and extracurricular) programs of the district and will be enforced before, during, or after school hours on all school property, including the school bus, school functions, or events held at other locations.

Complete policy at: <http://bit.ly/1G3c9bb>

Injury Reporting

All injuries need to be reported immediately to on site staff and forms needs to be completed.

Mandated Reporting of Child Neglect

You are required by Minnesota law to immediately report suspected child neglect or physical/sexual abuse to your Community Education supervisor.

Complete policy at: http://bit.ly/AHSchools_MandatedReporter

Release of Private Data

Private data may not be used or disseminated to any person.

Complete policy at: http://bit.ly/AHSchools_DataPolicy

Respectful Learning Environment – Curriculum Policy

The Board is committed to providing a safe and respectful learning environment and to providing an education that respects all students and families.

Complete policy at: http://bit.ly/AHSchools_CurriculumPolicy

Weapons

Weapons or look-alike weapons of any kind are not tolerated on school property or in the school zone, including District owned buildings and grounds; leased or rented facilities, school sponsored activities, field trips; school buses and other vehicles; and school bus loading and unloading areas. If you suspect that a student or anyone else has a weapon, report it to the principal or another administrator immediately. Details are listed in the Student Discipline Policy.

Complete policy at:

http://bit.ly/AHSchools_StudentDisciplinePolicy

Weather Cancellations

If Anoka-Hennepin School District cancels school due to severe weather, school buildings and other school facilities will be closed and there will be no Community Education activities. The district will post any general information about school closings/delayed start times on the front page of the Web site, www.anoka.k12.mn.us. The district also releases this information to TV stations (WCCO, KSTP, FOX 9, KARE, Northwest Community TV) and WCCO radio. Please call your program contact.

To view all school district policies, visit www.anoka.k12.mn.us/policies

I acknowledge that I have read the above policies and that I will direct any questions that I have to the Community Education Supervisor.

Print Name _____ Business/Organization Name _____

Signature of Vendor _____ Date _____

Please sign and return to the community education secretary: Anoka-Hennepin Schools, Community Education
2727 N. Ferry St., Anoka, MN 55303
(Keep a copy for your files)