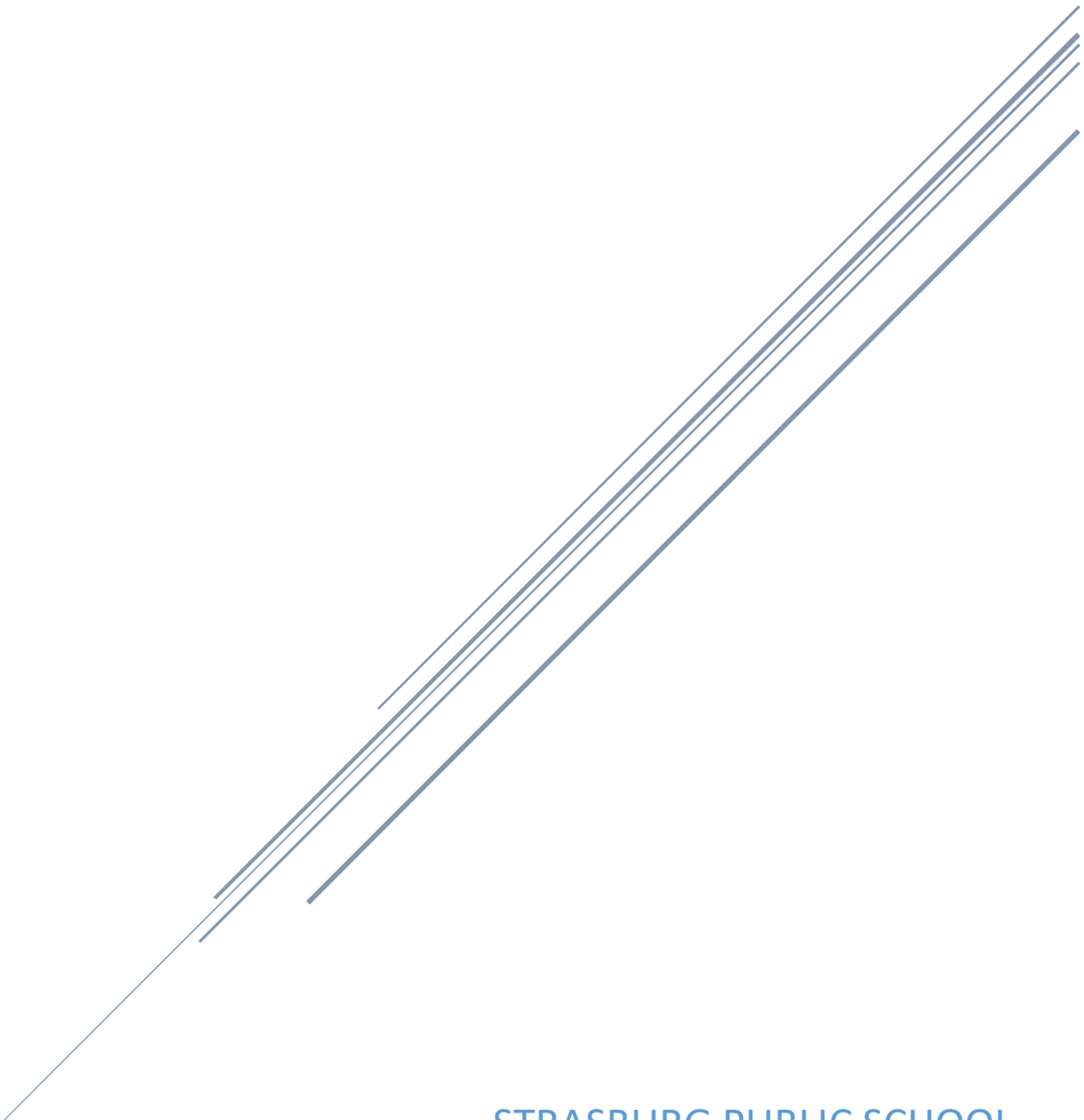


STAFF HANDBOOK

2021-2022



STRASBURG PUBLIC SCHOOL
DISTRICT #15

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INTRODUCTION

This teacher's handbook contains policies and procedures for the normal day-to-day operations of the Strasburg Public School District #15. This book, along with the student handbooks, should be kept handy and consulted as questions arise. Not all policies and regulations that apply to classified staff are included in this handbook. Please see the Strasburg Public School District policy manual for a complete listing of school policies and regulations.

It is a sincere pleasure to welcome you to the Strasburg Public School District. May it be the most rewarding experience to this point in your career. Good luck and welcome.

Mission

"The mission of STRASBURG is to create a learning environment that is conducive to the learning of skills, attitudes and knowledge so that all students can succeed in life."

PHILOSOPHY

The philosophy of the Strasburg Public School Public School District #15 is to create a school atmosphere that is conducive to the learning of skills, attitudes and knowledge so that all students can succeed in life.

This shall be accomplished by giving all children in the district good educational opportunities through a well-rounded curriculum, a healthful learning environment, and an educational climate created by qualified teachers, which encourages the respect for individual differences and human dignity.

JOB DESCRIPTION STUDENT ORGANIZATION ADVISOR/COACH

Supervision: Reports directly to the High School Principal

Specific Duties:

1. Serves as an advisor to student organization of assignment.
2. Chaperons and supervises all on-campus and off campus student organization activities for the duration of said activities.
3. Secures all facilities used by said student organization, turns off all utilities (i.e. lights, equipment and showers) and makes certain that all facilities are left in a clean, orderly, and appropriate condition.
4. Reports any incidents, infractions or irregularities relevant to all activities of said student organization to the high school principal as soon as possible.
5. Processes the procurement of purchase order authorizations relevant to all activities of said student organization.
6. Establishes authorizations in advance from the high school principal concerning making arrangements for all student organization activities and plans for use of school plant facilities.
7. Regularly (weekly) advises the high school principal, in writing of all current and projected student organization activities.
8. Obtains administrative prior approval for all student organization expenditures.
9. Monitors for and maintains student organization compliance with all applicable provisions of the STUDENT and FACULTY HANDBOOKS.
10. Serves as a liaison between said student organization, the academic community and the residential communities.
11. NOTIFIES the high school principal of all OFFICIAL PRESS RELEASES pertinent to the operations of said student organization.

RESPONSIBILITIES OF CLUB ADVISORS

The scheduling of events is done with the appropriate principal or the superintendent. Before selecting dates for additional school functions, be sure to consult the calendar. Arrangements for the use of the gymnasium, cafeteria, auditorium, or classrooms must be made in the principal's office. The principal will check with the superintendent before making a final decision. The official calendar will be the one recorded in the superintendent's office.

ADVISORS AND SPONSORS ARE REQUESTED TO OBSERVE THE FOLLOWING:

1. Encourage your officers to carry out their responsibilities in a proper manner. Instruct them in parliamentary procedure.
2. Sales of refreshments or other supplies sponsored by any group should provide an opportunity to teach the students good business principles.
3. The advisor must approve all announcements pertaining to their group that will appear in the daily bulletin.
4. Encourage your organization to make worthwhile contributions to the school life of the pupils.
5. All funds collected for use by any class, club, or other school organization will be properly receipted. No bills are ever to be paid in cash from funds collected. All monies are to be deposited as collected with the building secretary.
6. All fundraising projects, transportation requests and all travel requests must first be approved by the principal and the superintendent.

ABSENCE FROM SCHOOL

Teachers may be absent from school to attend certain professional clinics, conferences, or other school business. Prior approval must be obtained from an administrator one week in advance.

ANNOUNCEMENTS

Announcements relating to a specific class, group, or club must be signed by the advisor of that group and all announcements must be in the office and approved by 8:15 AM.

APPEARANCE & DRESS

As an employee of the school district it is important that all employees dress appropriately. Remember you are a professional. The community expects high standards of dress.

ASSEMBLY SUPERVISION

All instructors, unless excused, are required to attend all students' assemblies or lyceums. All instructors are responsible for the discipline in the assembly area in which students are assigned and are to distribute themselves and sit amongst the students. Teachers in grades K-6 should sit with their class.

SCHEDULE CHANGES

Any change in the schedule must have the approval of the principal. Teachers and students should be notified no less than a day in advance, if possible, please know that daily changes are inevitable.

DAILY SCHEDULE

The daily schedule will vary according to the elementary, junior high, or senior high level of teaching. Strasburg Public School will maintain a CCD schedule for Wednesday afternoons.

DRUG & ALCOHOL TESTING PROGRAM FOR EMPLOYEES-DBBA

Definitions

For the purpose of this policy:

- *Drugs and controlled substances* are interchangeable and have the same meaning.
- *Controlled substance* refers to substances covered by the Omnibus Transportation Act, including but, not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) (See 21 CFR part 1308).
- *Covered employee/position* means an employee/position subject to the Omnibus Transportation Employee Testing Act.
- *Safety-sensitive position* means a job in which a momentary lapse in the discharge of duties poses a safety threat with potentially severe consequences. In addition to covered positions, the board recognizes the following as safety-sensitive positions: school vehicle drivers as described in NDCC 15.1-07-20

Statement of Philosophy

The **Strasburg Public School District** is committed to the establishment of a drug and alcohol testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act. All covered and safety-sensitive employees are prohibited from using controlled substances and alcohol as stipulated in this policy.

Prohibitions and Hours of Compliance

Covered and safety sensitive employees are prohibited from using a controlled substance at all times unless use is at the instruction of a physician, and the physician has advised that use will not affect the employee's ability to perform safety-sensitive duties.

Covered and safety sensitive employees are prohibited from using alcohol while on duty, four hours prior to performing duties, and up to eight hours following an accident or until the employee performs a post-accident test (whichever occurs first).

No supervisor having actual knowledge that an employee covered by this policy has used a controlled substance or alcohol within prohibited hours shall permit the employee to perform or continue to perform safety-sensitive duties.

Notice of Medication Use

Employees covered by this policy shall notify the District any time they are using medication prescribed by a physician that could adversely affect performance of safety-sensitive duties. Employees shall not drive or perform other safety-sensitive duties at any time they have been advised by a physician that medication may or will adversely affect their ability to safely perform these duties.

Participation in Drug and Alcohol Testing Program Required

Employees serving in positions covered by this policy are required to participate in all applicable drug and alcohol testing as a condition of employment.

Circumstances for Testing

1. All covered employees shall be subject to pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pre-employment controlled substance and alcohol testing shall be administered to an applicant offered a covered position in the District prior to the first time the employee performs any safety-sensitive duties for the District unless the applicant meets exemption criteria contained in federal regulations. Employment with the District is conditional upon the applicant receiving negative test results.

2. An individual applying for, transferring to, or being promoted to any safety-sensitive position shall initially be subject to controlled substance and alcohol testing. Verified positive test results shall prevent an applicant/employee from moving into a safety-sensitive position. School vehicle drivers shall also be subject to post-accident and, reasonable suspicion and random testing. Non-transportation safety-sensitive positions shall be subject to post-accident and reasonable suspicion tests.
3. Transportation contracts approved by the District shall contain assurance that the contractor will establish or join a drug and alcohol testing program that meets the requirements of federal regulations and this policy and regulations and will actively enforce the regulations of this policy and regulations as well as federal requirements. An independent contractor who drives his/her own bus/vehicle is subject to the same requirements as the district's own employees.

Testing Procedures

Testing will be performed in accordance with federal drug and alcohol testing regulations and testing procedures are outlined in administrative regulations.

Refusal to Submit

An employee covered by this policy may not refuse to take a required test. Refusal includes tampering with, adulterating, or substituting a specimen for testing; inability to provide sufficient quantities of the substance being tested without a valid medical exemption; interfering with the collection procedure; not immediately reporting to the collection site; leaving the collection site before the collection process is complete; and/or leaving the scene of an accident without a valid reason before a drug and alcohol test has been conducted. Employees who refuse required testing will, at a minimum, be prohibited from performing safety-sensitive duties.

Violations

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related duties and may be subject to the disciplinary consequences contained in the Drug and Alcohol Free Workplace policy. Before an employee is reinstated, if at all, the employee shall comply with all applicable return-to-duty requirements, including evaluation, rehabilitation, and drug/alcohol testing requirements. An employee who is prohibited from performing safety-sensitive duties may be assigned to non safety-sensitive duties until such time as the employee complies with the requirements for returning to duty. The District will follow treatment referral procedures contained in federal regulations for covered employees.

Employees with verified alcohol concentrations below prohibited amounts shall be removed from safety-sensitive positions and may be subject to the disciplinary consequences contained in the Drug and Alcohol Free Workplace policy.

The District is not required to provide rehabilitation, pay for substance abuse treatment, or to reinstate the employee. The Board retains the authority consistent with law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affect the qualifications for and performance of his/her job.

Confidentiality of Records

The District shall maintain records in compliance with law. Drug and alcohol testing records are confidential and shall be maintained in a secured location. An employee shall be entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances including information pertaining to alcohol or drug tests. Records shall be made available to a subsequent employer upon receipt of a written request from an employee only as expressly authorized by the terms of the employee's request.

Necessary records and reports shall be maintained and made available to federal and state transportation agencies upon request in accordance with federal regulations.

Records from Former Employers

With the employee's consent and in accordance with 49 CFR 40.25, the District may obtain any information concerning drug and alcohol testing from the employee's previous employer.

Training

The District shall take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program.

Identity of Contact Person

The Board designates the Business Manager to serve as the contact person for questions concerning the drug and alcohol testing program and this policy. This designee may be reached at 336-2667 Ext. 11

Policy Dissemination

The Superintendent shall disseminate this policy and other educational material in accordance with federal law. Each employee subject to this policy shall certify in writing that s/he has received this material upon receipt. The Board designates the Superintendent as the individual responsible for answering questions related to this material.

Effects of Alcohol and Controlled Substances

The School Counselors Office contains information on the effects of alcohol and controlled substance misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when a misuse problem is detected.

Conflict Between Regulations and Federal Law And Regulations

In the event of a conflict between the provisions of federal law or regulations concerning alcohol and drug testing and this policy or regulations, the federal law or regulations shall control.

BOOKS

All regular class textbooks must be checked out to students by number. Please stress care and responsibility for the books during the school year. Normal wear and tear is expected but books should not be marked-up or defaced. Discussion of the price of new books may help to make students more aware of this.

Each teacher is responsible for recording the numbers of the books as they are checked out to students. Require students to report excessive damage to you when they receive the book or they will be responsible when the books are collected. Be sure to make notes on book damages reported to you. Also, all marks in books should be erased and books should be cleaned as much as possible before being checked in at the end of the school year. Fines will be assessed for excessive damage to textbooks and/or workbooks.

BULLETIN BOARDS/CLASSROOM ENVIRONMENT

Classroom should represent an environment that is conducive to learning.

BULLYING-ACEA

The Strasburg School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

Bullying is defined in NDCC 15.1-19-17 as:

- a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
- b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school.
- c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - i. Places the student in actual and reasonable fear of:
 1. Harm; or
 2. Damage to property of the student; and
 - ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

Electronic communication is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

Protected status are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

School-sanctioned activity is defined as an activity that:

- a. Is not part of the district's curricular or extracurricular program; and
- b. Is established by a sponsor to serve in the absence of a district program; and
- c. Receives district support in multiple ways (i.e., not school facility use alone); and
- d. Sponsors of the activity have agreed to comply with this policy; and
- e. The District has officially recognized through board action as a school-sanctioned activity.

School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

School staff include all employees of the Strasburg School District, school volunteers, and sponsors of school-sanctioned activities.

True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

A student or school staff member may not:

1. Engage in bullying.
2. Engage in reprisal or retaliation against:
 - f. A victim of bullying;
 - g. An individual who witnesses an alleged act of bullying;
 - h. An individual who reports an alleged act of bullying; or
 - i. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

Reporting Procedures for Alleged Policy Violations

1. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - j. Completing a written complaint form (ACEA-E4). The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. A complainant will have the option of including their name on this form or filing it anonymously. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 - k. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
 - l. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district policies.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

Documentation & Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

Initiate a report of an alleged violation of this policy; or

Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

Initiate a report of an alleged violation of this policy; or

Receive an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy involving a student shall be retained by the District for six years after the student turns 18 years old or graduates from high school, whichever is later.

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status—whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile).

Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.

Interviews with any identified witnesses.

A review of any mitigating or extenuating circumstances.

Final analysis and issuance of findings in writing to the victim and perpetrator and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

Reporting to Law Enforcement and Others Forms of Redress

Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

Disciplinary & Corrective Measures

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

Require the student to attend detention.

Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.

Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. Alternative placement of special education students will be handled in accordance with applicable policy.

Create a behavioral adjustment plan.

Refer the student to a school counselor.

Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.

Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.

If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action that may include, but is not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

3. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
4. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
5. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
6. Referral to counseling services for the victim and perpetrator.
7. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Dissemination & Education

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

[05/21]

CHAIN OF COMMAND

If you have problems, complaints, grievances, etc., first contact the source of your discontent, then the building principal and if the problem is not resolved, contact the superintendent, and then, as a last measure, get in touch with the president of the school board. Remember the role of the school board is to make policy, while all other administrative tasks are the responsibility of the Superintendent.

CLASSROOM PROCEDURES FOR STUDENTS

Upon arrival to school, students in grades K-6 are to report to their classroom to drop off their supplies/books/backpacks and immediately go outside. Teachers are to monitor hallways and classrooms. No students in classrooms unless specifically given permission by the teacher.

STUDENTS AFTER SCHOOL

As a normal procedure, students are dismissed at **3:17** at the elementary and **3:20** at the JH/HS and should leave the building by 4:00 PM. If you find it necessary to keep a child after school for any reason, the teacher should contact the parent. Twenty-four-hour notice shall be given to allow for transportation. If students are in the building after school, they must be under the supervision of a teacher or advisor. The outside doors for the regular classroom area are locked at 4:30 p.m.

STUDENTS LEAVING THE CLASSROOM

Students are encouraged to remain in their classes for the entire class period. Students will be encouraged to take care of personal needs in between classes. All students will need to come to class with all items necessary for that class. A pass system will be determined by the teachers and administration of Strasburg Public School.

Leaving the school building during any part of the school day needs to have prior arrangements with the principal or superintendent. This prior arrangement will necessitate a phone call or a written excuse from the parent indicating reason for student to leave the building during school hours. If leaving the school during the noon break and not returning for the p.m. classes, prior approval must also be granted.

CLASSROOM CARE AND CLEANLINESS

Although we have custodians to do the cleaning and maintenance of the school building, each teacher is responsible for the care and cleanliness of the room as it pertains to book storage, shelves, teacher 's desk and walls.

Teachers are asked to make provisions or provide procedures to take care of the following:

1. Students should pick up all paper, pencils, and other items from the floor around their desks at the end of every class period.
2. The teacher should keep shelves, tables and desks in an orderly manner. The teacher's desk should also look presentable before the teacher leaves school for the day.
3. The teacher should close all windows when leaving the room at the end of the school day and turn off the lights.
4. Please use discretion when taping items up in your classrooms or hallways. Care must be exercised in taping on painted surfaces. Do not put scotch tape on whiteboards.
5. Please be sure that the outside doors lock behind you when you leave the building.
6. Students should be encouraged to respect the building and all public property as part of their civic responsibility. Please note the following:
 - A) There is to be absolutely no writing on, or defacing of any part of the building, equipment, or grounds. Violations of this will be dealt with through the principal's offices.
 - B) Students should clean off their shoes and boots before coming into the building in wet and muddy weather. An outer boot must be removed at the building entry door.
7. Teachers should set an example for students so please do not be seen with your feet resting against painted walls, sitting on heat registers, and other such things. Students would be reprimanded for these acts.

CONTRACT INFORMATION

The North Dakota Century Code will serve as the guideline for the issuance, renewal, and/or non-renewal of teacher contracts. Licenses and qualifications are overseen by the Education Standards and Practices Board, and accreditation and approval of school programs is the responsibility of the North Dakota Department of Public Instruction.

CODE OF ETHICS

All teachers should become familiar with the NDU Code of Ethics. The profession of teaching should be looked upon with respect, and its members should strive to act professionally both in and out of the classroom.

Teachers should have a professional attitude toward children. They should be sympathetic, helpful, and exert a wholesome influence. **They should be considerate toward other teachers. It is unprofessional to criticize members of the profession, co-workers, or predecessors.**

Discussing school problems in public is not conducive to a good educational atmosphere. Discussing student faults and gossiping about fellow employees is not indicative of a professional person and generally adds to existing problems. **At no time** discuss students and their problems with other students or the general public. The same holds true for your fellow employees. A sensible code to live by in most circumstances states: "Don't say anything about anyone unless you have something good to say." Confidentiality is an expectation that comes with a great deal of responsibility.

CORRECTING OF WORK AND ASSIGNMENTS

It is expected that the teacher will correct, in some manner, all work assigned to students. To protect each individual student papers should not be corrected by other students within the classroom. Teachers are expected to take a good sampling of papers so that an accurate grade may be given.

COURSE CONTENT

The Strasburg Public School District shall provide faculty members with approved textbooks. Faculty members are to follow a course of study as outlined by the North Dakota DPI standards and ESSA.

<https://www.nd.gov/dpi/SchoolStaff/Standards/>

Teachers are encouraged to supplement their textbooks, encourage higher order thinking skills and help students stretch their intellect.

CUSTODIAL SERVICES

Should your room need repair, place your request directly with the Superintendent.

DETENTION

Detention is defined as requiring a student to remain after normal school hours for disciplinary reasons at the teacher's discretion and supervision. Twenty-four-hour notice shall be given to allow for transportation.

DISCIPLINE

It is the goal of the Strasburg Public School System to have a fair and efficient system of discipline. Proper administration of school rules and regulations will teach the necessity of obeying proper authority, whether it is parental, civic, or school. Good teaching methods and procedures will result in fewer disciplinary problems. Teachers are asked to be firm because parents want it, and students expect it. Teachers should be prepared. Students should only be sent to the principal in cases of serious ongoing problems or in cases of flagrant inappropriate behavior. **The discipline of the school**

is everyone's responsibility. Maintaining discipline on the grounds or in the building is your obligation at all times. It is expected that teachers will serve as monitors at all times during the school day and in all environments and situations.

DRUG & ALCOHOL FREE WORKPLACE-DEAA

The Strasburg Public School, District #15 enforces the Drug-Free Workplace Act. The District prohibits employees from:

1. Unlawfully manufacturing, distributing, dispensing, possessing or using a controlled or prohibited substance including, but not limited to, alcohol on district property and grounds, in any vehicle belonging to the District, and at any school-related activity
2. Knowingly or intentionally aiding or abetting in any of the above activities

Awareness Program

The Superintendent shall create an employee drug-free awareness program in accordance with federal law.

Policy Dissemination

The Superintendent shall give a copy of this policy to each employee and maintain documentation of receipt of this information.

Violation Reporting

As a condition of employment, each employee shall agree to abide by this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Superintendent, in accordance with law, will notify the appropriate federal agency after receiving any notice of a conviction for a violation occurring in the workplace. An employee is also required to inform his/her immediate supervisor when the employee's ability to perform job duties is impaired due to on- or off-duty controlled substance use.

Violations

Violations of this policy may result in the following:

1. Mandatory participation in the Employee Assistance Program (EAP) and/or a rehabilitation program. Chemical dependency leave shall be granted in accordance with the chemical dependency leave policy;
2. Unpaid leave or suspension;
3. Termination of employment; due process procedures shall be followed prior to termination, if applicable;
4. Notification of proper law enforcement authorities.

Assistance

The Board recognizes that alcohol and drug addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. The District shall offer an Employee Assistance Program (EAP) to assist in rehabilitation and intervention efforts. Use of the EAP will not jeopardize employment or promotion opportunities. Treatment for alcohol and/or drug addiction may be covered by the employee benefit plan; however, the ultimate financial responsibility for this treatment belongs to the employee.

Confidentiality

All information received by the District as a result of this policy is confidential. Access to this information is limited to those who have a legitimate need to know.

DRUG & ALCOHOL TESTING PROGRAM FOR EMPLOYEES-DBBA

Definitions

For the purpose of this policy:

- *Drugs and controlled substances* are interchangeable and have the same meaning.

- *Controlled substance* refers to substances covered by the Omnibus Transportation Act, including but, not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) (See 21 CFR part 1308).
- *Covered employee/position* means an employee/position subject to the Omnibus Transportation Employee Testing Act.
- *Safety-sensitive position* means a job in which a momentary lapse in the discharge of duties poses a safety threat with potentially severe consequences. In addition to covered positions, the board recognizes the following as safety-sensitive positions: school vehicle drivers as described in NDCC 15.1-07-20

Statement of Philosophy

The **Strasburg Public School District** is committed to the establishment of a drug and alcohol testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act. All covered and safety-sensitive employees are prohibited from using controlled substances and alcohol as stipulated in this policy.

Prohibitions and Hours of Compliance

Covered and safety sensitive employees are prohibited from using a controlled substance at all times unless use is at the instruction of a physician, and the physician has advised that use will not affect the employee's ability to perform safety-sensitive duties.

Covered and safety sensitive employees are prohibited from using alcohol while on duty, four hours prior to performing duties, and up to eight hours following an accident or until the employee performs a post-accident test (whichever occurs first).

No supervisor having actual knowledge that an employee covered by this policy has used a controlled substance or alcohol within prohibited hours shall permit the employee to perform or continue to perform safety-sensitive duties.

Notice of Medication Use

Employees covered by this policy shall notify the District any time they are using medication prescribed by a physician that could adversely affect performance of safety-sensitive duties. Employees shall not drive or perform other safety-sensitive duties at any time they have been advised by a physician that medication may or will adversely affect their ability to safely perform these duties.

Participation in Drug and Alcohol Testing Program Required

Employees serving in positions covered by this policy are required to participate in all applicable drug and alcohol testing as a condition of employment.

Circumstances for Testing

4. All covered employees shall be subject to pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pre-employment controlled substance and alcohol testing shall be administered to an applicant offered a covered position in the District prior to the first time the employee performs any safety-sensitive duties for the District unless the applicant meets exemption criteria contained in federal regulations. Employment with the District is conditional upon the applicant receiving negative test results.
5. An individual applying for, transferring to, or being promoted to any safety-sensitive position shall initially be subject to controlled substance and alcohol testing. Verified positive test results shall prevent an applicant/employee from moving into a safety-sensitive position. School vehicle drivers shall also be subject to post-accident and, reasonable suspicion and random testing. Non-transportation safety-sensitive positions shall be subject to post-accident and reasonable suspicion tests.

6. Transportation contracts approved by the District shall contain assurance that the contractor will establish or join a drug and alcohol testing program that meets the requirements of federal regulations and this policy and regulations and will actively enforce the regulations of this policy and regulations as well as federal requirements. An independent contractor who drives his/her own bus/vehicle is subject to the same requirements as the district's own employees.

Testing Procedures

Testing will be performed in accordance with federal drug and alcohol testing regulations and testing procedures are outlined in administrative regulations.

Refusal to Submit

An employee covered by this policy may not refuse to take a required test. Refusal includes tampering with, adulterating, or substituting a specimen for testing; inability to provide sufficient quantities of the substance being tested without a valid medical exemption; interfering with the collection procedure; not immediately reporting to the collection site; leaving the collection site before the collection process is complete; and/or leaving the scene of an accident without a valid reason before a drug and alcohol test has been conducted. Employees who refuse required testing will, at a minimum, be prohibited from performing safety-sensitive duties.

Violations

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related duties and may be subject to the disciplinary consequences contained in the Drug and Alcohol Free Workplace policy. Before an employee is reinstated, if at all, the employee shall comply with all applicable return-to-duty requirements, including evaluation, rehabilitation, and drug/alcohol testing requirements. An employee who is prohibited from performing safety-sensitive duties may be assigned to non safety-sensitive duties until such time as the employee complies with the requirements for returning to duty. The District will follow treatment referral procedures contained in federal regulations for covered employees.

Employees with verified alcohol concentrations below prohibited amounts shall be removed from safety-sensitive positions and may be subject to the disciplinary consequences contained in the Drug and Alcohol Free Workplace policy.

The District is not required to provide rehabilitation, pay for substance abuse treatment, or to reinstate the employee. The Board retains the authority consistent with law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affect the qualifications for and performance of his/her job.

Confidentiality of Records

The District shall maintain records in compliance with law. Drug and alcohol testing records are confidential and shall be maintained in a secured location. An employee shall be entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances including information pertaining to alcohol or drug tests. Records shall be made available to a subsequent employer upon receipt of a written request from an employee only as expressly authorized by the terms of the employee's request.

Necessary records and reports shall be maintained and made available to federal and state transportation agencies upon request in accordance with federal regulations.

Records from Former Employers

With the employee's consent and in accordance with 49 CFR 40.25, the District may obtain any information concerning drug and alcohol testing from the employee's previous employer.

Training

The District shall take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program.

Identity of Contact Person

The Board designates the Business Manager to serve as the contact person for questions concerning the drug and alcohol testing program and this policy. This designee may be reached at 336-2667 Ext. 111

policy Dissemination

The Superintendent shall disseminate this policy and other educational material in accordance with federal law. Each employee subject to this policy shall certify in writing that s/he has received this material upon receipt. The Board designates the Superintendent as the individual responsible for answering questions related to this material.

Effects of Alcohol and Controlled Substances

The School Counselors Office contains information on the effects of alcohol and controlled substance misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when a misuse problem is detected.

Conflict Between Regulations and Federal Law And Regulations

In the event of a conflict between the provisions of federal law or regulations concerning alcohol and drug testing and this policy or regulations, the federal law or regulations shall control.

EMERGENCY DRILLS

FIRE

The laws of North Dakota require us to observe certain rules and practice to protect the safety of our students. A fire drill is an exercise in discipline designed to prepare everyone in the building for proper action in cases of emergency. Fire drills will be 4 times per school year and follow the rules listed below:

1. When the fire alarm sounds, all classes will pass to the nearest designated exit in an orderly manner.
2. The teacher will have their class list in possession, take count as students leave, be the last one to leave, and will close the door and windows upon leaving.
3. Should the designated door be blocked; the teacher will direct the students to the nearest alternate exit.
4. Everyone must move at least 100 feet away from the building. Teachers should make sure students are away from the building and not on the street.
5. Teachers will report any missing students immediately to administration.
6. Teachers and students will be told when it is time to return to the building.
7. Teacher emergency bags should be taken with them and updated class rosters should be in each bag.

TORNADO

Tornado drills will be held periodically with the following rules applying:

1. Upon the announcement over the intercom, students shall pass at a normal pace to their assigned areas within the building.
2. The teacher will have their class list/emergency bag in possession, take count as students leave, be the last one to leave, and will close the door upon leaving.
3. Upon reaching the assigned destination, everyone will assume the proper protective position.
4. Teachers and students will be told when it is time to return to their classroom.

LOCK DOWNS

Support Teams & Teachers:

- Go to nearest secure area.
- Grab any unclaimed students along the way.
- Lock all doors and windows
- Direct students to stay away from doors and windows.
- Use furniture for protection, concealment, stay low, and remain quiet.
- If safe to do so, quietly take roll.
- Do not open the door or leave the room unless otherwise directed to do so by the Principal or Police Department, EVEN IF FIRE ALARMS ARE SOUNDING, because there may be a gunman in the hallway! Exit only if you are in imminent danger due to smoke or fire. Exit outside of the building via classroom windows, if possible.
- If an intruder is entering your room:
 - Get students out of the room.
 - Do as the suspect asks; keep attention on you. Talk calmly to the suspect.
 - Try to stall until Emergency Responders arrive.

FAMILY & MEDICAL LEAVE-DDAA

The District will comply with the Family and Medical Leave Act.

Twelve-Month Leave Description

Eligible employees may request, and upon approval use, unpaid family and medical leave in accordance with and for the applicable duration guaranteed by the federal Family and Medical Leave Act. Unless subject to an exception in law, FMLA shall be made available for up to a combined total of 12 weeks October 1 and ending September 30 of the next year.

Use of Other Leaves

Other available and applicable paid vacation, personal, family, sick or other paid leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, a family member's serious health condition, an employee's own serious health condition, qualifying exigency, or to care for covered service member in accordance with law. Any substitution required by this policy will count against the employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstances permitted by the applicable leave plan.

Medical & Qualifying Exigency Certification

The Superintendent may request medical certification for an employee's or his/her spouse's, parent's, child's, or, when applicable, next of kin's serious health condition and shall do so in accordance with federal law and district regulations. The Superintendent may also request qualifying exigency certification when an employee requests such leave.

Notice of Leave

An employee shall provide notice in accordance with regulations. If deemed necessary, the Superintendent may waive notice requirements.

Return to Work

An employee returning from family and medical leave will be given a position equivalent to his or her position before the leave, subject to the district's reassignment policies, negotiated agreement, and practices. Instructional employees may be required to wait to return to work until the next academic term in certain situations as provided by law.

GRADING

Teachers are responsible for maintaining current and accurate reporting of student progress. Parents utilize PowerSchool to monitor their students' progress, therefore, reporting grades weekly is expected. A minimum of 2 grades shall be taken per week.

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY - AAC

General Prohibitions

The Strasburg Public School district is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual, equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
 - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
 - b. For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.

- *North Dakota Human Rights Act* (NDCC ch. 14-02.4) provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regarding to marriage or public assistance, or participation in lawful activity off the employer’s premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504* (Section 504 of the Rehabilitation Action of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
 - a. Constitutes quid pro quo harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
 - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
 - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other’s sexual activity or performance;
 - j. Remarks about an individual’s sexual orientation; and
 - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;
- *Title II* of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
- *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
- *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2.

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients

If any District employee receives a discrimination or harassment complaint, the employee shall forward it to the appropriate grievance coordinator. All District employees must receive training on their reporting duties.

Policy Training and Dissemination

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations. The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates the superintendent as the Title IX Coordinator. They may be contacted at 301 N 1st St, Strasburg ND 58573 701-336-2667, or gloria.oddn@k12.nd.us. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the principal as the 504/Title II Coordinator. They may be contacted at 301 N 1st St, Strasburg ND 58573 701-336-2667, or dayna.bartlette@k12.nd.us.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability-based discrimination under state law. The Board designates the superintendent, as the Nondiscrimination Coordinator. They may be contacted at 301 N 1st St, Strasburg ND 58573 701-336-2667, or gloria.oddn@k12.nd.us.

Training

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and
3. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

[10/20]

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE – AAC-BR

The following procedure is designed to resolve discrimination, harassment and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying. For Title IX sexual harassment complaints, the procedure set forth in board regulation AAC-BR2, Title IX Sexual Harassment Grievance Procedure, will control and supersede this procedure.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in Board policy AAC, Nondiscrimination and Anti-Harassment Board Policy.

Complaint Filing Format and Deadlines

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation.

With Whom Complaints May be Filed

A complaint may be filed with any district employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a district employee to report under this regulation may result in disciplinary action.

Initiating Complaint Resolution Procedure

After receiving a discrimination and/or harassment complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

Prohibition on Meeting with the Accused

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

Third-Party Assistance

A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district's legal counsel throughout the process.

Investigation Timeframes

The informal resolution procedure must be completed within 30 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator, unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

Interim Measures

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform him/her of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

Informal Resolution Procedure

This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination and/or harassment may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

Formal Resolution Procedure

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation must be completed as soon as practical

Investigation Report:

After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment “more likely than not” occurred based on the following criteria:

1. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment or discrimination;
2. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;
3. Ages of the parties involved;
4. Relationship between the parties involved;

5. Severity of the conduct;
6. How often the conduct occurred, if applicable, and;
7. How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

Disciplinary Action

Any disciplinary action must be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The appropriate grievance coordinator along with the building principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in his/her stead.

Notice of Outcome

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

Records Retention

Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and board regulation AAC-BR2.

[10/20]

HAZING-ACEB

Definitions

- *Hazing* means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a school-sponsored student organization or for any other school-related purpose. Hazing includes, but is not limited to:

- a. Any type of physical brutality such as whipping, beating, striking, branding, electric shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity that adversely affects the mental or physical health or safety of the student such as, but not limited to: sleep deprivation, exposure to extreme weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism; subjects a student to stress, embarrassment, shame or humiliation; adversely affects the mental health or dignity of the student; or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- *Retaliation* includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Prohibitions

The Board believes that hazing is seriously disruptive to the educational environment and is therefore strictly prohibited on and off school property and at school-sponsored events. No student, district employee, volunteer, or contractor shall plan, direct, encourage, aid, or engage in hazing. No district employee, volunteer, or contractor shall permit, condone, or tolerate hazing.

The District must receive actual notice of a hazing in order to respond in accordance with the investigation procedure contained in this policy. Individuals found to be in violation of this policy shall be subject to disciplinary consequences in accordance with district policy and law. In addition, the District may refer individuals in violation of this policy to law enforcement.

Apparent permission or consent by a person being hazed does not lessen the prohibitions or consequences contained in this policy.

Reporting Requirements

Any person who believes s/he has been the victim of hazing or any person with knowledge or belief that conduct that may constitute hazing has occurred shall report the alleged acts immediately to a teacher, building principal, or the Superintendent. Teachers who receive a hazing complaint shall immediately report it to the building principal.

Submission of a good faith complaint or report of hazing will not affect the complainant's future employment, grades, or work assignments. Any district student, employee, volunteer, or contractor shall be subject to disciplinary action in accordance with district policy and law if any such individual retaliates against an individual who makes a good faith report of alleged hazing or any person who testifies, assists, or participates in a proceeding or hearing relating to hazing.

The District must receive actual notice of hazing in order to respond in accordance with the investigation procedure contained in this policy. Every report of hazing shall be investigated by the administrator to whom it is reported except when the administrator is the subject of the complaint. In such cases, the administrator's immediate supervisor shall conduct the investigation. The Board President shall conduct the investigation when the Superintendent is the subject of the complaint. The investigator may request assistance or designate a third party to conduct the investigation. The District may take immediate steps, at its discretion, to protect the complainant, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the District will take appropriate action. Such action may include, but is not limited to: warning, in-school or out-of-school suspension, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with applicable statutory authority and school district policies and regulations. A complainant may appeal the findings of a hazing investigation to the Superintendent except when the Superintendent is the subject of the complaint or when the Superintendent conducts the initial complaint investigation. The Superintendent's decision shall be final and binding.

HOMEWORK FOR STUDENTS

Homework, to be beneficial, should be of such a nature as to help the child progress in school. Homework may constructively include any or all of the following:

1. Completion of assignments started in school.
2. Drill or practice work needed by the student.
3. Individual projects for self-growth in special areas.

Junior and senior high school teachers should bear in mind that each student has at least five other classes besides the one he/she teaches. Every class period is important. If a student misses a class, make-up work is expected. Refer to the elementary or secondary handbooks for further elaboration on homework policies.

INCOMPLETE GRADES

If a student receives an incomplete for a nine (9) week grade, the incomplete remains until all work has been completed. Since no credit can be given for incomplete work, the teacher and student should work together to resolve the problem. Proper reporting in a timely manner is the responsibility of the classroom teacher.

1. If makeup work is not completed by an agreed upon date the incomplete will become a failure. General time limit for work to be made up will not extend beyond the next marking period. (This includes summer school).
2. Extension of the deadline date may be allowed due to extenuating circumstances. Full credit should be given for make-up work.
3. All instructors are responsible for changing and recording grades from incomplete to a number or letter grade within the agreed time limit.

ILLNESS OF STUDENTS

If a student becomes ill in school, the parents should be notified and arrangements made to get the child home. Do not send an ill student home until a check has been made with the home to be sure there is someone there. The office will help with calling and making parent contacts so you do not have to be gone from your classroom. If a child is quite ill, we can make arrangements for the child to rest until such time as the parent is able to pick up the child.

KEYS

Key Fobs and classroom door keys are issued to teachers. Classroom doors are to be locked at all times when the teacher and class are out of the room. **Instructors are not to lend to students any key to the building.**

LESSON PLANS

All lesson plans for the current week's classes should be turned in to their principal no later than 8:00 a.m. Monday.

LIABILITY INSURANCE

The Board carries a Comprehensive General Liability policy, also an errors and omissions policy covering up to \$1,000,000 liability after all other liability policies have been exhausted. This insurance is subject to change without notice. Notice to the insurance company of any possible liability is required. If you feel you may become liable in a particular incident, let the Administration know immediately so the insurance company can be notified.

LOST AND FOUND

All found items of value including money, purses, watches, glasses, or jewelry should be turned in to the office. Many times students will report that an item has been stolen when it has actually been misplaced. Please encourage your students to be responsible for personal items and mark their wearing apparel for easy identification. Students should not have a lot of money or valuables in school. Encourage students to mark personal items with their name/initials/etc. for ease of locating. Please keep lockers locked to protect personal items.

LUNCH PROGRAM AND LUNCHROOM

Adults: Single Meal is available for Staff. Price of lunch is set yearly.

Each teacher will bring the class to the lunchroom in grades K-6 in an orderly manner at the designated time. Accompany your lunch group right up to the lunch line. Do not leave them on their own and “drop-off” as you go by the lounge.

MAILBOXES

The mailboxes for the teachers/staff are located in the main office. Mail is picked up at 2:30 PM to be taken to the Post Office.

MEDICATION

Any medication administered to a student will be done through the office, and not without written approval from the parent or guardian. In the case of an emergency, a phone call will be made to the parent or guardian to obtain approval. When administered, please make notations in the medication log kept in the office.

MULTI-AGE (COMBINATION) CLASSROOMS

See negotiated agreement. See workload 5.

MULTIMEDIA EQUIPMENT

Multimedia equipment is stored in classrooms and other rooms throughout the building. If repair is needed, please inform the technology coordinator or administrator.

NEGOTIATED AGREEMENT

Negotiations shall be conducted according to state law and the negotiated agreement between the School Board and the Teachers’ legal representative. Meetings shall be conducted on a friendly adult basis and every effort should be made to resolve problems on a district level. The negotiated agreement becomes and supersedes this handbook.

North Dakota United

No teacher association representatives will be permitted in the school building during school hours without the approval of the principal. No meetings of the SEA shall be held between the hours of 8:30 AM and 3:17 PM.

PARENT-TEACHER CONFERENCES

It is the intention of Strasburg Public School to keep each parent informed as to the progress of their children. This will be done through scheduled Parent-Teacher Conferences identified on the master calendar. Additional conferences may be arranged by request of the parent, teacher, and/or principal when a student is having difficulty in school or are failing work required of them. In the elementary school, individual conferences are scheduled with the classroom teachers. All secondary teachers, including shared staff, will be available for conferences in their classroom.

PARENT/TEACHER ORGANIZATION (PTO)

Teachers are asked to attend the regular meetings of the PTO during the school year. These are scheduled well in advance, so please write those dates down and plan on being in attendance.

PATRIOTIC EXERCISES

The Board believes that the children of the Strasburg Public School should learn the principles of liberty and democracy expressed in the United States Constitution, the North Dakota Constitution, the Declaration of Independence and the Bill of Rights. The Board further believes that the salute to the flag and the daily Pledge of Allegiance help students learn these principles. Therefore, the principle of each school is directed to provide a daily program for the salute to the flag and Pledge of Allegiance.

The Board recognizes that the beliefs of some students prohibit their participation in these patriotic exercises. No child shall be required to salute, stand or otherwise participate in the exercise if it is against his/her beliefs. All children, however, are expected to show respect to the flag and to the participation of others in the exercise. Principals are responsible for the proper display of the flag and for its proper storage when not being flown. They are also responsible for the proper instruction of all students in flag etiquette. Students shall also receive instruction concerning the words and music of the national anthem so they are able to recite or sing the words and recognize the music by the time they complete sixth grade.

PAYROLL DEDUCTIONS (Standard)

- a.) Federal Income Tax: This tax is deducted in equal installments in accordance with Federal tax deduction guidelines.
- b.) Social Security: Deductions are made for each paycheck at the existing rate, until the maximum is reached. The school district matches equally.
- c.) Teachers Retirement: Deductions are made for each paycheck at the existing rate. The school district matches equally.
- d.) State Tax: This tax is deducted in equal installments in accordance with State Tax deduction guidelines. This deduction is optional when they have been a resident of North Dakota for 1 full year prior to employment.
- e.) NDU Dues: Deducted at the option of the teacher.
- f.) Annuities: Deducted at the option of the teacher. Written approval must be presented to the business manager.

PROFESSIONAL GROWTH

The purpose of Professional Growth is to inspire instructors to extend themselves toward higher goals, and to prevent them from remaining in a static form of teaching. It cannot be considered as something which is set up as a part of expected duties or teaching assignments, such as grade level conferences, staff meeting, etc.

An instructor failing to comply with the Professional Growth Policy will remain at the same dollar salary figure irrespective of changes in the salary schedule. All instructors' growth will be reviewed by March 15. Instructors that fail to comply with the Professional Growth Policy on March 15 may be considered for contemplated non-renewal, or will not be given base and increment increases in their contracts for the coming year. However, if an instructor meets the Professional Growth Policy by September 1, the instructor's contract shall be changed to reflect base and increment increases. Base and increment increases in the salary schedule lost due to an instructor's failure to comply with the Professional Growth Policy shall never be regained.

The Principals may request instructors to attend a workshop and/or take a course that might strengthen a weakness that is determined through the evaluation process. Instructors should be free to discuss their weaknesses and/or concerns with their Principal.

Instructors who are teaching in an area that a state agency requires attendance at a workshop, conference or clinic must attend such workshop, conference or clinic. The expenses of the instructor for these required workshops, conferences or clinics shall be paid by the school.

Leave for attending workshops will be determined by the Professional Negotiations Agreement. The Administration may require instructors to attend workshops that are sponsored by the Emmons County Superintendent of Schools and the Emmons County Special Education Program. The Strasburg Public School Education Association should be encouraged to recommend in-service workshops.

The Board of Education shall budget funds each year to provide the expenses for in-service workshops, etc. Also, the Board of Education shall budget funds each year to provide materials for a Professional Library.

PURCHASES OF SCHOOL SUPPLIES

All purchases of school supplies by teachers in the Strasburg School which are to be charged to the district must be requisitioned through the superintendent of the school. A purchase order must be used for all orders, and signed by the principal and superintendent **PRIOR** to purchases.

RECRUITMENT, HIRING, & BACKGROUND CHECKS FOR NEW CLASSIFIED PERSONNEL-DBAA

The Strasburg Public School Board is committed to hiring individuals who will best meet the needs of the District consistent with budget limitations, with its goal to ensure student and staff safety, and in compliance with state and federal law.

Definitions

For the purposes of this policy:

- *Applicant* is defined as any individual applying for a classified position.
- *Classified employees/personnel* are defined as district staff working in positions that do not require licensure from the Educational Standards and Practices Board or an administrative credential from the Department of Public Instruction.
- *Competitive personnel system* is defined in accordance with NDCC 37-19.1-01.
- *Crime* is defined as a felony offense, misdemeanor, a violation of an ordinance, and charges that result from non-sufficient funds or "no account."

- *Immediate family* is defined as the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any member of the employee's household.¹
- *Sexual offender* is an individual meeting the criteria in NDCC 12.1-32-15 and/or is required to register under NDCC 12.1-32-15.
- *Unsupervised contact* is defined in accordance with NDCC 12-60-24 as being in proximity to one or more students, on school grounds, or at school functions.

Recruitment and Hiring Authority

The Board authorizes the Superintendent to hire classified staff.² No action of the Board shall be necessary so long as the Board previously established the position and hiring is within budget limitations.

All classified employees shall be hired on an hourly rate and not on a contract. The employment of classified employees shall be at-will.

All advertising for classified positions shall include a statement that applicants are eligible for Veterans Preference and the District is an Equal Opportunity Employer. The advertisement should include a closing date.

Qualifications Screening Process

The Superintendent shall investigate the qualifications of applicants for classified positions, including education and experience. In order to determine if an applicant is qualified, the Superintendent shall conduct criminal history record checks when necessary (as explained below) and may:

1. Conduct a driving record check for applicants seeking a position involving transportation of students and/or regular use of district vehicles.
2. Conduct a credit check for positions involving access to district funds.
3. Require a work history from at least the past 10 years;
4. Require applicants to submit to an oral interview. The interview shall have a standard set of job-related questions and pre-determined satisfactory answers.
5. Require at least 3 professional references;
6. Require the applicant to submit to a work simulation.

Job announcements for positions requiring satisfactory driving and/or credit records (as determined by the hiring authority prior to advertising) must list such requirement(s).

An applicant will be deemed unqualified for employment if his/her employment with the District would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee.

Qualifications Screening: Criminal Background Checks

As part of the qualifications investigation, applicants for positions that allow unsupervised contact with students shall be required to:

1. Submit to a criminal history record check; and
2. Certify in writing that the applicant has never been charged with a crime or provide a written description of the disposition of the charge.

The Superintendent or designee shall adjudicate criminal history records based on the following factors:

1. The nature and gravity of any known misconduct and/or offense(s);

¹ Adopt this option if adopting paragraph five under the screening heading.

² This language is suggested but not required. The Board may also hire classified staff.

2. The time that has passed since any known misconduct, criminal conviction, and/or completion of a sentence occurred;
3. The nature of the job sought.

Applicants will be deemed to be at a risk unsuitable for district employment in at least the following instances:

1. The applicant is a sexual offender or has committed an offense involving a child victim.
2. The falsification or omission of any information concerning criminal convictions or pending criminal charges.

Applicant Rights

Applicants claiming Veterans Preference must provide appropriate certification in accordance with law.

Records obtained by the District for background and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the personnel records policy. The Superintendent shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34. Before making a hiring determination, the Superintendent shall give the applicant a reasonable time to correct and/or complete his/her criminal history record or decline to do so. The Superintendent shall follow the requirements under the Fair Credit Reporting Act if using credit reports to make employment decisions.

Competitive Personnel System

The District may use a competitive personnel system after conducting the qualifications screening. The system shall be an exam administered in compliance with the point system and other requirements contained in NDCC 37-19.1-02(4).

Final Selection

The District will make all final selections of employees for classified positions in accordance with Veteran Preference law (NDCC 37-19.1-02). When permitted by law, this may include further inquiry (i.e., after initial qualifications screening and, if applicable, the completion of the competitive personnel exam) into an applicant's qualification based on screening mechanisms such as interviews, background checks, and skills testing.

Orientation

The Superintendent or designee shall provide an orientation program for new classified employees to acquaint them with the district's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

REDUCTION-IN-FORCE POLICY

The School Board shall have the sole right to determine the necessity for and scope of a reduction-in-force for reasons including, but not limited to, lack of funds, uncertainty of funds, declining enrollment, or other reasons of necessity. This determination shall not be arbitrary or capricious.

If a decision is made to reduce the teaching staff, any teacher affected thereby shall be given such notice as may be required by law. The selection of the teacher(s) to be non-renewed because of reduction-in-force shall be made in accordance with the following criteria:

1. Attrition, including retirements and resignations, shall be relied on to the extent possible.
2. When attrition is not sufficient to alleviate the necessity for reduction-in-force, then the policy of this District shall be to retain those teachers with the greatest adaptability to meet the present and future staffing and educational needs of the District.
3. When two teachers within the same area of certification are deemed to be of equal adaptability to meet the present and future staffing needs of the District, then the teacher with the superior academic and professional preparation, beyond minimum certification requirements in his/her teaching field, shall be retained.

4. When two teachers are deemed to be of equal adaptability and have equal academic and professional preparation within their teaching fields, then the teacher who has taught in this district for the greater period of time shall be retained.

RETENTION POLICY

Grades (K through 3)

If a student exhibits one or more of the following, retention will be recommended:

- 1) Below grade level performance in the subject areas of language arts and math
- 2) Consistent lack of social and/or emotional maturity
- 3) Achievement test scores below appropriate age and grade levels

Grades (4 through 6)

If a student exhibits one or more of the following, retention will be recommended:

- 1) Failure to pass (refer to grading system on page 11 of the student handbook) two out of six subjects (math, reading, spelling, English, social studies, science)
- 2) Achievement test scores below appropriate age and grade levels
- 3) Consistent lack of social and/or emotional maturity

The teacher will notify the principal of his/her recommendation for retention by providing documentation to support the decision. Parents will be informed on a case-by-case basis of intent to retain their child/student. Beginning at that time, regular communication between parent and teacher will be held to closely monitor progress.

The final decision as to whether or not to retain (first time) the student ultimately remains with the principal after direct consultation with teachers, parents/guardians, and other resource people. In the instance that a student is recommended for retention for a second time in his/her school career, the final decision remains with the parent. However, should the student be a transfer student, the final decision, again, remains with the principal.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine weeks. Two parent-teacher conferences will be held each year. Information about the report cards will be given out as the end of the first grading period approaches. Progress reports will be issued at midterm (4 ½ weeks into each nine-week period).

SAFETY POLICY

The Strasburg Public School recognizes that the safety, health and wellbeing of our employees as the top priority in the daily functions of our company's operation.

SCHOOL YEAR DEFINED

Stated in North Dakota Century Code and negotiated agreement.

SECTION 504

Strasburg Public School has a duty to locate, evaluate and identify any child attending the public schools who may require Section 504 accommodations or services. Children eligible for Section 504 accommodations or services include children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need 504 accommodations, or if you would like additional information, please contact your child's teacher, or call the District's 504 Coordinator at 336-2667.

SICK LEAVE

If you are sick, call the appropriate principal before 7:00 A.M. Fill out an absentee form immediately upon your return.

SMOKING

The Strasburg Public School is a smoke-free school.

SPECIAL EDUCATION REFERRAL

1. PRE-REFERRAL

- A) Document problem and interventions already attempted. Tier 1-3 are general education classroom teacher's responsibilities. Resource personnel such as Title I and Special Education teachers may be useful during this time of intervention.
- B) Meet as a team at the building level to discuss the child's difficulties. Plan and try various techniques to alleviate the problem.
- C) Determine health, vision, and hearing of the child, if it is possible.

2. REFERRAL

- A) Upon a decision to refer, there is a meeting with parents: This meeting will be led by the building administrator until which time, the student is found eligible for special services.
 - 1. To sign for permission to evaluate (referral form). The administrator must sign this. Parent's rights are read and explained and parent forms signed.
 - 2. An explanation is provided of evaluation procedures testing tools, and placement procedures.
- B) Vision and Hearing problems are ruled out.
- C) The "referral packet" is sent to the central office and testing begins.

3. EVALUATION

Evaluation may be done on the following: vision, hearing, health, education, speech and language, intellectual, social medical history and ED and pre-school.

SOLICITORS

No solicitors will visit with students or teachers unless they have first stopped at the superintendent's or principal's office and received permission.

STAFF MEETINGS

Staff meetings are held as determined by Administration. Staff meetings may be requested by the staff as well as the principal and/or superintendent.

STAFF ROOM

The staff room is provided to give teachers a break from the classroom. The room and space is small and the cooperation of everyone is needed.

Parent-Teacher Conferences should not be held in the staff room and students should not be permitted in the room at any time unless supervised. Please be extremely careful about discussing students in the staff room. Group discussion on a student can easily lead to remarks about a child that may be misunderstood or misinterpreted by some. Confidentiality is crucial for the success of our school!

STUDENT HANDBOOKS

Teachers are to become familiar with the Student's Handbook, issued to students, parents and faculty members. Use this book as a reference guide whenever possible. A copy of the handbook will be given to students at the start of school.

SUSPENSION FROM SCHOOL

Suspension from school will be administered in accordance with the school district's suspension and expulsion policy found in the School Board Policy Manual. Under no circumstances can a teacher suspend a student from school. If a student is dismissed from class, the teacher will notify the principal and parents. While under suspension, no student will participate in any school activities, extra-curricular or otherwise.

TEACHERS IN THE CLASSROOM

A teacher should not leave the classroom without informing the principal so that appropriate supervision for the students can be arranged.

TEACHER LICENSE

Teaching certificates must be on file in the office of the superintendent.

TELEPHONE

Cell phone usage is not allowed during classroom instruction time. Cell phone usage is allowed on prep time(s) only.

VIDIO/STREAMING

Building principal approval is required for showing all movies/documentaries etc. Only those labeled G are allowed during class time unless prior approval and parent notification has been obtained.

VIOLENT AND AGGRESSIVE BEHAVIOR

It is the intention of the STRASBURG School Board that the learning environment shall be safe, drug free, and conducive to learning. The School Board recognizes that there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff are entitled within this school system. These behaviors, categorized as violent and aggressive, will not be tolerated and shall result in immediate action by the school administration.

Physical violence, including assault, will not be tolerated on school premises or at school activities, nor will disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person. Neither will the district tolerate threats of harm to self nor others or other threatening behaviors, including threats to damage school property. Staff shall immediately notify the principal of any threat or threatening behavior that they have knowledge of, have witnessed, or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

All acts of violence and aggression, including, but not limited to, possession of a weapon or dangerous instrument, physical assault, verbal abuse, intimidation, extortion, bullying, gang activity, stalking, defiance, sexual harassment, terroristic acts and/or threats, shall result in specific consequences, determined by the seriousness of the act, including suspension from school and consideration of expulsion from school for students, disciplinary actions up to and including discharge for employees, and exclusion from school premises and possible legal action against other individuals.

Legal Ref: P.L. 107-110 No Child Left Behind Act of 2001

WINDOWS AND DRAPES

Be sure to close all windows and pull all drapes before leaving the room at the end of the day. Report any window breakage during the school year whether it occurs during or after school hours.

WORKERS' COMPENSATION

Strasburg Public School Public School District #15 teachers are covered by this insurance when actively discharging their duty. It is imperative that teachers report immediately any injury to the school office. Going to and from the job is not covered by this insurance.

WORKING HOURS

In keeping with District Policy, teachers are required to be in the building **one-half hour** before classes begin and remain in the building **one-half hour** after classes have been dismissed. Teachers are expected to have their classroom 15 minutes before class begins. Remain in or near your classroom and be responsible for the discipline both in your classroom and in the vicinity of the classroom. Watch corridors and lockers before school, between classes, and after school.