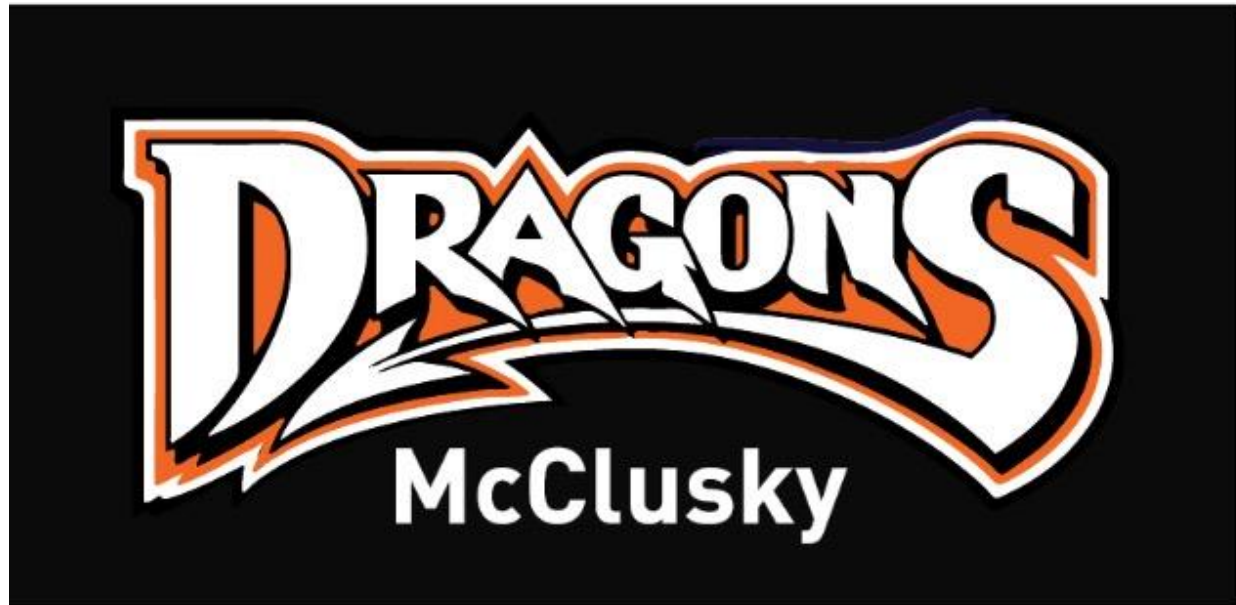


McClusky School Employee Handbook



2018-2019

Mr. Dale Ekstrom
Superintendent

Miss Sarah Beck
Principal

Phone: 701-363-2470

Fax: 701-363-2239

Website: <http://www.mcclusky.k12.nd.us>

INTRODUCTION

This booklet has been developed to assist teachers, staff, and employees of the district in understanding procedures and policies at McClusky Public School.

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Welcome to the McClusky School District!

We are delighted you are a member of the McClusky Public Schools educational team and look forward to a productive, successful school year.

We are confident each employee will contribute directly to the success of the McClusky Public Schools in a positive outlook. We hope you will take pride in being a part of the McClusky Public Schools team. We require team members be positive throughout their interactions and experiences here in McClusky.

We believe clear and open communication is key to the McClusky Public Schools success and this handbook serves as an important component in the communication process. Familiarize yourself with the contents of this handbook. It answers many questions about your employment within the district. The contents of the handbook applies to all full-time, part-time, and substitute employees of the McClusky Public Schools.

If at any time you have questions, please visit with administration as we will be happy to assist in anyway.

We hope your work experience at the McClusky Public Schools will be challenging, enjoyable, and, most of all, rewarding.

McClusky School District Mission

The mission of the McClusky Public Schools and community is to empower all students with the knowledge, skills, and attitudes to meet the challenges of our changing world.

Goals for McClusky School District:

- To empower students to acquire positive values, concepts, knowledge, attitudes, and skills necessary to become healthy, happy, and productive citizens.
- To produce students who will be kind, caring, and respectful of other people, property, and rights of others.
- To graduate students who are able to think logically and critically enabling them to solve everyday problems.
- To provide opportunities that prepare students for college, vocational education, and/or employment.
- To instill and enhance self-esteem by providing experiences and activities which are positive and rewarding for students.
- To produce students who respect and enjoy learning and working with others.
- To provide a learning atmosphere so students with all ability levels have the opportunity to excel.
- To help all students realize their potential and to show them they can succeed in all situations.
- To provide excellent role models for all the students.
- To emphasize the consequences of drug and alcohol abuse.
- To provide a caring environment that will instill in the students the desire to strive to do their best.
- To provide an atmosphere of consistent and fair discipline.
- To motivate the students to develop and progress academically to the best of their ability.
- To equip students for life in the information age by keeping up with advanced technology.
- To develop students and staff who are a community of life long learners able to think and able to learn for themselves beyond the confines of the school building or the school day.

Introduction

This *Handbook* contains essential information about employment with McClusky School. It describes responsibilities as an employee and outlines the programs developed by the McClusky School to benefit employees. Since this Handbook is the main resource outlining employee policies, all employees are expected to sign an acknowledgment they have received and reviewed this Handbook and understand its application to their employment with McClusky School. Retain the book for future reference.

Any questions concerning this *Handbook* should be addressed with the building administrator or the superintendent. Some of the subjects described are covered in detail in official policy documents. Refer to these documents for specific information, since this *Handbook* only briefly summarizes those policies.

No employee handbook can anticipate every circumstance or question about employment policies. The need may arise to change policies described in the handbook. The McClusky School Board reserves the right to revise, supplement or rescind any policies or portions of the Handbook as deemed appropriate.

Acceptable Use Policy

The McClusky School District believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

Education

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

Monitoring Use

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

Prohibitions

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Accessing, downloading, or publishing inappropriate Internet material;
2. Sending or posting threatening, harassing, insulting, annoying or alarming content;

3. Sending, posting, or using obscene language;
4. Violating the privacy rights of students and employees of the District;
5. Vandalizing and/or tampering with district computers, and/or networks;
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files;
7. Attempting to breach network security or transmit viruses;
8. Violating copyright, trademark, trade secret, or other intellectual property laws;
9. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
10. Accessing social networking or other Internet sites for noncurricular purposes;
11. Other actions deemed inappropriate or is not in the best interest of the District, its employees, and students.

Violations

Violations of this policy, or any federal/state law, rule or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee.

Consent

All students and staff must consent to this policy in writing prior to accessing district networks, computers, and/or other technologies.

Advisors

The advisor is directly responsible for the activities of the class or organization which they advise. It is your responsibility to see all activities are properly undertaken and carried out.

- Never permit any class, any club or organization of which you are an advisor to meet unless you are in attendance. You must be at each and every meeting as these students need adult guidance. Make it clear to your group that no meeting may ever be called unless first cleared by you.
- All class or organization activities must be cleared through the principal at least one week in advance of activity.
- All class and organization meetings should be conducted according to acceptable parliamentary procedure.
- All activity order forms are to be approved by the advisor before an order is placed.
- As soon as classes and organizations have elected officers, a list should be typed out and filed with the office.
- The school administration must approve any new fundraiser.

Assemblies

All teachers, unless it is your preparation period, are expected to attend assemblies. Teachers are responsible for the discipline in the assembly area. Teachers are to sit amongst the students instead of congregating together in a location in isolation from the students.

Attendance Policy

The McClusky Public Schools recognize regular attendance as necessary to ensure continuity in the education process. Class attendance and participation are meaningful and essential requirements for successful course completion.

Elementary teachers are responsible for taking attendance in Power School for both morning and afternoon. High School teachers are required to take attendance on a “period by period” basis using Power School.

Parent/guardian may call the office or send a note with their child(ren) to the office stating the reason for his/her absence. Parent/guardian must call the day of absence.

Students must be in class at least 25 minutes to be counted present for the period. If you have reported the student absent and he/she comes late, you will need to change his/her attendance from absent to tardy in Power School. This should be done as soon as possible in order to assure accurate records in Power School.

Make-up work is required of all students who have been absent. Two school days (weekends are not included) are allowed for every day missed from school. If the work is not made up by the end of the time, issue a failing grade. Insist on all work being made up; check with the students so they don't forget about the work. Being fair and consistent with all students is the key. For students who have problems with attendance it is best to write due dates on assignments. Each student who has an attendance problem has a situation that is different from another student, therefore, these cases are handled on an individual basis. *(See Board Policies for full Attendance & Absences Policy)*

Building Level Support Team (BLST)

BLST is a building level, school based, problem-solving team intended to address classroom issues. The BLST team goal is to analyze, as a professional group, the observations and concerns the classroom teacher has regarding a particular student whether academic, behavioral, etc.

The classroom teacher fills out the BLST form located in the respective teacher workroom and give the completed form to the guidance counselor or principal who will set up the BLST meeting.

The BLST team supports the referring teacher and capitalizes on the strengths and natural resources which exist within a group of teachers. The team and the referring teacher jointly engage in a structured process of conceptualizing the problem, brainstorming solutions, planning interventions, and participating in follow-up meetings.

Bullying Policy

Students and staff are entitled to a safe working and learning environment that is free from bullying. Teachers should immediately deal with any bullying among students and notify the principal. Refer to the Student-Parent Handbook or Policy Handbook for more information.

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

- *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, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned 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 McClusky Public School, 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.

The administration shall promptly investigate any bullying complaint and act on findings as appropriate, which may include disciplinary measures or termination of employment in accordance with board policy, law, and when applicable the negotiated agreement. Employees are expected to fully cooperate in the investigation process. *(See Board Policies for full Bullying Policy)*

Care of School Property

Desks, books, and other school equipment which are loaned to the student are school property. Marking, scratching, writing on walls and desks or otherwise destroying school property is inexcusable. Students will be held responsible for willful destruction of school property and must make satisfactory repair or replacement of such school property. Marring the building, corridors or lavatories in any way shows lack of school pride. Any such destruction of school property observed or detected by teachers should be reported to the principal immediately. Do not allow desks to be placed against the walls. Walls are easily marred. Be concerned about the appearance of the room. This is their home and our home the greater part of each day. Keep it as nice as possible.

Chain of Command

All requests from staff should go to the principal first for approval. If you have an issue with a fellow staff member, address it with them directly before going to administration or taking it to the staff room. Be professional! If you have a problem with an administrator, address it directly with them.

Cheating Policy

Any student found cheating in a classroom will receive a zero on whatever daily work or test he or she was cheating on in that class. The teacher will notify parents.

Church Night

We want to cooperate with the churches of the community whenever possible, without hampering the work of the school. Wednesday night has been set aside as church night and there are no school activities after 6:00 p.m. No school activities are allowed on church night. *(See Student-Parent Handbook)*

Class Dismissal

Remember the bell does not dismiss the class, the teacher does. All staff is expected to cooperate in monitoring hallways.

At no time should any teacher dismiss their class before the bell unless authorized to do so by the administration.

College Transcript

Teachers must furnish the superintendent with a copy of their college transcript so there is an updated copy in the teacher's file. This is needed in order to advance to the correct education bracket.

Complaints

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

If all other remedies have been exhausted, a complainant may request that the matter be placed on the agenda of the next regular school board meeting; however, the Board will not hear, consider, or act upon complaints that have not been investigated at each appropriate level of authority, nor will the Board hear, consider, or act upon complaints for which specific complaint resolution procedures have been established that do not allow for board review of the complaint, including but not limited to complaints about personnel and complaints about instructional material.

Anonymous Complaints

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any board meeting and anonymous telephone complaints will not be brought to the Board by any individual board member, administrator, or other employee. No disciplinary action will be initiated based solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

Parental Complaints

While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, parents shall use the same channels of processing complaints as by other citizens.

Complaints for which specific resolution procedures are provided shall be directed through those channels. These include, but are not limited to, complaints about personnel and complaints about instructional materials. *(See Board Policies)*

Conduct

To assure orderly operations and provide the best possible work environment, McClusky School expects employees to follow work rules that will protect the interests and safety of all employees and students. It is not possible to list all the forms of workplace behavior and conduct that are considered unacceptable, but the following list gives examples of infractions of workplace behavior and conduct that will result in disciplinary action, up to and including termination:

- Possession, manufacture, distribution, sale, transfer or use of any alcoholic, tobacco and/or any controlled substance in the workplace, while in any building belonging to or used by McClusky School or on the grounds of any such building, while on duty, while attending McClusky School-sponsored activities, meetings or events or while operating McClusky School -owned or leased vehicles or equipment;
- Theft, destruction, damage or misuse of McClusky School property or leased property;
- Removing without authorization or applying to personal use any property, record or document of McClusky School or of any other employee;
- Carrying weapons of any kind in the school buildings or on grounds of such buildings unless specifically authorized to do so;
- Any violation of criminal laws in McClusky School buildings or on grounds of such buildings.
- Falsification of employment application or other employment records such as time sheets and/or expense reimbursement forms;
- Falsification of any records pertaining to claims for benefits provided by McClusky School, including claims for injuries occurring on the job;
- Excessive or habitual absenteeism or tardiness from work or any absence from work without proper notice;
- Performing personal work during work hours;
- Insubordination, including improper conduct toward a supervisor or refusal to perform tasks/jobs assigned;
- Unsatisfactory job performance;
- Harassment of other employees, including sexual harassment;
- Using obscene, abusive or threatening language or gestures in the workplace.;
- Failure to maintain confidentiality;
- Misappropriation of public funds may lead to termination of employment;
- Improper, careless, negligent, destructive or unsafe use or operation of McClusky School owned or leased equipment, tools and vehicles;
- Excessive or avoidable traffic and parking violations while driving McClusky School owned or leased vehicles;

- Failure to maintain school security;
- Failure to report known alcohol, tobacco and/or controlled substance student violations;
- Allowing non-district employees the use of school keys, unless authorized.

This list does not include all possible workplace behaviors or conduct that may be unacceptable. If an employee engages in any workplace behavior or conduct which McClusky School considers detrimental to the interests of McClusky School, or threatens the safety of other employees or students, McClusky School may take immediate action, up to and including termination. Discipline by McClusky School will be applied uniformly, consistently and fairly among all employees.

Confidential Information

The teacher's daily task requires working with confidential information. As professional people we are obligated to use extreme care in the handling of such items as test scores, results of faculty meetings, and personal problems of students and fellow workers that might come to our attention. These items and many other related matters need to be handled very confidentially and with the utmost discretion.

Continuing Contract Law

North Dakota does not have a tenure law, but does have a continuing contract law. Teachers who are not to be issued a contract must be notified in writing before April 15 that their contract will not be renewed. Unless this is done, the past year's contract will be in force for the next school term.

The policy of the McClusky School District is to notify teachers in advance of this date so they know their status for the coming school year.

Corporal Punishment

In disciplining students, teachers are to refrain from corporal punishment. School board policy does not support its use. If the situation arises, litigation may result.

Crisis Management Plan

The Crisis Management Plan is located in the school binder. For fire, tornado, lockdown, or other eminent disasters, an announcement over the intercom system, school alarms, or the city emergency alert siren will alert all to proceed to the designated shelter area. All students and school personnel are required to proceed in an orderly manner. Call 911 for all emergencies.

Daily Bulletin

If teachers have items to put in the Power School daily bulletin, give them to the office at least a day before you wish them to appear in the bulletin.

Discipline

A school discipline plan has been established to ensure an educational climate students deserve and will be in effect at all times for all grades. The goal of this plan is to emphasize appropriate behavior and reduce the time teachers need to discipline, thus allowing teachers to spend the most time possible teaching. *(See Board Policies for full Student Conduct & Discipline Policy)*

Teachers are expected to assume supervisory responsibilities whenever they are on duty. A high behavior standard is developed in the student body when faculty members exhibit consistent enforcement of regulations. Students should expect fair controls and corrective action whenever the situation requires it.

Every student belongs to every teacher and any teacher can control any student at any time or any place while the student is at school or present at a school sponsored activity.

Please do not send minor cases to the principal for discipline. Each teacher should be able to handle minor cases by themselves. Let your class know what the classroom rules are the very first day. Always be firm, fair, and consistent.

Dress Code

Education is a profession and all staff, employees, teachers, paraprofessionals, etc. should dress professionally. It is understood that vocational agriculture and physical education teachers may wear suitable clothing for protection and safety. Teachers need to remember they are role models for their students and should be aware how their dress and grooming affect the students. Jeans on Friday or other designated days are acceptable. It is important that teachers follow the dress guidelines to set an example for the students.

Teachers are responsible for monitoring student dress guidelines and letting the principal know when a student is not dressed appropriately. *(See Board Policies for full Staff & Student Dress Code Policies)*

Drug and Alcohol Policy

Employees will not possess, or distribute illicit drugs and alcohol on school premises or as part of any of its activities.

Employees of the school guilty of use or distribution of illicit drugs or alcohol on school premises or as any part of its activities will be subject to termination of employment. Employees would be subject to referral for prosecution for use or distribution of illicit drugs or alcohol on school premises or as part of any of its activities. *(See Board Policies for full Drug & Alcohol Free Workplace Policy)*

Duties and Responsibilities for Teachers

- Teachers are expected to perform the job duties outlined in the teaching contract.
- Teachers are expected to read, be familiar with and follow all McClusky School Board policies and procedures outlined in the Student and Parent Handbook and in this handbook.
- All employees are responsible for student discipline, including suspected bullying.
- When enforcing school rules, be respectful, consistent, fair and firm with students.
- If ill or injured, teachers must notify the building administrator no later than 7 a.m. on the morning of a school day. For any other reason that a teacher needs to be absent from work, notify the building administrator. The administrator is responsible for obtaining substitute teachers.
- Have lesson plans prepared in advance and ready for a substitute teacher to use.
- Keep Power School grades current and any other relevant information that can help in assisting students to achieve their maximum potential.
- All teachers are strongly encouraged to attend McClusky sponsored events including concerts, banquets, play performances, etc.

- Elementary teachers are required to attend and supervise their students during school building concerts. Elementary teachers that are unable to attend a concert or other McClusky sponsored event must receive advance authorization to be absent from their building administrator.
- Communicate with employees, students, administrators and parents in a kind, courteous and professional manner at all times.
- Keep parents informed about their children's progress and about classroom activities and special projects through Power School, newsletters, notes, telephone calls, emails and other informal ways.
- All field trips must have prior approval from the building administrator. Overnight trips require Superintendent's approval. Request forms and parental permission forms must be completed prior to each trip. Requirements for chaperones for overnight trips will be determined by the administration.
- All coaches, players and fans must recognize the importance of good sportsmanship during extra-curricular and co-curricular activities. Coaches and adult supervisors are responsible for modeling appropriate behavior and establishing appropriate standards and guidance for participants. Failure by coaches/advisors and students to meet these standards could result in possible loss of the privilege to participate in any or all district programs.

Electronic Devices

Teachers or paraprofessionals are to refrain from using cell phones or other personal electronic devices during instructional time. Failure to follow this directive may result in disciplinary action up to and including employment termination.

Eligibility

An academic eligibility reports will be calculated on a weekly basis for all students. This report will be emailed to staff and will run from Wednesday through the following Tuesday. An academic eligibility report for elementary students participating in extra-curricular activities will be done on a weekly basis. *(See Student-Parent Handbook)*

Emergency Leave

Emergency leave may be granted the teacher at the discretion of the superintendent. The number of days of emergency leave allowed will be arranged with the superintendent, except that the maximum days allowed shall not exceed five (5) days per occurrence. *(See Negotiated Agreement)*

Equal Employment and Educational Opportunities

The McClusky Public Schools is committed to a policy of equal opportunity for all employees and students. Discrimination on the basis of sex, race, creed, marital status, age, handicap, national origin, or color is prohibited.

The McClusky Public School system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective cooperative living. *(See Student-Parent Handbook)*

Equipment, Property, and Vehicle Use

Equipment, property, and vehicle use are essential in accomplishing job duties. When using any of these, employees are expected to exercise care and follow all operating instructions, safety

standards, and guidelines. Notify the administration immediately if any equipment, property and/or vehicles are damaged, defective or in need of repair.

Evaluations

Two written evaluations will be prepared for every teacher employed by the school district for each of the first three school years the teacher is employed by the school district. The written evaluations will be completed and made available to the teacher no later than December 15th and March 15th. After three years of employment by the school district, each teacher will be evaluated at least once every school year. The written evaluation will be completed and made available to the teacher no later than March 15th. Additional evaluations may be made at the discretion of the administration at any other time during the year.

Expense Reimbursement

Expense reimbursement forms may be obtained from the business manager. Forms should be completed for travel, meals, bus driving, etc. Should you have questions on how to report information on the reimbursement form please ask the business manager. Forms should be completed and turned into the business manager as soon after the event as possible. If you are driving bus and wish to receive one paycheck, it is acceptable to wait until the end of the season to turn in.

Extra Duty Pay

Compensation for the one-half hour noon duty by the elementary and high school teachers shall be paid at the rate of \$7.50 per hour. *(See Negotiated Agreement)*

Faculty Meetings

Faculty meetings will be scheduled as needed. Notice of faculty meetings will be given in the weekly calendar and/or daily bulletin. The principal will conduct the meetings. Joint high school and elementary faculty meetings will be called by the administration at their discretion. All teachers are expected to be present and on time unless excused by the administration. Faculty meetings should maintain a professional level of interaction.

Field Trips

All trips should be approved by the principal before being discussed with students. Whenever a student group is scheduled to make a trip, the teacher in charge shall type up a roster indicating the students making the trip. This roster should then be placed in each teacher's mailbox along with a copy to the main office or emailed out at least one week in advance of the trip as to inform everyone of students excused from classes to make the trip. **All plans should be made well in advance.**

Teachers must insist on all students riding the bus to and from the site of the field trip. Students may ride with parents if the parents have made personal contact with the teacher. Under no circumstance can a student drive himself or ride with another student. Teachers/Advisors should make sure the bus is clean upon return to the school. Students on field trips are expected to follow the same discipline standards as in school. It is the teacher/advisor's duty to enforce these standards.

Fire Drill

Fire drills are required by law. In order to avoid confusion, know and abide by the following fire drill rules. Teachers are to inform each of their classes as to which exit to use from their room in a fire drill.

- The fire alarm is sounded and everyone in the school is to leave immediately.
- Walk quickly, do not run, to the designated exit. Stay in single file and keep to the right.
- Teachers need to account for all students in their group.
- Close all doors and windows, and turn off lights when leaving the room.
- Once outside, keep in orderly rows or groups. Stay outside until the all clear signal is given. Staff will communicate via walkie-talkie to account for all students and staff.
- The principal will signal to the students to return to the building. The return should be accomplished in a rapid and orderly manner.
- Teachers are responsible for leaving instructions about fire drills for substitute teachers.

Food Program

The breakfast and lunch programs will begin on the first full day of school. Students and staff will pay for their meals at the main office located at the high school. Meals must be paid in advance as staff members are prohibited from charging for their lunches. The school provides nutritious meals for the students and staff. To do this efficiently and effectively, staff members with first period classes will take a lunch count via Power School. All teachers have the same authority over students during lunch period as in classes. (*See Board Policies for full Lunch Charging Policy*)

Grading Procedure

All teachers are expected to use the schools grading scale.

A+ = 100	B+ = 93	C+ = 86	D+ = 79	F = 69 and below
A = 99-96	B = 92-89	C = 85-82	D = 78-72	
A- = 95-94	B- = 88-87	C- = 81-80	D- = 71-70	

Many times it is difficult to draw the line on a failure or on a pass. Each teacher knows what the student's efforts and results are and should make careful consideration of all factors before reaching a decision. Always make sure you have been in contact with the student's parent when a student is failing.

Grievance Procedure

Employees, students, parents, and patrons of the school district must be afforded the opportunity to grievance claims of discrimination or violations under Title IV, Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973 and ADA Act of 1990. (*See Board Policies for full Discrimination & Harassment Grievance Procedure*)

Harassment and Sexual Harassment Policy

Students and staff are entitled to a working and learning environment that is free from harassment and sexual harassment. Teachers should immediately deal with any harassment among students and notify the principal.

Any employee who feels they are harassed or sexually harassed by a fellow employee or administrator should file a report with their immediate supervisor or the next person in the chain of command if the charge is against their supervisor.

The administration shall promptly investigate any harrassment complaint and act on findings as appropriate, which may include disciplinary measures or termination of employment in accordance with board policy, law, and when applicable, the negotiated agreement. Employees are expected to fully cooperate in the investigation process. (*See Board Policies for full Nondiscrimination and Anti-Harassment Policy*)

Housekeeping

Be a neat housekeeper at all times. Do not leave a dirty, untidy room for the next teacher. Take pride in the rooms you use including the staff lounge, computer labs, and library.

When leaving for the day, see that windows are closed, lights are off, desks neatly arranged and the door locked, if possible. Bulletin boards should be effectively and attractively arranged.

If maintenance or repair work is needed in the classroom, complete a maintenance report and deliver to the office, stating what needs to be done and a custodian will be assigned the task.

Individual Education Plan (IEP)

All staff members are to attend and take an active role in IEP meetings. All staff are also expected to comply with every stipulation written into the IEP under Public Law 94-142 (IDEA).

If a student does not qualify for services under an IEP, they may qualify for services under a 504 Plan.

504 Plans

The IDEA law requires that your child must meet two prongs of the law in order to be served by special education:

1. The child must have one (or more) of the 13 disabilities listed in IDEA which includes learning disabilities and attention disorders; and,
2. As a result of the disability, the child needs special education to make progress in school in order to benefit from the general education program.

This legal requirement essentially says that some students with Learning Disability (LD) or Attention Deficit-Hyperactivity Disorder (ADHD) may not meet the state or district requirements of the second prong. While the student may have a disability, it may not be impacting their learning in ways that qualify them for special education services. These students, however, because they have an LD or ADHD, may meet the requirement to have a 504 plan if their disability “Substantially limits them in performing one or more major life activities.”

If a student does not qualify for services under a 504 Plan, they may qualify for services under a Principal Plan.

Principal Plan (PP)

The Principal Plan consists of accommodations and services. A list of the areas of need are listed along with the accommodations to meet those needs. All staff members directly involved with educating that student are to attend and take an active role in the Principal Plan meetings. All staff are also expected to comply with every stipulation written into the Principal Plan.

Leadership Team

The leadership team is a small group of teachers from the elementary and high school who work closely with the administration in selecting and implementing school improvement goals, program improvement goals, and professional development activities throughout the school district.

Lesson Plans

It is expected teachers will make lesson plans to provide helpful guides to effective teaching. It is best to have these prepared a week in advance. This planning in advance will also ensure when a substitute teacher be needed, class work will progress along well-defined lines. Lesson plans will be turned in to the principal by 8:35 a.m. of the first day of school each week.

It is also advisable that a schedule of classes be left inside the sub folder. Seating charts for classes must be readily available in classroom materials.

Commons/Locker Area

The locker area needs to be monitored throughout the day. Staff members are also assigned supervision over noon hour in the locker area.

Lost and Found

Items lost or found should be turned into the office.

Mailbox and E-Mail

Mailboxes are provided for all teachers and located in the teachers' lounge/workroom. Please check your mailbox at least once a day. Do not send a student to pick up your mail. Often materials are of a confidential nature may be left in your box.

Email should be checked once in the morning and once in the afternoon.

Master Calendar

The McClusky Public Schools will do our best to keep track of all activities on a master calendar located in the business manager's office. To keep a smooth operation, we must make all efforts to follow the calendar at all times. All teachers, coaches, and advisors are required to list activities on the master calendar. Dates for special activities should be approved by the principal before being placed on the master calendar. If a conflict arises, preference is given to the item placed on the calendar first.

McClusky School Newsletter (MSN)

Teachers are assigned various months for turning in articles to the newsletter. Make sure you get these articles done when assigned and turned in on time.

Medications

Students receiving medication during school hours for medical reasons must have a written order from a physician giving specific directions for taking the medication. These medications for students shall be stored in the office and administered by trained personnel. *(See Board Policies for full School Medication Program Policy)*

Non-Discrimination Policy

The McClusky School District supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973. McClusky Public School does not discriminate on basis of sex, race, color, national origin, age, or disability in employment and in those programs and activities offered to its students. It is the expressed intent of the McClusky Public School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, or handicap.

The Board designates the Superintendent as the Title IX, Nondiscrimination Coordinator and Section 504 Coordinator. He can be contacted at: Dale Ekstrom, Superintendent, McClusky Public Schools, 219 Ave D West, PO Box 499, McClusky, ND 58463 or by phone at 701-363-2470 or by email at dale.ekstrom@k12.nd.us. *(See Board Policies for full Nondiscrimination and Anti-Harrassment Policy)*

Non-Teaching Assignments

Non-teaching assignments for which you are paid (advisorships, coaching, etc.) are made by the superintendent at the time contracts are issued. When non-teaching assignments such as advisorships and coaching positions are open, every effort is made to fill the position with personnel willing to take on the assignment. In the event the position cannot be filled, the superintendent may assign this duty at any time during the school year.

Non-teaching assignments such as noon hour duty, lunchroom supervision, committee work, etc. are a normal part of a teacher's responsibilities and may be assigned by administration as needed.

Elementary Noon Hour

On a rotating basis, elementary staff will supervise the students on the playground until lunchtime. All children will be expected to go outside during their recesses. The elementary staff will be responsible for taking the daily weather into consideration when sending the children outside. Three days is the maximum time allowed by a note from a parent to excuse their child from recess unless accompanied by a doctor's order. Students K-6 are not allowed to leave the school grounds. No student shall be in the building over recess unless directly supervised by a teacher. *(See Student-Parent Handbook)*

High School Noon Hour

High school staff will be assigned noon duty by the principal on a rotating basis. Students are to be in the commons/locker area and not in other areas of the building. Students not complying with this will be directed to return to the commons/locker area immediately. Repeated violations will result in disciplinary action.

Pace – Personal Advice-Counsel-Encouragement

PACE provides a time and place for quiet study and work. Teachers help provide a learning environment for any student needing assistance with homework and other personal and educational issues. Students on the deficiency list or behind in their school work should be sent to the appropriate teacher for help during PACE. Teachers need to communicate regularly with each other to ensure students are consistently completing their school work. Goalsetting conferences with individual students will take place prior to standardized testing and as needed during PACE. Class meetings and meetings for activities can be scheduled during PACE.

Wednesday during PACE, in the music room, there will be an all grades 7-12 lesson provided by one teacher in the high school with another teacher helping supervise and manage. All students are required to attend.

Parent-Teacher Conferences

Students who are failing should be reported to the principal so individual conferences may be scheduled with the student and/or the parents. It may be possible to avoid failures this way.

Conferences with parents concerning the progress of their children are encouraged. Always communicate with parents when their child is failing your class.

Parent-Teacher Conferences are held during the first and third nine-week periods. Parents are given their child(ren)'s report cards and are then encouraged to visit with all teachers who teach their child(ren).

Parties

Parties in the classroom involving pop and food are discouraged and should rarely occur. Parties need to be approved in advance by the principal.

Passes

Passes to other classrooms must be obtained from the instructor or advisor who has jurisdiction over that particular room.

Students passing through the halls must have a pass signed by the teacher whose class they leave. After arriving at the destination, the pass is given to the teacher present who signs it and sends it back with the student. Departure times should be written on all passes by both teachers. We stress that our students be responsible and organized. Hall passes should be limited.

Passes are to be presented for inspection to any teacher whenever requested.

No teacher may issue a pass for a student to leave the building without permission from the administration.

Pay Day

Each teacher will be paid their salary in 18 or 24 equal payments, whichever they choose. Pay day is the first and third Friday of each month.

Personal Leave

At the beginning of each school year each teacher shall be credited with 2 days of personal leave. The unused portion of such allowance shall accumulate from year to year to a limit of 4 days. (*See Negotiated Agreement*)

Preparation Period

During preparation time, a teacher may be asked to substitute for another faculty member. This is as much a part of the teacher's schedule as is a class or study hall and calls for the same responsibility level as any other time in his/her schedule. Teachers get paid extra for the preparation time they lost while being a substitute.

Teacher preparation periods should be used to plan and prepare for teaching. The teacher is not free to leave the building unless there is a sufficient reason and he/she has made arrangements ahead of time with the administration.

During preparation periods, teachers need to be available to students who need their help.

Professional Learning Communities (PLCs)

Professional Learning Communities (PLCs) are an ongoing process through which teachers and administrators work collaboratively to enhance the profession of teaching and support a healthy learning environment for staff and students through analysis, reflection, and inquiry.

Professionalism

As an educator you are a professional with standards and expectations that are necessary for a quality work environment. Faculty members need to treat students and each other with respect. Teachers need to refrain from activities that may undermine colleagues and reflect negatively on the McClusky School District. Strive to maintain high professional ethics and qualities at all times.

In order for the profession of teaching to garner the respect that it deserves, there are certain standards of behavior we as professionals may expect from one another. As a group and as individuals it is our responsibility to uphold these standards as minimums of professional behavior.

- Help students and each other to accomplish goals.
- Do no harm.
- Have a positive attitude.
- Fulfill requests on time.
- Respect the needs of others.
- Maintain confidentiality. Discuss student and personnel issues when necessary, in appropriate places with appropriate personnel. Do not gossip!
- Follow chain of command and talk to the individual with whom you have a concern.
- Cooperate with everyone.
- Show tolerance of individuals beliefs.
- Read, understand, and enforce the student-parent handbook.
- Teach and actively use reading, writing, and math across the curriculum.
- Never leave students unsupervised.
- Communicate with each other. Don't assume someone has heard the change or news. There will be fewer misunderstandings and less hurt feelings when we all practice being better communicators.
- Be motivated about change. Find the positive.

Professional Leave

Workshops participated in by members of the teaching staff while school is in session should be in the area of the teacher's responsibility and must be approved in advance by the superintendent.
(See *Negotiated Agreement*)

Report Cards

Teachers will post their grades on Power School a minimum of once a week. All progress reports and report cards will be pulled from Power School. It is the responsibility of the teacher to make sure all grades are entered prior to deadlines set by the principal.

Report cards will be printed and mailed four (4) times during the course of the school year.

School Hours

The normal school day for teachers is from 8:05 a.m. to 3:40 p.m. Teachers are able to leave on the last day of each week as soon as the buses are gone.

Teachers are to be at the school by 8:05 a.m. and shall have their rooms open. They are to be available to students whenever needed. Teachers are to remain in the building until 3:40 p.m.

Should it become necessary you need to leave the building earlier than the stated times, you are to clear it with the principal and notify the office. At no time during the school day, except during your lunch break, are you to leave the building without notifying the principal/office of your need to do so.

Sick Leave

At the beginning of each school year each teacher shall be credited with 14 days of sick leave allowance to be used for absences caused by illness or disability of the teacher. The unused portion of such allowance shall accumulate from year to year to a maximum of 75 days. *(See Negotiated Agreement)*

Significant Contagious Diseases

Periodically all employees of the school district will view an appropriate training which addresses all learner outcomes of the significant contagious disease prevention education program. Training will include the proper use of universal precautions.

Those employees designated to teach significant contagious disease prevention to students will receive additional in-service from qualified health education professionals. *(See Board Policies for full Significant Contagious Diseases Policy)*

Signing Out of Classroom

Students signing out to go to the lockers from the classroom should be discouraged. In case of illness, the student may go immediately to the bathroom. If it is necessary to use the bathroom in cases other than illness, permission is to be secured from the teacher in charge of the classroom.

Staff Substitutions

Twelve and one half cents per minute for each period shall be paid to teachers substituting for other teachers during their preparation periods. *(See Negotiated Agreement)*

Student Discipline

Parents will be notified by the teacher or principal (whoever assigned detention calls the parent) when a student is placed on detention or when a student is placed outside the classroom for disciplinary reasons. Make sure you communicate with parents since parents are can be your greatest help in preventing and taking care of problems with the child.

Student Illnesses or Injuries

Any student who is ill or injured is to be reported to the office. Arrangements will be made by the office to care for the student. In cases where a student is injured in your class, you must complete an injury incident report. These reports may be picked up in the office.

Student Names

On all reports and records, the teacher shall use the student's legal name. Nicknames may be used orally if the student expressed a preference for this mode of address only.

Study Hall

Study halls are meant to provide a place and atmosphere for student achievement. Study halls should provide a learning environment for any student needing assistance with homework and other educational issues. Students on the deficiency list are not allowed to leave unless they have a pass from a teacher.

Substitute Teachers

It is expected that the classroom teacher will make every possible effort to prepare for those times when they are unable to be in the classroom. This is to ensure the goals of the classroom are continued in the most effective manner. Teachers should have a schedule for the day and tasks to be performed located on their desk for the substitute teacher. Materials should include:

- Attendance and lunch count procedures on Power School
- Lesson plans with assignments for each period/day
- Seating chart
- Class roster
- Class schedule (with start and dismissal times)
- Copy of classroom rules
- Emergency drill instructions

Supervision

Students are expected to be under supervision at all times. A teacher's absence from one area of supervision does not relieve the teacher of responsibility. Absence may be proven as neglect and the liability then falls on the teacher. The teacher should NOT leave the area in which one is supervising students. Remain in your class at ALL times. If you need something, send a student or call the office.

Supplies

All supplies which are ordered and billed to the school district shall be requisitioned through the office. Purchase orders will be used to buy all items for the school. Purchase orders may be obtained from the office. No purchase of any kind will be made unless a purchase order is approved by the superintendent.

If you are ordering materials for a student group and the students need to pay for the materials, please collect the money from the students before you place the order.

Teachers are not to help themselves to supplies in the high school vault. Ask the office personnel to get these supplies for you.

Suspected Child Abuse/Neglect

The North Dakota Century Code requires teachers, administrators, and counselors to report knowledge or suspicion of suspected child abuse or neglect. This is done via a 960 report which is located in the high school office and in the staff binder.

Suspensions

Students who have earned in-school suspension are required to have all work completed when they return to your classroom. Teachers should bring student's work to the office. They are able to receive full credit for their work.

Students who have earned out-of-school suspension follow the guidelines of a regular absence. They are able to receive full credit for their work. *(See Board Policies for full Suspension & Expulsion Policy)*

Tardy Policy

Any second tardy could result in disciplinary action including detention, suspension, etc. Student is exempt from tardies if they have a note from a medical appointment. Parents will be notified if the tardies become a major problem. *(See Student-Parent Handbook)*

Teacher Absence or Illness

If it is necessary for a teacher to be absent from school, the principal should be notified not later than 7 a.m. on the day absence occurs. If the principal can't be reached, call the business manager as soon as possible.

If you become ill during the day, check with the principal and a substitute will be secured.

Teacher Responsibilities

Teachers shall be directly responsible to the principal. They shall promptly carry out the instructions of their principal and the superintendent.

During the school hours teachers shall devote their time exclusively to school duties and make productive use of all classtime. Plans and reports shall not be prepared during the hours when teachers are in charge of students.

Teachers' Workroom

The teachers' workroom is a place to collaborate with fellow staff members, copy or print assignments and tests, eat, and relax. It is not a place to talk negatively about administration, staff, parents, or students. No students are allowed in teacher workrooms without permission. Students are not allowed to use the copier without staff permission.

Teaching License and Credentials

All teachers who are employed by the McClusky Public School must have a valid North Dakota teacher's license. Teachers are responsible for renewing their teaching license and special credentials, certifications, and endorsements in a timely manner.

Telephone

Phones are available for teacher use in their classrooms. Only important calls will be put directly through to the teacher unless it is during the teachers preparation period. Teachers should

not be on the phone, personal cell phone, or text during the day unless it is during their preparation period or during lunch time.

Students will not be called from their classes to answer telephone calls except in case of an emergency or extreme urgency by parents. Do not allow students to make telephone calls unless it is an emergency or very important. They can make the call during study hall, noon hour, or at the end of the school day. Students are not to use their cell phones without prior permission.

Textbooks

Textbooks are owned by the school district. Before handing out books, be sure they have been stamped and numbered in ink. Teachers are to keep a record of all books issued and the condition of each book.

Encourage students to take good care of all texts. Students misusing loaned textbooks will be assessed a charge if their texts show abuse or are lost.

Titles

Students are always to refer to their teachers as Mr., Mrs., Ms., or Miss along with their last name. Teachers need to also refer to other teachers in the same manner when students are around.

Tobacco Policy

Smoking and use of tobacco products is prohibited on school district property. This shall include all school buildings, grounds, and school-owned vehicles. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property must report it to the principal in the case of students, the appropriate supervisor in the case of employees, and in the case of all others to the principal or other school district supervisory personnel responsible for the area or program during which the violation occurred.

Further, smoking, use, or possession of tobacco products by students is prohibited on school property and at all school functions. The principal is responsible for administering appropriate discipline which may include suspension and/or recommendation for expulsion from school. *(See Board Policies for full North Dakota's Comprehensive Model School Policy for Tobacco Use)*

Use of Building

- During school activities, students are to be supervised during the duration of the activity. Teachers/Advisors are never to leave the building until all of the group has left.
- Employees are not allowed to give keys to the building or classrooms to any student, at any time.
- Do not allow students not involved with the meeting or activities to be in the building.
- When leaving the building, check to see that all lights are out, windows closed, classroom doors locked, and exit doors locked. Remember to check all doors that could have been used by the students, not just the door used to enter the building.
- Practices or other school events may not be scheduled on Sunday unless approved by the administration.

Weapons

Carrying weapons of any kind in McClusky School buildings or on grounds of such buildings, unless specifically authorized to do so, is prohibited.

For purposes of this handbook, the following definitions apply:

- *Dangerous weapon* as defined by NDCC 62.1-01-01(1)
- *Firearm* as defined by 18 U.S.C. 921 and NDCC 62.1-01-01(3)
- *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 the District, and the site of any school-sponsored event or activity. *(See Board Policies for full Weapons on School Property Policies)*

Weekly Calendar

A weekly calendar is available electronically to all teachers before the coming week. It will include a calendar of all events for the week and all other announcements which affect the school for the week.

Year-End Reports & Procedures

Each teacher is required to make sure all grades are entered in Power School at the close of the school term. Each teacher will do an inventory of equipment and supplies for their room and requisition equipment and supplies for the coming year. The principal will give you a checkout list to assure everything has been taken care of before leaving for the summer. If unable to turn in information by the end of the school year, arrangements must be made with the principal.

Staff Acknowledgement Form

I have received a copy of the McClusky Public Schools Employee Handbook. I have had an opportunity to ask questions about and discuss the material contained in this handbook with the administration. I fully understand the policies governing my employment with the McClusky Public Schools, including the policies on drugs and alcohol; tobacco use; use of personal electronic devices, computers, and electronic equipment; conduct at work; professional code of conduct; reporting child abuse and neglect; nondiscrimination and anti-harassment; grievance procedure; and protection of confidential information.

By accepting employment and/or continuing employment with the McClusky Public Schools, I agree to be bound by all provisions of the McClusky Public Schools employment policies contained in this handbook, including any amendments or modifications which may be made in the future by the McClusky Public Schools.

I understand that this Employee Handbook replaces and takes precedence over any previous employment policies or guidelines issued by the McClusky Public Schools to teachers/staff. I also understand and agree to that the McClusky Public Schools reserves the right to change or alter the policies contained in the handbook at any time.

The effective date of my acknowledgement of this Employee Handbook is _____.

You must sign this form and return to administration no later than September 5, 2018.

Employee Name (Printed or typed)

Employee Signature

Date