

**EMPLOYMENT,
PERSONNEL,
and
POLICY MANUAL**

Harvey Public School District

**Adopted August, 1999
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Harvey Public School Employees and Staff:

Welcome to the Harvey Public School District. We hope your association with the Harvey Public School District will be beneficial and meaningful to all parties. You are an important part of a significant team dedicated to providing quality education and services to all students and patrons of the District.

The Employment, Personnel, and Policy Manual describes the principle employee benefit programs, work rules, and additional benefits available to you. It is designed for easy reference to guide and assist you in answering questions that may arise.

This manual has been prepared solely to provide Harvey Public School District employees with information about policies and procedures. It is intended to facilitate, not replace, any existing Board of Education policy, or administrative procedures. This manual is not intended to constitute an employment contract nor does it replace any items as agreed to by the Board of Education and the Harvey Education Association as stipulated in the most current negotiated agreement.

We are pleased that you are a part of the Harvey Public School District *TEAM* of professionals. We hope this manual and your colleagues will aid in making you feel welcome.

Sincerely,

Members of the Harvey Public School District Board of Education

DISTRICT VISION

"All students will be personally and academically successful."

DISTRICT MISSION

To make a positive difference in the lives of all of our students and provide every student with valuable educational experiences that will last a lifetime.

DISTRICT PHILOSOPHY

Because democracy becomes ever more dependent upon well informed and responsible citizens, because civilization continues to become more technical and scientific, because society comes to rely more and more on the correct functioning of technological processes, and because the individual's self-fulfillment and competence are of paramount importance, it is necessary for all who are associated with public education to review continually the responsibilities of the public schools to the community, the state, the nation, and the world.

Therefore, we, the School Board of the Harvey Public Schools District #38, present this statement of our basic beliefs concerning education in order that it might serve as a guide in the formulation of our objectives and, within the legal framework of the State, the establishment of programs designed to attain these objectives.

At Harvey Public Schools, we believe that:

- **The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.**
- **All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.**
- **Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.**
- **Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.**
- **Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.**

- Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
- Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
- Parents and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community. Quality education of our young people should be both the top priority and the proudest achievement of our community!

DISTRICT OBJECTIVES

It is the goal of the Harvey Public School District #38 to provide schools that meet the criteria for accreditation with commendation as established by Cognia (*formerly AdvancED*) and the North Dakota Department of Public Instruction (*ND DPI*), and that graduate students “*Choice Ready*” as defined in law.

To this end the Board will:

1. Submit all required reports to the Department of Public Instruction in a timely manner.
2. Employ qualified administrators as required in the standards for accreditation.
3. Employ only teachers who are licensed by the Education Standards and Practices Board and qualified in their areas in which they teach.
4. Require each teacher to participate in professional development as required by law.
5. Provide a curriculum that:
 - a. Meets the minimum legal requirements.
 - b. Is based on the philosophy and goals of the district.
 - c. Is designed to meet the varying needs of students.
 - d. Reflects the established priorities of the community.
6. Establish a school improvement process that conforms to state and federal requirements.

SECTION I ~ Employment Policy

The quality of both the certified and classified staff is of primary importance in achieving the District's educational objectives. In filling any certified or classified position, the District will seek out and hire the best-qualified person available for the position. It is the policy of the Harvey Public School District to recruit, hire, train, promote, and administer all other personnel actions, without regard to race, color, religion, sex (*as required by Title IX*), age, national origin, disability, marital status, public assistance, or participation in lawful activity off the employer's premises during non-working hours which does not directly conflict with the essential interests of the Harvey School District, in accordance with applicable laws. The Harvey Public School District will not tolerate any discrimination and such conduct is prohibited.

Equal education and employment opportunity is a priority of the Harvey Public School District. If you need special accommodations in relation to a disability, please contact the District Superintendent or the ADA Program Coordinator, at least two (2) weeks prior to the date needed. The requirement not to discriminate extends to educational programs and activities as well as to employment.

You are hereby notified that inquiries concerning the application of all civil rights policy may be referred to the Harvey Public School District Superintendent of Schools, who has been designated as the person responsible for coordinating the efforts of the Harvey Public School District to comply with Title IX, Title VI, Section 504, and ADA including any investigation of complaints alleging noncompliance. The address and telephone number of the Superintendent of Schools is: Superintendent, Harvey Public School District, 200 North Street East, Harvey, North Dakota, 58341. Telephone 701-342-2267 or FAX 701-324-4812.

SECTION II ~ Discrimination & Harassment

It is the policy of the Harvey Public School District to maintain a productive work environment, free from harassment of any kind, including sexual and racial, and from any source, either management, co-workers, students, or visitors. This policy ensures that all employees will enjoy a safe work place free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of management, co-workers, students, or visitors. Specific policy and procedure regarding discrimination and harassment can be found in the Harvey Public School District Board of Education Policy Manual, AAC, AAC-BR's, and AAC-E's.

Grievance Procedure & Appeal Process:

The Harvey 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 and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

It shall be a violation of this policy for any District student or employee to harass or discriminate against another District student or employee sexually or based on any other class protected by law. The District will not tolerate harassment or discrimination 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 person affiliated with a person 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 harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or 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.

For detailed information, please see the Harvey Public School District Board of Education Policy Manual, AAC, AAC-BR's, and Exhibit AAC-E's.

SECTION III ~ Violent & Threatening Behavior

It is the policy of the Harvey Public School District to prohibit acts or threats of violence and threatening behavior by or against its employees. Violations of this policy by employees of the Harvey Public School District will lead to disciplinary action that may include termination of employment.

Violent acts or threats of violence include any activity by an individual that would cause another individual to feel unsafe. Violent behavior may be verbal or nonverbal threats to harm another person or damage property, physical aggression, and harassment of any kind. If you are subject to or become aware of any violent acts or threats of violence, immediately report the matter to your supervisor or a higher level of authority.

Specific policy and procedure regarding threats of violence can be found in the Harvey Public School District Board of Education Policy Manual.

SECTION IV ~ Drug Free Workplace

The Harvey Public School District adheres to the standards of a drug-free workplace. Unlawful use of drugs, possession of illegal drugs, and the manufacturing and sale of drugs in the workplace is prohibited. Violators will be subject to disciplinary actions that may include termination of employment.

Specific policy and procedure regarding employee assistance can be found in the Harvey Public School District Board of Education Policy Manual, DEAA, DEAA-AR, and DEAA-E.

SECTION V ~ Staff Conduct

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state as these affect their work, the policies of the Board, and the regulations designed to implement them.

Since the realization of District goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of School Administration.
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.

5. **Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.**

Licensed Staff:

Licensed staff shall adhere to professional conduct standards developed by the Education Standards and Practices Board and, in the case of school administrators, the Administrator's Professional Practices Board.

SECTION VI ~ Employment Types

- **Certified Staff:** All instructional staff including teachers, counselors, and administrators.
- **Classified / Ancillary Staff:** All support staff including business management, secretarial/clerical, custodial, special education assistants and other aides, food service, transportation, and all other employees not considered certified staff.

SECTION VII ~ District Policies Specific to Certified Staff

General District Rules

1. **Certification:** All certified staff employed by the Harvey Public School District must possess a valid North Dakota Teacher's Certificate and other appropriate credentials as required by law and District policy.
2. **Teaching Assignments:** Teaching assignments will be based on the teacher's training, experience, and certification. Teaching and other assignments are made by the building Principal in consultation with the Superintendent.
3. **School Day:** Certified staff (*teachers*) are to be at school by 8:00 AM and in their classrooms or hallway immediately adjacent to their classroom by 8:10 AM. Teachers are to be available in their classrooms for a minimum of ten minutes following the close of the last period of the day. Teachers are to remain in the building until 3:40 PM, except on Friday, when they may leave after their students have left the building at the end of the school day. Should it become necessary, on occasion, that you must leave the building earlier than the stated times, you are to clear the absences with the building Principal. At no time during the school day, except during your assigned lunch period, are you to leave the building without first notifying the building Principal or the Principal designate.
4. **Lesson Plans:** It is expected that teachers will make lesson plans, in the format determined by the building Principal and/or Superintendent, to provide helpful guides to effective teaching. Weekly Lesson Plans are to be posted on the School District Website (*Planbook link*) no later than 9:00 AM each Monday morning, or the first day of school during a calendar teaching week. A schedule of your classes and your student rosters are to be readily available on your desk as well as in your classroom Emergency Response Kit.
5. **Faculty Meetings:** All staff members are required to attend all faculty meetings as called by the building Principal or Superintendent.

All Junior High and High School teachers will meet on a regular basis as determined by the building Principal to discuss student progress. Each teacher will be assigned a group of students. That teacher will be responsible for contacting the parents of those students at least once each nine-week period to keep the lines of communication open. A log of parent contacts on a form provided by the building Principal will be filed with the building Principal at the end of each semester (*HHS*) / trimester (*ELEM*) period.

6. **Teacher Illness or Absence:** If ill or otherwise unable to be on duty, please call your building Principal or the building secretary as soon as possible. When an absence such as an athletic event or field trip is known in advance, be sure to arrange your classes and supervisory duties with the Principal. If you become ill during the day, check with the Principal and a substitute teacher will be secured. All teachers must have complete lesson plans available in order that a substitute will have a plan to follow.
7. **Certified Staff Sick Leave Bank:** Certified Staff may employ and utilize a Sick Leave Bank to assist fellow employees who may, for circumstances beyond their personal control, exhaust all sick and personal leave available to them according to Policy. After exhaustion of leave and utilization of the sick Leave Bank, any certified staff member, at their own discretion, may *voluntarily* donate their own sick leave to another certified staff member.
8. **Attendance at Lyceums, Pep Rallies and other School Assemblies:** All teachers *MUST* attend every assembly unless prior arrangements have been made with the building Principal. Classroom teachers must attend with their classes. All specialists are to distribute themselves throughout the audience to assist classroom teachers with supervision.
9. **Semester / Trimester Reports:** All teachers are required to submit semester (*HHS*) / trimester (*ELEM*) reports listing all students in each class, grades earned, work covered, failing pupils and the reason for such failures. All reports must be complete and accurate. Other reports or requests for information from the building Principal must be completed in a timely manner.
10. **Year-End Reports and Procedures:** Each teacher is required to complete all final work at the close of the school term. The teacher is responsible for recording all final grades. All keys, grade record books, lesson plan books, and folders with grade sheets must be turned in to the building Principal. Other reports or requests for information from the building Principal must be completed in a timely manner.
11. **Computer Use During Class Time:** Teachers should not use computers or cell phones / mobile devices for “*personal reasons*” during the instructional portion of the school day.

District Rules and Policies Relating to Teacher-Student Relationships

12. **Discipline:** It is imperative that proper conduct and good discipline be encouraged and demanded at the very outset of the school year. This aspect of the school community is

not the responsibility of administration, or a few teachers. Rather, it is a responsibility that everyone must accept!

All teachers are expected to handle discipline within their own classroom. Only the most serious disciplinary cases should be sent to the Principal. Frequently sending students from your classroom may/will give students the impression that you are unable to manage students or handle your own discipline problems. However, you are encouraged to discuss your concerns regarding disciplinary matters with your building Principal at the earliest onset of difficulty. You will receive courteous and professional support from the building Principal. Students who are constant disruptions to the learning process and who interfere with the learning of other students in the class will be removed from the class following appropriate intervention strategies.

Good discipline comes as a result of a well-planned classroom experience. It comes when the pupil and the teacher understand the needs of each other. There is a reason for every single action, good or bad. Analyze everything that tends to create a special problem for us. Be patient, caring, fair, firm, and consistent about handling discipline problems.

Be in the right place at the right time. NEVER leave your class or any students that you are responsible for unsupervised. If you must leave your classroom arrange to have another teacher or the building Principal assist you. Your close proximity to a student or student groups greatly helps prevent discipline problems from occurring.

Whenever a student is sent to the office, it is requested that you furnish a written statement (Discipline Referral Form) as to the reason why the student is being sent. As soon as possible thereafter, visit with the Principal concerning the student and to follow up on the student reporting to the office.

13. Grading Procedure: The following marking system will be adhered to for uniformity in grades in the Junior-Senior High School.

A =	92.5 ~ 100 %	4 Academic Honor Points
B =	84.5 ~ 92.49 %	3 Academic Honor Points
C =	76.5 ~ 84.49 %	2 Academic Honor Points
D =	69.5 ~ 76.49 %	1 Academic Honor Points
F =	Below 69.5 %	0 Academic Honor Points
I =	Incomplete Work	0 Academic Honor Points
P =	Passing Work	0 Academic Honor Points

Grades of "*Incomplete*" should be issued only when students have been unable to complete their work because of a legitimate reason. With exception for special circumstances, all "*Incomplete*" grades must be made up by the student within two weeks or the grade will be recorded as an "*F*". Semester / Trimester grades for all classes will be recorded.

Grades MUST be updated in PowerSchool at least every Tuesday, by Noon.

14. Failure: It may be difficult at times to draw the line between failing and passing a student. Each teacher knows what the student effort and results are, and should make careful consideration of all factors before reaching a decision. Remember it is our vision that "All students will be personally and academically successful." Be sure to give

consideration to any special circumstances. Be sure that all interventions and assistance to students has been attempted. When a student is in danger of failing a class, the student and the student's parents or guardian must be notified at the earliest possible opportunity. You may have to make numerous attempts to contact parents and it is your responsibility to do so. You must also consult and notify the Principal when students are in danger of failing a class. However, do not hesitate to fail a student whose behavior, effort, and class standing warrant such action.

Students who are failing must be reported to the Principal in sufficient time in order that individual conferences may be arranged with the student and/or parents/guardian. Failures may be avoided in this way.

Conferences with parents concerning the progress of their children are encouraged. At times you may wish to have a third party present when in conference with students and parents. The building Principal will be your third party witness should such a need arise.

15. Report Cards: Report cards will be available at the end of each semester (*HHS*) / trimester (*ELEM*) period. Either percentage grades or standards-based assessments will be denoted on report cards. A space for personal qualities is provided on the report card. Tardies and attendance will also be recorded on the report card.

16. Parent-Teacher Conferences: Parent-Teacher Conferences are the official means used by the Harvey Public School District schools to communicate with parents of students. Parent-Teacher Conferences are scheduled by the administration and become part of the official school calendar. However, keep in mind that the more often you communicate with parents the more likely it is that students will behave better and achieve higher levels of success. Never hesitate to contact parents/guardians with concerns about student behavior or progress. However, it is just as important to contact parents/guardians when their children behave well and when they have achieved something outstanding. Tell them about the good things as well as those that need improvement.

17. Textbooks: Textbooks are the property of the District. Texts must be numbered and the number is to be recorded next to the student's name in your record book. Encourage students to take good care of all texts. Students who willfully damage or lose a textbook will be charged the fair value of the text.

Notify the Principal immediately if there is a shortage of texts or workbooks and prepare a requisition requesting additional materials. Incomplete requisitions will be returned to the instructor.

18. Dropping or Adding Classes: Students will be allowed to drop and/or add a class to their schedules for up to five meetings of the class after the beginning of any semester. The building Principal must approve all changes to student schedules. Any existing special circumstances will be considered when making this determination.

19. Student Attendance in Grades K-6: Students in grades K-6 arriving in class after 10:10 AM will be considered absent for the morning. Students leaving school before 1:35 PM will be considered absent in the afternoon. On days when school is in session but busses do not run because of inclement weather, rural students will not be considered

absent. Perfect Attendance Awards will be given to K-12 students who have not missed school and who have not been tardy more than four (4) times during the school year.

20. Absences and Make-up (Grades 7-12): *(See the most recent student handbook)*

21. Tardiness Procedure: *(See the most recent student handbook)*

22. Class Dismissal: At the conclusion of each class period (*bell*), teachers should lead/dismiss classes from their rooms at dismissal time. Do not tolerate either standing at the door or wild dashes to the door.

After dismissing your class, you are expected to stand at your door and supervise corridor traffic. At no time should any teacher dismiss their classes before the bell, unless authorized to do so by the Principal or Superintendent.

23. Corridor Supervision: It is the responsibility of all teachers to supervise hallways in an effort to keep the corridors orderly and free of excessive noise. It is also the responsibility of all staff and students to pick up paper and other articles that make our corridors untidy.

24. Locker Rules: Lockers are assigned to students at registration. The locker is loaned to the student with the understanding that the student is to keep it clean and tidy. Any problems arising relative to lockers are to be reported to the Principal. Lockers remain the property of the District and, therefore, are subject to inspection and searches by the administration when reasonable cause can be determined.

Each faculty member is responsible to see that no locker loitering is allowed. Insist that students quietly close their lockers after using them.

25. Classroom Supervised Study Time: Occasionally some part of an instructional period may be devoted to guided or independent practice of that subject area enabling students to both get help from and confer with teachers who otherwise might not be available for assistance. During any of these time periods, the teacher should ensure that an educational environment continues to exist. Students should not be allowed to visit or conduct activities not related to that class subject area. Make this clear to your students at the onset of your instruction. Discipline problems often arise during these times if not conducted properly.

26. Corridor Passes: Students passing through the halls during instructional time 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. Both teachers should write departure times on all passes. Passes are to be presented for inspection to any teacher when/if requested.

27. Leaving the Building: No teacher may issue a pass for a student to leave the building. If the need arises for a student to leave the building, permission must be obtained from the building Principal. With the exception of open noon hour (*does not apply to grades K-8*), no student should be permitted to drive a personal or school vehicle during the instructional portion of the day unless, of course, the student is either coming to or leaving school for the day.

28. Student Illness or Injury: Any student in grades 7-12 who becomes ill is to be reported to the Principal. Arrangements will be made by the Principal's Office to care for this student. Never send a student home without first notifying the student's parent/guardian and getting clearance from the Principal.

Teachers in the elementary grades are responsible for students who become ill during the school day. Never send a student home without first notifying the student's parent/guardian and getting clearance from the Principal.

All injuries must be reported immediately to the Principal by the supervising teacher, para-educator, coach, etc. in order that proper notification can be made. Staff members are required to complete the form provided to record all instances of student injury and the circumstances under which the injury occurred. Proper supervision of all activities helps prevent injury.

29. Emergency Procedures and Instructions: Emergency alerts will generally be announced over the intercom system or will come via the alarm system. When any particular alert is given, follow established procedures as instructed by the District Administration and the Emergency Planning Guide. The building Principals and the Superintendent will periodically conduct various emergency drills. Any staff member who has information or otherwise becomes aware of dangerous conditions should immediately report this information to the building Principal or the Superintendent.

When any particular alert is given or heard, everyone in the school is to immediately follow emergency procedures, led by professional staff, based on the nature of the alert. All windows should be closed, lights turned off, and doors closed/locked. If procedures call for either leaving or moving to another part of the building, staff should take their Emergency Procedures Kit and walk behind their student groups. Leave calmly, but expeditiously, without running. Students are to move to the designated area. Once at the designated area, staff should immediately account for their students and help ensure their safety. Do not leave the designated area until given the "*all-clear*" by the building Principal or Superintendent, unless it is unsafe to remain there.

30. After Hours Use of School Buildings: Teachers are to notify the Principal of all meetings that are to be held in the building after regular school hours. Students are to be supervised for the full duration of the time they are to be in the building. Never leave the building until all students are gone from the building. Be sure that all doors are locked, windows closed, and lights turned off. Do not allow students not involved in your activity to be in the building, unless another staff member supervises them. Staff members are **NEVER** to give permission for the use of their keys to students or other adults at any time.

As a general rule, all evening activities should be concluded by 10:00 PM, except for Wednesday night, when all activities are to be concluded by 6:00 PM. Wednesday night is designated as "*Church / Family Night*" in the Harvey community. Absolutely no school activities are to be scheduled for Wednesday after 6:00 PM. If unusual circumstances arise, the District Activities Director, with the advice and consent of the Superintendent, is authorized to contact the Harvey Ministerial Association for special reconsideration of this rule.

- 31. Housekeeping:** Keep your room neat and orderly at all times. At the end of each class period, require your students to pick up paper and other items from the floor. Do not leave a dirty or refuse strewn room for either the next teacher or the custodians. When leaving for the day, be sure lights are turned off, desks neatly arranged, windows closed, and doors locked. Keep your door closed and locked with lights turned off at all times when you are not occupying the room.

Required maintenance work should be reported to either the building Principal or Superintendent for assignment to a custodian.

- 32. Appearance and Care of School Property:** Although most students exercise good judgement in the care of the school plant and other District property, sometimes a few are forgetful or negligent with regard to this responsibility. Marking, scratching, writing on school property or otherwise destroying or damaging school property is not to be tolerated. Students and all others will be held responsible for all willful destruction of school property. Any such destruction of school property observed or detected by staff members should be reported to the building Principal or Superintendent immediately.

- 33. Trips by Groups:** Whenever a student group is scheduled to make a trip which involves any part of the school day, the supervising staff member in charge shall prepare a trip roster indicating the students making the trip and the time students are to be excused from school. This roster should be completed at least two days prior to the activity and should include approximate departure and arrival times. The roster should be either copied and placed in each applicable teacher's mailbox or sent electronically to all applicable staff members. A copy should also be made available to the respective food service department if the trip will impact hot lunch counts.

The building Principal and/or Superintendent, and the District Activities Director *must be notified and must approve ALL school trips.*

- 34. Lost and Found:** Items lost or found should be reported to the building custodian.

- 35. Class and Organizational Advisors and Records:** As an advisor you are responsible for all activities of the class or organization. It is your responsibility to see that all activities are properly carried out. Never permit any class or organization to meet unless you are in attendance. You must supervise every meeting and every activity conducted by the group. No organizations are permitted to meet without the approval of the advisor. All class and organizational functions must be cleared with the building Principal at least one week in advance of the activity. All high school class and organizational meetings should be conducted according to acceptable parliamentary procedure. Minutes of each meeting are to be kept on file. Copies of minutes should be made available to the Principal and/or Activities Director.

Lists of class officers along with their duties are to be filed with the building Principal.

- 36. Supervisory Duty:** All certified staff and para-educators are expected to share in supervisory duties for the safety, well-being, and betterment of the school environment. In return for various supervisory duties assigned throughout the school year, each certified staff member and para-educator will receive \$200 deposited in their PowerSchool Lunch Account at the beginning of the school year. The staff member may

use these funds for breakfast or lunch throughout the year at their convenience. This money must be utilized during the 2022-23 school year and is neither refundable nor does it carry over to any subsequent school year.

- 37. Telephone Calls:** Staff members who need to make school related long distance calls during the school year will be assigned a code permitting use of phones for that purpose. In the event a personal long distance phone call must be made by a staff member, permission can be obtained from the building Principal or Superintendent. The District must be reimbursed for the actual cost of the call by the staff member.

Teachers are not to make or take telephone calls, including the use of cell phones, during instructional time, unless an emergency situation exists. Notwithstanding an emergency situation, all calls must be made or taken during your prep period, lunch time, or either before or after school. Furthermore, any messages taken on your behalf will not be delivered during instructional time.

Professional Responsibility

- 38. Ethics:** Practicing professional ethics is a very important aspect in the educational profession. Professional ethics must be practiced every day in every circumstance. At every opportunity, speak positively about our schools, our school district staff, and our school programs. Loyalty of staff is a necessary component of an effective school.

DO NOT criticize the school, any staff member, the School Board, or any phase of the school program either within or outside the school. If you have a problem or a concern with some aspect of the School District, it should immediately be brought to the attention of either the appropriate staff member, or addressed with District Administration.

You are expected to cooperate in all professional and supervisory capacities. **Speak and act as a professional at all times!** The manner in which school staff conduct themselves will have a great deal of influence on the climate of the School District.

- 39. Credit Reimbursement:** Reimbursement for graduate credit(s) must be submitted for payment no later than the school year following the completion of the credit(s). Transcripts must be submitted. Staff members are responsible for maintaining records of credits earned. Lane Change Request Forms must be submitted by the date established by administration of the current school year.

40. Harvey Education Association, NDEA, NEA and other Professional

Associations: The Harvey Education Association and other professional associations can assist each staff member to become a better professional and provide personal assistance. You are encouraged to become an active member in these organizations. However, membership is not required as a condition of employment.

Since the North Dakota Education Association Conference days are no longer within the 183 contracted days, and are no longer paid days, certified staff are free to attend the conference, or to use those days in a manner of their choosing.

- 41. American Education Week:** Observance of American Education Week is the responsibility of the Harvey Education Association.

Miscellaneous Policies

- 42. Daily Announcements-Weekly Bulletins:** Daily Announcements and Weekly Bulletins are published for the express purpose of keeping staff, students, and the public aware of upcoming activities/events.
- 43. Mailboxes:** You will be assigned a mailbox with your name on it. Mailboxes are located either in the main office or in the faculty workrooms. Please collect your mail daily. *Do not send students to pick up your mail!*
- 44. Supplies:** You may obtain supplies from the main office by request. To order items you must accurately complete a requisition / purchase order obtained from the office. The building Principal or Superintendent must pre-approve all purchases. Unapproved merchandise ordered by staff becomes the personal financial responsibility of the staff member placing the order.
- 45. Scheduled Events:** All District activities are placed on the official school activities calendar located at the High School and are posted on the School Web Site. All activities must be approved by the Activities Director, respective building Principal, and/or the Superintendent. An Activities Handbook is available and it is your responsibility to become acquainted with it.
- 46. Requisitions and Purchase Orders:** Purchase order numbers and requisitions must be obtained in the main office and/or from your respective Principal. The Activities Director, building Principal, or Superintendent must give prior approval for all items ordered. Unapproved orders are the personal responsibility of the individual making the order.
- 47. Food Services:** Daily Breakfast and Hot Lunch is available at the established adult rate for all staff members. Tickets may be purchased in the main office. As per Board directive, it is practice that neither students nor staff may carry a food service debt in excess of -\$10.00.
- 48. Outgoing Mail:** Outgoing mail will go out from Harvey High School on a daily basis. Outgoing mail may be placed in the outgoing mail file located in the main office. Mail from the Elementary School is taken to the High School for processing at approximately 1:00 PM daily. Mail received after 1:00 PM will be processed the following regular workday. All school employees are reminded that personal mail is not the responsibility of the office secretary for delivery to the Post Office.
- 49. Copying Machines:** Copying machines are available for educational use. Be careful not to waste paper or damage machines. Report nonfunctional copy machines to either the building Principal or respective school secretary. Do not attempt to fix the machine as all machines are covered under service agreements and a qualified repair professional will be contacted to fix the machine.
- 50. Publicity / News Releases:** It is the responsibility of all school staff to maintain good public relations with the community concerning the endeavors of the school and school programs. Placing information on the school website and/or notifying the newspaper and

other media forms of the accomplishments of those connected with the school are some of the best methods available to present our work to the public. Be watchful of good public relations opportunities, which will project both a positive and professional image.

51. Scheduled Music Concert Practices: Elementary music practice schedules will be given to teacher's one week in advance.

52. Elementary Classroom Parties: Parties may be scheduled at the end of the day. There will be no PE / Music classes the last 60 minutes on the day of the Christmas party. Regular schedules will be followed for any other parties.

53. District Board of Education Policy Manuals: District Board Policy Manuals are available on the School District website⁷. You should become familiar with these policy manuals.

54. Electronic Devices While Driving: All employees are prohibited from conducting District business through the use of electronic devices while driving. All School District employees are prohibited from operating a bus/school vehicle while using an electronic device. These prohibitions do not apply to the use of either the bus radio or cellular phones in the following instances:

- To send or receive a message from the school regarding student ridership or directions;
- During an emergency situation;
- To call for assistance related to a mechanical problem or breakdown. In such instances, the driver shall only use a cellular phone if the bus/vehicle is parked.

For more information, see Policy Manual.

SECTION VIII ~ District Policies Specific to Classified / Ancillary Staff

1. Types of Employment:

- **Full-Time Employees:** Full-time employees work a regularly scheduled, approximately 40-hour week and receive benefits. These employees may work 12 months per year, or less.
- **Part-Time and/or Temporary Employees:** Part-time and/or temporary employees generally work less than 30 hours per week and/or less than 12 months per year.

2. Specific Classified / Ancillary Staff Positions: For specific job descriptions, please see Policy DBCB and DBCB-E of the Harvey Public School District Policy Manual.

3. Probationary Period: Every newly hired employee is considered a probationary employee for the first six months of employment. This period allows the Harvey Public School District to evaluate new employees and allows the employee to become comfortable with their work conditions. Meetings will be scheduled during the probationary period with the new employee and direct supervisor for the purpose of reinforcing positive performance, correcting any areas that need improvement and answering any questions the new employee may have. Termination can result at any time during the probationary period. Employees

needing accommodations to perform the essential functions of their job should request such accommodations from their direct supervisor in writing at any time either during or after the probationary period.

4. **Hours of Work**: The designated workweek is Monday through Friday, though some staff may also be assigned work on Saturday. Normally, full-time employees work up to 40 hours per week. Hours may vary depending on your job description and responsibilities.
5. **Work Breaks**: Work breaks are not mandated by the North Dakota Department of Labor, therefore employees are not entitled to “*take a break.*”
6. **Meal Periods**: You are required to take an unpaid lunch break of at least 30 minutes during the workday if you work more than five hours. Employees are no longer required to clock-in and clock-out for this purpose. You are not to perform any work duties during your lunch break and you are free to leave the premises if you wish (*see ND Minimum Wage & Work Conditions*).
7. **Overtime**: On very rare occasions it may be necessary to work more than 40 hours in a week. The overtime rate of pay will be 1.5 times your regular hourly rate of pay. Double-time is granted to one custodian for up to two (2) hours on Thanksgiving Day, Christmas Day, New Year’s Day, and Easter Sunday for the purpose of checking the heating systems. Any overtime hours are expressly prohibited without prior approval of the Superintendent.
8. **Job Descriptions**: Each employee will receive a formal job description that describes job duties and expectations.
9. **Performance & Evaluation**: You are expected to perform your assigned duties and responsibilities in a professional, positive, and satisfactory manner as defined by your supervisor and according to District policy and procedure. Your supervisor will monitor your performance and provide feedback on how you are doing.

At least once each year your direct supervisor and/or a District Administrator will formally review your work. A written evaluation is prepared and discussed with you. You will have an opportunity to provide a written response to or comment about your review. You will receive a copy of your review.

The District Evaluation for Growth Policy will be followed in conducting the evaluation process.
10. **Compensation**: New hires will be paid at a rate of not less than Minimum Wage with a possible increase at the conclusion of the probationary period. Salary and wage increase are generally given effective with the beginning of each fiscal period July 1st of the current year through June 30th of the following year. The Superintendent will make any salary increase as a recommendation for approval to the Harvey Public School District Board of Education. The Superintendent, with the approval of the Harvey Public School District Board of Education, reserves the right to exceed this rate to fill positions as needed.
11. **Training and Skill Development**: Training is provided as needed to maintain and improve performance skills. All training must be approved in advance by the

Superintendent. The District, at no cost to you, will provide any specialized training required by the District after your initial employment.

12. Personnel Records: Personnel records will be kept on file for each employee at the District's central office. The file will contain evaluation performance instruments and other pertinent data. Records regarding an individual's health, disabilities or accommodations will be maintained in a separate secure file in the Business Manager's Office.

13. Work Absence: If you must be absent from work you are expected to notify your immediate supervisor as soon as is possible. Absences are handled according to your benefits provided through sick leave and/or vacation time. Employees must complete an Absences Request/Report Form, including the building supervisor's approval, and file with the Business Manager's Office prior to receiving paid leave.

14. Dress: Your work attire is generally dictated according to the tasks you perform. However you must always dress appropriately and maintain a well-groomed and clean appearance.

15. Vacation Time:

Years of Service to District	Vacation Days / Year	Carry-Over Days / Year
0 through 10 Years	10	1
11 through 15 Years	15	2
16 + Years	20	3

- a. Certified / Ancillary staff hired at less than full-time who in subsequent years move to full-time status shall be allowed proportionate credit for years of service earned prior to full-time status.
- b. Full-time Certified / Ancillary staff will be allowed to carry over vacation days as indicated in the table above. Staff must use vacation days plus any carry-over days during the July 1st - June 30th fiscal period. Unused vacation days will be paid at ½ the regular rate of pay established for that employee.
- c. Pay for unused days will be made at the end of each July 1st - June 30th fiscal period.
- d. A work-week is defined as five days, typically Monday through Friday.

16. Ancillary unused personal leave balances will be carried forward as sick leave, except one day, which may be carried over as Personal Leave. Personal Leave, except for the single day allowed, does not accrue, or carry forward. Personnel employed for more than one year and leaving employment shall be paid their unused personal leave at their regular hourly rate.

17. Ancillary sick leave accrues and is reimbursed as per job descriptions. See Policy DBCB-E. Retirees unused sick leave is paid out at \$50 / day.

18. Ancillary Sick Leave Bank: A Sick Leave Bank shall be available to Harvey Public School District ancillary staff. The purpose of this bank shall be to compensate employees in the event their regular sick leave days are exhausted due to catastrophic illness and/or injury (*this does NOT cover maternity leave*). If you have exhausted your days due to catastrophic

illness and/or injury, days may be granted. Each participating employee shall invest one-half sick leave day in the bank each year. When the balance gets above 60 days, no days will be taken from their sick leave. When the balance falls below 60 days, each member shall be assessed one-half day the following school year(s) to restore a minimum 60 day balance. Should the Sick Leave Bank become exhausted, ancillary staff may donate additional days to another ancillary staff member.

- **Application:** Any qualified member may apply to the Ancillary Sick Leave Bank Committee for consideration if they have used their own accumulated sick/personal and/or vacation days. Sick leave days drawn from the sick leave bank bear the same burden of proof with the Administration as personal sick leave days.
- **Sick Leave Bank Committee:** The purpose of the Ancillary Sick Leave Bank Committee shall be to oversee the use of the Bank, review all applications, accept or reject the applications, maintain proper balance and provide reasonable assurance that the Sick Leave Bank is not abused. The current committee members are Amanda Buchmiller, Connie Keller, Connie Schneider, Wayne Schneider, and Louisa Harness.
- **Limitations:** Any qualified member of the Ancillary Sick Leave Bank, upon approval of the Sick Leave Bank Committee, may draw from the Sick Leave Bank up to twenty (20) days. These need not be consecutive days.
- **Accounting:** The record of the days in the bank and each qualified member's accumulated sick leave days will be kept by the Business Manager.
- After exhaustion of leave and utilization of the sick Leave Bank, any non-certified staff member, at their own discretion, may voluntarily donate their own sick leave to another non-certified staff member.

SECTION IX ~ General District Policies for All Staff

1. **Property Acknowledgement:** In an effort to protect the safety of employees, students, as well as the best interests of the School District, the Harvey Public School District reserves the right to search an employee's personal possessions, desk, work area, locker, computer documents, e-mail, voice mail, fax transmissions, etc. as needed for safe operation of our schools.
2. **Open Communications:** Open lines of communication are as important in employment as in any other aspect of life. It is the nature of people to, on occasion, disagree, misunderstand, or have questions about decisions made or actions taken. Do your best to work out differences as close to the source of the problem as possible. Most problems can be solved at the first level of supervision. Communicate problems and concerns at the onset.
3. **Grievance Procedure:** On occasion, disagreements may not be resolved satisfactorily for all parties involved. To deal with unresolved disputes, refer to Policy AAC (*Non-Discrimination & Anti-Harassment Policy*), Policy AAC-BR (*Discrimination & Harassment Grievance Procedure*), AAC-E (*Filing a State or Federal Discrimination & Harassment Complaint*), Policy DGA (*Employee Grievance Procedure*) or the Grievance procedure, as defined in Article XIV in the Negotiated Agreement, depending on the type of grievance involved.

4. **Reporting Accidents:** If you are involved in an accident or observe an accident involving school personnel or students, promptly report the incident to your immediate supervisor. Also report any unsafe or hazardous working conditions.
5. **Workers Compensation:** You are covered by Workers Compensation Insurance as required by law to protect employees injured while on the job in the workplace. Report all work-related injuries to your supervisor immediately. Any leave related to Workman's Compensation injury shall be deducted from the employee's sick leave, or the employee may elect leave with no pay.
6. **Sick/Emergency Leave:** Sick/Emergency Leave may be used for yourself, serious illness of your spouse, parents, brothers, sisters, and grandparents.
7. **Holidays:** The Harvey Public School District observes all legal paid holidays for all Classified / Ancillary full-time staff including Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. President's Day is a paid day for full-time ancillary staff whenever school is not in session on that designated day. Certified staff observes all holidays and other days as identified on the Board approved District Calendar. (*See Job Descriptions in Policy DBCB for details*)

If a legal holiday falls on Saturday or Sunday, the preceding Friday or following Monday, respectively, is considered the holiday.

8. **Jury and Witness Leave:**

- a. **Hourly Employees:**
During jury duty or when subpoenaed as a witness, hourly employees shall be paid regular wages based on the number of hours typically worked but not to exceed 40 hours, but shall remit any compensation for jury duty.
- b. **Salaried Employees:**
Salaried employees shall be paid regular wages, but shall remit any compensation for jury duty to the District.

9. **Legislative Duty:** A full-time employee seeking election to the North Dakota Legislature may be granted a leave of absence for the purpose of serving during any regular or special session of the legislative assembly if the leave has been requested and acted upon prior to the candidate filing for election. The leave would be subject to the employee being elected. A person granted such leave shall not be entitled to receive any salary or fringe benefits during the entire term of the leave. If the leave is not granted, the Board may grant a request for release from contract, if requested, without imposing liquidated damages otherwise provided.

Any employee who has been granted legislative leave shall be subject to District Reduction in Force Policy the same as if the employee were not on leave.

Any person who has been granted a legislative leave may take unpaid leave for legislative duties in the succeeding year, in which case the District will provide the substitute. The employee is responsible for the organization and coordination of their regular school

responsibilities. No request for leave will be necessary when such activity does not interfere with the performance of the employee's duties.

10. Meal and Travel Expense Guidelines: Meals are reimbursed at the following rate: Breakfast, \$7.00; Lunch, \$10.50; Dinner, \$17.50. You may charge all three per diem allowances if leaving Harvey prior to 6:00 AM or returning to Harvey after 6:00 PM. Mileage paid when using your own vehicle for District business is reimbursed at the current state rate (*currently \$0.625 per mile*). Payments made by you for evening accommodations are reimbursed at actual cost (*please request State Rates*) and a receipt is required. Vouchers must be completed and returned to the Business Manager's Office for payment. Any travel, for which reimbursement is requested, must be approved by either the Superintendent, building Principal, or Activities Director.

11. Acceptable Use Policy for Use of District Technology: The Harvey Public School District Board of Education "*Acceptable Use Policy*" provides guidelines for use of the internet and other District technology. The policy applies to all users of telecommunications systems that are entered via equipment and access points located at either B.M. Hanson Elementary School or Harvey High School.

Specific policy regarding Acceptable Use can be found in the Harvey Public School District Board of Education Policy Manual, ACDA. Basically, rules prohibit any use which is illegal, inappropriate, or obscene. Remember that all messages sent or delivered via District owned equipment is considered as an open and public record and may be viewed by others. Inappropriate use of computer technology will result in forfeiture of your privileges to use the equipment, and may result in termination of employment.

12. Activity Passes: Each Certified and Classified / Ancillary staff member is provided a pass for self to all *regular* school activities to facilitate admission without charge. In return, all employees receiving a pass will be expected to take a turn working gate at one or more events. All employees are encouraged to be in attendance at school activities as your presence conveys to students and the community your interest in students and their activities.

13. Payday Schedules: All full-time personnel employed either hourly or salaried are paid twice per month on the 15th and last day of the month. When such date falls on a Saturday or Sunday, or on a school calendar holiday, checks will be issued the preceding school day. The first pay period in September will be Tuesday, September 15th, 2022.

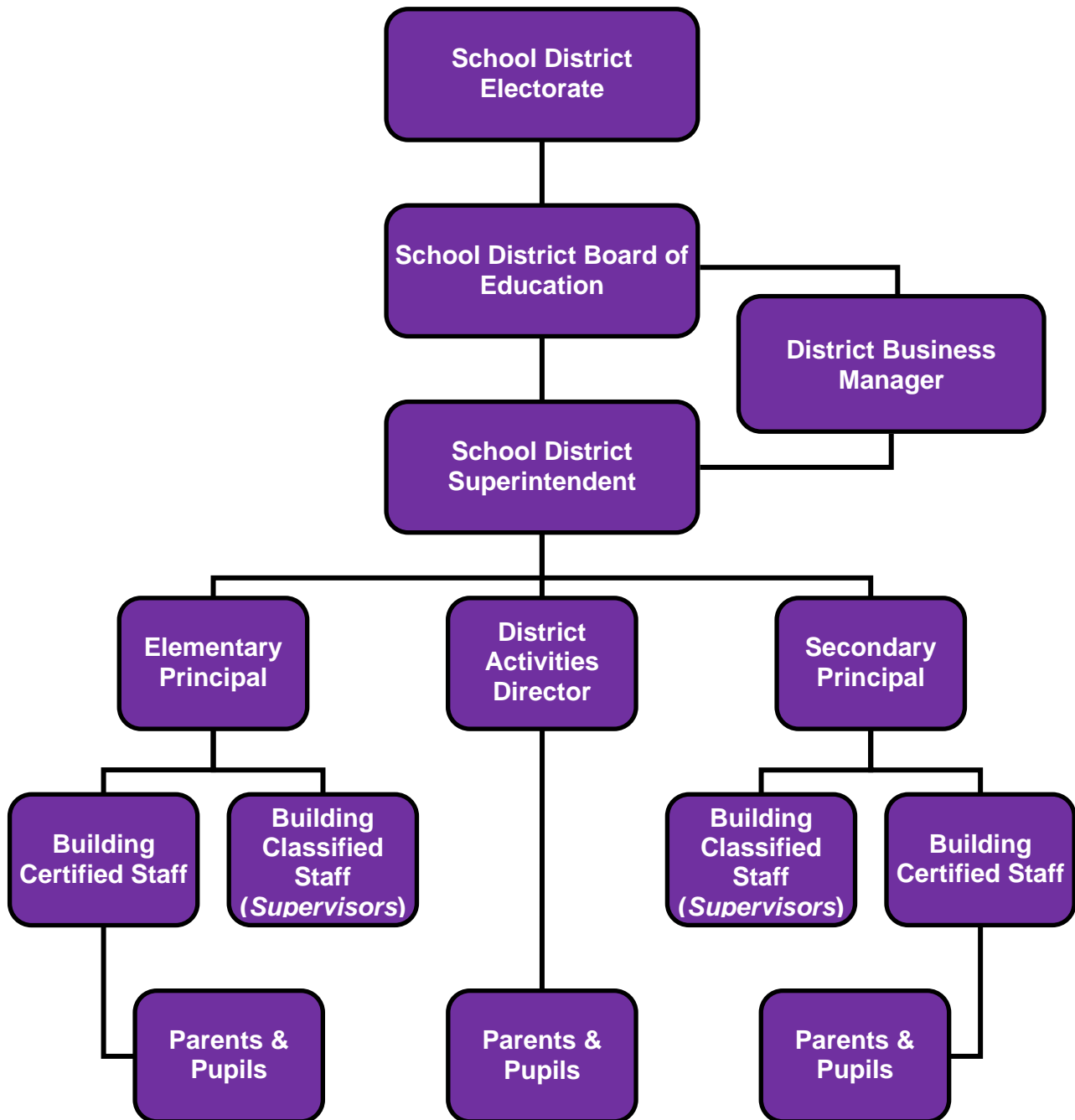
All substitute teachers shall be paid monthly on the last day of the month. When such date falls on a Saturday, Sunday, or school calendar holiday, every effort will be made to issue checks the preceding school day. The pay for a substitute teacher is \$145.00 / day and a hot lunch. For a long-term substitute (*5th day and beyond in the same assignment*), the rate is \$215.00 / day (*minimum annual salary divided by 183 days*).

A pay stub or statement will be provided each pay period indicating the hours worked, the rate of pay, required state and federal deductions, and any authorized deductions.

14. Confidentiality: Given the often sensitive, personal, and confidential nature of the services we provide, it is expected that employees who have access to sensitive information, observe or encounter sensitive situations will consistently and uniformly maintain the privacy and confidentiality of this information.

15. Smoking: At Harvey Public Schools, smoking and any other use of tobacco products is prohibited on *ALL* School District property including all District buildings, grounds, and school-owned vehicles.

The following flow chart represents the direction of authority and responsibility within the Harvey Public School District #38:



EMPLOYEE CONFIRMATION PAGE

I have read the 2022-23 Harvey Public School District's Employment, Personnel, and Policy Manual and both understand and will abide by all content contained within the document.

Employee Signature

Date *

*** This document must be returned prior to the beginning of the school year (August 24, 2022).**