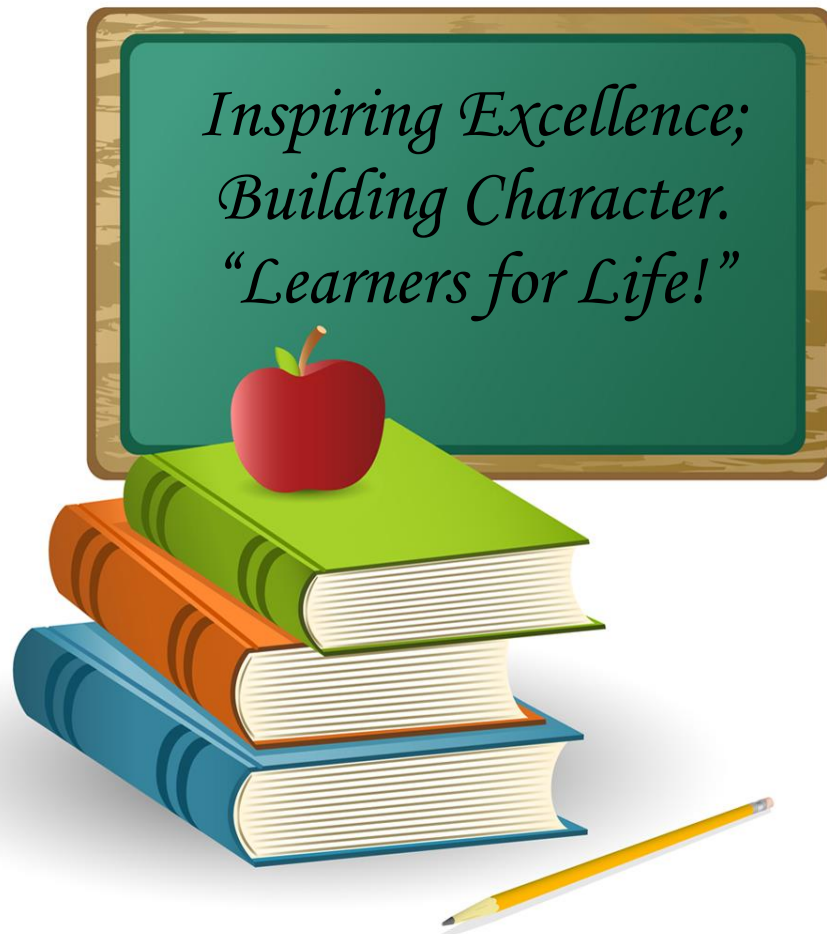


South Heart Public School District #9

Faculty/Staff Handbook

2023-24



Calvin Dean, Superintendent
Jule Walker, Secondary Principal
David Schneider, Elementary Principal
Jerome Hoffman, Activities Director

(Approved by School Board: August 9, 2023)

The South Heart School Faculty/Staff Handbook is intended to be a quick reference guide to provide easily accessible information to commonly asked questions, policies, and procedures. However, this handbook is not intended to be a comprehensive reference for ALL policies and procedures. Faculty/Staff are reminded to become familiar with all South Heart School policies and procedures as well as applicable state and federal laws/regulations.

PHILOSOPHY OF PUBLIC SCHOOLS

[School Board Policy AAA](#)

DISTRICT GOALS & OBJECTIVES

[School Board Policy AAB](#)

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ABSENCES/TARDIES - STUDENTS

- Elementary: Absences are to be reported by the classroom teacher via PowerSchool each morning and afternoon for grades PreK-12 or as directed by the Elementary Principal
- Grades 7-12: Absences are to be reported by the classroom teacher via PowerSchool each class period for grades 7-12 or as directed by the High School Principal
- Activities: Athletic coaches, activity advisors, and all other staff are to notify the School Office by email **at least 2 days prior to the event** when students will not be in attendance during any portion of the school day. This includes athletic events, activity events, and other events in which a staff member is requesting that students not be in attendance in one or more classes in order to attend a school-related activity. Information to the office must include Name and Site of Activity, Date of Absence, Specific Class Periods/Time Missed, List of Students, and Name of Coach/Advisor/Staff member

ABSENCES - STAFF

All Staff are expected to electronically notify the Administration and the Front Office ASAP in the event the Staff member anticipates being absent from school. Substitutes will be scheduled by the Administration, Front Office, or direct Supervisor. In the case of unavoidable unexpected absences, please contact the school ASAP so that proper arrangements can be made.

ACCEPTABLE USE POLICY

[School Board Policy ACDA](#)

ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) required that all public school buildings be inspected or re-inspected for the presence of asbestos every

three years after a management plan is in effect. The same statute also required initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The South Heart Public School District has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and the proper management procedures, is available for public inspection during normal working hours at the South Heart School.

BOARD COMMUNICATION WITH THE PUBLIC

[School Board Policy BGA](#)

BOARD-STAFF RELATIONS

[School Board Policy BFB](#)

BULLYING POLICY

[School Board Policy ACEA](#)

CAFETERIA DUTIES:

Teachers are assigned lunch duty per the negotiated agreement. Other Staff may also be assigned lunch duty by the Building Principal. Those Staff members who are assigned to lunch duty will receive a free lunch.

CLASSROOM INTERRUPTIONS

The classroom should be kept as free from interruptions as possible. Students should not be allowed to leave the room except for emergencies. Telephone calls can and should be made between classes or during the lunch period. Students can be notified at the close of the class period, if they are to make calls. In the case of an emergency call for a student, the student will be notified immediately. Pupils should not be sent to their lockers after the class is in session. The study halls should be as free of interruptions as the classrooms. Staff should also refrain from sending students to other classrooms, teachers, or other staff while classes are in session.

COMPLAINTS

Complaints about Personnel - [School Board Policy KACB](#)

Patron Complaints - [School Board Policy KACA](#)

CONFIDENTIALITY/FERPA

[School Board Policy DEBA](#)

COPYRIGHTED MATERIAL & INTELLECTUAL PROPERTY

[School Board Policy ABCA](#)

CURRICULUM MATERIAL

All curriculum material that deals with possible controversial subject matter must be previewed and approved by the Building Principal. It is strongly recommended that parental permission and notification be given when dealing with topics that may infringe on family values & rights.

DISMISSAL OF CLASSES

Classes are not permitted to be dismissed prior to the bell as this disturbs other classes. Exceptions may be granted by asking for pre-approval from the Building Principal.

DISTRICT PROPERTY AND DISTRICT EQUIPMENT USE AND/OR RENTAL

[School Board Policy ABBB](#)

DRESS CODE - STAFF

All Staff members are expected to professionally dress in accordance with their job requirements and duties. Jeans are not permitted except for Fridays or when prior Administrative approval has been granted.

DRUG & ALCOHOL-FREE WORKPLACE

[School Board Policy DEAA](#)

DRUG & ALCOHOL TESTING PROGRAM FOR EMPLOYEES

[School Board Policy DBBA](#)

ELECTRICAL APPLIANCES

Due to fire code restrictions, electrical appliances may not be allowed in the classrooms. Prior to use, approval must be granted by the Superintendent.

EMERGENCY DRILLS

Fire drills, tornado drills, and other emergency drills will be held as necessary. Exit routes and Emergency Response Manuals are to be posted in all classes, offices, etc. Staff members are expected to be familiar with evacuation and emergency procedures noted in the Emergency Response Manual.

EMPLOYEE USE OF ELECTRONIC DEVICES

[School Board Policy DEAD](#)

EMPLOYEE USE OF SOCIAL MEDIA

[School Board Policy DEBH](#)

ENTRANCE TO THE BUILDING

The official school day at South Heart School is 8:00 am – 3:30 pm. No students may enter the school before 8:00 a.m., unless special assignments, practices, make-up work etc., is scheduled and the student is under the supervision of a staff member. Once school is in session, the only entrance accessible is the door by the central office. Due to safety reasons, staff are encouraged to not allow building access to the public without those persons first checking into the Main Office. All students are expected to leave the school no later than 3:30 unless attending a supervised activity or under the supervision of a staff member.

EXTRA-CURRICULAR ACTIVITIES

Staff members are responsible for the activities they advise and/or coach. Supervision of students is required at all times. At the conclusion of an activity, staff will see that all students are homeward bound and will ensure that school lights are turned off and school doors are locked.

Staff members and spouses may attend school activities at no charge. Complimentary passes will be issued to staff and spouse at the beginning of each school year.

GRADING, MAKE-UP WORK, AND INCOMPLETES

Teachers are required to follow the grading scales and policies listed in the Elementary Student Handbook and Junior/Senior High Student Handbook. Any modification to the grading scale or policy must be approved by the Administration

Teachers are required to record a minimum of 2 assignments, quizzes, or tests per class each week on PowerSchool

Teachers are required to update grades in PowerSchool every week no later than 4:00 pm on Tuesdays throughout the school year

INDEPENDENT STUDY/CORRESPONDENCE CLASSES/ONLINE CLASSES

Students may take courses via Independent Study or through the North Dakota Center for Distance Education. Staff are asked to encourage interested students to see the Building Principal for more information. All courses must be approved by the Building Principal.

IN-SERVICE REQUIREMENTS

Attendance at school in-service dates is required of all Staff as determined by the Administration. PTO leave must be taken for any absence that occurs during an in-service. If a Staff member is absent for an in-service, a make-up session through another workshop that is pre-approved by the building principal may be required.

INSTRUCTIONAL PREP TIME

Teachers are granted instruction prep time as outlined in the negotiated agreement. Teachers who lose instructional prep time shall be compensated in accordance with the negotiated agreement. Lost instruction prep time records are to be kept by individual teachers and submitted to the Building Principal for approval.

LESSON PLANS

Each teacher is required to electronically submit weekly lessons plans to their respective Building Principal. Lesson plans for the upcoming week are to be completed by Monday at 8:00 am.

MEDICATION

Per state law and school policy, disbursement of medication is done only at the Front Office by authorized personnel. Staff members are prohibited from disbursing medication of any kind to students, including prescription and non-prescription medications, including cough drops, any form of pain reliever, etc.

It is very important that all students with signs of ill health be sent to the Main Office and/or Administration. If the student is very ill, staff members should contact the office by intercom.

If a student has an accident or is injured while under your supervision, it is the Staff member's responsibility to give the Administration the complete information concerning the accident. It is very important that all accidents be reported and documented.

If a student in attendance at South Heart Public School is in need of medical treatment, the Administration or Staff member in charge is to notify the parents. If the parents cannot be reached, the Administration or Staff member in charge is to use his/her discretion if an ambulance is to be called or if the student is to be taken to the nearest hospital by automobile.

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

[School Board Policy AAC](#)

PARENT-TEACHER CONFERENCES

There will be two parent-teacher conferences scheduled each school term, once in the fall and once in the spring. Certified staff and other required staff members as determined by the Administration are required to attend all parent-teacher conferences. Exceptions can only be granted by pre-approval through the administration.

PAYROLL

[School Board Policy HCC](#)

PERFORMANCE EVALUATIONS – PROFESSIONAL GROWTH

The Administration will make periodic visits to all classes. Teachers with less than 3 years of experience in the district will be formally evaluated 2 times per year by December 15 and April 15. All other teachers will be formally evaluated 1 time per year by April 15. Ancillary Staff shall be informally evaluated by his/her direct supervisor through verbal communication and/or written documentation if necessary.

PERSONNEL RECORDS

[School Board Policy DI](#)

PURCHASING

[School Board Policy HCAA](#)

REPORT CARDS/PROGRESS REPORTS/PARENT COMMUNICATION

Grades PreK-12 At the midterm and end of each Nine Week grading period, progress reports will be given to parents/guardians. At the end of each Semester, report cards will be given to parents/guardians. Staff members are expected to have reports prepared on time as requested by the Administration.

Grades PreK-12 Teachers are encouraged to contact parents/guardians regularly for reasons which may include, but are not limited to: positive accomplishments/behavior, disruptive behavior, unsatisfactory work, incomplete assignment, etc.

RESTRAINT OR SECLUSION POLICY

[School Board Policy FCC](#)

RETENTION OF STUDENTS

Decisions regarding the retention of a student will be made by a multidisciplinary team (Building Level Support Team) to include the Building Principal, student's teacher(s), other necessary Staff members, and the parents/guardians.

SCHOOL CANCELLATIONS/LATE STARTS/EARLY DISMISSALS

Inclement weather or other reasons may result in school being cancelled, starting late, or dismissing early. Students, parents, and staff will be notified via an automated calling, texting, and email system. Parents and staff are reminded to provide updated current phone numbers to the Main Office to ensure they receive these calls, text messages, and emails.

SEMESTER FINALS

Grades 7-12: All teachers are required to give cumulative semester exams at the end of each semester to students in Grades 7-12. All students are required to take semester tests unless exempted from the test(s) per the Junior/Senior High Student Handbook as determined by the Secondary Principal.

SIGNIFICANT CONTAGIOUS DISEASES

[School Board Policy ACBB](#)

STAFF CODE OF CONDUCT

[School Board Policy DE](#)

[Code of Professional Conduct for Educators](#)

Maintaining Professional Employee-Student Boundaries

[School Board Policy DEBD](#)

STUDENT CUMULATIVE RECORDS

Each teacher should study their students' cumulative records. Staff members are responsible for submitting required records to the Front Office. The Front Office will update all student cumulative records. Building Principals and the School Counselor will check to see that all cumulative records are kept up to date.

STUDENT CUSTODY

[School Board Policy FCBD](#)

SUPERVISION

Staff members are required to supervise the students in their classrooms and while under their direct care in other areas on and off campus at all times. At no time, should students be left un-attended while being the responsibility of a Staff member. All Staff members are responsible for the supervision of students during recess and/or class breaks as determined by the Building Principals.

TEACHER GRIEVANCE PROCEDURE

[School Board Policy DGAA](#)

TEXTBOOKS

All textbooks should be stamped and numbered. Make sure that the textbook inventory records are properly filled out and up-to-date. On the first day of the school year, write the number of the book in your record book, assigned to the student. Staff members are responsible for ensuring that all textbooks are returned to the school in good condition. Staff members are asked to inform the Front Office and Building Principal if textbooks are not returned for any reason or become damaged.

TOBACCO FREE SCHOOLS AND WORKPLACE

[School Board Policy ABBA](#)

UNPAID LEAVE

[School Board Policy DDC](#)

If a staff member has exhausted all available paid leave and wishes to apply for UNPAID LEAVE, unpaid leave applications can be made in accordance to—Unpaid Leave.

WEAPONS PROHIBITION ON SCHOOL PROPERTY—EMPLOYEES

[School Board Policy DEAG](#)

WORK DAY

Staff members are to be at their rooms or assigned stations as indicated below or as indicated by contract/work agreement. Staff members are to remain with the area of assignment(s) during school hours and should remain in the building or on school property until the end of the school day or assigned time. Staff requests to leave school grounds during the school day or assigned time must be pre-approved by the Administration. Late Starts/Early releases: In the event that the school day starts late or is released early due to inclement weather conditions, staff members will not be required to arrive until 15 minutes prior to the start of school and will not be required to remain until the normal dismissal time, but have the option of leaving at any time after the last students have left the buildings

Certified Teachers: 8:00 am – 3:30 pm. Throughout the school year, large staff meetings (elementary, high school, or all staff) may be necessary and will need to be held when students are not present and require supervision. Therefore, these hours may be adjusted for staff meetings prior to 8:00 am or after 3:30 pm, in which case staff members will be permitted to leave prior to 3:30 on other days as compensation as scheduled with the administration.

Ancillary Staff: as indicated on work agreement or as assigned by Administration

YEAR END PROCEDURES

During the last days of the school year, each teacher will fill out the required reports. Requisitions for the following year's needs must be completed and submitted to the building principal by the date requested.