

Grenora Public School
Employee Handbook 2019-2020

THE PURPOSE AND USE OF THE HANDBOOK

This handbook is offered for the purpose of answering many teachers' questions that arise during the school year. It contains policies and procedures discovered in use and accepted for practice from faculty suggestions, which until changed, shall be regarded as in current effect for the Grenora Public School Personnel. Teachers are to use this handbook for the purpose of reference and should FEEL FREE to suggest improvements in its content and use.

GRENORA PUBLIC SCHOOL MISSION STATEMENT

Our mission at Grenora Public School is to provide students with diverse educational opportunities, which will prepare them for the 21st Century.

BOARD RECOGNITION:

The School Board hereby recognizes and delegates to the Superintendent and each Principals the authority to govern day to day operations of the District. A chain of command should ne followed starting with the Principal and continuing to the Superintendent if needed. If the situation is not resolved seek advice from the GEA President to determine if a contract violation has occurred and a grievance could be filed.

GRENORA PUBLIC SCHOOL PHILOSOPHY

PHILOSOPHY: Self-Esteem

We, at Grenora School, acknowledge that positive self-esteem plays a vital role in student morale, individual performance, and general well being. We understand that when basic physical, social and emotional needs go unmet, a person's feelings of self-worth are diminished. We believe, too, that the school is an extension of the learning environment that begins in the home. Children who have their needs met at home develop a strong sense of worth and identity, which makes them more capable of benefitting from organized instruction.

Goal #1: Children will come to school ready to learn, having benefitted from proper nourishment, sufficient sleep, a feeling of safety and security in the home environment, and the knowledge that those who love and care for them perceive them as capable and worthy individuals.

Goal #2: Teachers will create an inviting atmosphere of mutual respect in the classroom where each student feels safe and secure from ridicule and harassment.

Goal #3: In classrooms, students will encounter predictable rules and routines that evoke feelings of security and stability in their environment.

Goal #4: In classrooms and throughout the school, teachers and staff will affirm and extend feelings of "belonging" to all students regardless of their contributions in academics or extracurricular activities.

PHILOSOPHY: A Strong Foundation

We, at Grenora School, recognize the need for students to have a strong foundation, which includes basic skills, thinking skills, and certain personal qualities, and competencies that will

help them to be effective and productive workers in future employment situations.

Goal #1: Each student will display age-appropriate competencies in basic skill areas including reading, writing, arithmetic and mathematical operations, speaking and listening.

Goal #2: Each student will be provided with opportunities to develop such thinking skills as: systems analysis, error analysis, strategy development and selection, metacognitive skills, evaluative thinking, elaboration and study skills.

Goal #3: Each student will be given instructional opportunities that will enhance the following personal qualities in the classroom setting: responsibility, self-management, integrity, honesty, mutual-respect, empathy, and loyalty to democracy.

Goal #4: Each student will learn to effectively allocate and use such personal resources as time, money, materials, and space.

Goal #5: Each student will learn the interpersonal skills needed to effectively work on teams, teach others, and work with people from culturally diverse backgrounds.

Goal #6: Each student will gain the skills necessary to acquire and evaluate data, organize and maintain files, interpret and communicate information, and to use computers to process information.

Goal #7: Each student will demonstrate the ability to select appropriate equipment and tools, and apply technology to specific tasks.

PHILOSOPHY: Individualized Instruction

We, at Grenora School, recognize that all students have different capabilities and rates of learning, creating a need for teachers to modify and individualize instruction.

Goal #1: Teachers will make a planned effort to determine individual ability levels, basic skill levels and experiential background of students, in an attempt to design instruction that is appropriate to individual needs.

Goal #2: Teachers will meet students at their present skill level and move them forward in the curriculum from that point, setting expectations accordingly.

Goal #3: Teachers will promote the importance of special talents and creativity in the classroom, providing opportunities for accelerated learning for students needing extra challenges.

PHILOSOPHY: Variety in Instructional Practices

We believe that students at Grenora School need to benefit from expanded, extended and enhanced instruction, where teachers use a variety of practices and innovative techniques utilizing the newest technologies possible.

Goal #1: Rather than always participating in a passive learning setting where students sit, listen and take notes, students will be engaged actively in the learning process with the use of such techniques as demonstrations, experiments, hands-on learning, debates, cooperative learning, etc.

Goal #2: Instruction will reflect thoughtful planning that includes objectives written to three domains of learning: affective (feelings and attitudes), psycho-motor (hands-on), and cognitive (thinking or reasoning, including objectives from a hierarchy of cognitive levels).

Goal #3: Lessons will be presented to students in three sensory channels--visual, auditory, and kinesthetic (or hands-on)--to accommodate all learning styles.

PHILOSOPHY: Health Practices

We, at Grenora School, believe that good physical and mental health contributes significantly to

an individual's quality of life. We believe, therefore, that beginning at an early age, students should be aware and actively involved in making decisions that affect their personal health.

Goal #1: Each student at Grenora School will develop and maintain a suitable level of physical fitness while learning basic body movement skills and a variety of life-long recreational and leisure activities.

Goal #2: Each student will be provided with instructional opportunities to learn about physical and mental health, nutrition, and safety practices that will lead to a more wholesome and vigorous life.

PHILOSOPHY: Career Education

We, at Grenora School, believe that students should be provided with information that will assist them in future career decision-making. Each teacher at Grenora School is encouraged to devote a given amount of class time to exploring careers related to his/her discipline area.

PHILOSOPHY: Community Involvement

We, at Grenora School, perceive our entire community as a learning environment, with the school representing one avenue for developing human potential. We believe that with a spirit of cooperation and mutual-support, our school and our community can effectively work together to set goals that will provide quality learning experiences for all our youth.

Goal #1: To increase community involvement in the school, local resource people will be utilized whenever possible to share expertise, teach refined skills, or to supply creative energy or manpower.

Goal #2: Through the on-going school improvement process, members of the Grenora community will be invited to participate in the annual evaluation of the school's goals.

BOARD

STATEMENT OF NON-DISCRIMINATION

No student or employee of the Grenora Public School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity conducted by the district.

The school district will treat its students without discrimination on the basis of sex in regards to access and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities as prescribed by Title IX regulations.

In further effort to comply with the regulations, Grenora Public School District has appointed Aaron Rudningen, Superintendent, to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to Aaron Rudningen at the school office or by calling 694-2711, or by contacting the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C.

The school district will not discriminate on the basis of sex in the area of employment, including job advertising, pre-employment requirements, recruitment compensation, fringe benefits, job classification, or promotion and termination.

BOARD MEETING AGENDA & PRE-MEETING PREPARATION

Agenda

The Superintendent, in consultation with the Board President, shall prepare agendas. Persons wishing items to be included in the agenda shall submit those items to the Superintendent no later than five days prior to the meeting. Inclusion shall be at the discretion of the Superintendent and Board President.

Regular Meeting Agenda

The Board shall follow the order of business set up by the agenda unless altered by consent of the members present at the regular meeting. Items may be added to the agenda at regular meetings with consent of [2/3rds] majority of the Board.

The order of business shall be as follows:

1. Call to order
2. Confirm of agenda
3. Approval of minutes
4. Consideration of bills
5. Communications
6. Unfinished business
7. New business
8. Adjournment

Pre-Meeting Preparation

Upon request, local news media representatives and citizens also may obtain copies of board

meeting materials from the superintendent's office. The agenda will be posted in the school building.

Board members are expected to read the information provided them and to contact the Board President or Superintendent to request additional background necessary to assist them in their decision making responsibilities.

PUBLIC PARTICIPAION AT BOARD MEETINGS

Meeting of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at the board meeting, it will be the policy of this board to afford that opportunity in accordance with the following procedures:

Public Participation

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member requests an addition to the agenda of a regular meeting and the board members present approve in accordance with board policy. Members of the public who wish to make formal presentations before the Board shall make request in advance in accordance with the board's agenda setting policy.

The Board may allot a time for public comment on the agenda. When the Board agrees to do this, no individual may speak more than once. When public comment has been permitted, the speaker should:

1. Stand during the appropriate period and be recognized by the President.
2. State name and address for the minutes.
3. Limit comments to no more than five minutes, unless the Chairman waives the time limit.

Groups will be urged to designate a spokesperson. When there is a large number of speakers to be heard or if pressure of business or other circumstances dictate, the Chairman may decide to shorten the length of time allowed each speaker and/or limit the total time to be devoted to public comment.

Complaints

The Board has adopted policies governing patron complaints. The public is required to seek redress through these policies. The public will be prevented from commenting on a topic governed by a complaint policy if the complainant has not followed the procedure contained in policy and/or the policy prohibits the public from bringing the complaint before the Board.

Conduct and Remarks Out of Order

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, s/he persists in improper conduct or remarks.

Questions and Comments by Board and District Administrator

Board members and the district administrator may question a speaker or make comments in response to the speaker's remarks.

Discussion of a Motion

When a motion is before the Board, discussion will be limited to board members and the Superintendent except as the Chairman requests information.

Grievance Procedure

Section 1. Definition and Purpose

Grievance shall mean a complaint by a certified teacher holding a teacher teaching position under the master contract or group of the same, that there has been a disagreement based upon an event or condition about which an employee feels dissatisfaction and must be directly related to the terms of the employee's individual contract with the school district, existing school policies, terms of the negotiated agreement, or administrative policy or decision.

The purpose of the grievance procedure shall be to enable teachers the assurance that the complaint will receive prompt attention.

Section 2. Procedures

Section 2a. Step One - Informal - Verbal

A teacher or teachers with the grievance shall first discuss his/her or their complaint with their principal or immediate superior by:

- a) Expressing his/her or their complaint directly to his/her or their principal or immediate superior, or
- b) Appearing together with the Association representative before his/her or their principal for the purpose of expressing said complaint.
- c) State the complaint is a grievance.

If the complaint refers to the application or interpretation of personnel policies, rules, regulations, or an administrative decision, the principal shall give the Association representative an opportunity to state the views of the Association. Within five (5) working days the principal shall communicate his views to the aggrieved and to the Association representative.

Before resolving the complaint, the principal may consult the next higher level of administration for an opinion; also the Association representative may consult the next higher level of the Association for an opinion.

Section 2b. Step Two – Formal

After an attempt in the above procedure, the aggrieved teacher, or teachers, or the Education Association representative may request that the complaint under consideration

be referred to a grievance committee and thus proceed directly to the more formal process set forth in Step Two of this grievance procedure.

The GEA grievance committee shall consist of local members chosen by the Grenora Education Association.

On proper written notice the Association's grievance committee shall, within five (5) working days, transmit the complaint in writing to the superintendent.

The superintendent or his designated representative shall then work with the grievance committee in full good faith effort to seek an equitable solution.

All meetings held concerning a given complaint under this step may be tape recorded by each party.

Section 2c. Step Three - Formal

If a solution acceptable to all parties concerned is not reached within ten (10) working days after the grievance committee has transmitted the complaint to the superintendent, the superintendent or the grievance committee may request referral in writing of the grievance to the Board of Education.

The Board of Education shall then work with both parties in full, good faith effort to seek a timely equitable solution.

Section 3. Disposition

All decisions reached under this grievance procedure shall be filed with each school administrator and the grievance committee to be used as precedents for further complaints.

Copies of the grievance proceedings shall not become a part of any teacher's personal file.

No reprisals of any kind shall be taken by either party or by any member thereof against a party of interest, or any other participant in the grievance procedure by reason of such participation.

HANDLING OF GRIEVANCES AND COMPLAINTS

The Grenora School Board would like grievances and complaints to be handled by the administration first. Decisions may be appealed to the Board within five days in writing. A hearing will then be set up and the decision of the Board will be final.

ALCOHOL AND OTHER DRUG USE/ABUSE

The school has a clear responsibility to maintain an atmosphere that will promote a quality-learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

Education

This district will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade K-12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The district will also conduct staff orientation and continued training, and parent and community education. This will be done in cooperation with a community Chemical Health Committee. This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

Prohibited Activities

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car or handbag, or when he owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

Prohibited Substances:

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs;
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy FEAA - Administering Medicine to Students, which requires a prior permission signed by the parent for Tylenol and the signed request of the physician and parent for any other medication.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal’s or superintendent’s office. The student’s parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal or superintendent may have the student removed from the school by school, medical, or law enforcement personnel.

Intervention

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student’s ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Grenora Public School encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the attached check list (pg.18) to determine whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be reported to the principal or superintendent.

If the principal or superintendent believes that the student indeed is in need of assistance, they will call the student in for a conference. The counselor, principal, and/or superintendent may receive assistance in how to confront students from a certified addiction counselor.

If, after conferring with the student, the principal or superintendent believes that there is a probability that the student may be chemically dependent, the student and/or the student's parent(s)/guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy at school district expense as a condition for continuing to attend school.

Any student, who is involved in a chemical dependency program for at least three weeks and is successfully addressing his/her harmful involvement with chemicals, may continue in the regular school setting and continue to participate in any extracurricular program. Participation must not be in conflict with rules and regulations set forth by the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, or counselor will be strictly confidential. There are four exceptions:

1. Whenever a staff member learns of a condition that may adversely affect another student, he/she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

Policy Implementation

A copy of this policy will be given annually to each student. In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees, and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. All employees must sign the school register indicating that the handbook has been received. The office will maintain the signed handbook register.

The superintendent or principal will annually conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service training sessions, the superintendent or principal will cause this policy to be individually reviewed with such employee.

The superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review or training.

The Grenora Public School District #99 will review this policy and its implementation annually to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse. Minutes of the school board meeting at which this review takes place shall document the review.

EMPLOYEE ALCOHOL AND DRUG ABUSE POLICY

The school has a clear responsibility to maintain an atmosphere that will promote a quality-learning environment. The misuse of alcohol and other drugs by one employee may endanger the safety and well being of all other employees and all students. It is necessary that our employees be made aware of the danger inherent in making unwise choices about chemical use. Further it is the responsibility of the school to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened. Therefore, the School Board of Grenora Public School District #99 supports the strict enforcement of the following alcohol and drug policy:

1. The use, possession, distribution, dispensing or manufacture of alcohol or any illegal drug is prohibited in any building belonging to or used by the Grenora Public School District or on the grounds of any such building or on any property or in any vehicle belonging to the district or at any school-related activity.
2. The District will form a community Chemical Health Committee of school staff, students and parents (appointed by the Superintendent) to create and oversee long range programs to bring about student and employee awareness and understanding of the dangers inherent in the use of alcohol, tobacco, and controlled drugs and provide information about drugs and alcohol counseling and rehabilitation programs available to students and staff.
3. Violations will result in more immediate action, which may include discharge and notification of proper authorities for prosecution. Due process procedures will be followed in any termination of employment.
4. The District will provide an employee assistance plan as a service to employees of the school in overcoming problems that may jeopardize continued employment and health. This service will provide information for counseling and treatment referral so that employees may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Providing information for referral or treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease. Employees shall be allowed to use sick leave, to the extent accumulated, for chemical addiction treatment if undertaken at a facility approved by the Division of Alcohol and Drug Abuse of the North Dakota Department of Health. However, no employee shall be granted sick leave for inpatient treatment of alcoholism/chemical dependency more than twice.
5. The District will attempt to provide a supportive school environment for students and staff who have been harmfully involved with drugs and alcohol, including those whose families are disrupted by chemical abuse.

This policy shall be distributed to each employee and to each new employee at the time of employment. Agreement to this policy shall become a condition of employment. The district office shall maintain documentation of employee receipt of this information.

ADMINISTRATIVE PROCEDURE IF HARMFUL CHEMICAL USE IS SUSPECTED

1. When behavior that may indicate misuse of alcohol or drugs is observed, a “Record of Behavioral Data” will be completed by the supervisor. The supervisor will not attempt to make allegations or diagnose behavior beyond observed and reported behavior.
2. If accumulated information appears to indicate a high probability that the employee’s job performance is endangered, the supervisor will either conduct an interview with the employee or turn the information over to the superintendent who will conduct the interview. At the interview the employee will be asked to comment on their use of alcohol or drugs.
3. A formal chemical dependency diagnostic interview (and treatment, if the report of the diagnostician indicates a need for treatment) may be made a condition of continued employment if the employee’s job performance is adversely affected.
4. The school will make every effort to provide supportive assistance to those employees who return after completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

NORTH DAKOTA’S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Updated November 22, 2017

Definitions

For purposes of this policy:

- *Electric smoking device* means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah.
- *Possession of Tobacco Products means:*
 - a. Actual physical possession of the tobacco product while on school property;
 - b. Use or consumption of the tobacco product while on school property;
 - c. Tobacco product located in the student’s locker, car, handbag, backpack, or other belongings while on school property; or
 - d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. “Smoking” also includes the use of an electric smoking device. This excludes any FDA-approved nicotine replacement therapy.

- School property is defined in NDCC 15.1-19-10 (6) (b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Tobacco product* means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means. Including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy was established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the Grenora Public School Board establishes the following tobacco-free policy.

Use & Possession Prohibitions

1. **Students:** Possession and/or use of tobacco products by students on school property is prohibited at all times.
2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited
This policy includes all events on school property that are not sponsored by, or associated with, the school at all times.
3. **Additional:** The District will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

The District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

Communicating to Students, Staff, & Public

This policy will be printed in employee and student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other highly visible places in all district schools and property, such as, but not limited to: school playgrounds, athletic fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

The North Dakota Schools Boards Association has developed this policy in collaboration with the North Dakota Department of Health. If you have questions on these templates, please contact the NDSBA at 701-255-4127.

Asbestos:

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate.

In compliance with the AHERA regulations, we recently had our school facilities inspected by an EPA accredited building inspector. During that inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

A copy of the Asbestos Management Plan is available for your review in our administrative

office during regular office hours. Aaron Rudningen is our designated Asbestos Program Coordinator and all inquiries regarding the plan should be directed to her.

We have begun implementing the Asbestos Management Plan. It is our intent to not only comply with, but exceed applicable regulations in dealing with the asbestos issue. We will take whatever steps are necessary to insure that our students, teachers, and employees have a healthy and safe environment in which to learn and work.

CONTRACT INFORMATION

A. School Term: The school term presently consists of 182 days; a school term means the days that school is taught, the number of legal holidays, plus up to three in-service days. A school term may differ from the number of days for which a teacher is under contract.

B. Teacher's Contract: Teachers' contracts are issued for a period of one year. It is requested that teachers declare their intent for the next year as early as possible; thus a greater opportunity prevails for the administration to secure needed staff replacements.

C. Contract Release/Liquidation Damages

It is acknowledged that termination of a contract by the teacher, prior to the completion of the contract terms, results in the damages to the school district. Therefore, if a teacher requests to be released from a contract, the letter from the teacher, in which a release from contract is requested, must be accompanied by a cashier's check, bank draft, or certified check. Penalties for breaking the contract are as follows: from April 1 through June 30 the amount will be \$3,000.00 (three thousand and no/100 dollars), July 1 through July 31 the amount will be \$6,000.00 (six thousand and no/100 dollars), and August 1 until the end of the contracted year the amount will be \$9,000.00 (nine thousand and no/100). These amounts are calculated to offset liquidated damages received by the district due to a broken contract. Nothing contained herein shall be construed to mean that the Board must release the teacher upon payment of the above amount. However, the board may release a teacher from their contract without penalty of extenuating circumstances arise.

Policy Adopted: 06/20/2016

D. Social Security and Teachers' Retirement - Grenora Public School is under the Social Security System. The district contribution is 12.75% towards TFFR and 7.65% (6.2% Social Security, 1.45% Medicare) this year. Likewise, participation in the North Dakota Teachers' Retirement program is compulsory for any teacher who is entering the employ of a North Dakota school employer. The teacher's contribution of 11.75% is applied to TFFR.

E. Certificate Registration and College Transcripts: Each teacher in the Grenora School will present a valid copy of his/her Teacher's License to the superintendent by September 1. In addition, all teachers must present Transcripts for any college credit. This information is necessary for many reports, records, and movement on the salary schedule.

F. The Teacher's School Day: The teacher's day shall begin at 8:15 A.M. and end at 3:50 P.M. Teachers are also expected to be prepared for the next day's work and to remain if

students need help or for parent-teacher conferences or meetings beyond that time if necessary. School will start at 8:30 in the morning and dismiss at 3:30 for the school year. Buses will run on an announced schedule.

G. Health Insurance: A group medical plan for health insurance and a flexible benefit plan are in effect in the Grenora School.

Wednesday Night

If students have obligations on Wednesday evenings that are preapproved by their advisors, they will be allowed to fulfil those obligations. There will be no consequences for the student who missed the school sponsored activity

PROVISIONS OF THE SALARY SCHEDULE 2019-2020 AND 2020-2021

1. The base salary is figured on a 9-12 calendar year.
2. All teachers new to Grenora Public Schools will be placed on the salary schedule in accordance with their years of licensed teaching experience.
3. Extra or co-curricular activities shall be considered as part of the class load. The superintendent shall make the assignments as well as the principals. Participation in extracurricular activities shall be considered for reduction-in-force purposes.
4. All teachers shall be hired for the academic year unless otherwise provided for in the contract.
5. Sixteen in-service hours will equal one (1) credit hour for movement on the salary schedule.
6. The contract shall provide for eighty (80) hours of medical leave for each teacher for each year, cumulative to a maximum of seven hundred twenty (720) hours. Medical leave days are days either the teacher or a member of his or her immediate family is ill. A teacher may use up to two hundred forty (240) hours of accumulated medical leave for maternity leave. If there are any complications authorized by a doctor, teachers may use all other accumulated medical leave. Ten and no/100 dollars (\$10) per day for each day over seven hundred twenty (720) hours accumulated medical leave shall be paid each teacher, not to exceed One Hundred and no/100 dollars (\$100.00) per year per teacher. This is payable at the end of the school year. Full time teaching staff non-renewed to part time will not lose any previously accumulated medical leave, and cannot build more days than their maximum pro-rated medical leave hours.
7. Each contract shall provide for, in addition to medical leave, thirty-two (32) hours of noncumulative emergency leave, thirty-two (32) hours personal leave per year cumulative to fifty-six (56) hours, and sixteen (16) hours of noncumulative professional leave. Personal leave is not to be taken during the first or last week of school without prior administrative approval. A teacher planning to use personal or professional leave will

notify the administration at least five (5) days in advance. Emergency leave, professional leave and immediate family are defined in board policy. Teachers shall be compensated One Hundred and no/100 dollars (\$100.00) for personal days over fifty-six (56) hours.

8. Teachers will be provided One Hundred and no/100 dollars (\$100) per year to use toward expenses to attend a conference in their area. With proof of Registration.
9. A teacher coming into the system may bring in up to Eighty (80) documented days accumulated medical leave for outside teaching up to three (3) years or Two hundred forty (240) hours.
10. Free hot lunch shall be provided to Grenora Public School District contracted teachers for days in attendance during the academic school year.
11. Teacher's pay shall be severed after all medical leave Eighty (80) hours and/or accumulated medical leave (sick bank) have been used.
12. Substitute teacher's pay shall be a policy of the board.
13. If, after contracts are signed, a teacher becomes qualified for a higher lane on the salary schedule due to attendance at summer school, his or her contract shall be changed to the amount corresponding to the higher lane. Notification shall be made to the superintendent of salary change no later than September 1. Credits earned after September 1 will not be applied until the following academic year.
14. If a basic First Aid and CPR course is available locally, teachers will be required to attend and credits given.
15. If there is an opening in the District and a teacher in the District is qualified for the position, he/she may apply for consideration of the open position.
16. No teacher association representative shall be permitted in the school building to talk to the teachers without the knowledge of the building superintendent and/or principal only during after or before school hours. The Association will be permitted to use school equipment and supplies. Any supplies used shall be paid for by the Association. The school building and mailboxes may be used by the Association with the approval from the superintendent.
17. All teachers may be assigned a combination of lunch and ticket selling (gate) no more than four times a school year, unless mutually agreed upon.
18. Each teacher in the system shall move down on the salary schedule for their full time or fractional teaching experience.
All part time staff members will be paid on the salary schedule as follows:
 - a. For teachers coming into the system, credit will be given for fractional years of experience for placement on the salary schedule.
 - b. ½ time staff will receive ½ of an increment.
 - c. ¼ time staff will receive ¼ of an increment.

d. In the event that a teacher in the system moves to full or half time, the board shall total the teacher's part time experience for proper placement on the salary schedule.

e. Part time teachers' benefits will be pro-rated in accordance to their percent of teaching time.

19. If a secondary teacher averages more than six (6) classes, the teacher will receive Ten and no/100 dollars (\$10) per hour for each study hall. The teacher will receive Twenty and no/100 dollars (\$20) an hour for each class period taught when that period is their seventh (7th) class. Any teacher covering any class during their prep period will be compensated \$20.00 per period. Payment to be made at the end of the semester or at the end of the year. All elementary staff teaching a combined classroom shall receive extra compensation of Two thousand two hundred fifty and no/100 dollars (\$2,250) to be pro-rated at 1/180 of the salary schedule if the class is eliminated. Payment to be made at the end of the school year. Teachers must get prior approval by administration before covering classes, and reporting of the above shall be done by filling out a reimbursement form and administration signature.
20. Teacher contracts shall be for One hundred eighty-two (182) day school year, allowing up to two (2) days of in-service training. Board will pay the expense of the workshop and provide a bus for transportation to and from the workshop. Teachers must attend and will be granted in-service credit of one (1) credit hour for every 16 clock hours.
21. Should an article, section or clause of the agreement be declared illegal by a court of competent jurisdiction, that article, section or clause shall automatically be deleted from this agreement to the extent that it violates the law, but the remaining articles, sections and clauses shall remain in full force and effect until opened for re-negotiation at the annual negotiation sessions by either the teachers or the board.
22. Provision for Health Insurance: The health benefit plan allows the following premium compensation: The board shall pay seventy-five percent (75%) of the cost with a minimum of Four thousand five hundred and no/100 dollars (\$4500) for a Single policy, fifty-five percent (55%) for a Single plus Dependent policy, and fifty percent (50%) for a family policy. The board's share shall not exceed the amount of the premium. Payments to be pro-rated over a 9-month period. When both husband and wife are employed by the district, they may each receive the amount of a single policy. In the event that a teacher does not take insurance a cash equivalent in the amount of a single insurance policy benefit shall be paid.
23. Flex spending up to maximum allowed.
24. Guidelines for Salary Schedule. Each Horizontal change on the salary schedule represents (8) credit hours beyond a BA/BS degree in education (BA + 8 = Credit hours). Credits to be applied toward gaining more educational credit on the salary schedule shall meet all of the following criteria:
- All credits will be recognized as long as it is related to the teacher's professional position in the District, upon the attainment of North Dakota teacher certification.
 - Receive prior Administrative Approval.

- c. An official transcript or an official grade report of pre-approved credit must be submitted to the district before an additional horizontal salary increment will be granted. Official transcripts must be on file no later than September 1 of each year. It is the responsibility of the teacher to secure necessary transcripts. Once a teacher has provided the official transcripts, the district shall pay the teacher accordingly retroactive to the start of that school year.
- d. Number 24 on the negotiated agreement shall be reviewed by both parties during the 2019 negotiation period.

CARRYING WEAPONS POLICY

The Grenora School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student or any employee of Grenora School District #99 will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents/guardians or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. If the student has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline and/or placement. Other students may receive alternate placement at the discretion of the Superintendent. Other violation of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

BULLYING POLICY

Definitions

For the purposes of this policy:

- *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 classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes 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 Grenora Public School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

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

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

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

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

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school

staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

- b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention

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

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

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

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

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the

administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Disciplinary & Corrective Measures

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the

educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

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

All decisions and corrective measures by administration are final as are decisions and corrective measures made by the School Board President in allegations against the Superintendent.

Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

HARASSMENT

Harassment of any type has no place in the school setting. The Grenora Public School District #99 will endeavor to maintain a learning and working environment that is free of harassment. The School Board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees. Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation.

SEXUAL HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines, which the school district follows, an employer may be held accountable if a person is harassed by supervisory employees, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees, the employer may be held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action.

A learning and working environment that is free from sexual harassment will be maintained in the Grenora Public School District #99. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sex oriented verbal "kidding," abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person, who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct that may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected

consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

GENERAL SCHOOL INFORMATION

Substitute Teachers: When teachers are in need of a substitute teacher due to sickness or emergency they must call the school office preferably by 7:15 A.M. of the day concerned. If the school office has not been notified by 7:45 a.m. it is the responsibility of the teacher to find a substitute. Whenever possible notification should be given on the previous day or days. If needing a substitute for personal, professional, or any other days it is the responsibility of the teacher to find their own substitute. Teacher absence, due to other than immediate sickness, must receive prior approval of the administration.

Instructional and General Equipment Needs: Supplies of a general instructional nature are found in the supply room and office. All orders must receive approval of the superintendent and be made by purchase order. Unauthorized orders will not be accepted for payment by the district.

Telephone Usage: Teachers may use the school phones for personal phone calls up to the discretion of the administration. **Try to limit school phone calls to 5-10 minutes at the most.**

Animals: No animals shall be allowed on the school campus/athletic complex. Service animals will be allowed in accordance with the ADA.

SCHOOL DISCIPLINE

A. Statement of Policy Governing Corporal Punishment: The 1989 Legislative Session has made the use of corporal punishment in the schools of this state illegal. Consequently, **NO SCHOOL EMPLOYEE ACTING WITHIN THE SCOPE OF HIS/HER AUTHORITY SHALL ADMINISTER PHYSICAL PUNISHMENT TO ANY STUDENT.**

B. Detention of Bus Students: Do not keep after school any students who ride the school bus, except by consent of the principal (see Student Handbook).

C. Student Decorum: Good citizenship requires that a student's actions are such that they do not disrupt the orderly process of school. Students' actions also reflect upon the school and the community in which they live.

D. General Disciplinary Control: Although pupil self-discipline is the ideal theory, until that is achieved in practice, teachers must assume the task of guiding pupil behavior into proper channels of expression whenever they encounter misbehavior. To that end, teachers must share the responsibility in order to make the task as light as possible, and yet as effective as it must be

in a broad and complex situation. No teacher should hesitate to handle any emergency or misbehavior that he/she is at all capable of handling. Cases with which the teacher feels incapable of handling should be IMMEDIATELY referred to the principal for action.

E. EMPHASIZE THE POSITIVE - DE-EMPHASIZE THE NEGATIVE!! In dealing with students, discipline might be interpreted to mean that the students are doing what we wish to have them do. The following suggestions are offered as an effective method of dealing with about 99% of disciplinary incidents.

1. In dealing with inappropriate behaviors, isolate the violator(s) as QUIETLY as possible and deal with each individual involved.
2. In dealing with behaviors that you wish to emphasize, gather witnesses and praise the individual. We have been following this concept for years in our teaching; let it flow over into our behavior management.
3. In dealing with bad attitudes or slight misbehaviors that do not require immediate attention - make a mental note to talk to the individual later.
4. Challenging a student in front of his peers is a no-win situation; many will figure how to get even later. These situations and resulting emotions are not in anyone's best interests.
5. WHEN STUDENTS WANT YOUR ATTENTION, THEY WILL REMEMBER THE METHODS THAT WORK BEST!!
6. If all efforts fail, seek assistance from the administration.

F. Positive to Parents: Parents are our biggest allies in discipline, as well as most other areas of education, but only if we have some credibility with them. Build your credibility with your students' parents by using the Positive-to-Parents early and often.

TESTS AND EVALUATIONS

A. Testing Program: A thorough and efficient standardized testing program shall be maintained. The State Testing Program will be followed as mandated by the Department of Public Instruction. Interpretation of all tests shall be the responsibility of the Vocational Guidance Counselor. Scores from such tests shall be recorded as confidential information in the individual student's cumulative record. Teachers and parents directly concerned may secure this information.

B. Grading System: The grading system throughout the school is a five-letter system consisting of A, B, C, D, F: A (92-100), B (84-91), C (77-83), D (70-76), F (69 & below).

C. Homework: Homework is encouraged for all students. Students should use their time wisely during the school day to get their homework done. When assigning homework teachers should be aware of inter-scholastic and extra-curricular activities and are asked to adjust accordingly.

PUPIL PROGRESS REPORTS

Report cards shall be issued at nine-week intervals in all grades with midterm reports mailed at midterm.

SCHOOL REPORTS AND PUBLIC RELATIONS

The formal, written, official reports of school activities are by no means the only ones that are available to the outside public. Communication to and about students should be kept professional at all times. Be aware of your surroundings when discussing students or confidential information, this includes electronics and social media.

Personal religious or political beliefs are not to be discussed in the classroom. When the teacher is able to provide personal experience of positive, constructive force, the pupil reactions are likely to be a positive force in creating community goodwill toward the school.

SIGNIFICANT INFECTIOUS DISEASES - STUDENT POLICY

In considering the status of a student who is diagnosed as having significant infectious disease such as Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Cytomegalovirus (CMV), or Hepatitis B, the district will abide by the decision of the local Board of Health Significant Infectious Disease committee. This committee consists of the superintendent or designee, the local health officer or other physician designated by the local Board of Health, and the student's physician.

Any change observed in the student's condition that might require reassessment of the student's school day and extracurricular day shall be reported to the superintendent, who shall call a meeting of the committee to consider such reassessment. Should the committee consider at a given time that the student's condition warrants his absence from his school day, it then becomes apparent that other options may be necessary, including a leave of absence, and/or other appropriate arrangements. All records are to be private.

Other Contagious Conditions:

1. Head Lice
2. Pink Eye
3. Strep Throat

Students will be required to leave immediately. Students cannot return until cleared by a school official or physician.

TEACHER CHECK-OUT/END OF THE YEAR

- A. Turn in attendance and grade reports for the term. Make sure grades and attendance are updated in PowerSchool.
- B. Make sure all grades are on report cards.
- C. Return all keys and borrowed items checked out.
- D. Clear all loaned library books.
- E. Turn in complete and accurate requisition data.
- F. See that all books are placed orderly on shelves and storerooms for the closing of school.
- G. Grades on permanent records and cumulative folders are to be turned in to the office.
- H. Room inventories are to be completed and a list of repairs noted.
- I. All textbook requests are to be submitted prior to checkout.
- J. All school fees must be paid before the last day of school or the fees will be deducted from your final check.

Grenora Public School District

Crisis Handbook

District Chain of Command (Person in Charge)

Aaron Rudningen	(H) 406-483-5210	(C) 701-301-0096
Joe Paine	(H) 701-985-2441	(C) 406-942-0044
Shelly Quimby	(H) 701-694-5839	(C) 701-317-1211

Media Procedure:

ATTENTION ALL STAFF: the District Superintendent or his appointed designee will handle the release of information; please refer all media to him. NO STAFF IS TO RELEASE ANY INFORMATION TO THE MEDIA OR THE PUBLIC.

Communication Procedure for Person in Charge

- Step 1: Notify Superintendent/Office
- Step 2: Superintendent/Person in charge calls:
- | | |
|--|----------------|
| Emergency Services-Police/Ambulance/Fire | 911 |
| *District Superintendent | |
| County Disaster | 701-577-7707 |
| Poison Control | 1-800-525-5042 |

Tell the Principal/Office specifically what the emergency is and remain at the site until help arrives.

*The Superintendent will notify the School Board Chairperson and the American Red Cross if necessary.

Alternate School Locations

If the need to evacuate the school exists, you will be notified to evacuate to one of the following locations:

St. Boniface Catholic Church 701-694-3743

St. Olaf Lutheran Church 701-694-3411

Suicide, Serious Injuries, and Death

Suicide Threats:

1. All staff is to take all suicide threats seriously and REPORT them to the Principal immediately.

Suicide, Serious Injuries, and Death:

1. If an incident occurs during school hours:
 - a. Isolate the area.
 - b. Notify the Superintendent
 - c. Superintendent will notify students and parents.
 - d. Escort all students to the designated area provided by the administration over the intercom.
 - e. DO NOT mention "suicide" or details about the death or injury.
 - f. If it is a suicide situation, DO NOT allow anyone to describe the suicide as a heroic act.
 - g. If it is a suicide situation, any special events such as observing a moment of silence, or having an "In Memoriam" page in the yearbook must be approved by the administration.
 - h. If it is a suicide situation, DO NOT glorify the death in any way.
2. If incident occurs after school hours:

- a. The Grenora Public School Phone Tree will be utilized to make the staff aware of any emergency staff meetings.

Hazardous Material Spills or Leaks

Hazardous material spills or leaks inside the school:

1. Wait for proper notification from the office.
2. Follow the proper guidelines for evacuation in the Emergency Procedure Section.

Hazardous material spill or leaks outside of the building:

1. If students are inside:
 - a. After being notified, immediately close all windows.
 - b. Shut off or disconnect any electrical or gas operated appliances.
 - c. All Classrooms are to move to the gym immediately.
 - d. Teachers will need to follow the guidelines implemented in the Emergency Procedure Section.
 - e. All heat, ventilation, and air conditioning units will be shut off immediately, and all doors will be sealed to prevent any excess exposure.
 - f. DO NOT EVACUATE THE BUILDING until advised by the Public Safety Official in Charge.
2. If students are outside:
 - a. Move the students upwind if possible.
 - b. Don't step in or get near any spilled material.
 - c. Follow directions of Public Safety Official in charge.

Severe Weather

In the event of severe weather, keep students in the classroom until further directed.

Tornado

Information regarding tornadoes will be broadcast on the Weather Alert Warning Radio.

1. TORNADO WATCH-Means no funnel clouds have been sighted, but tornadoes can be expected to occur.
 - a. If a Tornado Watch is declared, be prepared to evacuate quickly and be alert for special instructions.
2. TORNADO WARNING-Means a funnel cloud actually has been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.
3. In the event there is a TORNADO WARNING, take the following precautions:
 - a. All classrooms on the exterior of the building, as well as those classes in the gym, auditorium and multi-purpose room, will need to leave. Please refer to Emergency Exit Map posted in the classroom on where you are to relocate.
 - b. Get beneath heavy furniture. Otherwise, lay face down, head covered, along the wall of an interior hallway on the lowest floor available.
 - c. If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

Earthquakes

The school staff and students should be guided by the following:

IF INSIDE:

1. Do not panic. If protected from falling objects, the rolling motion of the earth is frightening, but not dangerous.
2. To protect from falling objects, take cover in this manner:
 - a. Get beneath a desk, table or bench. If possible, cover head with a coat or other clothing to minimize injury.

- b. If not cover is available, get against an inside doorway or crouch against an inside wall and cover your head. Stay away from outside wall, windows, or others expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put and take cover. Do not attempt to run through the building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desks or furniture, get against an inside wall or inside the doorway and crouch.

IF OUTSIDE:

1. Move quickly away from the building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take attendance of students and report to person in charge as soon as safe to do so.
4. Do not attempt to enter a building until authorized to do so.
5. Do not light fires or touch fallen wires.
6. Be alert for instructions from person in charge.

Bomb Threat/Fire

Bomb Threat:

When notified by the office that there has been a bomb threat:

1. Every teacher is responsible for inspecting their classroom for anything unusual. If anything suspicious is found, LEAVE IT UNTOUCHED and report it to the office immediately.
2. If evacuation is necessary, you will be notified by the front office to evacuate and which alternate site you are to report to. Please refer to the Emergency Procedure Section.
3. When leaving your room DO NOT shut off the lights and DO NOT shut the doors. DO NOT allow students to go to their lockers.

Fire:

Follow all the procedures in the Emergency Procedure Section with the following revisions:

1. All staff/students need to evacuate the building immediately; you are required to go 100-300 yards away from the area you exit. Please refer to the Emergency Exit Map posted in the classroom for the exit nearest you, as well as the Crisis Team Member assigned to your exit.
2. When you reach the alternative location, immediately take attendance and report any missing or additional students in your custody to your assigned Crisis Team Member.
3. Follow all other guidelines implemented in the Emergency Procedure Section.

Crisis Response Team/Emergency Procedure

Please refer to the Emergency Exit Map posted in the classroom, for the Crisis Response Team Member assigned to your exit.

Shelly Quimby

Aaron Rudningen

Joseph Paine

All staff will respond as follows:

1. Teachers/Aides will escort and supervise the students assigned to them.
2. Teachers/Aides whose primary responsibility are in the Jr. High and have no students in their custody will report to the Jr. High alternative site.
3. Teachers/Aides whose primary responsibility are in the High School and have no students in their custody will report to the High School alternative site.
4. Teachers/Aides with handicapped children will proceed to bus barn for transportation.
5. District wide staff, in the time of evacuation, report to the alternative site.
6. Kitchen staff will report to the alternative site.
7. Custodians will report immediately to the Principal.

Emergency Procedure:

1. Refer to Emergency Exit Map, posted in the classroom, for the exit nearest you.

2. Announce to students that anyone not present for roll call at the newly assigned location will be considered truant.
3. Prepare students to relocate quickly and orderly, no stopping to get coats, etc.
4. All teachers/staff must take their ATTENDANCE BOOK, GRADE BOOK and their CRISIS HANDBOOK along with them.
5. Any students who are not in their classrooms at the time of the relocation will evacuate with the classroom/staff they are with at the time of the evacuation.
6. Shut doors and turn off lights. (Do not do for bomb threats.)
7. Escort, supervise, and account for the students in your custody.
8. Once you have arrived at your appropriate site, all teachers/staff must take attendance and report any missing or additional students to the Crisis Response Team Member.
9. In the event of an injury, notify anyone on the Crisis Response Team and that person will get medical help.

Intruder

Take all rumors of violence of any kind seriously and report them to the office. All information will be strictly confidential and will not be shared with any students or anyone not employed by the school district.

TEACHER EXPECTATIONS

A. Appearance: Teachers are expected to dress professionally, which will exemplify good taste to the students and community. A teacher's personal appearance should not be of such nature that it would distract from his/her positive influence in relationship to the pupils, but it should contribute to pupil respect and appreciation. **Blue jeans are not acceptable except on special occasions.**

B. Parent Relationships: A parent's regard for the school as a whole is often determined by the nature of his contact with only one teacher, depending also on the pre-conceived opinion he may have. Because many parents have only a few contacts with the school through the teachers, the teacher stands in a very advantageous position for good or ill will.

C. Code of Ethics: Only to the extent that its members know and practice an acceptable code of behavior, both among themselves and among lay contacts, can a school faculty exhibit a professional attitude. We chose our profession and with that comes definite responsibilities. Various codes of ethics have been set down for teachers, generally including such items as:

1. To receive respect from others, be respectable.
2. Do not criticize without a suggestion for improving.
3. Arguing in a controlled manner is OK; losing one's temper is not OK.
4. The child is more important than the subject matter.
5. Be helpful if you expect help from others.
6. Try to understand the other's point of view - he may be right.
7. Genuine praise of another raises you in his esteem.
8. Appraise yourself only by the best in others.
9. Accept yourself as you are, but do not be content to remain that way.
10. Ask yourself--Am I giving 100% each and every day.

D. Attendance of Meetings: Weekly staff meetings will be held at a time determined by administration and staff. An effort will be made to have meetings when all staff can be in attendance.

E. Student Illness: If any student comes to school ill, or becomes ill while in school, report it to the principal or superintendent. Do not send the child home by himself. Call parents, or the principal or superintendent will take him home.

F. Injuries: BE SURE INJURIES AND ACCIDENTS ARE REPORTED IMMEDIATELY TO THE OFFICE.

Teachers are prohibited from using cell phones during instructional time and are encouraged to use them during prep periods and/or lunch hours.

SCHOOL RULES

A. Teachers shall expect to be assigned to details, such as recess duty, supervision of playgrounds, and ticket taking at games and programs as well as other assigned duties. The duty

rosters will be made out by the administration. If there is a conflict in schedule, please find a replacement.

B. Teachers are responsible to notify the administration of any detention.

C. Lesson plans will be used. LESSON PLANS ARE AN IMPORTANT PART OF A WELL-ORGANIZED TEACHER. They are also valuable sources for a substitute teacher who may be called upon at any time. Lesson plans are to be turned in weekly to administration.

D. Teachers will adhere to time schedules regarding recess, eating times, class times, etc. Teachers will leave their rooms only during emergencies. Teachers are expected to be in the halls when classes are coming and going.

E. Teachers must clear all field trips with the administration.

F. Photocopying should be done by each staff member for their individual classes. In case of an emergency, seek assistance from office staff.

G. Keep classroom neat and orderly.

H. Teachers should be prepared for the Grenora School Open House that will occur before the start of school.

I. All books must have the Grenora Public School stamp in them before distribution.

J. Present and discuss any methods of work expected of students; also necessary rules and habits stated in your syllabuses.

Homework/Classroom Assignments

Homework is an important part of the educational process. It not only enhances student knowledge but also teaches responsibility in meeting deadlines. Failure to complete assignments (homework, class assignments/class projects) on time will result in disciplinary actions. A student missing two or more assignments in any class will lose cell phone privileges and be assigned after school detention. These consequences will remain in effect until the homework is completed. Upon completing homework full credit will be received.

Student Discipline Policy

Each of the violations is classified as either a minor or major offense. Each of these areas has been broken down into categories with the consequences listed. If the offense is serious enough the proper authorities will be notified. In the case of suspension, the administrator has the option of suspending the student out of school if the student is a threat, insubordinate, or so incorrigible that in-school suspension is not deemed as a proper alternative.

Major Offense: The degree of the offense will be determined by the administration and/or staff member.

- Physical assault or fighting with another student and/or instigating a fight

- Alcohol, drug, or tobacco usage on school property or at school events. (Refer to student handbook for consequences.)
- Verbal abuse or cursing of any teacher or person of authority.
- Theft, attempted theft, or vandalism of anyone's property on school property or at school activities. (Severity of offense will be determined by administration and/or staff member.)
- Conduct that constitutes a danger to the well being of other students.
- Possessing a weapon on school ground (See “Weapons Policy” in the handbook).
- Leaving school grounds without permission
- Insubordination
- Other

Major Offense Consequences

First Degree

- 1st Offense--Three days of in-school suspension.
- 2nd Offense--Five days of in-school suspension.
- 3rd Offense--Suspension with a possible hearing for expulsion.

Second Degree

- 1st Offense--One day in-school suspension.
- 2nd Offense--Two days in-school suspension.
- 3rd Offense--Five days in-school suspension.

Minor Offenses

- Lack of respect or talking back to teachers or person of authority.
- Disruption in class.
- Swearing or vulgar language.
- Running or other inappropriate behavior in the hallways or classroom.
- Inappropriate dress
- Tardy
- Cheating
- Other

Minor Offense Consequences

- 1st Offense—One hour detention.
- 2nd Offense--One day in-school suspension.
- 3rd Offense--Two days in-school suspension.
- 4th Offense--Removal from that class for remainder of term with no credit.

All offenses will be communicated with parents through this document. The offenses are not limited to those listed above, they are examples.

Definitions of Consequences

Detention--Any student who receives detention as disciplinary action will have 24 hours from the time of notice to make arrangements to make up the time. Failure for a student to make up time as assigned will result in double time for the next day. Failure to make up this time will result in a one-day in-school suspension.

Suspension--Suspension shall be interpreted to mean refusal to admit a student to class for a specified number of days.

Expulsion--Expulsion is dismissal of the student from the school for the remainder of the school term. Such misconduct that would result in more than five days suspension during the school year will result in expulsion.

DISCIPLINE REPORT

Student's Name: _____

Teacher's Name: _____

Incident Date and Time: _____

Incident Description:

Action Taken by Administration:

The following student has been informed of the charges against him/her and has been given the consequences for his/her actions. The purpose of this report is to inform you of a disciplinary incident involving your son or daughter. Your cooperation in working with the school concerning the problem is sincerely appreciated. Any questions pertaining to the action taken should be directed to the principal's office at 694-2711.

Student Signature _____

Date _____

Principal/Teacher Signature _____

Date _____

RECORD OF OBSERVABLE BEHAVIOR

Attendance

1. Frequently absent
2. Frequently tardy
3. Unexplained gaps of time
(e.g. takes 15 minutes to get from one room to another)
4. Frequent attempts to be excused from class
5. On absent list, but in school

Appearance - Health

1. Appears to neglect personal appearance (untidy)
2. Bloodshot eyes
3. Unexplained bruises
4. Changes in facial color and/or degree of alertness from day to day or hour to hour
5. Appears dazed, giddy or out of it
6. Cough (constant, persistent)
7. Dilated pupils
8. Needle or burn marks
9. Runny nose
10. Shaky hands
11. Skin eruptions (sudden change)
12. Glassy, bloodshot eyes, dark glasses
13. Weeping eyes
14. Weight (loss or gain)
15. Falls asleep in class
16. Other

Possible Alcohol/Drug Behavior

1. Selling, delivery
2. Possession of alcohol, drugs
3. Use of alcohol, drugs in school
4. Under influence of alcohol, drugs
5. Odor of alcohol, drugs
6. Talks freely about use
7. Associates with known user(s)
8. Possession of drug paraphernalia
9. Information associates him/her with chemicals

Academic Performance

1. Declining quality of work
2. Declining grades earned
3. Incomplete work
4. Work not handed in
5. Academic failure
6. Perfect (Workaholic)

Disruptive Behavior

1. Verbal threats to teacher or student
2. Threatening behavior
3. Defiance of rules, constant discipline needed
4. Disruptive in class
5. Vandalism (actual or suspected)
6. Thefts or other illegal activity (suspected or actual)
7. Sudden outbursts
8. Obscene language, gestures
9. Frequent visits to lavatory
10. Aggressively sexual to teacher or student
11. Observed fighting

Other Unusual Behavior

1. Erratic behavior
2. Sudden change in friends
3. Mood swings
4. Sudden, unexplained popularity
5. Time disoriented
6. Depression
7. Unrealistic goals
8. Changes in personal values

TRANSPORTATION

SCHOOL VEHICLES

Use of school vehicles is required for school events. Teachers will be paid mileage at the state rate for the use of personal vehicles on school business when no school vehicle is available, subject to administrative approval.

SCHOOL SUBURBANS AND CAR

Suburbans may be used for student transportation. The car will only be used with parental permission when transporting students.

TEXTING

Any individual driving a school vehicle is prohibited from texting.

STUDENT EXTRACURRICULAR TRAVEL

1. The above rules and regulations will apply any trip under school sponsorship.
2. Any student participating in an out-of-town school event will be expected to travel to and from that event on the bus. Exceptions to this will be allowed under the following conditions:
 - a. Administrative approval for all situations regarding travel to events.
 - b. Students traveling home from events will require:
 1. Prior administrative approval; or
 2. Riding home only with parent with coach/director approval
 - c. Under no circumstances will students ride home with anyone other than parents, guardians, teacher, adult relatives, or parents of peer students.

SCHOOL ACTIVITIES

SCHOOL ACTIVITIES

- A. Supervision: It shall be the duty of each activity and/or class advisor to supervise that class or activity organization. All group funds shall be checked through the office for deposit in the School Activity Fund. Organization expenditures must be approved by the office.
- B. Activities Funds: All group funds shall be checked through the office for deposit in the School Activity Fund. Organization expenditures must be approved by the administration.
- C. Fundraising: All school fundraising activities must be pre-approved by administration.
- D. Use of School Equipment and Facilities: The facilities and equipment of the school shall be available to the students and teachers upon arrangement; however, these rules must apply:
 - 1. No room or property may be used without a teacher being in charge of its use.
 - 2. School keys are NEVER given to students.
 - 3. No students will be allowed in the office supply room.
 - 4. School parties must have a definite time for admittance and dismissal, and that time must be observed.
 - 5. The sponsors shall be the last to leave the building and shall be responsible for seeing that no water is running, that all the lights are turned off and all doors and windows closed and locked.
 - 6. All facilities shall be left as they are found.
 - 7. Only approved footwear shall be allowed on the gym floor.

ACCEPTABLE USE POLICY

The Board of Education is committed to the goal of having technology, computers, and network facilities used in a responsible, efficient, ethical, educational, and legal manner in accordance with the mission of the Grenora Public School District.

Acceptable uses of the network are activities that support teaching and learning. Network users are encouraged to use technology, computers, and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions.

Acceptable uses of technology, computers, and the network include, but not limited to:

- Grenora Public School and State Library online catalogs
- NWEA MAP testing
- Network file storage
- Word processing and other software
- Electronic mail
- Accessing databases such as Grolier's Online and ODIN (Online Dakota Information Network)
- Accessing Internet resources such as web sites and United Streaming

Unacceptable uses of computers and the network include, but are not limited to:

- Accessing Internet resources or visiting web sites deemed inappropriate by the staff and administrators of this District
- Violating the privacy rights of students and employees of this District
- Gaining unauthorized access to computer systems or files
- Copying print, software, music or video for use in violation of copyright law
- Inappropriate content in email, other documents or online postings
- Using profanity, obscenity, or other language which may be offensive to another user
- Using the network for financial gain or for intentionally spreading computer viruses
- Downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrades others
- Taking and/or publishing digital images that are inappropriate, embarrassing or harassing to other students or GPS employees
- Intentionally bypassing the state-wide and/or district-based Internet filters

User Signature _____ Date _____

Parent or Guardian

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for GHS to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child's use of downloading material is not in a school setting. I hereby give permission to issue an account for my child. Please return to the GHS administration office.

Parent or Guardian's Name (please Print) _____

Parent or Guardian's Signature _____

Index:

Acceptable Use Policy	45
Alcohol and Other Drug Use/Abuse	8
Asbestos	14
Board	4
Board Meeting Agenda and Pre-meeting Preparation	4
Bullying Policy	21
Carrying Weapons Policy	21
Contract Information	15
Contracted Employee Leave and Substitute Teacher Information	20
Crisis Handbook	30
Discipline	38
Discipline Report	41
General School Information	27
Harassment	25
Homework/Classroom Assignments	38
Mission Statement	1
Negotiated Agreement	16
Non-Teaching Employee Leave Benefits	20
Philosophy	1
Pupil Progress Reports	28
Record of Observable Behavior	42
School Activities	44
School Discipline	27
School Reports and Public Relations	29
School Rules	37
School Vehicles	43

Sexual Harassment	26
Significate Infectious Diseases	29
Student Discipline Policy	38
Student Extra –Curricular Travel	43
Teacher Check-Out/End of the Year	29
Teacher Expectations	37
Tests and Evaluations	28
Texting	43
Transportation	43
Tobacco Policy	12
Wednesday Night	16