



WILLIAMS COUNTY SCHOOL DISTRICT NUMBER EIGHT



Staff Handbook

Vision: Excellence in education

Mission: It is the mission of Williams County School District to provide a safe, secure, equitable and engaging environment that prepares students academically in all subjects culminating in successful citizenship, leadership, career-entry, vocational training, and/or higher education.

Core Values: Excellence in Education; Character and Respect; School Pride; Communication and Collaboration; Safe, Secure, Healthy and Positive Learning Environment; Culturally Welcoming; Community Serving

Table of Contents

Professionalism	1
Confidentiality	1
Colleagues	1
Students	2
Parents	3
Dress Code	4
Staff Hours	4
Student Supervision & Staff Duties.....	5
Daily Procedures	5
Open Record Law and email	6
Student Attendance	6
Cell Phones.....	7
Guidelines for Social Networking Sites	7
Classroom Interruptions	8
Classroom Management.....	9
District Wide Behavior Plan	9
Recess/After School Detention	12
Bullying.....	12
Public Displays of Affection (PDA).....	12
Cheating and Plagiarism.....	13
Lesson Plans	13
Emergency Sub-Folders.....	13
Teacher Observations and Evaluations	13
Special Services	14
Grading.....	15
School Safety Drills.....	16
Communicating to Outside Entities	17
Field Trips.....	17
Fundraising.....	18
Media Permission.....	18
Parent Contact	18
Leave	18
Overtime	19

TABLE OF CONTENTS CONTINUED

Meal Charging 19

Volunteer Lunch Supervision 19

Purchasing 19

Tech Support 19

Acceptable Use Policy 19

Student Chromebook Use 21

Work Orders 22

Bus Loading Procedure 22

Inclement Weather 22

Non-Discrimination & Anti-Harassment Policy 23

Abuse and Neglect Reporting Policy 24

Tobacco Free Office and Schools Policy 24

Policy Manual 24

Position on Evolution, Intelligent Design, and Other Controversial Topics 24

Staff Handbook Receipt Form (to be signed by ALL STAFF) 27

PROFESSIONALISM 101

The administration does its best to find professionals who are an excellent fit for the entire Williams County School District 8 (WCSD8) community. An excellent fit is defined as a person who is positive, respectful, flexible, mature, teachable, and strives to always do what's best for the students. Furthermore, this person provides our students with the highest, moral example of character and ethics. He/she continuously works hard to become a better teacher and professional. The professional recognizes that the success of our school is based on our ability to work respectfully, collaboratively, and in a supportive role with each other. This is done by respectfully asking hard questions and developing ways to solve problems, rather than simply pointing them out. School staff will work together to create a learning environment that is free from clutter, distractions, personal concerns, and biases. Teachers will enter their classroom sites prepared to teach after having planned academically appropriate lessons. Family and personal concerns will not be allowed to interrupt or influence the school environment except in emergency situations.

I. Confidentiality

The U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA"). Written, verbal and electronic information concerning a student or parent is to be held in strict confidence by all employees. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information in student records but also regarding confidential matters learned in the exercise of professional duties. Under no circumstances should this information be discussed with anyone unless authorization is obtained. Moreover, the records must be duly safeguarded against inspection by those who have no right to see them.

Do not discuss such information with other employees unless it is necessary for the educational benefit and/or safety of the individual and/or student. When such exchange of information is necessary, conversations should be held in private. This applies to time spent in and out of school.

Any requests for information from the media should be referred to administration or other authorized district spokesperson.

Divulging any information without authority may be grounds for disciplinary action up to and including termination.

II. Professional Interaction with Colleagues

"Most people are as happy as they make their minds to be." --Abraham Lincoln

WCSD8 staff members are never to gossip or make negative or disparaging comments about other staff members, administrators, or administrative decisions. This type of behavior is highly inappropriate, unethical and in direct contravention of the duties and responsibilities of a professional educator. Any staff member determined to have engaged in such conduct will be subject to discipline. If you have issues or concerns regarding your peers or management, you are obligated to raise and discuss those concerns through appropriate channels in a professional and ethical manner.

Guidelines include:

1. Whenever an issue arises, speak directly with the person who is involved.
2. Help each other to be as successful as you can.
3. Help hold each other accountable; set and maintain a high collegial expectation.
4. Bring all issues up as questions not as accusations.
5. Talk directly with the person, not at or about them... **DO NOT** speak negatively about a coworker, supervisor, staff member, or a student... even if you feel wronged by them. Confront the person directly.
6. Old problems don't always die, but sometimes exist under the surface. Keep short accounts and take care of business while the problem is still small.
7. Communication is the key: use memos, sticky-notes, email or whatever; do whatever it takes to stay plugged in and to plug others in also. Remember to Invite-Inform-Include. Be proactive with all communication!
8. When in doubt, be proactive and self-advocate. Ask around... seek a solution rather than waiting for one to be presented. Professionals always seek the solution.
9. Take the time to be civil: seek first to understand then to be understood.
10. If you disagree with a policy, procedure or decision from your Lead Teacher, the Building Principal, the Superintendent or school board, do one of the following:
 - a. Speak directly with the person who is involved.
 - b. If advice is needed on what to do, seek support up the chain of command.
 - c. Toxic conversations should **NEVER** be tolerated, even if framed with a humorous or sarcastic spin. It's okay to dismiss yourself and avoid any toxicity. Beware of those who are "just venting" and try to redirect them with "What do you think is the solution?" or encouraging them to go up the chain of command to those who can provide support.
 - d. Have respect for another faculty or staff member's discipline or role.
 - e. In all issues of business, contracts (teaching agreements/worksheets), merit pay, or anything extra that any one employee may or may not receive, note that these matters are considered confidential and private. To discuss them publicly is to risk inviting half-truths, innuendo, logical fallacies, and flat-out lies about **your** personal business. Keep private matters private.
10. Conflicts that involve alleged infractions of the negotiated agreement will be addressed through the grievance procedure.
11. Should you be uncomfortable speaking with a colleague, the building administrator will be available for advice and/or mediation.
12. **If you entertain or contribute to negative and toxic conversations, you are complicit in creating a negative culture within your school. Whether we have a positive or negative culture, largely depends on your participation, tolerance, and response towards negativity.**

III. Professional Interaction with Students

1. Under no circumstances should you make derogatory, disparaging, defamatory, degrading, or insulting remarks about a student to anyone at any time, especially in front of the class. Respect their dignity even when you feel you are in the right.
2. To comply with FERPA law, during conversations with others, keep student names anonymous unless there is a need to know. Use, "student" rather than the name. Avoid the temptation to describe the student's appearance or behavior to the point where he/she can be identified.

3. Build a common vision with the skills of your discipline. Words are like razor blades and hold the power of life or death: Use with extreme caution.
4. Issues of home or personal life are sacred... keep them private.
5. Be mindful of physical contact with students. Hugs, handshakes, and pats on the back are appropriate, but used **ONLY** in the presence of others... never behind closed doors
6. Don't put yourself in a position to be alone with any student—keep the door open.
7. **DO NOT** use **sarcasm**.
8. Use of jokes and humor **must** be age appropriate.
9. Professional relationships must be maintained with the students. Avoid even the appearance of unprofessional conduct.
10. Teach expected behavior. Let students know what you want them to do, not what they should not do. For example, instead of “Stop talking!” use, “Students, your job is to work silently and independently.”
11. Have simple rules and be consistent with consequences.
12. **Under no circumstances should students be left unsupervised.**

IV. Professional Interaction with Parents

1. Don't pre-judge parents. The teacher's role is to educate the student, not judge parents.
2. Make every effort to return all parent calls or emails within 24 hours.
3. When you meet with parents, take notes and review them during the meeting to make sure you understand what they want.
4. Make sure you are aware of what you are communicating when talking to parents.
 - Body language sometimes communicates louder than words.
 - It is unacceptable to share frustrations, personal bias, or disagreements with parents about school conditions or decisions made by administration.
5. We are a public school... we serve the public. We must go above and beyond with quality service. Remember to be kind, smile, and be respectful, even if faced with a rude parent.
6. Take responsibility for any misunderstandings and **FULLY** apologize.
7. Do not get in the middle of other teacher/parent issues. Redirect them no matter how comfortable you feel with the parent.
8. Call parents when their children are struggling **and** when their children are doing well.
 - Parent Contact Logs, with at least ten positive parent contacts, must be turned into the building principal at the end of each month.
 - Ensure that parent contacts made to inform parents of struggling students end with a positive comment about the student.
9. Under no circumstances should you tolerate an irate/irrational parent who is not willing to listen to your side of the story. It is acceptable to tell a parent, “I will not continue with this conversation/meeting while you are speaking to me this way.” Do not put up with insults and/or profanity from a parent. Notify the Building Principal immediately if a parent has made you feel uncomfortable or threatened in anyway.
10. **WCSD8** staff members are never to gossip or make negative or disparaging comments to parents about students, staff members, administration, parents, or members of the community.

V. Dress Code

Dress in a manner that exceeds the cultural norm. Our goal is to provide a model to our students and

parents of what professionalism is all about.

Men

- Dress shirts and dress pants. No jeans except on non-instructional days. Sweatpants or shorts are not permitted except for Health/PE. On casual days, shirts must be tucked in.
- Shoes and socks should be conservative—no sandals or flip flops (slides and slippers) of any kind. Dress shoes and dress socks are preferred.
- Ties are not required, but are encouraged. Ties should be knotted to the neck with the bottom just touching the beltline.
- Dress belts must be worn when pants have belt loops.

Women

- Dress on the conservative side. When in doubt, cover it up. Modesty is always key!
- No jeans except on non-instructional days. Sweatpants or shorts are not permitted except for Health/PE.
- Leggings, tights, yoga pants and spandex must be worn under clothing that cover to at least the mid-thigh.
- Dress and skirt length may not be more than 3” above the knee.
- Shoes should be conservative. Dress shoes and stockings/tights/dress socks are preferred. Dress sandals are acceptable.

Additional Info on Dress Code:

1. You represent the school District; dress far above what is expected of the students. The issue of whether faculty dress should exceed student dress code needs careful attention.
2. Clothes must be free of wrinkles (ironed or pressed), tears, and holes.
3. Hats, of any kind, should not be worn indoors (with the exception of special occasions)
4. Hair should be a natural hair color, as determined by the Building Principal.
5. Dress up for any parent-teacher conferences: **Look professional.**
6. Casual Dress Fridays: On Fridays, Faculty and Staff may wear jeans. Every effort must be made to appear professional. For example, jeans should be free of holes.
7. Teachers may request “Dress Code Forgiveness Day(s)” in advance for special occasions, subject to Building Principal’s approval.
8. Tattoos need to be covered while on duty.
9. Inappropriate jewelry (including gauge earrings) as determined by the Building Principal, needs to be removed while on duty.

STAFF HOURS

Certified staff workday is from 8:00AM to 4:00PM Weekly Professional Development days will be scheduled by the building principal from 8:00am to 4:30pm. Fridays, teachers may leave at 3:30pm. Non-Certified employee hours will be set by building principal. **Meeting times and topics may be altered at the discretion of the building principal.**

Certified staff are scheduled for a 184-day term, plus eight hours of “Activities Duty” as assigned/scheduled by building certified staff and district administration. If a certified staff member misses a scheduled Activity Duty due to emergency, it must be made up. Activities Duty are duties beyond the regular school day that could include, but are not limited to, concerts, sporting events, plays, dinners and curriculum related events.

By the Friday after Labor Day the building administration in collaboration with the certified staff will have completed the Activities Schedule indicating the 8 hours of events that each certified staff member will work.

As part of their 184-day contract commitment, certified staff are required to participate in Parent/Teacher Conferences, as determined by the District.

STAFF ABSENCES

Teachers are asked to consider the impact of their absence on students and staff. All staff utilizing sick leave are required to call their Building Principal by 7:30am. If the Building Principal does not answer, leave a voice mail. Use of emails are not a valid method of contact. Leave Forms for sick leave must be turned in **immediately** upon return. Leave Forms requiring prior approval must be **turned in** and **approved** prior to the leave date.

STUDENT SUPERVISION AND STAFF DUTIES

All students must be supervised at all time and safety measures enforced.
Failure to properly supervise will result in disciplinary measures.

Responsibilities while on duty:

1. **UNDER NO CONDITIONS SHOULD STUDENTS BE UNSUPERVISED.**
2. Teacher will notify the office before sending a student to the office.
3. Intervene immediately when encountering inappropriate or aggressive behavior either in play or during transitional movement.
4. Do not dismiss any incident as minor in nature; all situations of questionable behavior should be addressed and dealt with by all staff.
5. Administrators must be informed of circumstances such as bullying, sexual harassment or attempts to physically fight.
6. Report all unsafe equipment or conditions to the office.
7. Teach, model, and supervise appropriate transition hallway behavior that will not disrupt other classes.
8. Teachers must be present in the hallways to supervise students during transitions.
9. Meet and greet students at the door as they enter the classroom.
10. Fighting or altercations should be dealt with immediately. Make every effort to deescalate the situation. Afterward, disperse the crowd while noting any students adding to the situation.
11. All staff are required to enforce the District Wide Behavior Plan (Page 9).

When assigned to a specific duty area, it is **your obligation as a WCSD8 staff member** to be at that area the entire assigned time, and to monitor students for appropriate behavior and safety.

Students in Hallways

Students should **rarely** be in the hallway unattended during instructional time. Staff should not be using students to run errands or complete tasks for them. Legitimate reasons for students to be in the hallway during instructional include:

- Student called to the office
- Student sent to office for illness
- Restroom use (rarely)

Under no conditions should a student be unattended in the hallway without a pass.

Daily Procedures

The following procedures should be carried out by faculty and staff members **EACH** and **EVERY**

school day.

1. Attendance **MUST** be taken by 8:30 a.m.
2. Check email three times a Day
 - Once before school starts
 - Once during teacher planning time
 - Once before leaving school
3. Return phone calls, emails, and messages to parents during planning time or after school.
4. Have students stack chairs, pick up papers, and neaten their desks at the end of the day to assist in cleaning.
5. **Lockers are to be closed and kept neat throughout the day.** Any shoes or boots must be placed in a location determined by the Building Principal.
6. Classrooms, inside and out, should be kept as clean and neat.
7. All assignments and official documents (including Intervention Forms) must include the first and last name of students.
8. **Teachers and staff are required to monitor and police hallways during transition periods.**

OPEN-RECORD LAW

Definition

The North Dakota Public Open Record Law defines an “open record” as any and all recorded information, regardless of physical form (paper, email, computer file, photographs, audiotape, or video tape) that has a connection with how public funds are spent or with the public entity’s performance of its governmental functions.

As employees of Williams County School District #8:

1. Anything stored on a device (computer, flash drive, iPad, eTablet, etc.) that is the property of Williams County School District #8 is subject to search and seizure under the North Dakota Open Record Law.
2. You are provided with an Edutech email account, (K12) to be used for school-related purposes. Any email sent through your K12 accounts are subject to search and seizure under the North Dakota Open Record Law.
3. Self-reflection videos of classroom(s) shall only be shared with the building principal and others upon approval by the building principal.

STUDENT ATTENDANCE

Our school is required to teach students for a certain number of contact hours each school year. It is imperative that we prioritize the daily attendance procedure. Attendance must be taken and entered into PowerSchool by 8:30 a.m. You must check to see that the circle next to the attendance folder registers as green. When the circle is green, it means that the attendance has been officially registered and stored in the system. Attendance means a student is present within the first ten minutes of class. Occasionally a bus may show up late for school. If this is the case, you will be asked to hold attendance until notified. On rare occasions, students may miss the bus and be dropped off by his/her parent. Students who arrive tardy should have a Tardy Slip signed by the school secretary. Do not change their status from absent to tardy, the school secretary will have already done that.

Tardy Procedures

Garden Valley and Round Prairie – Tardy Rule:

Students are expected to report to class by 8:15 a.m. Students will be counted tardy to school if they arrive after the school day has begun.

Missouri Ridge:

Elementary (3-5) Tardy Rule: Students are expected to report to class by 8:10 a.m. Students will be counted tardy to school if they arrive after the school day has begun.

Middle School (6-8) Class Tardy Rule: Students are expected to arrive to their Homeroom by 8:10 a.m. Students will be counted tardy to school if they arrive after the school day has begun. Students have two minutes to transition between periods. A student who enters the classroom after the scheduled transition time will be marked tardy, unless they have a signed Hallway Pass. Students with three or more tardies will be assigned appropriate consequences.

Absence Notification by Parent/Guardian: Every student should attend school regularly when not ill. The parent/guardian must call the **school's secretary** if the student will be absent from school. If the secretary has not received notification of the student's absence by 8:30 a.m., he/she will attempt to notify the parent/guardian. All absences need to be verified by parents/guardians either verbally or in writing.

Ten Day Absence Rule

When students reach ten consecutive unexcused absences, they will be dropped and will need to re-enroll.

Classification of Absences

Unexcused: Unexcused absences include absences in which the parent/guardian fail to notify the school secretary of the child's absence.

Excused: Excused absences are any absences in which a parent/guardian notifies the school secretary of the student's absence.

Make Up of School Work Due to Absence

Students will receive 2 days to make up the class work for each day absent. Special considerations will be made for those students who have lengthy extended absences as provided through the Principal.

CELL PHONES

To maintain consistency with student policies, unless otherwise permitted by the building principal, staff members are expected to leave their cell phone off during work hours. In the event of an emergency staff can be contacted through the school secretary or building principal.

GUIDELINES FOR FACULTY AND STAFF USING SOCIAL NETWORKING SITES

At no time during the school day or from a school-owned device should an employee of the district be on a personal social networking site.

The District strongly discourages teachers from accepting invitations to friend students within these social networking sites. People classified as "friends" have the ability to download and share your information with others. For the protection of your professional reputation, the District recommends the following practices:

Friends and Friending

- Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
- Do not initiate friendships with students.

- If you wish to use networking protocols as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform.

Content

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.
- Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. Once you post something it may be available, even after it is removed from the site.
- Do not discuss students or coworkers or publicly criticize school policies or personnel.
- Do not post images that include students.

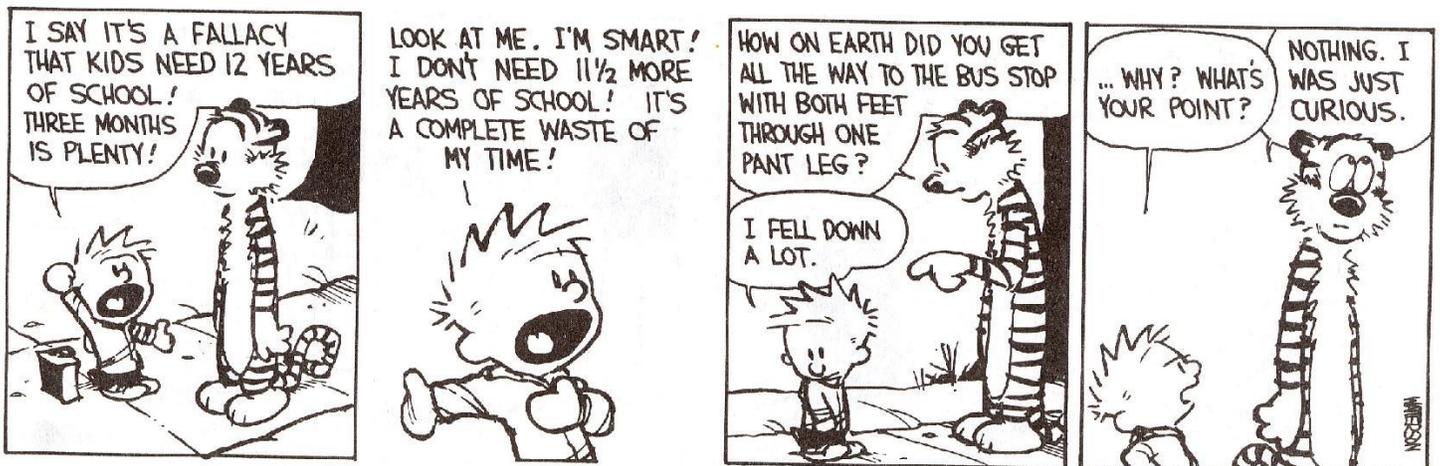
At no time during the school day or from a school computer should an employee of the district be on a personal social networking site.



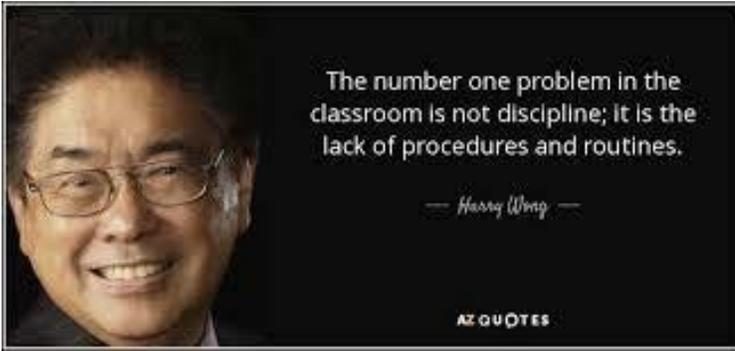
CLASSROOM INTERRUPTIONS

Instructional time for classroom teachers should only be interrupted in cases of an emergency. To minimize interruptions, the following procedure will be in effect.

- **Phone Calls:** During instructional time, telephone calls will be transferred to voicemail. In case of emergencies the principal or secretary will immediately deliver messages.
- **Parent Meetings:** Parents are required to call ahead to make an appointment.



CLASSROOM MANAGEMENT



District Wide Behavior Plan

The District 8 Staff has a moral obligation and are committed to provide the best possible education for our students. They also have a legal obligation to maintain an orderly learning environment. **Students who obstruct the instructional or learning process will be removed from the classroom.** The Staff will utilize the Classroom Support Plan to ensure an orderly

learning environment and to provide our students with opportunities to correct inappropriate behavior. Once the students have progressed through the Classroom Support Plan, they will progress to the Administrative Support Plan.

All District 8 employees supervising students will follow the District Wide Behavior Plan by documenting student behavior on a Behavior Log, prior to writing a Referral to the Principal. Parents will be notified when a student enters the behavioral intervention process and will be expected to follow through with appropriate consequences at home so that further inappropriate behaviors will not continue. **Staff will be held accountable for following the District Wide Behavior Plan and will be evaluated on whether or not they are using it with fidelity.**

The Following District Wide Behavior Plan is in Effect at ALL District 8 Schools:

CLASSROOM RULES

- Come to Class Prepared
- Follow Directions
- Be Respectful
- Participate
- Do Your Best Work

CONSEQUENCES

- Warning
- *Think-it-Through* Form and Parent Contact
- Loss of Value Time
- Referral to Principal

POSITIVES

- _____
- _____
- _____

ADMINSTRATIVE ACTION PLAN

<u>Level 1</u>	<u>Level 2 - Severe</u>	<u>Level 3 - Extreme</u>
<p>Step #1</p> <ul style="list-style-type: none"> Admin Counseling Lunch Detention (2 days) Parent Contact Principal's Option <p>Step #2</p> <ul style="list-style-type: none"> Admin Counseling Lunch Detention (3 days) Parent Contact (Phone) Principal's Option <p>Step #3</p> <ul style="list-style-type: none"> Admin Counseling Lunch Detention (5 days) Parent Contact (Phone) Principal's Option <p>-Progress to Level 2</p>	<p>Step #1</p> <ul style="list-style-type: none"> Admin Counseling After-School Det. (1 Day) Parent Conference Principal's Option <p>Step #2</p> <ul style="list-style-type: none"> Admin Counseling After-School Det. (3 Days) Parent Conference Principal's Option <p>Step #3</p> <ul style="list-style-type: none"> Admin Counseling After-School Det. (5 Days) Parent Conference Principal's Option <p>-Progress to Level 3</p>	<p>Step #1</p> <ul style="list-style-type: none"> Admin Counseling Parent Conference 1 Day ISS/OSS Re-entry Meeting Principal's option <p>Step #2</p> <ul style="list-style-type: none"> Admin Counseling Parent Conference 3 Day ISS/OSS Re-entry Meeting Principal's option <p>Step #3</p> <ul style="list-style-type: none"> Admin Counseling Parent Conference 5 Day ISS/OSS Re-entry Meeting Principal's option <p>Step #4</p> <p>Students who reach this level will be suspended from school for up to 10 days and may be recommended for expulsion or change of placement</p>

The following incidents include, but are not limited to, behavior that will result in immediate placement on the Level 2 - Severe:

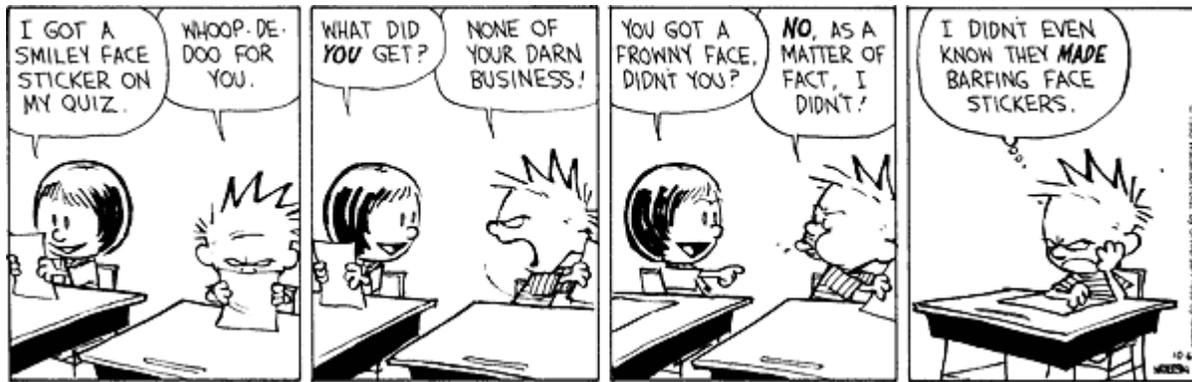
- Overt Defiance
- Fighting
- Public Displays of Affection with peers
- Bullying (see definition below)
- Threatening
- Harassment
- Vandalism
- Theft
- In possession of, using, or purchasing tobacco or e-cigarettes

The following incidents include, but are not limited to, behavior that will result in immediate placement on the Level 3 - Extreme:

- Possession of, using, or purchasing alcohol, other drugs and/or drug paraphernalia
- With someone in possession of, using, or purchasing alcohol, other drugs and/or drug paraphernalia
- Assault
- Threat of violence or bodily harm
- Possession of weapons

Positives

Required by the teacher but may be determined or approved by the Building Administrator.



***Loss of Value Time/Privilege**

Student may miss a small amount of time during recess or a planned activity. The teacher is responsible for assigning the location of the loss of time/privilege.

The Rule of 3

Students who reach a specific level for three consecutive days will automatically start at that level. Students can return to begin at the “Warning” level after three consecutive days of appropriate behavior.

Students will automatically be referred to the Building Administrator for the following:

Overt Defiance, Vandalism, Fighting, Assault, Weapons, Matches, Lighters, and Controlled Substances including drugs, alcohol, tobacco and e-cigarettes. Students referred to the Building Administrator for any of those instances will automatically be placed at the Severe or Extreme Levels (see Administrative Support Plan below)

Overt Defiance is defined as a student who is purposely noncompliant to a staff member’s request that results in a disruption of instruction.

Students should NOT be sent to the Building Administrator for instances of ***Covert Defiance***. Covert Defiance is defined as a student who is refusing to comply without disrupting the class. In instances of Covert Defiance parents should be contacted and the student should be referred to the RTI Team.

Following an occurrence, the referring staff member is required to follow up with a phone call to parents by the end of the day. If a phone contact cannot be made, the teacher is required to write a letter to the parent and send it through U.S. Mail. The letter must then be placed in the student’s Discipline Folder in the Building Administrator’s Office.

When behavioral issues occur:

All infractions should be dealt with swiftly and without prejudice. **Strict adherence to the District Wide Behavior Plan is expected.**

Students who progress through the *Classroom Support Plan* should be written up immediately on an *Intervention Form* to progress to the *Administrative Support Plan*. Document, document, document! Teachers are required to document infractions. Adequate documentation allows administration to pick up on chronic behavior and prevent its continuance and allows us to provide evidence to parents that several interventions have been attempted, prior to writing the Intervention Form.

Students receiving an Intervention Form must be escorted to the office by a staff member. Do not leave students unattended.

Intervention Forms should be written up for students who have progressed through the Classroom Support Plan, are overtly defiant, and/or for Severe and Extreme infractions. Please be as specific and objective as possible. Never include another student’s name on an Intervention Form.

Administrative Support Plan

Steps are progressive depending on where they start on the plan.

The following incidents include, but are not limited to, behavior that will result in immediate placement on the Severe Level:

- Overt Defiance
- Fighting
- Public Displays of Affection with peers
- Bullying (see definition below)
- Threatening
- Harassment
- Vandalism
- Theft
- In possession of, using, or purchasing tobacco or e-cigarettes

The following incidents include, but are not limited to, behavior that will result immediate placement on the Extreme Level:

- Possession of, using, or purchasing alcohol, other drugs and/or drug paraphernalia
- With someone in possession of, using, or purchasing alcohol, other drugs and/or drug paraphernalia
- Assault
- Threat of violence or bodily harm
- Possession of weapons

Level 1

Step #1

Admin Counseling
Lunch Detention (2 days)
Parent Contact
Principal's Option

Step #2

Admin Counseling
Lunch Detention (3 days)
Parent Contact (Phone)
Principal's Option

Step #3

Admin Counseling
Lunch Detention (5 days)
Parent Contact (Phone)
Principal's Option

-Progress to Level 2

Level 2 - Severe

Step #1

Admin Counseling
After-School Det. (1 Day)
Parent Conference
Principal's Option

Step #2

Admin Counseling
After-School Det. (3 Days)
Parent Conference
Principal's Option

Step #3

Admin Counseling
After-School Det. (5 Days)
Parent Conference
Principal's Option

-Progress to Level 3-

Level 3 - Extreme

Step #1

Admin Counseling
Parent Conference
1 Day ISS/OSS
Re-entry Meeting
Principal's option

Step #2

Admin Counseling
Parent Conference
3 Day ISS/OSS
Re-entry Meeting
Principal's option

Step #3

Admin Counseling
Parent Conference
5 Day ISS/OSS
Re-entry Meeting
Principal's option

Step #4

Students who reach this level will be suspended from school for up to 10 days and may be recommended for expulsion or change of placement

RECESS/LUNCH DETENTION

Teachers have the authority to assign a student Recess or Lunch, outside of the Administrative Support Plan. If a teacher assigns Recess, Lunch, or After School Detention, he or she is responsible for supervising his/her own detention.

Administrative Detention is reserved for “Level 1” infractions through the Administrative Support Plan.

AFTER-SCHOOL DETENTION

Students who have progressed to the Administrative Support Plan of the District Wide Behavior Plan may be given After-School Detention **by an administrator**. After School Detention will be assigned for a minimum of one-half hour (1/2). Transportation home will **not** be provided by the school but will be the responsibility of the parent/guardian. Parents will be given 24-hour notice, if necessary, so they may make arrangements for transportation.

BULLYING

District 8 has zero tolerance for bullying. No person, including district students, staff members or volunteers shall engage in bullying behavior. All incidents will be taken seriously.

Consequences will be administered in compliance with the District behavior management plan and School Board Policy ACEA. Police involvement will be pursued in cases where it is deemed appropriate.

In accordance with **NDCC 15.1-19-17** “Bullying” is defined as:

1. “Bullying” means:
 1. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the public school; or
 2. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the public school.
2. “Conduct” includes the use of technology or other electronic media.

PUBLIC DISPLAYS OF AFFECTION

Public Display of Affection—or PDA—includes physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at school or a school-sponsored activity between two students typically in a relationship. Williams County School District 8 has a zero-tolerance for Public Displays of Affection.

CHEATING & PLAGIARISM

A student shall not cheat, plagiarize, lie, or forge any documents. Any violation will result in immediate, appropriate consequences, based upon the severity of the situation, as determined by the classroom teacher and Building Administrator.

LESSON PLANS

Teachers will hand in lesson plans each week to their Building Principal. Lesson plans should be typed using the designated format and turned in to the Building Principal's Office. Lesson plans for the coming week will be turned in by Monday morning at 8:00 a.m. Building Principals have the discretion to adjust due dates and format of lesson plans.

Essential Lesson Plan Components:

1. Lesson Objectives and Standards
 - a. What will students be able to do when the lesson is completed?
 - b. List State Standards.
 - c. Objectives are specific, measurable and observable.
 - d. Student Friendly Objectives (I Can Statements) **must be posted.**
2. Instruction
 - a. Activities, page numbers of texts, workbooks, or other materials.
 - b. Refer back to the objective.
3. Guided/Independent Practice
 - a. Teacher directed and monitored practice
4. Formative Assessments
 - a. Methods used to assess student mastery (Examples: questioning, observing, exit cards, mini-quiz, checkpoint, etc.)
5. Closure
 - a. Restate the objective as a question and a statement to further check for understanding

Emergency Sub-Folders:

Every teacher should have two Emergency Sub-Folders and should be placed in a location determined by the Building Principal no later than the Friday before Labor Day. Each folder should consist of one complete day of instruction. Lessons should be designed so that they can be easily delivered by a substitute.

TEACHER OBSERVATIONS AND EVALUATIONS

District 8 implements an evaluation process based on the Marshall Model. The model provides an opportunity for the teacher and principal to work together toward teacher growth. The administrator will collect data through informal and formal observations based on:

teacher goals, professionalism, fidelity to programs, and administrator expectations.

Teacher Evaluations

Veteran Teachers (three or more years in district):

- One formal evaluation per year must be completed by March 15.

New Teachers (less than three years in the district):

- Two formal observations per year: 1st must be completed by December 15th and the 2nd by March 15th

Special Services

M.T.S.S. (Multi-tiered System of Support)

Teachers are required to utilize and document interventions per the M.T.S.S. Process prior to referring students for Special Education Services.

1. IEP and 504

- a. IEP = Individual Education Program
 - Determined difference in ability (low or high) that requires special services from both a trained special education teacher and/or other professionals (physical therapist, occupational therapist) and a classroom teacher
 - Reviewed annually
- b. 504 = Reasonable Accommodations
 - Medical determination for classroom accommodation
 - Physical disabilities that impacts learning
 - Updated annually

2. Legal requirements

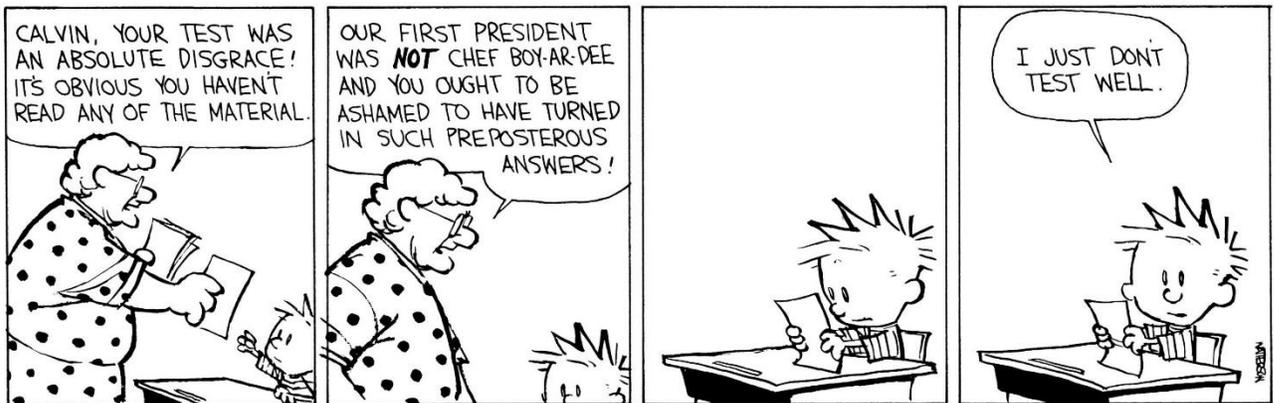
- a. **Accommodations are not suggestions—they are legally binding and must be followed by all staff members.**
- b. Cumulative Folders at the Secretary/Principal's Office contain details teachers should be familiar with for each student on an IEP or 504

3. Parent meetings

- a. Annually the coordinator calls a review of the IEP or 504 to make any necessary adjustments based on data of performance the previous year
- b. Always let parents know if their students are failing or struggling so adjustments can be made quickly
- c. To the extent possible, I.E.P. and 504 meetings will be held during the classroom teacher's planning period. However, they can be scheduled anytime during contracted work hours.

4. NEVER offer a diagnosis or suggest a student has a medical condition, disability, or is in need of medication.

5. **M.T.S.S.:** This process is used to offer all students strategies and interventions to be successful and master needed skills. This process is a requirement for referral for Special Education Services.



GRADING SCALE

Grades on report cards are letter grades and typically correspond to the following values:

Kindergarten - 1st Grade

LETTER GRADE	EXPLANATION
S+	Exceeds the Standards
S	Meets the Standards
S-	Struggling to Meet the Standards
N	Does Not Meet the Standards

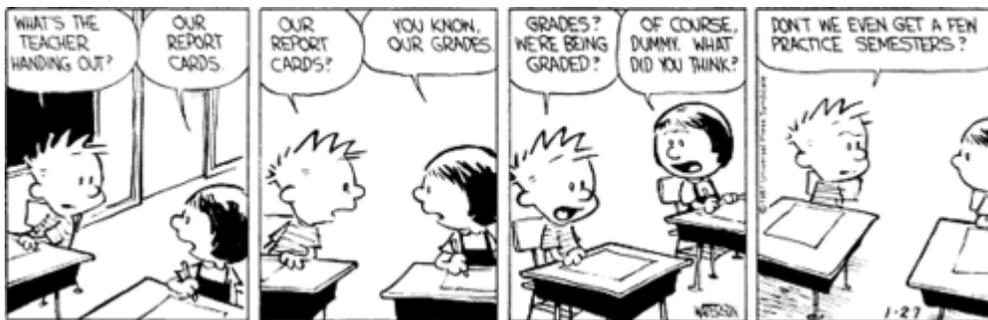
2nd Grade - 8th Grade

LETTER GRADE	PERCENTAGE
A	90-100
B	80-89
C	70-79
D	60-69
F	BELOW 60



STUDENT GRADING

Teachers are required to enter a minimum of two graded assignments per week for each subject taught. Grades will be entered weekly.

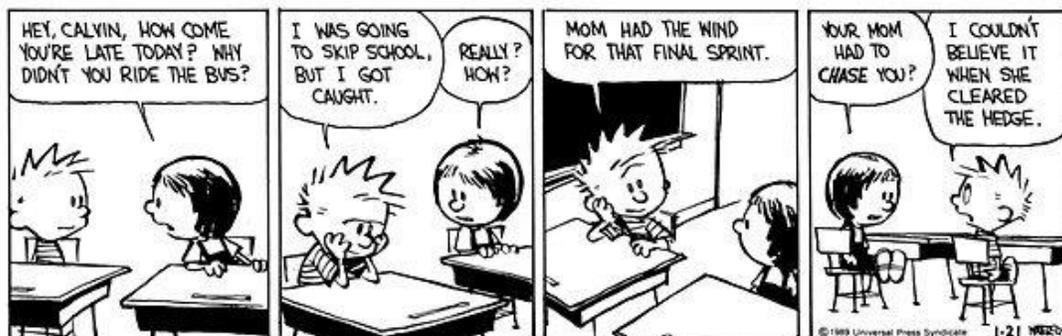


TEACHER GRADEBOOK

Teachers are required to turn in hard copies of their gradebook at the end of each school year.

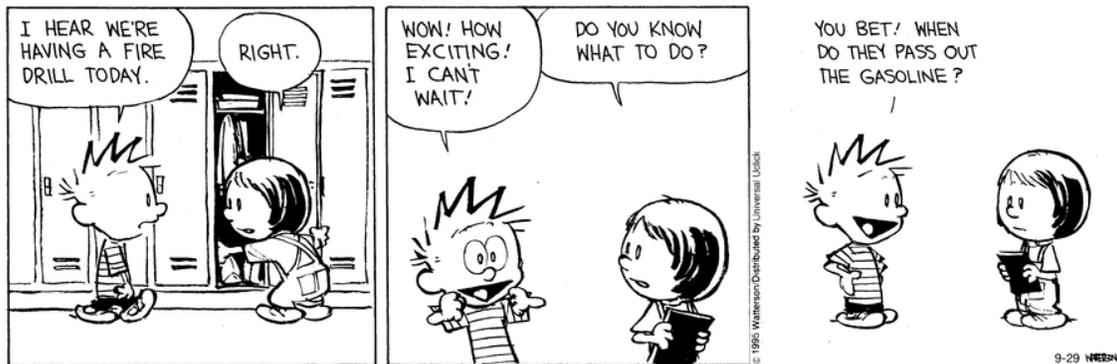
MAKE UP OF SCHOOL WORK DUE TO ABSENCE

All absences have make up privileges for the student class work. Students will receive 2 days to make up the class work for each day absent. Assignments for pre-arranged absences will be provided prior to absence with the opportunity to be completed before leaving. Special considerations will be made for those students who have lengthy extended absences as provided through the Principal.



SCHOOL SAFETY DRILLS

Fire Drills and Lockdown Drills are mandated by the North Dakota Department of Public Instruction. It is expected that these drills be performed several times a year and recorded for yearly reporting to the DPI. Building Principals will instruct school faculty and staff on the procedures.



Fire Drills: Fire drills will be held nine times per year. Each school has its own procedure for exiting the building during a fire drill. During a fire drill, all schools are expected to carry out the following basic procedures:

- Students must remain SILENT for the duration of the drill. Explain to the students that they must remain silent because they must be on the alert and able to hear any special instructions given by an adult.
- Students should line up in an organized fashion with the class they are in at the time of the drill.
- Teachers are expected to have their class roster and emergency flipchart and keep an accurate account of all students in their care at the time of the Fire Drill.



Tornado Drills: Each school has its own procedure for Tornado Drills. During a Tornado Drill, all schools are expected to carry out the following basic procedures:

- Students must remain SILENT for the duration of the drill. Explain to the students that they must remain silent because they must be on the alert and able to hear any special instructions given by an adult.
- Teachers are expected to have their class roster and emergency flipchart with them and keep an accurate account of all students in their care at the time of the Tornado Drill.

Lockdown Drills: Legislation requires a minimum of two lockdown drills for each school year, in which occupants are restricted to the interior of the building and the building is secured. This must be conducted at all K-12 schools, with security measures that are appropriate to an emergency, such as the release of a hazardous material or the presence of an armed individual on or near the premises. Faculty, Staff, and Students will be alerted to lockdown status by an administrator or a lead teacher. The following codes will alert school occupants to the level of lockdown status:

- **LOCKDOWN:** All building doors should be locked immediately, and all window blinds/shades should be drawn. Classes are to continue, but students are not allowed to leave the classroom for any reason.
- **ACTIVATE ALICE:** Lockdowns may be used for a variety reasons, including precautionary measures. Realistically, they may be implemented in situations that may harm persons in or near the school. Notification will be made by announcement over the intercom or messenger.

Staff responsibilities:

- A.L.i.C.E.** (In no particular order)
 - Alert
 - Lockdown
 - inform
 - Counter
 - Evacuate
- Be alert at all times
- All classrooms should be locked at all times.
- Cover windows; door and/or entry way, all window blinds/shades should be drawn.
- Upon request by an administrator or emergency personnel place an appropriate emergency status card under the door.
 - Green- all ok.
 - Red- need immediate emergency assistance.
- Do not contact anyone outside of incident command. (no personal calls or calls to parents)**

Teachers should not open the door to the classroom. Emergency response personnel may enter the room using a master key.

- **RETURN TO NORMAL:** Everything returns back to normal operating conditions.

The importance of lockdowns should be discussed with students without instilling panic. Do not upset students by discussing or speculating on reason for lockdown; be honest with them.

COMMUNICATION TO OUTSIDE ENTITIES

Before you send any letters home to parents, post anything about your class, school, or the District on the internet or in a local newspaper, it must be approved by the Building Principal. This ensures not only that the content is appropriate, but also that we present professional communication to our constituents. All flyers advertising events should also be pre-approved before copying and distributing. Copying an administrator on emails to parents of a sensitive nature is always a good idea as well. The only written communications which need not be approved by an administrator are emails to parents that contain information specific to their child.

FIELD TRIPS

Teachers are permitted to request one field trip per year, per grade level. Field Trips should be connected to the curriculum. You will need to fill out the *Field Trip Request Packet*. Once the forms are completed the packet needs to be submitted to the principal and superintendent for approval. Give at least one-month lead time for approval. Approval will be based on bussing, educational value, and available funds. Unless otherwise permitted, students and teachers should follow District 8 dress code on field trips so that our school is represented with respect

and dignity. Parent permission must be secured and extracurricular eligibility applies. **Students may NOT go on a field trip unless they have a signed permission slip.** Check the District Calendar to avoid overlap with other school events.

Eligibility

- A student is ineligible if he/she is failing one or more classes.
- A student is ineligible for one full week from the time in which he/she received the Level 2 Referral.
- A student is ineligible for a minimum of one month from the time in which he/she received the Level 3 Referral, as determined by the building principal.
- Students will be notified on Fridays if they are ineligible for the next calendar week.
- The instructor will notify parents and principal.

FUNDRAISING

Any class or school-sponsored organization desiring to fund raise must fill out the District *Fund Raising Form*. The form must be completely filled out and submitted to the Building Principal and Superintendent for approval. Funds raised by each organization must be maintained in the school activity fund. No collections of any type for any purpose may be made by the students without the approval of the principal. Students who collect money must turn in all collections to the club sponsor before the end of each day. Students/parents will be responsible for all merchandise and funds collected. All fund-raising projects will be limited according to the principal and superintendent's discretion.

MEDIA PERMISSION

Any audio/video MUST be approved by the Building Principal as pertinent to course content and appropriate for the students' age level. Teachers should not give permission to a substitute to watch a video unless it has been pre-approved by the Building Principal.

PARENT CONTACT

Teachers are required to submit a Parent Contact Form monthly listing parent contacts. Parent contact does not always have to be due to negative feedback. It is expected that you make an effort to contact parents to recognize students for positive behavior. **A minimum of ten positive contacts are expected per month.**

Answer messages within 24 hours and log the date and time of your call.

Consider creating a folder in Outlook to save emails of all important messages.

If a student falls to a D or F in your class, contact the parents and Building Principal immediately. If the student's grade remains low, stay in contact with the parent on a regular basis. Parent-teacher conferences or the end of the semester is not the right time for parents to find out their children are in danger of failing your class for the quarter. Always play it safe by assuming the parent does not have access to PowerSchool and is not receiving updates on their student's progress.

LEAVE

Certified Staff – leave is outlined in the Negotiated Agreement.

Non-Certified Staff – leave is outlined in board policy. (DDA, DDC, DDBD, DDBB, DDBA)

Personal Leave and doctor's appointments need to be approved three days in advance.

OVERTIME

Non-Certified Staff are restricted from working more than 40 hours per week without prior written permission from the building principal. School Board Policy - DCB

MEAL CHARGING

Staff members are not permitted to charge for meals. Meals can be paid for, in advance, through the District Website or School Secretary.

VOLUNTARY LUNCH SUPERVISION

The District will provide free school lunch to **Certified Staff** who will agree to supervise students during their scheduled 35-minute duty free lunch. Participating staff are solely responsible for signing the appropriate documentation located in the cafeteria.

PURCHASING

Teachers are to fill out a *Supply Request* and submit it to your Principal for approval. It will then be sent on to the Superintendent for final approval. Should an employee order or purchase items prior to securing the approval of the Building Principal, that employee shall assume all responsibility for payment **without reimbursement**.

TECH SUPPORT

Tech support must be handled in the following manner:

PowerSchool/PowerTeacher: First check with the Building Principal. If he/she cannot help, send an email to the District Tech Coordinator, steven.gulich@k12.nd.us

Computers/Chromebooks/ActiveBoards/Document Cams: All District 8 computers are equipped with the ability to request support via-an online ticket with ProIT. Tech support needs will not be met unless they are submitted through a Tech Support Ticket.

Internet/Access Control (key fobs): Check with the Building Principal.



ACCEPTABLE USE OF TECHNOLOGY

Williams County School District #8 believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access

objectionable materials.

Internet access and interconnected computer systems are available to the District's students and staff. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

- a) In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of district-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise the use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.
- b) Violations. If any user violates this code of conduct, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final.

Acceptable Use Policy (ACDA)

Williams County School District #8 believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

Education

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

Monitoring Use

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

Prohibitions

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

1. Using obscene language;
2. Accessing or creating pornographic files or sites and/or other inappropriate material;
3. Harassing, insulting, threatening, alarming, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright, trademark, trade secret, or other intellectual property laws;
6. Using or participating in chat lines, chat rooms, and social networking sites for personal and/or non-curricular purposes;
7. Using another's password or representing oneself as another;
8. Trespassing into another's folders, work, or files;
9. Intentionally wasting network resources including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages;
10. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
11. Revealing anyone's personal information such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval;
12. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

Violations

Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

1. First offense (Level I)
 - a. Loss of email and Internet privileges for four weeks,
 - b. Parents contacted.
2. Second offense (Level II)
 - a. Loss of email and Internet privileges for at least the remainder of the year.
 - b. Parents contacted.
3. A student may be subject to Level II disciplinary action on his/her first offense if administration deems this necessary

based on the severity of the offense.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students or termination of employment for staff.

Consent

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

EduTech Acceptable Use Policy (edutech.nodak.edu/services/acceptable-use)

EduTech provides information technology resources to K-12 schools in North Dakota. These resources deliver electronic communications internally within school districts and externally to systems across the world. We provide these services solely to promote and enhance the quality of education in North Dakota's K-12 system.

This acceptable use policy ensures that use of the EduTech resources by all users is done in an appropriate manner. Use of EduTech services is a privilege and not a right. All users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

1. EduTech accounts and affiliated services may be used for K-12 education related purposes only.
2. Logins and passwords are provided for the individual's use while they are affiliated with an EduTech member school or organization.
3. Under no conditions shall any user provide another person with access to or use of their account. Similarly, users shall not examine, change, or use any account but their own. No user may represent themselves as another individual or entity in electronic communication.
4. Users shall not deliberately attempt to degrade system performance or capability. Knowledge of system or special passwords does not convey permission or privilege to use such passwords. No account shall be used to damage a system or file or remove information without authorization.
5. EduTech's services may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.
6. Under no circumstances may EduTech's services be used to send material that is intended to threaten, harass, annoy or alarm another person without legitimate purpose-this includes chain mail.
7. Use of computer system and databases shall be limited to the purpose(s) for which access was granted. Use of services for political (lobbying) purposes, for gaining business contacts or for personal or private profit is prohibited. Organizations may not use any EduTech service for increasing their membership or gaining additional contacts.
8. Users should expect only limited privacy in the contents of their personal files and communications. Files may be searched if there is reasonable cause that a user has violated EduTech policies or the law. Investigations will be reasonable and related to the suspected violation. EduTech will cooperate with external networks and authorities in the resolution of an investigation within the restrictions of federal and state law and the Family Educational Right to Privacy Act (FERPA).
9. Any user of EduTech's services who violates this policy may be denied access to the system. Users may also be denied access based on their local school district's acceptable use policy.

Failure to abide by this policy may result in the loss of privileges as well as further disciplinary and/or legal action. All accounts are the sole property of EduTech and are provided to the user's organization or school district as a service, as such final determination of account status is up to EduTech staff and may not be appealed.

If account access is denied for disciplinary reasons, users forfeit all information in the account.

By signing the *Staff Handbook Receipt Form*, you are acknowledging that you have read and will abide by the *District Acceptable Use Policy (ACDA)*.

STUDENT CHROMEBOOK USE

Teachers will be responsible to inventory and assess fines for damaged Chromebooks based on the cost to replace or repair.

Teachers who abuse or allow abuse of classroom technology may be responsible for damage and will no longer be assigned devices without supervision.

WORK ORDERS

Fill out a *Work Order Request* and send it to your Building Principal. For emergencies, call your Building Principal.

BUS LOADING PROCEDURE

1. Elementary Teachers are required to escort their students to each bus in an organized and timely manner.
2. Students should NOT be on the School Bus without a driver or other district adult supervision.
3. Students may not ride a bus other than the one he or she is scheduled for, unless the teacher and bus driver has received notification from the school secretary or principal.



TRANSPORTING STUDENTS

Staff are not permitted to transport students in non-district vehicles.

INCLEMENT WEATHER

(Storm Day Procedure as follows)

1. In the event of a school cancellation, delayed opening, or early closing an attempt will be made to contact parents through the District 8 Alert System.
2. On blustery days, we may announce that buses will run late. That will give bus drivers, principals, and the Superintendent time to determine the severity of the storm.
3. If the weather is severe, school will be called off by the Superintendent. It is possible that one or more schools may close while others in the district may stay open. **PLEASE BE SURE TO KEEP YOUR CONTACT UPDATED BY CONTACTING YOUR SCHOOL'S SECRETARY.**
4. When school is canceled in the middle of the day, parents will be notified by phone. If a parent is not home, students may call a parent to ask for instructions. If a student is unable to go home at this time or other arrangements cannot be made, the student will remain at his/her school. However, arrangements must be made to pick up the student as soon as possible.
5. When school is canceled in the middle of the day, faculty and staff are not permitted to leave until released by the Building Principal.

NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

School Board Policy AAC

General Prohibitions

Williams County School District 8 is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee based on any status protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

Definitions

- Complainant is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- Disability is defined in accordance with NDCC 14-02.4-02 (5).
- Discrimination means failure to treat a person equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- Employee is defined in accordance with NDCC 14-02.4-02 (7).
- Harassment is a specific type of discrimination based on a protected status. It occurs under the following conditions:
 - a. For employees when enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive
 - b. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment
- Sexual harassment is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
 - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
 - b. It creates a hostile environment meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile

environment is created when submission to unwelcome sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.

- Sexual harassment examples may include, but are not limited to:
 - a. Sexual or "dirty" jokes
 - b. Sexual advances
 - c. Pressure for sexual favors
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials
 - f. Graffiti of a sexual nature
 - g. Sexual gestures
 - h. Touching oneself sexually or talking about one's sexual activity in front of others
 - i. Spreading rumors about or rating other's sexual activity or performance
 - j. Remarks about a person's sexual orientation
 - k. Sexual violence including, but not limited to, rape, sexual battery, sexual abuse, and sexual coercion

Complaint Filing Procedure

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

Confidentiality

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

Responsible Employees

The Superintendent shall identify school employees responsible for receiving and reporting discrimination and harassment incidents and complaints. These individuals shall be listed in student handbooks and shall receive appropriate training on their reporting duties.

Policy Training and Dissemination

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

Nondiscrimination Coordinator

The Board will designate a Title IX and Nondiscrimination Coordinator yearly. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.

School Board Policy - AAC-BR, Discrimination & Harassment Grievance Procedure

ABUSE AND NEGLECT REPORTING & PROCEDURES

To combat child abuse and neglect, and to comply with federal law, any District employee having reasonable cause to suspect that a child has been abused or neglected shall notify the Building Principal and file a Form 960 with Social Services. **You must personally make the report and not rely on anyone else to do so for you.** Inform the agency of the facts and circumstances which lead to the filing of a report. You may choose to call Social Services at (701) 774-6300 or report online at: <http://www.nd.gov/dhs/services/childfamily/cps/>

No district employee shall be discharged from employment for making such a report.

When a Social Services Worker/Child Protection Services Officer is present, **involvement is on a need to know basis** and confidentiality is required. Do not question these workers or remain present in the area in which they are conducting their investigation. **Mind your own business.**

School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

TOBACCO FREE SCHOOLS AND WORKPLACE

School Board Policy ABBA – North Dakota Comprehensive Model School Policy for Tobacco Use

The Williams County School District #8 Board of Education has established that all of its buildings and property shall be tobacco free 24 hours a day, 365 days per year. The use of tobacco products by all school employees on District property or in District vehicles and at school-sponsored events, on or off District property is prohibited at all times. The use of tobacco products by all visitors to District property is prohibited. This includes non-school hours and at all events, whether school related or not. Reference: Tobacco Free Schools Policy ABBA

Vaping or the use of e-cigarettes is prohibited by all District employees on or in District property.

POLICY MANUAL

All District 8 Employees are required to comply with all District Policies. School Board Policies can be referenced on the District website and a Policy Manual located at each school's office.

POSITION FOR EVOLUTION, INTELLIGENT DESIGN AND OTHER CONTROVERSIAL TOPICS

Science is defined as...

- “knowledge or a system of knowledge covering general truths or the operation of general laws especially as obtained and tested through scientific method, such knowledge or such a system of knowledge concerned with the physical world and its phenomena.” (*Merriam-Webster's Online Dictionary*, 2009.)
- “a branch of knowledge or study dealing with a body of facts or truths systematically arranged and showing the operation of general laws.” (*Random House Dictionary*, ©Random House, Inc. 2009.)

In matters of student instruction, teachers who broach the subject of evolution, intelligent design, global warming/climate change and other controversial topics must be descriptive and not prescriptive, focusing on an objective explanation, while avoiding subjective personal opinion or bias. Faculty members are directed to describe philosophies without advocating for them. The teacher's goal should be to develop the student's capacity to make their own judgments or decisions based on logic and critical thinking, factoring in a multitude of external sources that

provide clear and accurate information concerning any position.

Under no circumstances are District staff to teach theory as fact.

Other controversial topics, which must receive the same treatment as above, include, but are not limited to the following:

- Old Earth (millions to billions of years old) vs. New Earth (thousands of years old)
- Human Origins: pre-*Homo sapien* (*Australopethicus*, *Homo habilus*, *Homo erectus*, etc.) vs. solely *Homo sapien*
- Judeo Christian History
- Political or Religious Issues
- Any references to eras will be indicated by the use of the traditional titles B.C. and A.D.



Staff Handbook Receipt Form

2020-2021

I acknowledge that I have received a copy of the Williams County School District #8 Staff Handbook. I understand that the policies and practices contained in the handbook govern school procedures and staff expectations which includes a copy of the *District Acceptable Use Agreement* (Page 19) for Williams County School District #8. I understand that all staff will be held accountable for reading and abiding by the handbook.

Staff Members Printed Name _____

Staff Member's Signature _____

Date _____