

Kenmare Public Schools



KPS New Staff Resources

Kenmare Public School

KHS (701) 385-4996

KES (701) 385-4688

300 7th Ave NE

PO Box 667

Kenmare, ND 58746

Fax (701) 385-4390

Table of Contents

Welcome
Mission Statement
General Information
General Duties for Certified Staff
General Duties for Non Certified
Staff Code of Ethics
PowerSchool
Handbooks
Schedules
Professional Development
Leave Requests
Safety
Qualifications
Negotiated Master Agreement
Purchases
Mentors
Staff Directory
Welcome

Dear KPS Staff Member:

The Kenmare Public School welcomes you and hopes that your work experiences with us will be enjoyable. As an employee at KPS, you are the most important member of our instructional team.

The service you provide is appreciated and vital to the success of the students at our school. Staff is responsible for upholding the mission statement of the district, instructing or assisting instruction for students, and adhering to the policies and procedures provided by the school district and board. Employees are expected to abide by the North Dakota Teacher Code of Ethics: <https://www.nd.gov/espb/sites/www/files/documents/MCCE.pdf>.

This handbook is being provided as a resource about staff procedures in our school system. You are encouraged to depend upon the administrative staff and other school personnel for

information and support. We are thrilled to have you at Kenmare Public School and appreciate the gifts you bring to our students.

We hope you have a rewarding experience. Go Honkers!

Sincerely,

Kenmare Public School Administration

Mission Statement

Educating all students to succeed.

Vision Statement

Our Vision is to promote student excellence by engaging in an instructional model that provides tiered instruction driven by data to deliver an education tailored to each student's needs. We will accomplish this while improving students' social and emotional intelligence in a caring and supportive environment strengthened by community and family involvement.

Values

We believe in providing a safe environment where healthy relationships and student growth are priorities.

Critical Attributes of a Graduate

Accountability - Integrity - Communications - Critical Thinking - Collaboration

General Information

Elementary hours:

Classified Staff arrival pends on supervisor discretion.

Teachers arrive at 8:10 am.

Classes begin at 8:40 am.
Students dismiss at 3:25 pm.
Teachers leave at 3:45 pm.

Middle School (6-8) and high school (9-12) hours:

Teachers arrive at 8:10 am.
Classes begin at 8:30 am.
Students dismiss at 3:30 pm.
Teachers leave at 3:45 pm.

KPS employees that monitor students during lunch eat for free.

All employees are welcome to wear jeans throughout the workweek
with expected participation in the Staff Jean Fund that will be
contributed to through the business manager.

General Duties for Certified Staff

1. Check-in at the office where you'll receive a key from the main office.
2. Lesson plans.
3. Take attendance.
4. Classroom management and procedures.
5. Follow the district chain of command.
6. Follow district policies and procedures.
 - a. <https://www.kenmare.k12.nd.us/o/kenmare-school-district-28/page/kps-policies>
7. Check email periodically throughout the day.

General Duties for Non-Certified Staff

1. Check-in at the office and clock in. The office staff will provide a timecard.
2. Follow the provided schedule.
3. Follow the district chain of command.
4. Follow district policies and procedures.
 - a. <https://www.kenmare.k12.nd.us/o/kenmare-school-district-28/page/kps-policies>
5. Keys will be provided by the main office.

Code of Ethics

<https://www.nd.gov/espb/professional-practices/code-ethics>

Code of Professional Conduct for Educators

Article 67.1-03

State of North Dakota

Code of Professional Conduct for Educators

Section 67.1-03-01-01

Preamble

The educator recognizes that education preserves and promotes the principles of democracy. The educator shares with all other citizens the responsibility for the development of educational policy. The educator acts on the belief that the quality of the services of the education profession directly influences the nation and its citizens. The educator promotes the worth and dignity of each human being and strives to help each student realize the student's potential as a worthy, effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. The educator measures success by the progress each student makes toward the realization of his/her potential as an effective citizen. The educator regards the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. The educator accepts the responsibility to practice the profession according to the highest ethical standards. The educator strives to raise professional standards to improve service and achieve conditions which attract highly qualified persons to the profession.

The following code of professional conduct of the education standards and practices board governs all members of the teaching profession. A violation of this section constitutes grounds for disciplinary action which include the issuance of a warning or reprimand or both, suspension or revocation of the license of the affected educator, or other appropriate disciplinary action.

History: Effective July 1, 1995; amended effective August 1, 2002.

General Authority: NDCC 15.1-13-08, 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10.

Section 67.I-03-01-02

Principle I - Commitment to the Student

In fulfilling obligations to students, the North Dakota educator:

1. Shall not, without just cause, deny the student access to varying points of view;
2. Shall not intentionally suppress or distort subject matter relevant to a student's academic program;
3. Shall protect the student from conditions detrimental to learning or to physiological or psychological well-being;
4. Shall not engage in physical abuse of a student or sexual conduct with a student and shall report to the education standards and practices board knowledge of such an act by an educator;
5. Shall not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
6. Shall not use professional relationships with a student for personal advantage or gain;
7. Shall disclose confidential information about individuals, in accordance with state and federal laws, only when a compelling professional purpose is served or when required by law; and,
8. Shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

History: Effective July 1, 1995; amended effective August 1, 2002.

General Authority: NDCC 15.1-13-08, 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10

Section 67.1-03-01-03

Principle II - Commitment to the Profession

In fulfilling obligations to the profession, the North Dakota educator:

1. Shall accord just and equitable treatment of all members of the profession in the exercise of their professional rights and responsibilities;
2. Shall not, on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, nor discriminate in employment practice, assignment, or evaluation of personnel;
3. Shall not sexually harass a fellow employee;
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;
5. Shall present complete and accurate information on the application for licensure and employment;
6. Shall present complete and accurate information on any document in connection with professional responsibilities;
7. Shall present evaluations of and recommendations for colleagues fairly, accurately, and professionally;
8. Shall cooperate with the education standards and practices board in inquiries and hearings and shall not file false complaints or shall not seek reprisal against any individuals involved with the complaint;
9. Shall not knowingly distort, withhold or misrepresent information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
10. Shall not breach a professional employment contract;
11. Shall not knowingly assign professional duties for which a professional educator's license is required;
12. Shall not accept a gratuity, gift, or favor that might influence or appear to influence professional judgement, nor offer a gratuity, gift, or favor to obtain special advantage; and
13. Shall exhibit professional conduct in safeguarding and maintaining the confidentiality of test materials and information.

History: Effective July 1, 1995; amended effective August 1, 2002.

General Authority: NDCC 15.1-13-08, 15.1-13-09, 15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10

Section 67.1-03-01-04

Principle III - Commitment to the Community

In fulfilling these obligations to the public, the North Dakota educator:

1. Shall distinguish between personal views and the views of the employing educational agency;
2. Shall not distort or misrepresent the facts concerning educational matters; and,
3. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.

History: Effective July 1, 1995; amended effective August 1,

2002. General Authority: NDCC 15.1-13-08, 15.1-13-09;

15.1-13-10

Law Implemented: NDCC 15.1-13-08, 15.1-13-10

PowerSchool

The technology coordinator or administration will get you access to PowerSchool where you will take attendance and record grades. Here is a learning tool on how to use PowerSchool:

https://resources.learning.powerschool.com/howto/forteachers/cms_page/view

Handbooks

All handbooks and policies are available on the school website and Boarddocs.

<https://www.kenmare.k12.nd.us/documents>

<https://go.boarddocs.com/nd/kps/Board.nsf>

Schedules

Schedules are provided by administrators.

Schedules follow MTSS, Physical Education, and Music times.

Teachers and paras fill in time for specials.

Professional Development

Professional development is provided to teachers and certified staff monthly on Wednesdays at early outs.

Students dismiss at 1:30 pm.

Non-certified staff will be sent a request if they are expected to attend early outs.

All certified staff is expected to maintain up-to-date credits for recertification of their choice.

Non-certified staff is able to obtain professional certification and development as well.

Regional Educational Associations (REAs) provide professional development throughout the school year. Please watch for emails on any professional development offered for certified and non-certified staff.

Our REA is the Central Region Educational Association (CREA).

Leave Requests

Leave requests will be submitted on SmartFind request; our sub-finder system. Please gain access from Keely Heidel, the elementary principal.

Safety

Please refer to the KPS Emergency Operations Plan.

Qualifications

<https://www.nd.gov/espb/licensure/license-information/types-licenses>

Negotiated Master Agreement

This agreement will provide you with information regarding your negotiated position

concerning salary, fringe benefits, grievance procedure, teacher leave, and other various aspects.

Purchases

Prior to ordering school supplies, services, or equipment to be used for school purposes and charged to the school district, authorizations **must** be received by obtaining a signed purchase order or requisition form (orange).

Procedure for placing an order:

- 1) Obtain purchase information from the vendor (name, address, item name and number, unit cost, shipping cost, etc.)
- 2) Make your request for purchase on a requisition form. This is the orange form.
- 3) Present the request to the building principal.
- 4) Requisition will then be submitted to the Superintendent for final approval and signature.
- 5) Once signed the order may then be placed.

Mentors

Staff mentors will be offered to certified and non-certified staff.

The North Dakota Department of Public Instruction (NDDPI) and the Central Region Education Association (CREA) offer outside mentors to new teachers.

Staff Directory

Kenmare Public School			
2023-2024			
Administration:			
Alex Hennix	Superintendent	701-341-0845	ahennix@mykps.us
Keely Heidel	Elementary Principal	406-270-9283	kheidel@mykps.us
Fay Froseth	High School Principal	701-848-6269	ffroseth@mykps.us
Office Staff:			

Mary Ann Melin	Business Manager	701-217-0036	mmelin@mykps.us
Amy Harris	Administrative Assistant	701-217-0065	aharris@mykps.us
Stacie Hedberg	High School Secretary	701-848-6221	shedberg@mykps.us
Lori Bauer	Elementary School Secretary	701-835-2009	lbauer@mykps.us
<u>Technology Integration:</u>			
Kyle Mehrer		701-500-9329	kmehrer@mykps.us
<u>Speech:</u>			
Ashley Gilstad	SLP	701-818-9958	agilstad@mykps.us
<u>Elementary:</u>			
Jessica Gesvalli	Special Education	701-339-0316	jgesvalli@mykps.us
Kara Keysor	Preschool	217-0109	kkeysor@mykps.us
Sarah Nelson	Kindergarten	701-313-0215	snelson@mykps.us
Rachel Edwards	Grade 1	701-833-1526	redwards@mykps.us
Peggy Balvitsch	Grade 2	385-3484/652-5487	pbalvitsch@mykps.us
Jenna Deaver	K-2 Intervention	701-500-1743	jdeaver@mykps.us
Marla Jensen	Grade 3	385-4067/848-6427	mjensen@mykps.us
Merry Feldman	Grade 4	240-6919	mfeldman@mykps.us
Jackie Rockeman	Grade 5	701-240-7445	jrockeman@mykps.us
Kacy Keysor	Phy Ed/AD	848-6299	kkeysor1@mykps.us
Terese Schmidt	Intervention	385-3289/848-6024	tschmidt@mykps.us

Lindsay Jelley	Elem. Music	701-391-5707	ljelley@mykps.us
High School:			
Amber Stevahn	HS Science	701-471-8626	astevahn@mykps.us
Tracey Houck	JH Science and SS	500-4403	thouck@mykps.us
Kris Zimmer	Librarian	848-6156	kzimmer1@mykps.us
Melanie Herman	HS Math	467-3272/217-0180	mherman@mykps.us
Emma Winfield	Middle School	989-306-8405	ewinfield@mykps.us
Laura Mibeck	Science	701-500-1710	lmibeck@mykps.us
Tim Wallstrum	Social Studies	385-3376/340-8221	twallstrum@mykps.us
Kate McClure	English/Student Council Advisor	651-307-2618	kmccclure@mykps.us
Megan Kihle	Business Teacher	701-339-0004	mkihle@mykps.us
Tate Enget	Phy Ed/Head FT Coach	701-339-1994	tenget@mykps.us
Justin Johnson	HS Music/Band	701-721-3758	jjohnson1@mykps.us
	Agricultural Education Teacher		
Courtney Halverson	Art	339-2779/377-2779	chalverson@mykps.us
DeVonne Hanson	Counselor	385-4810/848-6055	dhanson@mykps.us
Joan Bodmer	Special Education	385-4029/848-6091	jbodmer@mykps.us
Wendy Larsen	English/Social Studies	385/3067/340-7236	wlarsen@mykps.us
Macie Harris-Nelson	Counselor	701-217-0188	maharris@mykps.us

Paraprofessional:

Kristen Griffin		719-684-5345	kgriffin@mykps.us
Amber Bruner		701-220-5917	abruner@mykps.us
Sara Hess		701-721-1163	shess@mykps.us
Stephanie Lotvedt		701-389-0387	slotvedt@mykps.us
Tiffany Michel		701-721-9080	timichel@mykps.us
Rachel Zeltinger		701-217-0015	rzeltinger@mykps.us
Kylee Steinert		701-989-0988	ksteinert@mykps.us
Amanda Peterson	ITV/Online/Acellus Supervisor	701-818-4170	apeterson@mykps.us

Cooks:

Lindsay Bazille	Head Cook	701-240-5676	lbazille@mykps.us
Ann Carico	Elementary Cook	701-848-6504	acarico@mykps.us
Char Gustafson	HS Cook	701-898-3351	cgustafson@mykps.us
Sandra Lynn	HS Cook	541-570-7549	slynn@mykps.us

Custodians:

Richard Jensen		701-720-8263	rjensen@mykps.us
Brian Chatten	Head Custodian	701-835-1388	bchatten@mykps.us
Kyle Mehrer		701-500-9329	kmehrer@mykps.us

Bus Drivers:

Roger Johnson		482-7889/833-4745	rjohnson@mykps.us
Herb Schwede		482-7302/833-7302	hschwede@mykps.us
Brad Griffin		719-684-5043	bgriffin@mykps.us
Laura Mibeck		701-500-1710	lmibeck@mykps.us

Terese Schmidt		385-3289/848-6024	tschmidt@mykps.us
<u>Board of Education:</u>			
Jason Zeltinger	Board President	701-721-3061	jzeltinger@mykps.us
Lars Christensen	Vice President	701-848-6106	lchristensen@mykps.us
Tawnya Gill		701-509-2208	tgill@mykps.us
Donna Schmit		701-202-4589	dschmit@mykps.us
Brad Griffin		719-684-5043	bgriffin@mykps.us
Mike Pugh		701-516-3412	mpugh1@mykps.us
Josh Cook		701-848-6048	jcook@mykps.us