

**Edmore Public School
Teacher Handbook
2017-2018**

“WORKING TOGETHER TO INSPIRE LIFELONG LEARNERS”

EDMORE HIGH SCHOOL AND ELEMENTARY SCHOOL TEACHER’S
HANDBOOK

This handbook has been instituted in the hope that it will provide a framework within which the staff can feel confident in meeting the daily situations which arise in the school. The information contained herein is intended to supplement the educational policies of the Edmore Public School Boards, and regulations of the State Department of Public Instruction. The practices and policies outlined in this handbook are those that have prevailed at Edmore over a period of years, and that have met the approval of the school, staff, administration and school boards. Each teacher should feel that the regulations are cooperative solutions which are in no way intended to stifle individual initiative or opportunity. Changing conditions will require modifications in the regulations, and suggestions from staff members for improving our rules will always be welcome.

SCHOOL PHILOSOPHY

The Edmore Public Schools are the expression of the efforts of the people of the communities and school districts. The school plants and facilities, as well as the faculty and other personnel, are provided in the collective interests of the children who attend the schools. All of these elements to the extent they are provided by the people through their school boards shall be available to encourage the highest possible achievement inherent in each individual pupil, regardless of race, creed, or color. Not only beginning teachers, but all good teachers are constantly searching for better ways of doing their tasks. It is hoped that all of us can find something of value and reference in the pages that follow. “One may as well say he has sold when no one has bought as to say he has taught when no one has learned.”

RESPONSIBILITIES OF ADMINISTRATORS

The Superintendent and Principal are held responsible to the school board for the organization and administration of the school. They must accept the final responsibilities for all actions permitted within the school. Their basic function is to make the work of the classroom teachers more effective through careful planning. Each administrator in the school is available upon request to discuss any matter with staff members, parents, or students.

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 come definite responsibilities. Various codes of ethics have been set down for teachers, generally including such items as:

1. To receive respect from others, be respectful.
2. If you cannot speak well of another, say nothing.
3. Do not criticize without a suggestion for improving.
4. When two people argue, both are in the wrong.
5. The child is more important than the subject matter.
6. Be helpful if you expect help from others.
7. Try to understand the other's point of view; they might be right.
8. Genuine praise of another raises you in his esteem.
9. Appraise yourself only by the best in others.
10. Accept yourself as you are, but do not be content to remain that way.
11. Ask yourself, "Am I giving 100% each and every day?"

PLANNING PERIOD AND ASSIGNED ROOMS

An effort has been made to provide each instructor with a room of their own which would provide them with a base of operation. Unfortunately, a few instructors will need to share this privilege with other instructors. A planning or preparation period has also been set up for each teacher. This time is to be used for planning the day's activities, preparing tests or assignments, and for organizing the teacher's lessons. Each and every one of us needs a break from the rigors and routine of work, but the whole period of planning should not be devoted to this end. Organization is a must to becoming a good teacher. **Teachers leaving the school facility during their preparation period will need prior approval from the superintendent.**

SCHOOL HEALTH AND SAFETY

1. **STUDENT ILLNESS:** If any student comes to school ill, or becomes ill while in school, report this to the school superintendent or principal. Do not let a child go home by themselves; call the parents or have someone take them home. This pertains especially to the elementary school.
2. **INJURIES:** Students are covered by insurance. **Be sure injuries are reported immediately to the office, so that proper forms may be filed.**

Emergency Drills

Emergency drills include fire, tornado, and lockdown. The drills will be conducted once per month and are intended to acquaint teachers and students with the needed routine in case of a real emergency. Reunification site and procedures will be discussed with staff and students in an attempt to familiarize participants with the procedures utilized by fire and police personnel in the event of a real emergency.

GRADING

1. GRADING:

Grading is done on a nine week basis with report cards handed out by Friday on the 10th week. Instructors utilize "PowerSchool" software to record grades. As a means to provide timely and meaningful input to student work

samples, instructors will record at least two weekly grades per student per week in PowerSchool. This will allow parents to monitor their child's progress.

- a. Grading should be standardized, with the following grading system to be used.

A+99-100	B-87-88	D76-78
A96-98	C+85-86	D-75
A-94-95	C82-84	F74/below
B+92-93	C-80-81	
B89-91	D+79	

- b. Numerical grades are used on report cards and are recorded on permanent records.
- c. Don't lower grades as a means of punishment.
- d. Grades K-3 "S, U and NI"

K-3 Grading Scale

S+100 – 96
S95 – 85
S-84 – 80
NI79 – below
IImproving
UUnsatisfactory

2. PROGRESS REPORTS FOR ELEMENTARY:

Parents are encouraged to view the progress of their child by utilizing the online PowerSchool software. If a parent has questions or needs further clarification regarding their child's grade the instructor should be contacted to clarify the question/concern.

3. HONOR ROLL:

At the close of each nine-week period, an honor roll is published. Students with a 94 or better overall average in their subjects will be placed on the "A" honor roll. Students with an 87-93 overall average will be placed on the "B" honor roll. Band, Phy. Ed. and Chorus are not included in computing the honor roll.

SCHOOL ACTIVITIES

1. SUPERVISION:

It shall be the duty of each advisor to supervise their class or extra-curricular activity. All group funds and monies raised through fundraising activities shall be deposited with the business manager each Friday for the duration of the fundraising activity. Monies are not to remain with the student or advisor for the duration of the fundraising activity but rather accounted for and deposited in the local bank each week. Monies will be collected **before** products or services are delivered.

2. 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:

- a. No room or property may be used without a teacher being in charge of its use.
- b. School parties and dances must have a definite time for pupil admittance and dismissal, and that time shall be observed.
- c. The sponsors/coaches shall be the last to leave the building and shall be responsible for seeing that no water is running, and that all lights are turned off and all doors and windows locked.
- d. All facilities shall be left as they are found.
- e. Wednesday night is “church night” and no activities should be scheduled for that evening. The number of Sunday practices for school activities is to be limited. The coach/director must check with the administration before scheduling a practice.
- f. All fundraising activities shall receive prior approval by the principal or superintendent before they are initiated. The required form is available from the business manager.

CUSTODIAL SERVICES

It is the function of the custodial staff to maintain the school in good order. This refers specifically to temperature, cleanliness, and repair. However, this cannot be done adequately without staff cooperation. Please report any damage to equipment or repair issues to facility directly ~~to the custodian or~~ to the administration office if there is some problem in regard to these matters. At the end of each school day please place student chairs on desk tops and tidy up the classroom. You can greatly assist keeping the school neat if you do not leave paper on the desk. Gum chewing should be checked especially to insure that gum is not placed on the underside of desks. Any serious damage to the tops of desks should be reported promptly to the office.

PASSES, TARDIES, AND ATTENDANCE

1. Each elementary teacher is to keep attendance for their classes. Make notes of absences and tardies in PowerSchool.
2. Teachers will be responsible for taking attendance prior to the start of each class period of the day and recording it in PowerSchool. If a student is tardy then he/she shall report to the office to get an admit slip before entering the classroom. Three tardies during the course of the year will require one hour of detention.
3. If a student has been absent, they shall have an admit slip from the office. Any student who leaves school must get permission from the office before they leave.
4. If you wish to see a student during the day other than your regularly scheduled time, give that student a pass so that other teachers will know where they are.
5. If a student is in school, they should take part in Phy. Ed. unless they have written excuse from home requesting they be excused. If this is abused we will ask for a doctor’s statement requesting the same.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION (NDHSAA)

Edmore Public School is a member of NDHSAA. This voluntary organization has for its purpose to plan, direct and sponsor competitive activities among member schools. Rules and regulations for these activities are made by the association for the best interests of the participating students and schools. Eligibility rules will be followed for all extra-curricular activities in which this school participates, according to the association rules.

DUTIES AT THE CLOSE OF THE TERM

1. All teachers will finalize grades in PowerSchool.
2. Turn in complete and accurate requisition and inventory reports.
3. See that all books are placed orderly on the shelves and in storerooms for the closing of school.
4. Clean off desks and any other items that will have to be moved for summer cleaning.

GRIEVANCE PROCEDURE

The objective of the grievance procedure is to resolve any issues between staff at the lowest level possible. District policies will be followed reflective of state century code.

PERSONAL CHARACTERISTICS OF AN INSTRUCTOR

I. APPEARANCE:

- A. Be neat and clean.
- B. Clothes ~~should~~ will be **professional** dress.
- C. Act in a confident manner.
- D. **When staff attend workshops/classes/conferences they are to dress in a professional manner (no jeans).**

II. SPEECH:

- A. Speak distinctly and clearly.
- B. Be concise and exact in your language.
- C. Cultivate a pleasing tone of voice.
- D. Slang expression should not be encouraged.
- E. **Profanity** will not be tolerated in the school.

III. ATTITUDE:

- A. Your attitude determines the attitude of the class.
- B. Be pleasant and good natured, but firm.
- C. Expect only the best from everyone.
- D. Act as if accustomed to leading a group.
- E. Be cooperative and expect cooperation.
- F. Be professional.

POLICIES AFFECTING TEACHERS

1. SCHOOL TERM:

The school term presently consists of no more than 186 days; a school term means the days that school is taught plus the number of legal school holidays, staff development days, and parent/teacher compensation days.

2. TEACHER'S CONTRACT:

Teacher's contracts are issued for a period of one year. Teachers are normally given contracts following the completion of negotiations and should be returned according to contract specifications. Extended contracts beyond the regular 186 day school term may be issued as deemed necessary by the Administration and approved by the Board of Education.

3. TEACHER RETIREMENT:

Participation in the North Dakota Teacher's Retirement program is compulsory for any teacher who is entering or re-entering the employment of a North Dakota public school employer. The Business Manager will deduct the required amount from your salary.

4. SUBSTITUTE TEACHERS:

It is requested that teachers who find it necessary to request a substitute teacher will inform the principal or superintendent by 7:00 a.m. of the day concerned, and whenever possible, to do so the previous day. Only the superintendent or principal are authorized to employ substitute teachers.

5. THE TEACHER'S SCHOOL DAY:

The teacher's day shall begin at 8:00 a.m. and end at 4:00 p.m. except on Fridays, when they are permitted to leave following departure of the buses. Teachers are expected to be prepared for the next day's work and to remain if students need help or for parent conferences.

6. CLASSROOM INSTRUCTION:

Each classroom instructor will utilize the following pedagogical tools during the class period: Bell ringer at the beginning of each period, Madeline Hunter's lesson design, First Days of School (Wong, H. 2009), Marzano design questions, and behavioral interventions, Restitution (Gossen, D. 2001). Weekly objectives will be posted in each classroom for students to view, two grades per week will be posted in Powerschool.

7. SALARY CHECKS:

Direct Deposit will be on the 20th of each month. You may receive your salary in 10 or 12 payments. The Business Manager will request this information from you.

8. CERTIFICATE REGISTRATION AND COLLEGE TRANSCRIPTS:

Each teacher in the Edmore School will present a valid copy of their teacher's certificate to the school administration. This certificate will be registered with the County

Superintendent. In addition, all teachers must present a “Transcript of College Credits”. This information is necessary for several forms.

9. INSTRUCTIONAL AND GENERAL EQUIPMENT NEEDS:

Supplies of a general instructional nature are found in the storeroom and vault. **ALL** supplies needed from the vault and storeroom must be obtained from the **school secretary or administration**. Teachers shall not be allowed to personally obtain money from the cash box. All ordering of supplies and equipment require a completed Purchase Order (P.O.) and must receive approval,(signature of superintendent, and business manager). Unauthorized orders will not be accepted for payment.

10. TEACHER-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 pre-conceived opinions 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. Requests from parents for a teacher conference are immediately passed along to the teacher concerned. Conferences should not be scheduled for school hours, unless they occur in a teacher’s preparation period. It is suggested that in conferences, a teacher report pleasantly and constructively, but frankly, to the parents as to home study requirements, assignments, report procedures.

11. ASSIGNMENT OF DUTIES:

Teachers shall expect to be assigned to duties, such as noon duty, recess duty, supervision of playgrounds and assignments at ball games.

12. DETENTION OF STUDENTS:

Teachers shall be responsible for the pupils they detain. Each detention must be reported immediately to the principal.

13. LESSON PLANS:

Lesson plans are an important part of a well-organized teacher. Lesson plans will be used. They are to be handed in to the superintendent no later than Friday afternoon in advance of the time of their use. These plans do not have to be in detail; however, enough should be recorded so that if the regular teacher is absent, a substitute could easily interpret the lessons for the day. All lesson plans will list specific state standards to be mastered.

14. TEACHERS LEAVING THE ROOM:

Teachers will keep leaving the room to a minimum. If free time or preparation time is used for this purpose, it will eliminate much unnecessary moving about. Each day you leave your room, give it an extra glance. Is it left neat and attractive? Are lights out?

15. FIELD TRIPS:

All field trips need to be academic in nature and reinforce the State standards. Teachers must clear field trips through the school principal or superintendent. All field trips must be turned in one week in advance with objectives, itinerary, and anticipated outcomes, assessment, and presentation mode listed in detail.

16. LEAVING SCHOOL:

Teachers will inform the administration upon leaving the school during school hours.

17. HOT LUNCH:

The cost for teachers to eat lunch through the hot lunch program will be \$3.25 and breakfast will be \$1.25.

18. CELL PHONES:

Cell phones are not to be used during class time. Instructors are to model appropriate cell phone use. Class time is to be used for instructional purposes. Cell phones are to be placed face-down on the student's desk upon arrival in class. Students are to use cell phones during the instructional period only for instructional purposes and when prior approval is given by the instructor.

WORKER COMPENSATION WORKFORCE SAFETY INSURANCE

All employees must report injury occurring during any employment-related activity to the administration immediately. The reports are to be forwarded to WSI within 24 hours of occurrence of injury.

In case when the employee is off duty less than 5 days, he/she is to be paid his/her full salary and the days are to be deducted from his/her accumulated sick leave. If the employee does not have accumulated sick leave, a payroll deduction will result.

In case when the employee is off duty 5 days or more, he/she will be paid during his/her absence by Workers Compensation. He/she will not receive additional compensation from the School. Light duty assignments will be available.

DISCIPLINE

In the matter of classroom discipline, nothing is as effective as good common sense. Students seldom resent discipline if it is administered with strict fairness, IF THEY UNDERSTAND WHAT YOU REQUIRE OF THEM AND IF YOU ARE CONSISTENT. It is the duty of every teacher to help administer discipline.

The avoidance of sharing this responsibility makes it more difficult for those teachers who are accepting their responsibility and eventually results in the teacher's losing the respect of the staff and the students alike. You will receive the complete support of the administration in you attempt to help administer discipline.

1. The business-like way you assemble your class, mark the attendance and start your lesson may make all the difference to your success as a classroom disciplinarian.
2. Know where your students are if they leave your classroom. Students must have a pass if they are going to leave their assigned rooms. No more than one student will be allowed to leave the room at a time.
3. Try to handle your own discipline problems, but serious cases of misbehavior should be referred to the principal. Discipline incidents are be entered into Powerschool.
4. Set up rules in your classroom and enforce them. Do not set up rules which you cannot or which you do not intend to enforce.
5. Students must address a teacher with appropriate titles, such as “Mr.” “Mrs.” or “Miss”.

Although pupil self-discipline is ideal in theory, until it is achieved in practice, teachers must assume the task of guiding pupil behavior into proper channels of expression. Developing a wholesome rapport with students is probably the most important aspect of education. Communication cannot exist between teacher and pupil unless a friendly and trusting bond had been developed. Instructors must be alert to the possibility that this rapport can go to extremes and result in a “buddy-buddy” situation. Many students accept this as a sign of weakness. Others may resent it for attempting to enter their peer group. It is a wise teacher who can develop a professional relationship with students, yet maintain the proper perspectives of the teacher and student. “BE FIRM, BUT FAIR.” Treat each student as a young adult. The following hints on discipline may be found helpful:

1. Try to go to school rested and ready for duty.
2. Established a daily routine for necessary duties.
3. Arrive early to adequately prepare for the day.
4. Be punctual in scheduled work of self and pupils.
5. Be respectful if you want to be respected.
6. Show appreciation of good behavior by the group.
7. Try to anticipate trouble; it may be avoided.
8. Be honest with the dignity of every child.
9. Save yourself; use minimum correction.
10. Do not threaten; you may have to deliver.
11. Do not call names, such as “Lazy Joe” or “Dumb Mary”, etc.
12. Be consistent in discipline.
13. Seek the causes and their elimination before correction.
14. Do not seek some pupils up as examples for others.
15. Do not have “pets” and “special helper” pupils.
16. Do not attempt to discipline when angry.
17. Do not lower or raise grades as a means of punishment or reward.
18. Don’t be afraid to admit that you were wrong.
19. Actions speak louder than words.

STUDENT DISCIPLINE POLICY

The school recognizes that orderly processes at school assure the optimum opportunities for every student to secure achievement in their academic and non-academic pursuits. The school further recognizes that every student is not going to respond positively to the rules and regulations set forth by the school for orderly processes. For the students who find rules and regulations difficult to adhere to, the following guidelines are initiated:

1. FIRST OFFENSE:

A conference will be held between the student and instructor to try to establish some new behavioral patterns for the student. Parents may be informed of this conference by mail or by phone.

2. SECOND OFFENSE:

The second offense will initiate a conference with the student, staff member and parent. The conference may also include the principal depending on the severity of the offense. The second offense might result in a one-day in-school suspension.

3. THIRD OFFENSE:

The third offense will involve a conference with the student, parent, instructor, and administration. A short-term suspension or other consequences may result from the offense. Parents must bring the student back to school following this suspension for a conference with the school officials.

4. FOURTH AND FOLLOWING OFFENSES:

This could result in an automatic short-term in-school or out-of-school suspension of one to three days or could result in a dismissal for the balance of the semester without credit being allowed. The authority to suspend a student rests with the principal and superintendent.

In majority of the disciplining action, this system will be used in an attempt to rectify the problem. There are disciplinary cases that are of such serious nature that they will require immediate consideration and this system will be bypassed. The parents will be asked to report to the school for a conference at the earliest possible date. This kind of misbehavior could place the school in a situation where a suspension or an expulsion may result.

Below is a clarification of short-term suspension and long-term suspension or expulsion.

I. SHORT-TERM IN-SCHOOL SUSPENSION:

This form of disciplinary action means that a student will be required to remain in school for a period of one to five days duration. The student will remain in school during the school hours, and will not be able to participate in any extra-curricular functions during the suspension.

EXAMPLE: A student suspended from classes Tuesday will not participate in the game that evening or speech event that day. Students involved in activities where attendance is

a fulfillment for a class requirement will be allowed to participate in such activities (an example would be a band concert). The suspended student will be required to make up the school work missed during the suspension.

II. LONG-TERM OR OUT-OF-SCHOOL SUSPENSION OR EXPULSION

This is the most drastic action the school can enforce and will only be used for the most serious student misbehavior. This type of disciplinary action taken by the school will result in a student being suspended for a period of one or more days, or be expelled from school for the remainder of the school year. The expulsion usually means that the student will need to repeat the subject missed during expulsion. The due process procedure will be used for this expulsion.

BULLYING POLICY

REQUIRED

Descriptor Code: ACEA

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 Adams-Edmore School, 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.

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.

Complementary Documents

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Student Reporting Form
- ACEA-E4, Staff Reporting Form
- FF, Student Conduct

End of Edmore Policy ACEA..... Adopted: 11/13/2012

GENERAL INFORMATION PERTAINING TO SCHOOL OPERATION LEAVES:

Teachers employed by the school district with a teaching load of three periods or more but less than full-time will be granted ½ of the leave time of a regular full-time

teacher. This includes the following leaves: sick leave, personal leaves, sabbatical leave and maternity leave.

1. SICK LEAVE:

An employee's unused sick leave bank can be accumulated up to 65 days with an additional 15 days granted at the beginning of each contract year, not to exceed 80 days total for that contracted year. The allowance can be used for absences caused by illness or disability of the teacher. Eight (8) days per year may be used to stay at home with an immediate family member. Immediate family being defined as: spouse, grandparents, parents, brothers, sisters, children, and grandchildren of the employee and his or her spouse. This also includes individuals for whom the employee is current legal guardian.

Pregnancy/Maternity disability will be treated as any other illness/disability. The Boards may request a second doctor's opinion concerning a teacher who has been absent due to illness for an extended time. The Boards will pay the cost for the second opinion and may select the doctor. The Boards may request a doctor's confirmation concerning a teacher who has been absent due to illness for four or more days. An employee may use up to 12 days for adoption leave to be deducted from accumulated sick leave. Additional days may be granted upon approval of superintendent and school board.

2. PROFESSIONAL LEAVE

Each teacher shall be credited with teacher professional leave. The teacher planning to use a professional business day must first receive the approval of the administration.

3. EMERGENCY LEAVE:

At the beginning of each school year, each teacher shall be credited with a 2-day emergency leave allowance, accumulative to six (6) days. The emergency leave is to be used for such things as death or serious illness requiring hospitalization or immediate medical attention in the immediate family. Three (3) days of emergency leave per year may be used to attend a funeral not in the immediate family. The teacher must receive the approval of the superintendent.

4. PERSONAL LEAVE:

At the beginning of each school year, each teacher shall be credited with three (3) accumulative to five (5) days to be used for personal business. A personal business day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal business day shall provide the administration with sufficient time to hire an acceptable substitute teacher. Each unused personal day will be reimbursed at an equivalent to one contracted day and will be added to their tenth check. One personal day may be split into half days.

5. SABBATICAL LEAVE:

Teachers who have been employed by the district for four years shall be eligible to apply for a leave of absence of one year without pay subject to Board approval on

an individual basis. A teacher going on sabbatical leave is guaranteed his/her job back, contingent on the application of the guidelines in the districts' reduction in force policy. A teacher on sabbatical leave must notify the Boards in writing of his/her intent to return or not return by February 15 of the school year that the sabbatical is granted. Upon returning the employee will stay at the same step on the salary schedule as when they left.

INSURANCE

Hospital and health insurance will be paid for all full-time teachers at the minimum to maintain grandfather status or no less than \$4900 for the 2017-2018 contract agreement. Teachers will have the option of transferring salary to provide full medical insurance. Teachers under contract for 50% time or greater will have their insurance benefit prorated accordingly.

TEXTBOOKS, WORKBOOKS AND PAPERBACKS

Textbooks, workbooks and paperbacks are the property of the school district. There will be no charge to the school for the use of these materials. If these materials are lost, stolen, or used in an abusive manner, the student will be charged accordingly. Textbooks marked and numbered will help in identifying the materials that are issued to the student. The instructor will distribute the materials at the first class meeting, recording the name of the student and the number and condition of the material. The book number should be recorded in the teacher's record book.

ORDERING

All orders must be approved by the superintendent (signature of superintendent, and business manager) through a purchase order. At the end of the year, all teachers will be required to submit to the office a complete classroom requisition. It should take into consideration the anticipated enrollments in your next year's class.

USE OF PUBLIC ADDRESS SYSTEM

If there are any announcements that you would like to have made, please submit them to the office before 8:30 a.m.

USE OF TELEPHONE

Students shall not be excused from class for the purpose of using the phone, except in the case of emergencies. They will be allowed to use the phone between classes or during free time on a limited basis. Teachers will not be called from class to answer the phone unless it is absolutely necessary. If a teacher must use the phone, please do so during your free time.

TEACHER'S MEETINGS

Teachers meetings will be scheduled from time to time as needed. It is required that all teachers attend.

SCHOOL DISMISSAL DUE TO WEATHER

If school is called off because of weather or other reason, the instant alert system will be used.

VANDALISM

Watch for vandalism of the school and school property and report the same to the office immediately.

DROPPING AND ADDING CLASSES

Students may drop or add classes during the first week of a semester class. Drop-Add slips must be obtained from the principal. It must be signed by the student's parent, by the instructor involved, and finally by the principal.

GUM AND CANDY

The use of gum is allowed as long as the privilege is not abused. No candy or sunflower seeds will be allowed during the school day.

KEYS

Teachers should not allow students access to keys, storage areas, records, etc.

LYCEUMS

All teachers and students are required to attend lyceums, pep rallies, class plays, and other assemblies called during the year. Teachers are to assist in keeping order and in aiding participation.

CLASS MEETINGS

Advisors will attend all class and club meetings. Class advisors will supervise student officers to ensure that a record of all decisions and financial transactions have been made by the organizations. They will instruct their organizations that class and administration approval is necessary before action is taken on projects.

CHAPERONES

Persons assisting the school as chaperones are demonstrating their cooperation and willingness to aid in the development of our students. Naturally there are guidelines necessary to assist chaperones.

1. Students riding buses must be properly attired.
2. Students must come back on the bus unless their parents personally contact the chaperons.
3. Roll-call should be taken before leaving the school and before the return trip.
4. Students that do not cooperate with school policies should be reported to the office.

SCHEDULING EVENTS AND ACTIVITIES

Any organization, class, group, etc., that wishes to schedule an event must first clear it with the principal. All events and activities must be placed on the calendar in the principal's office as soon as possible.

EMERGENCY CODES:

Codes – Definitions - Actions

Code - Lock Down – “We are in a Lock Down”

Instructors are to follow lock down procedures and remain in their classroom until law enforcement unlocks the door and escorts them to a safe location.

Code - Soft Lock Down – “We are in a Soft Lock Down”

All outside doors will be locked and staff and students are to operate in normal status inside the building but are to remain in the building.

ADMITTANCE TO ACTIVITIES

The patrons of the Edmore school district have demonstrated financial support for the education of their children. In addition to educating students during the academic day, teachers are expected to attend as many of the school functions as possible.

LAPTOP AND COMPUTER AGREEMENT

All teachers will be required to review and sign the laptop and computer agreement each school year. The agreement must be signed and returned at the beginning of the year and put in their file before a laptop and computer is issued.