

ALEXANDER PUBLIC SCHOOL

ANCILLARY PERSONNEL

HANDBOOK



2023-2024

Alexander Public School Mission Statement

We prepare students whose work ethic promotes success in an increasingly competitive world.

Alexander Public School Vision Statement

Alexander School, with the support of families, businesses and civic organizations, prepares students for the future by engaging all learners in meaningful experiences that encourage communication, creativity, collaboration, and critical thinking, while meeting the educational and ethical standards of our innovative learning community.

Code of Ethics of the Comet Community

Only to the extent that individuals know and practice an acceptable code of behavior, both among themselves and among each other, can Comet Community exhibit a positive attitude. Various codes of ethics have been set down for each member of the Comet Community, including:

1. To receive respect from others; be respectable;
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 person 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 – he/she may be right;
8. Genuine praise of another raises you in his/her 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?

Board of Education

A five-person board governs Alexander Public Schools. Current board members are as follows: LaShell Tjelde, President; Cameron Wahlstrom, Vice President; Chris Link, Darcy Delaney and Brady Hanna. Jami Hudson is the Alexander Business Manager.

Administration

Leslie Bieber is the Superintendent at Alexander. Shannon Faller is the High School Principal. AJ Allard is the Elementary Principal. Terrille Jacobson serves as the Athletic Director.

TITLE IX

All complaints shall be submitted with the Title IX Coordinator or Co-Coordinator.

The Title IX Coordinator for Alexander Public School District is Mrs. Shannon Faller.
Shannon.Faller@k12.nd.us, 701-828-3334.

The Co-Title IX Coordinator is Aaron Allard.
Aaron.Allard@k12.nd.us, 701-828-3334.

Alexander School Board Policy AAC defines the process of Title IX complaints.

Policy AAC is available at the following locations:

- Alexander Public School Front Office
- Alexander Public School Teacher's Lounge
- Alexander Public School Website: <https://www.alexanderschoolnd.us/page/title-ix>

REGULATIONS AFFECTING ANCILLARY PERSONNEL OF ALEXANDER SCHOOL DISTRICT #2

This booklet is prepared for the purpose of facilitating the peaceful adjustment of differences that may arise from time to time and to promote harmony and efficiency to the end that the school, the employees, and the membership of the Alexander Public School District may mutually benefit.

The regulations dated on the last page shall become effective on that date and shall continue in full force and effect from year to year unless amended by the Board of Education.

Affecting Employees:

- A. The school agrees to deal with employees through their duly appointed officials in regard to matters relating to hours, wages, and other definite conditions of employment.
- B. The right in accordance with these policies to employ, promote, discipline, and discharge employees is reserved by and shall be vested in the school and its duly appointed officials.
- C. The school shall reserve the right to exercise discipline in the interest of good service and the proper conduct of the operation of the school.

D. Employees may be dismissed without notice for the following causes:

- (a) Incompetence or inefficiency;
- (b) Disregard for proper appointed authority;
- (c) Dishonesty, deceit, or falsification of records;
- (d) Theft;
- (e) Intoxication and/or use of alcohol on the job;
- (f) Breaking the Privacy and Confidentiality Policy;
- (g) Other conduct contrary to the interests of the school.

Classifications:

- A. Following in these policies are working rules which cover hours, wages, and other definite conditions of employment for all employees within the classifications listed below:
 - a. Full time employees work an average of 30 hours per week, 12 months of the year.
 - b. Nine-month employees work an average of 30 to 40 hours per week, 9 months of the year.
 - c. Bus Drivers work an average of 16 hours per week, 151 days of the year.
- B. Daily hours of regularly paid employees will not be decreased without reasonable notice, provided that the employees are ready and in condition to perform their work in accordance with the terms and conditions of these policies. Employees who report for work and are not able to work because of storms, power outages, etc., shall be awarded two hours pay in lieu of time to be worked.

Working Hours:

- A. Forty (40) hours shall constitute a regular week's work, except where mutually agreed otherwise.
- B. Full time employees must have a rolling average of 30 hours weekly for full time employee benefits.

Employment of Personnel:

- A. All employees shall be hired for a probationary period of six months. During this period, the School reserves the right to dismiss such an employee at any time without cause.

Benefits:

Free Lunches: All employees will receive a free lunch at the school every school day following the school calendar. Every employee will be required to type in your Power lunch number for accounting purposes.

403b Plan: All employees have an opportunity to sign up for a 403b plan up to a 5% match from APS.

Life Insurance: APS offers a \$20K life insurance policy to all employees.

Leave time:

Leave time must be used prior to any time off without pay.

All leave time including vacation, sick, personal and/or bereavement leave will be prorated for full and part time employees. Leave is counted from July 1st to June 30.

Bus driver employee sub pay is \$35.00 per CDL route and \$25.00 per non-CDL route. Sick or personal leave for all bus drivers is paid by the driver through a payroll deduct.

Vacations:

- B. All full-time twelve-month employees covered by these policies shall be entitled to vacation with regular pay each fiscal year.
- C. The vacation period for these employees who qualify will be based on ten (10) working day at regular pay after 6 months of employment.
- D. Full time employees will receive five additional working days at regular paid after five years of employment and an additional five days at regular pay after ten years of employment with a cap of twenty days unless previously approved by the board.
- E. In the event a holiday falls within an employee's vacation period, the employee is entitled to an extra day of vacation. This day will be given at a time mutually agreeable to the school and the employee.
- F. Cash payment in lieu of vacation privileges is not allowed.
- G. Vacation time is not allowed to accumulate from one fiscal year to another.
- H. Vacation periods will be scheduled in advance and employees are not allowed to trade periods or change around unless it is with the permission of the Superintendent.
- I. During the school year: An employee must use personal, vacation, sick, etc. first and then able to take days without pay which need to be approved by direct supervisor.

Sick Leave:

- 1. Ten days of sick leave will be allowed each year for full time twelve-month employees. Sick leave may be accumulated up to 45 days for full time employees only. Five days of sick leave will be allowed for each year for 9 month employees. 9 month employees are allowed to accumulate 24 sick days. Three days of sick leave will be allowed for bus drivers each year with 14 of days allowed to accumulate.

2. An employee detained from work because of sickness is expected to notify the school as soon as possible.
3. Employees are expected to employ the sick leave provisions only in the event of actual sickness or medical appointment, either of themselves or of their immediate families.
4. Abuse of the privileges and deliberate deceit in connections with the employment of this provision will result in discharge of the employees from their assigned/paid duties.
5. Any sick leave exceeding two (2) days must be substantiated by a doctor's certificate if required by the Superintendent.

Bereavement Leave:

- A. In cases of death of mother, father, brother, sister, spouse, child, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, or in the case of death of any other relative residing in the immediate household of any employee: absence with pay, not to exceed five (5) working days, shall be granted to all employees with net credited service in the District of three (3) months or more.
- B. Other special leaves, such as (but not limited to) death of aunt, uncle, nephew, niece, etc.) may be authorized at the discretion of the superintendent for inclusion of this provision.

Overtime:

1. All work done over and above the regular work week shall be paid for at the rate and sum of time and one half.
2. Overtime is to be as equally distributed as is practical among the regular employees, on the classifications of work where such overtime is worked.
3. Overtime will be limited and must be approved by the Superintendent.

Personal Leave:

- A. All full time employees will receive 3 personal days and 9 month employees will receive 2 personal days each year.
- B. Prior notice to administration is requested when using personal leave.
- C. Personal leave requested within the last weeks of school MUST be approved by administration prior to the start of the two week period.
- D. One personal day may be carried over to the next year for all employees. Leave time must be used prior to requesting any unpaid time off.

Holidays:

- A. The school will pay full time and 9 month employees eight (8) hours of regular pay or a regular day of pay, whichever is less, for the following holidays included in classified staff employment notice that fall during his/her period of employment.

- B. If a holiday falls on a Saturday, the employee shall be given the Friday preceding off; if a Holiday falls on a Sunday, the employee shall have the following Monday off.

Voting:

- A. The school will grant time off with pay to those employees that desire to go to the polls to vote in any municipal, school, county, state, or national elections.

Workshops:

- A. The Superintendent may authorize employees to attend training schools for which they will receive the regular base hourly wage for the time spent in attendance and the time necessarily spent to and from such training schools. It is however, specifically understood that the employees so authorized shall not receive any overtime pay while traveling to and from or attending training schools.

Pay Schedule:

- A. Full time employees shall be paid in 24 pay periods. Bus driver and 9 month employees shall be paid in 18 pay periods.

Insurance Benefit:

- A. Full time employees will receive a single health care policy through the Alexander School group insurance or equivalent amount in increments that follow the pay schedule.
- B. 9 month and bus driver employees will receive \$1000.00 health benefit that can be applied to a health policy through the Alexander School group insurance or paid in increments that follow the pay schedule.

Staff Dress Code:

- A. Faculty and staff are required to adhere to professional standards of dress and appearance at the discretion of the administration. (Blue jeans may be worn only on certain days as outlined by local administration).

Temporary Assignments:

- A. All employees placed on temporary assignments shall receive the prevailing rate of pay for the higher classification for those hours.

Reimbursable Expenses:

- A. Reimbursable meal expenses for approved conferences, workshops, meetings, etc. shall be limited to three meals with a maximum of 20% tip included.

- Breakfast \$9.00
 - Lunch \$14.00
 - Supper \$22.00
- B. Mileage reimbursement that has been requested and approved by sole discretion of the Superintendent will be equivalent as allowed by the IRS per mile.
- C. All expenses charged on a school credit card must have a receipt. If missing any receipts, the individual who has checked out the credit card will be responsible for those charges.

Grievance Procedure:

- A. Grievance Procedure:
- Reference School Board Policy KACB
 - Grievances of staff shall be processed according to the procedures outlined in KACB.

Emergency Drills:

- A. Drills will be held according to state law. Refer to the escape plan and follow procedures outlined in the Alexander Emergency Manual.

Late Starts:

- A. Breakfast will be served for grades 3-12 with limited choices for PK-2 due to lunch start times.
- B. Bus routes pick up times will be exactly two hours later from normal time.
- C. Due to scheduling, all specials will be canceled in the morning.
- D. All staff is required to report to the school 30 minutes prior to the start time.

Mandated Reporter:

- A. Per NDCC 15.1-19, Each public and nonpublic school teacher, administrator, and counselor annually shall provide documentation to the department of public instruction of the individual's completion of the online interactive training module provided by the department of health and human services for mandated reporters of suspected child abuse or neglect.

Use of School Equipment and Facilities:

- A. 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 keys are NEVER given to students.
 - c. No students will be allowed in the office supply room.

- d. All facilities shall be left as they are found.
- e. Only approved footwear shall be allowed on the gym floor.
- f. Be respectful of school grounds and facilities.

General Disciplinary Control:

- A. Although pupil self-discipline is the ideal theory, until that is achieved in practice, all employees must assume the task of guiding pupil behavior into proper channels of expression whenever they encounter misbehavior. To that end, employees must share the responsibility in order to make the task as light as possible, and yet as effective as it must be in a broad and complex situation.
- B. No employee should hesitate to correct any emergency or misbehavior which he/she is at all capable of handling.
- C. All discipline issues should be directed to the classroom teacher or administration.

Transporting Students:

- 1. Cell phone use should be limited to calls necessary for bus/ automobile route information and emergency use only, never while driving.
- 2. Absolutely NO texting while driving.
- 3. Students are to remain seated at all times when bus/automobile is in motion.
- 4. Students should be quiet at all railroad stops.
- 5. No extra stops on highway or roads except in emergency or for someone being sick.
- 6. Keep lights on bus/automobile as visible as possible.
- 7. Obey speed limits at all times and slow for other hazards on the road.
- 8. Communicate any adverse driving conditions with other drivers such as icy roads, white out conditions, etc.
- 9. Students and staff should have proper clothing with when cold weather sets in.
- 10. Use No 1 diesel if traveling on a bus when the weather reaches sustained 10 degrees and below.

Privacy and Confidentiality:

- A. All Alexander Public School employees are required to sign the privacy and confidentiality form which is a part of the Privacy and Confidentiality Policy adopted by the Board. Noncompliance to the Privacy and Confidentiality Policy will result in the immediate release of the employee.

Statement of Non-Discrimination:

- A. No student or employee of Alexander Public School shall, on the basis of race, color, national origin, sex or handicap, be excluded from participation in or be denied the benefits of or be subjected to discrimination under any educational program or activity conducted by the School.

- B. The School will treat its students without discrimination on the basis of race, color, national origin, sex or handicap in regard to access to and participation in course offerings, athletics, counseling, employment assistance, and extra-curricular activities as prescribed by Title VI, Title IX, and Section 504.
- C. In further effort to comply with the regulations Alexander Public School District #2 has appointed Leslie Bieber, Superintendent, to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to Ms. Bieber at the Alexander School Office or by contacting the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.
- D. The School District will not discriminate on the basis of race, color, national origin, sex, or handicap in the area of employment, including job advertising, pre-employment requirements, recruitment, recruitment compensation, fringe benefits, job classification, or promotion and/or termination.

Alexander Public School is a drug free school:

- A. Use of tobacco, in any form, drugs, alcohol or any form of drugs or conviction of drugs or alcohol may be grounds for suspension or dismissal!

Withstanding Topics Not Covered:

- A. Not all situations can be covered in this handbook. Each case shall be handled at the discretion of the administration.

This handbook shall not be construed to form a contract of employment between the District and its employees. The Alexander Public School Board reserves the unilateral right to change the handbook at any time, unless a previous agreement exists under a negotiated agreement between the Board and negotiating unit.

Should any regulation of the District be found to conflict with requirements in law or be declared illegal by a court of competent jurisdiction, said regulation shall be automatically rescinded to the extent that it violates the law. The remaining regulations shall remain in full force and effect until rescinded or amended by Alexander Public School Board.

Unless under contract, employees and the Alexander Public School District are engaged in an at-will employment relationship. This means either party is free to terminate the relationship at any time, with or without reason, or notice. The District is not bound by any oral promises concerning a non-contracted employee's length of employment.

