

# TEACHER HANDBOOK

ALEXANDER PUBLIC SCHOOL



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?

State of North Dakota, ESPB Code of Professional Conduct for Educators Article 67.1-03;  
NDCC: Section 67.1-03-01-01

### **Board of Education**

A five-person board governs Alexander Public Schools. Current board members are as follows: LaShell Tjedle, 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 PK-12 Principal, and AJ Allard is Elementary Principal.

## **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](mailto:Shannon.Faller@k12.nd.us), 701-828-3334.

The Co-Title IX Coordinator is Aaron Allard.  
[Aaron.Allard@k12.nd.us](mailto: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>

### **1. Affecting Teachers:**

- A. Qualifications: Instructional Staff shall hold a valid North Dakota teacher license granted by ND Education Standards and Practice Board.
  
- B. Pay Schedule: Teachers shall be paid in 24 pay periods. Deductions include: Income tax, social security, teacher retirement and insurance – if applicable.
  
- C. Substitute Teachers: Teachers are required to find their own substitute teachers, except for acute sickness, emergencies or school related absences. Those requiring a substitute for an acute sickness or emergency shall do so no later than 7 a.m. of the day concerned. Teacher absence, which is due to other than acute sickness, must receive prior approval of the administration.
  
- D. Certificate Registration and College Transcripts: Each teacher in the Alexander School must present transcripts for any college credit obtained. This information is necessary for many reports and records as well as reimbursement.
  
- E. Staff Dress Code: 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).
  
- F. Personal Days, Professional Leave, Emergency Leave, Sick Days and Sick Bank: is as outlined in the negotiated contract and the Family Medical Leave Act. It is beneficial for all

personnel that leave will only be granted the day prior to or following a vacation if the teacher finds a substitute. The last week of school is exempt and an exception will be granted by the Superintendent only. Leave time must be used prior to any time off without pay.

G. Late Starts:

- All staff is required to report to the school 30 minutes prior to the start time.
- Breakfast may be served for grades 3-12 with limited choices for PK-2 due to lunch start times.
- Due to scheduling, all specials in the Elementary will be canceled.

H. Meals: Breakfast is \$2.34 for all employees and lunch is paid by the school board per the negotiated agreement.

I. Teacher's School Day: Teachers are required to be on duty from 7:30am to 4:15pm minimum. Teachers are to be in the hallways 10 minutes prior to school start.

J. Attendance: Elementary attendance must be done by 8:30 am and directly after the lunch hour. High School attendance must be done each period. Teachers are expected to monitor hallways and student passing periods using the procedures outlined.

K. Attendance of Meetings: Each teacher shall be present at all meetings and PLCs called by the Superintendent or the School Principal.

L. Parent-Teacher Conferences: Two parent and teacher conferences will be held annually. Teachers are expected to be at the conferences from start to end. The school principal can grant exceptions with time made up.

M. Assignment of Duties: All teachers are employed subject to class and extra-curricular activities. A real effort is made to equalize assignments.

N. Telephone Usage: Use professional discretion with phone usage during the school day.

O. Instructional and General Equipment Needs: Supplies of a general instructional nature are found in the supply rooms. All orders must receive approval of the school principal or superintendent and requested per a requisition.

P. Injuries: All accidents or injuries shall be reported to the business manager immediately.

Q. Reimbursements: In order to be reimbursed for supplies, a teacher must receive prior permission from administration.

- R. Lunch: All teachers will receive a free lunch at the school following the school calendar per the negotiated agreement. Every teacher however will be required to type in your Power lunch number for accounting purposes.
- S. School Credit Card: If a teacher uses the school credit card and does not have a receipt, the teacher will be required to reimburse the school for all purchases made.

**2. Supervision of Class Organizations:**

- A. Class or student organization meetings or activities shall not be held without the advisor present.
- B. The advisor or supervisor must not leave students alone.
- C. Class organizations or committee meetings must be scheduled by the advisor only.
- D. Wednesday is church/family night. Do not schedule activities. In the rare occasion that an activity NEEDS to be scheduled on Wednesday or Sunday, contact the administrator for approval. If a child does not attend a Wednesday or Sunday activity, no consequence will be imposed (sitting out a game, grade reduction, etc.) All students need to be released by 6:00 PM.
- E. Advisors must notify the office of meetings and activities.
- F. Any fundraisers must be approved by school principal.
- G. Members of faculty who are in charge of any group or organization must be directly in charge of pupils for all of the group/organization activities unless re-delegation is approved by administration.
- H. School parties must have a definite time for pupil admittance and dismissal, and that time must be observed.
- I. The sponsors shall be the last to leave the building and shall be responsible for seeing that no water is running, that all the lights are turned off and all doors and windows are closed and locked.
- J. Teachers who have supervision of activities
- K. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for, as are other activity funds. All fund raising activities must have prior approval of the administration and in accordance with Policy HBCC.

### 3. School Discipline:

- A. Statement of Policy Governing Corporal Punishment: The 1989 Legislative Session has made the use of corporal punishment in the schools of this state illegal. Consequently, **NO SCHOOL EMPLOYEE ACTING WITHIN THE SCOPE OF HIS/HER AUTHORITY SHALL ADMINISTER PHYSICAL PUNISHMENT TO ANY STUDENT.**
- B. After School Detention: Do not keep after school any students who ride the school bus, without parental contact and with consent of the Principal.
- C. Attendance: No student is permitted into class without an absent slip from the office. Teachers will not be allowed to give a student a zero due to absences without the option of a makeup or alternative assignment or exemption for in class work.
- D. Tardy: When tardy, students are to report immediately to their respective class. Teachers will mark tardies in PowerSchool. Tardies become absences when students have missed 20 minutes or more of a period.
- E. General Disciplinary Control: Although pupil self-discipline is the ideal theory, until that is achieved in practice, teachers must assume the task of guiding pupil behavior into proper channels of expression whenever they encounter misbehavior.

Teachers must share the responsibility in order to make the task as light as possible, and yet as effective as it must be in a broad and complex situation. No teacher should hesitate to correct any emergency or misbehavior which he/she is at all capable of handling.

Cases with which the teacher does not wish to deal should be IMMEDIATELY referred to the Principal for action. If a teacher sends a student to the office, the decision for punishing the student rests with the principal.

If you send a student to the office, the incident must be logged into APS Discipline Log.

- F. Suspension and Expulsion: Teachers may recommend suspension of pupils whose conduct warrants such action. Pupils may be suspended only by administration and expelled only action of the Board.
- G. Grading System: Teachers must keep their grades up to date weekly. An eligibility report will be run every Monday of the week. Parents of pupils with grades 69% or lower must be contacted by the teacher. The grading policy must be followed in according to the student handbook.

#### **4. Classroom:**

- A. The classroom atmosphere is an important detail to consider. Be sure that it is conducive to education.
- B. Always be prepared to receive pupils and parents, if they come.
- C. All books must have the Alexander School stamp in them before distribution.
- D. Classrooms must be kept neat and organized.
- E. Care should be taken to see that each class leaves the classroom/area in a neat and clean condition. The teacher should check desktops, tables, locker rooms, etc. for marks and see that paper and garbage are off the floor.

#### **5. Student Extra-Curricular Travel:**

Generally, any student participating in an out-of-town extra-curricular event will be expected to travel to and from that event on the bus with the remainder of the team or group. Exceptions to this will be allowed under the following conditions:

- A. Administrative approval for all situations regarding travel to events.
- B. Students traveling home from events will require:
  - 1. Prior administrative approval; or advisor approval
  - 2. Under no circumstances will students ride home with anyone other than parents, guardians, teachers, adult relatives, or parents of peer students.

#### **C. 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 teachers 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.



**6. 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.

**7. School Rules:**

- A. Teachers shall expect to be assigned to details, such as recess duty, supervision of hallways, Etc.
- B. Teachers shall be responsible for the pupils they detain. Recess and noon hour may be utilized for this purpose as well. Any bus students detained must receive prior approval of the Superintendent or Principal.
- C. Lesson plans must be developed and turned in as instructed by the principal.
- D. A substitute file shall be maintained in a designated area in your classroom so that in case of necessity such can be found by a substitute teacher or administrator.
- E. Teachers will adhere to time schedules regarding recess, eating times, class times, etc.
- F. Teacher prep time is a part of the paid teacher contract thus the prep is to be used accordingly.
- G. Teachers will be required to check out at the office any time they leave the school building during the contracted hours with administration permission.
- H. Reimbursable Expenses: 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

Mileage reimbursement that has been requested and approved by sole discretion of the Superintendent will be equivalent as allowed by the IRS per mile.

**I. Grievance Procedure:**

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

- J. Emergency Drills: Drills will be held according to state law. Refer to the escape plan and follow procedures outlined in the Alexander Emergency Manual.
- K. Use of School Equipment and Facilities: The facilities and equipment of the school shall be available to the students and teachers upon arrangement, however these rules must apply:
1. No room or property may be used without a teacher being in charge of its use.
  2. School keys are never given to students.
  3. No students will be allowed in the office supply room.
  4. All facilities shall be left as they are found.
  5. Only approved footwear shall be allowed on the gym floor.
  6. Be respectful of school grounds and facilities.

**8. 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 contract revocation.

**9. Statement of Non-Discrimination:**

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.

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.

In further effort to comply with the regulations Alexander Public School District #2 has appointed Shannon Faller at Shannon.Faller@k12.nd.us to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to Shannon Faller 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.

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.

**10. Check out duties at the end of the term:**

- A. Turn in attendance and grade reports for the term.
- B. Turn in undelivered report cards.
- C. Return all keys and borrowed items checked out.
- D. Clear all loaned library books.
- E. Turn in complete and accurate requisition data.
- F. See that all books are placed orderly on shelves and storerooms for the closing of school.
- G. Classrooms will be dismantled and all items stored for summer maintenance.
- H. Grades on permanent record cards and cumulative folders are to be turned in to the office.
- I. Room inventories are to be completed and a list of repairs noted.
- J. All textbook requests are to be submitted prior to check out.
- K. Year End check out sheet is completed and signed.
- L. Final checks are issued after above duties completed.

**All district employees are expected to follow all school board policies that can be found on our district website located under school board.**

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 policy 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.

Any contract entered into between the Board and another party supersedes district policy and regulations whenever a conflict exists between policies or regulations and the contract language. Contracts include, but are not limited to, the negotiated agreement and individual teaching and administrative contracts.

**Disclaimer:** All APS District Regulations are not included in this handbook. Items/issues not specifically covered in the handbook will be reviewed/handled at the discretion of the administration.

