

Wilton Public School



Faculty Handbook 2017-2018

MISSION STATEMENT:

**“Working together to develop successful students,
responsible citizens, and life-long learners.”**

Introduction

Wilton Public School exists to serve the needs of students. All decisions and actions must be made with student welfare and achievement foremost. A school employee's role is to support, nurture, direct, and guide students during their years of formal education. This is a noble and demanding calling. The aim of this handbook is to provide a reference for all instructors and staff members to implement consistent direction in daily responsibilities, teaching or otherwise. The handbook is a resource and is written to complement the Wilton Public School Student Handbook. A school employee has an important position within a community, promoting their leadership and communication skills, as well as their professional responsibilities. The success of the instructional staff will be from leadership, in working together with all employees in the school, to ensure the delivery of a professional, quality service that will enable success for students, the Wilton Public School, and the communities it serves.

SECTION I: General Information

Administration

The district's administration includes the superintendent, the principal, assistant principal, activities/athletic director, and technology coordinator. The goal of the administration, along with the business manager and school secretaries, is to provide students the best possible education with the resources available. The administration serves as a liaison between the teachers, the classified staff, the school board, and the community. A major responsibility of the administration is to facilitate effective teaching and to create an effective learning environment. To that end, all staff members should look upon administrators, business manager, and school secretaries as resources, sources of assistance, guidance and support.

Drug Free Workplace

Wilton Public School adheres to the standards of a drug-free workplace. Unlawful use of drugs, possession of illegal drugs, and the manufacturing and/or sale of drugs in the workplace is prohibited. Violators may be subject to disciplinary action that may include termination of employment. A complete copy of Wilton Public School's complete drug-free policy is available upon request.

Smoking

Smoking and the use of tobacco products are prohibited on the school district property. This shall include all school buildings, grounds, and school-owned vehicles. All individuals on the school premises share in the responsibility for adhering to and enforcing this policy.

Equal Opportunity Employer

It is the policy of Wilton Public School to recruit, hire, train, promote, and administer all personnel actions without regard to race, color, religion, sex, age, national origin, disability, marital status, public assistance, or participation in lawful activities off the employer's premises during non-working hours which do not directly conflict with the essential interests of the school district in accordance with the applicable Laws. Wilton Public School will not tolerate any discrimination, and any such conduct is prohibited. The District also prohibits any form of discipline or retaliation for reporting such incidents.

Evaluation

Evaluation of licensed staff is required by North Dakota statute and district policy. The primary and overriding purpose of evaluation is to assist teachers with professional growth and the improvement of teaching. Should it be necessary to utilize evaluation for the possible non-renewal or dismissal of a licensed staff member, that person will be informed that evaluation is being done for the purpose of possible non-renewal or dismissal.

Licensed staff is evaluated twice for the first three years and then once a year after three years. Classified staff shall be evaluated annually by their respective administrator.

Grievance Procedure

The formal grievance procedure is an item that may be found in the current school board policies.

Harassment

It is the policy of Wilton Public School to maintain a productive and pleasant work environment, free from harassment of any kind and from any source, either from administration, co-workers, visitors, or students, and to treat all complaints fairly and equitably.

This policy ensures that all employees will enjoy a safe workplace, free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of others. A complete copy of this policy is included in this handbook. It is vital that the employee report the incident to the administration in order to resolve the issue.

Meals/Travel

The cost of an adult breakfast is \$2.00 and the cost of an adult lunch is \$3.25. You may not carry a negative balance.

Meal and Travel Expense Guidelines: Wilton Public School reimburses employees for work related meal and travel expenses according to guidelines established by the State of North Dakota. Special costs of travel related to an employee's work (e.g. workshop registration or material costs) shall be paid in full by Wilton Public School, provided such expenses have been approved in advance by the superintendent. The Wilton Public School will follow the state per diem for meals and the state per diem for mileage when using their personal vehicle (if a district vehicle is not available for use). It is important to have permission when using personal vehicles, in order to receive reimbursement. Employees shall contact the business manager or superintendent to secure tax exempt status on all eligible travel expenses. Tax monies eligible for exempt status will not be reimbursed if this process is not followed.

Military Duty

Federal law requires employers to allow members of the National Guard and Military Reserves to take leave to attend military training regardless of full or part-time status.

The law prohibits employees from being terminated or denied employment benefits because their military activities interfere with their job. There is no limitation as to how many hours the employee can take for military leave. Employees should request military leave from the Wilton Public School with as much advance notice as possible.

Personnel Records

Wilton Public School will maintain an employment file for each employee. Job related personal information in the file should be kept up to date. It is the employee's responsibility to keep this material current.

Employment and performance related information will be kept in this file. The employee has the right to view and copy material in this file according to state and federal law.

Use of Computers

Any and all employees of Wilton Public School shall follow the adopted school district Acceptable Use Policy. A copy of this policy shall be provided to all employees.

- Employees shall abide by software license agreements between the software proprietor and the Wilton Public School.

- Employees will not use proprietary software that is NOT the property of Wilton Public School in any of the school's computers unless the employee has specific authorization to do so.
- Safeguarding software is the employee's responsibility.
- Employees will only access the district's local area network in a manner described by the district.
- Internet access and World Wide Web access using district computers will be for work related purposes only.
- Email communication on district equipment is for work related purposes only.
- Email communications using district equipment are district documents and are subject to access and review by district administration at the administration's discretion.
- Obscene, offensive emails or any messages violating any of the district's policies may not be generated or forwarded using the district's equipment.
 - **Remember, all emails are public records; caution must be exercised in sending or forwarding any information via email.**

Witness/Jury Duty

Wilton Public School will pay for a substitute while a teacher is on jury duty, providing the employee provides proof of service from the court, and reimburses the school the amount of money they received for their duty.

Workplace Threats and Violence

Wilton Public School prohibits acts or threats of violence and threatening behavior by or against its employees during assigned work times. Violations of this policy by district employees will lead to disciplinary action that may include termination of employment. Violent acts or threats of violence include any activity by an individual that would cause another person to feel unsafe. If you are subject to or become aware of any violent acts or threats of violence, immediately report the matter to the superintendent.

SECTION II: Professional Expectations

Chain of Command

Communication is a key to any organization's success. Communication requires openly discussing concerns, complaints, or other issues through the proper channels. Parents, students and employees must follow a clear chain of command to facilitate communication and ensure amicable relationships within this school. The chain of command for requests, complaints, etc. would be: 1. The other person involved. 2. The principal. 3. The superintendent. 4. The school board president. Please follow these steps to ensure a successful school year.

Corporal Punishment

Corporal punishment of students is prohibited by law. Teachers may use reasonable physical force to protect themselves or to restrain or protect students who could harm themselves or others. Any such instance must be reported immediately to the administration.

Community Involvement

Wilton is like most communities in its desire for teachers to be supportive of the community. This includes civic, social, business, and religious activities. Your active involvement by sharing your talents with the community and supporting local business can increase good public relations between our school and the community. Be seen and be heard, you play a crucial role in the promotion of our school and the activities we take part in. The enthusiasm you have for your work and the school in general is what others will look at as they formulate their viewpoints.

Confidentiality

All staff members must take all due care to ensure appropriate confidentiality concerning student matters. At all times only teachers, staff members, students, and parents directly concerned with any given issue should provide confidential information.

- Student Cumulative Records should only be accessed by those staff members that have a direct need to know. When records are accessed each and every staff member must use the sign out sheet located in the vault. Records must be returned to the vault no later than 4:00 PM that same day.
- Care must be taken to ensure student grades are only shared with the student in question. At no time should students be asked to publicly address their grades in front of other students. It is recommended that students be asked to bring their assignment to the teacher to view visually. Grade books must be secured at all times and not left open to possible access by others. This includes paper copies as well as digital. **Grades shall be updated weekly in Power School.**
- Private matters concerning students or student families should be handled with care and respect for all involved. Eliminate rumor by communicating with those that need to know only.

Credentials

In those areas where special credentials are required by the State of North Dakota, teachers must meet the requirements specified by the state.

Discipline

Students are responsible for their own behavior. Conduct that impedes teaching or learning and conduct that threatens the security, comfort or welfare of others, will not be tolerated. This policy applies to any school related activity, class, noon hour, extra-curricular activities, bus riding, classes at the Career and Technical Academy and any other instructional or activities sponsored by or associated with the Wilton Public School. Behaviors are divided as minor and major incidents. It is expected that teachers manage their own minor behaviors in their classrooms. If a student has a major incident, administrative action in the form of a conduct referral may be given immediately, depending on the situation. To include but not limited to:

- Insubordination or defiance to school staff;
- Use of alcohol, tobacco or other illegal drugs;
- Causing or threatening physical harm to others;
- Repeated disruptive behavior in classes or during the school day;
- Chronic tardiness or truancy;
- Destruction or theft of school property or the property of persons within the school;
- Unauthorized entry into the school;
- Any other willful misconduct which disrupts the rights or access of others to an education.

Minor behaviors will be handled using a tiered system:

Step 1: When a student has a minor incident for the first time, they will be given redirection and the behavior will be retaught.

Step 2: The student will receive a misconduct ticket and parent contact will be contacted.

Step 3: If the student has another incident, the student will receive a 2nd misconduct ticket and parents will be contacted.

Step 4: If the student receives 3 misconduct tickets there will be administrative action in the form of a conduct referral. This conduct referral form will result in consequences as determined by School Board Policy and/or the administration.

Listed are examples of measures that will be utilized, if determined appropriate by the administration and/or school board:

Removal from class: Should it be necessary to remove a student from class for behavioral reasons, the instructor will complete a misconduct ticket, call the office, and send the student to the office. The student will not return to class that day unless the situation is resolved.

First Occurrence: The student will meet with Principal/Assistant Principal's office. Parent contact will be made.

Second Occurrence: The student will meet with the Principal/Assistant Principal's office. At the discretion of the Principal and/or Assistant Principal, the student may receive one or more days of in or out of school suspension. Prior to returning to class and/or school, a conference involving the student, his/her parents/guardian, the teacher, and the administration will be held.

Third Occurrence: The student will report to the Principal/Assistant Principal's Office. A student sent out of class three times during a single quarter may be required to drop the class with no credit given (grades 9-12), and/or may receive an in or out of school suspension. The instructor will refer the student to the administration for academic and/or behavioral counseling services to determine an appropriate resolution.

Detention: Detention is being in school for an assigned period of time before or after the regular school day, including Saturday. Detention may be used as a disciplinary action by teachers or administration. Students will be notified before detention is to be served. Transportation to/from detention will be the responsibility of the student and his/her parent/guardian. If detention falls during the time of an extracurricular event or practice, the student will not participate in that activity during detention time. Students in detention will not talk, drink beverages, or eat without permission from the detention supervisor. Students must bring schoolwork to detention. Students failing to report for assigned detention will receive double detention time and will serve the extended detention time the following day, or at a time assigned by the teacher and/or principal. If detention is missed a second time, the student will be subject to additional disciplinary action.

Suspension: Suspension is removal from class for a specified period of time, not to exceed ten school days.

In-school suspension is served in school during the school day.

- Students on in-school suspension must do schoolwork during detention and will be responsible to complete any work missed or assigned during the detention.
- Credit will be received for work done.
- Students will not be counted as absent.
- Students will not be allowed to participate in extracurricular practices, activities, and events.

Out-of-school suspension is served outside of school.

- Students will be counted absent for time on suspension.
- Students will be expected to make up their work.
- Students will receive credit for work made up.
- Students will not participate in extracurricular practices or events, or be allowed on school grounds while on suspension.

Expulsion: Expulsion is removal of a student from attendance for the remainder of the school term (term is defined as the semester).

- Expulsion may be done only by the Wilton School Board, after the recommendation by the school administration.
- Expulsion proceedings will follow all due process requirements legally established within the State of North Dakota.
- Students expelled are not students of the school while under expulsion and may not participate in any of the school's curricular or extracurricular programs or activities.

Licensure

All teachers must hold a current teaching license from the State of North Dakota. It is a teacher's responsibility to keep licenses current and legal. State law prohibits hiring teachers without current licenses; therefore, any teacher whose license is not current will be discharged.

Student Medications

Any student receiving or self-administering any type of over the counter or prescription medication during the school day must check in with the office to complete the necessary paperwork. Only staff members who have undergone specific training **AND** who have written permission from the parent to administer medication may administer medication to students. Documentation must be completed in the main office for any staff member who administers medication to a student. A student who has permission from the office to self-administer medication will be provided with a slip from the office. Any student who does not have a permission slip from the office who has prescription or non-prescription medication should be referred to the office immediately.

Parent Relationship

A parent's regard of the school as a whole is often determined by the nature of his/her contact with only one teacher or staff member. Every staff member can help create good will or ill will through a single interaction with a student, a parent, and the way in which concerns are addressed.

- Use good listening and communications skills;
- Try to avoid defensive reactions;
- Arrange for follow up about the progress of the concern or the resolution of the problem;
- Contact with parents is encouraged in all instances and special efforts must be made to make contact when things are GOOD!

IDEAS ON HOW TO ESTABLISH POSITIVE COMMUNICATIONS

- MAKE A POINT TO CALL EACH OF YOUR STUDENT'S PARENTS AT A MINIMUM OF ONCE A YEAR.
- SEND HOME A WEEKLY OR MONTHLY CLASSROOM NEWSLETTER.
- SET UP A VOICEMAIL BOX THAT CONTAINS INFORMATIONAL ITEMS.
- MAINTAIN A WEB PAGE.
- WRITE A SHORT NOTE TO ONE PARENT A DAY.
- USE THE POWER OF POWER SCHOOL-KEEP GRADES AND ATTENDANCE UP TO DATE.
- WHAT WOULD YOU EXPECT FROM YOUR CHILD'S TEACHER?

Preparation Period

The preparation period is provided for teachers to prepare lessons, help students, and perform other non-class work related to teaching. Teachers may use this time for relaxation and break time as needed; however, it is part of the contract day and should be used as such.

Professionalism

Deal with other members of the profession in the same manner as you wish to be treated. Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the school system, and the profession.

Professional Growth

It is expected that teachers will pursue professional growth by taking coursework required to maintain licensure and meet accreditation standards. Additional professional growth opportunities will be offered

through local and area in-service training. Teachers are encouraged to avail themselves of the training and may at times be required to attend such growth opportunities.

Professional Responsibility

The formal written official reports of school activities are by no means the only ones available to the outside public. Because almost every home in the community has direct or indirect contact with the school program through its children, the words and actions of each teacher are soon relayed to others via our students. Teachers should constantly appraise their every remark and action and be aware of how others may interpret them. A teacher's personal, religious, or political beliefs are not off limits but must be balanced in a manner to show respect for others.

When staff members are able to provide a positive school atmosphere, pupil reactions are more likely to be a positive and constructive link in creating good community feeling toward the school.

Respect the basic responsibility of parents for their children. Adhere to any reasonable pattern of behavior accepted by the community or professional persons.

School Improvement

The formal School Improvement Process, AdvancEd, is a process required by the State of North Dakota. Participation in the process in various capacities is not an option. Principals will assign teachers with duties and tasks as needed. Consideration will be made for overall work assignments and personal preferences, but all must participate in this process in some way.

Staff Work Room

Staff members may take breaks and eat meals in the staff work room. The staff room is an area provided for all staff. Staff mailboxes, and classroom supplies, such as paper, pencils, paper clips, etc. are stored in the staff room. Please take items only as needed, and avoid storing extra supplies in classrooms. If you notice items that need to be replenished, please let the office staff know. There is also a copy machine and a laminating machine available for staff use in the staff room.

Suspected Child Abuse/Neglect

State law defines teachers as mandated reporters who must report any cases of suspected child abuse or neglect. Teachers who suspect the abuse or neglect of a student or students must immediately report their concerns to the principal or superintendent. This information is protected by law, as is the identity of the reporter.

Teaching Assignments

Teachers must meet accreditation standards as defined by the North Dakota Department of Public Instruction. Teaching assignments within a teacher's area of accreditation may be assigned by the administration.

Work Assignments

Teaching assignments, student supervision assignments, class schedules, and other special assignments may be made by the principals and superintendent according to state law and negotiated contract language.

SECTION III: Procedural Information

Absences

The types of leave available to teachers are outlined in the negotiated master agreement. Please refer to this document for specific guidelines. The types of leave available to ancillary staff members are noted on the yearly work agreement.

Appointments

Medical and dental appointments, other than those of an emergency nature, shall not be scheduled during the school day, unless absolutely necessary. When medical and dental appointments are absolutely necessary, the principal is to be notified as soon as possible in advance of the appointment.

Employee Absence Record

Employees that are requesting or have received leave must log in to the Aesop Program to complete a leave request. The request will be approved by the principal and/or superintendent and business manager.

Sick Leave

Staff members are expected to schedule absences and request substitute teachers through the Aesop Program. It is requested that all staff members who find it necessary to request a sick day inform the office or principal. The principal should be contacted as soon as possible. If the principal is not available, contact the superintendent. The administration will ensure substitutes have been secured as needed.

Appearance

Staff member's personal neatness, cleanliness, and reasonable variety of professionally styled clothing and accessories will do much to exemplify similar habits of good taste among pupils. Each staff member's appearance should contribute toward giving the respect and appreciation of the students and not be of such nature that it distracts from the staff member's positive influence.

Benefits & Payroll

Benefits for certified staff, including payroll, are defined within the Negotiated Master Agreement. Non-certified staff members may request a schedule of payments from the business manager. This section outlines special procedures outside of the specific benefit allowances. All staff receives regular pay via direct electronic deposit. Payments are made on the 15th and 30th of each month or on the day prior to a holiday or weekend.

Direct Deposit of Payroll

Payroll checks will be direct deposited into the account of your choosing on each pay date. The business manager will inform staff members concerning this program and will retain the documentation concerning your deposit information. Any questions or concerns with this matter should be brought to the business manager's attention as soon as possible to prevent further concerns.

Social Security

The School District complies with Social Security regulations, and a deduction, as provided by law, shall be made from your checks. Each teacher qualifies for four (4) quarters per year.

Teacher Retirement

Participation in the North Dakota Teacher's Retirement Program and ND PERS Programs is mandatory. The business manager will supply you the necessary forms at the beginning of each school year.

Bulletins, Memos, Etc.

Daily and weekly announcements will be made to staff. These will follow the district event calendar, so it is imperative that changes be made to that calendar as they occur.

Calendar

There is one master calendar, maintained in the office. All events and activities must be entered into that calendar.

Cell Phones

Do not open or look at a student's cell phone pictures or messages. If a phone is misplaced, please return it to the office.

Classroom Care and Organization

- Teachers should set a good example by keeping their desks, bookshelves, etc., in a neat, clean, and orderly manner;
- Teachers should require students to pick up trash and papers from the floor and clean the desks at the end of each period or school day. All garbage should be placed in the wastebaskets;
- All staff members must be alert to students who may cause damage to the room or school property and must inform the administration of such problems as soon as possible;
- Special needs or problems should be brought to the principal; and,
- It is imperative that all areas of the building are neat and orderly in order for learning to take place.

Close of the School Year Duties

Office and general supplies, such as paper, markers, glue, etc. will be ordered through the main office. Individual staff members do not need to order these supplies.

- Turn in complete and accurate requisition, maintenance request, and curriculum order
- Fill out teacher checkout sheet
- Be sure equipment and textbook inventories are up-to-date and the principal is informed of any changes
- Classroom walk through must be completed
- Technology inventory must be complete
- Summer key check out must be complete
- All signatures must be obtained prior to leaving on the last day of contract

Collection of Money

Any money raised by a teacher, student, or student group in the name of the school, or for any school function, is under the control of the Wilton School Board.

- Money must be turned in to the school secretary for receipting and deposit as soon as the money is given to the teacher. Do not keep money in your rooms.
- Record of funds will be provided to the staff supervisor responsible for the activity
- Special fundraising must be cleared by the principal and activity director in advance.

Custodians

If custodial assistance is needed, please fill out the Maintenance Request Form on the District website. Staff members should take steps to keep their work areas and classrooms tidy and clean to prevent damage and safety hazards. All staff members are expected to help provide a safe and orderly learning environment.

Damaged or Broken Equipment

Damaged or broken equipment should be reported using the Maintenance Request Form on the District website. Discipline as a result of malicious or intentional damage to school property will be handled through the administration.

Emergency Response Plan-Actions

The district has an Emergency Disaster Response Plan. Each teacher should possess a copy. This guide spells out the appropriate actions to be taken by staff members and students in the event of an actual emergency. Be familiar with these actions and keep the “Emergency Response Plans” in an easily accessible area of your work area. Teachers must also:

- Maintain emergency response materials as provided in the black backpack. The backpack must be located in your classroom in a location as directed by the superintendent
- Educate their students on the various emergency situations and their appropriate responses to each type of incident.
- Be a role model. Emergency drills are important and by taking them seriously your students will take them seriously.
- Be a calm, level-headed leader. In the event of an actual emergency your level-headed approach may mean the difference between life and death.

Fire Drills

Fire drills will be held throughout the school year. Some will be announced; some will not be announced. Staff members must follow the fire drill plan developed for the current year. Evacuation route information is to be posted in each classroom.

Food and Drink

Teachers may bring food and drink in their classroom as long as it does not distract the teacher or students from the goal of education. Teachers are encouraged to be good role models for each student in the area of healthy drink and snack choices. The principal must approve special in-school class parties.

Fundraising

When planning a fundraiser for a group the advisor shall discuss the project with the superintendent before discussing with students. Before ordering items for a project, a signed purchase order shall be obtained from the superintendent. When purchases involve students, staff, and others, payment for the items will be received and deposited before the order is placed.

Grading System

The Wilton Public School uses a letter marking system. The grading scale and honor points earned for a full credit are:

- A 92-100
- B 83-91
- C 74-82
- D 65-73
- F 64 & Below

Report cards will be prepared and passed out or mailed within 1-2 weeks following the end of each nine-week period. Proficiency and deficiency reports will be mailed between reporting periods as necessary. S- Satisfactory, N- Needs Improvement, and U-Unsatisfactory may be given for non-solid academic classes, if approved by the administration.

Academic grades will be based on academic achievement alone. Conduct or citizenship shall not be considered as a means of academic evaluation unless it can be shown to have a reasonable educational relationship to the grade. No classes will be weighed for extra honor points. Band, choir, PE, mentoring, driver's education, and pass/fail classes will not be used in calculating GPA. GPA is calculated to 3 decimal places.

While school marks are important in the promotion of pupils, they are only one of the many factors to be regarded in special classes. Other factors may be mental age, health, and soundness of body, physical maturity, social maturity, opportunity to improve, and effort.

It is the recommendation of the administration and School Board that the time for a student to repeat a grade - if such is necessary - is generally in grades 1, 2, or 3. Students shall not be retained more than two times during their first eight years.

If a student is not meeting proficiency levels in a course or grade, this must be communicated to the parent/guardian as soon as this determination has been made. If a student does not meet grade level or course requirements, the letter grade should reflect this concern. If a student is at risk of not meeting course or grade level requirements, the parents or guardians must be contacted. Teachers of such students shall contact both the parent/guardian and the principal.

Semester Exams

The Wilton Secondary School will conduct semester exams or projects for all academic classes. Each teacher will be required to issue a semester exam or project for each class.

Injuries

Report all injuries of students or staff to the principal as soon as possible after the injury occurs. Keep written record of the injury and provide a copy to the office.

It is **MANDATORY** that all staff injuries are documented on a Workmen's Compensation Form within 24 hours of the accident/injury occurring, regardless of the nature or seriousness of the injury. This form is available in the office.

Leaving the Building

A staff member's noon lunch break is considered a break, and staff members may leave the building during this break. At any time during the workday, staff members must check with the principal, and sign out in the office prior to leaving the building. Staff must also sign in upon their return.

Lesson Plans

Lesson plans shall be completed and submitted online each Monday by 8:00 AM, or as directed by the principal. Lesson plans are an important part of the well-organized teacher.

Library Materials

The librarian shall keep an accurate account of all library books checked out by students. The library is a wonderful learning resource, and an integral element of education. Teachers and students are encouraged to fully utilize the library and its resources. Students are not to be unsupervised in the library.

Meetings

Regular teacher meetings will be set by the administration. Scheduled meetings will start at the time designated by the administration. Those teachers involved in IEP's or various other meetings should not plan personal matters after school on these days. However, it may not be necessary to call a meeting every week.

Teacher meetings may be called as necessary, and as it fits the schedules of those concerned. The coaching staff is not exempt from these meetings. Teachers may be assigned presentations for the meetings.

Negotiated Master Agreement

The agreement will provide teachers with information regarding the negotiated position concerning salary, fringe benefits, grievance procedure, teacher leave, teacher evaluation, study committees, and various other aspects.

Official Transcripts & Credits

All teachers must present an “official transcript of college credits” to the superintendent’s office. Teachers are responsible to provide the superintendent with transcripts of coursework to be considered for salary advancement and/or certificate renewal requirements, and to inform the superintendent by May 31 if there is an anticipated coursework-related opportunity for salary advancement for the following school year.

Outside Speakers & Volunteer Help

The use of outside presenters is generally encouraged. However, teachers must inform the principal in advance of plans to utilize outside persons. Likewise, the use of volunteers is encouraged. Again, please inform the principal of any volunteers being utilized at the school.

Parent Contact

Communication is the key to educational success. Teachers are encouraged to contact parents regularly. Contact should not be made for only problems or negative reports, but also for outstanding work, marked improvement, and other positive observations. Imparting positive information is as important, if not more important, than imparting negative information.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice yearly. If there are concerns at other times during the year the teacher is encouraged to set up a conference with the parents at a mutually agreeable time. At any time if a teacher desires the support or assistance of the principal they should contact them and invite them to assist with a parent conference. Parent-teacher conferences are part of the school’s annual calendar and are scheduled as such. Teachers must observe a few standards for all conferences.

Be punctual and available at the scheduled times;

- If a teacher cannot be available, parents/guardians must be notified in advance and informed of when they can meet with the teacher.
- Teachers must have examples of student work available to show parents/guardians.
- A student’s grade may be shown to parents/guardians.
- At no time may a teacher discuss the work of other students with a parent/guardian. Discuss only the students of that parent/guardian.
- Be honest and forthright at all times.
- Be positive. In every case there is much positive to be said. Emphasize the positives rather than the negatives. Growth is more likely to come from building on strengths, and not focusing on weaknesses.
- Keep a record of parents who attend and give that record to the principal.
- Listen to parents/guardians. They know more about their student than anyone else. Conferences are for teachers’ benefit as much as the parent/guardians’ benefit.
- Keep conferences on schedule and concise. If additional time is needed, schedule a follow-up conference.
- Should a major concern need to be addressed, schedule another meeting when more time can be devoted to the concern.

Payment for Special Duties

Teachers due pay for special duties must complete a voucher and submit that to the business manager. Payment may be withheld until all expectations are met for the activity, i.e. uniform and inventory done, all equipment returned to proper location, scorebooks turned in to athletic director, etc. All such expenses must be authorized *in advance* by the superintendent

Personal Calls and Visitors

Staff members shall not receive personal calls or visitors during instructional time. In emergencies, notify the office for substitution and return to duty as soon as possible. Teachers and paraprofessionals will not be called out of the classroom or away from duties with students for phone calls, except in emergencies.

Personal Leave

Personal leave should not be used the first and last two weeks of the school year or the day prior to/following a holiday without advanced administrative permission. Absences will not be approved if a substitute cannot be secured. Leave without pay will be examined on a case by case and all decisions will follow school board policy.

Physical Restraint

Physical restraint or self-defense may be used only if it is necessary to prevent a student from disrupting school activities or from injuring him/herself or others.

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 from the superintendent.

Procedure for placing an order:

Obtain purchase information from the vendor (name, address, item name and number, unit costs, shipping costs, etc.) **Make your request for purchase on a completed requisition form, which is available from the business manager.**

- The district has a tax exempt status. No purchases shall be made without submitting the required documentation of tax exempt status to the vendor. All staff members must follow this process, including lodging or other travel expenses;
- Present the request to the building administrator;
- The requisition will then be submitted to the superintendent for final approval and signature; once signed the order may then be placed.

Failure to obtain a properly signed purchase order may encumber the teacher or employee directly for the debt incurred. All purchases must be pre-approved before they are placed.

Storm Drills

During storm or tornado drills, all staff will follow the directions provided for the current year. In the event of a tornado drill, it is imperative to take students to an area away from doors, windows, and dangerous overhead objects.

Student Computer Use

Computers are an essential element of the learning process and are to be utilized as needed. Staff members must monitor student use of computers to ensure students are following Wilton School's Authorized Use Policy.

Student Handbook

Each teacher shall have a copy of the student handbook. All teachers should fully understand the rules and regulations pertaining to the student program. Teachers are expected to enforce rules, regulations, and policies contained therein.

Student Injury

If a student would become injured or suffer an accident during school hours, while on the school property, or during any school sponsored event, school employees should do their best to provide immediate care and contact any and all resources necessary. In addition to providing basic care teachers should remember the following:

- Never leave the injured party unless absolutely necessary.
- Use a runner or any form of in-school communication to obtain assistance.
- Contact school administration as soon as safely possible.
- If Emergency Medical Service is necessary, do not hesitate to make contact; always err on the side of caution.
- Fill out an incident report and turn into the office.
- Contact the parent or guardian and send a copy of incident report home.

Local or In-School Injuries

Should a student, in the judgment of the staff member in authority, need immediate medical attention, and should the nature of the injury make it reasonably possible to transport the student, the staff member should arrange transportation of said student to a local health care facility. If the nature of the injury is such that there is question of moving said student, EMS should be called. In either case, the parent or guardian must be notified as soon as safely possible. Should the local health care facility refer said injured student to another medical facility, the staff member involved should not provide transportation. This referral shall be left to the parent or guardian's discretion after recommendation of the medical profession.

Out-of-Town Injuries

The Local or In-School Injury Policy applies if a local care facility is within a reasonable distance as determined by the injury. Otherwise, substitute the nearest medical facility. If treated at an out-of-town facility and if the student is not referred further but is medically released, the staff member should transport the student home in the absence of the parent or guardian.

Inquiries regarding insurance coverage for injuries should be directed to the business manager.

All injuries must be documented. Obtain an injury/accident form from the office, complete and return to the office within 24 hours of the accident/injury.

Student Lockers

Teachers and other staff members may not search student lockers. If a staff member believes a student locker should be searched, that staff member must contact the principal, who will conduct the search, if the principal deems a search is necessary.

Student Suspension

Suspension of a student from school, either short or long term, can only be administered by the administration. Staff members who feel suspension is needed must bring the issue to the principal.

Student Supervision

Field Trips

- All field trips must be authorized by the principal in advance.
- The principal must be informed in advance of special needs, such as additional supervisory help, special transportation needs, departure times, etc.
- Teachers will arrange all transportation unless teachers are told otherwise.
- No students on a field trip may be left unattended at any time.
- Teachers are responsible to instruct students on specific safety factors in advance of the field trip.

Bathroom Supervision

- Administration will periodically check restrooms.
- Female teachers should periodically check the girls' restrooms.
- Male teachers should periodically check the boys' restrooms.

Student Bus Trips

- All student rules apply to students riding the bus.
- Students who ride to an activity or go on a field trip on a bus must return on the bus. If students cannot return on the bus, students must have approval from the activity supervisor and/or administration **prior to** the bus departing for the activity. Permission will only be granted if students are returning home with parents, adult family members, or other responsible adults; and if parents have verified this in writing. In the event of an **emergency**, the activity supervisor may grant permission without administration notice.
- The activity supervisor may deny a student's request to ride home on transportation other than the bus if that supervisor feels the student's welfare could be jeopardized by doing so.
- Activity supervisors are to enforce this policy, and refer problems to the principal.
- Teachers remain responsible for students returning to school until the students have left the building or premises or until the students' parents/guardians have picked up the students. Teachers must remain at the school and with students while students wait for rides.

Assemblies

- All staff are expected to attend all assemblies with students, unless excused in advance by the principal.
- During an assembly, teachers are to sit in the area of the class of students the teachers would have at that time.

Playground

- Appropriate Gear Guidelines:
 - Above 30 degrees: Students can use their best judgement. Recommendations for appropriate dress will be given daily.
 - Below 30 degrees: coat, hat, and gloves. Students who come without these items are **not** to stand on the wall. A note will be sent home.
 - Precipitation on the ground (including mud): boots are required. **Students who come without boots will stand on the wall.**
- Students need to stay on the sidewalk and walk to the playground. The teacher should be leading them.
- All equipment needs to be used as designed:
 - No standing or walking up the slides
 - No students on top of the monkey bars/spinners

- No students' upside down on the monkey bars
- No upper grade students on the preschool equipment
- Football Requirements:
 - Hand touch only
 - Must stay on the grass

At no time are students to be left unsupervised during their class periods or other school activities. This is grounds for dismissal.

Sunday Activities

In general, no school activities are held on Sundays. If an exception must be made to this, that exception must be authorized in advance by the superintendent.

Telephone/Fax Use

Teachers may use the telephone and fax for personal use when necessary. However, the telephone is primarily for business use. Personal calls must be limited in length and frequency.

The telephones are available to enhance the ability to communicate more effectively. When used properly, telephones make in-house communications more effective, reduce student traffic in hallways, and allow staff members to more effectively supervise students. However, they should not be overused or abused to the point they reduce teacher instructional time or disturb the educational atmosphere. Incoming telephone calls will only be transferred into classroom until 8:30 AM, during non-instructional class periods, and after 3:15 PM.

Cellular Phones: Cellular phones are allowed within the school and to be used by faculty. Use is restricted during instructional periods except in the case of an emergency.

- Privacy mode (silent ring) must be used at all times within the classroom or other instructional settings.

Long Distance Dialing

- Dial the number you wish to reach (1+Area Code + Number);
- After short pause you will hear a low steady tone;
- Enter the proper Access Number: Each teacher will be given an access code.

Voice Mail

- Please check your voice mail daily, at a minimum.
- It is required that all staff members check their voicemail between 3:15 and 4:00.

Ticket Sellers at Ball Games

Staff members may take tickets at ball games throughout the year. The payment for this is \$20 per contest. (Junior High, Junior Varsity, Varsity). Staff members are encouraged to let the athletic director know if you are able to help.

Transportation

Transportation to athletic events and practices will be arranged by the athletic director. Other transportation arrangements must be made through the superintendent. You must sign the vehicle out in the book located in the staff room.

Unscheduled Dismissals

If school is dismissed early or canceled, an Instant Alert will be sent out and the information will be broadcast on KFYZ radio and some local TV stations. It is important to keep the office informed of changes to your contact information if you wish to receive Instant Alert notifications.

Use of School Equipment and Facilities

The school facilities and equipment of the school shall be available to students and teachers upon the arrangement and scheduling from the principal's office; however, these rules must apply:

- No room or property may be used without a teacher or administrator being in charge of its use;
- Use of any room after 6:00 PM, except the teacher's assigned room, must be scheduled;
- School keys must **never** be given to students;
- School parties must have a definite time for pupil admittance and dismissal and that time must be observed. A staff member must be present at all times;
- Sponsored activities in the building shall use only one outside entrance and exit;
- The activity supervisor shall be the last to leave the building and shall be responsible for seeing that no water is running, all the lights are turned off, and all doors and windows are locked;
- Activity supervisors are to admit only those of their own group;
- All facilities shall be left as they were found;
- Activity supervisors shall see that all students leave the building before the building is locked at night;
- No activities should be sanctioned on Sundays, or Wednesdays after 6:00PM;
- Use of the buildings or equipment by any group or organization must have prior approval of the superintendent and a Facility Use Agreement must be signed.

Use of Students for Errands

Generally, staff members are discouraged from sending students to the office for supplies. Students should **never** be used to move carts, etc. These must be moved by adult staff for liability reasons.

Wednesday Activities

In general, Wilton Public School schedules no activities for Wednesday after 6:00 PM. If an exception must be made to this, that exception must be authorized in advance by the superintendent.

Work Day

The regular work day is from 8:00 AM to 4:00 PM. Before and after school time is to be focused on professional preparations and responsibilities. Personal activities must be attended to outside the designated contract or work agreement hours. Arrangements for personal child care during the work day are to be made by individual staff members, as needed. The Wilton After School Program is a convenient and economical option, and is available on a monthly sign up basis. On Friday, teachers may leave the building at 3:35 PM, providing all required work and duties have been completed. Teachers are to be in their rooms and available for students or parents by 8:25 AM. While in the building, teachers are on duty at all times and responsible for student supervision.

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

General Prohibitions

The Wilton School District #1 is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student sexually or based on any class protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated. The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

Definitions

- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* is defined in (NDCC 14-02.4-02 (6).
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is any physical or verbal conduct related to an individual's race, color, religion, gender, national origin, age, disability, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.
- *Sexual harassment* is unwelcome sexual advances, requests for sexual favors, and/or verbal, written, or physical conduct or communication of a sexual nature when:
 - It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting and individual's employment or educational opportunities
 - It creates a hostile environment meaning such conduct or communication that has the purpose of effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.
- *Sexual harassment examples* may include, but are not limited to:
 - Sexual or "dirty" jokes
 - Sexual advances
 - Pressure for sexual favors
 - Unwelcome touching, such as patting, pinching, or constant brushing against another's body
 - Displaying or distributing of sexually explicit drawings, pictures, and written materials
 - Graffiti of a sexual nature
 - Sexual gestures
 - Touching oneself sexually or talking about one's sexual activity in front of others
 - Spreading rumors about or rating other's sexual activity or performance
 - Remarks about a person's sexual orientation

Complaint Filing Procedure

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

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The District will attempt to protect the identity of the complainant, witness, and alleged harasser to the extent possible under law; however, a harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions.

Policy Training and Dissemination

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

Nondiscrimination Coordinator

The Board designates Superintendent as the Title IX and Nondiscrimination Coordinator. S/he can be contacted at: PO Box 249, Wilton, ND 58579 or by calling 701-734-6331. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.

Complementary Documents:

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint

End of Wilton School District #1Policy AAC.....Adopted: 08/18/10

SUPPLEMENTARY

Descriptor Code: DE

STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state as these affect their work, the policies of the Board, and the regulations designed to implement them.

Since the realization of district goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration.
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.

Licensed Staff

Licensed staff shall adhere to professional conduct standards developed by the Education Standards and Practices Board and, in the case of school administrators, the Administrator's Professional Practices Board.

End of Wilton School District #1 Policy

DE.....Adopted: 06/08/10

Drug and Alcohol Free Workplace

The Wilton School has a clear responsibility to maintain an atmosphere that promotes a quality learning environment. The misuse of alcohol and other drugs by an employee may endanger the safety and well-being of all other employees and all students. It is necessary that our employees be made aware of the danger inherent in making unwise choices about chemical use. Further, it is the responsibility of the school to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened.

Descriptor Code: DEAA

DRUG & ALCOHOL FREE WORKPLACE

The Wilton School District enforces the Drug-Free Workplace Act. The District prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance or alcohol on district property and grounds, in any vehicle belonging to the District, and at any school-related activity.

Awareness Program

The Superintendent shall create an employee drug-free awareness program in accordance with federal law.

Policy Dissemination

The Superintendent shall give a copy of this policy to each employee and maintain documentation of receipt of this information.

Violation Reporting

As a condition of employment, each employee shall agree to abide by this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Superintendent, in accordance with law, will notify the appropriate federal agency after receiving any notice of a conviction for a violation occurring in the workplace. An employee is also required to inform his/her immediate supervisor when the employee's ability to perform job duties is impaired due to on or off-duty controlled substance use.

Violations

Violations of this policy may result in the following:

1. Mandatory participation in the Employee Assistance Program (EAP) and/or a rehabilitation program. This is not a necessary step prior to termination.
2. Unpaid leave or suspension.
3. Termination of employment. Due process procedures shall be followed prior to termination, if applicable (contracted staff).
4. Notification of proper law enforcement authorities.

Assistance

The Board recognizes that alcohol and drug addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. The District shall offer an Employee Assistance Program (EAP) to assist in rehabilitation and intervention efforts. Use of the EAP will not jeopardize employment or promotion opportunities. Treatment for alcohol and/or drug addiction may be covered by the employee benefit plan; however, the ultimate financial responsibility for this treatment belongs to the employee.

Confidentiality

All information received by the District as a result of this policy is confidential. Access to this information is limited to those who have a legitimate need to know.

Complementary Documents

- DEAA-AR, Procedure if Harmful Chemical Use is Suspected
- DEAA-E, Record of Observable Behavior
- DI, Personnel Records

End of Wilton School District #1 Policy DEAAAmended: 02/08/12

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE

Philosophy

The Wilton School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

The District has a separate policy dealing with tobacco use.

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy should notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,¹ a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

¹ When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

Violation

When a Principal/Superintendent has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of students' personal property. Such searches include referral for mandatory alcohol/drug testing.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. Additional penalties under the Extracurricular Participation policy may apply.

Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment. Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, s/he may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board and the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

Confidentiality

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records.

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

Policy Implementation

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Wilton School District will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

Complementary Documents:

- ABBA, Tobacco Free School & Workplace
- FCAB, Administering Medication to Students
- FCAB-BR, Procedure for Administering Medication
- FFA-AR, Alcohol & Other Drug Intervention Procedure
- FFE, Extracurricular Participation Requirements
- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations
- FGAA, Student Counseling & Guidance Records & Confidentiality
- FGDB, Student Handbooks

End of Wilton School District #1 Policy

FFA.....Amended: 01/20/16

Policy Implementation

Student handbooks shall contain a copy of this policy. Compliance with this policy is mandatory. A form will be issued with the student handbook for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Each principal will distribute and collect the student and parent signature forms and provide them to the Superintendent who will maintain a file of returned forms.

The Superintendent or designee will annually conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures by implementation thereof. In the event an employee is unable to attend such in-service training sessions, the Superintendent or designee will cause this policy to be individually reviewed with such employee.

The Superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with dates of such review/training.

The Wilton School District #1 will review this policy and its implementation annually to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse. Minutes of the school board meeting at which this review takes place shall document the review.

PUBLIC NOTIFICATION

NON-DISCRIMINATION POLICY STATEMENT REGARDING EMPLOYMENT AND EDUCATIONAL SERVICES

The Wilton Public School District No. 1 does not discriminate on the basis of race, color, national origin, ancestry, gender, age, religion, or disability, or other class protected by law, in its educational programs, activities, employment policies, or practices. Inquiries concerning Title IV of the Civil Rights Act of 1963, Title IX of the Educational Amendments of 1972, and Section 405 of the Rehabilitation Act of 1973 may be referred to Superintendent Amanda Meier, PO Box 249, Wilton, ND 58579.

Descriptor Code: DDA-AR

SICK BANK LEAVE REGULATION

The school district will maintain a sick leave bank for those employees who are eligible for accumulated sick leave benefits. The purpose of the bank is to compensate employees in the event all their personal, sick, and vacation leave are exhausted due to illness and/or injury.

Participation

Upon completion of one (1) year of employment with the district, all employees are eligible to apply for additional leave from the sick leave bank.

Contribution

Up to five (5) days of leave can be contributed annually at the end of the school year. The sick bank shall be capped at a maximum of 120 days.

Application

Employees may apply to the Sick Leave Bank committee to withdraw days from the bank. Written application accompanied by a medical doctor's note must be submitted to the school Superintendent.

Limitations

- Days can only be withdrawn once an employee has exhausted all personal, sick, and vacation days.
- Up to twenty (20) days per request may be drawn from the sick leave bank. Exceptions to this provision or requests for additional sick leave bank days will be submitted to the Wilton School Board for approval or rejection.
- Sick leave can only be used for illness/ and or injury to the employee, the immediate family of the employee, or others at the discretion of the committee.
- The bank can only be used for maternity leave if there are complications.

Committee

- The committee shall oversee the use of the bank, review and accept or reject applications to withdraw sick leave days, maintain proper bank balances, and provide reasonable assurance the bank is not abused.
- The committee shall consist of the following voting members: one (1) member of the Wilton Education Association, one (1) school board member, one (1) administrative representative, and one (1) classified staff representative.
- The committee will meet within three (3) working days upon receipt of a request and a decision will be made at that time. In the situation when a committee member cannot be available, the remaining members may make the decision if at least three (3) members are present. A simple majority will be binding to the committee and the applicant.
- Committee members may not vote on any action affecting their personal application.
- All voting members must reach a simple majority on the decision and committee decisions are final. An applicant who has had their request to utilize the sick leave bank denied may request the sick leave bank reconsider an earlier decision if additional circumstances arise.

Accounting

Sick leave bank transactions will be maintained by the Business Manager. Additional leave will not be earned while using Sick Leave Bank days.

End of Wilton Public School District #1 Administrative Reg. DDA-AR.....Created 07/19/2017

Annual Policy Receipt Verification

Complete this form and return it to the Business Manager prior to the start of the school year.

I, _____ have received and reviewed the following policies:
(Name)

- AAC Nondiscrimination and Anti-Harassment Policy**
- DE Staff Conduct**
- DEAA Drug and Alcohol Free Workplace**
- FFA Student Alcohol and Other Drug Abuse**
- DDA-AR Sick Leave Bank Regulations**

Signed _____
Date _____

I have read the **2017-2018 Faculty Handbook** and agree to abide by all policies and routines established in this handbook.

Signed _____
Date _____

I have read the applicable **2017-2018 Student Handbook** and agree to abide by all policies and routines established in this handbook, and to reinforce and help to enforce these policies and routines among students.

Signed _____
Date _____

