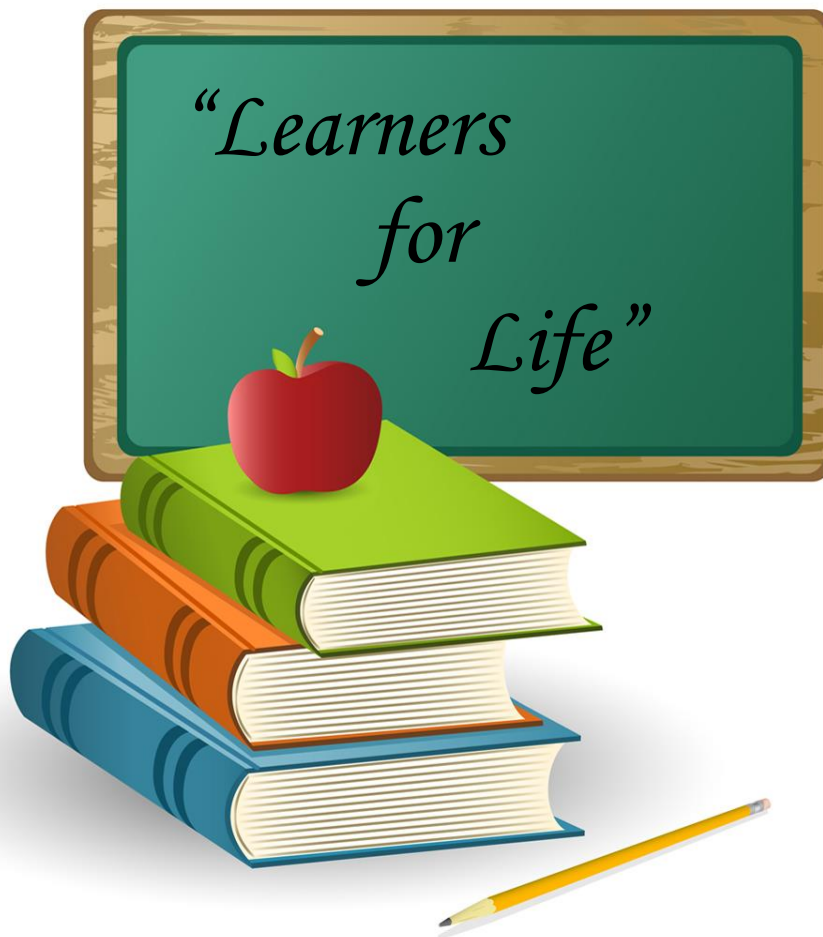


South Heart Public School District #9



# Faculty/Staff Handbook

## 2020-21



*Calvin Dean, Superintendent*  
*Scott Jung, Secondary Principal*  
*Jessica Geis, Elementary Principal*  
*Ronnie Stewart, Activities Director*

(Approved by School Board: July 16, 2020)

## TABLE OF CONTENTS

Philosophy of Public Schools – School Board Policy AAA .....	3
District Goals and Objectives – School Board Policy AAB .....	4
Absences/Tardies - Students .....	5
Absences - Staff .....	5
Acceptable Use – School Board Policy ACDA.....	5
Asbestos Notice.....	7
Bullying Policy – School Board Policy ACEA.....	8
Cafeteria Duties.....	13
Classroom Interruptions .....	13
Confidentiality – School Board Policy DEBA.....	13
Copyrighted Material and Intellectual Property – School Board Policy ABCA .....	14
Curriculum Material .....	15
Dismissal of Classes .....	15
District Property and District Equipment Use and/or Rental – School Board Policy BBB .....	15
Dress Code - Staff.....	18
Drug & Alcohol Free Workplace – School Board Policy DEAA .....	18
Drug & Alcohol Testing Program for Employees – School Board Policy DBBA.....	20
Electrical Appliances .....	24
Emergency Drills .....	24
Employee Use of Electronic Devices – School Board Policy DEBH .....	24
Employee Use of Social Media – School Board Policy DEAD.....	25
Entrance to the Building .....	27
Extra-Curricular Activities .....	28
Grading, Make-Up Work, and Incompletes .....	28
Independent Study/Correspondence Classes/Online Classes .....	28
In-Service Requirements.....	28
Instructional Prep Time.....	28
Lesson Plans .....	28
Medication .....	29
Nondiscrimination and Anti-Harassment Policy – School Board Policy AAC.....	29
Parent-Teacher Conferences .....	32
Performance Evaluations – Professional Growth .....	33
Personnel Records – School Board Policy DI.....	33
Purchasing – School Board Policy HCAA.....	34
Reports Cards/Progress Reports .....	36
Restraint and Seclusion – School Board Policy FCC .....	36
Retention of Students.....	37
School Cancellations/Late Starts/Early Dismissals.....	37
Semester Finals.....	37
Significant Contagious Diseases- School Board Policy ACBB .....	37
Staff Code of Conduct – School Board Policy DE .....	40
Staff-Student Relations (Non-Fraternization Policy) – School Board Policy DEBD .....	44
Student Cumulative Records.....	45
Student Custody – School Board Policy FCBD .....	45
Supervision .....	47
Teacher Grievance Procedure – School Board Policy DGAA .....	47
Textbooks .....	49
Tobacco Free Schools and Workplace – School Board Policy ABBA.....	49
Weapons Prohibition on School Property – School Board Policy DEAG .....	51
Work Day .....	52
Year-End Procedures.....	52

## **PHILOSOPHY OF PUBLIC SCHOOLS**

### **School Board Policy AAA**

We, the South Heart Public School Board, present this statement of our basic beliefs concerning education in order to formulate district goals and objectives and to establish programs that are designed to meet these goals and objectives within the legal framework of state and federal law.

We Believe:

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.
3. Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.
6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
8. Parents and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

## **DISTRICT GOALS & OBJECTIVES**

### **School Board Policy AAB**

The District shall comply with approval requirements in state law and shall strive to provide schools that meet the criteria for accreditation with commendation from Department of Public Instruction and that show adequate yearly progress as defined in federal law. In addition to meeting these approval and accreditation requirements/standards, the Board has established the following mission, philosophy and school district goals and objectives:

#### **Mission Statement**

To prepare each student for the future and for lifelong learning.  
“Learners for Life”

#### **Philosophy of Education**

The South Heart School District believes that the general purpose of education is to provide quality programs of study to make each individual a responsible and productive citizen, who is capable of reaching his/her fullest academic, emotional, physical and social potential.

#### **School District Goals and Objectives**

The goal of the South Heart School District is to teach students fundamentals that will enable students to earn a living, attain personal goals, and make positive changes in society.

1. To provide a well-qualified staff to guide the learning experience and aid the students in developing effective communication skills, encouraging self-discipline, and developing proficiency in academic, vocational, and occupational skills.
2. To teach respect for self and others through meaningful relationships among students, staff, and community.
3. To provide quality experiences and programs which promote physical well-being sportsmanship, teamwork, and fair play.
4. To use diagnostic assessment and evaluation to determine students with special needs in order to develop and implement corrective programs to serve those needs.
5. To develop the aspects of creativity, self-expression, critical thinking, and problem-solving within the range of each student’s ability.
6. To insure that staff, students, and parents are afforded feasible participation in the development of programs and policies that meet the educational needs of the community.

**End of South Heart School Policy AAB ..... Adopted: 7/8/15**

## **ABSENCES/TARDIES - STUDENTS**

- Elementary: Absences and tardies are to be reported by the classroom teacher via PowerSchool each morning and afternoon for grades PreK-12.
- Grades 7-12: Absences and tardies are to be reported by the classroom teacher via PowerSchool each class period for grades 7-12. Tardies will be defined as being late to class up to 15 minutes. A student missing more than 15 minutes will be considered absent for that period.

## **ABSENCES - STAFF**

All Staff are expected to electronically notify the Administration and the Front Office ASAP in the event the Staff member anticipates being absent from school. Substitutes will be scheduled by the Administration, Front Office, or direct Supervisor. In the case of unavoidable unexpected absences, please contact the school ASAP so that proper arrangements can be made

## **ACCEPTABLE USE POLICY School Board Policy ACDA**

The South Heart Public School District believes that Technology, including the School District's Network, and the Internet, plays an important role in the education of Students. Access to the South Heart School's network will provide Students and Staff access to the School District's computer systems (i.e.: network, iPads, laptops, desktops, chromebooks, etc.) as well as the Internet. Part of the School District's educational responsibility is to provide Students access to the tools they will be using as productive citizens and employees. The School District expects that Staff will blend thoughtful use of the School District computer systems and the Internet throughout the curriculum and will provide guidance and instruction to Students in their use. All users are expected to use the School District systems and the Internet to further educational and personal goals consistent with the mission of the School District and school policies. All South Heart School Students and Staff are provided with a login and password which allows access to the School's network and Internet. Furthermore, Students and Staff may also be provided an e-mail account available through EduTech, North Dakota's education and technology service provider.

However, Students, Parents/Guardians, and Staff are hereby informed that the Internet also contains content that is not appropriate for Students and Staff to access. In accordance with federal law, the School District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the School District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that Students and/or Staff will never access objectionable materials. Filtering of unacceptable sites and e-mail is provided through EduTech, as it also serves as the School District's Internet service provider. Although there is a greater sense of security in having such services provided, there is still the chance that Students and/or Staff may encounter sites with content that may be inappropriate and objectionable. If such an instance should occur, Students, Parents/Guardians, and Staff are to notify the School District system manager (Technology Coordinator) and/or a School Administrator so that the situation can be remedied.

## **Education**

The School District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

## **Monitoring Use**

Access to the School District Technology, Network and Internet access is a privilege, not a right. Network storage areas and access to the Internet shall be subject to the same scrutiny as school lockers for Students. Students and Staff shall have no reasonable expectation of privacy when using School District computers, networks and the Internet and shall use this technology solely for work-related purposes. The School District's Network Administrator (Technology Coordinator) and Administration may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and Administrators will exercise supervision of student use.

## **Prohibitions**

The District subscribes to the acceptable use policies of EduTech. EduTech's acceptable use/system policies can be viewed at <http://www.edutech.nodak.edu/services/acceptable-use/>. All School District computer and technology users shall abide by this policy. Unacceptable use of the School District Technology, Network, and Internet include, but are not limited, to the following:

1. Using obscene language;
2. Accessing or creating pornographic files or sites and/or other inappropriate material;
3. Harassing, insulting, threatening, alarming, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright, trademark, trade secret, or other intellectual property laws;
6. Using or participating in chat lines, chat rooms, and social networking sites for personal and/or non-curricular purposes;
7. Using another's password or representing oneself as another;
8. Trespassing into another's folders, work, or files;
9. Intentionally wasting network resources including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages;
10. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
11. Revealing anyone's personal information such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval;
12. Violating the privacy rights of students and employees of the district
13. Posting personal contact information about oneself including, but not limited to, addresses, telephone numbers, account numbers, access codes or passwords
14. Downloading, storing, printing or distributing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
15. Reposting personal communications without the author's prior consent
16. Copying commercial software in violation of copyright law
17. Using the network for financial gain or for any commercial or illegal activity

18. Vandalizing, damaging or disabling the property of the School District or another person, including the deliberate spreading of computer viruses and tampering of software, hardware or wiring
19. Gaining unauthorized access to the school district system or any other system through the School District system
20. Attempting to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user
21. Using system resources for personal purposes not relating to educational purposes
22. Using e-mail during school hours without permission from a supervising staff member
23. Using a school computer to visit chat rooms without the direct supervision of a staff member
24. Installing any software without first obtaining permission of the system administrator
25. Possessing a copy of the system password file, or any portion thereof
26. Cracking, hacking or otherwise breaking into accounts you do not have authorized access to
27. "Lending" your account to another user. **NO SHARING PASSWORDS!**
28. Planning or conducting any illegal activities through the network or on any network accessible from South Heart Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia)
29. Sending threatening or harassing e-mail to individuals – on this system or otherwise
30. Printing of e-mail messages or Internet sites for personal reasons
31. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

**Violations**

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use may result in one or more of the following consequences: suspension or cancellation of access privileges; payments for damages and repairs; discipline under other appropriate School District policies, including suspension or expulsion; and/or civil or criminal liability under other applicable laws.

---

Complementary Documents

- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations

**End of South Heart School Policy ACDA ..... Adopted: 7/8/15  
Amended: 9/13/17**

**ASBESTOS NOTICE**

The Asbestos Hazard Emergency Response Act (AHERA) required that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. The same statute also required initial and

annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The South Heart Public School District has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and the proper management procedures, is available for public inspection during normal working hours at the South Heart School.

## **BULLYING POLICY**

### **School Board Policy ACEA**

#### **Definitions**

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as:
  - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    - 1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - 2) Places the student in actual and reasonable fear of harm;
    - 3) Places the student in actual and reasonable fear of damage to property of the student; or
    - 4) Substantially disrupts the orderly operation of the public school; or
  - b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    - 1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - 2) Places the student in actual and reasonable fear of harm;
    - 3) Places the student in actual and reasonable fear of damage to property of the student; or
    - 4) Substantially disrupts the orderly operation of the public school.
  - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
    - i. Places the student in actual or reasonable fear of:
      - 1. Harm; or
      - 2. Damage to property of the student; and
    - ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational



opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
  - a. Is not part of the district's curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and
  - c. Receives district support in multiple ways (i.e., not school facility use alone); and
  - d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the South Heart Public School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

## **Prohibitions**

A student or school staff member may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

## **Reporting Procedures for Alleged Policy Violations**

1. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form. A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
  - b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
  - c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

### **Documentation & Retention**

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 years old or graduates from high school, whichever is later.

### **Investigation Procedures**

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status, whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district’s harassment/ discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/ complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

### **Reporting to Law Enforcement & Others Forms of Redress**

Law enforcement must be notified by a school administrator or Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

### **Disciplinary & Corrective Measures**

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternate placement of special education students will be handled in accordance with applicable policy;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

### **Victim Protection Strategies**

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.

5. Modification of the perpetrator’s schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator’s contact with the victim.

### **Dissemination & Education**

The District shall review and revise this policy as it determines necessary. A copy of this District bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

---

### **Complementary Documents**

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- FF, Student Conduct

**End of South Heart School Policy ACEA..... Adopted: 7/8/15**  
**Amended: 1/9/19**  
**Amended: 9/11/19**  
**Amended: 2/12/20**

### **CAFETERIA DUTIES:**

Teachers are assigned lunch duty per the negotiated agreement. Other Staff may also be assigned lunch duty by the Building Principal. Those Staff members that are assigned to lunch duty will receive a free lunch.

### **CLASSROOM INTERRUPTIONS**

The classroom should be kept as free from interruptions as possible. Pupils should not be allowed to leave the room except for emergencies. Telephone calls can and should be made between classes or during the lunch period. Students can be notified at the close of the class period, if they are to make calls. In the case of an emergency call for a student, they will be notified immediately. Pupils should not be sent to their lockers after the class is in session. The study halls should be as free of interruptions as the classrooms. Staff should also refrain from sending students to other classrooms, teachers, or other staff while classes are in session.

### **CONFIDENTIALITY**

#### **School Board Policy DEBA**

Any person working for or providing services to the District has a responsibility to protect the privacy of students and their parents. This responsibility applies to time spent at school as well as away from school. Questions from the general public concerning students or staff should be referred to an administrator.

## **Federal Requirements**

District employees and service providers must follow confidentiality requirements under the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Information considered harmful, an invasion of privacy, or that is personally identifiable information shall not be released without appropriate consent or authorization under law and then only by an administrator. Before disseminating directory information, employees and service providers shall consult with administration to ensure the information is directory information and that it does not contain information about students who have opted out of directory information dissemination.

## **Violations**

Employees that violate this policy may be subject to disciplinary action up to and including termination of employment in accordance with district policy.

---

Complementary Documents:

- DI, Personnel Records
- FGA, Student Education Records
- FGA-BR, Student Education Records Access & Amendment Procedure
- FGA-E, Notice of Directory Information

**End of South Heart School Policy DEBA..... Adopted: 2/10/16**

## **COPYRIGHTED MATERIAL & INTELLECTUAL PROPERTY**

### **School Board Policy ABCA**

#### **Copyright Prohibitions**

The District shall abide by the provisions of copyright law, including Fair Use Standards. The District prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published online; or in the form of software, music, a digital medium, or a performance shall not be duplicated or performed unless such use is permitted under law or unless appropriate written permission from the copyright holder has been received and, if applicable, royalties paid.

#### **Violations**

Administration shall investigate all complaints of alleged copyright violations.

Students and employees who willfully disregard the district's copyright position are in violation of board policy and shall be subject to disciplinary consequences in accordance with applicable policies and law. In addition, employees who willfully disregard this policy do so at their own risk and assume all liability. The District may also deem employees who willfully violate copyright laws to be acting outside the scope of employment.

---

Complementary Documents

- ACDA, Acceptable Use

**End of South Heart Public School Policy ABCA ..... Adopted: 1/13/16**

## **CURRICULUM MATERIAL**

All curriculum material that deals with possible controversial subject matter must be previewed and approved by the Building Principal. It is strongly recommended that parental permission and notification be given when dealing with topics that may infringe on family values & rights.

## **DISMISSAL OF CLASSES**

Classes are not permitted to be dismissed prior to the bell as this disturbs other classes. Exceptions may be granted by asking for pre-approval from the Administration.

## **DISTRICT PROPERTY AND DISTRICT EQUIPMENT USE AND/OR RENTAL School Board Policy ABBB**

### **I. School-Sponsored Sports/Activities:**

During the school year, coaches/advisors are not permitted to organize or direct activities that require or mandate student attendance (either explicit or implied) at school-sponsored sports/activities on Sundays unless the following Monday is the date of a regional or state competition/performance in which the sport/activity is participating or permission has been granted by the Superintendent due to extenuating circumstances. This includes both on-campus and off-campus school-sponsored sports/activities. Open gym/facility types of activities may be permitted on Sundays when supervised by an approved staff member with the stipulation that the open gym/facility cannot be used as an organized practice/rehearsal/etc. and students are not required to attend. All Sunday activities must be pre-scheduled with the Activities Director.

South Heart School will continue to cooperate in scheduling as few events as possible on Wednesday nights during the school year, thus allowing full opportunity for out-of-school organizations to carry on their affairs without conflict with school sports/activities. Unless approved by the Superintendent, all school-sponsored sports/activities must conclude by 5:00 pm on Wednesday nights during the school year, including both on-campus and off-campus school-sponsored sports/activities.

### **II. Non School-Sponsored Sports/Activities/Community Groups:**

South Heart Public School District #9 school facilities and school-owned equipment are intended for educational use and school district operations. However, when school facilities and/or school-owned equipment are not being used for these purposes, employees, district students, district patrons, and local organizations may request to use school facilities and/or school-owned equipment/materials. **Please note that all use of school facilities and/or equipment must be pre-approved by the administration. Please read section III. Procedures and Rules for more detailed information.**

#### **I. Fees:**

- A. Fitness Room:

1. Employees/School Board: Current South Heart School employees/school board members and their families are permitted to use the fitness room free of charge during non-school hours when not in use by school-sponsored activities.
  2. Public: The public is permitted to use the fitness room during non-school hours after paying an annual fee (July 1 - June 30) of \$240 per family (\$20/month). Prorated fees will be calculated for those families that join the fitness room after July 1.
- B. Gymnasiums:
1. Employees/School Board: Current South Heart School employees/school board members and their families are permitted to use the gymnasiums free of charge during non-school hours when not in use for school-sponsored activities.
  2. Public: The public is permitted to use the gymnasiums free of charge during non-school hours when not in use for school-sponsored activities.
- C. Other Facilities and/or Equipment:
1. Employees/School Board and Public: Use of other school facilities and/or equipment will be determined on a case by case basis as determined by the Superintendent

## II. Allowable Times:

- A. Fitness Room:
1. School Days (School in Session)  
5:00 am - 8:00 am & 4:00 pm - 10:00 pm
  2. Non-School Days  
5:00 am -10:00 pm
- B. Gymnasiums:
1. School Days (Days in Session)  
4:00 pm - 8:00 pm when not in use by school-sponsored activities and no later than 5:00 pm on Wednesdays
  2. Non-School Days  
8:00 am - 8:00 pm when not in use by school-sponsored activities and no earlier than 12:00 noon on Sundays
- C. Other Facilities and/or Equipment: determined on a case by case basis as determined by the Superintendent.

## III. Procedures and Rules:

- A. Fitness Room: Once approved for use as mentioned next, prior permission is not required to access the fitness room during allowable times. Members of the public (upon paying the annual fee), shall be issued 1 key fob per family which shall permit access for the year. Those that have key fobs are not permitted to provide access to anyone outside of the direct family (Directly family



defined as married couple and children living at home or attending college). Exceptions for admitting others rather than "direct family" must be pre-approved by the school administration and will be determined on a case by case basis.

- B. **Gymnasiums: All usage of gymnasiums (both employee/school board use and public use) must be scheduled each and every time with the Activities Director, preferably during school hours.** Once scheduled, public use is granted by checking out a key fob, which must be returned no later than the following school day.
- C. **Other Facilities and/or Equipment:** Permission must be granted by the Superintendent and the necessary arrangements to access the requested facility or equipment will be determined on a case-by case basis.

IV. Other Rules:

- A. User represents that school facility(s) and/or school-owned equipment are to be used for the specified purposes and no other as specified.
- B. User shall abide by all the rules and regulations adopted by the school district for use of said school facility(s) and/or school-owned equipment.
- C. Alcohol, tobacco, and all illegal substances are strictly prohibited at all times on school property.
- D. User shall save the district harmless and indemnify it against any public liability and/or property/personal damage liability which may arise or accrue by reason of the use of the school facility(s) and/or school owned-equipment by the user, such agreement to hold harmless to include indemnity to the school district and its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action arising out of the use of said school facility(s) and/or school-owned equipment by user.
- E. **All persons under the age of 18 and all K-12 students must be supervised by a responsible adult at all times.** Said adult shall be responsible for the conduct of these individuals at all times.
- F. User assumes full responsibility for damages and/or loss incurred during the permitted use of school facility(s) and/or equipment while in their care.
- G. User acknowledges ihai video surveillance is present in the fitness room, gymnasiums, and throughout the entire school in public areas.
- H. Failure to abide by all rules may result in loss of privileges as determined by the Superintendent.

End of South Heart School Policy ABBB ..... Adopted: 1/13/16  
Amended: 3/13/18  
Amended: 8/8/18

## **DRESS CODE - STAFF**

All Staff members are expected to professionally dress in accordance with their job requirements and duties. Jeans are not permitted except for Fridays or when prior Administrative approval has been granted.

## **DRUG & ALCOHOL-FREE WORKPLACE**

### **School Board Policy DEAA**

#### **Definitions**

For purposes of this policy:

- *Alcohol* means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5-01-01.
- *Drug* means any controlled substance as defined in NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia); schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR 1308.11 through 1308.
- *Possession* shall mean:
  - a. Actual physical possession of the drug or alcohol while on school property;
  - b. Use or consumption of the drug or alcohol while on school property;
  - c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or
  - d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Reasonable suspicion* means a good faith suspicion by a trained district administrator and/or supervisor that an employee, based on objective facts and articulable observations, that an employee has violated the Drug and Alcohol-Free Workplace policy and is using, or appears to presently be under the influence of drugs or alcohol.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site, all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Use* means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.

The South Heart School District is committed to a safe, healthy working and learning environment for its employees and students. Therefore, the District enforces the Drug and Alcohol-Free Workplace Act by prohibiting employees from the use, manufacturing, possession, distribution, or dispensing of drugs or alcohol while on school property, unless use is at the instruction of a physician, and the physician has advised that use shall not affect the employee's ability to perform duties. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities.

An employee must inform their immediate supervisor when the employee's ability to perform job duties is impaired due to on- or off-duty drug or alcohol use.

### **Awareness Program**

The Superintendent shall create an Employee Drug-Free Awareness Program in accordance with federal law to include information on the effects of drug and alcohol misuse, signs and symptoms of a drug and/or alcohol problem, and available methods of intervention when a misuse problem is detected.

### **Policy Dissemination**

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

### **Reasonable Suspicion Testing**

Employees may be subject to drug and/or alcohol testing when there is reasonable suspicion by the district administrator and/or supervisor that indicates the employee may have violated district policy and is using or appears to presently be under the influence of drugs and/or alcohol in violation of the policy.

Reasonable suspicion testing shall be based on objective facts and articulable observations that are consistent with the signs and symptoms of drug and alcohol abuse; including, but not limited to, appearance, behavior, motor skills, attendance and/or work performance by the employee. The circumstances, under which drug and alcohol testing shall be considered, as outlined above, are strictly limited to time and place of employee conduct while on duty, during work hours, and/or on school property.

The District shall take steps to ensure that district administrators and supervisors receive proper training to recognize the signs and symptoms of drug and alcohol misuse prior to making determinations for reasonable suspicion testing.

Reasonable suspicion testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing and testing procedures outlined in administrative regulation. The District shall designate collection sites where employees may provide specimens. This language in no way authorizes the District to conduct pre-employment, random, post-accident, return-to-duty, or follow-up drug testing on employees not subject to the Omnibus Transportation Testing Act or positions not defined by the Board as safety sensitive.

The District shall pay all costs of the employee drug and alcohol testing, unless the test is a retest requested by the employee. District employees will be compensated at their regular rate of pay for the time during which they are undergoing any drug or alcohol testing, including transportation time.

### **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 applicable law, shall notify the appropriate federal and/or state agency after receiving any notice of a conviction for a violation occurring in the workplace. Failure

of the employee to report the conviction within the time prescribed may lead to disciplinary action up to and including discharge.

### **Violations**

Violations of this policy may result in the following:

1. Unpaid leave or suspension;
2. Termination of employment; due process procedures shall be followed prior to termination, if applicable required; or
3. Notification of proper law enforcement authorities.

### **Assistance**

The Board recognizes that alcohol and/or drug addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. 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, or upon written consent of the employee.

---

#### Complementary Documents

- DEAA-AR, Procedure if Drug and/or Alcohol Use is Reasonably Suspected
- DEAA-E, Record of Observable Behavior

End of South Heart School Policy DEAA..... **Adopted: 7/27/15**  
**Amended: 8/7/19**

## **DRUG & ALCOHOL TESTING PROGRAM FOR EMPLOYEES**

### **School Board Policy DBBA**

#### **Definitions**

For the purpose of this policy:

- *Alcohol* means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5-01-01.
- *Drugs or controlled substances* refer to substances covered by the Omnibus Transportation Act, including but, not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) (See 21 CFR part 1308).
- *Covered employee/position* means an employee/position subject to the Omnibus Transportation Employee Testing Act.
- *Safety-sensitive position* means a job in which a momentary lapse in the discharge of duties poses a safety threat with potentially severe consequences. In addition to covered positions, the board recognizes the following as safety-sensitive positions: school vehicle drivers as described in NDCC 15.1-07-20.

#### **Statement of Philosophy**

The South Heart School District is committed to the establishment of a drug and alcohol testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act and other applicable federal and state law. All covered and safety-

sensitive employees are prohibited from using controlled substances and alcohol as stipulated in this policy.

### **Prohibitions and Hours of Compliance**

Covered and safety sensitive employees are prohibited from using a controlled substance at all times unless use is at the instruction of a physician, and the physician has advised that use will not affect the employee's ability to perform safety-sensitive duties.

Covered and safety sensitive employees are prohibited from using alcohol while on duty, four hours prior to performing duties, and up to eight hours following an accident or until the employee performs a post-accident test (whichever occurs first).

No supervisor having actual knowledge that an employee covered by this policy has used a controlled substance or alcohol within prohibited hours shall permit the employee to perform or continue to perform safety-sensitive duties.

### **Notice of Medication Use**

Employees covered by this policy shall notify the District any time they are using medication prescribed by a physician that could adversely affect their performance of safety-sensitive duties. Employees shall not drive or perform other safety-sensitive duties at any time they have been advised by a physician that medication may or will adversely affect their ability to safely perform these functions.

### **Participation in Drug and Alcohol Testing Program Required**

Employees serving in positions covered by this policy are required to participate in all applicable drug and alcohol testing as a condition of employment.

### **Circumstances for Testing**

- All covered and safety-sensitive employees shall be subject to pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations or as allowed by applicable law. Pre-employment controlled substance and alcohol testing shall be administered to an applicant offered a covered or safety-sensitive position in the District prior to the first time the employee performs any safety-sensitive duties for the District. Employment with the District is conditional upon the applicant receiving negative test results.
- An individual applying for, transferring to, or being promoted to any covered or safety-sensitive position shall initially be subject to controlled substance and alcohol testing. Verified positive test results shall prevent an applicant/employee from moving into a covered or safety-sensitive position. School vehicle drivers shall also be subject to post-accident, reasonable suspicion, and random testing. Non-transportation safety-sensitive positions shall be subject to post-accident and reasonable suspicion tests.
- Transportation contracts approved by the District shall contain assurance that the contractor will establish or join a drug and alcohol testing program that meets the requirements of federal regulations and this policy and associated regulations and

will actively enforce the requirements of this policy and regulations as well as federal requirements. An independent contractor who drives their own bus/vehicle is subject to the same requirements as the district's own employees.

### **Testing Procedures**

Testing shall be performed in accordance with federal drug and alcohol testing regulations and testing procedures are outlined in administrative regulations.

### **Refusal to Submit**

An employee covered by this policy may not refuse to take a required test. Refusal includes tampering with, adulterating, or substituting a specimen for testing; inability to provide sufficient quantities of the substance being tested without a valid medical exemption; interfering with the collection procedure; not immediately reporting to the collection site; leaving the collection site before the collection process is complete; and/or leaving the scene of an accident without a valid reason before a drug and/or alcohol test has been conducted. Employees who refuse required testing shall, at a minimum, be prohibited from performing covered safety-sensitive duties.

### **Violations**

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from covered and safety-related duties and may be subject to the disciplinary consequences contained in the Drug and Alcohol-Free Workplace policy. Before an employee is reinstated, if at all, the employee shall comply with all applicable return-to-duty requirements, including evaluation, rehabilitation, and drug/alcohol testing requirements. The District will follow treatment referral procedures contained in federal regulations for covered employees.

Employees with verified alcohol concentrations below prohibited amounts shall be removed from covered and safety-sensitive positions and may be subject to the disciplinary consequences contained in the Drug and Alcohol-Free Workplace policy.

The District is not required to provide rehabilitation, pay for substance abuse treatment, or to reinstate the employee. The Board retains the authority consistent with law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affect the qualifications for and performance of their job.

### **Confidentiality of Records**

The District shall maintain records in compliance with law. Drug and alcohol testing records are confidential and shall be maintained in a secured location. An employee shall be entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances including information pertaining to alcohol or drug tests. Records shall be made available to a subsequent employer upon receipt of a written request from an employee only as expressly authorized by the terms of the employee's request.

Necessary records and reports shall be maintained and made available to federal and state transportation agencies upon request in accordance with federal regulations.

### **Records from Former Employers**

With the employee's consent and in accordance with 49 CFR 40.25, the District may obtain any information concerning drug and alcohol testing from the employee's previous employer.

### **Training**

The District shall take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program.

### **Identity of Contact Person**

The Board designates the Superintendent to serve as the contact person for questions concerning the drug and alcohol testing program and this policy. This designee may be reached at 701-677-5671 at South Heart School.

### **Policy Dissemination**

The Superintendent shall disseminate this policy and other educational material in accordance with federal law. Each employee subject to this policy shall certify in writing that they have received this material upon receipt. The Board designates the Superintendent as the individual responsible for answering questions related to this material.

### **Effects of Alcohol and Controlled Substances**

The South Heart School contains information on the effects of alcohol and controlled substance misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when a misuse problem is detected.

### **Conflict between Regulations and Federal Law and Regulations**

In the event of a conflict between the provisions of federal law or regulations concerning alcohol and drug testing and this policy or regulations, the federal law or regulations shall control.

---

#### **Complementary Documents**

- DBBA-AR, Drug and Alcohol Testing Procedures
- DEAA, Drug & Alcohol-Free Workplace
- DEAA-AR, Procedure if Drug and/or Alcohol Use is Reasonably Suspected
- DEAA-E1, Record of Observable Behavior
- DEAA-E2, Steps to Performing a Reasonable Suspicion Test
- DEAA-E3, Drug and/or Alcohol Testing Consent Form
- DI, Personnel Records

**End of South Heart School Policy DBBA ..... Adopted: 7/27/15  
Amended: 8/7/19**

### **ELECTRICAL APPLIANCES**

Due to fire code restrictions, electrical appliances may not be allowed in the classrooms. Prior to use, approval must be granted by the Administration.

## **EMERGENCY DRILLS**

Fire drills, tornado drills, and other emergency drills will be held as necessary. Exit routes are located in the Emergency Crisis/Response Manual and are to be posted in all rooms.

## **EMPLOYEE USE OF ELECTRONIC DEVICES**

### **Definition**

For the purposes of this policy: an *electronic device* includes, but is not limited to, cell phones, pagers/beepers, laptops, and/or any other technology that transmits a signal.

### **District-Owned Electronic Devices**

The above prohibition does not apply to an authorized employee use of district-owned electronic devices. Employees have no expectation of privacy when using district-owned electronic devices, and the District reserves the right to monitor and review any communication sent or received on district-owned electronic devices. Such searches must serve a legitimate work-related purpose. Employees shall agree to abide by the rules established under this policy and the Acceptable Use policy (ACDA) as a condition of using district-owned electronic devices.

### **General Prohibitions**

Possession and/or use of any electronic device in an area where there is a reasonable expectation of privacy by others is strictly prohibited.

Inappropriate use of any electronic devices by staff is subject to disciplinary action up to and including, but not limited to, revocation of the privileges granted in this policy, dismissal, and referral to law enforcement officials, as appropriate in accordance with law. Inappropriate use shall be determined by school administration and includes, but is not limited to, violations of the prohibitions established by this policy and by the Acceptable Use policy (ACDA).

### **Use of Electronic Devices While Driving**

All employees are prohibited from conducting district business through the use of electronic devices while driving. School bus/vehicle drivers are prohibited from operating a bus/vehicle while using an electronic device. These prohibitions do not apply to the use of cellular phones in the following instances:

1. During an emergency situation;
2. To call for assistance related to a mechanical problem or breakdown.

In such instances, the driver shall only use a cellular phone if the bus/vehicle is parked unless the nature of the emergency situation prohibits this.

### **Emergency Use**

Staff members are encouraged to use any available communication device in the event of an emergency that threatens the safety of students, staff, or other individuals.

---

Complementary Documents:



- ACDA, Acceptable Use Policy

End of South Heart School Policy DEAD..... Adopted: 2/10/16  
Amended: 5/13/20

## **EMPLOYEE USE OF SOCIAL MEDIA**

### **School Board Policy DEBH**

The District recognizes the importance of using social media as a communication and learning tool. Employees are expected to exercise good judgement and serve as positive ambassadors for the District and appropriate role models for students while using social media. This policy provides guidance for employee use of social media, which for purposes of this policy includes: blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

District presence on any social media site, including school-related accounts, such as clubs, teams, field trips, courses and other affiliations with the District or a District school, must be authorized by the Superintendent or designee. Any sites, accounts or pages existing absent prior authorization will be subject to review, editing and/or removal. Only individuals authorized by the District may publish content to a District social media site.

### **District Responsibilities**

The District acknowledges that employees have the right under the First Amendment, in certain circumstances, to speak on matters of public concern. However, the District shall regulate the use of social media by employees, including employees' personal use of social media, when such use:

- Interferes or disrupts the educational environment of the school district;
- Harasses students, coworkers or members of the community;
- Creates a hostile work environment;
- Poses a safety threat to students, coworkers, or school operations;
- Breaches confidentiality, including but not limited to, posting data, documents and photographs;
- Implies that the employee is acting as an agent of the school district by referencing school or district images, logos, official names, or materials; or
- Violates state or federal laws, district policy or regulations, or, if applicable, the negotiated agreement.

The District prohibits personal social media use while on-duty; except on breaks or when authorized by the Superintendent or designee. District computers and/or the district network shall be used solely for classroom/district-related purposes.

### **Employee's Responsibilities**

Employees must maintain professionalism in their interactions with students and the community at all times. The following principles apply to professional use of social media on behalf of the District as well as personal use of social media by the employee.

- Employees shall not post any information online that violates state and federal laws, District policy or regulation, or, if applicable, the negotiated agreement.
- Employees shall not use their school email address for communications on public social media sites that have not been approved by the District.
- Employees shall not act as a spokesperson for the District, post comments as a representative of the District, or respond to comments about the District except as authorized by the Superintendent or designee.
- Employees shall not disclose information, including photographs, on any social media site that is confidential or proprietary to the District, its students, or employees, or that is protected by data privacy laws or district policy, except as authorized by the Superintendent or designee.
- Employees shall not use or post the District logo on any social media site without written permission from the Superintendent or designee.
- Employees shall not post images of students on any social media site without prior written parental consent or as authorized by the Superintendent or designee.
- Employees shall not use images, emails, or other personally identifying information for personal gain or profit.
- When referring to the District, its schools, students, families, programs, activities, employees, or volunteers on any social media networks, employees must be professional in all communications (text, images, or other).
- When referring to the District, its schools, students, families, programs, activities, employees, or volunteers on any social media sites, employees shall not use obscene, profane or vulgar language on any social media sites or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- The District recognizes that students, staff, or other members of the public may create social media sites representing clubs, teams, or other groups within the District. When employees choose to join or interact with these social media sites, they do so in their capacity as an employee of the District. Employees shall maintain appropriate employee-student relationships at all times and refrain from online interactions with students on social media sites outside of those forums dedicated to academic or school related use.
- Employees are encouraged to maintain a clear distinction between their personal social media use and any District-related social media sites. When practical, employees should keep District social media accounts separate from personal accounts. Employees that associate themselves with the District may use the following disclaimer on their personal social media site: "The views on this site are my own and do not necessarily represent the views, opinions, vision or strategies of the South Heart Public School."
- Employees who participate in social media sites may include information about their work with the District as part of their personal profile, as it would relate to a typical social conversation. This may include:

- o Work information included in a personal profile, including the District's name, job title, and job duties.
  - o Status updates regarding an employee's own job promotion
  - o Personal participation in District-sponsored events, including volunteer activities.
- Employee's personal social media accounts shall not be linked to District students' online profiles. This section does not apply to a student that is an employee's family member.
  - Employees must report any inappropriate behavior or activity on social media immediately to administration.
  - Employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with privacy policies, settings and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to District students.

### **Violations**

Inappropriate activity by employees while on social media is subject to disciplinary action up to and including, but not limited to, revocation of the privileges granted in this policy, dismissal, and referral to law enforcement officials, as appropriate and in accordance with law. Inappropriate use shall be determined by school administration. The District may consult with its legal counsel prior to making a dismissal under this policy.

The District shall investigate any suspected or alleged violations of this policy and may, but is not required to, actively monitor websites to ensure employee compliance with this policy.

---

#### **Complementary Documents:**

- ACDA, Acceptable Use
- ABCA, Copyrighted Material & Intellectual Property
- DE, Staff Code of Conduct
- DEAD, Staff Use of Electronic Devices
- DEBA, Confidentiality
- DEBD, Student-Staff Relations
- DEBF, Employee Speech

**End of South Heart School Policy DEBH..... Adopted: 12/11/19**

### **ENTRANCE TO THE BUILDING**

The official school day at South Heart School is 8:00 am – 3:30 pm. No students may enter the school before 8:00 a.m., unless special assignments, practices, make-up work etc., is scheduled and the student is under the supervision of a staff member. Once school is in session, the only entrance accessible is the door by the central office. Due to safety reasons, staff are encouraged to not allow building access to the public without those persons first checking into the Main Office. All students are expected to leave the

school no later than 3:30 unless attending a supervised activity or under the supervision of a staff member.

### **EXTRA-CURRICULAR ACTIVITIES**

1. Staff members are responsible for the activities that they advise and/or coach. Supervision of students at all times is required. At the conclusion of an activity, staff will see that all students are homeward bound and will ensure that school lights are turned off and school doors are locked.
2. Staff members and spouses may attend school activities at no charge. Complimentary passes will be issued to staff and spouse at the beginning of each school year.

### **GRADING, MAKE-UP WORK, AND INCOMPLETES**

- Teachers are required to follow the grading scales and policies listed in the Elementary Student Handbook and Junior/Senior High Student Handbook. Any modification to the grading scale or policy must be approved by the Administration
- Teachers are required to record a minimum of 2 assignments, quizzes, or tests per class each week on PowerSchool
- Teachers are required to update grades in PowerSchool every week no later than 8:00 am on Wednesdays throughout the school year

### **INDEPENDENT STUDY/CORRESPONDENCE CLASSES/ONLINE CLASSES**

Students may take courses via Independent Study or through the North Dakota Center for Distance Education. Staff are asked to encourage interested students to see the Building Principal for more information. All courses must be approved by the Building Principal.

### **IN-SERVICE REQUIREMENTS**

Attendance at school in-service dates is required of all Staff as determined by the Administration. PTO leave must be taken for any absence that occurs during an in-service. If a Staff member is absent for an in-service, a make-up session through another workshop that is pre-approved by the building principal may be required.

### **INSTRUCTIONAL PREP TIME**

Teachers are granted instruction prep time as outlined in the negotiated agreement. Teachers that lose instructional prep time shall be compensated in accordance with the negotiated agreement. Lost instruction prep time records are to be kept by individual teachers and submitted to the Building Principal for approval.

### **LESSON PLANS**

Each teacher is required to electronically submit weekly lessons plans to their respective Building Principal. Lesson plans for the upcoming week are to be completed by Monday at 8:00 am.

### **MEDICATION**

Per state law and school policy, disbursement of medication is done only at the Front Office by authorized personnel. Staff members are prohibited from disbursing

medication of any kind to students, including prescription and non-prescription medications, including cough drops, any form of pain reliever, etc.

It is very important that all students with signs of ill health be sent to the Main Office and/or Administration. If the student is very ill, Staff should contact the office by intercom.

If a student has an accident or is injured while under your supervision, it is the Staff member's responsibility to give the Administration the complete information concerning the accident. It is very important that all accidents be reported and documented.

If a student in attendance at South Heart Public School is in need of medical treatment, the Administration or Staff member in charge is to notify the parents. If the parents cannot be reached, the Administration or Staff member in charge is to use his/her discretion if an ambulance is to be called or if the student is to be taken to the nearest hospital by automobile.

## **NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

### **School Board Policy AAC**

#### **General Prohibitions**

The South Heart Public School District 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's, parent's or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It is violation of this policy for any district student, parent, employee, or third party to discriminate or harass against another district student or employee based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct has a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment 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 individual affiliated with another who is 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 discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as 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. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

#### **Definitions**

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
  - b. For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *Section 504* (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
  - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
  - b. It creates a hostile environment meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees a hostile environment is created when submission to unwelcome sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- *Sexual harassment examples* include:
  - a. Sexual or "dirty" jokes
  - b. Sexual advances
  - c. Pressure for sexual favors
  - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
  - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials
  - f. Graffiti of a sexual nature

- g. Sexual gestures
  - h. Touching oneself sexually or talking about one's sexual activity in front of others
  - i. Spreading rumors about or rating other's sexual activity or performance
  - j. Remarks about a individual's sexual orientation; and
  - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion
- *Title II* of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
  - *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and/or harassment complaint filing procedure in board regulations. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

### **Complaint Recipients**

If any District employee receives a discrimination or harassment complaint, the employee shall forward it to the appropriate grievance coordinator. All District employees must receive training on their reporting duties.

### **Policy Training and Dissemination**

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

### **Grievance Coordinators**

The Title IX Coordinator's responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex

discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Superintendent as the Title IX Coordinator.

The 504/Title II Coordinator’s responsibilities include overseeing the District’s response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the District’s policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Superintendent, as the 504/Title II Coordinator.

The Nondiscrimination Coordinator’s core responsibilities include overseeing the District’s response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates the Superintendent as the Nondiscrimination Coordinator.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include (1) the definition of discrimination, harassment, and retaliation; (2) the handling of complaints under the Discrimination and Harassment Grievance Procedure; and (3) the applicability of confidentiality requirements.

---

Complementary Documents:

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

**End of South Heart School Policy AAC ..... Adopted: 7/8/15  
Amended: 5/10/17**

### **PARENT-TEACHER CONFERENCES**

There will be two sets of parent-teacher conferences scheduled each school term, once in the fall and once in the spring. Certified staff and other required staff members as determined by the Administration are required to attend all parent-teacher conferences. Exceptions can only be granted by pre-approval through the administration.

### **PERFORMANCE EVALUATIONS – PROFESSIONAL GROWTH**

The Administration will make periodic visits to all classes. Teachers with less than 3 years of experience in the district will be formally evaluated 2 times per year by December 15 and March 15. All other teachers will be formally evaluated 1 time per year by March 15. Ancillary Staff shall be informally evaluated by his/her direct



supervisor through verbal communication and/or written documentation if necessary.

## **PERSONNEL RECORDS**

### **School Board Policy DI**

The Superintendent shall keep a personnel folder for each employee, licensed and classified. The folder shall contain such information as is required by law and shall include performance evaluations, the Business Manager's record of the license held for all licensed personnel, an itemized list of all documents in the file, and a record of access including the date of review and identity of persons reviewing the file if they choose to identify themselves.

### **Location**

Personnel records shall be maintained in the following areas:

1. The Business Manager shall maintain records:
  - a. Required for payroll purposes, for record keeping under the Fair Labor Standards Act and the Family Medical Leave Act, and any other laws pertaining to payroll or leave recordkeeping.
  - b. Containing all personal information as defined by law, including but not limited to records of medical treatment and use of employee assistance programs.
2. The Superintendent shall seal and mark as confidential all state and federal criminal history records and, if applicable, credit history records and motor vehicle records. These records shall be stored in a secure area.
3. Records relating to alcohol and controlled substance use/testing shall be maintained in accordance with federal regulations. Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.
4. The Superintendent's office shall maintain all other personnel records, excluding the Superintendent's file.
5. The Business Manager shall maintain the Superintendent's personnel record. The Superintendent shall maintain the Principals' personnel record.

Only employees who have a need to know in order to perform their duties shall have access to information listed in section one, two, and three above.

### **Former Employees**

A file shall be kept for all resigned, terminated, or retired employees, including such essential information as shall seem appropriate to the administration for at least six years following separation of employment.

### **Record Review**

The Board shall establish and approve a procedure for handling requests to review personnel records. The Superintendent, Business Manager, and Board President may seek legal advice on matters pertaining to review requests but access to open public records will not be unreasonably delayed by such requests.

---

Complementary Documents:

- DI-BR, Personnel Records Review Procedure
- DI-E, Personnel File Records Checklist
- DI-E2, Notice of Confidential Record on File
- DIA, Distribution of Personnel Directory
- DIB, Review of Material in Teacher Personnel Files
- DHAB, Title I Qualification Notification Requirements

End of South Heart School Policy DI.....**Adopted: 11/11/15**  
**Amended: 9/11/19**

## **PURCHASING**

### **School Board Policy HCAA**

All purchases made on behalf of the District shall be executed in a fair, equitable, and legal manner using a process that helps ensure the best value for the District and its taxpayers. The purpose of this policy and accompanying regulation is to establish such procedures.

#### **Establishment of a Purchasing System**

The Board delegates overall purchasing authority to the Superintendent and Business Manager who shall serve as the district's Chief Procurement Officers. The Chief Procurement Officers shall be responsible for developing and administering the purchasing program of the District, including the development and implementation of a requisition and purchasing system that is efficient, economical, and meets the standards below. A complete purchasing record system shall be maintained by the Business Manager. To ensure adequate checks and balances, the Superintendent shall have authority to approve district employee's purchases but shall not directly make purchases for the District.

#### **General Requirements for Purchases**

1. All purchases must conform to all applicable state laws, including, but not limited to, laws prohibiting disclosure of confidential and proprietary information.
2. All parties involved in purchasing shall act in good faith, and purchases at all levels shall be made in a manner and form that permits the highest degree of fair competition possible.
3. All purchases must be documented through the purchase card (p-card) system, a purchase order, contract, invoice, or receipt. All records of purchases must be submitted to the Business Manager.
4. All purchases made through the purchasing system must have budget appropriations adequate to cover the cost of such obligations. Purchases not meeting this criterion must be approved by the Board.
5. Prior to making a purchase, the purchaser shall check current inventories to ensure that the purchase is necessary and determine if the item can be obtained through existing cooperative purchasing agreements under NDCC 54-44.4-13 or federal agencies contracted under 21-06-08. Purchases made through such agreements are exempt from the procurement procedures contained in this policy.
6. Procurement requirements may not be artificially fragmented as to constitute a small purchase or to avoid competitive purchasing requirements. Artificial fragmentation means splitting purchase requirements or splitting an invoice to stay

below a certain dollar level to avoid competition or stay within delegated authority limits. Fragmentation must be based on an actual need of the District, and documentation of this need shall be filed with the procurement officer.

7. If purchases are made using restricted funds (e.g., grant dollars), purchases must conform to any requirements associated with those funds.
8. This policy is not applicable to legal services or public improvement/construction purchases.
9. Purchases requiring contracts must comply with the contracting standards contained in this policy and in law.

### **Purchasing Authority Thresholds**

The Chief Procurement Officers or designee shall evaluate the procurement needs and estimate the amounts to be purchased to ensure the appropriate purchasing authority threshold is followed. Estimated price may be based upon previous purchases, market research, a published price list, or asking a vendor for a budgetary estimate.

1. **P-Cards:** The Chief Procurement Officers are authorized to implement a purchase card system. While most purchases with p-cards shall conform to the purchasing standards contained in this policy, the Chief Procurement Officers are authorized to make exceptions to this policy as follows. The Chief Procurement Officers may issue cards to school staff not listed in this policy, ensuring that their cards have adequate spending caps in place given the nature of their positions and may waive specification and solicitation requirements for p-card purchases for items/services that are difficult or impossible to obtain through competitive purchasing (e.g., travel expenses). In addition to these p-card requirements, the Board has adopted a separate p-card policy, HCAG.
2. **Purchasing:** All items less than \$10,000 require Superintendent approval prior to purchase, items above \$10,000 require School Board approval prior to purchase.
3. **Purchases over 50,000:** These purchases shall only be made in accordance with NDCC 15.1-09-34.

### **Delegation of Purchasing Authority when Conflict of Interest Declared**

In the event that an individual with purchasing authority has a conflict of interest under law, they shall contact a Chief Procurement Officer who shall appoint another qualified district employee without a conflict to oversee the procurement process of the good/service at issue.

### **Unauthorized Purchases**

All purchases must be made in a manner consistent with this policy and accompanying regulations and only with properly designated authority. Unauthorized purchases made in violation of this policy may become the financial responsibility of the purchaser subject to an investigation of the alleged violation conducted by the Superintendent or Board President when the alleged violation relates to the Superintendent or Business Manager. District employees may be subject to additional disciplinary consequences for making unauthorized purchases.

- HCAG, Purchase Cards
- HCAE, Disbursement of Monies

End of South Heart School Policy HCAA ..... Adopted: 4/13/16  
Amended: 10/9/19

## REPORT CARDS/PROGRESS REPORTS

Grades PreK-12 At the midterm and end of each Nine Week grading period, progress reports will be given to parents/guardians. At the end of each Semester, report cards will be given to parents/guardians. Staff are expected to have reports prepared on time as requested by the Administration.

Grades PreK-12 Teachers are encouraged to contact parents/guardians regularly for reasons which may include, but are not limited to: positive accomplishments/behavior, disruptive behavior, unsatisfactory work, incomplete assignment, etc.

## RESTRAINT OR SECLUSION POLICY

### School Board Policy FCC

It is the policy of the West River Student Services Unit and its affiliated school districts to promote a safe and productive workplace and educational environment for its employees and students, and to ensure that every student in the unit is free from the unreasonable use of physical restraint, and that physical restraint shall only be used with extreme caution in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate.

School personnel shall only administer a physical restraint when it is needed to protect a student and/or a member of the school community from imminent, Dangerous Behavior. When physical restraint needs to be administered, school personnel shall seek to prevent or minimize any harm to the student as a result of the use of the physical restraint.

Additionally, this policy shall not be construed to preclude any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, dangerous behavior.

Restraint and seclusion shall be implemented in a nondiscriminatory manner. Interventions authorized by this policy may be applied to any student enrolled in the South Heart Public Schools so long as such interventions are implemented in compliance with this policy.

South Heart School follows Restraint and Seclusion policies and procedures as provided by West River Student Services. These policies and procedures can be obtained by contacting the Superintendent at South Heart School or the Director at West River Student Services.

---

Complementary Documents:

- FCC-E, Restraint or Seclusion Reporting Form
- FFK, Suspension and Expulsion
- FFK-BR, Suspension and Expulsion Regulations

End of South Heart School Policy FCC ..... Adopted: 10/8/14  
 Amended: 4/13/16  
 Amended: 7/10/19

**RETENTION OF STUDENTS**

Decisions regarding the retention of a student will be made by a multidisciplinary team to include the Building Principal, student’s teacher(s), other necessary Staff members, and the parents/guardians.

**SCHOOL CANCELLATIONS/LATE STARTS/EARLY DISMISSALS**

Inclement weather or other reasons may result in school being cancelled, starting late, or dismissing early. Students, parents, and staff will be notified via an automated calling system and through local television stations. Parents and staff are reminded to provide updated current phone numbers to the Main Office to ensure they receive these calls.

**SEMESTER FINALS**

Grades 7-12: All teachers are required to give cumulative semester exams at the end of each semester to students in Grades 7-12. All students are required to take semester tests unless exempted from the test(s) per the Junior/Senior High Student Handbook as determined by the Secondary Principal.

**SIGNIFICANT CONTAGIOUS DISEASES**

**School Board Policy ACBB**

The South Heart Public School Board adopts this policy with the intent of protecting the health and safety of all district students, staff, and independent contractors.

**Definitions**

For the purposes of this policy, the terms *affected person*, *decisionmaker*, *independent contractor*, *institution*, *reasonable accommodations*, *significant contagious disease*, *special provisions*, and *universal precautions* will be defined in accordance with ND Administrative Code 33-06-05.1-02.

**Universal Precautions**

The District shall use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

**Nondiscrimination and Anti-Harassment**

No person shall be denied admission as a student, a contract as an independent contractor, or employment solely because they have, or they are perceived to have, a significant contagious disease. The District prohibits harassment and/or discrimination against an individual diagnosed as having a significant contagious disease on and using school property. Complaints alleging harassment/discrimination based on a significant

contagious disease shall be handled in accordance with the district's Harassment and Discrimination Grievance Procedure.

### **Confidentiality**

All information concerning an affected person's condition that is given to an employee or official of the District shall remain confidential to the extent required or permitted under applicable law. The Superintendent shall develop procedures to protect against confidentiality breaches.

No employee or official of the District may inform anyone of an affected individual's infection or release any information to the public either confirming or denying the presence within the District of a person who has contracted a significant contagious disease, unless otherwise required to do so by law. An employee violating these prohibitions shall be subject to disciplinary consequences in accordance with policy, law, and, when applicable, the negotiated agreement.

### **Spokesperson**

The Board designates the Superintendent as the person to receive information concerning the status of students, employees, and independent contractors from their physicians. The spokesperson shall be the official representative of the District when information concerning an affected individual becomes public and may not delegate this duty unless authorized by the Board. The spokesperson may request assistance from the Department of Public Instruction or State Department of Health in developing a plan for conflict resolution and shall comply with all applicable requirements in the district's policy on relations

with the news media when handling media requests related to significant contagious disease.

**Reasonable Accommodations Students:** The District shall not prohibit a student from attending school safely because they have, or they are perceived to have, a significant contagious disease. If the student is well enough to attend the institution, and does not constitute a public health threat, as determined by the decisionmaker or local board of health, the student must be permitted to attend school. If the student is unable to attend regular class instruction or requires special consideration, then reasonable accommodations, special provisions or individualized education programs must be provided for the student. The Superintendent shall establish special provisions procedures

1. **Employees & Contractors:** Employees, potential employees, and independent contractors may not be terminated or prevented from becoming employed in the District solely because they have, or they are perceived to have a significant contagious disease. If the employee is well enough to perform their job and does not constitute a public health threat to others, as determined by a decisionmaker or local board of health, the employee must be permitted to perform the duties. The District shall consider and implement reasonable accommodations to allow the affected individual to become/continue as an employee or become/continue as an independent contractor.

### **Education**

1. **Students:** The District shall implement an instructional program on significant contagious disease appropriate to each participating grade level, providing information

about the diseases, methods of transmission, the means of protecting against contracting the diseases in an educational setting, and the use of universal precautions and prevention. Instruction will begin in Grade PreK and continue through Grade 12<sup>1</sup>

The Superintendent is charged with recommending revisions in the program to the Board to update and modify the curriculum as new information about significant contagious diseases is made available. The Department of Public Instruction and/or the State Department of Health shall review and approve any curriculum and materials developed for use in this program according to the guidelines established by the Center for Disease Control.

Prior to the start of the significant contagious disease instructional program, and at any time thereafter, parents and guardians of students who will be involved in this program shall have an opportunity to preview/review the curriculum and materials.

2. **Employees:** All district employees shall receive appropriate training that addresses significant contagious disease prevention. The training will be presented by a health professional or someone specifically qualified in prevention of significant contagious diseases education. Training will include the proper use of universal precautions.

Those employees designated to teach significant contagious disease prevention to students shall receive additional training from qualified health education professionals.

3. **Independent Contractors:** All independent contractors performing services for the District shall receive a brochure concerning significant contagious diseases upon entering into a contract with the District. The brochure shall contain information regarding the transmission of significant contagious diseases in an institutional setting, the means of protecting against contracting the diseases in an institutional setting, and the use of universal precautions.

---

#### Complementary Documents

- AAC, Nondiscrimination & Anti-Harassment Policy
- AAC-BR, Discrimination & Harassment Grievance Procedure
- ACBB-AR1, Procedures for Responding to Potential Health Threats
- ACBB-AR2, Universal Precautions and Sanitary Cleanup
- ACBB-E, Laws on Communicable Diseases, Immunization Requirements, Reportable Diseases, and Significant Contagious Disease
- KBA, Relations with the News Media

End of South Heart School Policy ACBB ..... Adopted: 7/8/15  
Amended: 6/10/20

### STAFF CODE OF CONDUCT

#### School Board Policy DE

##### Purpose

The Board has adopted this policy with the intent of fostering learning and working environments that operate efficiently; are safe, ethical, and equitable for students and staff; and meet community expectations.

---

<sup>1</sup> State law requires that all students be educated concerning significant contagious disease. Specify the grades that are included in your district's enrollment.

## **Application of Policy**

All school district employees, including teachers, administrators, other contracted staff, and ancillary staff, are required to adhere to this policy.

## **Code of Conduct**

All staff members are responsible for becoming familiar with and abiding by the laws of the state as they affect their work, professional codes of ethics associated with their licensure if applicable, the school district's policies, and the regulations designed to implement them.

The Board has adopted Board policies on staff conduct, which are considered part of this code of conduct and to which all district staff are required to adhere. The Board has also adopted or may adopt additional conduct policies applicable to specific categories of employees (e.g., academic freedom standards for teachers). Such policies are also considered part of this code of conduct, and district staff are responsible for familiarizing themselves with all current and potential new policies applicable to staff conduct.

In addition to district policies governing staff conduct, each staff member is required to:

1. Conduct oneself professionally whenever serving in their official capacity as a school district employee including maintaining professional decorum and professional boundaries in all interactions with students.
2. Exercise honesty and integrity when executing all duties.
3. Comply with confidentiality laws (e.g., student education records are protected by FERPA).
4. Be faithful and prompt in attendance at work.
5. Support and enforce policies and regulations of the District.
6. Diligently execute all duties as assigned by supervisors and as set forth in job descriptions, district policies, or the negotiated agreement; staff members are also required to fulfill the terms of their contracts if applicable.
7. Demonstrate care and conservation of school property and resources.
8. Make job-related decisions in a manner that is fair and consistent with district policy and the district's mission.
9. Not use their position with the District for private gain.
10. Treat all staff, students, and community members with dignity and respect.
11. Report suspected violations of this code of conduct, district policy, or workplace violations of law to an immediate supervisor or individual/entity designated by law/policy to receive such reports.

## **Dissemination of Staff Conduct Standards**

The Superintendent or designee shall include a copy of this policy and a copy of the Education Standards and Practices Board Code of Professional Conduct for Educators in all staff handbooks provided to staff on an annual basis. The Board further directs the



Superintendent or designee to inform staff regarding state laws related to staff conduct and disseminate this information to staff when necessary.

If a staff conduct policy contains specific policy dissemination procedures that are more comprehensive than the policy dissemination requirements contained herein, the more comprehensive policy dissemination procedures should be followed.

### **Reporting and Investigation**

Any staff member who has reason to believe that this policy may have been violated is required to report the alleged violation to an immediate supervisor or individual/entity designated by law/policy to receive such reports as soon as possible. Students and community members who have reason to believe this policy has been violated are encouraged to report this to a building principal.

The reporter may submit a written or oral report of the alleged violation. The supervisor or administrator receiving the report should document the date and time that the report is received, nature of the alleged violation, name of the reporter, and names of any witnesses to the alleged violation if this information is not submitted by the reporter in writing.

The supervisor shall refer the report to the Superintendent as soon as possible for investigation and resolution. The Superintendent shall investigate, as appropriate, the alleged violation in a timely manner not to exceed 60 days unless the Superintendent determines additional time is needed. The Superintendent may issue a summary of the investigation's findings to the employee who is the subject of the investigation.

At any time during the investigation process, the Superintendent or designated investigator may refer the alleged violation to law enforcement if a violation of law is reasonably believed to have occurred and/or ESPB if a violation of the Code of Professional Conduct for Educators is reasonably believed to have occurred. Such referrals may not relieve the District of its responsibility to complete an internal investigation of the alleged violation.

If a staff conduct policy contains an investigation procedure that differs from the investigation procedure contained herein, the procedure referenced in the applicable staff conduct policy shall be used to conduct the investigation.

### **Alleged Violations by the Superintendent or Business Manager**

If the Superintendent or Business Manager is believed to have violated this policy, the alleged violation shall be reported to the Board President who is responsible for conducting the investigation and making a recommendation based on the outcome of the investigation to the Board for determination and final action. The Board President may retain an attorney or consultant to assist with the investigation process.

### **Violations**

Violations of this policy by a staff member may result in appropriate disciplinary action as determined by the Superintendent. The Superintendent's decision is final. If the violation was committed by the Superintendent, the Board's decision regarding appropriate disciplinary action is final. If the violation is covered by another district policy on staff

conduct (e.g., discrimination or harassment), any specific disciplinary consequences contained in that policy shall apply.

### **Retaliation and Providing False Information Prohibited**

The District prohibits retaliation for an individual's participation in an investigation and/or initiation of a report under this policy, including instances when an allegation is not substantiated. The District also prohibits knowingly filing a false report and/or knowingly making false statements during an investigation. Staff and students who violate these prohibitions will be subject to appropriate disciplinary action.

End of South Heart School Policy DE ..... Adopted: 2/10/16  
Amended: 10/9/19

## **CODE OF PROFESSIONAL CONDUCT FOR EDUCATORS**

Article 67.1-03

State of North Dakota

Code of Professional Conduct for Educators

### Section 67.1-03-01-01

#### Preamble

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

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

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

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

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

### Section 67.1-03-01-02

#### Principle I - Commitment to the Student

In fulfilling obligations to students, the North Dakota educator:

1. Shall not, without just cause, deny the student access to varying points of view;

2. Shall not intentionally suppress or distort subject matter relevant to a student's academic program;
3. Shall protect the student from conditions detrimental to learning or to physiological or psychological well-being;
4. Shall not engage in physical abuse of a student or sexual conduct with a student and shall report to the education standards and practices board knowledge of such an act by an educator;
5. Shall not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
6. Shall not use professional relationships with a student for personal advantage or gain;
7. Shall disclose confidential information about individuals, in accordance with state and federal laws, only when a compelling professional purpose is served or when required by law; and,
8. Shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

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

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

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

#### Section 67.1-03-01-03

##### Principle II - Commitment to the Profession

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

1. Shall accord just and equitable treatment of all members of the profession in the exercise of their professional rights and responsibilities;
2. Shall not, on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, nor discriminate in employment practice, assignment, or evaluation of personnel;
3. Shall not sexually harass a fellow employee;
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;
5. Shall present complete and accurate information on the application for licensure and employment;
6. Shall present complete and accurate information on any document in connection with professional responsibilities;
7. Shall present evaluations of and recommendations for colleagues fairly, accurately, and professionally;
8. Shall cooperate with the education standards and practices board in inquiries and hearings and shall not file false complaints or shall not seek reprisal against any individuals involved with the complaint;

9. Shall not knowingly distort, withhold or misrepresent information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
10. Shall not breach a professional employment contract;
11. Shall not knowingly assign professional duties for which a professional educator's license is required;
12. Shall not accept a gratuity, gift, or favor that might influence or appear to influence professional judgement, nor offer a gratuity, gift, or favor to obtain special advantage; and
13. Shall exhibit professional conduct in safeguarding and maintaining the confidentiality of test materials and information.

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

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

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

#### Section 67.1-03-01-04

#### Principle III - Commitment to the Community

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

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

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

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

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

### **STAFF-STUDENT RELATIONS (NON-FRATERNIZATION POLICY)**

#### **School Board Policy DEBD**

The Board requires employees, volunteers, and students to treat one another with respect and professionalism. All employees and volunteers are expected to exercise good judgment and maintain professional boundaries when interacting with students at all times, on and off school property.

#### **Prohibited Behavior**

Any behavior of a harassing or sexual nature towards students is strictly prohibited. Such behavior includes but is not limited to the following:

1. Insults, disparaging remarks/names, and/or sarcasm, used to force compliance with an employee's or volunteer's requirements or expectations.
2. Any conduct that would amount to sexual harassment, discrimination, or retaliation under Title IX of federal education amendments.
3. Any activity that may lead to a sexual relationship such as dating, sending intimate correspondence, and/or engaging in sexualized dialogue.
4. Any sexual relationship between an employee or volunteer and a current student, regardless of his/her age, or a former student under the age of 18.

5. Any conduct by an employee or volunteer that would constitute a sexual offense as defined in state law.

Individuals aware of any of these prohibited behaviors are expected to report such action to a building administrator or the Superintendent.

All reported prohibited behavior shall be investigated. If disciplinary action is deemed warranted at the completion of the investigation, the District shall take appropriate action up to and including termination of employment in accordance with law and/or reporting such activity to appropriate state licensing and law enforcement officials.

**End of South Heart School Policy Dae ..... Adopted: 7/16/14**

## **STUDENT CUMULATIVE RECORDS**

Each teacher should study their students' cumulative records. Staff are responsible for submitting required records to the Front Office. The Front Office will update all student cumulative records. Building Principals and the School Counselor will check to see that all cumulative records are kept up to date.

## **STUDENT CUSTODY**

### **School Board Policy FCBD**

#### **Section I: Parent's/Legal Guardian's Rights at School**

The South Heart Public School District assumes that both of a student's biological or adopted parents and all other legal guardians (hereafter parents) have equal access to their child at school, play an equal role in educational decisions related to their child, and have equal access to their child's educational record restricted only by limitations delineated in district policies and regulations that are applicable to all parents/guardians and when access/participation is reasonably predicted by the Superintendent or Principal to disrupt the educational environment. Exceptions to these assumptions exist when criteria in Section II of this policy have been satisfied.

#### **Section II: Restricting Parent/Guardian Access and Rights**

A parent is responsible for providing the District with legally binding documentation (e.g., court order) restricting parent rights. Such documentation must be current and a parent is responsible for ensuring that the documentation remains up-to-date. District personnel shall not initiate a request for or otherwise actively seek information pertaining to student custody.

The District will act in good faith to comply with the terms and restrictions of any current legally binding document pertaining to student custody that is provided to one of its schools. However, it shall not be responsible for validating the authenticity of such documentation or interpreting and implementing any provision that is unclear.

If a parent makes a student access request that is not addressed clearly by the legal documentation on file, the District shall notify both parents that the documentation on file is unclear, that the District needs further clarification from the court on this matter, and that the District will consult with its attorney on how to respond to the request in the interim while additional documentation is being sought by the parent(s).

### **Section III: Student Visitation and Release**

A request by a parent to visit or otherwise access his/her child at school shall be handled in accordance with applicable district policy and rules (e.g., rules on visitors in schools, parent visits to school, phone calls at school, etc.). The District shall deny any request that the Superintendent or Principal reasonably predicts will disrupt the educational environment or any request that is prohibited by current legally binding custody documentation on file with the school.

A request by a parent to have a designee pick up or drop off his/her child shall be handled in accordance with district policies and rules governing this matter; however, the District shall deny any request that the Superintendent or Principal reasonably predicts will disrupt the educational environment or any request that is prohibited by current legally binding custody documentation on file with the school.

The District prohibits on school property exchange of children for visitation purposes (i.e., exchanges that are condition of a custody order).

### **Section IV: Release of Student Educational Records**

In accordance with the Federal Educational Rights and Privacy Act (FERPA), the District shall assume that both parents have equal rights to student educational records (as established by FERPA), including the right to authorize a designee access, unless:

1. Restricted by current legally binding custody documentation on file with the school, or
2. The District is aware that a student or his/her parent is participating in domestic violence or sexual assault program. In such cases, the District should contact its legal counsel to determine if any information from the student's educational record should be released to the requesting parent/designee.

### **Section V: Responding to Parent/Guardian Disagreements**

In the event that parents engage in a custody or visitation dispute on school property, a school official, if possible, shall remove the student from the dispute to ensure the child's safety (e.g., escort the child inside the school building, move the child to the school office) and contact law enforcement.

Parent requests related to his/her child's education shall be handled in accordance with applicable district policy except when the parent does not have authority to make such requests as stipulated in current legally binding custody documentation on file with the school. Neither parent has a fundamental right generally to direct how a public school teaches their child.

The consent of both parents is required before the District places a student on an Individual Education Program if:

1. The student's parents are divorced or separated, and
2. Both have the right to make educational decisions on behalf of their child as stipulated in legally binding custody documentation on file with the school.

---

Complementary Documents:

- ACCA, Sexual Offenders on School Property

- ACCA-BR, Criteria for Granting Parent Offenders Privileges to Enter School
- FGA, Student Education Records
- FGA-BR, Student Education Records Access & Amendment Procedure
- KAAA, Visitors in Schools

**End of South Heart School Policy FCBD..... Adopted: 3/9/16**

## **SUPERVISION**

Staff are required to supervise the students in their classrooms and while under their direct care at other areas on and off campus at all times. At no time, should students be left un-attended while being the responsibility of a Staff member. All Staff members are responsible for the supervision of students during recess and/or class breaks as determined by the Building Principals.

## **TEACHER GRIEVANCE PROCEDURE**

### **School Board Policy DGAA**

The purpose of this policy is to provide a step-by-step procedure that guarantees the right of teachers to administrative "due process," to assure fairness and equity. No teacher or administrator shall discriminate against, coerce or interfere with any teacher, administrator, witness or representative, for his/her involvement in the presentation or adjudication of any grievance.

No action taken under this procedure shall in any way be construed as forfeiting the right to seek redress through the courts.

If any provision of this procedure is or shall at any time become contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.

### **Definitions**

- *Grievance* is an allegation by a teacher that s/he has been subject to a personal loss, injury, or inconvenience because of a violation, misinterpretation, or misapplication of a specific article, section, or paragraph of the negotiated agreement or teacher's individual contract.
- *Day* as used herein shall be considered a school day and the time limits set shall be considered a maximum.
- *Administrator or supervisor* named in this policy (e.g., Superintendent) assumes that his/her designate or deputy may serve in his/her place.

### **Time Limit**

A grievance must be initiated within 30 days after the teacher knew or should have known the term or condition giving rise to the grievance existed. Failure to timely present the grievance in writing shall be a deemed a waiver of the grievance.

### **Conditions**

Failure of the teacher to meet any of the deadlines contained in this procedure shall terminate the grievance. Failure of a school supervisor/administrator to respond to the grievance within specified deadlines shall be deemed a denial of the grievance and shall allow the teacher to advance the grievance to the next step.

### **Procedure**

Meetings held under this procedure shall generally be conducted on non-school time at a place that will afford a fair and reasonable opportunity for all persons proper to be present.

Each step in this procedure is intended to give bona fide consideration to the grievance and is to be a separate review of the facts. Each official to whom the grievance is presented shall issue a decision.

1. Informal Process: The Board encourages the resolution of grievances as near the point of origin as possible. Therefore, a teacher with a grievance shall first discuss it with his/her immediate supervisor. However, should such informal process fail to satisfy the teacher, then a grievance may be processed as follows
2. Formal Process: A teacher may be represented and accompanied by a representative of his/her choosing at any step in this process. The teacher filing the grievance must be present at each step in this procedure.
  - a. The teacher who is filing the grievance shall prepare a written statement containing his/her name, address, and telephone number; school building, address, telephone number, and name of principal; the specific contract provision being grieved and why; and the requested remedy. The written grievance must be signed and dated by the grievant.
  - b. A teacher may present the written grievance to his/her immediate supervisor by the deadline contained in the "Time Limit" section of this procedure. The supervisor shall make every effort to resolve the grievance and shall, within 10 days of the filing of the grievance, render a written answer on the grievance.
  - c. If no agreement is reached or the time limit outlined above elapses without answer, the aggrieved teacher may present the written grievance to the Superintendent. This step must be initiated within four days of the supervisor's written decision or within fourteen days of the filing of the grievance in the event the supervisor fails to provide a written answer. The Superintendent shall either refer the grievance to a designated representative or shall personally work with the aggrieved to seek an equitable solution within 10 days. A written response shall be made to the grievant within the same 10 days.
  - d. If no agreement is reached or the time limit outlined in part c elapses without answer, the aggrieved teacher may present the written grievance to the Board within 14 days of the written decision of the Superintendent or within 14 days after the time limit has elapsed. The grievance will be placed on the agenda for the next Board meeting. The Board will communicate in writing a decision to the grievant within 14 days after the Board meeting. The Board's decision is final, subject to court review if the teacher files suit.



## TEXTBOOKS

All textbooks should be stamped and numbered. Make sure that the textbook inventory records are properly filled out and up-to-date. On the first day of the school year, write the number of the book in your record book, assigned to the student. Staff members are responsible for ensuring that all textbooks are returned to the school in good condition. Staff members are asked to inform the Front Office and Building Principal if textbooks are not returned for any reason or become damaged.

## TOBACCO FREE SCHOOLS AND WORKPLACE

### School Board Policy ABBA

#### Definitions

For purposes of this policy:

- *Electronic smoking device* means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah. Smokeless tobacco means any snuff or chewing tobacco.
- *Possession of Tobacco Products means:*
  - a. Actual physical possession of the tobacco product while on school property;
  - b. Use or consumption of the tobacco product while on school property;
  - c. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
  - d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device.
- School property is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- Smokeless tobacco means any snuff or chewing tobacco.
- *Tobacco product* means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

#### Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.

2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the South Heart Public School Board establishes the following tobacco-free policy.

### **Use & Possession Prohibitions**

1. **Students:** Possession and/or use of tobacco products by students on school property is prohibited at all times.
2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited.

This policy includes all events on school property that are not sponsored by, or associated with, the school at all times.

3. **Additional:** The District will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

The District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

### **Communicating to Students, Staff, & Public**

This policy will be printed in employee and student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other highly visible places in all district schools and property, such as, but not limited to: school playgrounds, athletic fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

### **Responsibility for Violations**

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

### **Tobacco Cessation Services**

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

---

#### Complementary Documents:

- DEAA, Drug & Alcohol Free Workplace
- FF, Student Conduct & Discipline
- FFE, Extracurricular Participation Requirements
- KAAA, Visitors in Schools

End of South Heart School Policy ABBA.....Adopted: 1/13/16  
Amended: 9/14/16  
Amended: 11/8/17  
Amended: 10/10/18

## **WEAPONS PROHIBITION ON SCHOOL PROPERTY—EMPLOYEES**

### **School Board Policy DEAG**

#### **Definitions**

For purposes of this policy, the following definitions apply:

- Armed first responder as defined by NDCC 62.1-02
- *Dangerous Weapon* as defined by NDCC 62.1-01-01
- *Firearm* as defined by 18 U.S.C. 921 and NDCC 62.1-01-01
- *School property is defined in NDCC 15.1-19-10 (6)(b)* as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity.

#### **Prohibitions**

District employees, district contractors and/or their employees, and district volunteers are prohibited from knowingly possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used, to intimidate or cause bodily harm, including those individuals who may otherwise be permitted by law to carry such weapons. This prohibition does not apply to law enforcement personnel including school resource officers. Firearms and dangerous weapons under the control of law enforcement personnel, including school resource officers, are permitted on school property.

#### **Firearms and/or Dangerous Weapons Stored in Vehicles**

Employees are prohibited from possessing firearms and/or dangerous weapons in their vehicles while on school property, except as permitted by law. Permitted employees must ensure that all firearms are secured in or on their vehicle while on school property.

#### **Exceptions**

The prohibitions in this policy do not apply when the Superintendent has authorized the following:

- Use of a blank firearm cartridge, or any object that can reasonably be considered a dangerous weapon in a sporting, memorial, or theatrical event;
- Participation in educational, training, cultural, or competitive events that requires use of a firearm or dangerous weapon;
- For purposes of a hunter's safety course; or
- Firearms or dangerous weapons stored in residences of employees living in district-owned housing

#### **Notice**

The Superintendent shall ensure notice of this policy is provided to district employees, district contractors, and district volunteers.

#### **Violations**

Employees in violation of this policy shall be subject to discipline up to and including dismissal in accordance with any applicable law. Individuals contracting with the District and volunteers shall be subject to appropriate sanctions. A referral to law enforcement may be made by appropriate school officials.

**End of South Heart School Policy DEAG.....Adopted: 7/27/15**  
**Amended: 11/8/17**  
**Amended: 9/11/19**

### **WORK DAY**

Staff are to be at their rooms or assigned stations as indicated below or as indicated by contract/work agreement. Staff are to remain with the area of assignment(s) during school hours and should remain in the building or on school property until the end of the school day or assigned time. Staff requests to leave school grounds during the school day or assigned time must be pre-approved by the Administration. Late Starts/Early releases: In the event that the school day starts late or is released early due to inclement weather conditions, staff members will not be required to arrive until 15 minutes prior to the start of school and will not be required to remain until the normal dismissal time, but have the option of leaving at any time after the last students have left the buildings

Certified Teachers: 8:00 am – 3:30 pm

Ancillary Staff: Note: May be modified for certified staff teaching during “0” hour as indicated on work agreement or as assigned by Administration

### **YEAR END PROCEDURES**

During the last days of the school year, each teacher will fill out the required reports. Requisitions for the next year's needs must be completed and submitted to the building principal by date requested.

