

# SOLEN SCHOOL DISTRICT #3

## Staff Handbook

Updated 8/17/2020



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HOME OF THE SIOUX

Welcome to Solen Public School District (Cannon Ball Elementary and Solen High)

“Home of the Sioux.”

The purpose of this handbook is to help STAFF become acquainted with the various policies and activities endorsed by the Solen Public Schools. It is the responsibility of each STAFF member to become familiar with the handbook by reading it so that they are aware of the contents.

## Cannon Ball Elementary School

7080 8th Ave, P.O. Box 218  
Cannon Ball, ND 58528

TELEPHONE: (701) 854-3341  
FAX NUMBER: (701) 854-3342  
WEBSITE: <http://www.solen.k12.nd.us>

## Solen High School

902 East Broadway, PO Box 128  
Solen, ND 58570

TELEPHONE: (701) 445-3331  
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This handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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# Solen Public School District # 3

## Non – Discrimination Policy

It is the policy of the Solen Public School District # 3 not to discriminate in employment or student enrollment or participation in any school activities on the basis of race, color, national origin, age, handicap, sex, or religion. Complaints regarding discrimination should be filed with the Superintendent.

### A. Vision Statement

“The Solen School District will provide opportunities for all students to develop their skills and talents to become productive citizens and lifelong learners”

### B. Mission Statement

“ Solen School District commits to preparing our students to be college or career ready by providing learners with opportunities to develop their skills and knowledge, along with an understanding of the Dakota culture.”

To accomplish our Mission, we present the following goals:

1. To provide high-standards based learning and activities that meet the needs of all learners.
2. To develop student’s feelings of positive identity and self-worth for healthful and productive living.
3. To develop an understanding and promote pride of the Dakota language and culture.
4. To provide a safe and nurturing environment for all individuals.
5. To encourage the Solen-Cannon Ball Tiyospaye to play a vital role in supporting the education of our learners.

### C. Solen School District believes during COVID pandemic:

1. Every student should have the opportunity to engage in learning, regardless of the spread of COVID-19 in our community.
2. Schools have a vital role in providing safe environments for students, focusing on both social-emotional and physical health.
3. By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
4. Our district will make decisions based on the most current guidance from local, state, and national health care officials.
5. When deemed appropriate, the Solen Board of Education’s goal is to safely return students and staff to the 5-day in person model.
6. Our School Board will ensure our plan meets the needs of our students, educators, staff and community.
7. We will consult with the Standing Rock Sioux Tribe to ensure we are following reservation COVID-19 protocols.

# **I. Building Policies**

## **A. Work Hours**

All Staff - 8:00 AM to 4:00 PM unless otherwise assigned. Certified staff are not required to clock in.

Non-certified staff must clock in and out. If they forget to clock in or out, only their immediate supervisor (or the Superintendent, in the supervisor's absence) may verify and sign their time sheet. Upon leaving the building during regular working hours, all staff must sign out and sign in when they return. Please notify your supervisor before leaving the building.

## **B. Staff Members**

Staff meetings will be held as scheduled by the building principal. All staff members are required to attend. If there is a conflict, the teacher involved must meet with the principal to obtain the necessary information. An advance notice will be provided, with the exception of emergency situations. Coaches attending meetings after school will delay the start of practice until the meeting is over. This is to insure supervision of students.

## **C. Communications**

Information and announcements for the daily bulletin are to be made in a timely manner to the building administrators.

Newspaper articles, letters sent home, etc., that relate to the Solen Public School District are to be cleared by the building principal and/or superintendent prior to dissemination.

The building principal or superintendent must approve verbal or written correspondence with the media via newspaper, television, radio, etc. Violation of this policy may result in immediate suspension or dismissal.

## **D. Meals**

All employees of the district are required to pay for their breakfast and lunch unless they are supervising students during breakfast, lunch or lunch recess duty. Any parent participating in family learning / literacy activities are eligible for meals.

## **E. Fire Drills**

All employees are required to become familiar with the fire exits and policies of the school district. When evacuating the building, stress order to students rather than speed. Each classroom teacher will post a written plan.

## **F. Class meetings and meetings of organization**

Each class and organization advisor is responsible for an annual written plan that states the goals, objectives, activities, funding sources, and annual assessment. Advisors must have approval from the building principal before scheduling a class activity.

## **G. Leaving the building**

All employees are expected to remain in the building and on the school grounds while school is in session. When emergencies arise and it necessary for you to leave the building, approval must be obtained by your supervisor. All personnel sign out at the main office of each building. Anyone leaving the school grounds without permission may be suspended or dismissed. Principal or his/her designate, superintendent and business manager are the only personnel, authorized to check the mail for the schools.

## **H. Storm Weather**

When school is cancelled announcements will be made over school district website, district Facebook page, District wide all call/text system, and local radio.

## **I. Injury Protection**

Phy-Ed teachers, coaches, teachers, and advisors should make it very clear to students that the school is not responsible for injures to students or for medical bills arising from these injuries. (Don't ever tell a student that the school will pay the medical bill). The school district provides supplementary insurance coverage for playground, classroom or activity accidents through the North Dakota Insurance Reserve Fund. However, it only covers what the family's primary insurance carrier does not cover.

## **J. Student Activity Funds**

1. All fund raising must have prior approval from the principal. Major fund raising requires approval from the Board.
2. All monies earned through school fund raising activities are the property of the Solen School District and will be accounted for by the school business manager. All school activity funds will be deposited with the business manager immediately following the activity. If the event occurs in the evening, the monies must be kept in a safe place and deposited the next business morning.
3. The advisor is responsible for the monies raised. The business manager will deposit the monies in the student activities account. Use of funds will require the signature of the advisor and the treasurer of the student organization. The business manager will make deposits and withdrawals on behalf of the organization. It is the advisor's responsibility to keep a record of all income and expenses for his/her organization/activity. It is the business manager's responsibility to provide financial reports to the superintendent, school board, principal/AD, and organization/activity advisors when requested. These records are necessary for an annual audit.

## **K. Purchase of supplies and equipment**

All requests will follow this procedure.

1. An individual must use a requisition form and submit it to his/her principal or immediate supervisor.
2. The principal will approve or disapprove the request.
3. If the request is approved, the principal will submit it to the superintendent.

4. The superintendent will approve or disapprove based on availability of funds and need.

5. If approved, the superintendent will sign a purchase order and the order will be placed.

It is the responsibility of the requester to accurately complete all information on the requisition. Incomplete forms will not be considered. All requisitions must be routed through the administration. All equipment and textbooks orders for the next school year must be in the principal's office by the check-out day in May.

## II. Supervision of Students

### A. Attendance

Attendance is extremely important. It is to be taken 4 times a day (elementary) and each class period (high school), recorded in powerschool. It is important to keep this information accurate. The building principals should be able to go online minutes after each class and have an accurate attendance record.

### B. Tardies

If a student is more than 10 minutes late for a class, the student will then be considered absent from that class. Students who have been detained in the office or by a teacher should ask for an admit slip from the person who detained the student before going to the next class in order for the tardy not to be counted. All tardies will count on an accumulative basis, not period based. All students will start with a fresh slate each trimester.

Students who have to leave class early will not be charged a tardy. These students will be charged an early- out. An early-out is when a student has turned in an excuse slip to the main office and has to leave the class early for an appointment. If it is within the last ten minutes of class, the early-out will be charged. If it is more than ten minutes, an absence will be charged to the student. Students must turn in a parental notice to the main office before the student will be allowed to leave.

### C. Passes

Students will not be allowed to leave class without a valid reason and pass. Failure to issue a pass may result in a warning or reprimand.

Students asked to be in another class other than the time they are scheduled are to have a pass. Off campus passes are to be issued by the principal only.

### D. Class Dismissal

Classes should not be released before the bell rings and students are to remain in their classroom until the school bell rings. In the event the bells are not working, teachers should set their watches with the office clock. The office will dismiss classes manually.

### E. Telephone calls

Students will not be allowed to use the phone without permission from the principal. Please inform students to take care of business before and/or after school or in-between classes. Staff will not be called from or during class for telephone calls (unless in an emergency). Calls will be routed through the message system.

## **F. Accidents**

If an accident requires a student to be taken to a doctor for examination, an accident report is to be filled out by an adult supervisor and turned in to the principal. Any individual that has witnessed the accident must complete a form as well. The forms are available in the office and teacher's lounge. Any accidents/incidents that may require medical attention should also be reported (when in doubt, report it).

## **G. Books/Equipment/Check out**

All materials, books, etc. that are issued to a student are to be recorded on a checkout sheet. The teacher will maintain this sheet until the end of the year when inventory is completed and turned in to the office. Items not checked in must be accounted for either monetarily or by replacement unless extreme emergency is a result of the loss of school property.

## **H. Situations to Avoid**

Listed below are some practices by teachers, which seem to cause parents and students the most concern. We ask that our staff be aware of the problems which can be created and avoid them.

1. Not informing the parents about students who have very low grades or if their child is failing
2. Not permitting students to make up work when they have absence(s)
3. Embarrassing the student before the rest of the class with ridicule (i.e. "You're going to flunk anyway, why bother coming to school").
4. Remarks to students to be delivered to the parents (i.e. "You can tell your dad for me...").
5. Comments to the rest of the class about another student, especially when the student is absent.
6. The use of unreasonable consequences or physical punishment in any form.
7. Excessive amount of work connected with assignments.
8. Comparison to other students or family members.
9. Placing stigma on an entire group (i.e. "This is the poorest group I've ever had").
10. Comments to students and/or parents, that are basically, administrative [i.e. "You (the student) should be in remedial reading"].

## **I. Dismissing classes or students**

No students should be released before the bell rings and students are to remain in their classroom until the school bell rings. No classes are to be dismissed early or canceled unless the order comes from the principal and/or superintendent. In the event the bells are not working, teachers should set their watches with the office clock. The office will dismiss classes manually.



**J. School Assemblies**

All teachers, unless excused, are expected to attend student assemblies and should distribute themselves throughout the student body to permit close supervision of students.

**K. Hall and Lunch Duty**

Generally speaking, each employee is responsible for helping to maintain order throughout the building and on the school grounds. When misconduct occurs, the teacher in the immediate vicinity of the disturbance should investigate and, if possible, correct the situation. If, in his/her opinion, further disciplinary action is warranted, the teacher should complete an incident report and submit to the principal.

During the school day, faculty members may be assigned to supervise the building, student's activities, and in the lunchroom. Other faculty members should assist by supervising the corridors and restrooms and by keeping the students from congregating in these areas. Faculty members must realize that they are responsible for supervising students, not only in their classroom but whenever and wherever it is necessary in the school.

### **III. Instruction**

**A. Instruction/Plans of Study**

Teachers should update plans that follow the school wide curriculum map (power standards). See building principal for curriculum maps.

**B. Preparation Period**

This period is as much a part of the teacher's schedule as their classes. The teacher is not free to leave the building unless prior approval by administration.

**C. Lesson Plans**

Lesson plans are due Monday by 8:00 AM to the building principal. They should be prepared in a fashion that a substitute can teach in a professional manner.

**D. Grading**

Please refer to the Student Handbook for general policies concerning grading, credits, etc. Teachers are required to keep their grades updated weekly. Grades must be updated for progress reports at parent teacher conferences and weekly for eligibility checks. In addition, you may send reports reflecting student achievement at any time deemed appropriate. Report cards, including grades and actual days absent, are due two days following the end of each quarter or as specified in the school district calendar.

**E. Curriculum/School Improvement**

All staff members are mandated to participate in the school improvement process. Building principal and leadership team will establish meeting schedules. Staff involved in extra-curricular activities will need to attend on a rotational basis throughout the year.

**F. Certificates**

Newly employed teachers are required to give a copy of their teaching certificate to the business manager before the opening of school. The certificate will be kept on file for the duration of employment. Staff renewing certificates must also file a copy with the business manager.

**G. Substituting at Solen High School**

Any certified staff member who is assigned by the administration to substitute during their prep period for another staff member shall be paid \$25.00 per hour. Note: teachers at Solen High School who have more than 1 prep period will only be able to claim a maximum of 1 prep period.

**H. Movie Policy**

Any movie that will be shown to students in the district must be approved by the building principal and must be for the purpose of instruction and learning, unless for an approved incentive activity.

## **IV. Field trips / Extra Curricular activities**

The person requesting the trip must fill out a trip request form (principal's office) TWO WEEKS in advance. Trips without the advance notice will not be scheduled. The request form must be approved by the principal and routed to the superintendent for final approval. The superintendent and transportation personnel will plan transportation for the trip.

**A. Food Requests**

Food requests must be submitted to the head cook at least one WEEK in advance of your trip. In addition to the food request, the sponsor must furnish the head cook with a trip roster for planning of sack lunches.

**B. Parental Involvement**

Parents and/or legal guardians must be notified and written permission must be secured for all trips. The nature and purpose must be explained to the parent/guardians. Parental consent forms may be found in the principal's office. Parent consent slips will be kept in the office for the duration of the trip.

**C. Chaperones**

Two chaperones, (one male and one female) will accompany the students where both boys and girls are on the trip. Two chaperones must accompany every thirty students on a one-day trip. On an overnight trip, at least three chaperones for every thirty students must be provided. A chaperone is to be on the bus when students are present regardless of the length of time or duration of the trip. Responsibilities of adults and chaperones

1. All stops or meeting places should be clearly defined. Schedule changes should be made only if all parties are fully aware of the change.

2. Trip lists for secondary students must be out three (3) days in advance and placed in all mailboxes. The date following a trip, a list of those who actually went must be turned into the principal's office. It is the sponsor's responsibility to check on individual students' eligibility before departure. **THIS PROCEDURE IS REQUIRED FOR ALL ACTIVITIES.**
3. Bus drivers are responsible for the safety and welfare of everyone on the bus.
4. Chaperones, coaches, and students must follow the bus driver's instructions. Bus drivers will not be expected to serve as chaperones, unless they are a certified staff member. Chaperones, and coaches, must ride the bus to and from the event. Students must obtain written permission from a parent/guardian to ride to or from the event in a non-school sponsored vehicle.
5. The principal, if necessary, will advise class/club advisors/coaches of further responsibilities.

## **V. Financial Policies**

### **A. Payroll**

Payroll checks are issued every two weeks for all staff via direct deposit. The building principal must approve all time sheets/cards. Discrepancies in payroll checks must be resolved with the building principal. The building principal will address any payroll issues with the business manager and relay the information to the employee(s).

### **B. Early Pay Requests:**

Employees requesting a payroll check prior to the scheduled payday will be issued only for EMERGENCIES, i.e., death in the immediate family (spouse, child, parents, grandparents, siblings) and for hours already worked and must be approved by their building principal and Superintendent). This should not happen more than once a year. If an employee will be on administrative travel/administrative leave during a payroll week, they may obtain their payroll on the day prior to leaving on such travel. If an occasion arises that early pay must be requested, the following steps must be adhered to:

1. Requests for early pay must be in writing (form is available)
2. The employee's building principal indicating his/her approval of the early pay request must be a written request.
3. The Superintendent may deny early pay requests submitted by building principals

### **C. Expense Reimbursements:**

Personal must have prior approval for all expense reimbursements. To receive reimbursements, all receipts must be attached to the Request for Payment form. When official travel by a personally owned vehicle has been authorized, mileage payment shall be made at the state allowance rate per mile. Personnel must have a valid drivers' license. To the extent budgeted for such purposes in the school budget, the approval of travel requests shall be vested in the Superintendent. Such requests for reimbursement are to be submitted to the employee's building principal for concurrence with final approval by the superintendent. Reimbursements will be issued as soon as possible depending on the availability and workload of the business manager but no later than two weeks after submission.

#### **D. Purchase Orders**

No employees of the school system shall obligate the school district for the cost of goods and services unless duly authorized. No purchases shall be made without properly signed purchase orders, except as noted in the expense reimbursements paragraph. Only the superintendent is authorized to sign purchase orders, or the business manager in an emergency situation where the superintendent is not available.

Employees may request the purchase of supplies, materials, including registration fees, meals purchases, etc. for extra curricular activities by completing a requisition. The principal should submit the requisition to the superintendent for concurrence with and final approval. Upon approval of the requisition, a purchase order will be issued.

#### **E. Vendor Payments**

It is understood that some vendors will not accept purchase orders. The superintendent must approve vendor payment requests. The proper expenditure code must be noted on the invoice. Within three days of receipt of the properly completed invoice in the business manager's office, a check will be issued, if the school board has approved the purchase. If the purchase has not been brought before the school board, the check will be issued within three days following the next regularly scheduled board meeting.

#### **F. Cash Handling**

Student funds are deposited in the appropriate student activity accounts by the business manager. Records of all transactions of receipts and disbursement shall be kept and be subjected to an annual audit.

#### **G. Fund Raising Activities**

Class advisors are to submit cash proceeds from fund raising activities to the business manager's office each Friday in the cash envelope provided. The business manager will provide a receipt of all cash turned into the business office for the class records. The treasurer and class advisor must approve requests for withdrawal of funds. The time frames specified in the purchase order and vendor and vendor payment paragraphs must be met.

#### **H. Extra-Curricular Activities**

Cash boxes will be provided to class advisor(s) in charge which will contain "start up cash" and a record of cash received. The cash box with completed record of total cash (cash started with and cash ended with) will be turned in immediately at the end of the activity. Advisors may turn in the cash box to the business manager, principal, AD, or superintendent, whichever one is available.

## VI. Staff Leave

Personal Leave for teachers is a negotiated item. 12-month non-licensed employees will be allowed to accrue 4 hours of personal leave per two-week pay period cumulative to 30 days. 9-month non-licensed employees will be allowed to accrue 1.6 hours of personal leave per two-week pay period. Personal leave for 9-month non-licensed employees shall be forfeited if not used by the last day of school.

Personal leave will not be paid until it is accrued. Probationary non-licensed employees shall not receive personal leave during the probationary period.

Sick Leave for teacher is a negotiated item. 12-month non-licensed employees will be allowed to accrue 4 hours of sick leave per two week pay period cumulative to 30 days. Sick leave accumulated over 30 days will be bought back at the rate of \$30.00 per day at the end of each school term. 9-month non-licensed employees will be allowed to accrue 4 hours of sick leave per two week pay period cumulative to 30 days. Sick leave accumulated over 30 days will be bought back at the rate of \$30.00 per day at the end of each school term. Probationary non-licensed employees shall not receive sick leave during the probationary period. The administration has the right at its discretion to request medical certification as a prerequisite for the awarding of sick leave.

Military leave shall be granted pursuant to current state and federal law. Jury Duty please refer to business manager's office policy DAGA.

## VII. Code of Ethics

A. **All employees of the Solen School District # 3 shall be considered professionals in their specific job areas. As such, the professional code of conduct will be implemented:**

1. We are all on the same team; our comments in regard to each other will be encouraging and will enhance employee performance.
2. Gossip, rumors, and demeaning comments are not professional and will not be tolerated.
3. If a professional difference with a fellow employee occurs, we will follow the same steps we expect our students to follow:
  - Confer with the individual privately
  - State the problem to the individual
  - Listen to their response
  - Work toward a common solution
  - If a solution is not obtainable, seek a meeting with the individual and your immediate supervisors.
  - The chain of command according to the school organizational chart will be strictly enforced.

See attached form.

## VIII.Policies of Facility Use

### A. **The community is welcomed to use the school for its functions.**

1. The individual using the facility must complete Building Rental Agreement Form.
2. A flat fee of \$85 (rental and custodial services) will be submitted to the business manager.
3. The facilities should be utilized to their fullest capacity.
4. The students shall be served with first priority. Parental groups shall be served with second priority. Third, all other groups will be served on a first come first serve basis.
5. All appliances, fixtures, equipment, supplies and materials are purchased and installed for student use.
6. The superintendent or business manager shall enter into agreement for school facilities use.
7. All employees are responsible for reporting damage loan or theft of any equipment to the superintendent.

### B. **Keys:**

Supervision and distribution of keys to the school building shall be in the hands of the superintendent. No one shall duplicate a school key without authorizing of the superintendent

### C. **Supervision and distribution of keys to the school building shall be in the hands of the superintendent.**

1. No one shall duplicate a school key without authorizing of the superintendent.
2. No teacher or other employee shall give or loan a key or keys to other persons to enter the building or rooms. All keys are to be returned at the close of the school term.
3. When the buildings are in use for other than school functions, the person in charge of the function shall be responsible for supervision. All keys are to be returned at the end of the function.

### D. **The following will not be loaned or removed from the school:**

calculators, copiers, music instruments, music/sound equipment, I-Pads, computers, all computer components and kitchen/janitorial equipment, tables, chairs, buses or any equipment, except in the case of school related functions such as special staff presentations at other locations at other locations or unless there is a written approval by the superintendent.

## VIII.Dress Code

All employees will dress in a Professional Manner. Blue Jeans may be worn only on designated days approved by the building principal.

## IX. Emergency Evacuation of Building for fire or other hazard

- A. **At a time when the building needs to be evacuated, the teachers in charge of the students at the moment shall remain in charge until the students are accounted for and safely placed in buses or returned to the custody of their parents.**
- B. **The schools Power Announcement will call/text all Parent/ Guardian, Staff and inform of the situation; early out, cancellations, etc.**
- C. **Upon arrival at their work areas each morning, every employee should inspect his/her work area for signs of vandalism, theft or something extraordinary.**
- D. **If anything is UNUSUAL, it should be reported to the building principal. Maintaining good housekeeping habits in all work areas helps with awareness.**
- E. **Procedures to follow when “Bomb Threat” type of calls are received by any school office:**
1. The person receiving the call will notify the building principal.
  2. Principal will notify: superintendent.
  3. The principal will notify teachers and personnel in their buildings verbally or other means.
  4. All teachers, with their students, will leave according to the following instructions (Do not tell the students):
  5. Move out of the building/classroom to an area that is a safe distance from the school.
  6. Roll must be taken. The teacher must stay with his/her students until further instructions are given.

## X. Tornado and Violent Weather Procedure

- A. **Ordinarily, we will have some advance warning; however, these procedures should be expeditiously carried out. The schools Power Announcement will call/text all Parent/ Guardian, Staff and inform of the situation; early out, cancellations, etc.**
1. Alert your students.
  2. Move out of the classroom into the Hallway.
  3. Everyone kneel, remove glasses, remove sharp objects from pockets, and cover heads with hands or coat/ jacket.
  4. Each group should have its students congregated in compact units as close to the wall as possible.

5. If students are out-of-doors and in other areas, they are not to be released and permitted to go home, unless directives are given to do so. No student should be permitted to remain outside during a period of a storm warning and actual storm. When the danger period has expired, you will be notified and may return to the daily activities.

## XI. Blizzard and Emergency Shut Down of the School

The schools Power Announcement will call/text all Parent/ Guardian, Staff and inform of the situation; early out, cancellations, etc.

1. Account for all students.
2. Prepare students for transportation home.
3. Do not release students until all preparations are completed. Be aware of loading zones for bus
4. children.
5. Release children to any parents who arrive at school.
6. Exercise care when the weather is extremely undesirable.
7. Keep the office informed about those who cannot get home. If necessary, emergency transportation will be arranged.
8. In the event the student is unable to reach home, he/she will be transported to their storm home/and or be provided with emergency shelter.
9. The school's All-Call will send a message of any cancellations or early releases.

No teacher shall be allowed to go home until all students have been cleared from the building or arrangements have been made for their room and board.

Notifications to parents will be announced over radio stations KFYZ and KLND and the school district Facebook page, Solen Sioux.

## XII. SOLEN PUBLIC SCHOOL CHEMICAL PREVENTION/USE/ABUSE

It is the goal of the Solen Public School Board to create a caring atmosphere for each student/employee within the system. It is recognized that it is this caring environment that is the first step in preventing an individual from becoming harmfully involved with chemicals. This prevention is instituted by nurturing successful interpersonal relationships, promoting skills in decision making and problem solving while providing for a student's academic growth.

In spite of such efforts, the Board understands that a staff member may become harmfully involved with some chemical. This involvement could create pain for themselves and/or others. At this juncture, the school will continue to operate as a caring, rather than a punitive community, through the provision of support for the individual. The harmfully involved individual will be assisted in seeking supportive and rehabilitative services. Treatment may become necessary for the continuation in/or reentry into the school setting.

Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.



The Board of Education for Solen Public Schools endorses this philosophy built upon K – 12 education: prevention, identification of the harmfully involved, appropriate intervention with provision for support services and the continuation in/or reentry into the school setting.

The administration is charged to implement this philosophy through procedures to provide for the following:

1. Staff training.
2. Prevention through the establishment of programs to bring about student awareness and understanding of the dangers inherent in the use of alcohol and drugs.
3. The provision in each school of counseling services so that students may seek and get counseling on these matters at any time without fear of reprisal and with assurance of confidentiality of the counseling.
4. Procedures in the helping process.
  - Identification of harmfully involved student.
  - Determination of the problem.
  - Immediate intervention.
  - Support services.

Therefore, the Solen Public School Board has adopted the Chemical Use Policy and directs the administration to administer, revise and evaluate the chemical use program while keeping the Board advised to any revisions and evaluations made to said program.

## XIII.SOLEN PUBLIC SCHOOL SIGNIFICANT INFECTIOUS DISEASE POLICY

**A. Significant Infectious diseases:**

shall be defined by the Public Health Service and Custer Health Services. The policy is initially designed to include Hepatitis B, Cytomegalovirus (CMV), and infection with Human T –Lymphotropic Virus Type III (HTLV-III), the virus, which causes Acquired Immune Deficiency Syndrome (AIDS). The National Centers for Disease Control (Atlanta, Georgia) shall be the definitive authority on the identification and transmission of significant infectious diseases.

**B. The determination of whether an infected student shall be permitted to attend classes or participate in school activities with other students:**

shall be made on a case-by-case basis by a team consisting of the Superintendent of Schools or designee, the local health officer, and the child’s physician. The team shall make its determination by majority vote.

**C. The determination of whether an infected school employee shall be permitted to remain in a capacity that includes contact with students or other school employees:**

shall be made on a case-by-case basis by a team consisting of the Superintendent of Schools or designee, the local health officer, and the employee’s physician. The team shall make its determination by majority vote. The employee shall be afforded all rights under law to which he/she is entitled.

**D. Any member of the Significant Infectious Disease Committee may call for a meeting of the committee to determine whether a student should attend school or any employee should continue working. At the time of such a meeting, the committee may exercise one of the following alternatives.**

1. Utilize existing information to make a decision regarding whether the person should attend school or continue employment.
2. Request further information to make a decision; such information may include a physical examination.
3. Make a decision regarding temporary suspension of the student or employee until such time as information can be gathered and a decision reached.

**E. If an infected student in grades PreK – 12 is not permitted to attend school, the school district shall make a reasonable effort to provide the students with an alternative program**

**F. The identity of an infected student or employee shall not be publicized.**

## XIV.SEXUAL HARASSMENT

Sexual harassment is recognized as a form of discrimination and thus a violation of the laws, which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines which the Solen Public School District follows, an employer is held accountable if supervisory employees harass a District follows, an employer is held accountable if supervisory employees harass a person, whether or not the employer is aware of the harassment and acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees, the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action.

Learning and working environment that is free of sexual harassment will be maintained in the Solen Public School District. It will be a violation of policy for any member of the district staff to harass another staff member or student or for students to harass other students or staff members through conduct or communication of a sexual nature defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by the Solen School Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in service sessions and student assemblies to inform employees and students of their rights and remedies under the law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term of condition, whether explicit or implicit, of obtaining or retaining employment, or obtaining an education, advancement of grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education or creating intimidating, hostile, or an offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to: 1. Sex orientations verbal "kidding", Abuse, or harassment. 2. Pressure (subtle or otherwise) for sexual activity. 3. Repeated remarks to a person, with sexual or demeaning implications. 4. Unwelcome touching, such as patting, pinching or constant brushing against another's body. 5. Suggesting or demeaning sexual involvement accompanied by implied or explicit threats concerning one's grade, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any other person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as designated by the Discrimination and Harassment Grievance Procedure Policy.

Descriptor Code AAC-BR. (Student Handbook pg. 51)

## **XV. TOBACCO FREE POLICY**

Because of the “Drug Free Schools” monies that the district receives, Tobacco use is prohibited in all BUILDINGS, GROUNDS, and SCHOOL OWNED VEHICLES at all times and only in the designated area as defined by the Superintendent. If a staff member is observed using tobacco and in violation of this rule, the first violation will result in a verbal warning to the staff member. If a second violation should occur, a written warning will be issued to the staff member with a copy placed in his or her personnel file. Further violations shall be dealt with based on established policies and procedures for non-renewal and dismissal.

Citizens who are observed using tobacco products in school district buildings, grounds, or vehicles shall be asked to refrain from using tobacco or leave the premises.

## **XVI. SOLEN PUBLIC SCHOOL DISTRICT- EMPLOYEE TIME AND ATTENDANCE POLICY**

All employees of the Solen Public School District # 3 will adhere to the time and attendance policy. All non-certified staff will use the time clock as per board policy. Employees not adhering to this policy will be written up for INSUBORDINATION. Exceptions may be made for bus drivers who are unable to be in/at the school to check in and out. All leave slips must be approved by the building Principals. Any unauthorized leave with the exception of sick or emergency will be a deduction in pay for those hours, no exceptions. Certified staffs are required to work from 8:00 a.m. to 4:00 p.m unless other told. All certified personnel hours will be as stated in the Master Contract, anyone deviating from this contract will be held for breach of contract. All non-certified will follow hours as assigned when hired. All employees who make a habit of being late for work or leaving early will be subject to the same offense as listed for AWOL.

AWOL: Any unauthorized leave will be considered as AWOL, with the following consequences:

1. 1<sup>st</sup> Offense: Verbal warning
2. 2<sup>nd</sup> Offense: Written warning to be placed in file
3. 3<sup>rd</sup> Offense: One-week suspension without pay, to be placed in file.
4. 4<sup>th</sup> Offense: Dismissal from job.

All employees will be required to call their supervisor by 6:30 a.m. if they are unable to be at work (the latest to call in is 8:00 a.m.). If they do not notify their supervisor, they will be considered AWOL, with the above consequence.

No more than 10% of certified employees will be allowed to take leave at one time. Personal leave will require a 48-hour advance notice.

The superintendent must approve early dismissal.

**NO EMPLOYEE WILL BE PAID MORE THAN 40 HOURS A WEEK, WITH THE EXCEPTIONS OF AN EMERGENCY OR AS DESIGNATED BY THE SUPERINTENDENT.**

## **XVII. SOLEN PUBLIC SCHOOL DISTRICT # 3 INTERNET ACCEPTABLE USE POLICY**

The Solen Public School District # 3 is fortunate to have access to the Internet. This access provides opportunities for students and staff to conduct research as never before, as well as to communicate locally, nationally and internationally.

Clearly though, this wonderful resource also provides access to material which is not suitable for students and which has no educational value. It is the responsibility of all school department staff to ensure that the Internet, is at all times used only for educational purposes, and that student use is appropriately guided and monitored. In addition, it is the responsibility of all Solen Public School users to ensure that they conduct themselves in an appropriate manner when using the Internet.

In order to ensure that the Solen Public School Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the SSD has and is continuing to implement the following opportunities and policies:

1. Professional Development Opportunities: Solen Public School will offer numerous workshops in “The Internet as a Curriculum Resource” to help teachers integrate the use of the Internet into their classroom teaching.
2. Development of an Acceptable Use Policy (AUP): A committee of teachers and administrators has worked together to develop an AUP for Internet use. This policy was implemented to protect all Internet users and ensure that the integrity of the Internet connection remains intact. All persons requesting an Internet account with Solen Public School are required to complete the attached AUP.

The attached AUP (Attachment 1) should be read and explained to the students by the classroom teacher. It should be retained in the school office file.

Implementation of a Filtering System: Solen Public School is currently implementing ND School Net proxy server to filter out Internet sites with content considered unacceptable for student reviewing. Development of a Student Use Contract and Informational Letter to Parents: Each student who will be using the Internet must bring home a packet, which include a copy of the Acceptable Use Policy (Attachment 1), a copy of the Student Contract for Internet Use (Attachment 2) and a copy of the transmittal letter to the parent/guardian (Attachment 3). The parent/guardian letter (Attachment 3) must be sent to parents/guardians before their

child’s class begins using the Internet for anything other than teacher demonstrations. The purpose of this letter is to inform parents that their child will be using the system and the Solen Public School is doing everything possible not only to protect their child from inappropriate material, but also to emphasize that students must take responsibility for their own appropriate use of the Internet.

The Student Contract for Internet Use (Attachment 2) must be completed and signed by all students and their parent/guardian after going over the AUP together. The signed contract must be returned to the school **BEFORE** the student may begin using the Internet.

Compliance with these policies by all users of the Internet is required. They have been developed for user safety and for educational purposes.

Descriptor Code: ACEA

# XVIII.BULLYING POLICY<sup>1</sup>

## Definitions

### A. For the purpose of this policy:

1. Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
2. Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
3. School-sanctioned activity is defined as an activity that:
  - Is not part of the district's curricular or extracurricular program; and
  - Is established by a sponsor to serve in the absence of a district program; and
  - Receives district support in multiple ways (i.e., not school facility use alone); and
  - Sponsors of the activity have agreed to comply with this policy; and
  - The district has officially recognized through board action as a school-sanctioned activity.
4. 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.
5. School staff includes all employees of the Solen School District #3 school volunteers, and sponsors of school-sanctioned activities.
6. True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

### B. Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored event, a student, staff member, or school volunteer may not:

1. Engage in bullying:
2. Engage in reprisal or retaliation against:
  - A victim of bullying;
  - An individual who witnesses an alleged act of bullying;
  - An individual who reports an alleged act of bullying; or
  - An individual who provides information/ participates in an investigation about an alleged act of bullying.

3. Knowingly file a false bullying report with the District.

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

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

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<sup>1</sup> Any amendments to this policy must be sent to DPI.

#### 1. Reporting requirements for school staff:

Any school staff member with knowledge or suspicion of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

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

#### 2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

- Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
  - a. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
  - b. File an oral report with any school staff member.

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

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

Any time a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

## **E. 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. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

## **F. Investigation Procedures**

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

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived.

Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

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

1. Identification and collection of necessary and obtainable physical evidence

*(NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);*



2. Interviews with the complainant, the victim, and/or alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

#### **G. Disciplinary & Corrective Measures**

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

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

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

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

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

**H. 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 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.**

**I. Prevention Programs & Professional Development Activities**

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

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Complementary Documents

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

End of Solen School District #3 Policy ACEA... ..Adopted: June 11, 2013

Descriptor Code: ACEA-E2

## **XIX. BULLYING REPORTING GUIDELINES**

The following are signs that may indicate that a student has become a victim of prohibited behavior contained in the district's bullying policy. The examples serve as guidelines only and in no way encompass all indicators that a student has become victim of bullying. Students with knowledge/ reasonable suspicion of any conduct indicating a violation of the bullying policy, and school staff with knowledge/ reasonable suspicion of such conduct shall report it in accordance with the procedure in the bullying policy.

### **Reporting Guidelines**

Students should file a report under the bullying policy and staff shall file such a report when there is:

1. Any report by a student that s/he is concerned about his/her safety as a result of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots.)
2. Any report by a student that his/her property has been damaged or s/he is concerned that his/her property will be damaged as a result of intimidation, hostility, or actions by a student or staff member.
3. Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school.)
4. Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected class, i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.
5. A student has filed a report under the bullying policy or participated as a witness in a bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

**End of Solen School District Exhibit ACEA-E2**

## **XX. Title IX Policy**

You are hereby notified the Solen Public School District #3 (Cannon Ball Elementary/Solen High School) does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by title ix and part 86 of the department of health and human services regulations not to discriminate in such manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

You are further notified that inquiries concerning the application of title ix and this part may be referred to the designated person responsible for coordinating the efforts of Solen Public School District to comply with and carry out its responsibilities under title ix and this part, including any investigation of complaints alleging non-compliance.

The Solen Public School District #3 (Cannon Ball Elementary/Solen High School) system does not discriminate on the basis of race, color, national origin, sex or handicap in its education programs/activities and employment policies/practices.

## Solen School District Title IX

Title IX prohibits discrimination based on sex by entities that receive federal funding. Under the new regulations to Title IX taking effect August 14, 2020, a school or school district's Title IX Coordinator, Investigator, Decision-Maker, and Informal Resolution Process Facilitator must all be trained on the following topics: the definition of sexual harassment, the scope of a school's education program or activity, the new regulatory requirements of the Title IX investigation and grievance process, and how to avoid conflicts of interest and bias. Investigators and decision-makers must also be trained on how to recognize relevant evidence and questioning. The purpose of this training is to cover those topics, to explain the new regulations, and to offer practical advice on how to conduct and resolve a Title IX investigation under the new grievance procedure.

*Title IX Coordinator:* Amber Celley

E-Mail: [amber.celley@k12.nd.us](mailto:amber.celley@k12.nd.us)

Phone: 701-854-3341

Investigator: Steve Folmer

Decision Maker: Kacey Isbell

Appeal Decision Maker: Bailey Wenz

The Solen School District policy, procedures and grievance policies regarding Title IX can be located on the Solen School District website.

**Updated: August 10th, 2020**