

2021-2022  
Teacher's Handbook



Maple Valley Raiders

### FUNCTIONS OF THIS MANUAL

This manual is an outline of the basic personnel policies, practices, and procedures in the Maple Valley School District. It contains general statements of school district policy and it should not be read as including the fine details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases, nor is it

to be interpreted to alter, amend, or extend any of the terms of any written contract of employment existing between the employee and the district. The school district may add to the policies in the manual or revoke or modify them from time to time. Administration will try to keep the manual

current, but there may be times when a policy will change before this material can be revised and published.

The Teacher's Handbook is published by the Maple Valley Public School District as a service for its employees. It can be a useful reference for providing information and answering questions relating to personnel concerns and the operation of the Maple Valley Public School District. The letters which appear in capitalization following some headings indicate the reference code for policies and procedures contained in the policy manual adopted by the Maple Valley Public School Board. School Board Policy manuals are available on the Maple Valley website [www.maple-valley@k12.nd.us](http://www.maple-valley@k12.nd.us) under the District tab. The policies described here are not conditions of employment, and the language is not intended to create a contract between the Maple Valley Public School District and its employees.

## INTRODUCTION

Welcome to the faculty of the Maple Valley Public School. This guide is published as a service for all faculty members to verify all policies and procedures used in the Maple Valley Public School system.

As teachers, our primary obligation is to guide children in the pursuit of knowledge and skills and prepare them for their future. All instructional personnel are expected to keep themselves updated and current with essential instructional improvement through professional learning. As professionals, we are all expected to follow and maintain certain standards of conduct. Please be aware of the following items:

1. The school building is a place of business and is not to be used for ones own personal benefit.
2. School business is to be conducted through proper channels.
3. Confidential school information is not to be discussed outside the school buildings.
4. Disagreements between faculty members should be voiced in private surroundings, not in full view of the student body.
5. You are encouraged to participate in community affairs and organizations and to attend school events.
6. Any complaints are to be made to the school administration - not to the general public. This is the only way to handle problems with which we may be confronted.

### Activity Fund-See Addendum

All fundraisers must first be approved by the building principal. After being approved, the funds of all classes, clubs, or any other organization in any part directly associated with the school will be left as part of the activity fund. Such funds are directly under the supervision of the superintendent, who is bonded. All receipts by school organization, dues, etc. must be deposited in the activity fund. All expenditures from the fund must be paid by check. An authorization for payment must accompany the order. All purchases must be first approved by the superintendent.

### Alcohol and Drug Abuse Policy (DADF)

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

1. The use, possession, distribution, dispensing or manufacture of alcohol or any illegal drug is prohibited in any building belonging to or used by the Maple Valley Public School District or on the grounds of any such building or on any property or in any vehicle belonging to the District or at any school-related activity.
2. Violations may result in action, including discharge and notification of proper authorities. Due process procedures will be followed in any such termination.
3. The District will provide an employee assistance plan as a service to employees in the school in overcoming problems that may jeopardize continued employment and health. This service will provide information for counseling and treatment referral so that employees may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Providing information for referral or treatment when needed should be a constructive and a punitive action.

We recognize that chemical addiction is a treatable disease. Employees shall be allowed to use sick leave, to the extent accumulated, for chemical addiction treatment if undertaken at a facility approved by the Division of Alcohol and Drug Abuse of the North Dakota Department of Health. However, no employee shall be granted sick leave for inpatient treatment of alcoholism/chemical dependency more than twice.

4. The District will attempt to provide a supportive school environment for students and staff who have been harmfully involved with drugs and alcohol, including those whose families are disrupted by chemical abuse.

## Anti-Bullying Policy (ACEA)

### Definitions

For the purposes of this policy:

- 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.
- 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.
- School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned 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 includes all employees of the Maple Valley 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

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 activity or event, a student 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.

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.

#### 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 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:
  - a. 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.
  - b. 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.
  - c. File an oral report with any school staff member.

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

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

Anytime 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.

#### 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 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.

#### 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 of 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 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 victim and alleged perpetrator during the investigation.

### 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. cyber bullying), 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.

### 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.

#### 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.

#### Building Use

The administration has no objection to teachers working in the building in the evening, or weekends, or during the holiday periods. However, it is imperative that we all adopt policies of vigilance as regards to the matter of lights, locked doors, unnecessary visitors, etc.

Teachers supervising evening activities should check carefully to see that all doors are locked, and all lights are off.

Students are not to be in the buildings unless supervised by a faculty member. Faculty members should not expect other faculty members to supervise for them unless proper arrangements have been made. Do not give keys or FOB's to anyone.

#### Child Abuse and Neglect Reports

A. Any Maple Valley Public School District staff member who has knowledge of or reason to suspect abuse or neglect shall report this to:

1. Elementary: The building principal, counselor, superintendent, or available supervisor;
2. Secondary: The building principal, counselor, superintendent, or available supervisor.

#### Church Night

Ordinarily there is no schedule of school activities on Wednesday night. This allows students to participate in the youth activities program of their church. If it is necessary to schedule events on Wednesday evening, please clear it with the administration and the local churches.

## Community Relations

The Board of Education, through the administration, demands dignity, neatness, and seriousness of purpose for its teachers. The teaching profession, as a whole, is frequently judged by the attitude and conduct of all teachers. Since all may be judged by what only a few may do, it is imperative that all of us give consideration and thought to our actions as they relate to community customs.

## Compensation and Benefits

Refer to the Master Agreement for information on compensation and benefits

## Complaint Procedure (BIBA)

To facilitate orderly communication and timely resolution of conflicts, and to encourage that such communication and resolution occur as near as possible to the source of the complaint in question.

Suggested steps to resolve the problem are:

1. Discuss the problem with the person you perceive to be involved and offer suggestions for settling the dispute, if problem persists;
2. Discuss the problem with your immediate supervisor or principal, if problem persists;
3. The supervisor shall investigate the complaint
4. If deemed appropriate a meeting of the employee, the complainant, and the supervisor shall be scheduled.
5. A response will be provided to the complainant within 15 days of receipt of the complaint
6. Discuss problem with the Superintendent, if problem persists;
7. Complaints about the Principal shall be directed to the Superintendent;
8. Complaints about the Superintendent shall be directed to the Board president

## CONCUSSION MANAGEMENT PROGRAM

NOTE: Items designated with a \* are from a National Federation of State High School Associations document entitled “Concussion in Sports: What You Need to Know” written by Dr. Michael Koester, Jennifer Adams, and Angie Webster and available at: [www.nfhslearn.com](http://www.nfhslearn.com).

### Concussion Signs & Symptoms

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels “foggy”

Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

### Requirements when Signs & Symptoms are Observed/Reported

#### 1. Removal

- An official, district designee with direct responsibility for a student athlete during practice, training, or competition shall remove from practice, training, or competition a student:
  - a. Who reports any sign or symptom of a concussion
  - b. Who exhibits any sign or symptom of a concussion

NOTE: Policy prohibits coaches and officials who are minors or current high school students from making removal decisions due to a suspected concussion. Such individuals are required to inform, as soon as possible, an adult with removal authority of reported or observed signs or symptoms of a concussion.

- A licensed, registered, or certified healthcare provider whose scope of practice includes the recognition of concussion signs and symptoms has removal authority if s/he determines, after observing the student, that the student may have a concussion.
- If two or more parties listed above with removal-from-play authority disagree on whether a student (who reports or exhibits signs or symptoms of a concussion) should be required to sit out, the District requires that the ruling be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

#### 2. When to Call for Emergency Assistance\*

If an athlete exhibits the following symptoms, a district employee, sports authority (e.g., coach, assistant coach, trainer, and referee) or designee should call 911 for emergency medical assistance:

- a. The athlete lost consciousness or has a decreasing level of consciousness;
- b. The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
- c. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal);
- d. The athlete's respiration is decreasing or irregular;
- e. The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
- f. The athlete exhibits seizure symptoms/activity.

3. **Transportation when Emergency Assistance is NOT Activated**  
Under no circumstances should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.
4. **Examination**  
A student removed from practice, training, or competition for one or more of the reasons in #1 above must be examined as soon as practical by a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board.
5. **Return-to-Play Requirements**  
A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains written authorization from a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board. This written authorization must be given to the district official designated in policy and retained in accordance with policy.

#### **Training**

Upon initial employment (or selection, in the case of volunteers) and every two years thereafter, each district coach, official, and other individuals designated by the District who have removal-from-play authority due to suspected or reported concussions shall receive training regarding the nature and risk of concussions.<sup>1</sup> The Superintendent [or Athletic Director] shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member/district designee completed concussion training.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit written [or electronic] documentation verifying that they have viewed the concussion management information disseminated by the school.

#### **Daily Hours of Teachers**

Teachers are expected to be at school from 8:00 a.m. to 3:35 p.m. except on Friday when they may leave after the buses have gone. Teachers wishing to leave early will notify the principal or superintendent.

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Faculty members are expected to be in their area of the building at least 15 minutes before class, so students may receive help and/or guidance.

### Emergency and Safety Drills (DAH)

Emergency/Safety drills are required by law. Faculty members must become acquainted with exits and safety areas. During the first week of school please review, discuss, and practice emergency drills. Knowing what to do in an emergency situation is expected of all faculty.

### Family Medical Leave Act (DAGFD)

Eligible employees may use unpaid family and medical leave, guaranteed by the Family Medical Leave Act, for up to a combined total of 12 weeks each year, beginning August 1 and ending July 31 of the next year for the birth or placement of a child for adoption or foster care; to care for an immediate family member (spouse, parent, or child) with a serious health condition; or to take medical leave for the employee's own serious health condition. Contact the Superintendent's office with questions on requesting leave.

### General Duties of Teachers

1. The primary duty of the teacher is to help students learn basic subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women.
2. The teacher's responsibilities to students are not confined to the classroom but extend to school corridors, restrooms, playground, study halls, field trips or other assignments, as the principal may deem necessary for good discipline, health and safety.
3. Teachers in the Maple Valley Public Schools shall strive at all times to:
  - A. Plan a program of studies that meets the individual needs, interests, and abilities of students.
  - B. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
  - C. Guide the learning process toward the achievement of the curriculum goals.
  - D. Employ instructional methods that are most appropriate for meeting the stated goals and objectives.
  - E. Assess the accomplishments of students on a regular basis and interpret their work fairly and honestly to students and parents.
  - F. Counsel with colleagues, students, and/or parents on a regular basis relative to individual student progress in terms, which emphasize significant items of need, growth and personality development.
  - G. Assist the administration in implementing all policies and/or rules governing student life and conduct; for the classroom, develop reasonable rules of classroom behavior and procedures that maintain order in a fair and just manner.
  - H. Plan and supervise purposeful assignments for student teachers, aides, and/or volunteers and work cooperatively with supervisors and/or

department chairpersons.

I. Maintain and improve professional competence.

J. Attend staff meetings and serve on committees that may be required and/or assigned; maintain a positive relationship with other building and school district employees.

K. Be readily available to students.

### Inclement Weather and Other Emergency Building Closures

School Board policy authorizes the Superintendent to close the schools in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members. All storm days need to be made up according to state law. The Alert Now system will be used to communicate school closings and late starts.

### Injuries

All injuries must be reported to the Main office immediately so the proper papers may be filled out.

### Jury Duty (DAGA)

The School Board recognizes the importance of a jury system and of all citizens to serve as jurors under appropriate circumstances. Employees called for jury duty shall be responsible for the organization and coordination of their regular school responsibilities and shall receive regular salary payment during the time of their service; any witness fees or compensation for jury duty shall be reimbursed to the School District.

### Lesson Plans

Lesson plans are to be posted on teachers' Canvas or email to the elementary principal. webpage on Sunday for the next week's lessons. Lesson plans should be of such nature that a substitute teacher may come in and take over without much difficulty. A snapshot of lesson plans should be emailed to the building principal prior to Monday of the new week. Is this being done or does it need to be updated??

### Licensure (DBBA)

Every licensed employee shall hold a valid license issued by the Education Standards and Practices Board of North Dakota. No employee can be paid for service prior to the date of issuance of the credential or license. The teaching license shall be duly recorded with the District Business Manager. It is the responsibility of the licensed employee to acquire the necessary college courses and in-service training required for renewal, see that his/her license/credential is renewed before the date of expiration, and to file the renewal with the District.

### Lost and Found Articles

Articles that are lost in the school should be reported to the principal as soon as possible. Articles found in and around the building should be brought to the front office.

### Mailboxes and Email

A mailbox for each teacher is located in the teacher workroom in the senior high wing. Please check mailboxes and email each day.

### Military Leave (DAGC-1)

Military leave shall be granted pursuant to current state and federal law.

### Out of Town Events

All students riding on the bus must return on the bus unless the parents personally request the student to return home with them. Students must be dressed for the weather. Students are expected to remain at the event. Any violations of these rules should be reported to the superintendent or principal immediately.

### Parent-Teacher Conferences

Parent-Teacher conferences are tentatively planned at the end of the 1st and 3rd Mid-term periods for the whole school system.

### Professional Development (DBG)

Staff development is essential to the growth of our educational system. Minimum requirements established by the Education Standards and Practices Board must be met during each license renewal requirement. Incentives are built into the salary schedule.

### Recess Duty

Elementary teachers will have a duty-free noon recess for a minimum of 20 minutes each day. This policy starts in the Fall of 2021. Elementary teachers will be expected to be in the lunchroom while their students are eating, assisting and enforcing lunchroom behavior. This policy will be reassessed each year as to affordability.

### Recruitment and Hiring (DAB) & (DBB)

It is the policy of the Maple Valley School District to actively seek the best applicants for every job and to hire those individuals who will best meet the educational needs of the District.

It is the responsibility of the Superintendent and of persons designated by the Superintendent to determine the personnel needs of the School District and to recommend suitable candidates to

the Board for employment. A direct supervisor-subordinate relationship between the employees shall be avoided.

### Reduction in Force

The contracts of certificated staff members may need to be terminated because of declining enrollments, program reductions or changes, elimination or reduction of federal program monies, or decreases in district revenue. The determination will not be arbitrary or capricious. If the decision is made to reduce the teaching staff, any teacher affected thereby will be given notice as may be required by law.

### Report Cards

Report cards are issued every nine weeks on the Wednesday following the end of the nine weeks period. Letter grades will be entered on the report cards.

### Requisition of Supplies

Teachers are asked to obtain supplies from the office. The request should be made a day in advance to ensure that the supplies will be there when you need them.

### Salary Schedule Lane Changes

The Maple Valley School District encourages teachers to continue their education towards advanced degrees and by giving employees the opportunity to move on the salary schedule by obtaining specific levels of course work and degrees for a lane change. Hours for movement across the salary schedule must be graduate credits in the teacher's undergraduate major or minor field or graduate hours in education. Undergraduate hours earned after the adoption of this agreement may qualify if prior approval is granted by the school administrator. Hours must be turned into the Superintendent by the end of the first month of school. Hours earned during the school year will be counted for the following year. Refer to the Master Agreement for more information on salary and salary schedule.

### Sanitary Cleanup and Disposal (DAHBA)

Sanitary procedures should be used by all school employees when cleaning up body fluids, human secretions and excretions such as blood, vomit, etc., in order to reduce the possibility of transmitting disease in the schools.

## Schedules

In order to avoid conflicts, it should be understood that all practices, meetings, social events, and revenue producing events must be cleared through the administrative office. The Administration has no desire to hamper the work of any individual department but rather hopes to improve efficiency and to lessen the chance of hard feelings between departments. The superintendent will place all items on the school calendar. The official calendar is in the administration office.

## School Parties

Party regulations appear in the Student Handbook. All parties must have two chaperons that are designated as such and are chiefly responsible for opening and closing the building and student control.

## Social Security and Teacher Retirement

All new teachers in the Maple Valley School District are covered by Social Security. This makes it necessary for all of you to have a social security card. You are also a member of North Dakota Teacher Fund for Retirement Association.

## Staff Conduct

All employees are expected to adhere to established policies, rules, and standards of conduct. Failure to comply lessens the ability of the school district to fulfill our mission of guaranteeing a quality education for every student, every day. The following actions may lead to progressive disciplinary action, including verbal counseling, written reprimand, paid administrative leave, and/or termination of employment.

A policy outlining standards of conduct and performance cannot be all inclusive. The Administration of the Maple Valley Public Schools reserves the right and will exercise the right to take appropriate action of certain conduct not specifically included in this policy when the conduct is such that any reasonable person would be expected to know it to be against the best interest of Maple Valley Public Schools.

1. Theft of school property or theft of the property of another employee
2. Falsification of any school record or employment application
3. Deliberate damage to or destruction of school property
4. Negligent conduct while on duty, resulting in personal injury to a student or another employee or property damage
5. Possessing, using, selling or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant during working hours or on school premises, or being under the influence of a controlled substance while on Maple Valley Public Schools property
6. Smoking on Maple Valley Public Schools property
7. Unauthorized use of school equipment

8. Use of abusive or profane language or racial slurs toward students, parents, members of the public, or other employees
9. Disorderly conduct on school property which might include, but is not limited to: fighting, threatening or attempting to inflict bodily harm on another person
10. Engaging in immoral conduct in relation to a student
11. Excessive absenteeism, unreported absences of 1 or more days, excessive tardiness, repeated failures to clock in/out, abuse of sick leave benefits
12. Insubordination: refusal to follow a supervisor's instruction
13. Unauthorized use or possession of any dangerous weapon on school property. (The definition of a dangerous weapon shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious irritants or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or the school community.
14. Associating with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of controlled substances such as tobacco, alcohol, or drugs, or dating a student enrolled in the district. Any such conduct with a student by an employee of the school district can also subject the offender to criminal liability.
15. Extended lunch or other breaks
16. Posting, altering, or removing material from bulletin boards or other Maple Valley Public Schools property without authorization
17. Conduct disruptive to fellow employees
18. Failure to exercise reasonable care or courtesy in dealing with students, customers, or other employees
19. Unsatisfactory work performance
20. Serious or intentional breach of confidentiality
21. Professional dress and attire

### Student Discipline (FHD)

The administration of the school system is well aware that if we are to have a good school system, we must have a fair and efficient system of discipline. We hope that with the proper implementation of the school rules and regulations, we will be able to teach the necessity of respecting proper authority whether it is parental, civic, or school.

While the superintendent and the principals play important roles in the administration and supervision of the school discipline program, the most effective disciplinary action is carried out by the teaching staff working with the students.

The teacher is responsible for the care, discipline, and instruction of students in his/her charge and as assigned by the principal. The best discipline prevents rather than corrects after the wrongdoing has occurred. Conferences with parents/guardians should be effectively employed to bring about appropriate student behavior.

Suspension- The principal or the superintendent may suspend a student for up to 10 consecutive days. Parents of the student shall be notified promptly if a suspension has been given

Expulsion- Students being considered for expulsion must be referred to the superintendent who will follow school board policy related to providing appropriate notice and a hearing.

### Student Handbook

Members of the faculty should familiarize themselves with the "Student Handbook." It is strongly recommended that all faculty members read and become well acquainted with what is contained in the student handbook.

### Students Leaving the Classroom

The proper place for the students is in a classroom situation. There should be very few minutes when a student should leave the classroom.

### Teacher Absence

Teachers may be absent from school to attend certain professional workshops, conferences, or other school business. Prior approval must be obtained from the building principal and/or Superintendent in advance. A teacher should not leave the class unless it is absolutely necessary.

### Teacher Evaluations (DBFA): (Century Code, 15.1-15)

1. First, second, and third year teachers - two evaluations.
  - A. December fifteenth
  - B. April fifteenth
2. Fourth year and on teachers - one evaluation.
  - A. April fifteenth

### Teacher Personnel Files

It is necessary that each teacher in the system have the following on file in the Business Manager's office:

1. North Dakota teaching certificate that is registered in the office of the County Superintendent of Schools.
2. Set of credentials.
3. An official up-to-date transcript (including recently earned credit hours).

4. Teacher personnel record.

### Teachers Meetings

These will be scheduled accordingly throughout the year.

### Teachers Rooms

Teachers are responsible for the physical condition of the classroom. Every effort must be made to keep litter off the floor and prevent marking or defacing of the furniture and equipment. If you allow desks to be moved, please straighten them before you leave.

Care should be taken to prevent students from marking, scratching, carving, etc., upon desks and tables in various rooms.

### Textbooks

The distribution of textbooks is under the direction of the various teachers. Textbooks must be stamped on the front and back cover. Books must also be numbered and the number inserted behind the student's name in the class record book.

### Titles

During the school day teachers will address one another by their proper titles of Mr., Miss, or Mrs.

### Tobacco Use Policy (ABBA)

#### RATIONALE FOR REGULATING POSSESSION AND 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.

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 School Board of Maple Valley Public Schools establishes the following tobacco-free policy:

#### DEFINITIONS

For purposes of this policy, “tobacco” is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA approved nicotine replacement therapy.

#### USE AND POSSESSION PROHIBITIONS

##### Students:

Possession and/or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

##### Staff/Visitors:

The use of tobacco products by all school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited.

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

##### Additional:

The School District will not allow advertising of tobacco products in school buildings, on school property, at school functions on district property and in all school publications. This includes clothing that advertises tobacco products.

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

#### COMMUNICATING TO STUDENTS, STAFF AND PUBLIC

This policy will be printed in employee and the student handbooks. It should be posted in highly visible places in all schools of the district, such as, but not limited to: all entrances of school buildings, 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 POLICY 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 North Dakota Tobacco Quitline at 1-800-784-8669 (1.800.QUIT.NOW), or North Dakota QuitNet @ [www.quitnet.com](http://www.quitnet.com). These are free cessation services provided to citizens of North Dakota.

(References: Creating and Maintaining a Tobacco-Free School Policy, Bureau of Health, Maine Department of Human Services; Fit, Healthy, and Ready to Learn, A School Health Policy Guide, National Association of State Boards of Education, North Dakota School Board Association)

## Travel Reimbursement

Maple Valley Public School will reimburse staff for authorized school travel expenses. Travel must be approved by building principals and authorized by the superintendent prior to the trip.

REQUIRED

Descriptor Code: AAC

## NONDISCRIMINATION & ANTI-HARASSMENT POLICY

### General Prohibitions

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

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee based on any status protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

### Definitions

- Complainant is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will 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 a person 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 person would consider intimidating, hostile, or abusive
  - b. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- 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 may include, but are not limited to:
  - 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 person's sexual orientation
  - k. Sexual violence including, but not limited to, rape, sexual battery, sexual abuse, and sexual coercion

#### Complaint Filing Procedure

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

#### Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint and that retaliation is

prohibited. The Superintendent 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. A harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA

Responsible Employees

The Superintendent shall identify school employees responsible for receiving and reporting discrimination and harassment incidents and complaints. These individuals shall be listed in student handbooks and shall receive appropriate training on their reporting duties.

Policy Training and Dissemination

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

Nondiscrimination Coordinator

The Board designates the Superintendent as the Title IX and Nondiscrimination Coordinator. S/he can be contacted at: 207 Broadway, Tower City , ND or 701 479-2570. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-AR, Designation of Responsible Employees
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- AAC-E2, Discrimination/Harassment Complaint Confidentiality Assessment
- AAC-E3, Training Requirements for Responsible Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- FGDB, Student Handbooks

End of Maple Valley School Policy AAC .....Adopted: Nov. 12, 2015

[07/14]

## REQUIRED

Descriptor Code: DEAA

### DRUG & ALCOHOL-FREE WORKPLACE

The Maple Valley Public School enforces the Drug-Free Workplace Act. The District prohibits employees from:

1. Unlawfully manufacturing, distributing, dispensing, possessing or using a controlled or prohibited substance including, but not limited to, alcohol on district property and grounds, in any vehicle belonging to the District, and at any school-related activity
2. Knowingly or intentionally aiding or abetting in any of the above activities

#### Awareness Program

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

#### Policy Dissemination

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

#### Violation Reporting

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

#### Violations

Violations of this policy may result in the following:

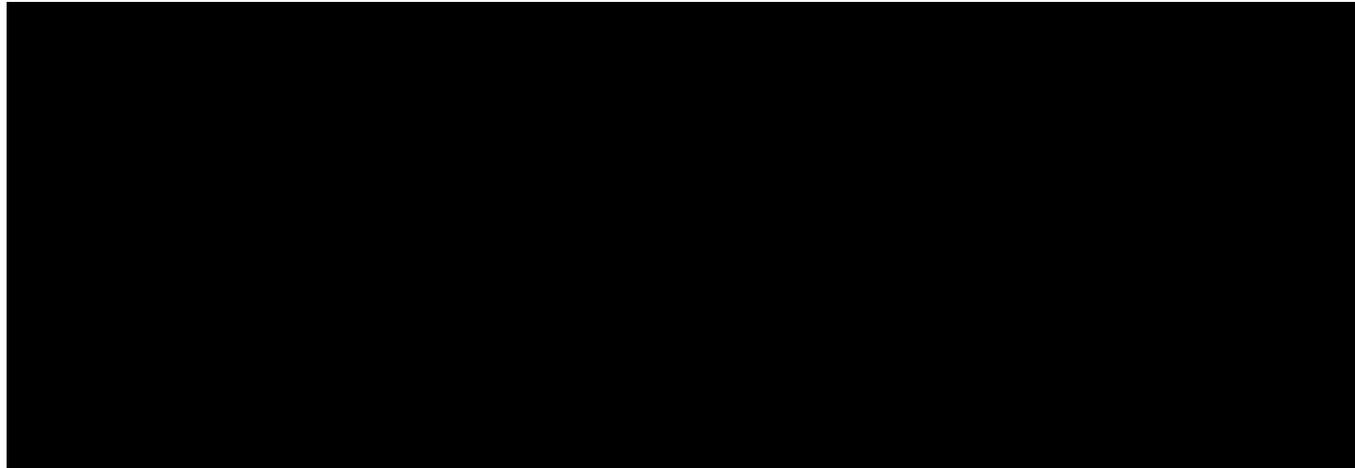
1. Unpaid leave or suspension;
2. Termination of employment; due process procedures shall be followed prior to termination, if applicable;
3. Notification of proper law enforcement authorities.

#### Assistance

The Board recognizes that alcohol and drug addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. 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.



Complementing NDSBA Templates (may contain items not adopted by the Board)

- DEAA-AR, Procedure if Harmful Chemical Use is Suspected
- DEAA-E, Record of Observable Behavior
- DGB, Employee Assistance Program
- DGB-BR, Employee Assistance Program Procedure

End of Maple Valley School Policy DEAA ..... Adopted: Dec. 15, 2015 [06/15]

2000	Football Fundraising
2005	Volleyball Fundraising
2010	GirlsBB Fundraising
2015	BoysBB Fundraising
2020	Track Fundraising
2025	Strength & Conditioning

3035	Elementary Account(k-6)
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4000	Drama
4005	Speech

3000	Seniors
3005	Juniors
3010	Sophomores
3015	Freshman
3020	Eighth
3025	Seventh
3030	Student Council

5000	FCCLA
5005	Music
5010	Yearbook
5015	SADD
5020	Book Fair
5025	MarketPlace for Kids

Yellow fundraising must be approved by Mr. Kocka

Orange Fundraising must be approved by Dr. Nygaard

SADD is capped at \$7000, Juniors are capped at \$6500, all others are capped at \$5000.

Seniors will not fundraise. If there isn't enough in their accounts by Prom time, during their junior year, they will need to make the adjustments to their spending on Prom, Jr/Sr Banquet and what they get to do and pay for senior year. Maximum budget: \$3000/Prom, \$1000 Jr./Sr. Banquet, \$2500 Senior year graduation materials and senior trip.

All fundraising activities must be approved by their administrator and on the master calendar by September 1<sup>st</sup> of each year. There will be no fundraising activities done once the calendar has closed.