ALEXANDER PUBLIC SCHOOL

ANCILLARY PERSONNEL

HANDBOOK

2026-2027

Alexander Public School Mission Statement

We prepare students whose work ethic promotes success in an increasingly competitive world.

Alexander Public School Vision Statement

Alexander School, with the support of families, businesses and civic organizations, prepares students for the future by engaging all learners in meaningful experiences that encourage communication, creativity, collaboration, and critical thinking, while meeting the educational and ethical standards of our innovative learning community.

Code of Ethics of the Comet Community

Only to the extent that individuals know and practice an acceptable code of behavior, both among themselves and among each other, can Comet Community exhibit a positive attitude. Various codes of ethics have been set down for each member of the Comet Community, including:

1. To receive respect from others; be respectable;
2. If you cannot speak well of another, say nothing;
3. Do not criticize without a suggestion for improving;
4. When two people argue, both are in the wrong;
5. The person is more important than the subject matter;
6. Be helpful if you expect help from others;
7. Try to understand the other's point of view – he/she may be right;
8. Genuine praise of another raises you in his/her esteem;
9. Appraise yourself only by the best in others;
10. Accept yourself as you are, but do not be content to remain that way;
11. Ask yourself- Am I giving 100% each and every day?

Board of Education

A five-person board governs Alexander Public Schools. Current board members are as follows: Cameron Wahlstrom, President; Jenae Hunter, Vice President; Cody Echevarria, Alicia Kline, and Becky Aasen. Jami Hudson is the Alexander Business Manager.

Administration

Leslie Bieber is the Superintendent at Alexander. Shannon Faller is the High School Principal. AJ Allard is the Elementary Principal. Terrille Jacobson serves as the Athletic Director.

TITLE IX

All complaints shall be submitted with the Title IX Coordinator or Co-Coordinator.

The Title IX Coordinator for Alexander Public School District is Mrs. Shannon Faller. Shannon.Faller@k12.nd.us, 701-828-3334.

The Co-Title IX Coordinator is Aaron Allard.
Aaron.Allard@k12.nd.us, 701-828-3334.

Alexander School Board Policy AAC defines the process of Title IX complaints.

Policy AAC is available at the following locations:

- Alexander Public School Front Office
- Alexander Public School Teacher's Lounge
- Alexander Public School Website: https://www.alexanderschoolnd.us/page/title-ix

REGULATIONS AFFECTING ANCILLARY PERSONNEL
OF ALEXANDER SCHOOL DISTRICT #2

This booklet is prepared for the purpose of facilitating the peaceful adjustment of differences that may arise from time to time and to promote harmony and efficiency to the end that the school, the employees, and the membership of the Alexander Public School District may mutually benefit.

The regulations dated on the last page shall become effective on that date and shall continue in full force and effect from year to year unless amended by the Board of Education.

Affecting Employees:

A. The school agrees to deal with employees through their duly appointed officials in regard to matters relating to hours, wages, and other definite conditions of employment.
B. The right in accordance with these policies to employ, promote, discipline, and discharge employees is reserved by and shall be vested in the school and its duly appointed officials.
C. The school shall reserve the right to exercise discipline in the interest of good service and the proper conduct of the operation of the school.
D. Employees may be dismissed without notice for the following causes:

(a) Incompetence or inefficiency;
(b) Disregard for proper appointed authority;
(c) Dishonesty, deceit, or falsification of records;
(d) Theft;
(e) Intoxication and/or use of alcohol on the job;
(f) Breaking the Privacy and Confidentiality Policy;
(g) Other conduct contrary to the interests of the school.

Classifications:

A. Following in these policies are working rules which cover hours, wages, and other definite conditions of employment for all employees within the classifications listed below:
    a. Full time employees work an average of 30 hours per week, 12 months of the year.
    b. Nine-month employees work an average of 30 to 40 hours per week, 9 months of the year.
    c. Bus Drivers work an average of 16 hours per week, 151 days of the year.

B. Daily hours of regularly paid employees will not be decreased without reasonable notice, provided that the employees are ready and in condition to perform their work in accordance with the terms and conditions of these policies. Employees who report for work and are not able to work because of storms, power outages, etc., shall be awarded two hours pay in lieu of time to be worked.

Working Hours:

A. Forty (40) hours shall constitute a regular week's work, except where mutually agreed otherwise.

B. Full time employees must have a rolling average of 30 hours weekly for full time employee benefits.

Employment of Personnel:

A. All employees shall be hired for a probationary period of six months. During this period, the School reserves the right to dismiss such an employee at any time without cause.

Benefits:

A. Meals: Each employee is eligible to receive one free meal per day, choosing either breakfast or lunch, to be covered by the school board. Employees must indicate their selected meal, and only one will be provided at no charge each day.

   Charges will apply for all second meals, extra items, or additional servings, and employees are responsible for covering these costs. Meal balances must be paid in full on a monthly basis.

   Breakfast: $2.51 and Lunch: $4.15

   Breakfast must be eaten and completed by 8:00 a.m. Staff members are expected to be available to supervise and support students by 7:50 a.m.

   Ancillary staff members may eat breakfast prior to the start of the school day; however, if assigned to recess duty, breakfast must be completed by 8:20 a.m. to ensure proper supervision coverage for students.

   Staff members are also required to clock out for meal breaks unless supervising students while eating, consistent with district timekeeping procedures.

B. 403b Plan: All employees have an opportunity to sign up for a 403b plan up to a 5% match from APS.

C. Life Insurance: APS offers a $20K life insurance policy to all employees.

Leave time:

Leave time must be used prior to any time off without pay.

All leave time including vacation, sick, personal and/or bereavement leave will be prorated for full and part time employees. Leave is counted from July 1st to June 30.

Bus driver employee sub pay is $35.00 per CDL route and $25.00 per non-CDL route. Sick or personal leave for all bus drivers is paid by the driver through a payroll deduct.

Vacations:

D. All full-time twelve-month employees covered by these policies shall be entitled to vacation with regular pay each fiscal year.
E. The vacation period for these employees who qualify will be based on ten (10) working day at regular pay after 6 months of employment.

F. Full time employees will receive five additional working days at regular paid after five years of employment and an additional five days at regular pay after ten years of employment with a cap of twenty days unless previously approved by the board.
G. In the event a holiday falls within an employee's vacation period, the employee is entitled to an extra day of vacation. This day will be given at a time mutually agreeable to the school and the employee.
H. Cash payment in lieu of vacation privileges is not allowed.
I. Vacation time is not allowed to accumulate from one fiscal year to another.
J. Vacation periods will be scheduled in advance and employees are not allowed to trade periods or change around unless it is with the permission of the Superintendent.
K. During the school year: An employee must use personal, vacation, sick, etc. first and then able to take days without pay which need to be approved by direct supervisor.

Sick Leave:

1. Ten days of sick leave will be allowed each year for full time twelve-month employees. Sick leave may be accumulated up to 45 days for full time employees only. Five days of sick leave will be allowed for each year for 9 month employees. 9 month employees are allowed to accumulate 24 sick days. Three days of sick leave will be allowed for bus drivers each year with 14 of days allowed to accumulate.
2. An employee detained from work because of sickness is expected to notify the school as soon as possible.
3. Employees are expected to employ the sick leave provisions only in the event of actual sickness or medical appointment, either of themselves or of their immediate families.
4. Abuse of the privileges and deliberate deceit in connections with the employment of this provision will result in discharge of the employees from their assigned/paid duties.
5. Any sick leave exceeding two (2) days must be substantiated by a doctor's certificate if required by the Superintendent.

Bereavement Leave:

A. In cases of death of mother, father, brother, sister, spouse, child, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, or in the case of death of any other relative residing in the immediate household of any employee: absence with pay, not to exceed five (5) working days, shall be granted to all employees with net credited service in the District of three (3) months or more.
B. *Other special leaves, such as (but not limited to) death of aunt, uncle, nephew, niece, etc.) may be authorized at the discretion of the superintendent for inclusion of this provision.*

Overtime:

1. All work done over and above the regular work week shall be paid for at the rate and sum of time and one half.
2. Overtime is to be as equally distributed as is practical among the regular employees, on the classifications of work where such overtime is worked.
3. Overtime will be limited and must be approved by the Superintendent.

Personal Leave:

A. All full time employees will receive 3 personal days and 9 month employees will receive 2 personal days each year.
B. Prior notice to administration is requested when using personal leave.
C. Personal leave requested within the last weeks of school MUST be approved by administration prior to the start of the two week period.
D. One personal day may be carried over to the next year for all employees. Leave time must be used prior to requesting any unpaid time off.

Holidays:

A. The school will pay full time and 9 month employees eight (8) hours of regular pay or a regular day of pay, whichever is less, for the following holidays included in classified staff employment notice that fall during his/her period of employment.
B. If a holiday falls on a Saturday, the employee shall be given the Friday preceding off; if a Holiday falls on a Sunday, the employee shall have the following Monday off.

Voting:

A. The school will grant time off with pay to those employees that desire to go to the polls to vote in any municipal, school, county, state, or national elections.

Workshops:

A. The Superintendent may authorize employees to attend training schools for which they will receive the regular base hourly wage for the time spent in attendance and the time necessarily spent to and from such training schools. It is however, specifically understood that the employees so authorized shall not receive any overtime pay while traveling to and from or attending training schools.

Pay Schedule:

A. Full time employees shall be paid in 24 pay periods. Bus driver and 9 month employees shall be paid in 18 pay periods.

Insurance Benefit:

A. Full time employees will receive a single health care policy through the Alexander School group insurance or equivalent amount in increments that follow the pay schedule.

B. 9 month and bus driver employees will receive $1000.00 health benefit that can be applied to a health policy through the Alexander School group insurance or paid in increments that follow the pay schedule for those hired before the 26.27 school year.

Staff Dress Code:

A. Faculty and staff are required to adhere to professional standards of dress and appearance at the discretion of the administration. (Blue jeans may be worn only on certain days as outlined by local administration).

Temporary Assignments:

A. All employees placed on temporary assignments shall receive the prevailing rate of pay for the higher classification for those hours.

Reimbursable Expenses:

A. Reimbursable meal expenses for approved conferences, workshops, meetings, etc. shall be limited to three meals with a maximum of 20% tip included.
    - Breakfast $9.00
    - Lunch $14.00
    - Supper $22.00

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

C. All expenses charged on a school credit card must have a receipt. If missing any receipts, the individual who has checked out the credit card will be responsible for those charges.

Grievance Procedure:

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

Emergency Drills:

A. Drills will be held according to state law. Refer to the escape plan and follow procedures outlined in the Alexander Emergency Manual.

Late Starts:

A. Breakfast will be served for grades 3-12 with limited choices for PK-2 due to lunch start times.
B. Bus routes pick up times will be exactly two hours later from normal time.
C. Due to scheduling, all specials will be canceled in the morning.
D. All staff is required to report to the school 30 minutes prior to the start time.

Allergies:

A. All personnel must abide by the Allergy Handbook available at the front office and on the school website. https://www.alexanderschoolnd.us/

Mandated Reporter:

A. Reporting training**:** Before initial licensure and at each license renewal, teachers, administrators, counselors must complete an online interactive training module for mandated child abuse reporters and submit documentation to the Education Standards and Practices Board. This training qualifies for continuing education credits

Use of School Equipment and Facilities:

A. The facilities and equipment of the school shall be available to the students and teachers upon arrangement, however these rules must apply:
    a. No room or property may be used without a teacher being in charge of its use.
    b. School keys are NEVER given to students.
    c. No students will be allowed in the office supply room.
    d. All facilities shall be left as they are found.
    e. Only approved footwear shall be allowed on the gym floor.
    f. Be respectful of school grounds and facilities.

General Disciplinary Control:

A. Although pupil self-discipline is the ideal theory, until that is achieved in practice, all employees must assume the task of guiding pupil behavior into proper channels of expression whenever they encounter misbehavior. To that end, employees must share the responsibility in order to make the task as light as possible, and yet as effective as it must be in a broad and complex situation.

B. No employee should hesitate to correct any emergency or misbehavior which he/she is at all capable of handling.
C. All discipline issues should be directed to the classroom teacher or administration.

Telephone Usage:

Personal Electronic Device Policy – Staff Responsibilities

In accordance with **NDCC**, North Dakota law mandates that students must not have access to personal electronic communication devices during instructional time. To ensure compliance, all staff members are expected to enforce this policy diligently and consistently.

Staff Responsibilities

All faculty and staff are required to:

- Collect personal electronic devices from students at the beginning of the school day. First-hour teachers must ensure all student devices are securely stored in the identified area.
- Contact administrator to seize electronic devices found in violation of the policy.
- Utilize the discipline tracking log for all policy infractions.
- Clearly communicate expectations to students and reinforce the importance of a focused, distraction-free learning environment.
- Ensure compliance with exemptions for students with documented medical necessity or an Individualized Education Program (IEP) or Section 504 Plan, in accordance with federal and state accommodation laws.

Communication Access

Students needing to contact a parent or caregiver during the school day may request access to a designated school telephone. Parents are also invited to use the school phone line if they need to contact their child during school hours.

Staff Accountability and Consequences

Failure to enforce this policy will result in the following disciplinary actions:

1. First offense: Formal written reprimand placed in personnel records.
2. Second offense: Placement on an improvement plan to address compliance concerns.
3. Third offense or continued noncompliance: Further disciplinary action, up to and including potential termination of employment.

This policy is designed to maintain a structured and focused educational environment for students while ensuring all staff members uphold their responsibilities.

Full Board Policy FFI

PERSONAL ELECTRONIC COMMUNICATION DEVICES
PROHIBITION DURING INSTRUCTIONAL TIME

The Alexander Public School is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

Definitions

For the purposes of this policy and in accordance with North Dakota law, the following terms are defined as follows:

a. *Instructional time* means the time from the start of the school day until dismissal at the end of the school day on school premises, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.

b. *Parent* means a parent or guardian of a student who is authorized to make decisions regarding education for the student.

c. *Personal electronic communication device* means a portable electronic device capable of communication by voice, text, or other data with one or more other parties or devices, or capable of connection to a smartphone, the internet, or a cellular or wireless fidelity network, including a smartphone, cell phone, bluetooth-enabled device, tablet, smartwatch or other wearable device, and gaming device. The term does not include:
   - School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
   - Portable devices that meet the definition of a medical device under the federal Food, Drug and Cosmetic Act [21 U.S.C. 9 et seq.].

d. *School* means a public school providing prekindergarten, elementary, or secondary education, including area career and technology centers. The term does not include virtual schools, virtual instruction, the North Dakota center for distance education, or education occurring in a home-school environment.

e. *School-related activity* means a school sanctioned activity, event, or function, occurring outside of instructional time, at which students are under supervision of the school, whether on or off school premises, including a bus ride, field trip, sporting event, and school dance.

f. *Student* means an individual currently enrolled or registered at a public school as defined under this policy.

g. *Inappropriate content* is defined as content that:

- Violates a district student conduct policy;
- Attacks race, color, national origin, ancestry, religion, sex, disability, or other status protected by law;
- Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
- Is obscene or pornographic as defined by community standards.
- Is reasonably forecasted to materially or substantially disrupt the educational environment;
- Poses a direct threat to the physical safety of the school population; and
- Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.

Prohibitions

In compliance with N.D.C.C. § 15.1-07-39, the Alexander Public School District prohibits students from using personal electronic communications devices during instructional time. Prohibited devices include the following:

1. Smartphones
2. Cell phones
3. Bluetooth-enabled devices
4. Tablets
5. Smartwatches or other wearable devices
6. Gaming devices
7. Any other devices as defined under N.D.C.C. § 15.1-07-39

All personal electronic communication devices identified above must be:

1. Silenced or turned off, *and*
2. Securely stowed away, *and*
3. Inaccessible to students during instructional time.

Exceptions from this policy's prohibitions may be made only as outlined below.

Device Exceptions

The District provides specific device exceptions and will not prohibit a student from possessing or using a personal electronic communication device under this policy in each of the following circumstances:

a. *School-owned devices provided to a student, including school-issued laptops, tablets, or any other electronic device capable of communication as defined under this policy.*

b. *School-approved devices used by a student, including personal electronic communication devices that have been approved by administration to be used during instructional time for an educational-related purpose. Such approval shall be limited in scope and time according to the specific educational-related use of the approved device. Students using a school-approved device shall only use that device for the educational-related purpose for which the device received approval. Any violation of this provision by the student or employee may result in approval being rescinded, and the student and/or employee being subject to discipline as identified in this policy.*

c. *Medical-provider recommendation*, which includes a medical provider licensed under N.D.C.C. Title 43 (Occupations and Professions) who determines the possession or use of a personal electronic communication device is necessary for the health or well-being of the student.

d. *Required accommodation*, which authorizes the possession or use of a personal electronic communication device when required by the student's individual education program under the:
   - The Individuals with Disabilities Education Act [20 U.S.C. 1400];
   - Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]; or
   - A plan developed in accordance with state or federal law requiring accommodation.

Limitations/ Allowances for School-Related Activities
The District may limit or allow student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this policy. Such approval may be provided to a student(s) by administration and/or coach.

School-related activities where students may be allowed limited or full access to personal electronic communication devices include:

a. Bus rides

b. Field trips

c. Sporting events

d. School dances

e. Other activities where students are under the supervision of the school, whether on or off school premises

The District may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

1. Students are prohibited from using any devices or technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event;
2. Students are prohibited from using any devices or technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the "exceptions" section of this policy;
3. Students are prohibited from using any devices or technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
4. Students are prohibited from displaying and/or using any devices or technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;
5. Students are prohibited from using any devices or technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored event; and
6. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events.

Student Contact with Parents/ Caregivers

A student may contact the student's parent or authorized caregiver during the school day if needed by using a school telephone made available to the student in a manner and location designated by the building administration. Student contact with parents/ caregivers will not be unreasonably withheld, but the Superintendent may develop administrative policies and rules to ensure the orderly operation of the District and the educational process is not unnecessarily disrupted.

Parents and staff should refer to other District policies and regulations which may apply in the event of District-wide emergencies, student emergencies, and other health and safety events that may occur.

Enforcement Provisions
The District enacts the following enforcement provisions to ensure strict compliance with the law and this policy by students and school employees:

1. **Employee Expectations and Disciplinary Measures.** The District requires strict compliance with state law and this policy by school employees. Any employee who knowingly allows students to access and use personal electronic communication devices (that do not fall under a policy exception) during instructional time in violation of this policy while under the employee's supervision may be subject to discipline, up to and including termination.

In complying with this policy, the following school employee expectations apply:

a. *School Staff Reporting Requirements.* School staff must direct students under their supervision and/or instruction to comply with this policy and shall require students' personal devices to be silenced or turned off, securely stowed away, and inaccessible during instructional time. Staff shall report to administration alleged student infractions of this policy (as defined in the next section: "Student Expectations and Disciplinary Measures").

b. Any alleged school staff violations of this policy should be addressed in accordance with policy KACB ("Complaints about Personnel") or other applicable complaint and investigation policies or procedures and/or to the staff immediate advisor.

c. *Administration Investigation and Response.* Upon receipt of a report of an alleged policy violation/ infraction, administration must investigate and make a determination as to whether the student has committed an infraction (as defined in the next section: "Student Expectations and Disciplinary Measures").

d. Any alleged administrator violations of this policy should be addressed in accordance with policy KACB ("Complaints about Personnel") or other applicable policies or procedures and/or to the staff immediate advisor.

e. *Identification of Policy Exceptions.* All school employees who instruct or who are entitled to information regarding a student who has an Individual Education Program ("IEP"), Section 504 plan, medical accommodation, or other plan requiring accommodation must identify and review any exceptions under this policy that are listed in the student's program or plan.

f. *Compliance with Policy Exceptions.* The District requires strict compliance with policy exceptions, including those exceptions made for school-owned and school-approved devices; medical devices; and possession or use of a device required under the IDEA, Section 504, or a plan developed in accordance with

state or federal law requiring accommodation. To that extent, the District expressly prohibits school employees from confronting, disciplining, or removing a student's approved electronic device when that device may fall under an exception under this policy.
School employees are expressly prohibited from openly/ publicly discussing students' medical conditions, accommodations, or other legally-protected confidential information. Inquiries or concerns may be directed to administration, particularly when a staff member observes a student with a personal electronic device (that may fall under an exception), and the staff member does not directly instruct or supervise that student and may not be entitled to the student's confidential information protected under state or federal law.

g. *Employee Use of Personal Electronic Communication Devices.* Employees are also expected to follow acceptable use of technology and professional code of conduct policies when using their own personal electronic communication devices during instructional time. Employees are expressly prohibited from using personal electronic communication devices during instructional time for non-instructional or education-related purposes, including personal texting, e-mailing, phone calls, and social media. Employees are expected to use personal devices during non-instructional times and other breaks in the school day.

1. **Student Expectations and Disciplinary Measures**. The District requires strict compliance with state law and this policy by students. Students who administration has found to have violated this policy may 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. Infractions of policy occur when a student knowingly and willfully violates this policy as determined by administration.

The District may develop administrative regulations or rules outlining the specific disciplinary procedures to ensure compliance with this policy and the law.

In administering the disciplinary measures above, administrators and school staff must adhere to the following guidelines:

a. Staff members shall direct students to comply with policy and should address alleged infractions with administration.

b. Only administration may determine an actual infraction of this policy and administer discipline.

c. If administration determines that a student is in violation of this policy and the student refuses to turn over the device to administration, the infraction may move to the next level.

d. At no time should a District administrator or staff member attempt to physically or forcibly take an electronic device from a student.

e. Administration may also respond under other conduct and disciplinary policies and regulations when a student's conduct implicates additional policies, including violence, threats of violence, harassment, bullying, or any other unlawful conduct or student code of conduct violations.

f. Administration is required to identify students with disabilities (including those covered under the IDEA, Section 504, the ADA, and any child-find obligations) and must address any alleged student infractions in compliance with special education policies, regulations, and applicable laws.

Searches of Personal Technology

If a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law; or
2. There is a threat of danger or potential harm to self or others.

Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). Administration is authorized to contact legal counsel to help determine the appropriate scope of the search.

If administration suspects or finds that a device contains content that violates N.D.C.C. § 12.1-27.1-03.3 or other laws, they shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, may communicate the need for probable cause to search a device and may provide a student or the District with a search warrant or subpoena for information or records.

Dissemination and Education

Upon the adoption and implementation of this policy, the District shall:

a. Ensure the policy is communicated to students, parents, and authorized caregivers; and

b. Publish the policy in student and personnel handbooks.

The District shall review and revise this policy as it determines necessary. The District shall also develop and implement electronic communication device education programs for students and staff professional development activities. School administration may develop guidelines to assist students and staff with complying with this policy.

Annual Data Collection & Documentation
In accordance with state law, the District must collect data annually with the goal of measuring the impact of this policy on student behavior, mental health, disciplinary incidents, school attendance, and academic performance.

Legal References

- 20 U.S.C. 1400, Individuals with Disabilities Education Act
- 21 U.S.C. 9 et seq., Federal Food, Drug, and Cosmetic Act
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973
- NDCC ch.15.1-07, School Districts
- NDCC Title 43, Occupations and Professions

End of APS Board Policy FFI.....**Adopted: 07/28/2025**

Transporting Students:

1. Cell phone use should be limited to calls necessary for bus/ automobile route information and emergency use only, never while driving.
2. Absolutely NO texting while driving.
3. Students are to remain seated at all times when bus/automobile is in motion.
4. Students should be quiet at all railroad stops.
5. No extra stops on highway or roads except in emergency or for someone being sick.
6. Keep lights on bus/automobile as visible as possible.
7. Obey speed limits at all times and slow for other hazards on the road.
8. Communicate any adverse driving conditions with other drivers such as icy roads, white out conditions, etc.
9. Students and staff should have proper clothing with when cold weather sets in.
10. Use No 1 diesel if traveling on a bus when the weather reaches sustained 10 degrees and below.

School Devices

A. Adhesive Policy: Staff must not place stickers, glue, or any adhesive materials, not including tape or sticky notes, on school-issued devices. These items leave residue that is difficult to remove and may cause damage. If a device is returned with adhesive residue, a cleaning fee will be assessed.

B. All school-issued devices must be thoroughly cleaned before being turned in to the IT department at the end of each year to ensure proper maintenance and longevity.

Check out duties at the end of the term:

A. Return all keys and borrowed items checked out.

B. Clear all loaned library books.

C. Turn in complete and accurate requisition data.

D. Year End check out sheet is completed and signed.

E. Meal balance has been paid.

F. Final checks are issued after above duties completed.

Privacy and Confidentiality:

A. All Alexander Public School employees are required to sign the privacy and confidentiality form which is a part of the Privacy and Confidentiality Policy adopted by the Board. Noncompliance to the Privacy and Confidentiality Policy will result in the immediate release of the employee.

Statement of Non-Discrimination:

A. No student or employee of Alexander Public School shall, on the basis of race, color, national origin, sex or handicap, be excluded from participation in or be denied the benefits of or be subjected to discrimination under any educational program or activity conducted by the School.

B. The School will treat its students without discrimination on the basis of race, color, national origin, sex or handicap in regard to access to and participation in course offerings, athletics, counseling, employment assistance, and extra-curricular activities as prescribed by Title VI, Title IX, and Section 504.

C. In further effort to comply with the regulations Alexander Public School District #2 has appointed Leslie Bieber, Superintendent, to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to Ms. Bieber at the Alexander School Office or by contacting the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

D. The School District will not discriminate on the basis of race, color, national origin, sex, or handicap in the area of employment, including job advertising, pre-employment requirements, recruitment, recruitment compensation, fringe benefits, job classification, or promotion and/or termination.

Alexander Public School is a drug free school:

A. Use of tobacco, in any form, drugs, alcohol or any form of drugs or conviction of drugs or alcohol may be grounds for suspension or dismissal!

Withstanding Topics Not Covered:

A. Not all situations can be covered in this handbook. Each case shall be handled at the discretion of the administration.

This handbook shall not be construed to form a contract of employment between the District and its employees. The Alexander Public School Board reserves the unilateral right to change the handbook at any time, unless a previous agreement exists under a negotiated agreement between the Board and negotiating unit.

Should any regulation of the District be found to conflict with requirements in law or be declared illegal by a court of competent jurisdiction, said regulation shall be automatically rescinded to the extent that it violates the law. The remaining regulations shall remain in full force and effect until rescinded or amended by Alexander Public School Board.

Unless under contract, employees and the Alexander Public School District are engaged in an at-will employment relationship. This means either party is free to terminate the relationship at any time, with or without reason, or notice. The District is not bound by any oral promises concerning a non-contracted employee's length of employment.