TEACHER HANDBOOK

ALEXANDER PUBLIC SCHOOL

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?

State of North Dakota, ESPB Code of Professional Conduct for Educators Article 67.1-03; NDCC: Section 67.1-03-01-01

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, and AJ Allard is Elementary Principal.

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

1. Affecting Teachers:

A. Qualifications: Instructional Staff shall hold a valid North Dakota teacher license granted by ND Education Standards and Practice Board.

B. Pay Schedule: Teachers shall be paid in 24 pay periods. Deductions include: Income tax, social security, teacher retirement and insurance – if applicable.

C. Substitute Teachers: Teachers are required to find their own substitute teachers, except for acute sickness and emergencies. Those requiring a substitute for an acute sickness or emergency shall do so no later than 7 a.m. of the day concerned. Teacher absence, which is due to other than acute sickness, must receive prior approval of the administration.

D. Certificate Registration and College Transcripts: Each teacher in the Alexander School must present transcripts for any college credit obtained. This information is necessary for many reports and records as well as reimbursement.

E. Staff Dress Code: 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).

F. Personal Days, Professional Leave, Emergency Leave, Sick Days and Sick Bank: is as outlined in the negotiated contract and the Family Medical Leave Act. It is beneficial for all personnel that leave will only be granted the day prior to or following a vacation if the teacher finds a substitute. The last week of school is exempt and an exception will be

granted by the Superintendent only. Leave time must be used prior to any time off without pay.

G. Late Starts:
- All staff is required to report to the school 30 minutes prior to the start time.
- Breakfast may be served for grades 3-12 with limited choices for PK-2 due to lunch start times.
- Due to scheduling, all specials in the Elementary will be canceled.

H. 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.

I. Teacher's School Day: Teachers are required to be on duty from 7:30am to 4:15pm minimum. Teachers are to be in the hallways 10 minutes prior to school start.

J. Attendance: Elementary attendance must be done by 8:30 am and directly after the lunch hour. High School attendance must be done each period. Teachers are expected to monitor hallways and student passing periods using the procedures outlined.

K. Attendance of Meetings: Each teacher shall be present at all meetings and PLCs called by the Superintendent or the School Principal.

L. Parent-Teacher Conferences: Two parent and teacher conferences will be held annually. Teachers are expected to be at the conferences from start to end. The school principal can grant exceptions with time made up.

M. Assignment of Duties: All teachers are employed subject to class and extra-curricular activities. A real effort is made to equalize assignments.

N. 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**

O. Instructional and General Equipment Needs: Supplies of a general instructional nature are found in the supply rooms. All orders must receive approval of the school principal or superintendent and requested per a requisition.

P. Injuries: All accidents or injuries shall be reported to the business manager immediately.

Q. Reimbursements: In order to be reimbursed for supplies, a teacher must receive prior permission from administration.

R. School Credit Card: If a teacher uses the school credit card and does not have a receipt, the teacher will be required to reimburse the school for all purchases made.

2. Supervision of Class Organizations:

A. Class or student organization meetings or activities shall not be held without the advisor present.

B. The advisor or supervisor must not leave students alone.

C. Class organizations or committee meetings must be scheduled by the advisor only.

D. Wednesday is church/family night. Do not schedule activities. In the rare occasion that an activity NEEDS to be scheduled on Wednesday or Sunday, contact the administrator for approval. If a child does not attend a Wednesday or Sunday activity, no consequence will be imposed (sitting out a game, grade reduction, etc.) All students need to be released by 6:00 PM.

E. Advisors must notify the office of meetings and activities.

F. Any fundraisers must be approved by school principal.

G. Members of faculty who are in charge of any group or organization must be directly in charge of pupils for all of the group/organization activities unless re-delegation is approved by administration.

H. School parties must have a definite time for pupil admittance and dismissal, and that time must be observed.

I. The sponsors shall be the last to leave the building and shall be responsible for seeing that no water is running, that all the lights are turned off and all doors and windows are closed and locked.

J. Teachers who have supervision of activities must follow the expectations set by the administrator and in the activity handbook.

K. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for, as are other activity funds. All fund raising activities must have prior approval of the administration and in accordance with Policy HBCC.

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

3. School Discipline:

A. Statement of Policy Governing Corporal Punishment: The 1989 Legislative Session has made the use of corporal punishment in the schools of this state illegal. Consequently, NO SCHOOL EMPLOYEE ACTING WITHIN THE SCOPE OF HIS/HER AUTHORITY SHALL ADMINISTER PHYSICAL PUNISHMENT TO ANY STUDENT.

B. After School Detention: Do not keep after school any students who ride the school bus, without parental contact and with consent of the Principal.

C. Attendance: No student is permitted into class without an absent slip from the office. Teachers will not be allowed to give a student a zero due to absences without the option of a makeup or alternative assignment or exemption for in class work.

D. Tardy: When tardy, students are to report immediately to their respective class. Teachers will mark tardies in PowerSchool. Tardies become absences when students have missed 20 minutes or more of a period.

E. General Disciplinary Control: Although pupil self-discipline is the ideal theory, until that is achieved in practice, teachers must assume the task of guiding pupil behavior into proper channels of expression whenever they encounter misbehavior.

Teachers 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. No teacher should hesitate to correct any emergency or misbehavior which he/she is at all capable of handling.

Cases with which the teacher does not wish to deal should be IMMEDIATELY referred to the Principal for action. If a teacher sends a student to the office, the decision for punishing the student rests with the principal.

If you send a student to the office, the incident must be logged into APS Discipline Log.

F. Suspension and Expulsion: Teachers may recommend suspension of pupils whose conduct warrants such action. Pupils may be suspended only by administration and expelled only action of the Board.

G. Grading System: Teachers must keep their grades up to date weekly. An eligibility report will be run every Monday of the week. Parents of pupils with grades 69% or lower must be contacted by the teacher. The grading policy must be followed in according to the student handbook.

4. Classroom:

A. The classroom atmosphere is an important detail to consider. Be sure that it is conducive to education.

B. Always be prepared to receive pupils and parents, if they come.

C. All books must have the Alexander School stamp in them before distribution.

D. Classrooms must be kept neat and organized.

E. Care should be taken to see that each class leaves the classroom/area in a neat and clean condition. The teacher should check desktops, tables, locker rooms, etc. for marks and see that paper and garbage are off the floor.

5. Student Extra-Curricular Travel:

Generally, any student participating in an out-of-town extra-curricular event will be expected to travel to and from that event on the bus with the remainder of the team or group. Exceptions to this will be allowed under the following conditions:

A. Administrative approval for all situations regarding travel to events.

B. Students traveling home from events will require:
   1. Prior administrative approval; or advisor approval
   2. Under no circumstances will students ride home with anyone other than parents, guardians, teachers, adult relatives, or parents of peer students.

C. 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 teachers 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.

6. 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

7. School Rules:

A. Teachers shall expect to be assigned to details, such as recess duty, supervision of hallways, Etc.

B. Teachers shall be responsible for the pupils they detain. Recess and noon hour may be utilized for this purpose as well. Any bus students detained must receive prior approval of the Superintendent or Principal.

C. Lesson plans must be developed and turned in as instructed by the principal.
D. A substitute file shall be maintained in a designated area in your classroom so that in case of necessity such can be found by a substitute teacher or administrator.

E. Teachers will adhere to time schedules regarding recess, eating times, class times, etc.

F. Teacher prep time is a part of the paid teacher contract thus the prep is to be used accordingly.

G. Teachers will be required to check out at the office any time they leave the school building during the contracted hours with administration permission.

H. Reimbursable Expenses: 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

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

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

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

K. Use of School Equipment and Facilities: The facilities and equipment of the school shall be available to the students and teachers upon arrangement, however these rules must apply:

1. No room or property may be used without a teacher being in charge of its use.
2. School keys are never given to students.
3. No students will be allowed in the office supply room.
4. All facilities shall be left as they are found.
5. Only approved footwear shall be allowed on the gym floor.
6. Be respectful of school grounds and facilities.

8. 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 contract revocation.

9. Statement of Non-Discrimination:

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.

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.

In further effort to comply with the regulations Alexander Public School District #2 has appointed Shannon Faller at Shannon.Faller@k12.nd.us to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to Shannon Faller 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.

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.

10. School Devices

A. Adhesives: 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.

11. Check out duties at the end of the term:

Follow the check out list provided for end of the school year

All district employees are expected to follow all school board policies that can be found on our district website located under school board.

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 policy 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.

Any contract entered into between the Board and another party supersedes district policy and regulations whenever a conflict exists between policies or regulations and the contract language.

Contracts include, but are not limited to, the negotiated agreement and individual teaching and administrative contracts.

Disclaimer: All APS District Regulations are not included in this handbook. Items/issues not specifically covered in the handbook will be reviewed/handled at the discretion of the administration.