



**Selfridge Public School  
Certified/Non-Certified  
Staff Handbook**

**2025-2026**

**STRIVING FOR EXCELLENCE  
IN  
EDUCATION**

## PREFACE

**The purpose of this handbook is to provide our professional staff with necessary information and procedures to ensure the smooth operation of the district schools and to acquaint them with the expectations and work rules of the Selfridge School District.**

This handbook is not meant to be all-inclusive. Additions and deletions may become necessary as needs and situations arise in the future. Additionally, the administration may formulate such procedures and regulations as deemed necessary for the school(s)' effective functioning.

As professionals, we are all expected to adhere to the ethics of our profession. To handle all school and school related matters in a professional manner. To consult with the administration on school problems. To provide due respect to students, parents, colleagues, other school personnel, and administrators.

The Selfridge Schools exist for the education of the children of our community. As teachers and administrators, our mission is to see that each child can develop their intellectual, vocational, physical, creative, cultural and social capabilities and become contributing citizens in our democratic society. To accomplish this, we must build positive relationships with each child entrusted to us.

If we are to achieve the purpose of schooling, we must work together as a team. Please do not hesitate to consult with the administration.

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# ACADEMIC CALENDAR

## SELRIDGE PUBLIC SCHOOL 2025 - 2026 School Year

(19 days)

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/3	25	26	27	28	29	30

12-14&18 Teacher In-Service  
19 First Day Of School

(21 days)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 No School - Labor Day  
17 Mid-Term Qtr 1 (21)

(21 days)

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15 End of Qtr 1 (41)  
16 No School - Teachers Convention  
17 No School - Teachers Convention  
21 P/T Conferences 3:30 to 6:30  
23 P/T Conferences 3:30 to 6:30

(16 days)

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/31	24	25	26	27	28	29

10 No School - Veterans Day  
12 Mid-Term Qtr 2 (17)  
26 No School - PT Comp Day  
26-28 No School - Thanksgiving break

(15 days)

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 End of Qtr 2/Semester (41)  
last day of school before  
Holiday Break Dismiss @ 1 pm

(19 days)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	30	31

5 Classes Resume  
19 No School - MLK day  
(Storm Make-up Day)

(19 days)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

4 Mid-Term Qtr 3 (22)  
16 No School - Presidents Day  
(Storm Make-up Day)

(20 days)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10 End of Qtr 3 (45)  
19-20 No School - Spring Break (Storm Make-up Days)  
24 P/T Conferences 3:30 to 6:30  
26 P/T Conferences 3:30 to 6:30

(20 days)

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

10 Mid-Term Qtr 4 (21)  
17 No School - Good Friday  
20 No School - Easter Monday  
(Storm Make-up Day)

(15 days)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

21 Last day of school/End of Semester (41)  
22 Teacher In-Service  
22 Graduation - 6:00 PM

Staff In-Service	5
1st and last day of School	
No School Days/Holidays	3
Mid Term, End of Qtr or Semester	
Parent Teacher Conferences/Graduation	
Days of instruction	175
Contract Days	183

## **ALCOHOL AND ILLICIT DRUGS**

The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school related activities, by district employees, is prohibited.

Violation will result in disciplinary sanctions extending from a written reprimand up to and including termination and referral for prosecution. (A disciplinary sanction may include the completion of an appropriate rehabilitation program.)

## **AUDIOVISUAL MATERIALS REVIEW**

The classroom teacher or the person presenting the film or other audiovisual material must preview audiovisual materials prior to presentation to students. Audiovisual materials need to relate to the curriculum or be approved by the appropriate principal. Materials with other than a “PG” rating need prior approval from the appropriate principal.

## **BUILDING LEVEL SUPPORT TEAM (BLST)**

Any student, teacher, parent or other concerned person who believes that a student is experiencing academic difficulty, speech/language or behavioral difficulties may request evaluation by the BLST.

1. BLST REQUEST FOR ASSISTANCE/COLLABORATION or the BLST REFERRAL FORM forms can be found on the server, if you need help filling out a form contact the building administrator.
2. Complete the form and submit it or a written parent request for evaluation to the building administrator.

## **BUILDING SECURITY**

If you are the last staff member to leave the building, it is your responsibility to see that the main doors are firmly closed and secured.

## **CANDY—POP—SUNFLOWER SEEDS**

Students are not allowed to have sunflower seeds in the school building during school hours. Students are not to have energy drinks, candy, or pop until after school hours.

**If you plan to use candy or pop as an incentive or for a special occasion, notify the office beforehand.**

## **LICENSE**

All teachers must have a valid North Dakota license before entering the classroom to teach. Licenses are to be recorded with the Business Manager and placed on file in the Superintendent’s office. In accordance with the negotiated agreement (page 6, part 5B), teachers who feel that they can advance on the salary schedule must have the necessary transcripts on file prior to September 30<sup>th</sup> or January 30<sup>th</sup> of each year to qualify advancing horizontally on the pay scale.

The new salary amount will be paid in the following month's payroll in which the official transcript is presented and approved by the Superintendent and/or the School Board.

### **CHILD ABUSE AND NEGLECT**

School teachers, school officials and other school employees who work during regular school hours are required by state statute to report suspected cases of child abuse or neglect. If you suspect child abuse or neglect or have any questions relative to this issue, discuss these immediately with your building principal.

### **CLASSROOM INVENTORY**

Each teacher will be responsible for a complete classroom inventory, which will be submitted electronically to the superintendent at the end of the school year. Update your inventory in the fall by adding all non-consumable items received in your room at the beginning of the school year. Inventories are stored on the school server. All requisition forms, for the following school year, must be turned into the principal before the last day of this school year.

### **DAILY SCHEDULE**

As per the negotiated agreement all staff shall be present from 8:00 and remain until 3:30 PM. Staff must have prior approval to leave early. High school doors will open at 7:45 for the students. Teachers must be in their classrooms when the students come in at 8:00 am, and stay until 3:30 pm, except after the buses leave on the last working day of the week. Teachers leaving during noon hour must return five minutes before classes resume.

ALL TEACHERS ARE ON DUTY AT ALL TIMES STUDENTS ARE PRESENT.

### **DISCIPLINARY PROCEDURES**

It is the responsibility of the classroom teacher to maintain in their classroom a good learning atmosphere at all times.

- A. Teachers shall be responsible for their own classroom management and must have a tier 1 plan in place for the discipline of pupils enrolled in their classes. Teachers should handle their own discipline problems whenever possible. (\*Please refer to the Selfridge Public School Behavior Matrix appendix pg. 18). Teachers must complete a digital referral form for each disciplinary incident, whether considered a major or minor incident.
- B. Teachers should report to the principal by using the SWIS reporting tool, any unusual activities among the students enrolled in the Selfridge schools.
- C. To avoid discipline problems, teachers should always be well prepared for each class and should make sure their students make good and full use of their time.
- D. Parental contact and conferences are to be used as effective tools in dealing with discipline problems.
- E. Teachers are responsible for knowing and enforcing the rules in the Student Handbook.
- F. Each teacher shall post, in their classroom, a clear set of classroom rules for the students. These expectations should be explained to the students at the beginning of the year and are reviewed regularly and whenever new students join the class.
- G. If detention is used as a consequence, then such detention shall be directed by the teacher or principal.

- H. If it becomes necessary to send a student out of the classroom for a "cooling off" time, or for gross misbehavior, the teacher should call the office and explain the reason for the removal, someone from the office will come to pick up the student.

### **ENFORCEMENT OF BOARD POLICY**

In the event of willful disregard for Board Policy and/or administrative directive, the Superintendent may place a written reprimand enumerating the events in the offender's personnel file. A copy of such reprimand shall be provided to the employee.

### **EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION**

The Selfridge Public School District is committed to equality of employment opportunity. The district shall provide equal employment opportunities for all applicants and staff in recruitment, hiring, retention, assignment, transfer, and training.

Such equal employment opportunity shall be provided without discrimination with respect to sex, race, color, religion, national origin, age, physical or mental handicap, political belief, marital or parental status. Furthermore, the District is committed to taking whatever remedial action is necessary to eliminate existing discrimination and its effects.

The existence of a bona fide occupational qualification may permit certain employment decisions to include consideration of a person's sex, age, handicapping condition or marital status. The district may make reasonable accommodations to the known limitations of an otherwise qualified applicant or employee with a handicapping condition. While the District will not make pre-employment inquiry as to whether an applicant has such a condition, nor as to the nature or severity of such a condition, it may inquire into an applicant's ability to perform job-related functions.

Inquiries regarding discrimination should be directed to the Selfridge School's Superintendent. Specific written complaints should be directed to the Superintendent to be processed according to the district's grievance procedure. External recourse is available through the North Dakota Human Rights Commission or the Equal Employment Opportunity Commission.

### **FIELD TRIPS**

Field trips by any class are to be encouraged when they are relevant to specific objectives and relate to materials and concepts being studied in the classroom.

1. Field trips must be scheduled with and approved by the superintendent well in advance.
2. Use the Field Trip Form to indicate the purpose of the field trip, the destination, and the date. The principal must approve the trip, itinerary, and chaperones. At least one field trip per class, per year, should include Native American Culture.
3. A list of students and class periods they will miss must be submitted to the office at least one day before the field trip.
4. Field trips are to include all of the students in the class. If required, each student must turn in a signed field trip consent form.
5. Exceptions to student participation are for emergencies only. Each teacher will be responsible for the necessary forms to be sent home for parental approval.

Students may be withheld from participating in field trips for various reasons, including but not limited to:

1. **Academic Performance:** Students must maintain satisfactory academic standing to qualify for field trip participation.
2. **Attendance:** Consistent attendance is required. Students with frequent absences may be ineligible.
3. **Behavior:** Students are expected to demonstrate appropriate behavior. Disciplinary issues may result in exclusion from field trip activities.

This policy aims to ensure that all students are prepared and ready to participate in enriching educational experiences.

Teachers and other chaperones are responsible for supervising students while they are being transported for trips. The chaperones must disperse throughout the bus to ensure adequate supervision.

### **Fund Raising**

Teacher's fund raising or soliciting donations for their classroom on **any** websites (Donors Choose, or Teacher Funded for example) must have the administration's approval before anything can be posted. Any money or donations are to come directly to the school. The said property or donations then become property of the school to stay with the school. Any money raised should be given to the school secretary to be deposited in the school vault.

### **FINAL REPORTS**

Before a teacher leaves at the end of the school year, the following materials must be turned in to the Superintendent: Daily Plan Book, Record Book, classroom inventory, requisition forms and school keys, laptops, iPad and external hard drives. All classrooms must be clean and organized before the last day of school.

### **GRIEVANCE PROCEDURE**

**Definition:** A grievance is an allegation by any teacher in the unit based on an event or condition, which is claimed or considered to be a violation, misinterpretation, or misapplication of policy.

#### **Steps and Procedures:**

Whenever a grievance shall arise, the following procedure shall be followed:

1. In the event a teacher claims to have a grievance, he or she shall orally submit the grievance to his or her principal within fifteen working days from the time the teacher knew, or should have known, of the occurrence giving rise to the grievance, and orally indicate that said subject is in fact a grievance. In the event of a grievance, the teacher shall perform his or her assigned work task and grieve his or her complaint later. The principal shall respond to the grievant orally within five working days after the presentation of the grievance.
2. If the grievance is not settled at the first step, the teacher, within five working days of the oral response in Step 1, shall reduce the grievance to writing and shall forward copies of the grievance to his or her principal. Within five working days of receipt of the written grievance, the principal shall meet with the teacher to attempt to resolve the grievance. The principal shall give his written answer to the teacher within five working days of this meeting.

3. If the grievance is not settled in Step 2, the teacher may present their grievance to the superintendent or his designee no later than five working days after the teacher has received the principal's written decision. Within five working days of receipt of the written grievance, the superintendent or his designee shall meet with the teacher to attempt to resolve the grievance. The superintendent or his designee shall give his written answer to the teacher within five working days of this meeting.
4. If the grievance is not settled in Step 3, the teacher may request a hearing by an acceptable third party as agreed to by the education association and the superintendent. Within ten working days after the appointment of the third party, he or she shall examine the allegation as it applies to the most recent agreement and submit his or her written recommendation to the education association and the school board. The third part decision shall be limited to the agreement only with no discretionary power as to past board policy or other implied services other than the agreement. The third part decision shall be advisory.
5. The school board, on the date of its next regularly scheduled meeting, shall review the decision of the third party. An allegation submitted less than ten working days prior to a school board meeting will be initially considered on the date of the following regular school board meeting. The school board may affirm or reverse the third party's decision.

### **General Provisions:**

- A. **Written Grievance:** The written grievance shall be completed on a form provided by the school board which shall give a clear and concise statement of the alleged grievance including the school board which shall give a clear and concise statement of the alleged grievance including the signature of the grievant, the facts upon which the grievance is based, the issues involved, the contract provision involved, and the relief being sought.
- B. **Time Limit:** Unless the specified time limits of the grievance procedures are extended by mutual consent, the grievance is barred. A grievance will be considered denied if not answered within the allotted time and may be processed through the next step of the procedure.
- C. **Grievance Processing:** Except as otherwise expressly permitted or agreed to by the administration, it is understood that the investigation and processing of grievances shall be transmitted outside of the teacher's normal teaching hours. It is further understood that such processing of grievances shall not interfere with normal school operation, nor involve members of the teaching staff during times of normal teaching assignments.
- D. **Unresolved Grievance Time Limits:** If a grievance is unresolved at the end of the school term, the time limits will be applied as if school were in session.
- E. **Association Participation:** The association may participate in the grievance, if requested by the grievant, beginning at Step 2 of the procedure.
- F. **Grievance Procedure:** The Grievance Procedure may be rescinded by either party upon a sixty-day notification prior to the date of cancellation. Any grievance in process shall be completed under the rules of procedure.

### **LESSONS PLANS**

#### **Effective planning = Effective learning**

The school district has subscribed to Planbook, all teachers are expected to use Planbook for lesson plans and to share those plans with the principal on a weekly basis.

For instruction to be effective, advanced planning must be done. All lesson plans should be clear and contain adequate instruction for a substitute to follow without question. Plans must contain

the assignment name, the lesson strategy, an explanation of formal and informal assessment, priority standards addressed, an “I Can” statement, all page numbers and a plan for remediation and differentiation. Weekly lesson plans must be posted in Planbook by 3:30pm on Friday, for the following week. **NO EXCEPTIONS, PLEASE!** Lesson Plans are needed when we have substitute teachers come to our school.

**REMEMBER, YOU ARE RESPONSIBLE FOR YOUR STUDENTS LEARNING EVEN WHEN A SUBSTITUTE IS IN YOUR CLASSROOM.**

### **LINE OF AUTHORITY**

Teachers shall be directly responsible to the principal of their respective buildings. They shall promptly and consistently carry out the instructions of their principal and the superintendent. If a teacher must speak to the superintendent or School Board, the said teacher must discuss their concern with the building principal. Gossip and negative discussion of other personnel, and students have no place in an educational institution.

### **LUNCH SCHEDULE**

Lunch duty will be as scheduled for each teacher on a rotating basis. Staff who are scheduled for lunch duty will receive lunch at no cost during the school term. A schedule will be developed by each building principal.

### **MAILBOXES**

Each teacher has a mailbox. The high school teachers’ mailboxes are in the school office and the elementary teachers’ mailboxes are in the teachers’ lounge. Please check for mail and notices each day.

### **MEETINGS**

All teachers are expected to attend all faculty, IEP, and other scheduled meetings. Teachers must remain for the entire meeting unless previous arrangements were made with the principal or superintendent. If unforeseen interruptions are unavoidable, call your supervisor to explain your delay and come as soon as possible. Regular district employee meetings will be held with the time to be announced. There will be both High School and Elementary staff meetings as needed. If you cannot attend or leave the meeting early, you must turn in a leave slip for the time you will miss. Remember, your input at staff meetings is important!

### **PARENT-TEACHER CONFERENCES**

Regularly scheduled conferences will be held at the end of the first and third quarters. If you or a parent wishes to schedule a conference at some other time because of a scholastic problem or poor classroom behavior, do so when you are not scheduled to be in class, either during your prep period, before schools starts in the morning, or after school. Include the principal in any special conference. Teachers will attempt to contact 100% of parents or guardians either in person or by phone.

## **PERSONAL LEAVE**

Personal leave must be approved in advance by the administration on a case-by-case basis per administration. Absences during the final week of the school year will not be approved.

## **PERSONNEL RECORDS**

Personnel folders shall be maintained in the district administration office (Superintendent's office) and shall be made available during school hours for review by members of the public under the following procedures:

1. The person making the request to see the personnel file of any employee shall make the request to the superintendent.
2. The superintendent shall make an appointment for the person to see the file within two business days after receiving the request.
3. The superintendent or other designated administrator shall be present during the review of the file.
4. Only one person or set of parents is to review the file at a time.
5. The employee will be notified that the file will be reviewed or has been reviewed.
6. The employee will receive a copy or be notified if anything is copied from the file.
7. The superintendent may seek legal advice on matters pertaining to the review.
8. Records of medical treatment or use of employee assistance programs are not part of the personnel records and shall not be released without the written consent of the employee.
9. Each employee shall have the right, upon request, to review his or her own personnel file, and to request an administrative review of the material in the file.
10. An attempt will be made to contact authors of confidential pre-employment references to inform them of the North Dakota Open Records Law. Reference materials will be returned only upon request of the author.

## **PHONES**

Telephones have been installed in each room. Long distance is available from each phone. Staff will be responsible for phone use from their phone. Students are to use phones only in case of an emergency. During school hours staff cellphones should be kept on silent and only used for educational purposes. Inappropriate use of cellphones will result in a formal reprimand.

## **PROFESSIONAL GROWTH**

It is the policy of the Selfridge Public School District #8 to encourage the professional development of both the certified as well as the non-certified staff. Whenever possible, staff development opportunities will be provided at the Selfridge School or at a location as close to the school as possible.

Certified and non-certified staff will be provided with professional development time during the school term as the opportunities arise to attend appropriate workshops or classes with the administration's approval.

All certified staff must acquire at least 6 semester hours of college coursework every five years. As stated in the negotiated agreement: “Courses must be related to the teacher’s major or minor areas currently being utilized by the Selfridge Public School District by that teacher, or a Master’s Program in their related field.”

The Central Regional Education Association (CREA), offers a Cafeteria Plan to accumulate the necessary hours for graduate continuing education credits offered from Valley City State University (VCSU) during the fall, spring, or summer semesters. (Up to 4 credits maximum in a 12 month period.) A total of 15 hours direct instruction must be completed for each graduate credit. Verification forms can be provided by your principal.

At least two days will be included in the annual school calendar for staff development. Whenever possible, Title I, Title II, Title IV, and other federal funds and/or local funds will be used to support the in-service training.

## **PURCHASING PROCEDURES**

1. All purchases for the school are to be approved by the superintendent or designee.
2. Staff members are to fill out requisitions in full for the materials to be purchased. (Check the Forms folder on the data server). Make sure all the necessary information is completed especially; the address, page # and cost.
3. The appropriate principal will review the request. If acceptable, the principal will initial the requisition and transmit it to the Superintendent for final approval and signature *in advance of purchase*.
4. Upon approval, the business manager will assign a purchase order (PO) number to the requisition and return it to the requestor.
5. The requestor completes a Selfridge PO (Check the Forms folder on the data server) and places the order. Then returns the completed order with the requisition to the business manager.
6. When the order is received, the person that placed the order is responsible for verifying the completeness of the order. Indicate on the packing slip that the quantity and items are correct, initial the packing list and return to the business manager.

Any obligation of district funds without utilization of a purchase order shall become the financial responsibility of the person having obligated the monies.

## **RECORD BOOK AND REPORT CARDS**

You must have enough grades in your record book to support the grade percentages on students' report cards. Progress reports are due at the beginning of the fifth week of each quarter for all students. **All teachers will communicate with parents as the need arises.** Also, it is important that we contact parents when students do something positive. Grades should be updated regularly (weekly) so students and parents know how the student is progressing.

Unless a student's grade is modified by an IEP, the grading system for grades 3-6 will use the traditional grading system, (see elementary handbook) and grades 7 through 12 are based on the following scale:

A	93% to 100%	Excellent
B	86% to 92%	Above Average
C	77% to 85%	Average
D	70% to 76%	Below Average
F	66% or below	Unsatisfactory

The grading for grade K through 2 is based on the following grading scale:

S+	90% to 100%	Above Average
S	80% to 89%	Average
S-	70% to 79%	Below Average
N	0% to 69%	Needs to improve
I		Improving but progress is slow

## **ROOM AND EQUIPMENT**

Teachers shall be responsible for the proper care of all school property and equipment, and they shall instill in their students a healthy respect for property and equipment.

It is also your responsibility to keep your classroom neat, clean, and appropriately arranged for maximum student benefit. Lock your door when out of your classroom during the school day. Before leaving your room for the day, close and latch all windows, doors, and turn off the lights.

## **SANITARY CLEANUP AND DISPOSAL**

### **Universal Precautions:**

Hygienic procedures should be practiced by all school personnel when disposing of human secretions and excretions including blood, feces, semen, urine, and vomit since they may contain infectious agents capable of spreading disease.

The steps listed below should be followed in all such cleanup situations since carriers of infectious or contagious diseases are often undetected. The procedures are not intended to replace common sense principles of health and hygiene.

1. Wear disposable gloves when cleaning up blood. Gloves may be used for aesthetic reasons when cleaning up other spills. Individuals with non-intact skin (dermatitis, chapped hands, cuts, abrasions) should use gloves when handling all body fluids.
2. Sprinkle the spill with powdered, absorbent chlorine powder as soon as possible.
3. Wipe up the spill with disposable paper towels or rags, or with a scoop and brush.
4. Clean the surface with a cleaning agent appropriate for the surface to be cleaned.
5. Spray the surface with a hospital grade disinfectant labeled "tuberculocidal".
6. If assisting a person with a bloody nose or wound, disposable gloves should be worn, and the blood should be removed with disposable paper towels, gauze, or rags. The exposed skin should be cleaned with an appropriate antiseptic (alcohol, iodine, etc.) and a leak-proof dressing applied if appropriate.
7. Scoops or implements to be reused should be washed and sprayed with disinfectant. After use, the cleansing materials, gloves, and soiled diapers should be secured in plastic bags and disposed of in a specifically designated sanitary disposal site.
8. When changing diapers, disposable gloves will be used. After use, the cleansing materials, gloves, and soiled diapers will be secured in plastic bags, tied, and disposed of in a sanitary disposal site.
9. Soiled clothing or personal items will be bagged and sent home with the child, not cleaned or rinsed at the school.

10. Using the following procedures, wash hands immediately after completing the cleaning and disinfecting process:
  - a. Wet hand and apply antiseptic soap.
  - b. Rub hands together vigorously for at least 15 to 30 seconds, paying particular attention to fingertips, nails, and jewelry.

### **SCHOOL ACTIVITIES**

Faculty members or others sponsoring an activity to be held in the school are responsible for cleaning up after the activity. It is important for faculty to be present as much as possible during school activities. This presence shows parents and community members that we do care about the total education of students.

### **STAFF CONDUCT**

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state as these affect their work and the regulations designed to implement them. Since the realization of district goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the board and regulations of the school administration.
3. Diligence in submitting required reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are always under proper supervision.
6. Blue jeans can only be worn on the last day of the school week. Jeans should be clean and free of holes.
7. Hats and hoods are not permitted for staff members during the school day.

PROFESSIONAL EDUCATORS SHOULD AT ALL TIMES SERVE AS POSITIVE ROLE MODELS FOR STUDENTS.

### **STUDENT ABSENCES AND TARDIES**

Record absences and tardies in Power School at the beginning of each day, after lunch at the elementary, and at the beginning of each period at the high school. At the beginning of each school day report any student absences to the appropriate principal/office.

### **STUDENT HANDBOOK**

All teachers are responsible for enforcing student behavior expectations outlined in the "Student Handbook". Please read this handbook and refer to it regularly.

Please remember that all students are to be supervised from the time they arrive until they leave. Any teacher or coach sponsoring an out-of-school activity should be the last one out of the building and the first one in the building.

## SUPERVISION AND EVALUATIONS

Supervision is a continuing process in which the teacher and supervisor cooperatively identify major strengths and weaknesses in the teacher's effectiveness as a professional educator. The objective of supervision is to evaluate teaching performance, improve teaching performance, encourage professional growth, promote positive behavior, and to facilitate attainment of district goals and objectives in order to benefit the students. Evaluation will be by board policy and conducted on all full-time teachers during the school term by qualified administration. The administration and representatives of the teachers' association will determine the type of evaluation instrument to be used. The evaluation is to be completed by April 15<sup>th</sup>.

## STAFF REDUCTION-IN-FORCE POLICY

**Descriptor Code: DBH**

The School Board shall have the sole right to determine the necessity for and scope of a reduction-in-force for reasons including, but not limited to, lack of funds, uncertainty of funds, declining enrollment, or other reasons of necessity.

If a decision is made to reduce the teaching staff, any teacher affected thereby shall be given such notice as may be required by law.

The selection of the teacher(s) to be nonrenewal because of reduction-in-force shall be made in accordance with the following criteria:

1. Attrition, including retirements and resignations, shall be relied on to the extent possible
2. When attrition is not sufficient to alleviate the necessity for reduction-in-force, then the policy of this district shall be to retain those teachers with the greatest adaptability to meet the present and future staffing and educational needs of the district
3. When two teachers within the same area of licensure are deemed to be of equal adaptability to meet the present and future staffing needs of the district, then the teacher with the superior academic and professional preparation, beyond minimum licensure requirements in his or her field, shall be retained
4. When two teachers are deemed to be equal adaptability and have equal academic and professional preparation within their teaching fields, then the teacher who has taught in this district for the greater period of time shall be retained.

**[Any teacher who is nonrenewal under the provisions of this policy may request and shall be given consideration for teaching vacancies for which said teacher is qualified and which occur within nine (9) months after receipt of written notice of the nonrenewal decision. It shall be the sole responsibility of said teacher to provide the district with a current address. Any teacher who is offered re-employment hereunder and fails to accept the same within fifteen (15) days after it is offered shall be deemed to have rejected said offer.]**

Legal Ref: NDCC Ch. 15.1-15 Contracts of Teachers and Administrators

## SUPERVISION OF STUDENTS

Teachers are responsible for the supervision of their classes **at all times** during the school day. Students are not to be left alone in the classroom at any time. If it is necessary for you to leave the classroom, ask the teacher next door to assist in supervision of your class or call the office and ask for someone to come to the classroom.

It is the responsibility of teachers to be in the hallway to supervise the behavior of students during class changes. Each teacher must share in this responsibility and not allow individuals to become noisy or to litter the halls. It is important that teachers are visible before and after school and between class periods in the hallways.

### **SUPPLIES**

According to the Professional Negotiations Agreement (2011-2012), \$150 per certified staff member in grades K-12 will be budgeted per school term to be used at the staff's discretion for incidental classroom materials. No bills will exceed \$150. Separate receipts for classroom supplies will be turned in within 10 working days. In this case, Purchase Order numbers (PO#) may be assigned after the fact. If you use your entire \$150 budget you may not borrow from another person's budget.

Some general supplies are stored in a central location. If you need supplies, plan in advance. Ask your building administrator or email your request to the business manager and your request will be filled as time permits.

### **TOBACCO PRODUCTS**

State law prohibits use of tobacco products in school buildings or on school property during school hours. Use of tobacco products in school buildings is prohibited at all times.

### **TEACHER ABSENTEE REPORTS**

You must complete a Teacher Absentee Form whenever you are not in the building, whether it is for sick leave, personal leave, or professional leave. A form must be completed and returned to the principal even if a substitute teacher was not hired.

### **HEALTH & SAFETY WAIVER:**

Health and Safety: The health and safety of students and staff is of the utmost importance to the Selfridge Public School District. All North Dakota Department of Health, the Center for Disease Control, and other federal and state guidelines associated with COVID-19 and other communicable diseases are to be considered by both the District and students/families entering the 2020-2021 school year. The District is committed to adhering to the ND K-12 Smart Restart Guidelines, the District's Health and Safety Plan, and all other federal and state guidelines to ensure a healthy and safe school year. The District asks families, students, and staff to monitor symptoms at home and ensure that no one attends school when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol). Policies like this encourage and support individuals staying home when sick in order to prevent the transmission of COVID-19 and other illnesses including the flu. Adhering to this policy helps the District to keep the school open. No individual may attend school or participate in an extracurricular activity if he or she is exhibiting COVID-19 symptoms; has received a positive COVID-19 test within 5 days of school or the extracurricular event *and* has not been fever-free for 24 hours without the use of fever-reducing medications; or has been exposed to an individual who has tested positive for COVID-19 within 5 days of school or the extracurricular event. All individuals must wear a face mask for 5 days upon returning to school. All individuals attend and participate in school and extracurricular activities voluntarily and at their own risk.

Students, families, and staff are asked to review, understand, and agree to adhere to this policy, the regulations, expectations, and any penalties that may be contained in Selfridge School District policies for failing to adhere to all District policies. Through this policy, students, families, and staff have been informed of the contagious nature of COVID-19 and voluntarily assume the risk (and accept sole responsibility for any injury or illness) that they may be exposed to or infected by COVID-19 or a communicable disease by attending school or participating in an extracurricular activity, and that such exposure or infection may result in personal injury, illness, permanent disability, and even death. Through receipt of this policy (and a signature of acceptance of this handbook), each individual releases, provides a covenant not to sue, discharges, and holds harmless the Selfridge Public School District, its employees, agents, volunteers, and representatives (“District Releases”), of and from any claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to COVID-19 and any actions, omissions, or negligence of District Releases, whether a COVID-19 infection occurs before, during, or after attendance or participation in school or an extracurricular event.

**If a lice infestation were to occur, the proper procedures would be followed:**

1. A child cannot be sent home from school for head lice, and once affected, students are only excused for one day.
2. If a staff member suspects a child has lice, it should be reported to the administration. The child's teacher will then contact the parents to make them aware.
3. Discussions about a student's health must remain confidential, in accordance with FERPA regulations, and should only be shared with a supervisor.
4. Each situation may be handled differently based on individual, confidential factors.

**Selfridge Public School District #8  
Non-Certified Staff Policy and Benefit Schedule**

**Definitions**

Full-time (F-T) employees are those working 12 months a year and 7 hours per day. Must work a minimum of 160 hours from the end of one school term to the beginning of the next school term and the hours must be approved by supervisor. The contract period is the fiscal year, July 1 through June 30 of each year.

**Employment Policies for Non-Certified Employees**

1. All hourly employees shall be responsible for maintaining accurate time sheets.
2. Each employee is responsible for reporting to the Business Manager any days authorized as paid time off (PTO) which includes sick leave, bereavement leave, personal leave or vacation leave, and PTO must be noted on the time sheet at the time of leaving work or returning to work after the absence. Employees must complete a Leave Request form and return to the Business Manager before payment will be made for days used as paid leave.
3. Employees are not to write their, in or out time on their time cards without prior approval from building administration.

4. Employees coming to the school to unlock the door for deliveries will receive .5 hour of pay for up to 30 minutes. If a person is at the school for over 30 minutes the employee will be paid for an hour.
5. Only one employee will be paid to unlock the door, unless there is freight to be unloaded and then two employees will be paid.

**Fringe Benefits for Non-Certified Employees**

The following fringe benefits will be granted to non-certified employees of the Selfridge School District:

**Paid Leave (Policy Code DAGB)**

**9 Month Employees**

**PTO**

PTO is accumulative to 20 days for all 9-month employees in these categories.

0 – 1 year	5 days
1 – 5 years	7 days
6 – 10 years	10 days
11 – 15 years	12 days
16 – 20 years	15 days
21 – 25 years	20 days
25 + years	25 days

**12 Month Employees**

**PTO**

PTO is accumulative to 30 days for all 12-month employees in these categories.

0 – 15 years	20 days
16 + years	24 days

PTO is not to be paid out until the employee exceeds the accumulated total of 20/30 days.

PTO may not be used until the employee has earned it. PTO is accrued based on the hours worked by each individual employee per pay period. See Paid Leave allotments above. Notification of intent to use paid leave must be given to the Superintendent at least two days prior to the absence unless the employee is sick.

**Volunteer Fire and Ambulance**

Staff members called for volunteer service to local fire or ambulance services are able to clock out without using personal (PTO) time.

**Holidays (Policy Code DAFD)**

The following days shall be considered legal holidays and all 9-month employees shall be paid for the following days when the holiday occurs during their employment dates:

Labor Day, Veterans’ Day, Thanksgiving, Christmas, New Year’s Day, and Good Friday.

All F-T 12-month employees will be paid for the above listed holidays and also Memorial Day and July 4<sup>th</sup>.

If one of these holidays falls on a weekend, the employee will observe the “recognized holiday” – either a Monday or a Friday. Holiday hours will be set at the discretion of the Supervisor.

**Health Insurance (Policy Code DAFC)**

Each eligible non-certified staff will receive a single health insurance premium or an annuity amount equal to a single health insurance premium.

Policy Adopted: 7-14-2009 Policy Amended: 7-11-2012

This form is to be signed by each staff member and Selfridge Public School District #8 before starting the first day of school. This is acknowledgement that the staff handbook has been read and reviewed.

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**STAFF  
ACKNOWLEDGMENT OF HANDBOOK FORM**

This is to certify that I, \_\_\_\_\_, a staff member of Selfridge Public School District #8, have read and understand all the school rules and policies as explained in the Selfridge Public School Staff Handbook. I am aware that there are consequences should I choose to violate the rules or policies of said handbook.

\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
(Date)

Selfridge Public School Student Behavior Management Process

