

Hettinger Public School

Faculty Handbook

2023-2024



MISSION



Challenge all to meet academic and life goals while inspiring lifelong learning.

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Hettinger Public School

2023 - 2024 School Calendar

School Day 8:05 - 3:23

- Professional Development
- Holiday
- Parent / Teacher Conferences
- Flex Schedule 8:05-12:35

Approved 02/15/2023

8 August 2023 0						
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		

- 16-17/21 Teacher Professional Development
- 17 OPEN HOUSE 8:00-9:30
- 22 FIRST DAY OF SCHOOL

18 September 2023 1						
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

- 4 No School - Labor Day
- 15 Flex Day
- 21 Parent Teachers Conferences
- 22 No School
- 25-29 Homecoming Week

19 October 2023 2						
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				

- 6 No School
- 13 Flex Day
- 20 End Quarter 1
- 19 No School - Teachers Convention
- 20 No School - Teachers Convention
- 27 Flex Day

16 November 2023 2						
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		

- 3 Flex Day
- 10 No School/Veterans Day
- 17 Flex Day
- 22-24 No School - Thanksgiving

13 December 2023 1						
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						

- 8 No School
- 15 Flex Day
- 21 End Quarter 2 / Semester 1
- Holiday Break 12/22/23-1/2/24

20 January 2024 0						
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			

- 2 School Resumes
- 5 No School
- 15 No School/MLK Day

17 February 2024 2						
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		

- 2 Flex Day
- 9 Teach Professional Development
- 16 Flex Day
- 19 No School/President's Day
- 29 Parent Teacher Conferences

16 March 2024 2						
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 End Quarter 3/No School
- 8 Flex Day
- 15 No School
- 22 Flex Day
- 29 No School - Good Friday

18 April 2024 2						
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 - Easter Monday
- 12 Flex Day
- 19 No School
- 26 Flex Day

10 May 2024 1						
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	

- 3 No School
- 10 Flex Day
- 17 End Quarter 4 / Semester 2
- 16 LAST DAY OF SCHOOL
- 17 Snow Day
- 19 Graduation

Instructional Time	
153	Full Instruction Days
1099	Full Instructional Hours
13	Flex Days
56.29	Flex Hours
1155	Total Instructional Hours

STAFF ABSENCE FROM SCHOOL

If it is necessary for a teacher to be absent from school, the principal should be notified not later than 7:00 a.m. on the day absence occurs; **or as soon as possible**. If your administrator can't be reached, call the other. If neither can be reached, call your school secretary as soon as possible.

Mr. Seamands-Jr. High and High School

(701) 928-0391

Mr. Erickson-Elementary School

(701)206-0681

Kira Henderson – School Secretary

(701)567-4502

FAMILY AND MEDICAL LEAVE REGULATIONS

Procedure to Request Leave

Foreseeable FMLA leave shall be requested 30 days in advance.¹ If 30 days' notice is not practicable, the employee shall provide notice as soon as possible. An employee shall at least provide verbal notice of leave to the **principal**. Requests for foreseeable FMLA leave should be made in writing and include the reason for the leave, anticipated duration, and anticipated commencement date.

Request for Medical & Qualifying Exigency Certification

When requested, medical or qualifying exigency certification shall be provided in accordance with law (29 CFR 825.305-825.310). Failure to provide certification or adequate certification may result in delaying or denying an employee's leave request. Medical certification must contain all components in 29 CFR 825.306, 825.309, or 825.310.

Intermittent or Reduced-Leave Requests

- The Board limits leave increments to one-hour periods of time.
- An employee should follow the regular notice procedures when requesting an intermittent or reduced-hour leave. If the leave is taken because of the birth or placement of a child, leave may be taken intermittently or on a reduced schedule only if the Superintendent agrees.

Response to Leave Request

Response to leave requests will be made in accordance with 29 CFR 825.300. When applicable, the District will require fitness-for-duty documentation certifying that an employee is able to perform essential job functions as a condition of returning to work. The District shall provide notice of this requirement to employees in accordance with law.

Posting and Notice to Employees

Building principals shall post a notice explaining the FMLA's provisions in a location where it can be readily seen by employees and applicants for employment. The FMLA Fact Sheet, published by the Department of Labor, Wage and Hours Division, shall be incorporated into any employee handbook or provided to employees. (29 C.F.R. 825.300)

Recordkeeping

The Superintendent shall ensure that records are kept according to the requirements contained in law. (29 C.F.R. 825.500)

CHAIN OF COMMAND

All requests from personnel for travel, leave, purchases, scheduled changes, special permissions, etc. should go to building level administrator (Principal) **FIRST** for approval. If you have an issue with a fellow staff member, address it with them directly before bringing it to administration or taking it to the lounge. Be professional. If you should have a question about or a problem with an administrator please address it directly with them before taking it to the superintendent. If an issue can't be worked out with the superintendent directly, then the school board president should be notified.

¹ See 29 CFR 825.302

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions

- The Hettinger School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.
- It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate or harass against another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.
- The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

Complainant is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.

Disability is defined in accordance with NDCC 14-02.4-02 (5).

Discrimination means failure to treat an individual, equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.

Employee is defined in accordance with NDCC 14-02.4-02 (7).

Harassment is a specific type of discrimination based on a protected status. It occurs under the following conditions:

For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.

Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.

Sexual harassment is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:

- It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
- It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile environment is created when submission to unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- *Sexual harassment examples* include:
 1. Sexual or "dirty" jokes;
 2. Sexual advances;
 3. Pressure for sexual favors;
 4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 5. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 6. Graffiti of a sexual nature;
 7. Sexual gestures;
 8. Touching oneself sexually or talking about one's sexual activity in front of others;
 9. Spreading rumors about or rating other's sexual activity or performance;
 10. Remarks about an individual's sexual orientation; and
 11. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;

Title II of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.

Title IX is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Complaint Filing Procedure: The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

Confidentiality: An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the

open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients: If any District employee receives a discrimination or harassment complaint, the employee shall forward it to the appropriate grievance coordinator. All District employees must receive training on their reporting duties.

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

Grievance Coordinators

- The Title IX Coordinator's responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Superintendent, as the Title IX Coordinator. He/She may be contacted at: 209 8th St S. Hettinger, ND 58639 or (701) 567- 5315.
- The 504/Title II Coordinator's responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Secondary Principal as the 504/Title II Coordinator. He/She may be contacted at 209 8th St S. Hettinger, ND 58639 or (701) 567-4502.
- The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates the Superintendent as the Nondiscrimination Coordinator. He/She may be contacted at 209 8th St S. Hettinger, ND 58639 or (701) 567-5315.
- The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include (1) the definition of discrimination, harassment, and retaliation; (2) the handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and (3) the applicability of confidentiality requirements.

INSTRUCTION

Academic Freedom – Like freedom in general, academic freedom implies corresponding duties and responsibilities. It does not, for instance, give any teacher the right to ignore provisions set forth in the course of study adopted by the school or to circumvent school instructions. If changes in the course of study are desirable for the improvement of teaching efficiency, the teacher is free to offer other suggestions to the administration. If the suggested changes are approved, there may be a deviation

from the established course of study. Academic freedom does not give a teacher the right to impose upon students his/her personal opinion on such controversial subjects as politics, sex, birth control and religion, or to discredit in the presence of students, either directly or indirectly, the politics adopted by duly constituted school authority or by the principal for the administration of the school. Nor does academic freedom give teacher the right to suggest to students, much less to encourage, activities contrary to basic school policy. The teacher is free, at any mutually convenient time, to discuss school policies with the school administration. Teachers should focus their time on the subject being taught and keep discussions relevant to the subject area.

Internet Use – Teachers and staff are expected to read, understand, and comply with the Hettinger Public School District Acceptable Use Agreement.

Lesson Plans – Lesson Plans should be done weekly include either ND benchmarks **or other district approved benchmarks**. Lesson plans for K-12 staff must be made available/accessible to administration and shared with title and special education teachers through PlanbookEdu.com. Lesson plans are to be online by Monday morning. Learning objectives should be on the board.

Assignments – The daily assignment, well planned, definitely given, and carefully checked is an important part of effective teaching. According to the Falvo case and ruling on FERPA (2002), students are allowed to correct their own or other students work. However, to maintain a clear level of confidentiality, grades are not to be reported orally or posted by student name. The student should spend an appropriate amount of time in study outside the class period. Homework should be work students can do independently and have already practiced in the class. A well-prepared teacher seldom has disciplinary problems.

Grading – All K-12 teachers are expected to use the Hettinger Public School adopted grading scale. The grading scale, grade point average, and class ranking information are contained in HSB policy GCBA. All teachers in grades 1-12 are expected to use PowerSchool. Semester exams should not be more than 20% of semester grades. Quarter grades should be based on a variety and a quantity of assessments (daily work, projects, quizzes, test, etc.)

Feedback - Targeted, classroom evaluation has powerful direct and indirect impacts, which may be positive or negative, and thus deserves very thoughtful planning and implementation (Crooks, 1988). An essential rule of feedback is to link it to learning objectives; utilize formative feedback as direct and specific guidance for students. Written feedback that gives direct and specific guidance on how to improve is most effective. The timing of feedback depends upon the complexity of the task; complex tasks should have formative evaluation throughout the process (Goodwin, 2012).

Report Cards – Teachers will post their grades to PowerSchool on a **regular basis** since students and parents have access to PowerSchool. All progress reports and report cards will be pulled from PowerSchool. It is the responsibility of the teacher to make sure all final grades are entered prior to the deadlines set by the administrators.

Interim Assessments- NWEA Growth Assessments will be given once a school year. Teachers are expected to use both formative and summative results to develop learning strategies for both intervention and acceleration. Elementary teachers will also utilize **Acadience Data Management**, IXL, I-Station and classroom pre- and post-evaluations to assist them in creating differentiated learning opportunities.

Study Hall/Library – Study halls and the library are meant to be a time and place for quiet study and work. Junior High and High School study hall rules are printed in the student handbook. Teachers should maintain these rules as a minimum for behavior guidelines. Students on the “No Privilege List”

are not allowed to leave study hall unless they have a pre-signed pass from the teacher and the principal.

PROFESSIONAL RESPONSIBILITIES

Dress – Teaching is recognized as a profession, teachers should dress professionally; it is understood that teachers must wear suitable clothing for protection and safety at times. Teachers should dress with their own individual flair, however remember you are role models for their students and should be aware of how their dress and grooming affect the individual students. Shirts should cover shoulders, back, and midriff. Jeans are acceptable if participating in “*Jeans for Charity*” on Fridays or other designated days. Its important teachers follow the dress guidelines to set an example for the students. Teachers are also responsible for monitoring student dress guidelines and letting the principal of the building know when a student is not dress appropriately.

Evaluation – All staff members will be evaluated on a regular basis. Following the guidelines in this handbook and school policy is part of the regular staff evaluation. Since the 2015-2016 schoolyear the Marshall 6 domains have been used for teacher evaluations.

Faculty Meetings – Faculty meetings will normally be held at 7:30 a.m. every other Wednesday or as deemed necessary. Changes in this schedule will be posted on Microsoft Teams, PinkNotes and via email. All certified staff members are expected to attend. When possible, an announcement of such meetings will appear on the daily announcements. If you cannot make the meeting because of an emergency, please approve the absence with the principal in advance.

Prep Period – During prep time, a teacher may be asked in cases of emergency to substitute for another faculty member. This period is as much a part of the teacher’s schedule as is a class or study hall period and calls for the same responsibility level as does any other time in his/her schedule. Prep period should be used to plan and prepare for teaching. The teacher is **NOT “free”** to leave the building at will during his/her preparation unless there is a sufficient reason and he/she has made arrangements ahead of time with the principal or superintendent. Elementary teachers get paid extra for the prep time that they lost while being a substitute, not for the half or whole day they substitute.

Maintaining Professionalism – In order for the profession of teaching to garner the respect that it deserves, there are certain standards of behavior that we as professionals may expect from one another. As a group and as individuals it is our responsibility to uphold these standards as minimums of professional behavior. The following are expectations:

- Help students and each other to accomplish goals
- Do no harm
- Create a solution
- Fulfill administrative requests on time
- Respect the needs of others
- Maintain confidentiality. Discuss student and personnel issues when necessary, in appropriate places with appropriate personnel. **Do not gossip! Honor the Absent!**
- Follow chain of command-talk to person you have concern with
- Show tolerance of individuals beliefs
- Read, understand, and enforce the student handbook
- Teach and actively use reading and writing across the curriculum
- Teach and actively use math skill across the curriculum
- Never leave students unsupervised
- Supervise your own children when they are with you before and after the school day. They may use the playground after the buses have left.

- **Communicate with each other.** Don't assume someone has heard the changes or news. There will be fewer misunderstandings and less hurt feelings when we all practice being better communicators.
- **Be motivated about change.** Find the positive.

Substitute Folder – Each teacher should prepare a substitute folder to be kept in an obvious place in or near the teacher's desk. It should contain:

- Seating chart
- Daily program
- All schedules (fire drill procedures, etc., as appropriate)
- Professional Staff Handbook
- Plans for the day if you know you will be absent (these would be in addition to your regular plan book)
- Attendance and lunch count procedures and computer access code if taken in your classroom.

Travel Reimbursement Rates – The Hettinger School Board has adopted the following travel allowance schedule. This applies to all school personnel. A travel reimbursement form must be completed and submitted for approval. When reserving rooms use direct billing whenever possible and provide the hotel/motel with our **Tax Exempt Number (E-5106)**. In order to be reimbursed, school personnel must stay overnight.

Motel	Current rate + tax
Meals	
- Breakfast	\$ 7.00
- Lunch	\$ 10.50
- Dinner	\$ 17.50
Total for Day	\$ 35.00
Mileage	\$0.585

Work Day - The workday for instructional staff in the Hettinger School District will be eight hours long. Beginning and ending time will be determined to meet flexibility needs of the district. On Fridays, the day before a holiday break, or days of staff meetings, teachers may leave at 3:30 with Principal approval. All teachers other than part time are expected to work a full workday. This may include any combination of classes and study hall or other duty assignments. In addition, staff members are required to attend parent-teacher conferences, staff meetings, or other meetings for purposes which include but are not limited to IEP planning, curriculum development, or department meetings after school or in the evening. The superintendent, as necessary may assign other duties. The School board will be the final authority regarding the equitable distribution of work among the staff. Salary will not be dependent on the workload.

Teachers are to be available to students, parents, other teachers, and the principal from a minimum of 7:45 A.M. to 3:45 P.M. daily. IEP meetings, curriculum meetings, and other work-related meetings are also part of the professional work day and teachers are expected to attend. Every attempt will be made by the principal to keep these as short as possible.

Web Sites-All teachers are expected to update their web page(s) each fall during the first weeks of school and keep them updated throughout the school year. Teachers need to seek assistance if they are unable to update their web pages due to some type of technical concern.

STUDENTS

Student Attendance – K-6 teachers are responsible for taking attendance in PowerSchool for both

morning and afternoon (after lunch recess). If students are absent at other times of the day and they

are not on the daily absentee report, it should be reported to the office immediately. 7-12 teachers are required to take attendance on a “period by period” basis and submit it to the office using PowerSchool. In the morning, all teachers K-12 should post **accurate** lunch counts for their homerooms via PowerSchool by 8:30 a.m. for quantity planning.

Tardies – When students arrive after the bell has rung without a pass from the office or another teacher, that student is considered tardy and should be reported in Powerschool. Students receiving more than three tardies in a quarter will be subject to discipline. K-6 students repeated tardies will need to make up the time missed and their parents will be called regarding the tardy.

Discipline Policy

K-6 staff it is recommended that contact is made with the parent before referring a student to the principal for most discipline offenses. In the event of a major infraction or teacher disrespect, the student should be referred directly to the building principal.

7-12 staff is required to maintain standard discipline in their classroom. If the student discipline problem is a habitual one, the teacher is expected to contact the parent or guardian to discuss the behavior and to properly document the behavior. If the student behavior rises to the level of referral immediately or did not occur within any classroom setting (before or after school/at lunch), the teacher should bring the student to the principal with an adequate explanation either written or verbal form.

Activity Trips - Plans need to be made well in advance and approved with building principal. Plans must be complete and specific including itinerary, travel arrangements, chaperones, request for substitute, and plans for meals and lodging when necessary. Busses and vans must be reserved through the activity director. It is the teacher’s responsibility to make all appropriate arrangements and keep administration informed. The administration will arrange for a sub when one is requested. When traveling with students, teachers should make every effort to have 1 chaperone for every 10 students. It is recommended that parent chaperones are included. On out of town field trips, teachers should have a signed permission slip from parents in advance of departure date. Teachers should carry copies of medical consent forms for students traveling with them and appropriate medications for those students who are required to take meds during the school day. Students on field trips are expected to follow the same discipline standards as in school. It is the teacher and chaperone’s duty to enforce these standards.

DUTIES

Care of the Building – the maintenance of the school is the responsibility of the custodial staff. A custodian is assigned to each room and is responsible for its cleaning on a regular basis. Although it is the general responsibility of the custodian to care for the building, each teacher is expected to share this responsibility by keeping his/her classroom or teaching area in acceptable condition. The teacher should have students leave desks and the floors free of waste materials daily, refrain from damaging school property, and place chairs on tables at the end of day if separate from desks. When the custodial service for a given room is not satisfactory, the teacher for that area should not complain but write concerns down. The teacher is expected to report concerns to building level administration (principal). Custodians in turn are to report to the principal any room teachers/students are creating unnecessary work. When the teacher leaves the classroom for any length of time during the day, he/she is expected to **TURN OFF THE LIGHTS** and lock the door. **Upon leaving at the end of the day, he/she must latch windows, turn off the lights and lock the classroom door.** Custodians should inspect student bathrooms daily and report to the office any damage found. Any damage found by a teacher should be reported to principal immediately.

7-12 Hall Duty – General speaking, each teacher is responsible for helping maintain order throughout the building and the school grounds. It is expected that teachers will stand in the hall by their classroom door, and when any form of misconduct occurs, will investigate and take proper disciplinary action.

Teachers should be in the halls before school (7:50 a.m. - 8:00 a.m.), during passing times and at the end of the day (3:15 p.m. - 3:25 p.m.) During the lunch hour, specific faculty members will be assigned to supervision of the building, student activities, playground and lunchroom. Other faculty members assist by supervising the lunchroom, corridor, and bathroom. Students are not to congregate in the main hallways. They should be in the lunchroom, outside, or in the designated areas (9-12 carpeted area between library and office, 7-8 entry area near pool doors between pool office and stairs). Teachers on noon duty will receive free lunch the day of duty. There will be teachers from the 7-12 level on noon duty during secondary lunch. **The lunchroom supervisor is responsible for student behavior and seeing that tables are cleaned up.** Teachers will be assigned posted positions. On the day a teacher has lunch duty, they are entitled to a free lunch in the cafeteria.

K-6 Hall Duty, Lunch Duty, and Recess Duty – K-6 teachers will work out a schedule for K-3 areas and 4-6 areas to cover hall, room duty/lunch detention duty, and bus duty for K-3 and 4-6. Teachers will do playground duty when a regular playground supervisor isn't available. They are responsible for finding a replacement if they are unable to do their scheduled duty in any area. Teachers on noon duty/recess duty will receive a free lunch the day of duty. Teachers on lunch duty are responsible for wiping the tables or assigning student(s) to wipe the tables before students leave the lunchroom. Teachers in grades K-3 and 4-6 are expected to determine guidelines and consistently follow them.

Mail Box/Pink Notes – Teachers should check their office mailbox for school announcements and other materials in the morning and afternoon. Teachers should check their Pink Notes in the morning and **again after lunch** as that is the district form of communication.

BULLYING POLICY

Definitions. For the purposes of this policy:

Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

BULLYINGNDCC 15.1-19-17

Bullying –Definition “Bullying” means:

- Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - Is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
 - Places the student in actual and reasonable fear of harm;
 - Places the student in actual or reasonable fear of damage to property of the student; or
 - Substantially disrupts the orderly operation of the public school; or
- Conduct that is received by a student while the student is in a public school , on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- Is so severe pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
 - Places the student in actual and reasonable fear of harm;
 - Places the student in actual and reasonable fear of damage to property of the student; or substantially disrupts the orderly operation of the public school.
- “Conduct” includes the use of technology or other electronic media.

Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

- *School-sanctioned activity* is defined as an activity that:
 - Is not part of the district’s curricular or extracurricular program; and
 - Is established by a sponsor to serve in the absence of a district program; and
 - Receives district support in multiple ways (i.e., not school facility use alone); and
 - Sponsors of the activity have agreed to comply with this policy; and
 - The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district’s extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Hettinger Public School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

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

- Engage in bullying;
- Engage in reprisal or retaliation against:
- A victim of bullying;
- An individual who witnesses an alleged act of bullying;
 - An individual who reports an alleged act of bullying; or
 - An individual who provides information/participates in an investigation about an alleged act of bullying.
- Knowingly file a false bullying report with the District.

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

Reporting Procedures for Alleged Policy Violations

- **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

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

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

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

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

Reporting to Law Enforcement & Others Forms of Redress: Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention:

- The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:
 - Initiate a report of an alleged violation of this policy; or
 - Receive an oral report of an alleged violation of this policy.
- The form should be completed by an administrator when s/he:
 - Initiates a report of an alleged violation of this policy; or
 - Receives an oral report of an alleged violation of this policy.
- All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.
- Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

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

- Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/ discrimination policy, including the timelines contained therein.
- In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:
 - Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*).
 - Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/ complainant be required to meet with the alleged perpetrator.
 - Interviews with any identified witnesses.
 - A review of any mitigating or extenuating circumstances.
 - Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

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

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

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

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

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

Victim Protection Strategies

- When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:
 - Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
 - Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
 - Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
 - Referral to counseling services for the victim and perpetrator.
 - Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

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

WELLNESS POLICY

District Wellness Committee

- The Board shall form a district wellness committee to develop the wellness policy and perform additional duties described. The Board encourages parents, students, school food service representatives, teachers of physical education, school health professionals, school board members, school administrators, and the public to participate in the development, implementation, and periodic review and update of the school wellness policy.
- The District Wellness Committee shall determine the best methods for these individuals and

groups to participate in meetings and shall provide information about the participation processes to others using appropriate, effective, and cost-efficient methods.

- The District Wellness Committee shall meet quarterly to develop a plan for implementing the wellness policy in each school. The implementation plan shall delineate roles, responsibilities, and timelines specific to each school and set goals and objectives in accordance with the requirements of this policy.
- The District Wellness Committee shall work with the Superintendent to evaluate each implementation plan. The Superintendent shall designate one individual per school building to ensure building-level compliance with this policy. The name of each designee must be listed in administrative regulations. Each designee shall collect, summarize, and report evaluation data to the committee.
- At least once every three years, the District Wellness Committee shall conduct an assessment of the wellness policy and comply with all reporting requirements mandated by federal law. The District Wellness Committee shall provide the assessment to the Board and disseminate it publicly on the district's website.
- The District Wellness Committee may recommend amendments to the wellness policy for board consideration, based on the results of the assessment; changes in district priorities; changes in community needs; changes in wellness goals; advances in health science, information, and technology; new federal or state guidance; or the issuance of new standards or regulations.
- Annually, the District shall disseminate the wellness policy to staff, students, parents, and the public by publication in student and staff handbooks, and publication in the district newsletter. The District shall also inform parents regarding improvements that have been made to school meals and compliance with school meal standards, the availability of child nutrition programs and how to apply; as well as the USDA [Smart Snacks in Schools](#) nutrition standards.
- The District shall retain all wellness policy records mandated by federal law.

Physical Activity

- In addition to state standards and mandates² related to physical education, the District should strive to make opportunities available for students to be physically active.
- The goals of physical activity programs must be to:
 - a. Develop students' knowledge and skills necessary to perform a variety of physical activities;
 - b. Assess, maintain and improve personal fitness;
 - c. Regularly participate in physical activity;
 - d. Understand the short- and long-term benefits of physical activity; and
 - e. Value and enjoy physical activity as an ongoing part of a healthy lifestyle.
- Students with disabilities and other special health needs may participate as fully as possible in physical education and other school physical activity programs. Teachers and other school personnel shall not withhold opportunities for physical activity (e.g., recess, physical education class) as punishment.

² <https://www.nd.gov/dpi/SchoolStaff/SafeHealthy/HealthEducation/>

Nutrition Education and Promotion: The District shall teach, model, and support healthy eating in grades K-12 through the curriculum and through other promotional methods³. The District should strive to:

- Educate teachers and other staff members responsible for nutrition education (e.g., provide training regarding the [Dietary Guidelines for Americans](#) and how to teach them);
- Identify and implement methods to educate family members about district nutrition standards and goals as well as involve them in program development and implementation.
- Integrate nutrition education into core curricula that is aligned with state standards and requirements;
- Include developmentally appropriate, culturally relevant and participatory activities in the nutrition curriculum;
- Emphasize caloric balance between food intake and physical activity
- Provide students with the knowledge and skills necessary to promote and protect their health;
- Promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes; and
- Promote healthy food and beverage choices for all students as well as encourage participation in school meal programs.

Nutrition promotion must be implemented through the use of evidence-based healthy food promotion techniques (e.g. Smarter Lunchroom techniques⁴). All foods and beverages offered to students during the school day must meet or exceed the [USDA Smart Snacks in Schools](#) nutrition standards.

The District Wellness Committee may develop a list of activities that will help the District achieve the above goals.

Other School-Sponsored Activities

- The District shall seek to promote the physical activity and nutrition goals of this policy through other activities that are practical, implementable, and within district budgetary and statutory parameters. The goals of these other activities shall reinforce the nutrition promotion, nutrition education, and/or physical activity goals set forth above. Activities implemented under this provision may be offered to students, parents, and/or district staff.
- The District Wellness Committee may develop activities and programs that will help the District achieve its goals. Such activities and programs may include before-school and after-school physical activities, active transport programs, staff wellness programs, staff professional development programs related to wellness, alternatives to using food as rewards, healthy celebration/party ideas and fundraisers, as well as community partnership programs.

Nutrition Standards

- The District shall comply with applicable nutrition standards established in federal regulations for all reimbursable meals, e.g., the National School Breakfast and Lunch program. The District shall comply with the [USDA Smart Snacks in School](#) nutrition standards for all competitive foods and beverages sold on school grounds during the school day to students, including those foods

³ <https://www.healthiergeneration.org/programs/>

⁴ <http://smarterlunchrooms.org/ideas>

and beverages provided at celebrations and parties and classroom snacks brought by staff or family members. The district shall not allow foods and beverages at a free or discounted price if those foods do not meet the [USDA's Smarter Snacks in Schools](#) nutrition standards. Non-food celebrations and rewards shall be promoted and a list of ideas made available to staff and family members.

- Foods purchased to raise funds must meet the [USDA's Smart Snacks in Schools](#) nutrition standards⁵. The district may also encourage fundraising ideas that are non-food related.

Exception to Competitive Food and Beverage Sales

- Each school year, schools within the District may hold up to three fundraisers that do not comply with federal nutrition standards for competitive food and beverage sales. The Superintendent shall develop rules for requesting and receiving approval to hold fundraisers under this exception. The fundraiser may occur during school hours, but not during school meal times.
- Standards for competitive food and beverage sales do not apply to foods and beverages sold off school grounds and foods and beverages sold on school grounds more than 30-minutes after the school day until midnight of the next school day.

Hydration Standards: To promote hydration, unflavored drinking water that is free must be made available to all students throughout the school day and throughout every school. The District shall make drinking water available where school meals are served during mealtimes.

Marketing: The District permits the marketing of food items that meet or exceed the [USDA's Smart Snacks in School](#) nutrition standards. All advertising and promotions of food items, must be approved by the Superintendent, or an individual that has been appointed by the Superintendent to make such decisions. These standards do not apply to foods and beverages sold off school grounds.

Qualifications and Training: The District must comply with any applicable hiring requirements under federal regulations for new hires in the food service program. They must also comply with the annual training requirements under federal regulations for all food service personnel.

Alcohol and Drug Abuse policy for Employees – The school has a clear responsibility to maintain an atmosphere that promotes a quality learning environment. The misuse of alcohol and other drugs by an employee may endanger the safety and well being of all other employees and students. It is necessary for employees to be made aware of the danger inherent in making unwise choices about chemical use. It is the responsibility of the school to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened. The School Board of Hettinger School District supports the following alcohol and drug policy:

- The use, possession, distribution, dispensing or manufacture of alcohol or any illegal drug is prohibited in any building belonging to or used by the Hettinger School district or on the grounds of any such building or on any property or in any vehicles on the property.

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations. These regulations shall be published in staff and student handbooks.

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions: Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
 - Is not part of the district’s curricular or extracurricular program;
 - Is established by a sponsor to serve in the absence of a district program;
 - Receives district support in multiple ways (i.e., not school facility use alone);
 - Requires participating students to regularly practice or train and compete.
 - The District has officially recognized through board action as a school-sanctioned activity.
 - The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.
- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district’s extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

Removal Decisions

- Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.
- Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Athletic Director may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

- High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play.
- If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play: The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

Assemblies – All teachers unless excused, are expected to attend student assemblies. Teachers are responsible for the discipline in the assembly area to which their students are assigned and unless otherwise instructed, ***teachers are to distribute themselves and sit among the students.*** Elementary teachers will supervise students during scheduled music concerts.

Copy Machine Usage – Staff that use district owned copy machines for personal use will be required to reimburse the district at the following rates:

- Copy machine – 5 cents per page
- Laser/Ink Jet – 10 cents per page

Supervision – **NEVER** leave students unattended! You are responsible for your students. If you need something, send a student or call the office.

Leaving the building – when you leave the building during the school day, excluding lunch, inform the high school secretary if a high school teacher or let the elementary principal know if an elementary teacher.

Out of classroom – If you are taking the students to another room or outside, please let the office know or leave a note on your door for parents. If you are taking students off campus let the office know. If you are not in your classroom, the door should be closed and the lights off. Do not run air conditioners overnight.

Co-Curricular Activities – As a co-curricular supervisor, do not commit your group/department without the consent of the activity director and principal. Faculty members in charge of an extra-curricular activity will have a teacher assigned to supervise their students during this time. If you are in charge of an activity, be on time and remain until the students leave. Check windows, lights and doors yourself; don't leave it to a student manager or assistant. The activities director or principal will assign supervisors of co-curricular events. Supervisors will be assigned on a voluntary basis first and a required basis if enough volunteers are not available. The district will reimburse teachers supervising co-curricular events. Students at co-curricular events are expected to follow the same conduct standards as in school. Teachers supervising shall deal with misconduct by taking appropriate disciplinary action.

Fire Drills – Each teacher is to become familiar with the exit routes for every room that he/she uses and to see that fire drill cards and exit routes are posted in their room(s). When the fire alarm sounds, the teacher should remain in their room until a fire has been verified or there are signs of an active fire. The teacher should turn off all the lights, close the door, and be the last one to leave the classroom. Teachers should take their emergency bag and take roll once they have their students clear of the

building and in the designated area; unaccounted students should be reported to administration. Teachers should keep their students quiet and listen for further instructions in the event it is not a drill. Teachers shall be familiar with the board policies FFBB-R2, FFBB-R3 and FFBB-R4, regarding emergency dismissal of the building. Teachers should be familiar with the emergency procedures.

Food/Drink – K-6 students should not have food or drinks in the hallways, lockers, or other areas. Snacks and milk are acceptable in the classrooms during breaks or for a special occasion. Gum is allowed at teacher’s discretion, but should be thrown in the trash upon leaving that teacher’s room. Students in grades 7-12 may use the candy and juice machines only if they are in a study hall and on a break. Students in grades 7-12 are not to have pop, candy, or other food in their lockers, coats etc. They are not to have it in the classroom unless it is a special occasion approved by the principal. Gum is at the discretion of the teacher. Pop is not allowed in the lunchroom under the Federal School Lunch program guidelines. Staff and students are expected to follow the Wellness Plan (AAE) and the peanut and tree nut policy for our school. This includes reading labels to avoid cross contamination of foods produced with peanuts.

Keys – According to a policy established by the Hettinger School Board, each teacher is furnished a key(s) only to the building area in which he/she is to teach or conduct extra-curricular activities. The building is open every school day from 7:00 a.m. until 6:00 p.m. **Under no circumstances are teachers to lend any keys to the building to students or non-school personnel.**

Telephone Usage – Teachers have been assigned a number for long distance calling, and will be given an accounting of all calls when the monthly billing arrives. Teachers need to pay for their personal calls monthly. Phone usage including cell phone use should be limited to before and after school and prep times. **Teachers and students will not be able to receive phone calls while they are in class unless it is an emergency or special situation.**

Master Calendar/Daily Bulletin/Announcements – All teachers, coaches, and advisors are required to list activities on the master calendar administered by the activities directors. Dates for special activities should be approved with the appropriate principal in advance. The master calendar will be uploaded regularly to the school web page and accessible to everyone for viewing only. All activities both in and out of Hettinger School that involve our students (field trips, athletic, academic, dramatic, and musical events, etc.) are to be posted there. Information for the daily bulletin will be pulled from this calendar. 7-12 teachers who have an announcement or posting for the daily bulletin need to fill out an announcement/daily bulletin form and submit it by **3:00 on the day prior to when you would like it posted/read**. Announcements will be read once in the morning. If you would like your announcement repeated after that time, please submit a new request. Announcements can be posted on the daily bulletin up to 5 days at a time.

Works Cited

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