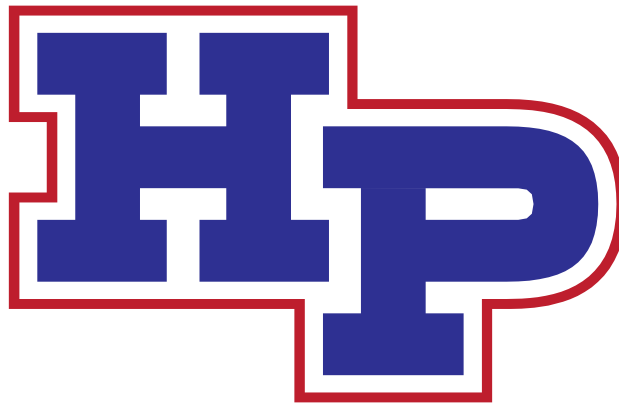


HOPE-PAGE SCHOOL DISTRICT 85

EMPLOYEE HANDBOOK



2024-2025

REVIEWED 8-12-2024

Hope-Page Public School Employee Handbook

Welcome

Welcome to Hope-Page Public School! We are so glad that you have chosen to join our team and hope this will be the beginning of a long and successful career with us! We at Hope-Page Public School are dedicated to providing an ideal environment for growth and development for our employees as well as our students. Please take time to review the policies contained in this handbook as well as sign the required policy acknowledgements to be turned in to the Business Manager to be placed in your personnel file.

Our Mission

To inspire and educate all students for success in a changing world.

Our Vision

Our vision is to build a culture of collaboration among our school, students, and communities. We will ensure a safe learning environment that supports personalized educational experiences and inspires student success.

Our Belief

We are Learners, Leaders, Achievers, and Believers. We will change the world.

Our Strategic Priorities

1. Academic Engagement- Guaranteed and Viable Curriculum, Student Support, 21st Century Learner
2. Social Emotional Learning- Social and Emotional Learning Skills
3. Communication- Comprehensive and Relevant Communication Plan
4. Technology- Integrated Technology
5. Operational Excellence- Long Range Planning

District Policies and Procedures

Throughout this Handbook you will see reference to policies, regulations, and exhibits adopted by the Hope-Page Public School board and/or administration. You may find these policies, regulations, and exhibits on the school district's website under the "Our District" tab, then "School Board" tab, then "School Policy." The Teachers' Master Contract (i.e., negotiated agreement) contains provisions specific to teaching staff and should be referenced separately.

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Employment at Will

North Dakota is an employment-at-will state. Classified (e.g., ancillary, non-certified, non-licensed) staff are governed by this employment-at-will doctrine. An employment having no specified term may be terminated at the will of either party on notice to the other. The policies and procedures provided for in this Handbook are not intended to create an employment contract.

Teachers and administrators are under contract and should refer to those individual contracts, and the Negotiated Agreement if applicable, in addition to the information in this handbook.

Equal Opportunity and Commitment to Diversity

Hope-Page Public School provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Hope-Page Public School expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Hope-Page Public School is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the school and are valued for their skills, experience, and unique perspectives.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Hope-Page Public School will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the school would result. Employees who may require a reasonable accommodation should contact Administration and the Business Manager.

Nondiscrimination and Anti-Harassment Policy (coded AAC)

The Hope-Page Public 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. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass 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, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student 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 regulations AAC-BR1 or AAC-BR2.
- *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:
 - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
 - b. For students: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act (NDCC ch. 14-02.4)* provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regarding to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *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. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
 - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
 - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about an individual's sexual orientation; and
 - k. 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 VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
- *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
- *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR1/AAC-BR2. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2.

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available 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 promptly forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

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 the Business Manager as the Title IX Coordinator. They may be contacted at 630 May Ave Page, ND 58046 Ph. 701-668-2520. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their

website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

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 the Business Manager as the 504/Title II Coordinator. They may be contacted at 630 May Ave Page, ND 58064 Ph: 701-668-2520.

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 under applicable federal laws, but instead the other protected statuses or sex or disability based discrimination under state law. The Board designates the Business Manager as the Nondiscrimination Coordinator. They may be contacted at 630 May Ave Page, ND 58064 Ph: 701-668-2520.

Policy Dissemination

The Business Manager shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

Training

The Board authorizes the Business Manager and School Administrators to develop discrimination and harassment awareness training for students and employees. Employee training requirements are delineated in board exhibit AAC-E3, Discrimination and/or Harassment Training Requirements for Employees.

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-BR1); (AAC-BR2)
- 3) The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

The information provided above comes directly from policy AAC.

Discrimination and Harassment Grievance Procedures***Specific to Sexual Harassment***

Any person may report sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment. A report may be filed in person, by mail, by telephone, by e-mail, or by any additional method provided by the District using the contact information for the Title IX Coordinator as set forth in policy AAC. A report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator. A report should be filed as soon as possible after the alleged harassment or retaliation allegedly occurred. Delays in filing a report may cause difficulties in the investigation. Anonymous reports are permitted; however, the District's ability to offer supportive measures to a complainant, or to consider whether to initiate a grievance process against the respondent, will be affected by whether the report of sexual harassment disclosed the identity of the complainant or respondent.

A report of sexual harassment may be filed with the Title IX Coordinator or with any district employee. District employees are required to report any discrimination or harassment to the Title IX Coordinator when they knew (e.g., received a report, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, witnessed discriminatory or harassing conduct on school property or at a school activity). Failure by a district employee to report may result in disciplinary action.

The District's Title IX Sexual Harassment Grievance Procedure (AAC-BR2) includes additional information on the prohibition against retaliation, the filing of a formal Title IX sexual harassment complaint, supportive measures, informal and formal resolution procedures, etc. Please refer to AACBR2 for more information.

All Other Complaints (Non-Title IX Sexual Harassment)

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation. A complaint may be filed with any district employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a district employee to report may result in disciplinary action.

The District's more general Discrimination and Harassment Grievance Procedure (AAC-BR1) includes additional information on the prohibition against retaliation, interim measures, informal and formal resolution procedures, etc. Please refer to AAC-BR1 for more information.

Confidentiality

Any person working for or providing services to the Hope-Page School has a responsibility to protect the privacy of students and their parents. This responsibility applies to time spent at school as well as away from school. Questions from the general public and/or media concerning students or staff should be referred to an administrator or the Business Manager.

District employees and service providers must follow confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA), Pupil Protection and Rights Amendment (PPRA), Children's Online Privacy Protection Act (COPPA), and the Individuals with Disabilities Education Act (IDEA). Information concerning students shall only be released in accordance with the district's policy on student education records and privacy (FGA). Employees who violate confidentiality requirements may be subject to disciplinary action up to and including termination.

Employment

Employment Classification

All classified employees shall be considered subject to the minimum wage and overtime provisions of state and federal law unless specifically shown to be exempt. The District's policy on Definition of Workweek and Overtime and Compensatory Time (DCB) will be followed.

Background Checks

Background checks will be conducted upon employment and every five years throughout employment with the District. Background checks are required before first day of employment. Background checks will be conducted through the North Dakota Department of Human Services by the Business Manager. The employee must pass and obtain a successful background check for continued employment with the District.

Work Week and Hours of Work

The standard workweek is from Monday 12:00 a.m. until Sunday 11:59 p.m. Office hours are 8:00 a.m. to 4:00 p.m. when school is in session. Individual work schedules may vary depending on the needs of each building and/or the school district.

Please refer to policy: DCB

Time Records

All nonexempt employees are required to complete accurate weekly time reports in the online software, Time Management Systems (TMS), showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each payroll period (1st through the 15th and 16th to the end of month), the employee should review his/her time card in TMS and electronically sign off before the end of the pay period. The Business Manager will review before payroll.

Overtime

Overtime is actual hours worked in excess of 40 in a workweek. Overtime for non-exempt employees will not be permitted unless there is prior approval from your immediate supervisor and the Superintendent. As explained in the District's policy on Overtime and Compensatory Time (DCB), nonexempt employees who work more than 40 hours a week without authorization are subject to disciplinary action up to and including discharge. You may be asked to work overtime. Non-exempt employees will be paid time and one half their regular rate of pay for all overtime hours actually worked in a workweek unless

compensatory time off is used in lieu of overtime pay as explained in policy DCB and exhibit DCB-E. Paid leave, such as holiday, any paid time off, bereavement time, and jury duty does not apply toward work time. Overtime may be computed to comp time at the discretion of Administration.

Please refer to policy DCB and exhibit DCB-E

Paychecks

Hope-Page Public Schools' pay period for all employees is semi-monthly on the 5th and 20th. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts. Direct deposit is required.

Access to Personnel Files

Employee files are maintained by the Business Manager at the Hope-Page High School. The Business Manager will provide access to personnel files in accordance with the District's policy on Personnel Records (DI) and the District's procedure on Personnel Records Review (DI-BR). Teachers may review documents generated and placed in their files, and must receive a copy upon request, with the teacher paying for any copying costs. Personnel files are public record except for certain items of personal information as mentioned in North Dakota law. In addition, North Dakota law allows school districts to exempt certain personnel records during an administrative investigation.

Please refer to policies: DI, DI-BR

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by Hope-Page Public School if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with Hope-Page Public School provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, Hope-Page Public School will determine if an alternative direct supervisor is necessary.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee) by classified staff, employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. Please refer to the Separation of At-Will Employees policy (DKBA). The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. For staff under contract with the District, there is an expectation that the entire term of the contract will be fulfilled. Requesting a release from the contract is subject to Board approval as

explained in the District's policy on Contracted Staff Resignations & Request for Release From Contract (DKBB).

In most cases, the Business Manager will conduct an exit meeting on or before the last day of employment to collect all school property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

All technology must be turned into the Technology Coordinator and you must complete the end of year check out with building administration. All keys and school credit cards must be turned into the Business Manager.

The Building Administrator should meet with the employee to review inventory check list for all school owned property/supplies in their classroom.

It will also be required that you turn in all requests for compensation before your last day of work. This includes time cards, mileage reimbursements, and any requisition reimbursements.

Should it become necessary because of school-business conditions to reduce the number of employees or work hours, this will be done at the discretion of Hope-Page Public School. For teachers, the District's Reduction-in-Force policy (DKA) will be followed.

Workplace Safety

Commitment to Safety

Protecting the safety of our students, employees, and visitors is the most important aspect of running our school.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying administration when any health or safety issues are present. All employees are encouraged to partner with administration to ensure maximum safety for all. All rooms will be equipped with an emergency bucket and all staff should be familiar with our emergency plan.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9-1-1 to activate the medical emergency services.

Please refer to the Hope-Page School Emergency Operation Plan.

Bullying

North Dakota law defines Bullying, as it applies to public schools, as follows:

1. "Bullying" means:

- a. 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:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (2) Places the student in actual and reasonable fear of harm;
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 - (4) Substantially disrupts the orderly operation of the public school; or
 - b. Conduct 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:
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (2) Places the student in actual and reasonable fear of harm;
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 - (4) Substantially disrupts the orderly operation of the public school; or
 - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:
 - (1) Places the student in actual and reasonable fear of: (a) Harm; or (b) Damage to property of the student; and
 - (2) Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.
2. "Conduct" includes the use of technology or other electronic media.

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: 1) Engage in bullying; 2) Engage in reprisal or retaliation against: a) A victim of bullying; b) An individual who witnesses an alleged act of bullying; c) An individual who reports an alleged act of bullying; or d) An individual who provides information/participates in an investigation about an alleged act of bullying. 3) Knowingly file a false bullying report with the Hope-Page School.

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

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

Staff should be aware that included in the reporting options for students and community members is information that they may file an oral report with any school staff member. Staff members should then report to an appropriate person. The District has developed a form to report alleged violations of this policy. The form should be completed by school staff when they: 1) Initiate a report of an alleged violation of this policy; or 2) Receive an oral report of an alleged violation of this policy. Additionally, anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement.

The District's Bullying policy (ACEA) provides additional information on investigation procedures, victim protection strategies, discipline and corrective measures, etc.

Please refer to policy ACEA and exhibits ACEA-E1, ACEA-E2, ACEA-E3, ACEA-E4, and ACEA-E5 for guidance.

Complaints About School District Personnel

The District is committed to resolving complaints about school district personnel in an effective, efficient, and timely manner while providing a positive working and learning environment for all staff and students. The Board has adopted a Complaints About Personnel policy (KACB) to reduce potential concerns and to establish channels of communication between staff and administration. Complaints shall be resolved at the lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the Principal or other supervisor directly responsible for supervision of that employee. Policy KACB provides additional information regarding the procedure. This policy is used when the District's Nondiscrimination and Anti-Harassment policy (AAC) is not applicable.

Drug-Free Workplace

It is the policy of Hope-Page Public School to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with Hope-Page School. The District prohibits employees from:

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

Violations of this policy may result in the following:

1. Mandatory participation in the Employee Assistance Program (EAP) and / or a rehabilitation program. Chemical dependency leave shall be granted in accordance with the chemical dependency leave policy;
2. Unpaid leave or suspension;
3. Termination of employment; due process procedures shall be followed prior to termination, if applicable;
4. Notification of proper law enforcement authorities.

Refer to policy DEAA, administrative regulation DEAA-AR, and exhibit DEAA-E as well as policy DBBA, administrative regulation DBBA-AR, and exhibit DBBA-E.

Tobacco-Free Workplace (School Board Policy ABBA)

Definitions

For purposes of this policy:

- *Electronic smoking device* means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods.
- *Imitation tobacco product* means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- *Lighter* means a mechanical or electrical device typically used for lighting tobacco products.
- *Possession of tobacco products* means:
 - Actual physical possession of the tobacco product while on school property;
 - Use or consumption of the tobacco product while on school property;
 - Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Tobacco product* means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.

- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.
- *Visitor* means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school- sponsored events or activities.

Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23- 12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students and ensure a safe learning and working environment, the Hope-Page School Board establishes the following tobacco- free policy.

Prohibitions

Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws.

District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school. The District shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

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

Exceptions

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice off of school property. It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration.

It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco

products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and has been approved by administration.

It shall not be a violation of this policy for non-students 18 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Communicating to Students, Staff, & Public

The District shall comply with all smoking prohibition posting requirements in law. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on school property, such as, but not limited to, school buildings, district vehicles, vehicular entrances to school grounds, school playgrounds, and all indoor and outdoor athletic facilities. Signage shall indicate that the Hope-Page School District is tobacco free. This policy will be printed in employee and student handbooks. Parents and/or guardians shall be notified of this policy, and the local media may be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy (ABBA-AR).

Prevention Education

The District may consult with the county health department and other applicable health organizations to provide students with age-appropriate tobacco prevention information that follows the guidance from the Centers for Disease Control and Prevention.

Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

Evaluation

The Board shall review this policy at regular intervals, at least once a year, to determine whether policies and practices are properly implemented and effect.

Staff Wellness:

We encourage staff to participate in the development, implementation, and periodic review of our school wellness policy through the Wellness Committee. We also encourage all staff who are members of our BCBS plan to sign up for Healthy Blue.

Refer to policy: ABEA

Weapons

District employees, contractors, and volunteers are prohibited from knowingly possessing or transmitting on school property: a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used, to intimidate or cause bodily harm, including those individuals who may otherwise be permitted by law to carry such weapons. This includes Dangerous Weapons defined by NDCC 62.1-01-01(1) and Firearms defined by 18 U.S.C 921 and NDCC 62.1-01-01 (3). "School property" is defined by NDCC 15.1-19-10 (6)(c) as all land within the perimeter of the school site and all school buildings, structures, facilities, houses, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity. Employees in violation of this policy will be subject to discipline up to and including dismissal in accordance with any applicable law.

Refer to policies: DEAG, KADA

Emergency Closings

Hope-Page Public School will always make every attempt to be open during regular work hours. In situations in which some employees are concerned about their safety, administration may advise supervisors to notify their staff that the office is not officially closed, but anyone may choose to leave the school if he or she feels uncomfortable.

If the school is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site at the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked and Administration will determine if PTO will need to be used or if hours will be credited to you for the closing. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Please utilize your resources to be informed regarding school closing. This includes: signing up for the school all-call system, checking your email, downloading the Hope-Page app, checking our Facebook page, and watching your local weather stations.

Contact information-in case of emergency-snow day information

High School-701-945-2473

Ian Grande -701-261-7659

Elementary School-701-668-2520

Heidi Kingston-303-748-2804

Virtual Learning Closings

Hope-Page Public School may utilize virtual instructions opportunities throughout the school year. The following employees will be paid to be on call throughout the day: Administrators, Teachers, Admin. Assistants, Business Manager, and Technology Coordinator. The following employees will be compensated by reporting to work under discretion of the Administration or will be paid their normal daily rate.

Please refer to policy: ABAC

Contagious Diseases

Each teacher should immediately report to the office any cases or suspicion of cases of contagious diseases among students. The Public Health nurse or a doctor will then be contacted. All employees are directed to utilize the universal precautions outlined to prevent the transmission of dangerous communicable diseases, through blood or other bodily fluids.

In the event of a bodily fluid spill:

- Immediately send someone for the custodian.
- Keep all students away from the area that has been soiled until it has been thoroughly cleaned up.
- Wear gloves when you are in contact with blood or other bodily fluids. A good rule of thumb is “if it’s wet, wear gloves.”
- Take measure to ensure that any clothing or soiled objects do not come in contact with other individuals.
- If any bodily fluid comes in contact with your skin or that of any other individual clean the skin immediately with soap and water or alcohol.
- Place materials in plastic bags and close them tightly.
- Wherever the accident occurs, an adult should accompany the student to the office.
- After the above steps have been taken, wash hands using the following procedures:
 - Wet both hands with a generous amount of soap and work up a lather to lift any bacteria from the skin.
 - Wash for a minimum of ten seconds. A greater degree of contamination will require a longer washing time. Make sure to clean under and around fingernails.
 - Keep your hands down and rinse them well with warm running water.
 - Dry your hands with paper towels. Use a towel to turn off the water. This will protect your clean hands from potentially dirty fixtures

Please refer to policies: ACBB, ACBB-AR

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Employees must complete a leave form and request off on TMS at least 3 days in advance, with the exception of sick/emergency leave.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for an absence without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance- Evaluations/Professional Development

Communication between employees and administration is very important for successful job performance. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Staff should develop goals at the beginning of the school year with Administration. Staff are encouraged to participate in all District related professional development opportunities and to seek outside professional development as part of their personal goals.

Formal performance reviews are conducted annually for classified staff. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year. Teachers and Administrators will be evaluated according to ND Century code guidelines.

New classified employees will be evaluated within the first six months of employment.

Staff Conduct

The Board has adopted various policies with the intent of fostering learning and working environments that operate efficiently; are safe, ethical, and equitable for students and staff; and meet community expectations. All district employees are required to adhere to the policies. In addition to district policies governing staff conduct, each staff member is required to:

1. Conduct oneself professionally whenever serving in their official capacity as a school district employee including maintaining professional decorum and professional boundaries in all interactions with students.
2. Exercise honesty and integrity when executing all duties.
3. Comply with confidentiality laws (e.g., student education records are protected by FERPA).
4. Be faithful and prompt in attendance at work.
5. Support and enforce policies and regulations of the District.
6. Diligently execute all duties as assigned by supervisors and as set forth in job descriptions, district policies, or the negotiated agreement; staff members are also required to fulfill the terms of their contracts if applicable.
7. Demonstrate care and conservation of school property and resources.
8. Make job-related decisions in a manner that is fair and consistent with district policy and the district's mission.
9. Not use their position with the District for private gain.
10. Treat all staff, students, and community members with dignity and respect.
11. Report suspected violations of this code of conduct, district policy, or workplace violations of law to an immediate supervisor or individual/entity designated by law/policy to receive such reports.

Reported violations will be investigated and may result in appropriate disciplinary action as determined by the Superintendent. The Superintendent's decision is final. If the violation was committed by the Superintendent, the Board's decision regarding appropriate disciplinary action is final. If the violation is covered by another district policy on staff conduct (e.g., discrimination or harassment), any specific investigative and disciplinary consequences contained in that policy shall apply.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with Hope-Page Public School. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Dress Code

Hope-Page Public School provides a casual yet professional work environment for its employees. Even though the dress code is business casual, it is important to project a professional image to our student body, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and weather-appropriate during school year. Please use common sense. Clothing must be appropriate for weather situations. If driving a bus, clothing/winter gear is required.

Any questions or complaints regarding the appropriateness of attire should be directed to the Administration.

Bulletin Boards

All required governmental postings are posted on the boards located in the staff work room. These boards may also contain general announcements.

Employees are able to submit notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. Please deliver notices to Administration for approval prior to posting.

Hope-Page Public School reserves the absolute right to refuse permission to post or to take down any announcement. All notices posted by employees will be removed after two (2) weeks unless otherwise stipulated.

Computers, Internet, Email, and Other Resources – Acceptable Use

The District believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The Hope-Page Cooperative Schools have taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and / or harmful information through the use of software designed to block sites containing inappropriate material. While the Hope-Page Cooperative Schools have taken preventive measures, it recognizes that it is not possible to fully guarantee that students and / or staff will never access objectionable materials.

Education

The Hope-Page Cooperative Schools shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, and cyberbullying awareness and response.

Monitoring Use

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have no expectations of privacy when using district computers and / or networks and shall use this technology solely for classroom / district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

Prohibitions

The Hope-Page Cooperative Schools subscribe to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Administration may take disciplinary measures when any of the following actions occur: 1. Accessing, downloading, or publishing inappropriate Internet material; 2. Sending or posting threatening, harassing, insulting, annoying or alarming content; 3. Sending, posting, or using obscene language; 4. Violating the privacy rights of students and employees of the District; 5. Vandalizing and / or tampering with district computers and / or computer networks; 6. Hacking or any other form of unauthorized access to accounts, computer systems, or files; 7. Attempting to breach network security or transmit viruses; 8. Violating copyright, trademark, trade secret, or other intellectual property laws; 9. Using the network for political purposes as defined by state law, financial gain, and / or commercial purposes; 10. Accessing social networking or other Internet sites for noncurricular purposes; 11. Other actions deemed inappropriate or is not in the best interest of the District, its employees, and students.

Violations

Violations of this policy, or any federal / state law, rule or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Administration. All students and staff must consent to this policy in writing prior to accessing district networks, computers, and / or other technologies.

Maintaining Professional Employee-Student Boundaries

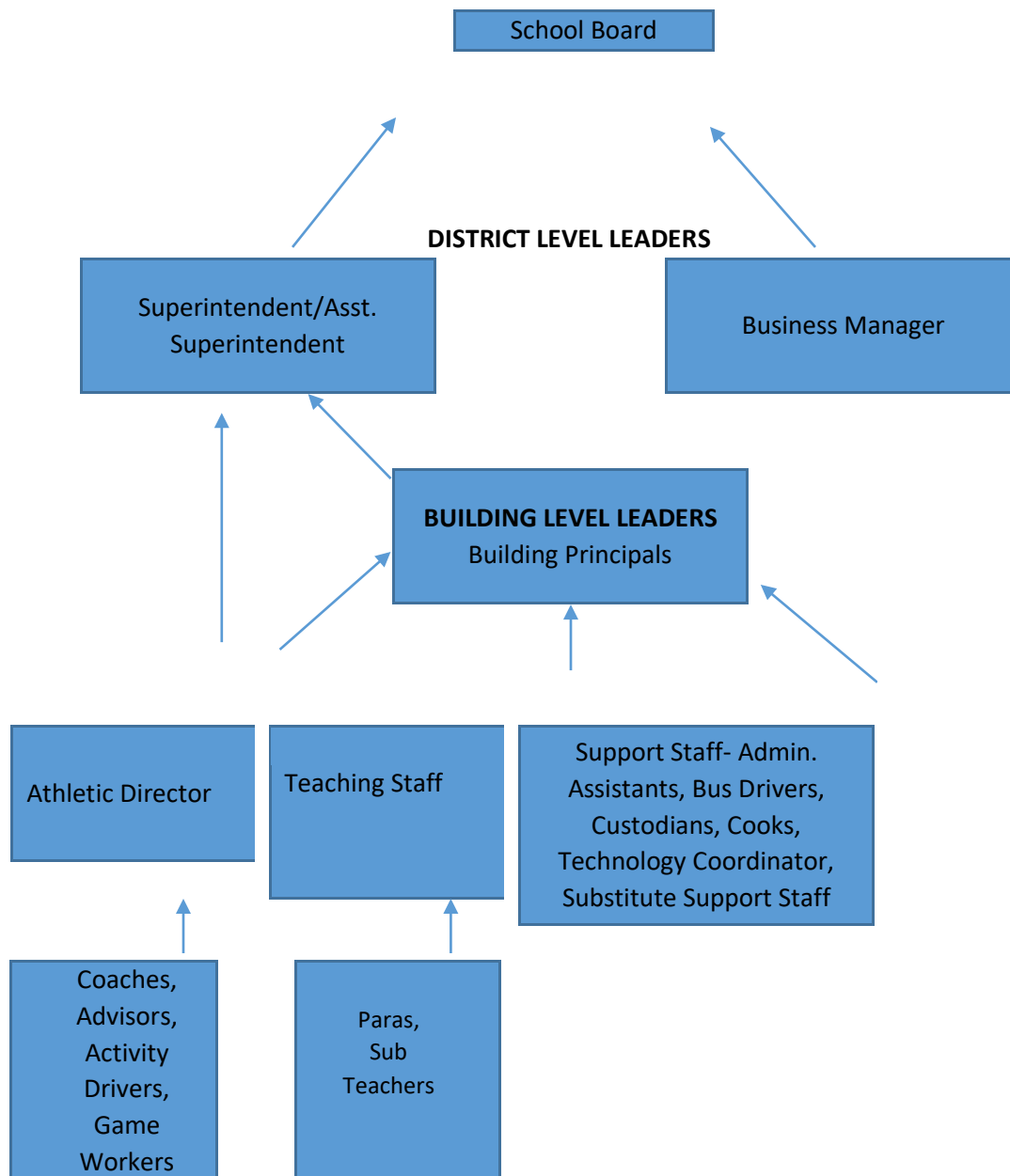
District employees are legally and ethically obligated to exercise good judgment and maintain professional boundaries at all times when interacting with students on and off school property. Employees must not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a legitimate health, safety, or educational purpose. Any type of sexual conduct with a student is an inappropriate boundary invasion. Inappropriate boundary invasions can take many forms. Employees and volunteers are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other employees when interacting with students.

The board recognizes that employees and volunteers may have familial and pre-existing social relationships with parents or guardians and students. Employees and volunteers should use appropriate professional judgment when they have a dual relationship with students to avoid violating this policy, the appearance of impropriety, and/or the appearance of favoritism. Employees and volunteers shall pro-actively discuss these circumstances with their building administrator or supervisor.

Please refer to the District's policy on Maintaining Professional Employee-Student Boundaries (DEBD) for more information regarding activities that may be or are inappropriate and the reporting requirements.

School Vehicle Driver Trainings- All bus/school vehicle drivers must complete a bus physical as often as required by a medical professional (every one or two years), DDC 4, and bus driver workshop. All drivers must be cleared through FMSCA Clearinghouse.

Organizational Chart



Time Off and Leaves of Absence

Holidays

Hope-Page Public School observes and allows time off with pay for the following holidays for full-time non-certified staff listed below. Employees are only paid for holidays which would fall on their normal working schedule (9 month or 12 month).

- New Year's Day (9 and 12 month)
- Martin Luther King Day (9 and 12 month)
- President's Day (9 and 12 month)
- Good Friday (9 and 12 month)
- Memorial Day (12 month)
- Juneteenth (12 month)
- Independence Day (12 month)
- Labor Day (9 and 12 month)
- Veterans' Day (9 and 12 month)
- Thanksgiving Day (9 and 12 month)
- Christmas Eve (9 and 12 month)
- Christmas Day (9 and 12 month)
- New Year's Eve (9 and 12 month)

Any additional holidays will be designated by Hope-Page Public School at the start of each calendar year. If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, Hope-Page Public School will select either the following Monday or the preceding Friday as a substitute holiday. Hope-Page School reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times his/her regularly scheduled hours (not to exceed 8 hours).

A holiday shall be considered the number of hours normally worked for the purpose of computing overtime.

Use of Paid Time Off

Please note that all leave must be approved by administration prior to leave date (with limited exceptions to sick, emergency, and bereavement leave). Forms will need to be filled out and signed off for approval by appropriate supervisor. All substitutes should be arranged and approved through Building Principals or school office staff unless otherwise approved by Building Principals. Paid time off may be used during normal working schedules.

Leaves for teaching staff are specified in the Master Contract (i.e., negotiated agreement). Therefore, the following provisions on vacation, personal, sick, bereavement, emergency, and professional leave are applicable to those employees who are not subject to the Master Contract.

Vacation

Hope-Page Public School recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. Hope-Page Public School provides paid vacation time to full-time classified (non-certified) employees for this purpose and employees are encouraged to take vacation during the year.

Full-time employees will receive paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day).

Superintendent/Business Manager- 20 days accumulated to 25 days. Individual Superintendent Contract may allow for difference.

- Admin Assistants/Full-Time Custodians- 15 days accumulated to 20 days.
- Assistant Custodians – 10 days accumulated to 15 days.

Generally, employees should submit vacation plans to their supervisor at least 3 working days in advance of the requested vacation date. Vacation length allowances will be at the discretion of administration.

Vacation should be used in the year it is earned. Employees will be permitted to carry-over up to five (5) days of accrued vacation to the following calendar year. Unused vacation will be paid at their daily compensation rate.

Employees whose employment terminates will be paid for unused vacation time by their hourly rate.

Sick Leave

Hope-Page Public School provides regular, full-time employees with paid sick days. Classified (noncertified) staff are allotted the number of months they are employed (ex. 9 months= 9 days and 12 months= 12 days).

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a spouse, child, or parent who is ill or has an appointment. Sick leave may be used for other relatives at the discretion of the Building Principal. Sick days may also be used if an employee needs time off for scheduled medical procedures, doctor, dental/vision appointments, illness, injury, etc.

Employees may carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is 100 days.

If the need for sick leave is foreseeable, employees are required to give at least 3 days advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick/emergency leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses 3 or more consecutive days because of illness, Hope-Page Public School may require the employee to provide a physician's written permission to return to work.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Refer to the District's policy on Sick Leave (DDA) and regulation (DDA-BR) for more information.

Personal Leave

Non-temporary staff will receive 4 personal leave days per year cumulative to 6 days. Administration, Business Manager, and Technology Coordinator may receive extra days as laid out in their individual contracts. Personal leave should be requested at least 3 working days in advance for approval and will not be granted for the first or last 5 days of the school term, or 5 days before a semester break.

Professional Leave

All non-temporary staff are entitled to 3 days of professional development. This could include any trainings/classes that are relevant to your job with approval from administration. Professional leave does not accumulate.

Family and Medical Leave

Hope-Page Public School complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence for up to 12 weeks to eligible employees for certain medical and family-related reasons. FMLA leave is available to any employee who has been employed for at least 12 months and has worked at least 1,250 hours. To verify that you meet these requirements please contact the Business Manager. Please see the District's FMLA policy (DDAA and DDAA-BR) and <http://www.dol.gov/whd/fmla> for more information.

Parental Leave

Full-time staff members (working 30 hours or more/week for at least 9 months out of the year) will receive up to 5 days of parental leave for birth or adoption of a child per contracted school year (July-June). Leave is not cumulative.

Military Leave

Hope-Page Public School supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. See N.D.C.C. § 37-01-25 and 37-01-25.1, and 38 U.S. Code 43. Any employee who needs time off for uniformed service should immediately notify the Business Manager and his or her supervisor, who will provide details regarding the leave.

Bereavement Leave

1. Family a. Family bereavement leave, up to but not exceeding five (5) days per school year, may be granted. This bereavement leave may be used only in the event of death in the immediate or extended family. Where the five (5) days of immediate family bereavement leave are expended, the teacher may request to use Emergency or Personal Leave. Administration must approve any use of Emergency or Personal leave for bereavement.

2. Other a. In the event of the death of a person not defined as immediate or extended family, up to one (1) day per year of bereavement leave will be granted. This day can be used in ½-day increments.

Bereavement leave hours will not be counted towards overtime computation.

Jury Duty/Court Appearance

Hope-Page Public School supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

During jury duty or when subpoenaed to appear as a witness, non-exempt employees shall be paid regular wages based on the number of hours typically worked but not to exceed 40 hours per week, but shall remit any statutory compensation received for jury duty to the District. In addition, non-exempt employees shall remit to the District any compensation received for appearing as a witness pursuant to a subpoena or as approved by administration.

Exempt employees shall be paid regular wages but shall remit to the District any statutory compensation received for jury duty. In addition, exempt employees shall remit to the District any compensation received for appearing as a witness pursuant to a subpoena or as approved by administration.

If an employee is released from jury duty after four (4) hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Time Off for Voting

Hope-Page Public School recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact administration to discuss scheduling accommodations.

School Related Leave

If you are going to be gone for a professional development day or a school-related activity such as coaching or advising, you need to submit a leave slip to administration beforehand. This ensures your duties will be covered while you are gone. School related leave should be requested at least 3 working days in advance for approval.

Employee Benefits

Hope-Page Public School recognizes the value of benefits to employees and their families. Hope-Page School supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to Hope-Page Public School Summary Plan Descriptions (SPD), which are found on One Drive, or contact the Business Manager. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control. Benefit enrollment for Teachers begins on the first of the month following 30 days. For all other staff, benefit enrollment will begin on the First of the month following date of hire. All benefits will end on the last day month following termination date.

Medical Insurance

Full-time employees working 30 hours or more per week are eligible for insurance. To keep coverage in force, every insured employee must work a minimum of 30 hours per week. Employees who are eligible for health insurance and opt out will be allowed \$2,750.00 to be used towards an FSA account or 403b retirement account through Horace Mann or a cash-out option to be paid out at the end of the fiscal year. This option must be selected before deadlines for our current plan year. This option may be terminated if our group enrollment total falls below the required amount for group coverage. You are also eligible to enroll in our group plan for a life changing event- this includes: loss of coverage, turning age 26 (loss of coverage on parent's plan), marriage, divorce, and birth/adoption of child.

Voluntary Benefits

Hope-Page currently offers the following benefits for full-time employees working 30 hours or more per week: dental, vision, AFLAC, Flex Spending Account/Dependent Care Flex Spending Account through Wage Works, and 403b retirement options as outlined in our IRS prototype documents. These must be signed up for within 30 days of employment and before the enrollment deadline for all returning employees. Please see Business Manager for details.

403(b) Plan/Retirement

Hope-Page Public School recognizes the importance of saving for retirement and offers eligible employees a 403b plan. All W-2 employees who works for Hope-Page School is allowed to participate.

A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis and have the contribution deposited into a 403(b) investment.

To enroll in a 403(b) program, you must complete a Salary Reduction Agreement. Salary Reduction Agreements are available from the Payroll office.

You may also be required to complete an annuity contract or custodial account application to establish your investment account under the Plan. Application forms for an annuity contract or a custodial account can be obtained from the Business Manager.

You can make a change to or stop your contribution at any time. You will need to complete a new Salary Reduction Agreement and provide it to the Payroll office to do so. The change will take effect for the next available payroll period as described above after the new Salary Reduction Agreement is processed by the Payroll Office. The IRS limits the annual contributions you can make to a 403(b) plan. For 2019, the limit is \$19,000 for participants under age 50 and up to \$25,000 for participants who become age 50 or older during this calendar year. For administrative reasons, any eligible employee wishing to participate in the plan must contribute at least \$200 per calendar year.

The Hope Public School/Page Public has no liability for any employee's election to participate in the 403(b) plan, choice of 403(b) vendor(s), or the expected tax consequences resulting from participating in the 403(b) plan. The Hope-Page Public Schools do not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas. If you have

any questions about our 403(b) Plan, please contact me or the Plan's third party administrator, ADMIN Partners, LLC at 877-484-4400.

Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from the Business Manager.

Travel Reimbursement

Hope-Page Public School will reimburse all school-related travel at the current state rate. This includes mileage, lodging, and meals. All travel must be filled out on school forms and have prior approval. Receipts are required for reimbursement. Travel reimbursement must be submitted within thirty days. Policy:

Requisitions/Purchases

Hope-Page Public School requires all school purchases be approved by Administration. The Chief Procurement Officer or designee shall evaluate the procurement needs and estimate the amounts to be purchased to ensure the appropriate purchasing authority threshold is followed. Estimated price may be based upon previous purchases, market research, a published price list, or asking a vendor for a budgetary estimate.

1.P-Cards: The Chief Procurement Officer is authorized to implement a purchase card system. While most purchases with p-cards shall conform to the purchasing standards contained in this policy, the Chief Procurement Officer is authorized to make exceptions to this policy as follows. The Chief Procurement Officer may issue cards to school staff not listed in this policy, ensuring that their cards have adequate spending caps in place given the nature of their positions and may waive specification and solicitation requirements for p-card purchases for items or services that are difficult or impossible to obtain through competitive purchasing (e.g., travel expenses). In addition to these p-card requirements, the Board has adopted a separate p-card policy, HCAG.

2.Purchases less than \$10,000: These purchases may be delegated by the Chief Procurement Officer to building-level Administrators, Administrative Assistants, Technology Coordinator, and Athletic Director. Purchasers shall obtain at least one fair and reasonable quote. To the extent feasible, the District must rotate vendors solicited on an equitable basis. The Board has developed criteria if multiple informal bids or proposals are necessary (HCAA-BR).

3.Purchases \$10,000 to \$50,000: These purchases may only be made by the Superintendent who shall develop specifications and solicit at least three vendors to submit oral or written informal bids or proposals. If receiving three bids or proposals is not feasible or practical, the purchaser shall document an explanation and file it with the Chief Procurement Officer who has authority to require the purchaser to seek additional solicitations. The Board has developed criteria for purchasers to evaluate informal bids or proposals (HCAA-BR).

4.Purchases greater than \$50,000: These purchases shall only be made in accordance with NDCC 15.1-09-34 and board policy HCAB.

Please see policy HCAA on Purchasing.

If utilizing the school purchasing card/credit card, a receipt must be produced and turned in to the office staff. All attempts should be made to utilize the school vendors and school purchasing card to purchase school-related supplies. Please see the District's policy on Purchasing Cards (HCAG) and accompanying regulation (HCAG-AR) for additional information.

If personal reimbursement is required, a Request for Check Form (available on One-Drive) must be attached with a receipt included. Teacher requisitions should be completed during end-of-year check out with Building Administration for the next school year.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Hope-Page Public School pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

Hope-Page Public School abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and the Business Manager immediately. The supervisor will complete an injury report with input from the employee and return the form to the Business Manager. The Business Manager will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

In the case of absence due to illness or injury, for which Workers Compensation time-loss benefits are received, sick leave pay may be utilized to the extent of the difference between such benefits and the employee's regular salary. The employee may elect to use Worker's Compensation only or use it in combination with sick leave and/or personal leave. However, the employee's leave account must only be charged that percentage of time which corresponds to the percentage of salary that the District shall pay. The total time-loss payment must not be more than the employee's regular pay.

During the time that the injured employee is using sick leave and/or personal leave, the District will continue to issue a payroll check. Therefore, when the injured employee receives a check from the Workforce Safety & Insurance, that check must be turned over to the Business Manager.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Hope-Page School wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service provided to employees through The Village Business Institute that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees four visits per household member each year, a 24-hour hotline answered by professional, degreed counselors. In addition, some of the other services available include: financial counseling, a free legal consultation and 25 percent discount on any services that might be needed, nutrition counseling and numerous additional wellness services.

Hope-Page Public School encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to Hope-Page Public School, nor is Hope-Page Public School given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Business Manager.

Policies Specifically Relating to Instructional Staff

Please refer to the Master Contract (i.e. Negotiated Agreement) for specific and additional terms and agreements.

1. The Working Day

All classroom teachers are expected to be on duty from 8:00 A.M. to 4:00 PM and be readily available to assist students needing help. Teachers should not leave the building or grounds early without prior approval from the Principal or Superintendent.

2. Prep Period

The Prep Period is designated as a prep and conference period for teachers. Therefore, it is as much a part of the teacher's schedule as a class. As such, teachers are **not** free to leave the school during their prep period without prior approval. Please refer to the District's Teacher Preparation Time policy (DHBE) for more information.

3. Dismissing Classes or Students

No students are to be excused from any class nor are any class to be dismissed early or cancelled unless the order comes from your Principal and/or the Superintendent.

4. Faculty Meetings

Teachers are expected to attend faculty meetings and PLC Meetings.

5. School Assemblies

All teachers, unless excused, are expected to attend student assemblies.

6. Emergency Drills

Each teacher should become familiar with the emergency exits from classrooms in use. Emergency drills will be conducted at different times during the school year.

7. Student Supervision

Teachers and staff are collectively responsible for helping to maintain order throughout the building and on the school grounds. When misconduct occurs, the staff member in the immediate vicinity of the disturbance should investigate and if possible, correct the situation, unless a policy applies to the situation requiring the involvement of another staff member (e.g., the Nondiscrimination and Anti-Harassment policy). If in their opinion further disciplinary action is warranted, they should report the name(s) to the Principal of the

student(s) responsible. During lunch hour, specific faculty members may be assigned to supervise the building and playground areas. This includes lunch, hallway, recess, and other activities/events in or outside the school buildings.

8. Student Activity Funds

School activity funds are earned under the supervision of advisors or coaches paid from school district funds. Most of the funds are earned in facilities provided by the school district and are earned in the name of the school. Because of this, the Attorney General has ruled that these funds be considered school district funds and must be spent under school board supervision. The power to supervise expenditures from these funds is delegated to Administration and the School Board. Remaining funds from closed activity accounts will be deposited into the District Activity account. Fundraising will be allowed at the discretion of Administration. Allowable/reimbursed expenses for student activities will be determined by Administration.

9. Extra-Curricular Activities

When evening activities are planned, the staff/coach in charge of the activity should arrive at least fifteen minutes ahead of schedule to unlock doors, turn on lights, etc. When the activity is complete, be sure all lights have been turned off and doors are locked. Do not leave unsupervised students in the building. The staff/coach is the last person to leave and secure the building.

10. Out-of-Town Trips

- a. When any school group makes an out of town trip, the advisor is responsible for the conduct of the students. Any conduct should be referred to the discipline matrix in the student handbook and/or any applicable policy that may require investigation (e.g., Bullying policy and Nondiscrimination and Anti-Harassment policy). The District's Student Conduct & Discipline policy and related procedure (FF, FF-AR) and any other applicable student conduct policies should be referenced.
- b. The penalty for the use of tobacco in any form, as well as alcohol or drugs is established by the NDHSAA. This policy applies to all students regardless of the program they may be participating in, such as athletics, interscholastic competition in music, speech, etc.
- c. When making school trips in the winter months, the advisor or coach should insist that students dress appropriately and be prepared for any emergency that might arise. Staff/coaches should model this dress code.

11. Injury Protection

Coaches and advisors will advise students and parents that the school is not responsible for injuries of students or for medical bills arising from these injuries. Coaches and advisors should never state that the school will accept liability for any expenses. Any incident should be reported to the office as soon as possible.

12. Community Activities

A teacher is a trained leader and his/her services are often sought in connection with community affairs. We believe a teacher should participate in community affairs, but this participation should in no way interfere with proper preparation, planning and conduct of the teaching position for which the teacher was hired. Staff should, to the best of their ability, attend student events such as graduation, programs, and sporting events.

Policies Relating to Substitute Staff

Hope-Page Schools consider Substitute Teachers/Staff to be an integral part of the educational program. As such, Substitute Teachers/Staff are expected to maintain a professional attitude toward their work and always keep in mind the school system's goals. Effective Substitute Teachers/Staff make a positive impact on students.

1. Information

School Calendar is located on the website <https://www.hope-page.k12.nd.us/>

A substitute teacher at Hope-Page Schools needs to have obtained a North Dakota Substitute or Teacher license. The school needs a copy of the license and the completed paperwork that is at the back of this handbook.

- Teacher License (Sub Teacher only)
- W-4
- I-9 (two forms of ID)
- 403B Availability Notice
- Direct Deposit Form
- Background check completed through Department of Human Services- (preschool sub, bus driver, custodian, office, cook)
- Bus License (Bus Driver only)
- Bus Physical (Bus Driver only)

2. Professional Expectations

Hours

The school day begins at 8:00 a.m. for teachers and is over at 4:00 p.m.

*A half day for a substitute will be from 8:00-12:00 or 12:00-4:00.

You are expected to be in the classroom and with the students throughout the entire day and may not leave the buildings with permission from administration.

*If you are done with your subbing assignment you can check with administration and leave once students have left the building.

Payment

Substitute teachers are paid at a daily rate set by the negotiated agreement. Substitutes for cooks, custodians, para, Pre-K room, and office will be paid at set hourly rate and time card must be completed.

3. Daily Checklist

- Arrive at least 15 minutes early. Please wear professional attire. Business casual is appropriate. Staff may wear jeans the last day of the week for a \$1 donation to the Hope-Page Scholarship Fund.
- Parking:
 - Elementary – park on the East side of the building on the East side of the street to not block bus lanes, enter the school through the East entrance, labeled 1
 - High School – park in the parking lot on the West side of the school not by the sidewalk to not block bus lanes, enter the school through the West entrance, labeled 1

- Check in at the office.
- Once you have been shown your classroom check for the following.
 - Lesson plans, schedules, and class lists
 - Teacher communication of intervention plans
 - Behavior Plans, IEPs, 504s, etc.
 - Emergency bucket/bag
 - Evacuation Routes
 - Check for classroom cell phone procedures
- Any school supplies or resources will be located in the office or the teacher's lounge. Copy machines are located on each end of the school and in the main office.
- Look over lesson plans and materials needed for the day.
 - Look over technology needed including login/password information.
- Find the classroom management plan/schedule the teachers use.
- Find directions for milk count/attendance/classroom communication
- Attendance:
 - Elementary & High School – you may send a student to the office with the attendance count or push the intercom button and relay the information to the office
- Once students arrive BE SURE TO INTRODUCE YOURSELF TO EACH GROUP!
- Follow lesson plans and schedule for the day.
- Each school has Positive Behavior Supports in place to reward kids who are going above and beyond. If the classroom teacher does not leave them and you would like to hand them out please let the office know.
 - Elementary- Stars
 - High School-Greatness Cards
- Please communicate behavior issues to the office in a timely manner.
 - Behavior procedures are included in the staff handbook
 - Positive behaviors can be rewarded with a Greatness Card at the high school or a STAR at the elementary.
 - An example of incident reports and behavior documentation is located in the staff handbook. Copies are available in the school office.
- At the end of the day
 - Make sure to leave notes detailing how the day went.
 - Have students clean up the classroom and take papers/mail home with them.
 - Check out at the office.
- Check with the office if you have any questions or issues.
- Refer to the student handbook for building procedures.

4. Resources and Responsibilities:

Technology

Login and password information should be included in lesson plans.

Hope-Page has a 1:1 initiative. Classrooms are equipped with ActivBoards and students have iPads and/or laptops. Please read through the acceptable use policy in the student handbook to familiarize yourself with these.

Safety

The safety of the students requires careful attention.

1. Locate the emergency bag or bucket in the classroom.

2. Find the evacuation route (should be located by the door) and determine where you would go in case of an emergency.
3. Be prepared in case basic first aid is needed.
4. Supervise students.
5. Report accidents or injuries to the office.
6. Follow school policy for administration of medication.

Substitute Teachers are expected to do the following:

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks.
- Maintain a safe environment.
- Keep students under direct supervision at all times.
- Refrain from physical contact with students.
- Use appropriate language at all times.
- Use materials provided by the teacher or other school personnel.
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics.
- Become familiar with emergency procedures.
- Refrain from the use of cell phones for making or receiving calls or texting while students are present.
- Refrain from the use of personal electronic devices while students are present. Teachers and substitutes are not to share social networking information with students.

5. Ethics

Substitute teachers are expected to maintain a professional attitude about their work. This includes but is not limited to:

- FERPA laws require confidentiality with any student at a school. Recognize that as a substitute you are a professional member of the staff and must follow laws of confidentiality.
- Avoid participating in rumors or gossip
- Do not criticize individual staff member of other schools-this destroys public confidence in the school districts and the community
- Plan to spend the entire time working with and for the students
- Do not plan to do personal work during this time
- Follow the lesson plans of the classroom teacher

6. Exceptional Student Definitions

Substitute teachers may be required to serve students with various learning characteristics/challenges. Below are brief descriptions of some of the disability categories and characteristics the students may display:

Intellectual Disabilities (InD): Students have overall lower intellectual abilities. They often learn at a slower rate and need more concrete examples.

Speech Impaired (SI)/Language Impaired (LI): Students may exhibit disorders of stuttering, speech sound production or disfluency. They may have difficulty using words correctly or understanding the communications of others.

Visually Impaired (VI): Students are unable to see objects and images at normal distances, making special assistance necessary.

Deaf/Hard of Hearing (D/HH): Students are unable to hear sounds at normal volume from normal distances, making special assistance necessary.

Specific Learning Disabilities (SLD): Students are performing academically below their same age/grade peers due to difficulties affecting their ability to listen, speak, read, write or perform mathematics.

Emotional/Behavioral Disabilities (EBD): Students are performing below their abilities due to emotional/behavioral/social interaction challenges.

Orthopedic Impairments (OI): Students have difficulties that affect motor movement, making special assistance necessary.

Autism Spectrum Disorder (ASD): Students may display an uneven developmental profile, such as inconsistencies in language skills, social interaction and they may display repetitive and/or stereotypical patterns of behavior.

Gifted: Students may exhibit superior intellectual ability in general, and/or superior academic aptitude in a particular area such as science, math, etc., and/or creative thinking, with many areas of interest. Students may display leadership, be talented in the arts, or have superior psychomotor dexterity.

Teaching Techniques for Exceptional Students

Generally, what makes good teaching for the regular classroom, translates to exceptional students as well.

1. Determine what the students can do successfully and provide activities at their level.
2. Set clear expectations and objectives for students.
3. Build upon student's strengths in order to help them be successful. This will minimize frustration which will minimize discipline problems.
4. Select materials that will minimize student's handicaps. EX. Use large print for visually impaired students.
5. Emphasize your awareness of students who are following expectations and offer praise and reinforcement.
6. Provide students sufficient practice to be sure the new skill is learned.
7. Provide opportunities to use new skills in real-life situations.

7. Do's and Don'ts of Substitute Teaching

Do's

- Do arrive at least 15 minutes before school starts.
- Do establish a feeling of being in charge.
- Do introduce yourself to the teacher next door-you may have a problem and need him/her before the day ends.
- If the class has a two-way communication system, feel free to call for help or information. If there is no system, send a student to the office for help.
- If lesson plans, roll, or other needed materials can't be found, ask questions.
- Find help.
- Use positive reinforcement whenever possible.
- Follow the lesson plan and use the materials that have been left by the teacher. If instructions are unclear, ask the principal for guidance.
- Set expectation for behavior at the beginning of the day and be consistent in your implementation of discipline. Avoid idle threats.

- Leave a note for the teacher letting him/her know how your day went and what was accomplished. Inform him/her of any problems.

Don'ts

- Don't leave the children unattended for any reason. The children must be carefully supervised and monitored at all times.
- Don't discuss anything that you see or hear in the classroom, including student behavior, grades, performance in the class, the teacher's methods, etc. with outside parties. This information must be kept strictly confidential. If you have concerns, please direct them to an administrator at the school.
- Your assignment is to conduct a lesson on a topic selected by the teacher. You are not to share opinions about matters not directly related to the assigned lesson plan including current events, politics, religion, lifestyles, etc.
- Don't read or distribute any materials to the students that have not been approved by the teacher.
- Don't tune out. You are the teacher for the day.
- Don't "lose your cool." Be in control of yourself at all times.
- Don't let children get ahead of you-keep control.
- Don't be afraid to ask questions.
- Don't let one child take over.

**ACKNOWLEDGMENT AND RECEIPT OF THE BULLYING, NONDISCRIMINATION AND ANTI-HARASSMENT,
AND ACCEPTABLE USE POLICIES OF HOPE-PAGE PUBLIC SCHOOL**

I acknowledge that I have received, read, and understand the Bullying, Nondiscrimination and Anti-Harassment, and Acceptable Use policies of Hope-Page Public School (ACEA, AAC, ACDA). These policies are located on the School District's website. I understand that failure to comply with the policies could result in disciplinary action up to and including termination of employment.

403b RETIREMENT ACKNOWLEDGMENT AND RECEIPT

I received noticed to participate in a 403b retirement plan through Hope-Page School.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Hope-Page Public School. I understand and agree that it is my responsibility to read and comply with the policies in the handbook. I understand that this handbook is not exhaustive of all information relevant to my employment, and that the District's policies, regulations, and exhibits can be read in their entirety on the District's website.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, school practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by administration and/or the school board at any time without notice.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE