

SUPERINTENDENT'S LETTER
to
CERTIFICATED STAFF

To: All Certificated Employees

Re: Personnel Policies

In order to advance the objectives of our school district and look out for the interests of our employees, Bismarck Public Schools has developed a policy manual. It will help you understand what is expected of you and what you can expect from the school district.

This manual is to be used as a guide and reference. It has been reviewed by legal counsel and approved by central administration and the School Board. Employees should not, however, interpret any policy as being an amendment, change, or enlargement of their contract with the district.

Any policy is only as good as its implementation. The supervisor is the key to that implementation. The supervisor is responsible for and in direct contact with each group of employees. Employees and their supervisors must translate the ideas and principles in this manual into action.

Please familiarize yourself with the contents of this manual to ensure that all personnel policies are administered fairly and effectively.

FUNCTIONS OF THIS MANUAL

This Personnel Policy Manual is an outline of the basic personnel policies, practices, and procedures in the Bismarck School District. It contains general statements of school district policy and it should not be read as including the fine details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases, nor is it to be interpreted to alter, amend, or extend any of the terms of any written contract of employment existing between the employee and the district. The school district may add to the policies in the manual or revoke or modify them from time to time. Management will try to keep the manual current, but there may be times when policy will change before this material can be revised and published. A complete up-to-date set of these policies is available for review in the Superintendent's Office or the Human Resources Office.

1. The Human Resources Manager shall be responsible for custody and distribution of the copies of the Personnel Policy Manual. Each central office and building administrator will be issued a copy of the manual.
2. Because of the importance of personnel policies and practices in the conduct of school district business, central administration and the School Board will continually review and recommend changes in the school district's personnel policies, its employee benefit programs, and its salary administration programs. Input from employees concerning policies will always be welcome and encouraged.
3. Any employee may recommend a change in policy to the Human Resources Manager. Likewise, matters of importance not covered by the manual should be brought to the attention of the Human Resources Manager in order that new policy may be formulated if necessary.

PERSONNEL HANDBOOK
BISMARCK PUBLIC SCHOOLS

INTRODUCTION

The Personnel Handbook is published by the Bismarck Public School District as a service for its employees. It can be a useful reference for providing information and answering questions relating to personnel concerns and the operation of the Bismarck Public School District.

The letters which appear in capitalization following some headings indicate the reference code for policies and procedures contained in the policy manual adopted by the Bismarck Public School Board. Policy manuals are available at the central office of each school building and at the Human Resources Office located at the Hughes Educational Center, 806 North Washington Street, Bismarck, North Dakota.

The policies described here are not conditions of employment, and the language is not intended to create a contract between the Bismarck Public School District and its employees.

EMPLOYMENT

EQUAL EMPLOYMENT (GAAA/JAA)

It shall be the policy of the Bismarck Public School District not to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, national origin, age, handicap, marriage, disability or by reason of receiving any public assistance.

DRUG FREE WORKPLACE (GAM)

The Bismarck School District intends to maintain a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any building belonging to or used by the Bismarck School District or on the grounds of any such building or on any property or in any vehicle belonging to the Bismarck School District or at any school-related activity.

TOBACCO FREE (KGC)

The Bismarck Public School Board is dedicated to providing a healthy environment for staff, students and citizens. Because the use of tobacco is a highly addictive habit usually begun in the adolescent and teen years, the most effective means toward achieving a tobacco-free generation by the end of this century will be prevention of tobacco use by youth through education, positive adult role models and aggressive action to limit and confine available tobacco areas.

Smoking and the use of tobacco products shall be prohibited in all district buildings and school property, including district-owned vehicles. This also includes buildings and property rented by the school district.

ALCOHOL AND DRUG ABUSE BY EMPLOYEES (GAL) (GAL-R)

The school has a clear responsibility to maintain an atmosphere that will promote a quality learning environment. The misuse of alcohol and other drugs may endanger the safety and well being of all other employees and all students. The

use, possession, distribution, dispensing or manufacture of alcohol or any illegal drug is prohibited on any real property or in any vehicle owned or leased by the District or at any school-related activity. Violations will result in immediate action, which may include discharge and notification of other agencies.

Employees suspected of being under the influence of or in possession of alcohol or drugs will be asked to take a drug or alcohol test and will be relieved of duties for the remainder of the day.

SUBSTANCE ABUSE (GBRIG)

The Bismarck Public School District recognizes chemical dependency as a treatable illness. The purpose of this policy is to assure that any employee having this illness will receive the same careful consideration and offer of treatment presently extended to employees with other types of illnesses. Employees with the illness of chemical dependency shall qualify for the same employee benefits which are provided for other medically certified illnesses with established employee benefit plans and programs. A realistic acceptance of this illness should encourage employees to take advantage of available treatment when needed.

The Bismarck Public School District is concerned about the effects which harmful chemical involvement has on the employee's job performance and personal health. For the purpose of this policy, harmful involvement occurs when an employee's consumption of mood altering chemicals interferes with the employee's performance.

STAFF INVOLVEMENT IN DECISION MAKING (GAC)

The Bismarck School Board believes that its major policy decisions should be reached with meaningful participation by the staff in a process which culminates in a recommendation to the Board by the Superintendent. This participation is to be interpreted as contributing to the establishment of policy rather than as setting it, which is a right ultimately reserved to the citizen members of the Board.

Further, the Bismarck School Board believes that major decisions of the administration regarding the overall school program, including curriculum, instruction, and budget, should also be reached with meaningful participation by the staff in the decision-making process. Staff participation in the decision-making process is to be interpreted as non-binding recommendations to decisions by the administration pursuant to the authority delegated by the School Board.

The School Board believes that participation by staff in the decision-making process should be conducted in a spirit of cooperation.

The Superintendent will assure that each administrator establishes a written process by which meaningful participation by the staff is sought during the decision-making process on major decisions.

TEACHER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Teachers are encouraged toward professional growth and self-improvement through further study, publication, and any means of self-improvement. Incentives for such improvement are built into the salary schedule and the District Professional Growth Program.

The Professional Growth Program applies to all certificated staff. Minimum requirements established by the Department of Public Instruction for additional teacher preparation will be met during each growth period. Teachers with lifetime certificates will be expected to meet these growth requirements during five year intervals, while those with two or five year certificates will meet the requirements during the term of the certificate.

A record of all inservice clock hours will be kept by the teacher and monitored by the principal; college credit will be monitored by the central administrative office as well as by the principal.

COURSE APPROVALS AND REIMBURSEMENT (GBFA-R)

The Bismarck Public School District encourages teachers to continue their education and work towards advanced degrees by reimbursing them for course work and by giving employees the opportunity to move on the salary schedule by obtaining specific levels of course work and degrees for a lane change.

Criteria for Course Approval

The following criteria must be met for a course to be approved. An approved course can be applied towards a lane change.

1. Must be a graduate level course.
2. The course must be in an appropriate field (i.e. a math class for a math teacher) or a general course appropriate for all teachers (i.e. positive discipline in the classroom).

3. Courses may be taken while on professional or personal leave.

Reimbursement for College Coursework

To be eligible to receive reimbursement for college courses teachers must submit a study plan that outlines the specific courses and type of advanced degree a teacher is working towards. Plans should be submitted to the Human Resources Manager for approval.

To be reimbursed for a college course the courses must meet the following criteria:

1. Be listed on the approved study plan.
2. Be taken outside of regular work hours or while a teacher is on personal leave.
3. Be in a masters or doctorate program.

Additional information on course approvals and reimbursement

- The school district has set up maximum levels of reimbursement for college courses. These maximums are \$1,300 for a five-year certificate and \$520 for a two-year certificate. Reimbursement is paid at \$130 per credit hour with the maximums of \$1,300 and \$520.
- Vocational teachers who are working towards a bachelor's degree can receive reimbursement for undergraduate courses.
- Teachers cannot take the same class twice from the same college. They can take a class with the same name from a different college for reimbursement and for credit towards a lane change.
- Teachers not under contract with the school district are charged an additional fee of \$25 for a total of \$75 for a course. Teachers under contract are charged a \$50 recording fee to take a college course.

PROMOTION (GAJ)

It is the policy of the School Board to consider competent and faithful employees within the district whenever they are qualified for the position. All openings for promotion and/or new positions will be posted in buildings throughout the district and qualified personnel will be given adequate opportunities to make application for such positions.

PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES (GBC)

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and the individual schools, to effect lateral transfers among schools, and to locate suitable candidates to recommend for employment.

PROFESSIONAL STAFF HIRING (GBD)

Because the quality of the staff hired by the Board is the major component of an effective, productive educational program, the Board and the administration of the district will make every effort possible to attract and retain the best qualified personnel.

All professional staff members of the district will be approved by the Board only upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.

PROFESSIONAL PERSONNEL ASSIGNMENT AND TRANSFER (GBE/GBM)

As new schools are constructed and enrollments fluctuate between schools and for other valid reasons it will become necessary from time to time to transfer some teachers and other personnel within the district. Such transfers will usually be made with the concurrence of professional personnel. In some cases it may be necessary to implement such transfers without the concurrence of the person to be transferred. The final determination in all transfers will be at the discretion of the Superintendent of Schools.

TEACHER WORK DAY (GBRB-R)

The minimum work day for all full-time teachers in the Bismarck School District is eight (8) hours including a lunch period of one-half hour. The starting and ending time is determined by each respective building. The exception to the eight hour day is the last day of the week, days that precede a holiday and the last day of school.

MILITARY LEAVE (GBRID)

Any employee of the Board who is a member of the National Guard, member of the Armed Forces Reserve of the United States, subject to call in the federal service by the President of the United States, or shall volunteer for such service, when ordered by proper authority to active noncivilian employment, shall be entitled to a leave of absence in accord with state and federal legislation.

ACADEMIC FREEDOM (IAA)

The School Board believes that academic freedom is essential to the achievement of the purpose of the school system. It acknowledges the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their classroom functions.

COMPENSATION AND BENEFITS

The compensation systems for the Bismarck Public Schools are designed to offer salary and benefits that attract and retain highly qualified individuals to meet the needs of our students and the patrons of the community.

Teacher salary is determined by the type of education earned and by the steps on the salary schedule.

PAY DAY

All teachers are paid on a monthly basis with the option of receiving their pay spread equally over nine months (September through May) or twelve months (September through August). Pay checks will normally be issued on the 20th of each month including May. If the 20th falls on a Saturday, checks will be issued on the previous Friday. If the 20th falls on a Sunday, checks will be issued on the following Monday. If the 20th falls on a holiday or other non-work day, checks will be issued on the closest work day.

Direct deposit of pay checks is available and encouraged. Contact the payroll office for further information.

Pay checks or remittance advises will be forwarded to each teacher's home school. If checks are not claimed by the end of the work day, they will be mailed out.

RETIREMENT CONTRIBUTIONS

All certified teachers are required to become members of the North Dakota Teachers Fund for Retirement. The rate of contribution is determined by the North Dakota State Legislature. For more information, contact either the Human Resources Office at the Hughes Educational Center or the NDTFFR at 328-9885.

INSURANCES

Bismarck Public Schools provides a comprehensive program of insurance benefits. They are designed to help meet the needs of the employee and his/her family for protection against health care costs and death.

Specific details for health care costs and other insurances are available at the Human Resources Office.

COBRA

The federal law, Consolidated Omnibus Budget Reconciliation Act, referred to as “COBRA,” allows employees and dependents whose medical insurance would otherwise terminate, to continue the same medical coverage for a specific period of time under certain conditions. Depending on the circumstance employees and/or their dependents can continue medical coverage for up to 18, 29 or 36 months. Some of the qualifying events are termination of employment, reduction of hours, divorce, or dependent child is no longer eligible as a dependent under the health plan’s eligibility rules.

PROFESSIONAL PERSONNEL COMPENSATION GUIDES AND CONTRACTS (GBA)

Teachers may be held at the same salary for the following year by the decision of the principal and the Superintendent. Cause for doing so must be shown and must be bona fide, verifiable and clearly stated to the employee in writing. Sufficient time should be given for improvement. The affected employee may appeal such determination to the School Board.

EARLY RETIREMENT OF PROFESSIONAL STAFF MEMBERS (GBQA-N)

The School Board of the Bismarck School District has established an early retirement plan whereby contracted, professional staff receive a predetermined payment if they choose to retire early. The terms of that plan are as contained in the negotiated agreement.

SABBATICAL LEAVE PROGRAM (GBRHAA-R)

The Sabbatical Leave Program in the Bismarck Public School System is provided to professional staff of the district in order to encourage them to advance their education and acquire and enhance skills.

Rules relating to the program are included in the policy and on the application form. The application form is available upon request by calling the Human Resources Office.

PROFESSIONAL PERSONNEL CONFERENCES AND VISITATIONS (GBRHB)

The Superintendent may authorize leave for visitations, attendance of personnel at state, regional, and national meetings, workshops and conferences with pay. Absence allowable for professional leave is a judgement value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals, and lodging.

PROFESSIONAL PERSONNEL PERSONAL LEAVES AND ABSENCES (GBRI)

All absences, leaves and vacations for teachers shall be as contained in the current negotiated agreement and shall include such leave policies as sick leave, personal leave, sabbatical leave and leave of absence.

FAMILY AND MEDICAL LEAVE

In accordance with federal law, eligible employees can take up to 12 weeks of Family and Medical Leave during the calendar year for the birth or placement of a child for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

The leave may be unpaid, paid or a combination of paid and unpaid leave depending on the circumstances. For additional information on eligibility and steps for requesting leave contact the Human Resources office. In order to make the necessary arrangements to replace an employee during his/her absence, we request all employees contact the Human Resources office and their principal or manager as soon as possible.

ABSENCE FROM WORK

Absence for the employee's own illness, disability, or death in the immediate family shall be charged against his/her cumulative sick leave. "Immediate family" shall be interpreted to include: spouse, son, daughter, father, mother, brother, sister, grandparents, grandchildren, sons or daughters-in-law, uncles or aunts of the employee and employee's spouse or any relative residing in the immediate family of the employee. The employee may, upon specific approval of the Superintendent, be absent for the purpose of attending the funeral of a close family friend. Time used in this manner will be deducted from accumulated sick leave.

When any member of the immediate household as defined above, is seriously ill, undergoing surgery, or involved in a critical accident, the employee may use sick leave to be with that person.

The employee may find it necessary to be absent from work for such things as dental surgery, broken fillings, repair or replacement of glasses which qualify him/her for sick leave.

EXPENSE REIMBURSEMENTS (DJD)

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts in accordance with state law.

When official travel by personally-owned vehicle has been authorized, mileage payment shall be made at the state allowance. To the extent budgeted for such purposes in the school budget, the approval of travel requests shall be vested in the Superintendent or designee.

EMPLOYEE ASSISTANCE

The St. Alexius Medical Center/Heartview Employee Assistance program provides employee assistance services to all eligible employees and their immediate family members. Eligible employee is defined as an individual working four hours or more per day for the school district.

The Employee Assistance Program (EAP) is a confidential assessment, counseling, and referral service staffed by trained professionals who can help employees and their family members evaluate problems and take positive action to resolve them. The Employee Assistance Program provides up to 8 counseling sessions per problem without cost to employees or their family. Employees can contact the EAP 24 hours a day, 7 days a week by calling 530-7195 or 1-800-327-7195.

LIQUIDATED DAMAGES (GBBA)

Teachers who have signed a contract for the following school year and request a release and are given the release, will pay liquidated damages as contained in the Negotiated Agreement.

REDUCTION IN FORCE (GBKA)

The contracts of certificated staff members may need to be terminated because of declining enrollments, program reductions or changes, elimination or reduction of federal program monies, or decreases in district revenue. Where attrition has not accomplished this purpose, the guidelines to be followed are as contained in the Negotiated Agreement.

PLACEMENT ON THE SALARY SCHEDULE

Incoming teachers may receive credit for up to nine years of previous K-12 teaching experience. Teachers in specialized areas such as social workers or vocational classes may or may not be given full credit for past teaching experience.

GENERAL INFORMATION

VEHICLE INSURANCE

All school system vehicles are protected by the district's liability insurance carrier. Employees who transport students in school vehicles are required to participate in the district's random drug testing program.

GENERAL LIABILITY INSURANCE

All persons who were, now are, or shall be employed by the school district are covered for any claims caused by a negligent act, any error, any omission or any breach of duty while acting in their capacity as such or any matter claimed against them solely by reason of their being insured.

UNEMPLOYMENT INSURANCE

Staff employees are entitled to unemployment insurance. Eligibility and benefit amounts are determined individually based on a percentage of yearly earnings, up to the allowable maximum. *Unemployment insurance is not available for the summer months when nine or ten month personnel are not working.*

WORKERS COMPENSATION

Bismarck Public Schools furnishes workers compensation insurance coverage for all employees. Workers compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by the employee's work.

Employees must report any accident to their supervisor immediately. If the employee's supervisor is unavailable, the employee must contact the School District Risk Management Coordinator. Employees should also report a near miss or close call, which occurred to them or they witnessed. Reports must be made on all accidents not just those resulting in an injury.

Employees who are reimbursed by Workers Compensation for days absent from work cannot have sick leave payments or any other district provided insurance exceed their regular earnings. When an employee has a loss time claim and receives workers compensation reimbursement, the employee must send a copy of

the workers compensation check to Payroll. Credit to the employee's sick leave account will be calculated by dividing the amount of the workers compensation check by the employee's hourly rate.

If an employee receives more than the regularly scheduled earnings, the district will deduct the overage in the next pay period.

As part of the North Dakota Workers Compensation Risk Management Plan, the Bismarck School District selected WorkLife and Career Care as its primary designated medical providers. Any employee who is injured on the job and requires medical attention must report to WorkLife at Mid Dakota Clinic or Career Care at Q&R Clinic. If an employee wants a medical provider not associated with WorkLife or Career Care, approval must be designated prior to the work-related injury. Contact the district Risk Management Coordinator for approval.

RETURN TO WORK PROGRAM

Bismarck School District has initiated a return to work program for all of its employees. Under this program, all employees injured in the course of their employment will be returned to some form of meaningful employment as quickly as possible.

Based on the injuries and restrictions set by the treating physician, a restricted or modified duty job is designed for the employee able to return to work. All employees will be given full consideration as may be required by their restrictions. Under no circumstances will an employee be requested to perform any activity that exceeds those restrictions.

DESTRUCTION OF DOCUMENTS (CN-R) (DO-R)

The Bismarck School District follows the practice of destroying certain records, after School Board approval, each January. A list of such documents will be recorded in the official minutes of the school district. A copy of those records that may be destroyed after five years are listed in the policy.

Documents that must be kept permanently are: Governing Bodies Proceedings (Minute Books); Receipt and Expenditure Journals; Payroll Records; and Permanent Student Records (for Transcripts).

EQUIPMENT AND SUPPLIES SALES (DFM)

The Board authorizes purchase of certain specified items for resale to students.

The Superintendent shall be authorized to dispose of surplus or obsolete materials no longer useable or needed by schools. Items of little or no resale value may be first offered to civic or charitable organizations before discarding, according to administrative direction.

Items considered saleable at some price may be sold to interested parties on a first come, first served basis.

PURCHASING AUTHORITY (DJEA-R)

No employee of the school system shall obligate the school district for the cost of goods and services unless duly authorized. No purchases shall be made without properly signed purchase orders.

Unauthorized purchases may become the financial responsibility of the purchaser.

STUDENT FUNDS MANAGEMENT (DK)

Student funds are deposited in the appropriate student activity accounts in the district office. Records of all transactions of receipts and disbursements shall be kept and shall be subject to an annual audit.

BONDED EMPLOYEES (DH)

Each employee of the district who is assigned the responsibility of receiving and dispensing school funds shall be bonded individually or covered by a blanket bond. The cost of the bond shall be paid by the district.

SAFETY POLICY

The policy of the Bismarck Public Schools is to protect the safety and health of our employees. Injuries and property loss through accidents are needless, costly and preventable. The School District has provided for the elimination of all accidents and health hazards by the establishment of a safety and health program, which is adapted to fundamental safety concepts and proven management performance. The reduction of accidents and claims is a goal of the administration.

Each employee has the responsibility for his/her own safety, as well as the safety of his/her fellow employees. It is only by each employee becoming familiar with the hazards of his/her job and doing what is necessary to insure their safety that the district can achieve the safe working conditions deserved by all its employees.

Employees with safety concerns or suggestions should contact their supervisor or the Risk Management Coordinator.

SANITARY CLEANUP AND DISPOSAL (EBF)

Sanitary procedures should be used by all school employees when cleaning up body fluids, human secretions and excretions such as blood, vomit, etc., in order to reduce the possibility of transmitting disease in the schools.

COMPLAINT PROCEDURE (GAE-R)

The purpose of this procedure is to facilitate orderly communication and timely resolution of conflicts, and to encourage that such communication and resolution occur as near as possible to the source of the complaint in question.

Suggested steps to resolve the problem are:

1. Discuss the problem with the person you perceive to be involved and offer suggestions for settling the dispute, if problem persists;
2. Discuss the problem with your immediate supervisor, if problem persists;
3. Discuss problem with Assistant Superintendent or Human Resources Manager, if problem persists;
4. Discuss problem with the Superintendent, if problem persists;
5. Request placement on the agenda of the earliest possible School Board meeting.

JURY DUTY (GBRIA)

All employees of the Bismarck School District are subject to jury duty. When district personnel are required to serve on juries, thus taking them away from their

regularly assigned duties, their regular school salary will continue to be paid, but deductions of the amount earned as a juror will be made from regular district paychecks. The employee may wish to endorse the check for jury duty payment to the district rather than have deduction of the amount from the regular payroll check. The employee may elect either of the above.

POLITICAL ACTIVITIES (GAGB)

The Board affirms its wish that all personnel enjoy the full rights and privileges of residence and citizenship in this state and community, such as the right to run for public office.

Employees who are elected to public office will be granted leave without pay for the period of absence during sessions of the elected body.

EVALUATION (GADE)

The fundamental purposes of teacher evaluation are both quality assurances and professional development. The evaluation of teaching performance is an important means of promoting excellence in education in the Bismarck Public Schools. District educators designed the Professional Excellence Program evaluation framework so that principals and teachers can have a professional dialogue and enhance professional learning. The evaluation framework used by the district is designed to help new teachers survive and thrive the almost overwhelming challenges of the first three years of teaching, ensure that standards for effective teaching are understood, accepted and demonstrated by veteran teachers, and provides the necessary guidance for teachers and principals when improvement and intervention is needed.

The framework for teaching used by the Bismarck Public Schools identifies 17 critical components of teaching. These components promote improved student learning. The components seek to define what teachers should know and be able to do in the exercise of their profession. The 17 components of professional practice are organized into four general domains: Planning and Preparation, Classroom Culture, Curriculum and Instruction, and Professional Responsibilities.

All teachers will be evaluated according to existing state statutes.

SEXUAL HARASSMENT (GAEA)

Sexual harassment in the work place is illegal. It is the Bismarck School District's

continuing policy to provide employees a work place free from any form of sexual harassment. Sexual harassment in any manner or form will not be tolerated by the district and is expressly prohibited. All employees are encouraged to report concerns with sexual harassment to their immediate supervisor or the Human Resources Manager.

PUBLIC ACCESS TO PERSONNEL RECORDS (GAK)

Personnel records shall be maintained in two areas; namely, in the Superintendent's Office and in the building principal's office. Public access shall be during normal business hours. Personnel files at both locations described above shall be available for review by members of the public.

PROCEDURES FOR INCLEMENT WEATHER (AFC) (AFC-R)

School Board policy authorizes the Superintendent to "close the schools in event of hazardous weather, epidemics, or other emergencies which threaten the safety or health of students or staff members."

If inclement weather (or other emergency) necessitates action to protect students or staff, the options available to the Superintendent will include, but not be limited to the following:

1. The Superintendent may close any or all schools in the district with no students or staff (except for a skeleton crew) requested to report.
2. The Superintendent may choose to have the schools open as usual, but direct that buses either run late (one or two hours) or not at all.
3. The Superintendent may choose to close schools for instructional purposes with no students required to attend with staff reporting as usual.

If Option #1 is exercised, nine-, ten-, and eleven-month support staff scheduled to work in the affected schools will be expected to work on make-up days. These employees will be paid for days actually worked. Twelve-month employees will be paid for the number of days scheduled in their work year, including days not worked due to emergencies. Twelve-month employees, however, will be expected to work on all make-up days, including Saturdays.

If either Option #2 or #3 is selected, all staff will report and be paid as usual.

STAFF CONFLICT OF INTEREST (GAG)

The Bismarck School Board and administration not only prescribe that staff members of the Bismarck Public Schools adhere to all laws regarding conflict of interest, but also be alert to and avoid situations which have the appearance of a conflict of interest. The School Board discourages substantial and continuing school related business relationships between Board and staff.

NEPOTISM (GAG)

In order that there be no conflict of interest in the supervision and evaluation of employees, no employee will be placed in any position, except in a temporary situation caused by the absence of the regular supervisor, wherein direct administrative or supervisory authority is exercised by a close relative or by any other relative residing in the same household. No employee will be placed in any position wherein he/she would be involved in the hiring of a new employee if one of the candidates is a close relative. A close relative is defined as father, mother, sister, brother, spouse, son, daughter, or daughter-in-law, son-in-law, sister-in-law, or brother-in-law. No relative of an employee will be shown preference for employment in either a temporary or permanent position.

DISCIPLINE (JD)

The ultimate responsibility for a student's behavior rests with the student and parents. However, the responsibility should be shared by schools and community agencies that are commissioned by law and by design to participate in the administration of discipline. Bismarck Public Schools will collaborate with agencies involved to address such discipline problems.

CORPORAL PUNISHMENT (JDA)

The Bismarck School Board believes that dignity and self worth are integral components of the learning process and that corporal punishment is counterproductive to these concepts.

It shall be the policy of the Bismarck School Board that the use of corporal punishment shall be prohibited in the Bismarck Public School System. This policy shall not be construed to prohibit the use of reasonable force or physical restraint against a student when it is essential for self defense, protection of a student's welfare or another person's welfare, the safeguarding of public school property or the preservation of order.

DISCLAIMER

This employee handbook has been drafted as a guideline for our employees. It shall not be construed to form a contract between the Bismarck School District and its employees. Rather, it describes the District's general philosophy concerning policies and procedures.

* * * * *

I have read and understand the information presented in the Bismarck Public Schools Teachers Personnel Handbook.

Print Name

Date

Signature

Please cut along the line and return this signed page to your supervisor.

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