



**NAUGHTON SCHOOL
STAFF HANDBOOK
& MASTER AGREEMENT**

PHILOSOPHY OF NAUGHTON PUBLIC SCHOOL DISTRICT NO. 25

The School Board of Naughton Public School District No. 25 believes that the function and purpose of the public school is to develop intelligent and responsible citizens, consistent with the principals and spirit of American democracy, who have gained an understanding of good citizenship and the fundamental relationship between the home and society in which they live.

This shall be accomplished by giving all children in the school district good educational opportunities through a well-rounded curriculum, a healthy learning environment and an educational climate created by qualified teachers who encourage respect for individual differences and human dignity.

In establishing the policies of the Naughton School District, it is the intent of the board that there shall be guidelines for the educational program of the school system. Being aware that the changing nature of our culture has a direct influence on the nature of education, the board subscribes to the following goals:

- To enable students to discover their interests and abilities.
- To train students in the habit of independent thinking so they may be able to form opinions without prejudice.
- To teach conservation of human resources by developing a school program which promotes students' health by teaching the principals of physical and mental hygiene, including drug free education, by teaching safety and units of safety in appropriate subject matter fields.
- To develop useful citizens with a desire to contribute to society and with an appreciation of and dedication to a free enterprise system in a democratic society.

EQUAL EMPLOYMENT OPPORTUNITIES

The Naughton School District is committed to a policy of equal opportunity for all employees. Discrimination on the basis of sex, race, creed, marital status, age, handicap, national origin or color is prohibited.

ACCIDENT/INJURY

Any accident involving a student on the school premises which may require medical attention should be reported to the principal as soon as possible. If medical attention is needed, or if there is a question for the need of medical attention, the child's parents should be notified immediately. An accident report form, which may be obtained from the business manager, must be completed for all injuries.

ACTIVITY TRIPS

Field trips are encouraged when it can be of benefit to accomplish an educational purpose. Field trips must be approved by the Principal.

ADMINISTERING MEDICINES TO STUDENTS

School personnel may NOT dispense or administer over-the-counter medication to students at school except that the giving of Tylenol/aspirin is approved only with the written consent of parents.

Students who must depend on maintenance medication while in school must have a written parent statement outlining medication use and possible side effects as well as prescriptive directions.

Any medication, which is ordered by the physician to be administered at school by mouth, may be given using the established procedure.

Staff will be required to attend Medication Training when it is offered.

ATTENDANCE/ABSENCE

Regular attendance on the part of all students is a crucial part of the educational process and can have a direct effect on the achievement of students. Daily attendance is expected of all students.

Teachers in grades K-8 are responsible for keeping attendance records for all pupils in their classroom. At the end of the school year, each teacher will complete the attendance report – the principal will then submit that report to the Department of Public Instruction and the County Superintendent of Schools.

BREAKAGE AND DAMAGE

If books or supplies, equipment, or the building experience breakage, damage or unusual deterioration, please report it to the principal. If students are responsible for the breakage, unusual deterioration or damage, the names of those involved should also be reported.

CERTIFICATION AND TRANSCRIPT

All teachers employed by Naughton School District must hold a valid North Dakota Teacher's Certificate and attain Highly Qualified status in accordance with No Child Left Behind. Each teacher is responsible for maintaining his/her certification and keeping it current. State law requires that school districts cannot pay a teacher unless they hold a current teaching certificate.

Teachers new to the system are required to furnish the school with a certified copy of their official college transcript.

CHILD ABUSE AND NEGLECT

Any certified school employee who has knowledge of reasonable cause to suspect child abuse or neglect will report this to the area Human Service Center immediately. Any non-certified staff member having reasonable cause to suspect child abuse or neglect may report this to the area Human Service Center. Any certified or non-certified staff is requested to advise the Principal of the suspected abuse. The Principal will then present the information to the school board. Written report should be made on the appropriate form.

CLASS SCHEDULES

Teachers involved with students in grades K-8 are to develop a daily class schedule following the time allotments required by the accreditation standards set by the Department of Public Instruction.

CLASSROOM CARE

The appearance of classrooms is an important factor in establishing the educational environment in the school. Although we have a custodian to do the cleaning of the building, each teacher is responsible for the care and cleanliness of the rooms as well. At the end of the school day, all materials and equipment should be put away and the rooms left neatly arranged. Writing on desks and walls is not permitted. If problems occur with this, teachers should check desks or other areas at the conclusion of each school day. Teachers are to close windows, lock doors, turn down the heat and turn off lights at the conclusion of the school day.

COMPLAINT PROCEDURE

Any student, employee or parent of the district who believes he/she has been discriminated against on the basis of race, color, national origin, gender or handicapping condition, may file a written complaint with the Principal who will then present same to the school board.

CONTINUING CONTRACT LAW

North Dakota does not have a tenure law, but does have a continuing contract law. Teachers who are not to be issued a contract for the following year must be notified in writing prior to April 15th that their contract will not be renewed. Unless this is done, the past year's contract will be in force for the next school year.

CORPORAL PUNISHMENT

The use of corporal punishment, defined as punishment inflicted on the body of a student in order to modify behavior, is not allowed. The use of any instrument such as a paddle or stick on a student is strictly prohibited. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, or obtaining possession of a weapon or other dangerous object.

DRUG USE AND ABUSE

It shall be against school policy for any student and/or school employee:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the person represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive or to attempt to possess, procure, purchase, or receive, the substances listed in this policy or what is represented by or to the person to be any of the substances listed in this policy or what the person believes is any of the substances in this policy. A person will be determined to be "in possession" when the substance is on the person, car, or handbag or when he owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the person to be any of the substances listed in this policy or what the person believes is any of the substances in this policy.

This policy applies to any student or employee who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

EMERGENCY LEAVE

Emergency leave, such as death or critical illness, will be provided to a maximum of four days with the approval of the principal. Any additional days needed may come from accrued sick leave.

INSURANCE

Up to \$500 will be provided to credentialed staff for insurance to be paid directly to the insurance company. No monetary amount will be given if the insurance is not needed.

LENGTH OF SCHOOL DAY

The teachers are required to be at the school from 8:00 a.m. to 3:30 p.m. Monday through Thursday. On Fridays, the teachers may leave as soon as the students have been picked up by the parents. If a teacher must leave the school prior to 3:30 p.m., the teacher must notify the business manager or board member as to the reason. School is to start promptly at 8:30 a.m.

LESSON PLANS

Teachers are responsible for maintaining lesson plan books for a week at a time.

PAY LEVEL

Incoming teachers will be granted credit up to three years of teaching experience in an accredited school system.

PERSONAL LEAVE

Each full-time teacher will be granted two days of personal leave annually, prorated for part-time. All personal leave days must be approved by the Principal. Personal leave can accumulate to a maximum of five days. No personal leave days will be granted the last two full weeks of school.

PROFESSIONAL LEAVE

Up to five days will be granted at the discretion of the Principal. All professional leave days must be approved by the Principal.

PROGRESS REPORTS

After the fourth week of each 9-week grading period, teachers of students in grades K-8 will provide the parent with a written progress report.

PROHIBITED SUBSTANCES

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1.26 (paraphernalia) or as defined by Section 812. Schedules I-V of Title 21, United States Code, Section 801, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
3. Any abusable glue or aerosol paint, or any other chemical substance, for inhalation.
4. Any prescription or non-prescription drug, medicine, vitamin or other pain reliever, stimulants, diet pills, multiple or other type of vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills NOT taken in accordance with the authorized use policy.

PUBLIC RELATIONS

The purpose of school public relations is two-fold:

1. To bring the positive aspects of our school to the attention of the public.
2. To deal with the public in a cooperative, friendly manner, which will make patrons feel that the school is responsive to their concerns and needs.

The teacher has a central role in the public relations effort. Some of the things a teacher can do include:

1. Doing a good job. There is no better public relations promoter.
2. Follow-up field trips and classroom guests with thank-you notes written by the students.
3. **BE PROFESSIONAL IN THE COMMENTS YOU MAKE ABOUT THE SCHOOL, YOUR COLLEAGUES, STUDENTS AND PARENTS. ACCENTUATE THE POSITIVE WHENEVER POSSIBLE.**

STAFF DISMISSAL

When reduction of professionally licensed staff becomes necessary because of declining enrollment, lack of funds, or other necessities, the Board shall make every effort to ensure that full time professionally licensed teachers be separated last. In the event of staff reduction, personnel shall be terminated in accordance with present statutes, fair dismissal procedures, and the district procedures herein.

1. A teacher with the least number of years of teaching experience (teaching experience is defined as number of years employed as a full time teacher) with the Naughton School District will be terminated first unless he or she possesses a credential or degree that fits the needs of the school for accreditation.
2. If two or more teachers have the same number of years of experience with the system, the teacher with the least education will be terminated first.

REPORT CARDS

Report cards are issued for each nine-weeks grading period. While the report card provides a condensed summary of student progress to date, it should not be the only means of communicating with parents.

SCHOOL ABSENCES AND MAKE-UP WORK

1. Occasionally students are absent from school due to a variety of reasons. In the case of an unanticipated absence such as sickness, emergency, etc., staff members are expected to provide special assistance to the students upon returning to school to minimize the effects of the absence.
2. For each day of absence, two days will be allowed to complete make-up work. Teachers have the flexibility to extend this time limit. If work is not made up within the allotted time, no credit will be given for uncompleted work.

SICK LEAVE

Each teacher will annually be credited with ten days of sick leave at the beginning of the school term; unused sick leave will be accumulated to thirty days.

TEACHER ABSENCES

If a teacher needs to be absent for any reason, the Principal or Business Manager should be notified as soon as possible. When absences are known in advance, the Principal must be notified. The teacher is responsible for making arrangements for a substitute teacher.

Complete lesson plans must be available for the substitute teacher. Make sure enough material has been prepared for the substitute teacher to cover the day.

PAY PERIODS

Paychecks will be distributed on the 1st and 15th day of each month or on the last working day preceding the 1st and 15th day of each month. Teachers have the option for direct deposit. Staff members have the option of receiving their salary in eighteen or twenty-four equal payments; such option to be exercised once per calendar year by notifying the Business Manager no later than the first teacher day of the school year.

PARENT-TEACHER MEETINGS

The teacher is to schedule at least three parent-teacher meetings per year (e.g., fall, prior to Christmas and early spring).

PLAYGROUND SUPERVISION

The playground must be supervised during all recesses, noon hour and before and after school if the students are on the playground.

STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with and abide by the laws of the state as these affect their work, the policies of the Board and the regulations designed to implement them.

Since the realization of district goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required:

1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies and regulations of the Board.
3. Diligence in submitting reports at the time specified.
4. Care and protection of school property.
5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.
6. Vulgar language on school property or at any school function may be considered conduct unbecoming a teacher or insubordination and may result in recommendation for discharge.

We expect our certified staff to hold to a high standard. The instructional staff will conduct themselves at all times in order to be a credit to the school and its organization by being a professional person and acting accordingly. The services of men and women of integrity, high ideals and human understanding are basic to an effective educational program. To maintain and promote these essential qualities, all employees of the district shall maintain high standards in their school relationships. These standards shall include, but not be limited to, those developed by the Educational Standards and Practices Board.

The Naughton School Board recognizes that to provide a sound educational system, the highest ethical practices must be adhered to.

The teachers' daily task requires working with confidential information. As professional people, teachers are obligated to use extreme care in the handling of such items as test scores, counseling data, and personal problems of students and fellow workers that might come to their attention. These items and many other matters need to be handled very confidentially and with the utmost discretion. There is a real difference between pertinent discussion of the student's problems and gossips about the student. Teachers must remember that a student or fellow teacher working in school has a right to personal privacy.

SUPERVISION OF STUDENTS

Leaving students unsupervised generally results in discipline problems. For this reason and because we are responsible for the safety and well-being of the students while they are in school, teachers are not to leave their classroom unsupervised. If a teacher must leave her classroom, she should make arrangements with another staff member to supervise her class until the teacher returns. It is the expectation of the school that a working respect for everything be maintained among all persons involved in the school. With this in mind, the teacher is very important. Standards for behavior and conduct must be established the first day of school and these standards maintained consistently and fairly throughout the year. Proper discipline results in respect between students and staff and plays an important role in fostering appropriate social behavior in our students.

Good discipline does not occur through nagging, yelling and hitting, or maintaining control through fear. These things tend to lead to rebellion sooner or later and do not provide a good learning atmosphere. Likewise, over leniency can cause problems and result in losing control of the classroom discipline. It is easy to become more lenient if necessary, but almost impossible to accomplish the opposite.

In all discipline matters use good judgment and do not act too hastily. The Principal is ready to help with discipline problems and should be consulted when persistent problems arise.

TEACHER EVALUATION PROCEDURE

Evaluations shall be conducted in conformance with North Dakota law including the dates specified in the law. The evaluation shall become part of the employee's personnel file. The employee shall have the right to review the evaluation and may attach a statement or disagreement if she/he wishes.

2015-2016 SALARY SCHEDULE

STEP	BA	BA+8	BA+16	BA+24	BA+32	MA	MA+8	MA+16
0	30,000	30,500	31,000	31,500	32,000	33,000	33,500	34,000
1	30,500	31,000	31,500	32,000	32,500	33,500	34,000	34,500
2	31,000	31,500	29,500	30,000	30,500	31,500	32,000	35,000
3	31,500	32,000	32,500	33,000	33,500	34,500	35,000	35,500
4	32,000	32,500	33,000	33,500	34,000	35,000	35,500	36,000
5	32,500	33,000	33,500	34,000	34,500	35,500	36,000	36,500
6	33,000	33,500	34,000	34,500	35,000	36,000	36,500	37,000
7	33,500	34,000	34,500	35,000	35,500	36,500	37,000	37,500
8	34,000	34,500	35,000	35,500	36,000	37,000	37,500	38,000
9	34,500	35,000	35,500	36,000	36,500	37,500	38,000	38,500
10	35,000	35,500	36,000	36,500	37,000	38,000	38,500	39,000
11	35,500	36,000	36,500	37,000	37,500	38,500	39,000	39,500
12	36,000	36,500	37,000	37,500	38,000	39,000	39,500	40,000
13	36,500	37,000	37,500	38,000	38,500	39,500	40,000	40,500
14	37,000	37,500	38,000	38,500	39,000	40,000	40,500	41,000
15	37,500	38,000	38,500	39,000	39,500	40,500	41,000	41,500
16	38,000	38,500	39,000	39,500	40,000	41,000	41,500	42,000
17	38,500	39,000	39,500	40,000	40,500	41,500	42,000	42,500
18	39,000	39,500	40,000	40,500	41,000	42,000	42,500	43,000
19	39,500	40,000	40,500	41,000	41,500	42,500	43,000	43,500
20	40,000	40,500	41,000	41,500	42,000	43,000	43,500	44,000

**NANCY - STEP 5 - BA+8 -
\$33,000**

**AMY - STEP 1 -
\$30,500**