

West Fargo Public Schools Substitute Teacher Handbook 2011-12

WELCOME

As a substitute teacher in the West Fargo Public Schools, you are a very important person. Whether your assignment is short or continues over a long period of time, each time you enter a classroom to teach, you are responsible for the most important people in this organization...our students.

The substitute handbook is designed to help you in your efforts to learn as much as you can about our schools and our students. Your responsibility is to replace the regular teacher and to carry out, to the best of your abilities, the duties and responsibilities of that teacher. We trust that each time you substitute teach, the students will have a meaningful and productive educational experience.

Thank you for your commitment to the education of the children of West Fargo. If we can be of any help, please call the Human Resources Department at 356-2001.

Robin Hill

Director of Human Resources

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I. SUBSTITUTE INFORMATION

SUBSTITUTE TEACHER LIST

The West Fargo Public Schools utilizes an automated substitute system (AESOP). The Human Resources Department will compile a list of qualified teachers who are eligible to serve as substitutes in the absence of regular classroom teachers and enter them in AESOP. This list is compiled prior to the start of each academic year and is revised periodically during the year, as needed. Substitute teachers who, during the school year, do not wish to continue employment should inform the Human Resource Department as soon as they leave.

SUBSTITUTE TEACHER APPLICATION

****Note: You must possess a valid North Dakota teacher's license to apply for substitute teaching.****

All employees of West Fargo Public Schools must make their employment application online. The link for substitute teachers can be found on the right side of West Fargo's internet home page. West Fargo's homepage is at www.west.fargo.k12.nd.us. Follow the instructions as given there.

Once you have applied, the Human Resources Generalist will add you to AESOP and send you a welcome letter. Once you have accepted your first assignment through AESOP you will need to come to the Leidel Education Center (LEC) and complete the necessary paperwork.

Payroll Paperwork

1. W-4 – tax withholding certificate
2. I-9 - Employment Eligibility Verification. Please bring your IDs with for verification.
3. Direct Deposit – West Fargo only issues direct deposit of payroll. Please bring a voided check.
4. Authorization for background check.

ASSIGNMENT OF SUBSTITUTES

West Fargo Public Schools uses an automated substitute teacher calling system, AESOP. With this system, substitute teachers select their own teaching assignments. Substitutes may either “shop” online or via the telephone for assignments.

The website for online selections is at www.aesoponline.com and the phone number is 1-800-942-3767.

PLEASE SEE THE APPENDIX FOR MORE INFORMATION ON THE USE OF AESOP.

PAY SCHEDULE

The current pay scale for substitute teachers is \$95.00 for a full day assignment and \$47.50 for a half-day assignment. Other daily increments are prorated accordingly. After substituting for 10 consecutive days in any one teaching assignment, a substitute will be paid \$101.00 per day for the next 20 days of substituting should the assignment continue that long. After a teacher has substituted in one teaching assignment for 30 days, he/she will be paid a daily rate derived from the Bachelors Lane, 0 Step of the current teacher’s salary schedule. The daily rate is currently \$168.02. This rate will be revised upon completion of a new Teacher Salary Schedule for 2011-2012.

Substitute teachers will receive a \$125.00 bonus after teaching in the district 25 full time days. The days need not be consecutive to count towards the bonus.

Substitute teachers are paid every other Friday by direct deposit. See the appendix for a list of paydayes. Deposit notices are mailed to your home address unless other instructions are given to the payroll office at the Leidal Education Center. The phone number is 356-2001. Payroll direct deposit is required for all staff, including substitutes. Direct deposit forms can be obtained at the payroll office or by calling 356-2001.

Notice of Participation

West Fargo Public School District 403(b) Plan

The West Fargo Public School District (“the District”) offers a 403(b) Plan for eligible employees of the District. All employees, including substitute teachers, are eligible to participate in the 403(b) Plan. 403(b) plan contributions are voluntary contributions on the part of the employee. The district does not match or participate in this contribution in any way. 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. Please contact the payroll office for information or to enroll. 356-2001.

PROFESSIONALISM

RESPONSIBILITIES

1. Report to the principal's office at the designated starting time for that building. The work day times for professional staff are given in the assignment information contained in AESOP.
2. Substitute teachers are expected to remain in the building during preparatory periods and other planning or supervisory periods. Preparatory periods in the secondary schools are often 85 to 90 minutes in length. You may be asked to cover another class assignment during part of your preparatory period.
3. Leave a brief report for the teacher of materials covered and work completed.
4. Report any accidents or unusual discipline problems to the principal.
5. Leave the room in good order.
6. Keep accurate records of any money collected and deposit money with the building administrative assistant.

As a qualified substitute teacher, your first and most important responsibility is to adhere at all times to the same high standards of conduct and professionalism expected of all teachers. Since your assignment must often come at the last minute, you should be able to start work on short notice.

In the regular teacher's absence, you are the teacher. It is your responsibility to move the learning process forward and maintain continuity in instruction. As a substitute teacher, you are legally and morally charged with the welfare of the children.

Substitute teachers are expected to hold in professional confidence any information about the school (pupils, parents, teacher, principal) which might be gained while substituting.

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the school office. In any event children are not to be released from the classroom without official notice from the principal's office.

It is expected that the substitute will maintain good order wherever assigned and will create classroom conditions conducive to a good learning situation. The teacher and/or principal will assess the substitute's effective handling of the following tasks:

- a. Correcting and recording assignments
- b. Written summary of the day or days that the substitute worked
- c. Classroom order and management

PREPARATION

You can usually assume that the classroom teacher has prepared for you and left sufficient lesson plans to carry you through your assignment. Your own preparation consists of getting all the information you need and arriving at the school early enough to prepare before classes begin. If you find that the instructions left for you are inadequate, you should inform the principal.

Note the following when you accept an assignment from AESOP:

- a. Name of teacher for whom you will substitute .
- b. Name and location of school .
- c. Time classes begin & the time you are expected to arrive.
- d. Lesson plans or notes left by the teacher.

When you arrive at the school, please obtain the following information from the school office:

- a. Person whom you can call upon for assistance
- b. Any special duties you will have

REPORTING

You should consider it your responsibility to collect all written work you assign. You should also leave a report on attendance for the teacher as well as with the attendance secretary. A written report on what the students accomplished, how the class responded and any problems you encountered should be left for the teacher. If you were not provided with adequate plans, work materials or anything else needed, you should report this fact to the principal and the classroom teacher. It is essential that the regular teacher be fully aware of classroom activity during your assignment.

SAFETY & SECURITY

You are responsible for the safety and welfare of the students in your classes. You should avoid directing use of equipment you cannot oversee safely. If you are not qualified to instruct students in the use of industrial arts machinery, physical education apparatus, tools or other such equipment, plan an alternate lesson. Be sure rooms containing such equipment are locked when you are not present.

It is also your responsibility to acquaint yourself with emergency drill procedures, assigned exits and refuge areas.

COMPUTER NETWORK ACCESS

Substitute teachers may access the district's computer network system by using a guest substitute login. This will allow substitutes access to the internet and to the AESOP system. Guest login user names and passwords are assigned to each school building and are displayed periodically on the substitute's AESOP home page. If you have questions about accessing the network, please contact the HR Department at 356.2001.

II. EQUAL OPPORTUNITY EMPLOYMENT POLICIES

GENERAL POLICY ON NON-DISCRIMINATION

It is the policy of the West Fargo School District not to discriminate on the basis of race, color, national origin, sex, disability, age, marital status, or religion. This policy applies to admission or access to the educational programs and activities offered to students, and extends to employment policies and practices applicable to school district personnel. The West Fargo School District will make reasonable accommodations for employees with disabilities upon request from the employee. Contact information for a reasonable accommodation request is listed below.

It is the policy of the West Fargo School District not to discriminate on the basis of marital status, public assistance, or lawful activity off the employer's premises during non-working hours, which is not in direct conflict with the essential business-related functions of the district.

The Division of Human Rights of the North Dakota Department of Labor is responsible for processing charges of employment discrimination under federal statutes and the North Dakota Human Rights Act (<http://www.state.nd.us/labor/EEO.htm>).

TITLE IX DISCRIMINATION POLICY (File 2-1500)

POLICY STATEMENT

The Board of Education of the West Fargo Public School District No. 6, in the County of Cass and State of North Dakota supports the provisions of Title IX of the Education Amendments of 1972 which commit all North Dakota schools to the elimination of discrimination on the basis of sex in those programs and activities which receive federal funds, as well as in all other programs and activities offered to its

students. It is the expressed intent of the West Fargo Public School District No. 6 to provide equal opportunities for all students, free from limitations based upon sex.

This concept of equal education opportunity will serve as a guide for the Board of Education, administration and staff in making decisions relating to employment of personnel, school facilities, intramural and interscholastic athletics, curriculum, activities and regulations affecting students and employees.

GRIEVANCE PROCEDURE

Any person or any specific class of individuals who believe they are being subjected to sex discrimination may file a complaint as outlined below. A complaint must be filed not later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the responsible official or the official's designee.

COMPLAINT PROCEDURE

Any student or employee of the West Fargo Public School District No. 6 may file complaint alleging sex discrimination in any of the programs or activities of the school district as follows:

1. An oral complaint may be informally filed with the department chairperson, or immediate supervisor of a complaining employee, OR
2. A formal written complaint may be filed with the principal of the building in which the discrimination occurred, OR
3. A formal written complaint may be filed with the district assistant superintendent who has been designated as the person responsible for coordinating the efforts of the West Fargo Public School District No. 6 to comply with Title IX, including the investigation of complaints alleging noncompliance. The office address and telephone number of our coordinator are as follows:
West Fargo Public Schools, 207 West Main, West Fargo, North Dakota, 356-2001.

Any person lodging an informal, oral complaint reserves the right to file a formal, written complaint within 60 days of filing the oral complaint. Further, a formal written complaint must be filed as outlined in (2) or (3) above, prior to the filing of an appeal as outlined below.

FORMAL APPEAL PROCEDURE

When a formal written complaint has been filed as outlined above, if an equitable resolution of the complaint has not been obtained within ten days of the filing of said complaint, or if the allegations of the written complaint are rejected as unfounded, then the complainant shall have the right to file a formal written appeal, within 30 days after a final decision has been submitted in writing to the complainant.

Such an appeal should be made to the school board of the West Fargo Public School District No. 6. Upon receipt of an appeal, a date shall be fixed for a hearing to be held not less than 20 days after receipt of the appeal. Both the school board and the complainant shall have the right to:

1. Be represented by counsel;
2. Introduce all relevant evidence on the issue;
3. Take direct testimony of any witness, given orally oath or affirmation;
4. Cross examine witnesses on any matter relevant to the proceedings;
5. Have the proceedings transcribed by a court reporter, at the expense of the person requesting such transcript.

In addition to the above specific procedural rights, the provisions applicable to Title VI of the Civil Rights Act of 1964 as found at 45 CFR Sections 80.6 - 80.11 and 45 CFR Part 81 are also made applicable to Formal Appeals under Title IX.

Note: Any student or employee of the West Fargo Public School District No. 6 shall also be entitled to submit any complaint of alleged discrimination on the basis of sex directly to the Regional Office for Civil Rights of the United States Department of Education, 8930 Ward parkway, Suite 2037, Kansas City, MO 64114; Phone (816) 268-0550; Fax (816) 823-1404; TDD (800) 437-0833; email-
ocr.kansascity@ed.gov

INQUIRIES REGARDING NON-DISCRIMINATION POLICIES

Program Coordinators:		
For Inquiries concerning:	Contact:	Phone:
Title IX of the Educational Amendments Act of 1972	Curt Jones	701-356-2050
	Robin Hill	701-356-2001
Americans with Disabilities Act – Section 504 of the Rehabilitation Act of 1973, requests for accommodations	Pete Diemert	701-356-2002
	Robin Hill	701-356-2001
General Policy on Non-discrimination	Robin Hill	701-356-2001
Title I Elementary/Secondary Education Act & IDEA	Louise Dardis	701-356-2001

Inquiries may also be referred to the Office of Civil Rights, Chicago, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204 Phone: 312-886-8434. Fax: 312-353-4888. TDD: 312-353-2540. email OCR.chicago@gov.ed

III. WORKPLACE POLICIES

BOMB THREAT PROCEDURES

1. The West Fargo Police Department will be contacted first.
2. The Superintendent of Schools will be contacted second.
3. The building administrator will evaluate the conditions and circumstances of the threat to determine the level of concern and the appropriate actions to be taken. Building occupants will be notified.

4. Possible actions may be:

- a) Lockdown of the building.
- b) Evacuation of the building.
- c) Limited evacuation with students and staff moved to secured areas.
- d) Staff may be asked to inspect their work areas and report any suspicious objects to the office.
Staff will be instructed not to touch or move a suspicious object.
- e) Normal building activities will continue after appropriate responses to the bomb threat have been completed.

The safety of the building occupants will always be the prime consideration in deciding what actions will be taken.

COMPUTER AGREEMENT (File 1-1500)

The West Fargo Board of Education recognizes the need for its staff and students to have access to a global computer network. Part of the district's responsibility in preparing students for the 21st Century is to provide them access to the tools they will be using as adults. We believe that responsible use of this global computer network is important.

Accordingly, the Board of Education of the West Fargo School District shall operate a computer network to enhance and expand its educational mission. The West Fargo School District Computer Network is defined as an information system owned by the district, which provides access to other external networks. The district is not responsible for information available from third parties.

DRUG-FREE WORKPLACE (File 3-4110)

The West Fargo Public School District #6 intends to maintain a drug-free workplace.

The Anti-Drug Abuse Act, which was enacted by the federal government in 1988, requires receivers of federal funds to certify that they will 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 West Fargo Public School District or on the grounds of any such building or on any property or in any vehicle belonging to the West Fargo Public School District or at any school related activity. The term "controlled substance" means any drug listed

in federal regulations and includes such drugs as marijuana, any narcotic drug, steroids, any hallucinogen, any stimulant, or any depressant.

Any employee violating this policy is subject to discipline, which may result in termination of his/her employment. Policies 2-4100, 3-4100, 4-2100 on chemical dependency and their procedures may be used if the violation is possession or use. Other violations may result in more immediate action such as discharge and notification of proper authorities including but not limited to the federal agencies for which funds are received.

Employees are required to notify the superintendent of any criminal drug statute conviction or a violation occurring in the workplace not later than five days after such conviction. The superintendent will notify any federal agency indicated above of any conviction resulting from a violation occurring in the workplace.

This policy shall be distributed to each employee and to each new employee at the time of employment. Agreement to this policy shall become a condition of employment.

EMPLOYEES WITH SIGNIFICANT CONTAGIOUS DISEASES (File 3-1700)

An employee with a significant contagious disease may be reassigned to a position, which limits student/employee contact or may be placed on medical leave if medical judgments substantiate that such employee poses a significant health threat to students and/or other employees.

A significant contagious disease shall be defined as a persistent or recurring infection that may be transmitted to a susceptible person by contact with an infected individual. This policy does not apply to acute infectious diseases of childhood such as measles, mumps, and chicken pox. A few diseases it does include are Acquired Immune Deficiency Syndrome (A.I.D.S.), A.I.D.S. Related Complex, Cytomegalovirus (C.M.V.), Hepatitis B, Hepatitis C, and Hepatitis D. The National Center for Disease Control (Atlanta, Georgia) shall be the definitive authority on the identification and transmission of significant contagious diseases.

The superintendent of schools shall be responsible for assuring that procedural safeguards are utilized when determining the employment status of employees with significant contagious diseases. If any of these diseases should result in an extended illness of an employee, the policy on extended illness will apply.

1. District personnel and community agency representatives are responsible for notifying the Superintendent of Schools whenever they are aware of an employee suspected of having a significant contagious disease.
2. Upon notification, the superintendent will contact the local health officer for advice regarding applicable regulations of the local Board of Health. If the superintendent has reasonable cause to believe that the employee is an infected individual, he/she will require the employee to provide appropriate medical reports or submit to a medical evaluation. The cost of a requested medical evaluation shall be borne by the school district.
3. The sexual orientation of an employee shall not constitute reasonable cause to believe that he or she is an infected individual. No employee shall be required to provide information as to his or her sexual orientation.
4. In the event that the medical data reveals that the employee has been diagnosed as having a significant contagious disease, the determination of whether or not that employee should be permitted to remain employed in a capacity that involves contact with students or other employees shall be made on a case-by-case basis. The superintendent will schedule a meeting for that purpose within a period of fourteen (14) calendar days and the following individuals may be invited to attend:
 - a. Employee and/or representative.
 - b. Local Health Department representative.
 - c. Reporting physician.
 - d. Infectious disease consultant.
 - e. Legal counsel, if desired.
 - f. Superintendent and/or representative.
 - g. Building principal.
5. If the superintendent, in consultation with medical or health authorities, believes the case poses a significant health threat, he/she will remove the employee from the workplace until the meeting (#4

above) is held. An employee so removed may utilize accumulated sick leave or other appropriate earned leave.

6. At the meeting held to determine the employment status of the infected employee, the individuals present will base their determination on:
 - a. The physical condition of the employee.
 - b. The expected type of interaction with others in the school setting.
 - c. The risks and benefits to both the infected employee and others in that setting.
7. If a consensus on the employment status of the infected individual is not reached, the decision of the Superintendent will prevail. The decision of the Superintendent may be appealed to the Board of Education.
8. If the determination is made that the employee should be removed from the school setting, the employee will be placed on medical leave and shall be entitled to use any available sick leave and apply for any available medical disability benefits.
9. Prior to termination or resignation, the employee may return to work if medical judgments substantiate that the employee no longer poses a significant health threat to students and/or other employees.

The identity of an infected individual or an individual who is believed to be infected, shall not be publicly revealed.

EQUIPMENT

Our school buildings contain valuable teaching equipment. All personnel must use equipment properly, following all safety rules. Teach students to do the same if they use the equipment. Report any equipment that needs repair to the principal's office immediately.

HARASSMENT (File 1-9000) PROHIBITION OF DISCRIMINATION, HARASSMENT & VIOLENCE

GENERAL STATEMENT OF POLICY

The West Fargo School District will maintain a learning and working environment free of discrimination and harassment of any kind. The West Fargo School District prohibits any form of discrimination or

harassment based on race, color, religion, sex, national origin, disability, sexual orientation, age, or status in any group protected by federal or state law. All complaints will be treated fairly and evenhandedly in order to prevent frivolous or malicious accusations. The school board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment is generally defined as any unreasonable and/or repetitive interference, intimidation, hostility, or offensive behavior on the part of any employee, student, or visitor. Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability, appearance, or sexual orientation.

Incidents involving initiations, hazing, intimidation and/or related activities which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

DISCRIMINATION / HARASSMENT DEFINED

Harassment generally includes, but is not limited to, physical contact or violence or verbal statements relating to an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, or status in any group protected by federal, state or local law when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

RACIAL DISCRIMINATION / HARASSMENT DEFINED

Racial harassment in public schools violates Title VII of the Civil Rights Act of 1964; sexual harassment violates Title IX of the Education Amendments of 1972. Racial discrimination/harassment is present if a person is treated differently on the basis of race, color, or national origin in the context of an educational program or activity without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the person to participate in or benefit from the services, activities, or privileges provided by the school district.

Racial discrimination/harassment may include but is not limited to:

1. Harassing conduct that is physical, verbal, graphic or written;
2. Injury to persons or property; or
3. Conduct threatening injury to person or property.

SEXUAL DISCRIMINATION/HARASSMENT DEFINED

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or

3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual discrimination/harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse of a sexual nature;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises for preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

Any person who believes he or she has been the victim of harassment, sexual or otherwise, should file a complaint. Filing of a written or oral complaint will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when appropriate.

A substantiated charge against a school district employee will subject such person to disciplinary action that may include discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. A substantiated charge against a visitor may result in banning the individual from the district's school buildings in accordance with established city ordinances.

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

PROCEDURES TO ADMINISTER THE POLICY ON PROHIBITION OF DISCRIMINATION, HARASSMENT, AND VIOLENCE

The West Fargo School District prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, disability, sexual orientation, age, or status in any group protected by federal or state law. Any person or any specific class of individuals who believe they are being subjected to discrimination and/or harassment may file a complaint as outlined below. A complaint must be filed not later than 60 calendar days from the date of the alleged harassment, unless the time for filing is extended by the superintendent of the West Fargo Public School District.

A student, employee, or visitor of the West Fargo Public School District may file a complaint alleging harassment in any school building, work site, or at any school sponsored activity as follows:

1. An oral complaint may be informally filed with the building principal or an immediate supervisor of the complainant, OR
2. A formal written complaint form may be filed with the building principal or an immediate supervisor of the complainant, OR
3. A formal written complaint form may be filed with the district superintendent, West Fargo Public Schools, 207 West Main, West Fargo, North Dakota, OR
4. A formal written complaint form may be filed with the school board president.

Complaint forms are available in all school buildings and in the district office.

The appropriate administrator will acknowledge a formal written complaint within ten working days. Normally, the administrator will communicate the resolution of the complaint including substantiation of the charges and any actions taken to the complainant within 45 calendar days. The action taken may be appealed to the West Fargo School Board within 30 calendar days.

Any person lodging an informal, oral complaint reserves the right to file a formal written complaint form within the allotted 60 calendar days from the date of the alleged harassment.

Filing of a complaint or otherwise reporting discrimination or harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of discrimination or harassment and to take disciplinary action when this conduct has occurred.

In each school building the principal is the person responsible for receiving oral or written reports of harassment/discrimination at the building level. Any school district employee who receives a report of harassment shall inform the building principal. The following is a list of building name, addresses, and phone numbers:

District office employees, administrative level employees, or other staff members who are not supervised by a building principal or another designated supervisor may file a report directly with the superintendent of schools.

On school buses a student or adult who believes he/she is a victim of harassment on a school bus, or any student or adult who witnesses such action on a school bus, will report the incident to a school employee who will then refer the report to the principal of the school the alleged victim attends or to the director of transportation if the alleged perpetrator is a bus driver or bus aide.

Because jurisdiction under this procedure is restricted to grievances alleging unlawful discrimination, harassment, or retaliation, complaints alleging other infractions or other types of unfair or inequitable treatment will be dismissed and returned to the grievant for disposition under the appropriate grievance or complaint procedure.

COMPLAINT PROCEDURES

By the authority of the school district, the building principal, direct supervisor, or human resources officer upon receipt of a report or complaint alleging harassment, shall immediately undertake or authorize an investigation. The investigation may be conducted by district officials or by a third party designated by the human resources officer.

Filing the grievance form shall:

- a. Be signed by the grievant.
- b. Describe in detail the specific incident(s), occurrences(s), decisions(s), and other factual matters believed to constitute unlawful discrimination, harassment, or retaliation;
- c. Name as the respondent(s) the individual, department, committee, or other body whom the grievant believes to have engaged in prohibited behavior; and
- d. Include a brief statement describing the resolution, relief, or action requested by the grievant.

Jurisdiction

- a. Jurisdiction under these procedures is met when:
 - (1) The allegations of the grievance meet the definition of harassment and/or discrimination;
 - (2) The grievance was timely filed; and
 - (3) The grievant has complied with the above filing requirements.
- b. The grievance shall be dismissed if the superintendent determines that the district does not have jurisdiction over the grievance.
- c. There shall be no appeal of the superintendent's jurisdiction determination; provided, however, that either party may request the superintendent to reconsider the decision, and the grievant may pursue the matter in other forums outside of the district.

The Investigation

- a. May consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or

circumstances given rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- b. In determining whether alleged conduct constitutes a violation of this policy, the investigation should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- c. In addition, the principal, immediate supervisor, or human resources officer may take immediate steps to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment.
- d. The investigation will be completed as soon as possible, but within 45 calendar days of the date the complaint was received by the principal, supervisor, or human resources officer. The school district human resources officer shall make a report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board president.

Informal Resolution – A CRITICAL FIRST STEP

Because of the personal and often embarrassing disclosures concomitant to making or responding to accusations of discrimination/harassment, the district strongly encourages grievants to attempt to resolve their grievance informally (in lieu of or before commencing formal proceedings). Informal resolutions may be attempted by taking one or more of the following steps. These steps are not, however, mandatory and would be handled by the building principal or a mutually agreed upon designee. Anyone believing that he/she has been subjected to discrimination/harassment may choose instead to immediately commence formal internal complaint proceedings or to file a charge with the appropriate federal or state enforcement agency

- b. The first attempts at resolution should be through the process of mediation.
- c. Mediation is essential to this process, and every effort shall be made to resolve the grievance in this matter.
- d. The grievant and respondent may be required to attend a mediation conference.

- e. At the mediation conference the grievant and respondent will be encouraged to explain their positions to one another, clarify any misunderstandings or misconceptions that may have played a part in the matters complained of, and formulated a mutually acceptable resolution.
- f. Mediation may begin at any time and may continue after the mediation conference until such time that a resolution is determined.
- g. If the parties agree to an informal resolution, it shall be reduced to writing, signed by the parties, and forwarded to the superintendent or his designee for approval.
- h. At such time as the superintendent or his designee determines that the grievant's remedies have been provided, or the issue has otherwise become moot, the superintendent may dismiss the grievance.

Appeals

- a. The superintendent's decision is considered final. A party may request reconsideration of the decision through the school board.
- b. A grievant dissatisfied with the decision has the right to file a charge with the external Equal Opportunity enforcement agency. The school office or the district office can provide the most current address.
- c. The West Fargo Public School District acknowledges your right at any time to file a discrimination complaint with: U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367, phone #(816)880-4200.

Disciplinary Action

Upon receipt of an investigation report which indicates that the complaint is valid, the superintendent shall determine the appropriate disciplinary action if the individual(s) against whom the complaint is filed is an employee. Disciplinary action shall be appropriate to the severity of the harassment and may include warning, referral of an employee to the Employee Assistance Program, suspension, or discharge.

If a substantiated complaint is filed against a student, the building principal shall determine the appropriate disciplinary action. Parents shall be notified consistent with policies dealing with discipline and due process procedures. Disciplinary action shall be appropriate to the severity of the harassment and may include warning, suspension, or expulsion.

The investigating administrator will report the results of the investigation and the disciplinary action taken in writing to the complainant within ten working days following the receipt of the investigation report that validated the complaint.

Reprisal

The school district will discipline any individual who retaliates against any person who reports alleged harassment or who testifies, assists, or participates in an investigation relating to a harassment complaint. The complainant or the individual(s) against whom the complaint is filed may appeal to the superintendent of schools if he/she believes they have not received fair treatment under this policy.

Prevention

It is important that all students and employees understand what constitutes harassment and their right to report unwelcome behavior. Supervisors should educate those within their building regarding this policy and should be watchful for behavior that fits the description of harassment. Employees who witness such behavior as a third party have a responsibility to report it.

Non-Harassment

The school district recognizes that not every advance or communication based on race, color, religion, sex, sexual orientation, national origin, disability, age or status in any group protected by federal or state law constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment or classroom learning effect requires a determination based on all the facts and surrounding circumstances. False accusations of harassment can have a serious detrimental effect on innocent parties and may result in disciplinary action.

Any person lodging an informal, oral complaint reserves the right to file a formal written complaint form within the allotted 60 calendar days from the date of the alleged harassment. File 1-9000 complaint procedures Harassment Complaint Form in Appendix A of this handbook.

RISK MANAGEMENT PROGRAM

The West Fargo School District is committed to providing a safe and healthy environment for all of its employees. To facilitate this objective, the West Fargo Public School District has established a safety and risk management program which places a high priority on the prevention of accidents and injuries, quality health care for injured employees, and a return to work program. This program also aims to improve cost containment through safety training and claims management principles and practices.

The administration expects employees, regardless of their position within the district, to cooperate in every respect with the district's safety program. Personal protection equipment, where required, must be worn by all employees with no exception. Hazardous conditions and other safety concerns must be reported immediately to supervisors. All injuries and accidents must be reported immediately to supervisors and to the Human Resources Office. When necessary, obtain medical treatment without delay. The District has designated specific medical providers to treat work related injury. Employees injured on the job and seeking medical care (with the exception of emergency care) must go to a District Designated Medical Provider unless the employee has made a prior designation of another health care provider for work related injury. (Contact the HR office for more information about prior designation of additional medical providers) The Designated Medical Providers for work related injury treatment are:

- Sanford Occupational Health Center at 3838 12th Ave. North, Fargo, ND
- Essentia – Occupational Health Program at 1401 13th Ave. E. West Fargo, ND

If you are injured on the job, you must obtain the information and form packet from your school office regarding work related injury. The injured employee is responsible for following all procedures and instructions listed, and completing all required forms in a timely manner. Medical and lost time claims must be filed with the ND Workers Compensation office within 24 hours. Contact the HR office as soon as possible to get the claim filing underway.

Employees have the responsibility for their safety, as well as the safety of others. Employees must become familiar with the hazards of their jobs and do what is necessary to ensure safety. In this way, the district can achieve the safe working conditions deserved by all of its employees. All employees will be provided with current information on the Risk Management Program. Inquires should be directed to the Human Resources office.

SMOKE AND TOBACCO FREE ENVIRONMENT (FILE 7-1000)

Smoking has been identified as one of the leading health problems in the United States. It is the leading cause of premature death, disease, and chronic disability in our country.

The Board of Education is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during their formative years. Therefore, the board shall promote non-smoking as well as a total refrain from all tobacco use on school property.

POLICY

Smoking and the use of tobacco products shall be prohibited on school district property and property leased by the school district. This shall include buildings, grounds, and vehicles.

ENFORCEMENT

Any violation of this policy by a staff member, who is then in the course of his/her employment, shall be referred to the building administrator. That individual shall receive a verbal reprimand for the first violation. For a second violation, that individual shall receive one written warning, with a copy placed in his/her personnel file.

Further violations shall be dealt with according to established board policies and procedures dealing with insubordination. The criteria outlined in this file shall apply to all employees.

STORM POLICY (File 2-8300)

The decision to have or not have school due to inclement weather will be based on the safety of the students attending the district's schools. It should be noted that parents have every right to pick up their children at school or not to send them to school anytime they feel that the weather is a threat to their safety.

1. All storm announcements relating to the West Fargo Schools will be called into WDAY (970), KFGO (790), and other selected radio and television stations as soon as a decision is made.
2. The decision whether or not to close school will be based on the best information available. This shall include information from the United States Weather Bureau.
3. If a storm develops during the night:
 - a. Decisions will be made and the media notified no later than 6:30 A.M.
 - b. If road conditions become poor, it may be necessary to run buses on emergency routes only. Announcements concerning this will be made as it becomes necessary.
 - c. If buses cannot run at all, school will not be started.
4. If a storm develops during the day:
 - a. The superintendent will make every effort to remain completely informed using information from the Weather Bureau, personal observation, and telephone contact with people living in the rural areas of the district.
 - b. Every bit of information available will be considered at the time a decision is made.
 - c. Bus drivers are responsible for the safety of the children assigned to them until those children get home. Every effort must be made to insure that the children dropped off are safe before moving on.
 - d. Teachers are responsible for the well-being, both physically and psychologically, of the children in their homerooms especially in lower grades.
 - e. Teachers must stay in the schools helping children find rides, contacting storm homes, etc. until the number remaining has reached a point where the building principals feel they can take care of the needs of all remaining children.
 - f. Teachers and all other school personnel, not assigned to a particular group of students, should remain at school assisting in the principal's office or with loading buses and cars. The building principal will make these special assignments as the need and situation dictates.
 - g. All professional personnel should stay until the building principal dismisses them.
 - h. The building principal must stay until all children have gone and the building secured.
 - i. As soon as the announcement to dismiss school is made, parents who wish to pick up their children are encouraged to do so before the buses congest the streets around the schools.

- j. Children living in town will be dismissed to walk home only at the discretion of the building principal. Questionable cases will be handled with telephone contact between parents and the building principal.
 - k. When school is dismissed for storm reasons, cancellation of co-curricular activities will be considered independently.
 - l. The radio and television announcements will include the bus schedule for that day.
 - m. Generally the children in grades one through eight will be asked to stay at school until their parents or other designated adults come to pick them up.
5. In order that activities can be carried out in the most orderly way possible, it is important that everyone concerned remain as calm as possible. The teachers, principals, bus drivers, and administrators are all committed to taking care of all of the children entrusted to their care and will do everything within their power to provide for the safety and well being of each child attending the West Fargo Public School District. In the event that children cannot get home, they will be taken care of at the school until they can be picked up by their parents or are released to relatives or friends at the request of their parents.

VISITORS (File 6-3100)

The West Fargo Public School District school buildings are public buildings and are, therefore, open to the public. Patrons of the West Fargo Public School District No. 6 are both welcome and encouraged to visit our schools. This will create a more meaningful dialogue with citizens and an improved educational program necessary.

Special interest groups, or their representatives and merchandisers, can be and often are a distraction from the educational atmosphere.

1. All people who are not students or employees of the West Fargo School District, upon entrance must first report to the principal's office to declare their intent and to register.
2. The principal is authorized to refuse admittance of an individual or group when he/she believes it to be in the best interest of the West Fargo Public School District.

3. The faculty room is provided for West Fargo Public School District employees and exceptions to this are to be made by the building principal.
4. The principal is authorized to contact law enforcement officials when he/she determines that an individual or group is a threat to security.

2011-12 WEST FARGO SCHOOL DISTRICT CALENDAR

<http://www.west-fargo.k12.nd.us/district/calendars/schoolyear.html>

PAYROLL SCHEDULE

Substitutes are paid bi-weekly, on alternating Fridays for the two week period ended the Friday prior. Pay days for the 2011-12 school year are as follows:

Payroll Information 2011-12

Pay Period Ends:	Payday:
8/26/2011	9/2/2011
9/9/2011	9/16/2011
9/23/2011	9/30/2011
10/7/2011	10/14/2011
10/21/2011	10/28/2011
11/4/2011	11/11/2011
11/18/2011	11/25/2011
12/2/2011	12/9/2011
12/16/2011	12/23/2011
12/30/2011	1/6/2012
1/13/2012	1/20/2012
1/27/2012	2/3/2012
2/10/2012	2/17/2012
2/24/2012	3/2/2012
3/9/2012	3/16/2012
3/23/2012	3/30/2012
4/6/2012	4/13/2012
4/20/2012	4/27/2012
5/4/2012	5/11/2012
5/18/2012	5/25/2012

6/1/2012
6/15/2012

6/8/2012
6/22/2012

AESOP QUICK REFERENCE GUIDE

West Fargo Public Schools uses an automated substitute calling system (AESOP) to assign substitutes teacher to positions open in the district. Once you have applied online for a position as a substitute, you will receive a welcome letter with log on information to AESOP's web site. Once you have logged in, there is a link on the left side of the page, "Quick Start User Guide", which will walk you through steps on the proper use of AESOP.

LIST OF SCHOOLS & MAPS

For a complete listing of all schools, and detailed maps showing the location of all of the schools in the district, please access the Substitute Teacher section on the West Fargo Schools website.

Directions to the school web site:

www.west-fargo.k12.nd.us

Click on "Substitute Teacher" in the Staff section on the right hand side of the page.

Click on School Locations.