

# West Valley School Staff Handbook 2018-19



The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

## Mission Statement:



## Notice Requirements

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District office for additional information and/or compliance issues contact Tina Blair

## School Board Organization

|                      |                  |
|----------------------|------------------|
| Ms. Stephanie Nadasi | Chairperson      |
| Mrs. Wendy Field     | Vice-Chairperson |
| Mr. Cory Hill        | Board Member     |
| Mr. Tad Lisowski     | Board Member     |
| Mrs. Jane Wheeler    | Board Member     |

The School Board holds its regular meetings on the second Monday of every month at 5:00 P.M. We encourage parents and patrons to attend the open School Board meetings. Meetings are held in the Conference Room.

# West Valley School Staff

## Administration

|                   |                |
|-------------------|----------------|
| Mr. Cal Ketchum   | Superintendent |
| Mr. Richard Gross | K-4 Principal  |
| Mrs. Tina Blair   | 5-8 Principal  |

## Primary Teachers

Yellow Highlight are new staff

Blue Highlight are returning staff in new position

|                          |                       |
|--------------------------|-----------------------|
| Ms. Kathleen Johnson     | Kindergarten          |
| Mrs. Jo Kowalka          | Kindergarten          |
| Mr. Jake Loveless        | Kindergarten          |
| Mr. Christian Wallace    | Kindergarten          |
| Miss. Melanie Ruonavaara | 1 <sup>st</sup> Grade |
| Mrs. Kate Wilson         | 1 <sup>st</sup> Grade |
| Mrs. DeAnn Klein         | 1 <sup>st</sup> Grade |
| Mrs. Carly Banek         | 1 <sup>st</sup> Grade |
| Ms. Haylee Sauer         | 2 <sup>nd</sup> Grade |
| Mrs. Sarah Matdies       | 2 <sup>nd</sup> Grade |
| Mrs. Mandy Briney        | 2 <sup>nd</sup> Grade |
| Ms. Emma Andrews         | 2 <sup>nd</sup> Grade |
| Ms. Alesia Hamill        | 3 <sup>rd</sup> Grade |
| Mrs. Alicia Piquett      | 3 <sup>rd</sup> Grade |
| Mrs. Chelsea Belanger    | 3 <sup>rd</sup> Grade |

## Intermediate Teachers

|                      |                       |
|----------------------|-----------------------|
| Mrs. Tania Kalenga   | 4 <sup>th</sup> Grade |
| Mr. Rich Nickerson   | 4 <sup>th</sup> Grade |
| Mrs. Bethany Knudson | 4 <sup>th</sup> Grade |
| Mrs. Erin Grieco     | 5 <sup>th</sup> Grade |
| Mr. Kenn Besaw       | 5 <sup>th</sup> Grade |
| Ms. Kathryn Jentz    | 5 <sup>th</sup> Grade |

## Middle School Teachers

|                        |   |
|------------------------|---|
| Ms. Brinn Romagnuolo   | 6 and 7 Grade Math                              |
| Ms. Marycaye Dover     | 6 <sup>th</sup> Grade Science                   |
| Mrs. Claudia Anderson  | 6 <sup>th</sup> Grade SS and Reading            |
| Mrs. Gena Wilson       | 7 <sup>th</sup> /8 <sup>th</sup> Language Arts  |
| Mr. David Baker        | 7 <sup>th</sup> /8 <sup>th</sup> Social Studies |
| Mr. Matt Honcoop       | 7 <sup>th</sup> /8 <sup>th</sup> Science        |
| Mrs. Vonnie McDonald   | 6 <sup>th</sup> Grade LA/Reading                |
| Ms. Crystals Thurman   | 7 <sup>th</sup> /8 <sup>th</sup> Guidance       |
| Mrs. Renell Wilson     | 7 <sup>th</sup> /8 <sup>th</sup> Librarian      |
| Mr. Tyson Hubbard      | 7 <sup>th</sup> /8 <sup>th</sup> Math/Algebra   |
| Ms. Gretchen Wick      | 7 <sup>th</sup> Language Arts/Electives         |
| Mrs. Angie Stinchfield | 6-8 Art   |

## Special Services Teachers

|                       |                           |
|-----------------------|---------------------------|
| Mrs. Jaime Jones      | Music                     |
| Mrs. Becky Davis      | Elem. Music               |
| Mrs. Tara Measure     | Physical Ed./Health       |
| Mr. John Chisholm     | Physical Ed./Health       |
| Mr. Clay Keller       | Physical Ed./Health       |
| Ms. Crystal Thurman   | Counselor                 |
| Mrs. Leslie Windauer  | .8 Counselor              |
| Mrs. Renell Wilson    | Librarian                 |
| Mrs. Nikki Williams   | .5 Librarian              |
| Mrs. Teri Dierenfield | Special Education Teacher |
| Mrs. Shawn Erickson   | Special Education Teacher |
| Mrs. Molly Roe        | Special Education Teacher |
| Mr. Mark Wilson       | Technology Coordinator    |
| Mrs. Melissa Smith    | Title I - Math/Reading    |
| Mrs. Tonya Jewett     | Title 1 Math/Reading      |

## Classified Staff

|                   |                                    |
|-------------------|------------------------------------|
| Mrs. Cindy Foley  | Business Manager/Clerk/Office Adm. |
| Mrs. Laura Cox    | District Secretary                 |
| Mrs. Sherie Leese | Hot Lunch Clerk                    |
| Mrs. Brooke Ells  | Assistant Clerk                    |

|                       |                          |
|-----------------------|--------------------------|
| Mrs. Michelle Hensley | Assistant Secretary      |
| Ms. Cheryl Byle       | Keyboarding              |
| Mr. Tony Smith        | Instructional Aide       |
| Mr. Clay Keller       | Instructional Aide       |
| Mrs. Sharon Williams  | Instructional Aide       |
| Mrs. Jeannie Roth     | Instructional Aide       |
| Mrs. Carla Scott      | Instructional Aide       |
| Mrs. Janelle Ruby     | Instructional Aide       |
| Mr. Zeb Dobis         | Instructional Aide       |
| Mrs. Carrie Fennessy  | Instructional Aide       |
| Mrs. Andrea Shawback  | Instructional Aide       |
| Ms. Holly Slater      | Instructional Aide       |
| Mrs. Heather Roberts  | Instructional Aide       |
| Mr. Phil Jackson      | Maintenance Manager      |
| Mr. Marty Klindt      | Custodian                |
| Mrs. Sofia Zavala     | Custodian                |
| Mr. Chuck Balen       | Custodian                |
| Mr. Tom Hinkley       | Food Services Supervisor |
| Mrs. Elaine Stutzman  | .5 Food Service Aide     |
| Ms. Toni Mickow       | Food Service Aide        |

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The West Valley Teacher's Association is the bargaining unit for all certified staff. Association officers and building representatives can be found by checking with the Building Clerk or Administration.

### **BOARD MEETINGS/COMMUNICATIONS**

#### Regular Meetings

Unless otherwise specified, all meetings will be held in our conference room, located in the 1st grade hallway. Regular meetings shall be held at 5:00 p.m. on the second (2<sup>nd</sup>) Monday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District.

### **COMMUNITY USE OF BUILDING**

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent for more information.

**Ignite Nation-** We will continue with our culture building through Ignite Nation this school year. students and staff will go through activities and training, helping to build a sustainable culture for the West Valley School District. This will be year two working with I.N. building a strong foundation for years to come!

**AdvancEd-** The staff has done some great work getting us ready for our review with AdvancEd this year. We will continue to go through the 33 standards this year and will have our review for accreditation in early spring this year. After the review, we will find out if we have fulfilled the requirements of AdvancEd for accreditation. When we do, the West Valley School District will be nationally accredited for 5 years.

## **STAFF OPERATIONS**

### **ABSENCES**

#### **Sick Leave**

Certified employees shall be granted sick leave according to the terms of the current collective bargaining agreement (A copy of the "Request for Leave" can be obtained in the front office).

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Each request will be judged by the district in accordance with Policy 5321 and the governing collective bargaining agreements.

#### **Family and Medical Leave Act (FMLA)**

##### Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months, who have worked at least 1,250 hours during the year preceding the start of the leave, may be eligible for FMLA leave.

##### Length/Purpose of Leave

Employees eligible for FMLA leave under federal law are entitled to take 12 workweeks of leave within a 12-month period for the:

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a spouse, child, or parent with a serious health condition; or
4. The staff member's own serious health condition.

Contact the District Clerk for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and MFLA leave.

#### **Vacation**

The classified and 12-month administrative employees shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

#### **Personal Leave**

Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. All employees should do their best to inform the superintendent of emergency leave so that proper arrangements can be made in your absence.

#### **Breaks**

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks.

Classified employees are expected to adhere to the break schedule established by the Superintendent. Deviation from the regularly scheduled break period requires prior supervisor approval.

### **CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, typewriters, and musical instruments are priority items for theft and damage. Understand that loss or damage of district-owned property could be at the expense of the employee.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the Superintendent.

### **CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected, with appropriate school officials. For more information and procedures, contact the district clerk.

### **CHECKOUT**

#### **Work Day Checkout**

Teachers may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by the Superintendent.

Classified staff are permitted to leave the building and district grounds during their lunch break.

All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

#### **Year-End Checkout**

The Principal will issue a check out list. This list is to be completed before the final paycheck can be issued. All certified staff must check out individually with the principal upon their departure.

### **CHILD ABUSE REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The Superintendent is also to be immediately informed.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

Steps:

- a. Communicate with Building Administrator
- b. Involve School Counselor (if needed).
- c. Make phone call to D.F.S. (must be made by the individual discovering abuse).

### **CLASSROOM SECURITY**

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

### **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

### **COMPLAINTS**

#### **Student/Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the Superintendent or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy 1700 regarding the handling of complaints.

#### **Staff Complaints:**

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal for informal discussion and resolution.



If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

### **CONTRACTS AND COMPENSATION**

Contracts for certified and classified staff members will be initiated for all new employees when hired.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the district and negotiated agreements.

All employees will be paid on the last working day on or before the 20<sup>th</sup> of each month.

### **Video Surveillance**

West Valley School has video and audio surveillance inside the school building and outside on the school grounds. There will be notices posted at each entrance to the school indicating the use of video surveillance. The video surveillance is to be used for the health, welfare, and safety of all staff, students and visitors and to safeguard District buildings, grounds and equipment. Video recordings may be used as a part of a staff member's personnel record. Policy # 3235

### **COPYRIGHT**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

#### **"Fair use" guidelines are as follows:**

##### **I. Printed Materials**

##### **A. Permissible uses — district employees may:**

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
  - a. A chapter from a book;
  - b. An article from a periodical or newspaper;
  - c. A short story, short essay, or short poem, whether or not from a collective work;
  - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:

- a. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
  - b. A complete article, story, or essay of less than 2,500 words;
  - c. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
  - d. One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
  - e. An excerpt from a children's book, containing up to 10 percent of the words found in the text.
- B. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.
- C. Prohibited uses — district employees may not:
1. Copy more than one work or two excerpts from a single author during one class term;
  2. Copy more than three works from a collective work or periodical volume during one class term;
  3. Copy more than nine sets of multiple copies for distribution to students in one class term;
  4. Copy to create or replace or substitute for anthologies or collective works;
  5. Copy "consumable" works, such as workbooks, exercises, standardized tests, and answer sheets;
  6. Copy the same work from term to term;
  7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- D. All sound recordings, including phonograph records, audiotapes, compact discs, and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

## II. Sheet and Recorded Music

- A. Permissible Uses — district employees may:
1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
  2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
  3. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
  4. Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
  5. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
  6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
  7. Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
- B. Prohibited uses — district employees may not:
1. Copy to create or replace or substitute for anthologies, compilations, or collective works;

2. Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;
3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies.
4. Copy to substitute for purchase of music except as noted above (A. 1., 2., and 3.);
5. Copy without inclusion of the copyright notice on the copy.

### III. Television-Off-the-Air Taping

#### A. Permissible uses — district employees may:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Videotaping” form to the [library/media supervisor] for each program videotaped. The [library/media supervisor] will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;
4. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
5. Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
6. Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

#### B. Prohibited Uses — district employees may not:

1. Tape off-air programs in anticipation of an educator’s requests;
2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
3. Use the recording for instruction after 45 consecutive calendar days;
4. Hold the recording for weeks or indefinitely because:
  - a. Units needing the program concepts are not taught within the 45-day use period;

- b. An interruption or technical problem delayed its use; or
  - c. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason;
5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
  6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
  7. Exchange program(s) with other schools in the district or other school districts without the approval of the media/library supervisor;

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.

8. Use the recording for public or commercial viewing.
9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.
10. “Pay” programs received via satellite dish are also subject to these prohibitions.

#### IV. Rental, Purchase, and Use of Videotapes

##### A. Permissible uses — district employees may:

1. Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
2. Use only rented, lawfully-made videotapes;
3. Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction;
4. Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and district policy.

##### B. Prohibited uses — district employees may not:

1. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

#### V. Computer Software

##### A. Permissible uses — district employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
4. Use a purchased program sent from a manufacturer labeled “archival”, simultaneously with the original copy of the program, provided its use is permitted (not excluded) by the terms of the sales agreement;
5. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;

6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user, if not otherwise prohibited by terms of a sales agreement;
  7. Adapt a copyrighted program from one language to another for which it is not commercially available, or add features to a program to better meet local needs.
- B. Prohibited uses — district employees may not:
1. Load the contents of one disk into multiple computers at the same time, in the absence of a license permitting the user to do so;
  2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
  3. Make or use illegal copies of copyrighted programs on district equipment;
  4. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
  5. Make copies of software provided by a software publisher for preview or approval;
  6. Make multiple copies of copyrighted software (or a locally produced adaptation or modification), even for use within the school or district;
  7. Make replacement copies from an archival or backup copy;
  8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;
  9. Make multiple copies of the printed documentation that accompanies copyrighted software.
- C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

## VI. Reproduction of Works for Libraries/Media Centers

- A. Permissible uses — district employees may:
1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
  2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
  3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
  5. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
  6. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
  7. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorated, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.
- B. Prohibited uses — district employees may not:
1. Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;
  2. Copy without including a notice of copyright on the reproduced material.

## VII. Performances

- A. Permissible uses — district employees must:
1. Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

### **CONFERENCES**

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each year. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.

### **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- \* a certified teacher seeking full- or part-time employment within the district;
- \* an educational support personnel employee seeking full- or part-time employment within the district;
- \* an employee or a person of a firm holding a contract with the district, if the employee is assigned to the district;
- \* a volunteer assigned within the district who has REGULAR unsupervised access to students.
- \* Substitute teachers

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

### **CURRICULUM**

Curriculum guides are available for all courses taught in the district as outlined on the Flathead Curriculum Cooperative web site. All efforts should be made to review this web site and its contents. The curriculum represents a consistent and coherent structure for the education of district students.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without principal approval. Teachers with questions should contact the principal.

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

### **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law.

### **DRUG-FREE WORKPLACE**

No staff member engaged in work shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member engaged in work related to a district federal grant or contract of \$25,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

### **EMERGENCY SCHOOL CLOSURE**

During the school year, the school may have to cancel classes because of weather conditions or other unforeseen reasons. Every effort will be made to keep students and staff safe. An Emergency Phone Tree will be put into action regarding school closure or other emergency situations.

### **EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with a copy of the district’s emergency procedures plan detailed staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the office and individual classrooms.

AED – Automated External Defibrillator is located next to the large gymnasium entrance. This is for sudden cardiac arrest. The system is in the “ready” mode at all times. An alarm will sound when the AED is removed from the case. The system will walk you through the required steps to work the AED properly.

### **EVALUATION OF STAFF**

The district’s evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline.

All certified staff will be formally evaluated according to the current collective bargaining agreement.

Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated ( A copy of the “Evaluation Form” can be obtained from the Superintendent).

### **SALARY SCHEDULE MOVEMENT**

Certified staff must provide written notification to the school board and administration of possible salary schedule movement by March 1<sup>st</sup> of the current school year to be approved for salary lane movement for the upcoming school year. The Superintendent must confirm course completion (required credits) by September 15<sup>th</sup>. Failure to complete by the required dates will result in no salary schedule movement for that school year.

### **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the building principal. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the building principal.

All timesheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
- That employee timesheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday.

### **STUDENT FUND-RAISING ACTIVITIES**

The Board acknowledges that the solicitations of funds from students, staff, and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent, providing that the instructional program is not adversely affected. Prior approval from the Superintendent is necessary for fund-raising activities.

### **UNIFORM COMPLAINT PROCEDURE**

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.



The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

#### Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

#### Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) days of the administrator's receipt of the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent, within thirty (30) days of the nondiscrimination coordinator's receipt of the written complaint. A coordinator may hire an outside investigator to conduct the investigation. Within fifteen (15) days of the Superintendent's receipt of the coordinator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

#### Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the

Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

#### Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

#### Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) days of the Board's decision, pursuant to Montana law.

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)  
Title II of the Americans with Disabilities Act of 1990  
§ 504 of the Rehabilitation Act of 1973

### **HARASSMENT**

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

### **KEYS**

Keys are issued to staff by the Superintendent. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned [to students or to individuals not employed by the district]. Under no circumstance should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before possible charges are assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
7. All keys are to be accounted for at the end of the school year during end of the year checkout. Employees leaving the district will have check keys with an administrator.
8. Each staff member will be issued an electronic key to use on the front entrance doors. The same applies for the electronic key as the standard key issued.

### **LESSON PLANS**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

### **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. A meeting schedule will be issued to include all staff meetings and team meetings.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment, or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon

request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

**Crowdfunding Policy-** We are currently working with MTSBA to create a policy for staff who would like to use the Crowdfunding sites to purchase things for their classrooms. This policy will be brought to the school board and will be voted on early in the school year. It will give clarity to staff who use this source for purchasing items for their classrooms. It will not discourage staff from using these resources in the future.

### **PURCHASE ORDERS**

Purchase orders are used for all purchases in the school district. An authorized signature must be obtained for approval before any purchase of goods or service is made from the superintendent. Proper information should be headed on the purchase order and any receipts stapled directly to the order. Purchase orders can be obtained from the secretary and signed out. For questions or any clarification make arrangement to see the business manager.

### **PROGRESS REPORTS**

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the midway point of the first, second, third, and fourth quarter grading periods, indicating academic and citizenship progress to date.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

No grade of "D" or "F" should be issued without a written progress report having been sent home, notifying the student and parents of academic deficiencies.

Progress Reports are generally not sent home with primary students (kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grades). Teachers will make contact with individual parents when communication is important to discuss student needs.

### **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's address and personal phone number will not be released by the district. Such information may be disclosed if a staff member authorizes the district to do so.

The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

### **RETIREMENT**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place. March 1, is what is currently in the CBA.

### **SAFETY REVIEW**

Building safety has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.

The building maintenance and administrative staff reviews and conducts workplace safety inspections to locate and identify safety and health hazards, and outlines plans for corrections. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to principal or superintendent. There is a safety review committee that meets 4 times each year and safety concerns can be reported on the district website.

### **STAFF CONDUCT**

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

### **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teaching as a professional demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world. Setting standards of dress and grooming above your students is required.

### **STAFF/PARENT RELATIONS**

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

### **STAFF ROOM**

A staff room is provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to “pitch in”, as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

### **SUPERVISION OF STUDENTS**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

### **TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

### **TELEPHONES**

Staff use of personal phones (cell) or school phones for personal use should be kept to a minimum. Calls deemed important from the office will be transferred. Other calls a message will be taken or sent to the employee’s voice mail. Personal calls should rarely interfere with instructions or other school duties.

### **TOBACCO-FREE ENVIRONMENT**

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, tobacco use is prohibited on all district property, in district-owned vehicles and in all public school buildings.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

### **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities

and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the Superintendent.

### **VACANCIES AND TRANSFERS**

When the District determines that a vacancy exists, that vacancy may be posted in the front office building or, during the summer, outside the office.

Vacancies may be advertised in-District only or they may be advertised in-District and through job service, Career Services at a college or university, local public advertising, and, where appropriate and if time permits, through a broader regional and/or national basis. A vacancy need not be advertised, as determined by the Superintendent.

### **Hiring Process and Criteria**

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The administration will initially screen applicants for educational support positions. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Every newly hired employee must provide the District documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

### **In-House Hiring**

The Superintendent will have final decision on whether an in-house candidate is or is not suitable for the position. The Superintendent will do his/her best to post openings in the District first (if situation warrants: i.e., summer break, vacations). If a situation arises where two or more qualified candidates in-house would like to be considered for the same position, an interview selection team and process will ensue. If the selection team determines that neither candidate is suitable for the position, the hiring process will continue with the opening to outside candidates. Time and position will be critical components for the Superintendent's consideration in opening the position to in-house or outside candidates.

### **Certification**

The District requires its contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

### **DISTRICT-OWNED VEHICLES**



The District vehicles are to be used by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating the District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

All drivers must have a signed consent form that shows understanding of required policies in the district. A copy with employees signature must be on file with the district clerk.

### **EXTRA-CURRICULAR ACTIVITIES**

Staff members are encouraged to be involved with extracurricular activities in the school setting. This involvement provides a seamless fit between the classroom and activity. Visit with the Athletic Director and/or Administration if interested and a possible appointment is possible. To obtain an updated pay stipend stop by the District Clerk's office.

### **STAFF WORK DAY**

Classified Staff work-day will be outlined by their contractual hours for the position they were hired for. The start time and end times for hourly employees will be specifically outlined by the District Clerk and/or Superintendent.

Full-time Certified Staff members work-day will begin at 8:00 am and end at 3:45 pm.

Part-time Certified Staff members work-day will be defined by the Superintendent as to when the day begins and ends.

Fridays and days before scheduled holidays staff may leave after the dismissal of their students or after the final dismissal bell for the day.

School and Business Offices will operate between 8:00 am and 4:00 pm daily (Early departures for Fridays, scheduled calendar events and Holidays may apply).

## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student must carry medication on his/her person during the school day.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

### **RESUSCITATION**

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a

risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

An A.E.D. is provided in the event a life-threatening situation occurs. It is located outside the main office entrance.

### **COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS**

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Montana Code Annotated and rules of the county health department. Services generally will not be provided to students excluded unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure.

### **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to district property.

### **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

### **DISASTER DRILLS**

There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class at the beginning of each year. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. The warning signal for a fire alarm/drill is a bell sound. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows, turn off lights, and close doors;
3. Take roll book;
4. Escort class at least 50 feet from the building and take roll. Report any unaccounted students to the principal;
5. Upon "all clear" signal, (bell ringing three times in succession) escort students directly back to class. Check roll.

### **FIELD TRIPS AND SPECIAL EVENTS**

Field trips and other student activities involving travel must be authorized by the principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the principal well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state travel must be approved by the Superintendent.

A field trip form must be filled and signed by administration. Field Trips are not all completely funded by the district. A nominal amount of money is set aside for field trips. Teachers should plan ahead when researching where they plan to go. Costs associated with bus expenses, miles traveled, time per hour for the driver and any fees associated with the field trip should be figured.

Teachers should note that classroom funds can be utilized to cover expenses. Budgeted amounts can be obtained from the district clerk.

## **GRADING**

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Grading will be as follows:

K-5 grade:

90% and Above= Excellent

75-89%= Satisfactory

60-74%= Needs Improvement

0-59%= Unsatisfactory

I.E.=Insufficient Evidence

6-8 Grade:

97% and Above= A+

93-96%= A

90-92%= A-

87-89%= B+

83-86%=B

80-82%=B-

77-79%=C+

73-76%=C

70-72%=C-

67-69%=D+

63-66%=D

60-62%=D-

0-59%=F

I.E.=Insufficient Evidence

Grading will be on a trimester basis. Trimesters end on the following dates: Nov. 27 1st trimester ends/March 6, second trimester ends/June 7, 3rd trimester ends. Report cards will go home on the following dates: 12/4, 3/13 and 6/7

Due-process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by district policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

### **HOMEWORK**

Teachers at all grade levels are encouraged to consistently assign age appropriate homework, which is expected to increase in complexity with the maturity or grade level of the student.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student. Homework should not be a tool utilized for discipline.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

### **MAKE-UP WORK**

A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class, for the work missed due to absence.

Any student truant from school will be permitted to complete missed work at the discretion of the principal.

*A student suspended from school may be permitted, as provided by Policy 3300, to make up school work upon his/her return from the suspension, if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm, and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.*

An excused absence is the only "valid" reason for not turning in assignments when due, therefore:

- 1) Students have ONE (1) day for each day absent to turn in assignments. (Not to exceed 5 school days)
- 2) It is the responsibility of the student to obtain the assignments that were missed.

### **RETENTION OF STUDENTS**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. A retention meetings should be completed before May 1<sup>st</sup>.

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file.

### **STUDENT CONDUCT**

All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

### **STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention so that prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention.

An after school program exist with supervision. This program is meant for students that have missing work or have not followed through with required homework. This is NOT a disciplinary program for you to assign students. Any detentions to this program will be made from the office.

### **STUDENT/PARENT HANDBOOK**

A student/parent handbook is available online to all students, if students do not have access to the internet a hard copy will be provided to them.

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student/parent handbook and in Board policy.

Teachers are expected to review the handbook with students.

### **STUDENT WITHDRAWAL FROM SCHOOL**

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property, including replacement costs, if known. Submit the list to the office.

### **VISITORS**

Students are not permitted to bring visitors to school without prior approval of the principal. Staff members are expected to report any unauthorized person on school property to the principal.

### **VEHICLE USE**

The District van is for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating the District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

Any employee utilizing a district owned vehicle must have a signed consent form from the district office on file. This can be obtained through the district clerk.