

SEELEY LAKE ELEMENTARY EMPLOYEE HANDBOOK

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.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.

Equal Employment

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:

Chris Stout, Superintendent
Seeley Lake Elementary School District #34
PO Box 840
Seeley Lake, MT 59868
406-677-2265

District Mission

The Seeley Lake Elementary School District, in partnership with the community, will provide a safe, respectful, academic learning environment that will foster positive citizenship for all students, staff and community, guaranteeing that each student will work to achieve his or her fullest potential.

STAFF ORGANIZATION

Administration

Certified Staff

Classified Staff

Special Assignments
(committees, advisors, coaches, etc.)

GENERAL INFORMATION

ASSOCIATIONS

The Seeley Lake Organizations of Teachers is the bargaining unit for certified staff. Association officers and building representatives are as follows:

Sharon Teague-President
Patti Bartlett-Vice President
-Secretary
Michele Holmes-Treasurer

Classified staff are not represented by a collective bargaining agreement.

BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Todd Johnson
Ryen Neudecker
Kyle Marx
Karen Kovatch
Gary Wayne

BOARD MEETINGS/COMMUNICATIONS

Regular Meetings

Unless otherwise specified, all meetings will be held in the school computer lab on the third Tuesday of every month. Regular meetings shall be held at 5:30 p.m. or at other times and places as announced. 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. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

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. Contact the district office for more information. (Refer to Board Policy)

DISTRICT OFFICE HOURS

The district office is open between the hours of 7:30am and 4:00pm weekdays during the school year. During the school year, when school is not in session, office hours will be posted on the door and noted on the telephone answering machine. During summer months, office hours will be posted.

STAFF OPERATIONS

ABSENCES

Sick Leave

Certified employees shall be granted sick leave according to the terms of the current collective bargaining agreement and Board policy.

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/her immediate family.

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 and Emergency Leave

Teachers may be granted personal and other types of leave according to the terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, classified staff may be granted personal leave. For more information, contact the Superintendent.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

District employees will be granted free admission to school events.

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, cameras, and musical instruments are priority items for theft and damage.

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

Certain district-owned equipment including computers may be checked out by staff. Such equipment may not be used for personal financial gain. An equipment-use form must be submitted and approved. Forms are available in the office. There are no equipment-use fees.

In the event of loss or damage, a fee could be assessed by the district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers 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 \$100. 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.

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 breaks.

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 Superintendent, or his/her designee, will conduct a year end check out prior to issuance of final paychecks.

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. **It is the responsibility of the person witnessing or receiving the information to report the abuse.** The Superintendent must be immediately informed, with written documentation of the report completed and submitted to the Superintendent shortly thereafter. The Department of Family Service Hot Line # is 866-820-5437.

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.

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 not 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. (Refer to Board Policy)

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 immediate supervisor or superintendent, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board Policy and applicable provisions of negotiated agreements.

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 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 superintendent 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. (Refer to Board Policy)

CONTRACTS AND COMPENSATION

Contracts for certified and classified staff members will be initiated for all 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.

COPYRIGHT

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

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.

At the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

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;

B. Prohibited Uses — district employees may not:

1. Tape off-air programs in anticipation of an educator's requests;

2. Record a broadcast program 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 specialist;

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. “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;

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 data base 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 back-up 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;
4. 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;
5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
6. 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 fall and winter. 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 and/or parents 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 principal, 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 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 of a person or 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. Curriculum guides reflect 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 superintendent 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 in connection with a direct federal grant or contract 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 or where work on a federal grant is performed.

Each staff member engaged in work related to a district federal grant or contract 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 CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the following radio station regularly reports delayed openings and school closures:

- 98.1 KYSS FM

The district clerk, secretary, maintenance staff and superintendent are expected to report to work even in the case of a school closure. No employee is expected to put themselves in a dangerous situation. Please do not attempt to report for duty if you have to put yourself at risk for physical or emotional harm.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures plan detailed with 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 at other strategic locations throughout the building.

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.

Certified probationary staff will be formally evaluated at least 1 time annually. All licensed staff will be formally evaluated at least 1 time annually.

Classified staff will be formally evaluated at least twice during their first year of employment with the district and annually thereafter.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the principal and cross-referenced with the current collective bargaining agreement if applicable. Classified staffs are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the principal.

All time sheets 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 classified 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 time sheets 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 Monday through Sunday. (Refer to Board Policy)

FUNDRAISING

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the superintendent prior to the activity being initiated. Fundraising must not interfere with or disrupt school.

All fundraisers must have appropriate documentation turned into the Business Manager. All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without superintendent approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without superintendent approval. Any solicitation should be reported at once to the principal.

GRIEVANCES

Refer to applicable provisions of certified and/or classified negotiated agreements, or board policy, as appropriate.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the superintendent of the date, time, and nature of the presentation whenever such use is planned.

Prior superintendent approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

HARASSMENT/BULLYING/INTIMIDATION

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:

- The staff member's submission to the conduct or communication is made a term or condition of employment;
- The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
- The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
- 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 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. (Refer to Board Policy)

INTERNET

Teachers and staff are to comply with the school's Internet Acceptable Use Policy. Teachers and staff are to supervise any student using the Internet to assure student's compliance with the school's Internet Acceptable Use Policy.

KEYS

Keys are issued to staff by the district clerk. 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 superintendent 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 any 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. Keys must be turned in within 24 hours at the end of employment with the district.

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 are to be kept by teachers in a place known to and accessible to the principal. Teachers may be required to

provide copies of lesson plans to the office at reasonable times and intervals, as determined by the superintendent.

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 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 superintendent 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. Do not distribute any information that may be interpreted as controversial.

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 superintendent. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the superintendent. Attendance of staff members at such meetings is left to the discretion of each employee.

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.

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 office to inspect the contents of his/her personnel file on any day the 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 principal and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. 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. (Refer to Board Policy)

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" on a final quarterly report card should be issued without a phone call home notifying the parents of the student's academic deficiencies.

Teachers will keep online grade books which are accessible via the Internet by parents and students. Grades should be updated a minimum of once per week.

PURCHASE ORDERS

No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or preapproved by the superintendent prior to purchase.

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:

- Disclosure of information is upon the request of the prospective employer; or
- Disclosure of information is upon the request of the former staff member;

- The information is related to job performance;
- 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.

RESEARCH/COPYRIGHTS AND PATENTS

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the principal.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money, and facilities, as part of the employee's job responsibilities, remain the property of the district.

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

RESIGNATION OF STAFF

Certified and classified personnel will generally be expected to fulfill the terms of their contract unless there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so.

The Board has authorized the superintendent to accept on its behalf resignations from any school district employee. The superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. (Refer to Board Policy and applicable provisions of negotiated agreements)

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.

SAFETY COMMITTEE

A building safety committee 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 safety committee meets quarterly and conducts workplace safety inspections bi-annually to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring. All potential hazards are to be reported immediately to a safety committee member or to the office.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses, and are timely may be considered for approval.

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.

(Refer to Board Policy)

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees, and other such activities.

All requests for district payment of college course work tuition require prior administrative approval. Expenditure requests forms are available in the school office. There is not guarantee for reimbursement.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior superintendent approval. Forms are available in the office.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of district funds.

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 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.

STAFF HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;

4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
 6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
 7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
 8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
 9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
 10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
 11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
 12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
 13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

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.

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

Telephones are available throughout the building for staff convenience. Long-distance calls for district business and personal use may be placed. Staff should not to use cell phones while they are assigned students, unless there is an emergency situation.

Staff members should request that students check their personal cell phones in at office. Cell phones are not allowed in classrooms, locker rooms, or bathrooms.

TOBACCO-FREE ENVIRONMENT

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, e-cigarettes, vapes, cigars, snuff, smoking tobacco, and smokeless tobacco.

Use of tobacco products in a public school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products.

For this purpose, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business must be preapproved prior to use. You must complete a travel request form available in the office. Student transportation via personal vehicles is discouraged. You must carry insurance and the proof of insurance must be on file with the office.

VACANCIES/TRANSFERS

Announced vacancies for certified and classified positions are posted in the staff room at least seven days prior to opening the application period. Copies of the posting are also sent to association representatives and individual staff upon written request to the superintendent.

During summer break, such notices are emailed to the association presidents.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and negotiated agreements.

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. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

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.

ASSEMBLIES

Students are required to attend all assemblies. Those who refuse are to be referred to the office.

All staff are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without

authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

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. (Refer to Board Policy)

CONTESTS FOR STUDENTS

The district cooperates with individuals, community organizations, and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work load on staff. All such contests must be consistent with the purposes and educational aims of the district.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging, or evaluation of the participants' work.

The school may not be used to promote private or commercial interests, nor may the school be used for the direct sales promotion of individual competitive goods or services.

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. Physical force is not necessary when a student is harming district property, unless that damage could potentially lead to the harming of that student or the harming of anyone else.

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

Disaster (lockdown, fire, evacuation) drills will be performed throughout the year. All teachers will discuss fire(evacuation) 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 an announcement over the intercom. 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 door leaving door unlocked;
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, announced by administration, escort students directly back to class. Check roll.(Refer to Board Policy)

FEATURE FILMS/VIDEOS

Superintendent approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated [G, PG, or PG-13] may be authorized for classroom use.

Requests are to be submitted to the principal at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;

5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

Films must be relevant to grade level curriculum.

FIELD TRIPS AND SPECIAL EVENTS

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

Requests should be submitted to the superintendent one month 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. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity. If a school lunch is to be provided, the teacher is expected to have the lunch count into the kitchen 48 hours in advance.

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

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

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 will enter assignment grades in online grade book a minimum of once per week. Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, and email 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.

Letter grades will be used as follows for 4th-8th grades:

A	94-100%
A-	90-93%
B+	86-89%
B	83-85%
B-	80-82%
C+	76-79%
C	73-75%
C-	70-72%
D+	66-69%
D	63-65%
D-	60-62%
F	59% and below

Grades K-3 will use S+ (Exceptional), S (Satisfactory), I (Improving), N (Needs Improvement)

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 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.

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 not be allowed to make up missed work unless authorized by the superintendent.

A student suspended from school may be permitted 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.

Suspended students are expected to complete classroom work during their suspension.

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students may be excused from school for religious instruction, in accordance with board policy. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day, due to religious beliefs, is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

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.

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.

Exception will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the superintendent.

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.

The superintendent will make the final decision on retention/promotion.

STUDENT ACTIVITY FUNDS

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the superintendent and person in charge of the student activities program.

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds.

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 contained in the Student/Parent Handbook 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.

Classroom rules and consequences are to be submitted to the superintendent for review and approval.

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, 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.

STUDENT/PARENT HANDBOOK

A student/parent handbook is available for viewing at the front office, unless a parent/guardian requests a printed copy. The handbook students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

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 at the beginning of the school year.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior principal approval.

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 Superintendent. Staff members are expected to report any unauthorized person on school property to the district office.