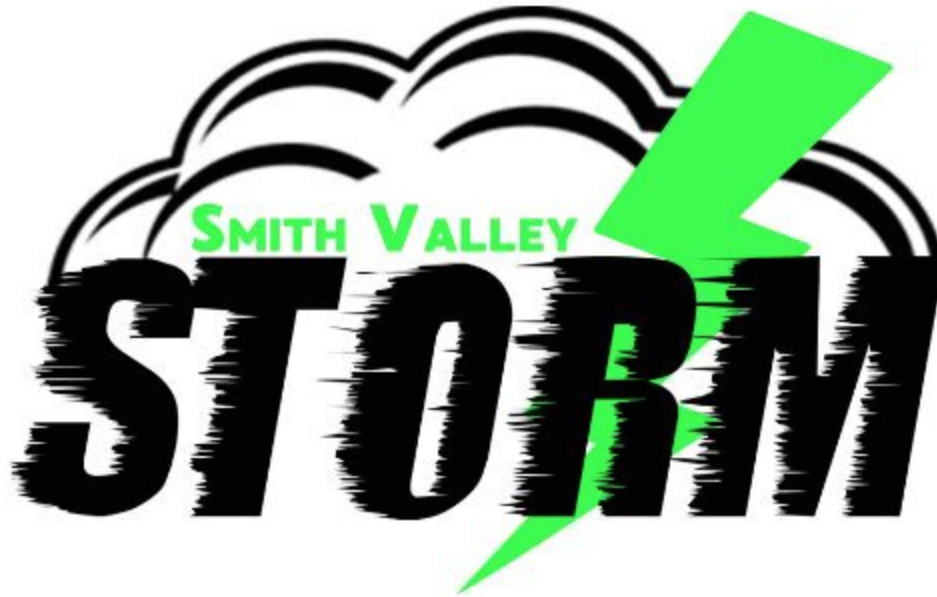


# STAFF HANDBOOK



~~ Superintendent/Principal, Mrs. Dawn Matt ~~  
~~ Business Manager, Mrs. Lacy Bradford ~~  
~~ Office Manager, Mrs. Trish Marquardt ~~

2901 US Highway 2 West ~ Kalispell, MT 59901  
Phone: 756-4535 ~~ Website: [www.smithvalleyschool.org](http://www.smithvalleyschool.org)



*\*\* Table of Contents at end of handbook*

\* [Signature page](#)

Staff signature is required to indicate receipt of this handbook and other understandings/ agreements.

# 2022 / 2023 Smith Valley School Calendar

Start date: September 6, 2022	End date: June 8, 2023	168 student days
Start time: ALL - 8:30	Dismiss: (4-8)-3:30 pm; (K-3)-3:20 pm	2 Early Out Days

August 2022					September 2022					October 2022					November 2022				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
Students start after Labor Day - NO August school days!								1	2	3 Staff	4	5	6	7		1	2	3	4
					5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
					12	13	14	15	16	17	18	19	20 MEA	21 MEA	PIR Con.	15	16	17	18
					19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
Aug. 29 - 31 PIR DAYS					26	27	28	29	30	31					28	29	30		

December 2022					January 2023					February 2023					March 2023				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
			1	2	2 Staff	3	4	5	6			1	2	3			1	2	3
5 Staff	6	7	8	9	9	10	11	12	13	6 Staff	7	8	9	10	6 Staff	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	20	21	22	23	24
26	27	28	29	30	30	31				27	28				27	28	29	30	31

April 2023					May 2023					June 2023					KEY - Color Code				
Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr					
3	4	5	6	7	1 Staff	2	3	4	5				1	2		No School-BREAK (staff & students)			
10 Staff	11	12	13	14	8	9	10	11	12	5	6	7	8	9		No school-Teacher work, training, planning			
17	18	19	20	21	15	16	17	18	19							No School - REQUIRED PIR Blue = Flex PIR			
24	25	26	27	28	22	23	24	25	26	#	Q1 - 11/8/22 Q2 - 1/24/23 Q3 - 4/4/23 Q4 - 6/8/23				0	Early Out (2 days) 12:45 - K-3 ~ 12:55 - 4-8			
										Bold = End of Quarter Report Cards = Friday of following week									

## **Preface**

The material covered within this 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. Such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law may therefore supersede material contained herein.

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

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

## **Mission Statement**

*“Smith Valley School,  
Creating a Love of Learning”*

## Introductions:

### Administration, Office

<a href="#">Dawn B. Matt</a> <a href="#">Lacy Bradford</a>	~ Supt./Principal ~ Clerk/Bus. Manager	<a href="#">Trish Marquardt</a> —	~ Office Manager ~ Asst. Bus Mgr, Para
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### Certified Staff

<a href="#">Joanna Goetting</a> <a href="#">Lindsay Rasmussen</a> <a href="#">Shelly Harris</a> <a href="#">Melissa Martin</a> <a href="#">Marie Cannaday</a> <a href="#">Don Brown</a> <a href="#">Michael Fisher</a> <a href="#">Cienna Degele</a> <a href="#">Patrick Conners</a>	~ Kindergarten ~ Kindergarten ~ 1st/2nd Gr ~ 1st/2nd Gr ~ 1st/2nd Gr ~ 3rd Gr ~ 4th Gr ~ 5th Gr ~ 6HR, Electives, Coach	<a href="#">Myrna Matulevich</a> <a href="#">Brenda DeLong</a> <a href="#">Angela Moore</a> <a href="#">Khrista Corpron</a> <a href="#">Joshua Eastman</a> — <a href="#">Mary Noble</a> <a href="#">Christine Hansen</a> <a href="#">Crystal Everson</a> <a href="#">Kim Sutton</a>	~ 7HR, + Math/Sci, Elect. ~ 8HR+SocSt/Lang, Elect. ~ K-8th Counselor ~ K-8th Music, Elect. ~ K-8 PE, Health ~ Resource ~ K-8th Library, Elect. ~ Resource ~ K-8 Testing Coordinator/Title ~ K-8 SchoolwideTitle I
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### Nutrition Program, Paraprofessionals & Maintenance

<a href="#">Shayne Nelson</a> <a href="#">Chuck Balen</a> <a href="#">Judy Breland</a> <a href="#">Tracey McGuire</a> — <a href="#">Dorothy Lofgren</a>	~ Maintenance/Supervision ~ Custodial/Maintenance ~ Nutrition Pro., Para ~ Office Support/Paraprofessional ~ Custodian ~ Kitchen Manager / Para	<a href="#">Kati Olson</a> <a href="#">Danielle Prichard</a> <a href="#">Jenny Sklany</a> <a href="#">Michael Sutter</a> <a href="#">Lindsay Geldrich</a> <a href="#">Kelsey Nelson</a>	~ PM Puddle Jumper Club, para ~ PJ Club & Paraprofessional ~ Title I Paraprofessional ~ Paraprofessional ~ PM Puddle Jumper Club ~ Office Support, IT
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### Special Education Cooperative Staff

<b>Flathead Co. Spec. Ed Cooperative</b>		<a href="#">Sharon Hage</a> <a href="#">Heather Massey</a>	~ Speech ~ Physical Therapist
<a href="#">Nickey Shepard</a> <a href="#">Haley Broth</a> <a href="#">Katie LaPeter</a>	~ School Psychologist ~ Occupational Therapist ~ Speech Pathologist		

### Board of Trustees

<a href="#">Josh Amundson</a> <a href="#">Heidi Burkhalter</a>	~ Chairman ~ Vice Chairman	<a href="#">Rick Glewwe</a> <a href="#">Josh Hunt</a> <a href="#">Jim Riley</a>	~ Trustee ~ Trustee ~ Trustee
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## **General Information**

### **Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination. An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required as outlined in Policy 5002

### **Asbestos Management Plan**

The Smith Valley School District, in accordance with federal law, has extensively inspected all of its facilities and located all forms of asbestos used as a building material in your child's school. Based on the findings of these inspections, a plan has been written for the management and control of the asbestos in your school. This plan is available for you to inspect in the office of the principal during normal working hours. Policy Reference: 8420

### **Associations**

The Smith Valley Teachers' Association (SVTA) is the bargaining unit for non-administrative certified staff.

### **Automated External Defibrillators (AED's)**

The Board of Trustees of the District recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The District has one or more of these units for use by qualified personnel.

Refer to Policy 8450

### **Board Members**

The Constitution of the State of Montana delegates to the Board responsibility for the conduct and governance of schools in the District. A list of current trustees is available at the office.

### **Board Meetings & Communications**

Unless otherwise specified, all meetings will take place at the School in either the District Music Room or the District Gym. Regular meetings shall take place at 6:00 p.m. on the second Thursday of each month, or at other times and places determined by a majority vote of the board, per Open Meeting laws. 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 school holiday, the meeting may take place on the next business day.

## **Community Use of Buildings**

School facilities such as the gym, parking lot, etc. 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 activity. Use of the 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. In order to reserve building use, entities must apply for use at the office, and be added to the reservations calendar. They shall be granted use of the school facilities at no cost if approved by the superintendent. Classrooms may be used outside of school hours for community, extra-curricular, or other approved activities also. Whenever possible, specific notice will be made ahead of time to alert staff when their classroom will be used by others, however advance notice will not always be possible so classrooms should be left 'ready to use' at the end of each day. Staff should be sure they don't have valuables or confidential materials unsecured in their rooms when they aren't present. Those who use classrooms should respect that the primary purpose of the room is as a classroom, and leave the space tidy and return everything to the way it was when they arrived. The teacher's desk space should not be used, and organizational tools such as tape, scissors, etc. should not be used or removed from the room.

## **Equal Employment Statement**

The School District will provide equal employment opportunities to all persons regardless of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

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 School office for additional information and/or compliance issues:

Title IX Coordinator: Dawn Matt

Section 504 Coordinator: Crystal Evanson &/or Dawn Matt

## **Hours**

The district office is open between the hours of 8:00 a.m. and 4:00 p.m. on any day school is in session. During summer months and over holiday vacations, the office will be open on a schedule to be determined by the business manager, office manager, and administration. Typically on school days, the building is opened by the custodian at 7:00 am and there is a custodian on the premises until 11:00 pm. However, if a custodian is gone, staff should expect to open and/or secure the building on their own.

The office is usually open in the summer in June from 9:00 am to 4:00 pm. In July and August the office is not kept open daily. Call to make sure someone is at the school before making a special trip.

The school buildings are also accessible to staff outside of regular school days and hours, if staff know the procedure and codes for securing the building and setting the alarm system. If unfamiliar with this procedure, staff should refrain from being on campus when custodial or administrative staff aren't on location to secure the building.

# STAFF OPERATIONS

## Absences

Approval for leave requests will be judged in accordance with Policy 5321 and for certified staff, by the collective bargaining agreement with Smith Valley Teachers' Association.

### Absences: Personal and Emergency Leave:

- Certified employees shall be granted Personal Time Off, according to the terms of the current collective bargaining agreement.
- Classified employees: Upon the approval of the administration, classified staff may use vacation leave for personal appointments, emergency needs, etc. For more information, contact the superintendent/principal.

### Absences: Family and Medical Leave Act (FMLA):

The FMLA applies to entities with more than 50 employees. Smith Valley School District has more than 50 employees, when substitutes and temporary staff are counted. Contact the Business Manager for additional information regarding length of leave entitlements under state and federal law.

- **Family Medical Leave:** In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- **Servicemember Family Leave** Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.
- **Eligibility** An employee is eligible to take FMLA leave, if the employee has been employed for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date leave is requested, and there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year. The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is twelve (12) months backward from the date of FMLA leave. Coordination of Paid Leave Employees will be required to use appropriate paid leave while on FMLA leave. Workers' compensation absences will be designated FMLA leave. Medical Certification The Superintendent has discretion to require medical certification to determine initial or continued eligibility under FMLA as well as fitness for duty.

### Absences: Sick Leave

- Certified employees shall be granted sick leave according to the terms of the current collective bargaining agreement and District Policy. Short term (3 days or less) substitute assignments

should be arranged through the Frontline Absence System. Long term absences need to be checked through the administration, per Smith Valley School 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 medical needs suffered by an employee or his or her immediate family. “Immediate family” shall mean the employee and his or her spouse and children residing in the employee’s household and parents. The administration must approve all other sick leave requests.

### **Absences: Vacation:**

Classified and 12-month administrative employees shall accrue annual vacation leave benefits in accordance with 2-18-611, 2-18-612, 2-18-614 to 2-18-617 & 2-28-621, MCA.

### **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 may take one 15-minute break. Those working eight-hour days may take two 15-minute breaks. Lunch breaks are scheduled for 30 minutes and are not paid. Classified employees are expected to adhere to the break schedule established by the administration. Deviation from the break schedule requires prior approval by the administration.

### **Care and Use of District Property**

All staff members are encouraged to exercise continuous and vigilant care of all District owned property. Items such as computer and video equipment are often the target for theft and vandalism--and must be secure at all times. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the office.

Staff may check out certain District owned equipment, including computers. Such equipment may not be used for personal financial gain. An equipment checkout form must be completed and submitted to the office prior to removal of any District-owned equipment. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

### **Cash in buildings**

Money collected by the staff as a result of fundraisers or other school related purposes is to be deposited with the office whenever the sum accumulated on any day, by any class, staff member, or others exceeds \$25.00. At no time are substantial amounts of money to be kept overnight, during holidays, or for long periods of time in classrooms.

Cash kept in classrooms is the responsibility of the individual who collected it. If students bring in money for fundraisers, teachers should collect it and personally bring it to the office for safekeeping. All monies received by the office shall be receipted.

### **Check-out**

- **Work Day Checkout:**
  - Certified and classified personnel may leave the buildings and District grounds during their lunch period as needed.
  - Departures during preparation periods or at any other time during the contracted school day must be approved by the administration in advance.



- All staff are required to check out/in with the office when leaving campus during operational hours, enabling the district to respond appropriately in the event message or emergency situations arise.
- School ends at 3:20 for K-3, and at 3:30 for 4-8 grade.
  - Classified staff are required to stay until their scheduled shift has ended, unless arrangements have been made with the administration.
  - Certified staff are required to stay until 3:45. Quarter day leave may be used for appointments, etc. if staff can arrange for coverage of their responsibilities without disrupting another staff member's ability to do their job.
- **Year-End Checkout:**
  - Certified and classified personnel must complete all required reports, forms, and return keys (if summer access is not needed/permitted) prior to being issued a final paycheck. Staff with a reasonable need to retain their keys may do so. Classroom/Home Room and Special Education teachers are responsible for completing academic information on the permanent records folder for their students.

## **Child Abuse Reporting**

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the department of public health and human services or local law enforcement agency. The Administrator is also to be immediately informed. Hot Line # 866- 820-5437

Written documentation of this report must be completed and submitted to the Administrator. Forms are available in the office. Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal. Refer to Policy 5232.

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 & Care**

When leaving the classroom or other work area between classes or at the end of the day, teachers are expected to turn out the lights and to close and lock all doors and windows at the end of the day (Even if they think a custodian will be in later). Staff who have access to individual thermostats should make sure that they have returned the thermostat to 'auto' at the end of every day.

During the day, staff members are expected to leave their door latch locked and the door at least slightly open for transition in and out of the classroom. The purpose for this is to be able to quickly and efficiently shut the door all the way and be locked during a lockdown.

All staff members are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Individual lockers are provided in the staff room for secure storage of personal items, and personal or school padlocks can be used to secure items. Students should be instructed to leave valuables at home. The District is not responsible for any loss of, or damage to, personal property of staff or students due to such causes as fire, theft, accident, or vandalism. Classrooms can at any time be repurposed outside of school time as well as during preps, breaks, etc., so they must be left neat, secure and usable.

## **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. (See Emergency Handbook).

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. If a staff member has a communicable disease, the staff member must notify the school nurse or other responsible person designated by the Board of the communicable disease which could be life threatening to an immune-compromised person. The school nurse or other responsible person designated by the Board must determine, after consultation with and on the advice of public health officials, if the immune-compromised person needs appropriate accommodation to protect their health and safety.

An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting shall be encouraged to report the existence of the illness so that precautions may be taken to protect the health of others. The District reserves the right to require a statement from an employee's primary care provider, before the employee may return to work. If a staff member develops symptoms of any reportable communicable or infectious illness while at school, the responsible school officials shall do the following:

1. Isolate the staff member immediately from students or staff
2. Consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported.

All staff and volunteers present in any school building shall engage in hand hygiene at the following times, which include but are not limited to:

1. Arrival to the facility and after breaks
2. Before and after preparing, eating, or handling food or drinks
3. Before and after administering medication or screening temperature (d) After coming in contact with bodily fluid
4. After recess
5. After handling garbage
6. After assisting students with handwashing
7. After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. (Refer to Policy 5130 and 5230)

## **Complaints** See also: 'Harassment, Bullying, Intimidation', & 'Grievances'

### **Student/Parent Complaints**

The District recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students or 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, per the uniform complaint procedure.

If a complaint is not informally resolved, staff should advise the complainant that he/she should submit the matter directly to the administration. The administration will then try to help resolve the issue. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700 [and applicable provisions of negotiated agreements.

When a complaint can not be resolved at step two in the procedure the complainant may then submit a written complaint to the Board of Trustees. In most cases the Board will hear the complaint at the next regularly scheduled meeting. All parties will be notified as to time and date of the meeting. When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the administration for appropriate follow-up.

### **Staff Complaints**

Staff member complaints against each other, contending a violation, misinterpretation, or inappropriate application of District collective bargaining agreement, personnel policies and/or administrative regulations should be first dealt with by directly approaching the individual in question. If that is not possible, or does not result in a satisfactory resolution, the issue should be directed to the administration for informal discussion and resolution. If the complaint cannot be resolved informally, then formal complaint procedures may be initiated in accordance with Board policy and administrative regulations. (See Policy #5240) and (1700 Uniform Complaint Procedures.) For certified staff - per the negotiated agreement, the procedure for when a dispute arises: "The parties acknowledge that it is usually most desirable for a teacher and their supervisor to resolve problems in the workplace through a free informal exchange of ideas". Failing such attempts, the grievance procedure may be initiated per the Master Agreement Article V – 5.5.

### **Computers and Technology**

Each teacher is provided with an Internet accessible device to use for school purposes. If rooms are shared, the priority for technology tools in the classroom is for instructional purposes. In addition to classroom technology tools, any staff member may use the Chromebooks from the mobile lab when they are not being used by students. Access to computers in the school is a privilege, not a right. As a condition of use, staff members waive any right to privacy in anything they create, store, send, disseminate or receive via the School District's technology. Inappropriate use, or use not complying with district policy of the School District's technology, may result in restriction and or termination of the individual's access privilege. Depending on the severity of the infraction, misuse may result in discipline up to and including dismissal, and or legal action.

While the primary function of the School District's technology shall be for educational purposes staff members may use the technology for appropriate personal use outside of the instructional day (such as checking personal email outside of contract hours or during a lunch break). At no time should the School District's technology be used for personal reasons while the staff member has direct responsibility for students, during prep times, or when the equipment is needed by students or staff for school purposes. Each staff member shall be provided with a District email address. Memos and

notices from the office and other staff members regarding most school related activities will be disseminated using this email. At a minimum, all staff members should check email on a daily basis.

## **Conduct of Staff / Professionalism**

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 may not dispense or utilize any information gained from employment with the District, accept gifts, benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's District duties.

Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal gain or advantage. 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. –Reference – policy 5223.

## **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. Spring conferences may also be held. Spring conferences are usually portfolio based, student led conferences with the teacher acting as the facilitator.

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. Teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide before-school, after-school, or prep time to meet with students and parents when necessary.

## **Contracts and Compensation**

Contracts for all certified staff members will be initiated when hired. Salaries for certified staff are determined by the negotiated agreement salary schedule.

Classified staff wages are determined by placement on a wage matrix established by the board in June of 2014. The wage matrix was established to adequately compensate staff for the number of years of service and responsibility expected of the position. This matrix is not to be viewed as a negotiated agreement, guarantee of continued employment, or expectation that the proposed yearly 'step' increase is a guarantee.

Compensation for extra duty assignments over and above the duties associated with a staff member's regularly assigned duties will be determined in accordance with stipends determined and established by the Board and/or policies adopted by the Board.

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 agreement.

## Copyright

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed materials and computer software, unless the copying or use conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

Please review policies 2312 and 2312P.

## Credit Card or Procurement Card Procedures

District administration / Office / Business Manager has experienced major changes in the summer of 2021. When there is a New business manager or administration, procedures will be drafted for credit card/procurement card procedures.

## 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 fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any offer of employment or appointment shall be contingent upon results of a 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 to authorize, in writing, a name-base 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 that has regular, unsupervised access to students.

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

Refer to Policies 5122 – 5122F

## Crowdfunding

All crowd funding requests and receivables are governed and supervised by board policy. Crowd funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. Proposals, products, and resources generated through crowd funding must receive prior approval from the Superintendent or designee. Approvals for proposals or gifted resources may be denied based upon but not limited to: technology, curricular, and/or activities incompatibility; long term sustainability concerns regarding materials, service, and/or staffing; conflicts with district initiatives, state or federal law.

As public employees, staff members are subject to Montana public employees' ethics laws. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a crowd source effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes. Refer to Policies 3530, 4321, 7225

## **Curriculum**

Curriculum is guided by the Montana State Standards. Smith Valley School is a member of the NW Curriculum Cooperative, and as such teachers are involved in the development and implementation of curriculum to meet Montana Standards.

The curriculum established for the courses and grade levels of this District provide 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 administration approval. Teacher created materials to support the established curriculum that help meet Montana Standards are acceptable. If teachers have questions, they should contact the administration.

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

## **Discipline & Discharge**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law. (See Policy 5255-Disciplinary Action, Employees).

## **Dress & 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.

Items such as short shorts, short skirts, ripped clothing, clothing that shows underclothing, tops which do not cover the beltline, mesh tops, and sweats are not acceptable. Generally, denim jeans are acceptable, however faded jeans may be unprofessional. Footwear should be appropriate for the task at hand. Flexible flip-flops are not professional. Footwear for outside duties must secure both heel and toe. All clothing directives are dependent on job performed and daily circumstances. For instance, comfortable professional clothing should be worn on a field trip, a PE teacher may wear shorts or sweats in order to participate in activities with students.

## **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 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. Refer to Policy 5226

## **ELECTRONIC MAIL, INTERNET, NETWORKS, AND DISTRICT EQUIPMENT**

The District e-mail and Internet systems are intended to be used for educational purposes only, and employees have no expectation of privacy. Employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.

The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored. (Refer to Policy 5450)

## **Emergency Closures**

In the event of hazardous or emergency conditions, all District schools or grade levels may be closed or schedules altered as appropriate. Please see Emergency Handbook under, 'Severe Weather Conditions'.

## **Emergency Procedures and Disaster Plans**

All staff will be provided with a copy of the District's [emergency procedures](#) plan detailing 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 District Office and in other strategic locations throughout the buildings.

## EMPLOYEE ASSISTANCE PROGRAM

suggested by MTSBA model policy

The Employee Assistance Program (EAP) helps you privately solve problems that may interfere with your work, family, and life in general. EAP services are FREE to you, your dependents, and all household members. EAP services are confidential and provided by experts.

<https://hr.mt.gov/Programs/Workforce-Wellness> Access code: Montana

- Counseling Services
- Home Monitoring (includes fees)
- Peer Support
- EAP Benefits Summary
- Grief Resources
- Sad or Depressed
- Emotional First Aid
- Resilience
- Will Preparation

## 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. Evaluations may be based on formal and informal observations of the certified and classified staff and their performance of assigned duties and job responsibilities. Following an evaluation, staff will receive written and or verbal comments and suggestions for improvement from the administrator, and will have clear opportunities to make improvement within specific timelines.

Evaluation tools are patterned after those suggested by the Montana Office of Public Instruction MEPAS (Montana Educator Performance Appraisal System). These tools are for the administrator, who is responsible for making recommendations to the board about promotion, retention, dismissal and discipline. The schedule for evaluation of certified staff is specified in the negotiated agreement. Evaluation of all staff will be conducted in accordance with established Board policy and applicable District evaluation procedures, negotiated agreements, and the Montana Code Annotated.

## Fair Labor Standards Act

Regular working hours for all classified staff will be established by the administrator. Members of the 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 administrator. 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 with this policy will result in disciplinary action in accordance with applicable provisions of Board policy and administrative regulations.

Administrators shall give written notification to non-exempt employees, as defined by the Fair Labor Practices 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 established 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 work 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 7 consecutive days covering Monday through Sunday. (Refer to Policies 5221 & 5336)



## **Firearms & Weapons**

It is the policy of the School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

## **Possession of Weapons other than Firearms**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

Refer to Policy 3311

## **Fund Raising**

Fundraising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the year. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the administrator in writing prior to the activity being initiated.

Fundraising requests must include an explanation or justification for the proposal, consistent with District goals. Fundraising must not interfere with or disrupt school. All money raised must be receipted and deposited with the office. 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 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 & Solicitations**

Staff members are to avoid accepting anything of value offered 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 without first receiving the administrator’s approval.

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

## **Grievances** - See also: 'Harassment, Bullying, Intimidation', & 'Complaints'

All grievances by certified staff shall be submitted to the District following procedures outlined in the collective bargaining agreement and Board policy. Complaints by those other than certified staff should follow the Uniform Complaint Procedure (See Policy 1700).

## **Guest Speakers and 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 Administrator of the date, time, and nature of the presentation whenever such use is planned.

Prior Administrator approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial. (Refer to Policy 4320)

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Prior Administrator approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial. (Refer to Policy 4320)

## **Harassment, Bullying, Intimidation See also: 'Grievances', & 'Complaints'**

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying"). Refer to Policy 5015

The District encourages staff support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and staff will discuss their questions or concerns about the expectations in this area with Dawn B. Matt who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All staff are expected to treat each other and students with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify all parties involved in sexual harassment allegations. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment or sexual discrimination by a staff member will result in an investigation in accordance with Policy 3225 and 3225P or Policy 5012 and 5012P. A student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory, decision may appeal in accordance with Policy 3225P or 5012P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F or Policy 5012, 5012P, 5012F.

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

## **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:

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:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
3. 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;
4. 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;
5. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
6. 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);
7. 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;
8. 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.
9. 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;
10. 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;
11. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
12. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;

13. 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; MTSBA 2011
14. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
15. 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;
16. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
17. 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;
18. 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;
19. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## **Insurance Benefits for Employees**

Suggested in MTSBA Model - Classified/Certified Handbook

May be added during the 21/22 school year

## **Inventory**

The District strives to maintain an accurate inventory of the furnishings assigned to each room in the District. At no time should any inventoried item be removed from a room without first receiving permission from the administration to do so. All removed items must be returned to their original location as soon as possible. Certified staff members are responsible for taking care of the inventoried items in their classroom.

## **Keys**

The Business Manager issues keys to staff. In order to protect District property, students and staff are to ensure the building is adequately secured when no authorized personnel are present. All staff are expected to follow the following key-control procedures:

- The duplication of keys is prohibited;
- Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc;
- Keys may not be loaned to students or individuals not employed by the district. Under no circumstances should staff provide keys to students to run errands, lock /unlock doors, etc;
- Lost or stolen keys must be reported to the Business Manager or administrator 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. Re-keying the building is very expensive and associated charges may be assessed for the individual who loses the keys;
- Upon the report of lost or stolen keys, presentation of broken or damaged keys, and submission of assessed fees, replacement keys will be issued;
- Charges for lost or stolen keys may be made to the staff member to whom the keys have been issued;
- Classified staff keys are to be turned in at the end of the school year, unless they have summer expectations that make building access necessary. If they do, they may make arrangements with the administrator to keep their keys as appropriate.

- Certified staff may retain keys if they intend to be held responsible for them over the summer period.

## **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 the 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 other teachers and the office. Copies of lesson plans are to be submitted to the administration if requested at any time. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals, as determined by the administration.

Lesson plans should be of sufficient length and substance to allow a guest teacher to carry on the course of study. They will also provide a means by which the administration 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 schedule, safety information, information identifying classroom student aides, and students with accommodations for 504, IDEA, or other special needs should be included in lesson plan books.

In MTSBA model handbook - To do - check with policy 2123

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. (Coordinate with Policy 2123)

## **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 administration. The material 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 cannot be handled through staff bulletins or individual discussions. All certified and scheduled classified staff members are required to attend staff meetings unless prior arrangements have been made with the administrator or employee is assigned elsewhere during the staff meeting time. Data meetings will be held periodically in order to evaluate information a teacher has compiled in regard to a child for whom they have concerns. The purpose of this meeting is to find ways to document the performance of an individual student either academically or behaviorally.

Certified staff are encouraged to organize among themselves to attend monthly Board and PTC meetings to be able to present the teacher's report at these meetings.

Meetings sponsored or called by the Smith Valley Teachers Association or other recognized collective bargaining must be scheduled outside contract hours (before 8:15 am and/or after 3:45 pm). Attendance of staff members at such meetings is left to the discretion of each employee. Per the negotiated agreement, lunch times on campus may also be used to conduct union business.

## **NEW EMPLOYEES**

Every teacher 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 file a copy of 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.

## **Participation in Political Activities**

Staff members may exercise their right to participate fully in the 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 or during the work day.

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 District time during the working day for campaign purposes. (See Policy 5224).

## **Personnel Records**

The District maintains a complete confidential and permanent personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given a copy of their personnel record upon request.

The District may release public information as governed by Policy 4340.

A personnel file may contain but is not limited to transcripts from colleges or universities, information allowed by statute, a record of previous employment (other than college placement papers for periods beyond active candidacy for a position), evaluations, copies of contracts, and copies of letters of recommendation requested by an employee. All material in the personnel file must be related to the employee's work, position, salary, or employment status in the District. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order. (Refer to Policy 5231 & 5231P)

## **Prep Periods / Instructional Planning Time**

Prep periods and planning time will be provided as stipulated in the master agreement between the District and the certified staff. Prep periods are provided for teachers to work on lesson plans, attend meetings, communicate / conference with parents or students, collaborate with colleagues, etc.

## **Professional Development**

The Board recognizes the importance of continued educational experiences and other growth activities as a means to improve job performance. Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, school improvement activities, individual



research, supervision of teacher trainees, and other such activities. All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as the availability of funds, consistency with District goals and job assignment. Requests require prior administrator approval.

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.

## **Report Cards**

Teachers are expected to report their student's progress to the students and their parents. Report Cards are required at the end of the first, second, third, and fourth quarter grading periods. Reports should indicate academic progress and any concerns the teacher may have regarding the student's achievement or behavior at that point.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by the teacher (ie-missing assignment reports, etc.).

No failing grade should be issued on a midterm or report card, without prior contact with parents having been made. Teachers should document parent contact. Grades that begin to deteriorate for a student should be reported to parents before they have significantly plummeted.

## **Purchase Orders**

No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may be otherwise permitted by Board action and/or Board policy.

No purchases, including purchases from student body funds, will be authorized unless covered by an approved purchase order. Requisition forms are to be completed electronically. They are located on your shared Google Drive. Teachers may purchase supplies, up to a maximum of \$50.00 without prior approval by the administrator, provided there are sufficient funds remaining in their current year's supply budgets, and the teacher can justify an educational objective that the purchase meets. No reimbursement will be made unless the request for reimbursement includes a detailed and accurate receipt. Reimbursements will be made following the next regularly scheduled Board meeting.

## **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 administration.

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.

Classified employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. Generally, the Board expects at least a two-week notice.

The Board has authorized the superintendent and/or principal to accept, on its behalf resignations, from any school district employee. The administrator 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 administration 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. (Policy 5251)

## **Retirement**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible. For certified staff, the Negotiated Agreement has deadlines and details regarding retirement.

## **Safety Committee**

A safety committee will be established to help implement the District's safety program and as part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property. The safety committee will meet periodically and conduct workplace safety inspections to locate and identify safety and health hazards, and make recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from recurring.

## **Security System**

The District is protected by a motion, smoke, and heat activated security system. Should a staff member wish to enter the building while the system is armed they must enter the appropriate code into the keypad to disarm the system within 30 seconds of opening a door. Each building on the campus is armed, and the keypad disarms all buildings. The Keypad is located beside the main entrance doors in Building 1. In the event the staff member triggers the alarm system, he/she must call the security company at the number 1-800-344-4546 provide the proper code word to have the system disarmed.

If a staff member is the last to leave a building he/she must re-arm the system using the same security code. Before entering any code numbers check to make sure that all doors and windows are secured and lock all door locks. If you don't hear a steady beeping when you set the code, you should look at the screen on the keypad to see where there is a breach. You should either fix the breach, or contact the Board Chairman, Vice Chair, or the administration to assist you. In 2016, the video/audio camera



system was added for safety and security. Additional cameras are added as resources are available, and needs arise. See “Video” in this handbook, and Policy 3235 for more information.

## **Special Interest Materials**

Supplementary materials from non-school sources require administration 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 and Parent Relations**

The District wishes to encourage parent involvement 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 shared custody to give parental contact information for the other parent to the district. It is the responsibility of a 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 has the right to receive and to inspect school records pertaining to their student, as well as 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. Both parents are entitled to information regarding their child. Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

## **Staff Room**

The staff room is provided for staff use during breaks, lunch, and preparation periods as needed. All staff are expected to clean up after themselves and also 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, unless secured in a locked locker. 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. Teachers are expected to be in their classrooms prior to the arrival of students, and to meet them and greet them as they arrive. Teachers must bring students to, and retrieve them from all transition activities. Staff should always ensure that the next teacher is present before leaving their class.

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 need to temporarily leave the classroom or their assigned duties in an emergency situation must contact another staff member to arrange for temporary coverage. 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 forms of various religions. Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

## Telephones - School and Cellular

Telephones are available throughout the buildings for communication, safety, and convenience.

Long-distance calls for District business and personal use may be placed. If any charges are incurred for a personal long distance call, the employee is responsible for those charges.

Students may use phones with prior permission from and direct supervision of a staff member. When calls are made to parents during the school day, students must be supervised to ensure that they leave a message, and keep the topic to the purpose at hand. Students are not permitted to use the phone to make social arrangements. The office should be informed of calls made to parent/guardians in case they call back wondering what is needed. Staff must enforce student cell phone rules per the Student/Parent handbook.

Teachers and paraprofessionals must not send or receive personal calls, text messages, or social media interaction during class time, student supervision, and prep times. If circumstances require an exception to this, the staff member should ask the administrator ahead of time for permission to be expecting an important personal call

## Tobacco and Nicotine free Environment

In order to adhere to federal law, and to protect the health of students, staff, and the general public, provide a healthy learning and working environment, and to promote good health for students, tobacco/nicotine use is strictly prohibited at all times in all District buildings and on all District property. The District maintains tobacco/nicotine free buildings and grounds. Tobacco/nicotine include, but is not limited to cigarettes, cigars, snuff, smoking tobacco, e-cigarettes, and smokeless tobacco.

Use of tobacco/nicotine products in a public school building or on public school property is prohibited, unless the display of a tobacco/nicotine product in a classroom or on other school property is 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.

It is also expected that there will be no use of tobacco/nicotine products on field trips, extracurricular events, or school sponsored activities.

## Tutoring

No tutoring for which the staff member receives a fee is permitted in District school buildings or on school time, and no District-owned equipment or materials may be used, except as follows:

- Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum, may be given for remuneration outside of school time and off school property;

- Teachers may tutor for remuneration outside of normal school hours students eligible for homebound services according to District procedures.
- District authorized and/or sponsored programs. The administration, prior to their beginning must approve such programs.

## Use of Private Vehicles For District Business

The use of private vehicles for district business is practiced in going to meetings, picking up or delivering items in town, etc. Transportation of students in private vehicles is generally discouraged. No staff members may use a private vehicle for district business without written permission from the administration.

## Vacancies & Transfers

Announced vacancies will be posted per the negotiated agreement. Staff members who wish to apply for any posted position should notify the superintendent/principal, in writing, by the closing date listed. While staff may apply for a vacancy, they are not guaranteed the position based on skills and qualifications of the applicant pool. Voluntary and involuntary transfers of staff members are authorized by the superintendent/principal based on district personnel needs and in accordance with district policy, procedures and negotiated agreement.

## Video Security

The district has video cameras for safety and surveillance. Some cameras have both audio and visual recording. General camera locations indicated on map to right. Audio is now available on all indoor cameras with the exception of the gym.

Also See Policy #3235.



## Visitors / Guests

Staff can invite visitors, and should ensure that the administration knows ahead of time that this will be occurring. All visitors to the school, including family and friends of staff must get a visitor pass from the office before going anywhere else on campus. Students are not permitted to bring visitors to school without prior approval of the administration. In general, non-adult visitors will only be approved during the lunch period. Staff members are expected to immediately report any unauthorized person on school property to the office.

## Student Operational Procedures

### Absences (Student)

Home Room teachers should keep track of, and contact parents when absences or tardies become chronic. Whenever absences will affect grades, the guardians must have been informed prior to this being reported.

### Activity Funds

All money raised or collected by and/or for school-approved student groups is to be receipted by office staff and deposited into a checking account administered by the Business Manager. The administration or designee, business manager, and the person in charge of the activities program must approve all expenditures of student activity funds.

The members of that organization and their staff advisor must approve all expenditures from a specific account of student activity funds related to other school-recognized student groups. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization, or the entire student population as the club or organization members see fit.

## **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 signed written request to administer medication delivered to the school by a parent. All medications will be kept in locked storage in the District office unless the student must carry medication on his/her person during the school day.

Teachers are expected to assist students in remembering when medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent. Attempts to contact parents must be documented as to date and time. (Refer to Policy 3416 & 3416F)

In case of an anaphylactic reaction or the risk of such reaction, trained school personnel may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in a school building, or at a school function according to the standing order of a prescription to the school by a chief medical advisor or a prescription for the individual student by the student's private physician.

Since we do not have a school nurse, the administration, secretary or designated staff member are exempt from the nurse's license requirement under §37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

If provided by the parent, a caretaker relative, or guardian, and in accordance with documentation provided by the student's doctor, back up medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency, in accordance with:

The school administrator may authorize and assign any employee to assist with self-administration of medications:

1. Making verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from the pharmacy;
3. Opening the lid of the container for the student;
4. Guiding the hand of the student to self-administer a medication;
5. Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications;
6. Assisting with removal of a medication from a container for a student.

## **Animals on Campus**

Smith Valley School has a policy addressing the use of service animals, which is Policy #8425 R . Upon reviewing policy in regard to other animals on campus such as classroom pets, use of animals for therapy, and use of animals to strengthen curriculum is not directly addressed in our policy or in policy recommended by MTSBA. Typically, questions or concerns are brought before the principal/superintendent and practices/procedures are developed. Thus, the following protocols have been established:

- Class Pets:
  - Teachers/staff are permitted to keep pets in the classroom as long as they (or assigned students) take care of all necessary clean up, feeding, etc. (with all appropriate safety/sanitation gear).

- The school is not responsible for the cost of pet, pet food, cages, or other needed pet equipment, unless approved by the administration ahead of time as part of classroom budget for educational purposes.
- Staff must ask the administration whether it is okay to have a given class pet. Classroom pets are typically considered to be those that are kept in a cage, aquarium, etc. and can be left overnight at school.
- Visitor Pets / Therapy Animals / Show-n-Tell: Owners of dogs, cats and other pets not kept in cages, aquariums, etc. must:
  - Must have legitimate purpose for animal on campus (ie: fits with given curriculum, therapy purposes, companion for special reading, reward for class, show-n-tell, etc.), as determined by the administration.
  - Provide proof of immunizations, including rabies and parvo for pets expected to have those shots.
  - Have administrative approval before bringing the animal on campus-each time, unless a schedule arrangement is made. Show-n-tell visitors must be approved by the classroom teacher before the administration will approve the visit.
  - Keep the animal on a leash, in a cage, in a closed room, or in direct verbal command by caretaker at all times while students are present.
  - Accept full responsibility and liability for any misbehavior or misconduct of their animal, including but not limited to injury to any person on campus, injury to property, etc.
  - Have their animal house trained. When accidents happen, they must take full responsibility for cleanup or repair. Outside messes must also be picked up and deposited in appropriate container for disposal by owner/handler (not children).
- Service Animals:
  - Protocols will follow policy #8425.

As to class/office pets we've had at Smith Valley - BRAVO! Our fish aquariums, chick to rooster life cycle, rabbits, guinea pigs, lizards, and Sitka have been a fabulous addition to the climate and culture at Smith Valley!

In weighing whether approval will be granted for an animal on campus, class pet, etc. attention will be noted as to the disruption factor, the enhancement or lack thereof in regard to curriculum, the service the animal can provide, and attention focused on any known allergies of students in the classroom or neighboring classes. When, for instance the 5th grade rooster (who students got to see through chick life cycle), became disruptive, the teacher found a more farm like home for him! Concerns in regard to animals must be brought to the principal/superintendent's attention, following typical complaint procedures and chain of command. Numerous resources extol the virtues of using animals to promote learning, de-escalate traumatized children, 'help' children read, etc.

## **Assemblies**

Students are required to attend all assemblies unless excused, in writing, by a parent. Those who refuse are to be referred to the office. Teachers are assigned to supervise their students during assemblies. Students may be removed from an assembly as deemed necessary by the staff members present. Generally, all students should be dealt with directly and/or referred to the office in accordance with established District 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 another class in session without authorization from a staff member. Teachers must plan ahead in regard to the use of technology so that they do not need to interrupt another class to get computers, etc.

## **Communicable Diseases & Head Lice**

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Montana Code Annotated and rules of the Flathead 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 will not be excluded from school, the District will inform the appropriate staff members to protect against the risk of exposure. Generally, while irritating the county health nurse does not recommend excluding children from school for head lice. However, it is the practice of Smith Valley School to have students go home who are found to have live insects and nits within a quarter inch of the skull.

### **Conduct See also - Student / Parent Handbook**

Staff are to expect that all students are to comply with District policy, written school and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and other school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities

In addition to 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.

Teachers may also develop student conduct rules unique to individual classrooms. All such rules must be consistent with District policy and administrative rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents. A copy of all classroom rules and consequences are to be submitted, in writing, to the office for review and filing. Any changes in classroom rules should immediately be updated in the office.

### **Confidentiality**

Educators often see or hear things that are highly confidential in their role in the public school. All staff, including substitutes and volunteers, must have a signed agreement that they have read and understand the necessity for confidentiality in regard to our students. Failure to comply with confidentiality expectations may result in consequences up to and including dismissal from Smith Valley School.

### **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 students and without imposing an unreasonable added workload on the 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, except when approved ahead of time by the administration for purposes such as PTC organized and sponsored events such as craft shows that include private vendors.

### **Corporal Punishment**

The District strictly prohibits the use of corporal punishment in any form. Corporal punishment is defined as the willful 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 harming himself/herself, others, or doing harm to District property.

## **Detention**

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and prior arrangements have been made for the student's transportation home. If the parent cannot or will not provide transportation home, or allow the student to walk, an alternative disciplinary procedure may be substituted.

Students who are detained after school are not to be left unsupervised during their detention. Detention until 3:45 will be held in teachers' classrooms. After contract time, students may be brought to the office for up to 15 additional minutes (4:00 pm). Policy 3312. Lunch detention may be employed if teacher sees fit, and supervision can be obtained.

## **Disaster Drills**

There will be several disaster drills each year: Fire Drills, Lockdown Drills, Earthquake Drills, Evacuation Drills, etc. There are typically at least eight drills per year. All teachers must discuss fire drill & Lockdown Drill procedures with their class at the beginning of each year, and right before announced drills. The drills will be held at different hours of the morning or afternoon 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 signals for various disasters are outlined in the Emergency Procedure guidelines. Upon the sounding of an alarm, teachers are required to follow the procedures in the green/red books posted by exits in every classroom. Alarms may be the fire alarm bell system, an all call stating 'lockdown', phone calls to cell phones or via 2 way radios, depending on the nature of the drill. During a bomb threat, absolutely no use of cellphones or 2 way radios should take place.

## **Dismissal of Classes**

Teachers should dismiss their class at the established dismissal time. Teachers should refrain from retaining the entire class without first clearing it with the other staff involved and the office. 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. Teachers should not dismiss class late at the end of the day to where it disrupts transportation for families. Staying late as consequences for behavior should be implemented the following day after a discipline sheet has gone home.

## **Field Trips & Special Events**

Field trips and special events contribute to the mission of the district in promoting a love of learning. It is clear that events such as these contribute to the achievement of desirable educational goals. Field trips and other student activities involving travel must be pre-approved by the administration. Requests should be submitted to the office 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 the school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Verbal permission, can be given only if the 'master' permission slip is on file, and the teacher/administration is in support of this exception. Staff members should contact the office for appropriate substitutes and vehicle arrangements and related field trip procedures. The Board must approve any out-of-state travel.

If chaperones are needed for the trip, they should be informed as soon as possible. Background checks are required for any volunteers/chaperones who may have unsupervised access to students. Teacher should have chaperones sign a confidentiality agreement as well as "Chaperone Letter of Understanding", found in 'forms', page 371 of Policy Handbook. Policy 2320

## **Films & Videos**

Approval by the administration is required prior to showing any feature film or video to students, unless the District owns the film/video and it is directly tied to the curriculum. In grades K - 2, films/videos rated G may be shown. In grades 3-8, films/videos rated G or PG may be shown. All films/videos must be prescreened by the teacher to ensure the appropriateness of the film/video for the age level of the students.

Requests are to be submitted to the supt/principal at least five days prior to the proposed showing.

The following 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. Film Rating.

The showing of all feature films/videos rated PG for grades 3-6, and any film that may be controversial, should have parent permission prior to showing.

## **Grading**

Smith Valley School has been transitioning to standards based 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. We have transitioned from purely standardized grading to a hybrid for Middle and upper grades.

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 grades and the methods to be used in determining grades. Grading will be on a quarter (nine-week) basis. Special education students are to receive grades based on progress toward goals stated in the Individual Education Plan (IEP).

Our grading system is tied to our attendance and special education records. It is called Infinite Campus. All grades and specialty classes must submit grades through Infinite Campus.

## **Homework**

Teachers at all grade levels may assign homework, which is expected to increase in consistency and complexity with the maturity or grade level of the students. 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, at times, the public library. Homework should only require the use of reference materials when the student has had instruction in such use.

### **Homework - Make-up work**

A student who has an excused absence from class is to be permitted to make up those assignments that he/she missed. The student is expected to make arrangements with the teacher before leaving on planned absences, and on his/her first day back in class for the work missed due to absence. Teachers should be sure to provide students with specific assignments and exact timelines for completion of all make-up homework. Reasons for the student's absence will be considered. Generally students should have the same number of days to make up the work that they missed. Due process procedures will be provided to all students whose grade is reduced for attendance rather than academic reasons.

A student who is assigned to in-school suspension will be provided with all homework, or an alternative, to be completed during the suspension. Any student receiving an out-of-school suspension will be permitted to make up schoolwork 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, mid-term, and unit examinations, without academic penalty. While the student will be held accountable for the educational material covered and assigned while they are suspended, they will not, however, be allowed to make up laboratory experiments or in-class discussions missed while under 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 office for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Release of student information to the media can only be in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Parents who do not want their student interviewed or photographed by the media should inform the school and their student accordingly. If you aren't sure of your student's status in regard to directory information, please contact the office.

### **Moving Class or Holding Class Outdoors**

From time to time, teachers may temporarily move their class from the scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

From time to time, certain class assignments may be more appropriately conducted outdoors. The office must know about these on-site 'field trips' so we can find you when parents come for appointments, during an emergency, etc. Carrying a communication device such as a cell phone or radio is especially helpful. Holding classes outdoors may present a distraction for staff and students in other classrooms. Thus, teachers are expected to ensure their students transition to and from the outside environment in an orderly manner.

### **Resuscitation**

No staff member shall 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 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). Staff will have appropriate training for emergency care situations.

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. (Coordinate with Policy 3431)

## **Retention of Students**

Students will normally progress from grade to grade annually. Exceptions may be made when, in the judgment of the professional staff, a retention is in the best interest of the student involved. Any consideration for retention must include documented communication preparing the student's parents for the recommendation throughout the year. The teacher should submit a written explanation of why a retention is being recommended, along with documentation of parent communication. The teacher should also consult with the administration prior to formally proposing to the parent/guardian the retention recommendation. Parents should be informed that the recommendation is happening at least by the 3rd quarter. Policy 2421.

## **Student / Parent Handbook (See also - Student conduct)**

An updated student/parent handbook is issued to all 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. Staff are expected to familiarize themselves with the general information, administrative rules and procedures relating to students, as set forth in the student/parent handbook and in Board policy. Teachers are expected to introduce the student conduct rules contained in the Student-Parent Handbook with their students throughout the first month of school, and to review procedures as needed throughout the year.

## **Student Transportation in Private Vehicles**

Transportation to curricular and extracurricular activities sponsored by the District will be provided by contracted bus. Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own to extracurricular school activities only with prior approval from the administration.

## **Withdrawal From School**

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grades 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 for collection.

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