

Certified & Classified Staff Handbook

Hinsdale School District 7 A & 7C



8-15-2019

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INTRODUCTION

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

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

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

EQUAL EMPLOYMENT OPPORTUNITY

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 Hinsdale School office for additional information and/or compliance issues:

Amy Capdeville	Superintendent
Sheryl Burnham	Title/Counselor
Heidi McColly	Special Education

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.

(Refer to SB Policy 5002)

Hinsdale School Mission Statement

The mission at Hinsdale School is to ensure a positive and safe environment for all students to experience academic success while becoming responsible citizens and lifelong learners.

STAFF ORGANIZATION

Armbrister, Patti	Ag-Ed FFA
Burnham, Sheryl	Guidance & Title
Christensen, Carol	Paraprofessional
Hirth, Alyssa	Kindergarten
Jensen, Dorothy	Paraprofessional
Johnson, Heidi	Music
Lacock, Brittany	Social Studies & Art

Schmidt, Sarah	Science
Mogan, Connie	5 th & 6 th Grade
Mogan, Lacey	Math
Capdeville, Amy	Superintendent
Bowman, Kristine	P. E. / Activities Director
Remmich, Jamie	First Grade
Lacock, Lanaia	Second Grade
Strommen, Amber	3 rd & 4 th
Howland, James	English

GENERAL INFORMATION

ASSOCIATIONS The Hinsdale Teachers’ Association is the bargaining unit for all certified staff. Association officers and building representatives are as follows:

Heidi McColly	Brittany Lacock
Amber Strommen	Patti Armbrister

BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools.

Jared Albus	Keith Beil <i>{Board Chair}</i>
Gordon Hawks	Sherri Idler
Justin Strommen	

BOARD MEETINGS / COMMUNICATIONS

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Regular Meetings

Unless otherwise specified, all meetings will be held in the Hinsdale School. Regular meetings shall be held at 7 p.m. on the 2nd— Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. 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.

BULLYING, HARRASSMENT, OR INTIMIDATION

There is a *zero tolerance* in our District for bullying, harassment, or intimidation of any form. The Board’s view is to have a safe, positive, and productive leaning/working environment. These types of behaviors are strictly prohibited and shall not be tolerated for any staff member or student.

Reporting: If a student comes to any staff member and gives a report of bullying, harassment, or intimidation, immediately become proactive. **All complaints about behavior that may violate this policy shall be promptly investigated.** Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for sue investigations.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion.
Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal.
Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined imposed by the District Administrator or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

{Refer to policy 3226}

COMMUNITY USE OF BUILDING

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

{Refer to policy 4330}

DISTRICT OFFICE HOURS

The district office is open between the hours of 7:30 AM - 4:00 PM Monday through Thursday during the school year.

STAFF OPERATIONS

ABSENCES

Sick Leave, Personal, & Vacation

Both certified employees shall be granted sick leave according to the terms of the teacher's CBA or the classified staff's contract. Each classified and certified staff member will notify the superintendent of their absence and the superintendent will arrange for a substitute as stated in (*Policy 5314*).

Since many of our staff have students who attend school here and need to take them to appointments, please be proactive in filling out *Leave Request Slips* and/or a *Medical Appointment* validation forms for your child. (Both forms are available in the office.)

Sick Leave Bank

Certified Personnel - For contribution guidelines and use refer to the Hinsdale Teacher's CBA.

Classified Personnel - The School District adopts a sick leave bank for classified staff. Each full time employee may participate in the sick leave bank by contributing one to three (1-3) days 8- 24 hours of sick leave per year to a sick leave bank. Classified employees will have the opportunity to contribute at the beginning of each semester. The bank will be monitored and operated by the School District. Participating employees who have exhausted their sick leave and vacation days in the year of participation may make withdrawals for extended illness or injury as determined and approved by the Superintendent from the sick leave bank provided that there are sufficient days available in the bank. Employees working less than full time will make deposits to and

withdrawals from the bank prorated according to time worked. Days may not be donated by members of the certified teachers unit and members of the certified teachers unit may not access days donated to the classified leave bank.

Any classified employee may contribute to the nonrefundable sick leave fund for employees and become eligible to draw upon the fund (MAC § 2-18-621).

(Refer to Revised Policy 5321)

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

There is no admission for any district employee. Entry into sporting events at Whitewater and Saco are included in free admission.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)

The Board of Trustees of the Hinsdale School District recognizes that from time to time emergencies may arise that justifies the use of an Automated External Defibrillator (AED). The District has one or more of these units for use by qualified personnel. The unit is located between the front office door and the lunchroom entry. The other is located in the High School hallway near the Library door.

(Refer to Policy 8450)

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage.

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

Certain district-owned equipment may be taken off campus and be utilized by staff upon receiving permission. Such equipment may not be used for personal financial gain. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in any classroom.

Staff members are asked to emphasize to students the importance of promptly depositing money collected, with appropriate school officials.

CHECK IN/CHECK OUT

Work Day

All staff are required to check out/in with the office during school hours. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise. Teachers have unlimited access 24/7 through the front doors of the school. Key fobs and room keys will be issued to each teacher and fobs will be programmed according to each needs for any additional entry access to the school. Out of professional courtesy,

please communicate with someone in the office of any departures off school grounds during school hours. Please assist our office by logging out/in on office clipboard located at the front office when you do check out and return. Inform the Superintendent if there is an extended amount of time during a prep period.

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 Superintendent is also to be immediately informed. Hot Line # 866-820-5437

Written documentation of this report must be kept confidential, have a district form completed if necessary, and the form submitted to the Superintendent. (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 & 5232F)

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

CLASSROOM SECURITY

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end. Please keep your school keys secured and in your possession for emergency purposes or when you are assigned an outdoor recess duty.

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

COMMUNICABLE DISEASE / BLOODBORNE PATHOGENS / INFECTION CONTROL PROCEDURES

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

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

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

Refer to Policy 5130)

COMPLAINTS

Student/Parent Complaints

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

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the Superintendent. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700 and as outlined in the Collective Bargaining Agreement (CBA). When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the Superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy [and applicable provisions of administrative regulations and negotiated CBA] regarding the handling of complaints.

Staff Complaints

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

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

The grievance procedure in the current collective bargaining agreement must be followed when filing a complaint regarding the current collective bargaining agreement.

CONTRACTS AND COMPENSATION

Contracts for certified staff members will be initiated for all employees when hired. Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of law code 39-2-912. Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board, which are consistent with salary schedules and salary placement provisions of the CBA.

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

The Hinsdale School Board will determine salary and wages for any classified personnel.
{Policy 5140, 2018-2020 CBA Hinsdale Teachers}

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COPYRIGHT

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization 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 and become familiar with Hinsdale School Board policies 2312 and 2312P

CONFERENCES

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

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

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

CRIMINAL RECORDS CHECKS/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a 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 requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a fingerprint criminal background investigation:

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

(Refer to Policies 5122 - 5122F)

CURRICULUM

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students.

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

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

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

DISCIPLINE AND DISCHARGE

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

(Policy 5255)

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)

EMERGENCY CLOSURES

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

The Hinsdale Staff Phone Tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the following radio stations regularly report delayed openings and school closures:
KLTZ/KLAN

If schools are closed for weather or other emergency conditions, staff are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. Days are customarily made up at another time, thus teachers will typically still fulfill their contract days.

(Refer to Policy 2221 & 222IP)

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EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures plan and detailed staff responsibilities the event of any emergency.

Copies of the emergency procedures plan will be available in the Hinsdale School Office and other strategic locations throughout the building.

{Refer to Policy 8301}

END OF YEAR CHECKOUT

The end of the year checkout process assists administrative and janitorial facilities staff with the opportunity to take inventory, update and repair computers, construct a comprehensive list of repairs for scheduling, implement changes, complete consumable orders & classroom requisitions, plan/update professional participation & needs, complete school records, and turn in other pertinent materials listed on the *Year End Checklist & Sign Out* form. All duties outlined on the form should be completed by the closest school business day prior to June 10th, unless other agreed upon arrangements are made with the Superintendent.

EVALUATION OF STAFF

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

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline. Non-tenured staff will be evaluated twice each year, while tenured teachers will be evaluated once a year prior to March 1st and as agreed upon in the terms of the CBA. Copies of the district's evaluation procedures are provided in the CBA. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated. The Superintendent will provide a copy of the evaluation to each staff member and be provided opportunity to discuss the evaluation upon completion.

Classified staff will be evaluated annually. The Superintendent will meet with each classified staff member and discuss the evaluation and will also be permitted to discuss and give written response.

{Refer to Policy 5222}

FIELD TRIPS & SPECIAL EVENTS

Field trips and other student activities involving travel must be preapproved and authorized by the Superintendent. Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers. Any out-of-state travel that extends to overnight stays must be approved by the Hinsdale School Board.

Planning appropriately comes through informative lines of communication. Checking for available transportation, facility usage, door unlock times, clean up, or room usage all need to be considered. Both teaching staff and administration would like the courtesy of advanced notice when you plan a field trip or school activity

due to instructional planning and students missing classes. As stated in board policy 5430, chaperones are to be approved by administration by reading the chaperone handbook, signing a school board policy compliance/letter of understanding form, and submitting to a background check.

Permission slips will be the responsibility of the teacher/advisor responsible for the activity/trip and be collected by them. Meet with the Superintendent to verify parent permission slips the day before a trip if departure is prior to 8 AM. Otherwise, meet with the Superintendent the morning before if departure is at 8 AM or afterward.

Two days prior to departure:

- Students need to complete make-up work slips
- Confirm that a person with a valid 1-aid card will accompany any trip off campus.

The week prior to the field trip requirements:

- Submitted to the Superintendent:
 - o A school wide email sent to staff to inform them, o A detailed trip itinerary and/or activity time, o List of approved chaperones and their phone numbers, o A bus/suburban request form.
 - o A copy of the transportation request form including departure and arrival times.
 - Departure times should concur with scheduled events and departure times should consider adequate travel time.
 - o Extraneous events related to the field trip. (*Parental transportation of students, etc.*)
- Pre-check and get preapproval with other staff if you plan on using a room other than your own.

(Refer to Policy 2320)

FIREARMS AND WEAPONS

It is the policy of the Hinsdale 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 superintendent 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 or paintball 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

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals. Fund raising is 1st approved by the Hinsdale Student Counsel and agreed to by the Superintendent prior to the activity being initiated. Fund-raising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

Fund raising request forms are available in the office. All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. **Sold items will not be distributed to students who have not collected payments from community members.** Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

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}

GIFTS AND SOLICITATIONS

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

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without Superintendent approval. Any solicitation should be reported at once to the Superintendent.
{Refer to Policy 5223}

GRIEVANCES

Refer to applicable provisions of the CBA, or board policy 1700, as appropriate.

KEYS/KEY FOBS

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.; Have your keys in your possession at all times when on an assigned duty in or out of building in case of an emergency.
3. Keys and key fobs may not be loaned *[to students or to individuals not employed by the district]*¹. Under no circumstance should staff provide keys to students to “run errands”, “unlock/lock” doors, etc. Propping doors open for others later is an unacceptable practice.
4. Lost or stolen keys must be reported to the Superintendent within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued [within 72 hours];
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the Superintendent to keep their keys as appropriate.

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students. Lesson planning shows structure, classifies learning outcomes, and provides accountability to classroom instruction.

Teachers are expected to prepare lesson plans on a weekly basis. **Copies of weekly lesson plans are to be submitted or shared weekly by Google Poes, email, or hard copies placed in the Superintendent’s mailbox** no later than Monday morning by 8 AM, for the upcoming week. Electronic submission works best by emailing or sharing your lesson plans. It is not the job of the Superintendent or office personnel to track down lesson plans. Assignments (*lesson plans*) will be electronically accessible by desired students, parents, and staff via the program *Infinite Campus* for high school staff, and some other means for K-6 teachers. **Printed lesson plans are to be kept by teachers in a place known to and accessible for substitutes.**

Additional comments with lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means. The Superintendent will monitor lesson plans to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

Any helpful documents such as: An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be included in a separate book. 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.

Staff are strongly urged to refrain from allowing students cell phone ‘breaks’ during class to fill in for cancelled events or deviating from lesson plans and academic relevancy.
{*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 Superintendent. The material

and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

(Refer to Policy 4321)

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

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

(Refer to Policy 5120)

ORDERS, REQUISITIONS, & PURCHASES

Purchasing procedures are necessary for the uniform tracking of expenses and to satisfy the District accounting processes regarding the financial management of public school funds. Purchasing procedures:

- All purchases must be authorized and approved by the Superintendent. *(A Black Mountain on-line purchase form is in the)*
- Completely fill out the requisition form with the name of the vendor, address, phone, fax, and website.
 - Fill out your name, department, catalog page #, brief description, quantity, price, shipping, and handling charges,
 - Sign your name.
 - Purchasing or placing an order without approval and/or signature of the Superintendent is a violation of the Hinsdale School District policy and purchasing procedures.
- The Hinsdale School District is not liable for unauthorized purchases or requests.
- Gifts (free items) received with orders are considered property of the District, not the individual placing the order.

End of year requisitions are due one week after the last PIR records day in May.

Reimbursement

Purchases of goods or services should be preapproved whenever possible and made through the *Hinsdale Requisition Purchase Form*. However, occasions may occur when purchases for the benefit of the District may arise where purchases are made from personal funds. In this event, an employee will be reimbursed for a personal purchase under the following criteria as stipulated in the District policy book:

- It is clearly demonstrated that the purchase is of benefit to the District;
- The purchase was made with the prior approval of an authorized administrator;
- The item purchased was not available from District resources; and
- The claim for personal reimbursement is properly accounted for and documented with an invoice or receipt.

(Refer to Policies 7320 & 7335)

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.
(Refer to 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 regarding the professional qualifications, degrees, and experience of teachers and the qualifications of paraprofessionals to parents upon request. Access to other information is 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 an employee. All material in the personnel file must be related to the employee's work, position, salary, o. 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 & 523IP)

PROGRESS REPORTS

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

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

Refrain from giving any grade of "D" or "F" without issuing to the home a written progress report, notifying the student and parents of academic deficiencies.

Individualized instruction as an RTI strategy is available for students on Friday mornings for students who are struggling in a class or have failing grades.
(*Policy 7320*)

REGISTERED SEX OFFENDERS

The District hereby declares that no registered sex offender whose victim was a minor may come on, about, or any District-owned buildings or property except as otherwise provided in Policy 4550.

RELEASE OF GENERAL STAFF INFORMATION

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

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

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

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

RESIGNATION OF STAFF

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

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

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. *Policy 5251 and applicable provisions of the negotiated CBA*

RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place. (Coordinate with Policy 5253).

SAFETY COMMITTEE

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

The building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

SERVICE ANIMALS

The Hinsdale School District will permit the use of service animals by an individual with a disability according to state and federal regulations. State law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability.

(Refer to Policy 8425 - 8425P)

SPECIAL INTEREST MATERIALS

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

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

STAFF CONDUCT

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

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

The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication and confidential information should only be communicated on a need to know basis.

{Refer to Policy 5223}

STAFF DEVELOPMENT

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

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

All requests for district payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment and.

current collective bargaining agreements. Requests require prior the Superintendent's approval. Forms are available in the office.

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

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Thursday is considered *Blue Jean Day*. **A courtesy fee of \$40 is paid by staff on behalf of the senior scholarship fund.** Staff are also encouraged to wear a *Maverick's, Raider's, or Scotty's* sports, or *Hinsdale Raiders* apparel in support of school sportsmanship on that Thursday.

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.

STAFF HEALTH AND SAFETY

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

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

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

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

STAFF/PARENT RELATIONS

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

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

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

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

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

STAFF ROOM

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

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

Students are not permitted in the staff room unless the area is needed for students needing in school suspension, study hall, or other (determined by office staff).

STUDENT ADVISORS

The roles and responsibilities of a student advisor are:

- Build a collaborative relationship with students and parents relating to their respective groups.
 - o Assist in organizing fundraisers, events, and concessions (*where applicable*).
 - o Organize and schedule meetings and provide an agenda to guide the club president who resides over the meetings,
 - o Chaperone events.
 - o Hold elections at designated times of year.
- Oversee fundraising and expenditures:
 - o Encourage accountability and fiscal responsibility of groups.
 - Elected students will maintain group binders.
 - Treasurers will count and maintain an accounting form of funds collected and expenditures.
 - Treasurers and other officers will assist in reconciling fund raisers.
 - Provide copies of all order forms to the office.
 - Ensure that orders are not given without payment.

SUPERVISION OF STUDENTS

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

All teachers are expected to be in their classrooms prior to the arrival of students. Teachers who assigned duties for bus areas, outdoor recess, or lunch duty should promptly arrive to those areas and remain there during the assigned times. Staff are asked to carry a school radio and/or cell phone to communicate any emergencies with the office. If a teacher is unable to fulfill a duty on their assigned day, that teacher is responsible to find their own staff member to take their duty.

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

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

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

TEACHING ABOUT RELIGION

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

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

Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.
(Policy 2332)

TELEPHONES AND OTHER MOBILE DEVICES

Telephones are available throughout the building for staff convenience. Long-distance calls for district business and personal use may be placed.

Employee Use of Mobile Devices

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. **District employees are prohibited from using mobile devices while driving or otherwise operating Hinsdale District-owned motor vehicles**, or while driving or otherwise operating personally-owned vehicles for school district purposes.

Emergency Use

Staff are encouraged to use any available mobile device in the event of an emergency that threatens the safety of students, staff, or other individuals.

Employees are encouraged to keep cell phones with them when performing a school related duty. Staff should demonstrate for the students' proper and acceptable mobile device while on the job: usage, such as QR, emergency response team members, fire response team members, or receiving vital, personal information from a doctor or medical facility.

All staff are required to demonstrate responsible and acceptable workplace use of cellular phones for the student body. For example, refrain from walking in a hallway during the school day while talking on a cell phone and chose to converse in a more private area. Ringers and text notifications should be muted during the school day as not to disrupt the learning environment.

Employees are prohibited from using their personal mobile devices during the instructional period for non-instructional purposes or while on an assigned duty. When necessary, employees may use their personal mobile devices only during non-instructional time. In no event shall an employee's use of a mobile device interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Hinsdale School Board policies.

(Refer to Policy 5630)

TOBACCO-FREE ENVIRONMENT

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovations such as vaping.

Use of tobacco products in a public school building or on public school property is prohibited, unless used in classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a

school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “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 vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

VIDEO SURVEILLANCE

The School District is equipped with video cameras on district property and on district buses. Video cameras are located both inside and outside the school facility.

(Refer to Policy 3235)

STUDENT OPERATIONAL PROCEDURES

Administering Medications to Students

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the school office unless a student must carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

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

(Refer to Policy 3416 & 3416F)

ASSEMBLIES

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

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

CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Intercom use is restricted to administrative use or administrative approved use only. Monday

mornings at 8:00 AM, students and staff will assemble at the flagpole (weather permitting: gym) to say the pledge and listen to announcements.

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS

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

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

(Refer to Policy 3417)

CONTESTS FOR STUDENTS

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

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

DISMISSAL OF CLASSES

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Teachers should never dismiss a class before the established dismissal time. However, teachers who are serving on lunch may dismiss their class 5 minutes early (due to the short length of lunch). Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

DISASTER DRILLS

The board of trustees has identified the following local hazards or disasters that exist within the boundaries of its school district: fire, lock down, high winds, and emergency evacuation. During a drill, teachers must keep a classroom roster with them. Other school personnel will conduct a brief check of areas throughout the school to determine compliance to evacuation. *Policy 8301*

All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

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

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows, turn off lights, and [lock door/leave door unlocked];

3. Take roll book;
4. Escort class to the basketball blacktop away from the building and take roll. Report any unaccounted students to the Superintendent or office personnel;
5. Upon “all clear” signal, [announced by administration, not on bell/alarm signal], escort students directly back to class. Check roll.

FEATURE FILMS/VIDEOS

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

Requests are to be submitted to the Superintendent at least 3 days prior to the proposed showing. Earmark any of these videos in an email to the Superintendent.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

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

FIELD TRIPS AND SPECIAL EVENTS

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

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

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity.

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

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

(Policy 2320)

GRADING

The evaluation of student progress is a primary responsibility of all teachers. Teachers are expected to stay current weekly on Infinite Campus. This is part of the proactive process of communicating effectively with both parents and students. The highest possible level of student achievement is a common goal of both the district and the

home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

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

A	Superior
B	Above Average
C	Average
D	Below Average
F	Failing
P	Pass - credit granted, non-graded course
NP	No Pass - credit denied, non-graded course
I	Incomplete
W	Withdrawal

Midterm reports will occur on a bi-monthly basis. Eligibility reports are done weekly on Wednesdays. Grades should be completed within 4 days after the end of the quarter.

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

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

HOMEWORK

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

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

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

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

(Policy 2430)

MAKE-UP WORK

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

Any student who has missing work should have the assignment listed on the school-wide shared Google Sheet 'Missing *Assignments* \ On Friday mornings, there is also the availability to students, academic support by a staff member.

A student suspended from school may be permitted, as provided by Policy 3300, to make up school work upon his/her return from the suspension, if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm, and unit examinations, without an academic penalty. Students may not be allowed to make up daily assignments, laboratory experiments, class discussions or presentations 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 Superintendent for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.
(Refer to Policies 3600P - 3600F1 - 3600F2)

MOVING CLASS / HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change. Certain class assignments may be more appropriately conducted outdoors. As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the Superintendent.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

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

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

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher. (Coordinate with Policy 2334)

STUDENT CONDUCT

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

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

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year.

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

{Policy 3310}

STUDENT DETENTION

Teachers may request a student be detained on Fridays or after school on weekdays for disciplinary reasons, provided the parent has been notified of the detention and prior arrangements have been made for the student's transportation to and from home.

STUDENT / PARENT HANDBOOK

A 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.

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

Teachers are expected to review the handbook with students during the days/times designated by the building principal.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

VISITORS

Students are not permitted to bring visitors to school without prior approval of the Superintendent and classroom teachers. Visitors are expected to sign in at the office and receive a visitor pass.

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

WORKPLACE HARASSMENT / BULLYING / INTIMIDATION

The Board strives 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 will strive to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

The District prohibits its employees from making sexual advances or requesting sexual favors or engaging in any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual or
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

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

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

There will be no retaliation by the district against any person who, in good faith, reports harassment.
{Refer to Policies 5010, 5012, 5015}