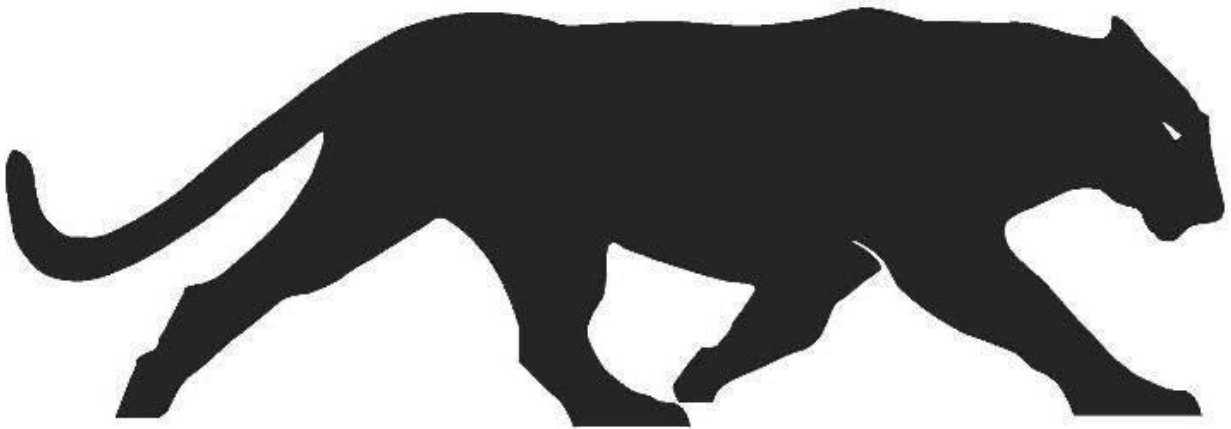


**DEER PARK SCHOOL DISTRICT #2**  
**STAFF HANDBOOK**  
**2023-2024**



**2105 Middle Rd**  
**Columbia Falls, MT 59912**  
**(406) 892-5388**

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## **PREFACE**

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

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

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

## **EQUAL EMPLOYMENT**

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

## **PHILOSOPHY OF DEER PARK SCHOOL**

Deer Park School's philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning. It is our ultimate goal to supply each student with the basic facts and experiences. These will aid our youth in becoming self-sufficient individuals – mentally, physically, socially, and morally – so that they can meet the demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed and fulfilled individuals. To achieve these ideals, mutual respect and understanding must be present in the learning process on the part of all participants – the faculty, students, and community.

Deer Park School's mission, in partnership with home and community, is to provide a safe and positive learning environment where learning is personalized for all students in order to prepare them to succeed in a global society.

Deer Park's Vision Statement: "Conquering High Expectations Together"

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The Deer Park Education Association (DPEA) is the bargaining unit for all certified staff

### **BOARD MEETINGS/COMMUNICATIONS**

#### **Regular Meetings**

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Unless otherwise specified, all meetings will be held in the Math Lab. Regular meetings shall be held at 6:30 p.m. on the 2<sup>nd</sup> 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 legal holiday, the meeting may be held on the next business day.

### **COMMUNITY USE OF BUILDINGS**

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. Also, refer to policy 4330.

### **DISTRICT OFFICE HOURS**

The district office is open between the hours of 8:00 am – 4:00 pm weekdays during the school year. During summer months and other times during the school year when school is not in session, the office hours will vary.

## **STAFF OPERATIONS**

### **ABSENCES**

#### **Discretionary Leave**

Certified Staff will be granted discretionary leave according to the terms of the current collective bargaining agreement.

### **Maternity/Paternity Leave**

Certified Staff will be granted Maternity/Paternity leave according to the terms of the current collective bargaining agreement.

Classified Staff will be granted Maternity/Paternity leave according to the terms of policy 5330.

### **Personal Time**

Certified staff will be granted 3 hours of personal time per semester to use as needed. Personal time can be used in 15 minute increments and up to 1 hour at a time. At least one hour of prior notice to and approval from the administrator is required. Personal time is to be recorded on the Leave Request form.

### **Leave of Absence**

Certified staff may be granted personal and other types of leave according to the terms of the current collective bargaining agreement and district policy. Upon recommendation of the Administrator, classified staff may be granted personal leave according to policy 5321P. For more information, contact the Administrator.

### **Sick Leave**

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

Classified employees shall be granted sick leave benefits in accordance with § 2-18618, MCA. For classified staff, “sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Each request will be judged by the district in accordance with Policy 5321.

### **Vacation**

The classified and 12-month administrative employees shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617, 218-621, MCA, and district policy 5334. Please see the Vacation section for specific hours accrued.

### **BREAKS**

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks, **and a 30 minute unpaid lunch break.**

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

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

All staff members are encouraged to exercise continuous and vigilant care of all district owned property. Such items as computer and video equipment, 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 Administrator.

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 fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$100. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms unless able to securely lock.

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

## **CHECKOUT**

### **Work Day Checkout**

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

**All staff are required to check out/in with the Administrator before leaving school grounds.** This will enable the Administrator to respond appropriately in the event of emergency situations that may arise, and ensure adequate student supervision.

### **End of the Year Checkout**



A completed check-out form must be submitted to the Administrator before your final paycheck will be distributed. All end of year paychecks will be in paper form. End of year check-out form will include:

1. PIR Tracker turned in
2. Supplies Order In
3. Staff Resources binder turned in
4. Room Clean, Organized & Personal Items Removed, Walls Cleared, Items Shelved or Stored in Cupboards (So custodian can paint & clean further)
5. Student Supply List Updated (to be passed out the last days of school)
6. Necessary Book / Device Inventories Taken
7. Other wish list order (prioritized)
8. Personal & class food items removed from kitchen fridges
9. Add classroom repairs and maintenance needed to list (in the office)
10. Record final grades on students' cumulative files (in the office)

*Homeroom/classroom teachers will be responsible for recording the grades of their students, including electives/specials grades.*

11. Laptop & Keys returned if leaving the District

## **CHILD ABUSE REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately report to the Department of Family Services or local law enforcement agency. The Administrator is also to be immediately informed. Child and Family Services Division's Hot Line # 866-820-5437

Written documentation of this report must be completed and submitted to the Administrator. Forms are available in the office (form 5232F).

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, gymnasium, 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 and windows**.

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 for staff or students, due to such causes as fire, theft, accident, or vandalism.

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

The district provides for 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 Administrator in writing within 30 days. 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 is made directly to the Board as a whole or to an individual Board member, it will be referred to the Administrator for appropriate follow-up.

All staff members should familiarize themselves with Board policy 1700 and applicable provisions of administrative regulations and negotiated agreements 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 Administrator for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated in writing within 30 days by staff in accordance with Board policy 1700 and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement. (Refer to Policy 5240)

## **CONTRACTS AND COMPENSATION**

Contracts for certified and classified staff members will be initiated for all employees when hired. For staff that are renewed for the next school year a letter of intent will be issued before May 1<sup>st</sup> with a contract to follow once salary and benefits are determined, or before the beginning of the school year. The letter of intent is a valid contract of a job offer and acceptance of a job for the covered school year.

Salaries for certified staff will be in accordance with salary schedules and salary placement guidelines established by the negotiated agreement.

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.

Wages for classified employees, and compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined by the Board and/or policies adopted by the Board.

Direct deposit is available with the exception of the end of the year paycheck, which will be in paper form.

## **COPYRIGHT**

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

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

While the District encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of staff to abide by District copying procedures and obey requirements of law. Under no circumstances will it be necessary for staff to violate copyright requirements in order to properly perform their duties. The District cannot be responsible for any violations of the copyright law by its staff.

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

Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

The display of dramatic performances, musical works, motion pictures or television programming to students may only occur for educational purposes under the following standards:

- During onsite instruction
- When viewed in a classroom or designated place of instruction
- With a lawfully made copy or via an authorized account
- As a regular part of instruction and directly related to the curriculum

Please refer to policy 2312 for more information.

## 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 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 before-school time to meet with parents as necessary.

## CREDIT CARD PROCEDURE

See District Clerk for credit card check out. **Credit card charges are only allowed with prior approval from the Administrator.** Credit cards must be returned to the District Clerk immediately after use.

## CRIMINAL RECORD 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 Administrator, 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 will be required, as a condition of any offer of employment, to authorize, in writing, a fingerprint criminal background investigation:

1. a certified teacher seeking full- or part-time employment within the district;
2. an educational support personnel employee seeking full- or part-time employment within the district;

3. an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
4. a volunteer assigned within the district who has REGULAR unsupervised access to students.
5. Substitute teachers

Refer to Policies 5122 – 5122F

## **CURRICULUM**

Curriculum guides are available for the 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 the Administrator's approval. Teachers with questions should contact the Administrator.

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

## **DISCIPLINE AND DISCHARGE**

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

## **DRUG-FREE WORKPLACE**

No staff member or volunteer working for/with Deer Park School District shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or any other controlled substance or alcohol or all marijuana **products, including medical marijuana**, 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 drug conviction or of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

## **EMERGENCY CLOSURES**

In the event of hazardous or emergency conditions, Deer Park School may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A group text message and/or Infinite Campus Messenger will be used in the event of delayed openings or school closures. Additionally, local radio stations regularly report delayed openings and school closures

If school is closed because of severe weather conditions, you can refer to the county superintendent's website: <http://www.co.flathead.mt.us/schools/schoolclose.asp> and the district website and app for up-to-date information. Announcements may also be made over the following radio stations: KOFI (1180 AM), Monster (103.5 FM), KGEZ (600 AM), KJJR (880 AM), BEAR (106.3 FM), KBBZ (98.5 FM), and KKMT (95.9 FM).

The Administrator will determine which staff members must report in case of emergency closures.

## **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 office and other strategic locations throughout the building. (Refer to Policy 8301)

## **EMPLOYEE USE OF 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. If using your personal device for district-related purposes, there is still no expectation of privacy.

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)

## **EVALUATION OF STAFF**

The district will use the Montana EPAS - evaluation model. Certified tenured and non-tenured staff will be evaluated with the established Collective Bargaining Agreement (CBA), applicable district evaluation procedures, and Montana Code Annotated.

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

## **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the Administrator. 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 time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

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



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

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

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday. (Refer to Policies 5221 & 5336)

## **FUNDRAISING**

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the Administrator prior to the activity being initiated. Fundraising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fundraising must not interfere with or disrupt school.

All money raised must include receipts and be deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established 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 Administrator 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 crowdsourced effort that could be considered a gift of substantial value or that otherwise violates the ethics statute.

## **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 fliers or other materials related to fund drives through the school without Administrator approval.

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

## **GRIEVANCES**

All grievances will be addressed under applicable provisions of certified negotiated agreements, or board policy, as appropriate.

## **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to obtain approval from the Administrator as to the time and nature of the presentation at least 5 days prior to the presentation.

(Refer to Policy 4320)

## **HARASSMENT/BULLYING/INTIMIDATION**

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

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

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

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

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

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

Any staff member who is subject to, or knows of, such harassment is directed to notify the Administrator 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)

## **HOMELESS STUDENTS AWARENESS**

According to McKinney-Vento definition homeless children are:

- Temporarily living in a public or private shelter
- Living with another family due to loss of housing or economic hardship
- Sleeping in cars, public spaces or buildings not intended for habitation
- Staying in hotel or motels due to lack of fixed or adequate housing

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. See also board policies 3125 & 3125F

## **INSURANCE BENEFITS/PAYMENT IN LIEU OF INSURANCE**

Employees of Deer Park receive a payment in lieu of insurance. Employees may choose to use the payment towards insurance premiums if insurance benefits are offered.

(See CBA for certified or policy 5331 for classified staff)

## **INVENTORY**

The Administrator may require frequent inventories of equipment and textbooks.

## **KEYS**

Keys are issued to staff by the Administrator. 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:

- 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.;
- Lost or stolen keys must be reported to the 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;
- 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;
- Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.

## **LESSON PLANS**

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

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans should be of sufficient length and substance to provide a means by which the Administrator may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study. Prepared lesson plans should be available upon request from the administrator.

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

available for substitute teachers. It is recommended that a sub folder containing up-to-date lesson plans and information be readily available in the event a substitute teacher is needed.

General plans which cover the length of the course of study should also be prepared and readily available for Administrator 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 Administrator. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the Administrator.

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

## **NEW EMPLOYEE CERTIFICATION & RENEWAL CERTIFICATION**

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 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)

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

## **PERSONNEL RECORDS**

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

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

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

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. Information will be kept confidential. No files will be removed from their central location for personal inspection. Teachers shall be notified 48 hours in advance when the board grants a committee of the board, a member of the board, or counsel retained by the board specific authorization to access personnel files.
5. The Administrator and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. District Clerk

8. Attorneys for the district or the district's designated representative on matters of district business.

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/para-educator to parents upon request, for any teacher or aide/para-educator who is employed by a school receiving Title I funds, and who provides instruction to their child.

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

## **PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME**

During the instructional week, each teacher will receive 225 minutes of preparation/planning time. Preparation/planning minutes for all teachers will be prorated at the same time as their contract time.

## **PROGRESS REPORTS**

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

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

**No grade of "D" or "F" should be issued without a written progress report having been sent home (and returned with a parent signature) notifying the student and parents of academic deficiencies. Additionally, parent contact must be made via email, text, phone call, or face-to-face conversation - especially with younger students (3rd, 4th, & 5th grade).**

## **PURCHASE ORDERS**

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

No purchase including purchases from extracurricular funds will be authorized unless covered by an approved purchase order approved by the Administrator. Forms are available in the office. (Coordinate with Policy 7320)

## **REGISTERED SEX OFFENDERS**

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

## **REIMBURSEMENTS**

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the Clerk. Requests must be submitted within 10 days of the purchase, or approval for the reimbursement will be denied. (Coordinate with Policy 7329)

## **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.

## **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 Administrator.

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

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

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may



petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

## **RESIGNATION OF STAFF**

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

The Board has authorized the Administrator 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 Administrator 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. (Coordinate with Policy 5251 and applicable provisions of negotiated agreements)

## **RETIREMENT**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place. (Reference Article 15 of CBA) (Coordinate with Policy 5253)

## **SAFETY MEETINGS**

All staff will review safety policies and procedures annually and will be expected to attend quarterly meetings.

## **SPECIAL INTEREST MATERIALS**

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

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

## **STAFF CONDUCT**

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

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

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

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 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 goals, and job assignment. Requests require prior administrative 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.

### **Professional Development through the Montana Small Schools Alliance (MSSA)**

Many class offerings are available for PD through the MSSA. To sign up follow the procedural steps:

1. Go to <https://www.mt-ssa.org/>
2. Click the “Consortium” tab
3. Enter the password (contact the administrator to obtain the password)

All PIR completed outside of district scheduled training, will be at the employee’s expense. Staff may also go to <http://kalnet.io-solutions.com/pir/> to find professional development opportunities.

## **STAFF DRESS AND GROOMING**

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

Teaching as a profession 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.

Teacher dress is expected to exceed the student dress code.

## **STAFF HEALTH AND SAFETY**

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:
  - i) An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - ii) 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;
  - iii) 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;
  - iv) Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;

- v) 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)
  - vi) 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;
  - vii) Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
- 3) Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
  - 4) Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
  - 5) Employees shall not work in unprotected, exposed, or hazardous areas under floor openings. 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 respond appropriately to the presence of hazardous materials in the workplace: including proper handling, labeling, storage, and disposal of such materials.
  - 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 objects 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.

## **SUICIDE PREVENTION TRAINING**

The state requires that staff receive 2 hours of suicide prevention training every 5 years. The OPI website offers a teacher hub that contains online suicide prevention training.

## **SUPERVISION OF STUDENTS**

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

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

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

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

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

## **TEACHING ABOUT RELIGION**

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

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

Teachers may not advocate or discourage, openly or covertly or by subtlety, a particular religion or religious belief. Coordinate with 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. Staff members are responsible for all costs related to long-distance calls made for personal use.

The use of cell phones, and other electronic forms of communication for personal use is not permitted during instruction time, or when supervising students.

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

## **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, and e cigarettes.

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

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

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

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

Private vehicles may be used for district business, including the transportation of students with approval by administration. Requests for reimbursement for mileage must be pre-approved by the Administration.

## **VACATIONS**

Classified employees and Business Managers/District Clerks and the District Administrator will accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA. (Refer to Policies 5334-5334P) Vacation is earned according to the following schedule:

### RATE-EARNED SCHEDULE

Years of Working Days	Employment Credit per Year
1 day -10 years	15
10 - 15 years	18
16 - 20 years	21
20 - years on	24

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months. (Refer to Policy 5334)

## **HOLIDAYS**

The holidays required for classified staff, by § 20-1-305, MCA, are:

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

- New Year's Day
- Memorial Day
- State and national election days when the school building is used as a polling place and conduct of school would interfere with the election process.

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday. When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave.

## **WORKER'S COMPENSATION**

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

(Refer to Policy 5337)

## **WORKDAY**

The length of a work day for classified staff is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight-(8)-hour-per-day/forty-(40)-hour-per-week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by an individual contract. The Administrator/Supervisor will establish a schedule.

Certified staff work day is from 8:00 am until 3:45 pm except for Fridays or the last working day of the week when staff are permitted to leave upon dismissal of the students. (per CBA)



## **STUDENT OPERATIONAL PROCEDURES**

### **ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student must carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication (form 3614F) form and return it to the building office.

**The administration of glucagons by a employee of the school district requires form 3416F1 Designation and Acceptance to Administer Glucagon be filed with the district. The form must be signed by the parent/guardian and the designated staff member who has volunteered to administer glucagons to the student in an emergency situation. You may obtain this form from the district office.**

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, parents will be notified whenever possible. Attempts to contact parents must be documented as to date and time. (Refer to Policy 3416, 3416F, & 3416F1)

### **ASSEMBLIES**

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

All teachers are expected to sit with their class during assemblies. During specials and electives class times, the special/elective teacher will supervise their students during the assembly.

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 discipline procedures.

### **CLASS INTERRUPTIONS**

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

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

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

The District will rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation will be informed of the specific nature of a condition, if it is determined that such individuals need to know the information. (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 workload on staff. All such contests must be consistent with the purposes and educational aims of the district.

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

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

## **CORPORAL PUNISHMENT**

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

## **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher.

This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

## **DISASTER DRILLS**

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

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

- Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. Close windows, turn off lights, and lock door;
- Take roll book;
- Escort class at least 50 feet from the building and take roll. Report any unaccounted students to the Administrator;
- Upon “all clear” signal, announced by the Administrator, teachers will escort students directly back to class. Check roll.

(Coordinate with Policy 8301)

## **FEATURE FILMS/VIDEOS**

The Administrator’s approval is required prior to showing a feature film/video to students in district classrooms. Any non-G rated film must have parent consent.

## **FIELD TRIPS AND SPECIAL EVENTS**

Any out-of-state travel must be approved by the Board. (Coordinate with Policy 2320)

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

Requests must be submitted to the Administrator 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. (Reference Policy 5122)

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

## 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 communication 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.

For students in grades K-2 the following grade scale will be used:

A — Advanced

P — Proficient

NP — Nearing Proficient N N— Novice

For students in grades 3-8, the following grade scale will be used:

<i>97 – 100</i>	<i>A+</i>
<i>94-96</i>	<i>A</i>
<i>90-93</i>	<i>A-</i>
<i>87-89</i>	<i>B+</i>
<i>84-86</i>	<i>B</i>
<i>80-83</i>	<i>B-</i>
<i>77-79</i>	<i>C+</i>
<i>74-76</i>	<i>C</i>
<i>70-73</i>	<i>C-</i>
<i>67-69</i>	<i>D+</i>
<i>64-66</i>	<i>D</i>
<i>60-63</i>	<i>D-</i>
<i>59 and Below</i>	<i>F</i>

Incomplete work must be turned in within 10 days after the end of the grading period after which time the final grade will be issued. Grading will be on a nine-week basis.

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 may 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.  
(Coordinate with Policy 2430)

## **MAKE-UP WORK**

A student who has an excused absence from class for any reason 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.

## **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 Administrator for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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.

## **PAX Good Behavior Game**

Deer Park is a PAX school. “The PAX Good Behavior Game (PAX GBG) is an evidence-based universal preventive intervention applied by teachers in the classroom.” It consists of research-based strategies to improve children’s self-regulation. “Teachers implement these strategies as part of their daily routines in carrying out tasks such as getting students’ attention, selecting students for tasks, transitioning from one task to the next, working as part of a team, limiting problematic behavior, and reinforcing pro-social behavior.”

For more information visit: <https://www.paxis.org/school-based-programming/>

All new staff will receive PAX materials and training and continuing training will be provided as needed.

## **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)

## **RESTRAINT/SECLUSION/AVERSIVE TECHNIQUES**

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to district property. (Policy 3305)

## **RESUSCITATION**

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

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, use of the AED, and cardiopulmonary resuscitation (CPR) (Policy 8450, 8450F1).

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 annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff and parents, such exceptions are in the best educational interest of the students involved. If a staff member believes a student may be considered for retention, they should notify the administrator. The administrator will consult with all appropriate staff to create a recommendation for the parents to consider. If either party disagrees with the decision, they may appeal to the Board of Trustees within 30 days.

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file. (Coordinate with Policy 2421 and 3110)

## **STUDENT ACTIVITY FUNDS**

All monies raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office **ASAP**. All student activity fund expenditures must be approved by the Administrator. (Coordinate with Policy 7425)

## **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. Disregarding these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

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

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

Classroom rules and consequences are to be submitted to the Administrator for review and approval. (Coordinate with Policy 3310)

## **STUDENT 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.

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

Students who are detained after school are not to be left unsupervised during their detention. (Coordinate with Policy 3312)

## **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 Administrator.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**



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 appropriate paperwork (including fingerprint background check) on file in the office and prior Administrator approval.

## **STUDENT WITHDRAWAL FROM SCHOOL**

When a student leaves the district, the teachers are expected to make a complete list accounting for any missing books or damaged books, locks, materials, supplies, equipment, or other district property, including replacement costs, if known. Submit the list to the office.

## **VISITORS**

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

## **VOLUNTEERS**

All volunteers must have submitted a one-time fingerprint background check at the volunteer's expense, if the volunteers are working with students unsupervised. Volunteers must turn in a completed and signed Volunteer Agreement Form to the teacher and a copy must be given to the office.

## **EMPLOYEE EQUIPMENT USE, INTERNET CONDUCT, AND NETWORK ACCESS AGREEMENT**

***Every staff member must read and sign below:***

I have read, understand, and agree to abide by the terms of the School District's policy regarding District-Provided Access to Electronic Information, Equipment, Services, and Networks (Policies 5460 and 5460P). Should I commit any violation or in any way misuse my access to the District's computers, network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

### **Terms and Conditions**

1. Acceptable Use – Access to the District's technology and electronic networks must be:

a. for the purpose of education or research and consistent with the educational objectives of the District; or

b. for legitimate business use.

2. Privileges – The use of the District's technology and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The System Administrator (and/or Administrator) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.

3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;

b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;

c. Downloading copyrighted material for other than personal use;

d. Using the network for private financial or commercial gain;

e. Wastefully using resources, such as file space;

- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- h. Using another user's account or password;
- i. Posting material authored or created by another, without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The

District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the System Administrator or Administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism and Damage – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses. The user is responsible for any unintentional damage to the District-owned equipment or technology that cause by the use or user's negligence. Such damage includes but is not limited to that caused by drops, spills, virus, exposure to heat and cold, or submersion.

9. Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

### Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.

2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.

4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others

online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

5. The System Administrator and Administrator shall monitor student Internet access.

I understand and will abide by the technology, equipment and network access policies. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's issuance of technology, electronic network connection and having access to public networks, I hereby acknowledge the risk for any claims and damages arising from my use of, or inability to use the equipment, network, and Internet. I understand any negligence arising out of my use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA.

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User Name (*please print*)

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User Signature

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Date

## RECEIPT OF HANDBOOK

I acknowledge having received a copy and read through the 2023-2024 Staff Handbook. I affirm I will follow all District requirements in this handbook, District policy, and State and Federal law

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature): \_\_\_\_\_

Please sign this form and return it to the Administrator for inclusion in your employment file.