



A Teacher's Handbook 2019-2020

"At The Peak of Excellence In All That We Do!"

Big Sky School District #72
Big Sky, Montana

At the Peak of Excellence in All That We Do!
Cultivate, Engage, Empower

Vision and Mission

We:

Cultivate each student's potential

Engage in globally minded education and experiential learning in the Greater Yellowstone Ecosystem

Empower students to lead inspired lives of impact, resilience and authenticity

Cultivate:

- **Meet each child where he / she is currently**
 - **Committed to differentiated instructional approaches and practices**
 - § Utilize student achievement data to improve upon student outcomes
 - § Commitment to professional development
 - § Resourceful staff and community
- **Provide access to an exceptional experience**
 - **High aspirations in a rural setting**
 - § Commitment to partnering with community for unique experiences
 - § Commitment to successfully preparing all students for their next steps
- **Welcome students and families from all backgrounds, experiences and talents**
 - **Inclusive school environment**
 - § Commitment to non-native English speakers
 - § Commitment to celebrating diversity

Engage:

- **Provide academically challenging and rigorous curriculum and instruction**
 - **IB PYP candidate school**
 - § Commitment to inquiry based teaching and learning
 - § Commitment skills based teaching and learning
 - § Commitment to critical, analytical and insightful thinking
- **Encourage creativity in our students**
 - **Program emphasizing Arts and Sciences**
 - § Exposure to Art, Music and Design
 - § Experiential learning in the sciences
- **Holistic approach to student learning**
 - **Program emphasizing the whole child**
 - § Outdoor and experiential education for all
 - § Global and local citizenship
 - § Education in character development
 - § Offer and support a wide range of extra-curricular activities

Empower:

- **Innovative and entrepreneurial**
 - **Deliberately engage local, national and international resources**
 - **Commitment to technology integration and digital citizenship**
- **Confidence**
 - **Challenge and support all students**
 - **Balance academics, athletics and activities**
 - **Support originality in students**
- **Respect, compassion, accountability**
 - **Program reflective of rigorous assessment**
 - **Education reflective of local and global issues**
 - **Arm students to better the world they are living in**
 - **Selflessness – beyond one's self**
 - **Commitment to service learning**

Big Sky School District No. 72
PO Box 161280, Big Sky, MT 59716
45465 Gallatin Road, Gallatin Gateway, MT 59730

Phone: (406) 995-4281
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GENERAL INFORMATION

SCHOOL HOURS:

The school day for teachers is 8:00 a.m. to 4:00 p.m. on M, T, and Th. The school day for teachers is from 8:00 a.m. to 5:00 p.m. on Wednesday. Students may arrive in the building after 8:15 a.m. and should be dismissed at 3:35 p.m. On Friday student dismissal time is 2:35 p.m. Teachers may leave as soon as the students are dismissed on Fridays.

The Principal will be responsible for scheduling all duties with the teachers at the first faculty meeting and at other times when needed.

Parents must escort tardy students to the office or provide a note or phone call for the student. Tardy students must sign-in at the office and take a tardy slip directly to their classroom. **Attendance must be in ManageBac by 8:45 a.m.** Attendance for OMS and LPHS will be taken every class period. Office staff will contact parents when an unexcused student does not arrive

at school.

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

The Superintendent and Principal(s) have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues.

DISTRICT ORGANIZATION

Superintendent/K-4 Principal:	Dustin Shipman
6-12Principal:	Alex Ide
Business Manager:	Corky Miller
District Clerk:	Corky Miller
Curriculum Coordinator:	Marlo Mitchem
Elementary School Counselor:	Erika Frounfelker
Middle and High School Counselor:	Abby Wright
MS/HS Office Administrator:	LaDawn LeGrande
Elementary Office Administrator:	Linda Nell
Transportation Supervisor:	Terry Wetzal
Buildings and Grounds Supervisor:	Kevin Tucker
School Food Services:	Lindsie Hurlbut
Athletic Director:	John Hannahs
Technology:	Andrew Blessing
After-school Program:	Libby Grabow

BOARD MEMBERS

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

Loren Bough, Chair
Whitney Littman, Vice Chair
Scott Hammond, Trustee
Matt Jennings, Trustee
Stacey Ossorio, Trustee

BOARD MEETINGS/COMMUNICATIONS

Regular Meetings

Unless otherwise specified, all meetings will be held in the Big Sky Schools. All effort will be made to host regular meetings at 3:30 p.m. on the 2nd Tuesday day of each month, or at other times and places determined by a consensus of the board. 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. The trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the District's boundaries. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

CLASSROOM MAINTENANCE:

Keeping the school well maintained and in good appearance is the responsibility of **all** who participate in Big Sky Schools. A common goal for all is to develop a sense of pride in our building. This will in turn carry over to our students.

Taking proper care of all school district property is important. Please keep your classroom in a clean, neat, and organized fashion at all times. Please keep a current and accurate inventory of materials and texts. Before the students are dismissed or the room is left for the day, please make sure:

- All chairs are stacked or on the tables/desks
- All materials are off the floor
- All windows are closed and locked
- All equipment is turned off
- Your room is locked

Routine cleaning will be done by the custodial staff; however, minor cleaning by the students is encouraged. Students should keep their desks, cubbies, and lockers neat and clean. Items left in the halls, gym, locker room, etc. over an extended period of time and without being claimed will be thrown away or given to a charitable organization. Students may not put stickers and other items on the outside of their lockers or on their desks.

Teachers are expected to keep all work areas clean and tidy including the faculty room. Please be sure to wash your own dishes.

DISCIPLINE:

The teacher is the primary source of discipline. Our basic policy is founded on common respect and fair treatment for all. Expecting children to act like responsible students is a given, and the best way to show children how to act is to be a good role model. You need to establish behavior expectations for your class on the first day of school. Classroom rules and expectations should be written where your students can see them and make our parents aware of your rules (prior to posting, your building administrator needs to see your classroom expectations). Our discipline policy is in the Student/Parent/Teacher Handbook, please become familiar with this policy.

FACULTY MEETINGS:

Faculty meetings will be held every Wednesday from 3:45 p.m. until 5:00 p.m., attendance is a priority and mandatory; prior approval must be given by your division principal to be excused from Wednesday meetings; agendas will be set prior to the meeting.

There will be a weekly stand-up meeting every Monday at 8:10 a.m. in the MS / HS cafeteria and at 8:10 a.m. in the elementary cafeteria. Attendance at stand up is mandatory unless otherwise arranged.

FOOD AND DRINKS:

No food and drinks in the classroom, unless specific to snack breaks or special circumstances as organized by teacher. Drinking water will be allowed for both students and teachers at all times. Students will only be allowed access to the cafeteria before school and at designated lunch times. Teachers need to be aware of any and all allergies present and plan accordingly. Please encourage healthful snacks, per Board Wellness Policy.

MAILBOXES AND VOICE MAIL:

Check your *mailbox* located in the faculty room frequently (your mailbox should not be used to store things) and your email at least once daily for important messages and information. Voice mail should be checked several times during the day.

MANAGEBAC AND PARENT / STUDENT COMMUNICATION

Teachers are required to have assignments and all relevant information posted at least 1 week in advance on ManageBac. Any assessment that is collected and to be used as a measurement of student learning **MUST** be assessed and reported on within 48 hours of collection in ManageBac.

Teachers should respond to any and all parent inquiries within a 24 hour period.

MEDICATION:

All **medication** must be in its original container and must have a physician's instructions clearly stated. Medication, prescriptions, and over the counter drugs, are kept in the front office in a locked locker, *except for asthma inhalers and epinephrine pens*, and any other specific medication, as explained below. *(Cough drops, aspirin, and throat lozenges are considered medicine, although a doctor's note is not required for these to be administered, parent permission is required.)*

Only staff members authorized by the Gallatin County nurse and/or a trained staff member, authorized by the administration, may administer medications. (District Policy 3416 & 3416F)

Students with allergies or asthma may be authorized by the administration, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. That student is authorized to possess and self-administer medication from the EpiPen or inhaler if:

- A written and signed authorization from the parents or guardians for self-administration of medication, acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication, is placed on file.
- The student has prior written approval of his/her primary health care provider, specifying the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the health care practitioner the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours.

Parents should notify you and the front office staff if their child has a food allergy or other "special needs".

MISSING CHILDREN:

Attendance and lunch count is taken first period in the morning in the elementary school and in middle and high school it is taken every class period of the day in ManageBac. The front office will contact parents of absent and/or unexcused students. If a parent contacts a teacher about a student's absence, it is important that the office is also notified. If a student has not been marked absent earlier in the day and is missing from your class, please call the office immediately so that we can search for missing students.

The office is now able to register future absences. If you receive notice that a student is going out of town, refer that student to the office.

STUDENTS MOVING FROM BSSD: A form has been created for student check out. All students must have a check out form. No computers or other expensive equipment may be checked out or loaned without the district form completed appropriately. Please know the cost of the books, library materials, etc. that a student owes. Students should be assessed a portion of the cost of a book that has been abused. Please indicate costs on the sign-out sheet, and the Main Office will do what is legally permissible to obtain the money from the student's family prior to their departure with records.

STUDENT SUPERVISION:

Good student supervision eliminates almost all problems, and liability is reduced by teachers' presence and good judgment. Teachers must be present and visible to students and must stop activities that are disruptive or which may cause injury. Teachers must be present with students upon arrival bell with instruction to begin immediately. A sudden illness would be considered an emergency situation in which you would need to leave the classroom while students were present; however, a near-by teacher or other school personnel would need to be asked to monitor your classroom. Call the office for assistance! Use discretion about any other reason to leave a classroom unsupervised. **General supervision of bathrooms, hallways, and playgrounds is expected by all members of the staff.** Good communication is important throughout the building.

SUSPECTED CHILD ABUSE:

The state requires that school personnel who suspect any form of child abuse report the abuse to the DFS (1-800-585-9984). Your report is entirely confidential and ethical standards dictate your confidentiality. If this situation should arise, contact the Principal/Superintendent immediately for assistance; however, all teachers are mandatory reporters. (District Policy 5232 & 5232F)

CHILD ABUSE REPORTING

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

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the front 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.

TELEPHONES:

The phones in the classroom are to be used for **local calls**. The phone system is to assist in the communication between home and school. Students must have **permission from the teacher** to use the phones. Long distance calls are possible only through the Main Office. Please contact the office to access long distance.

The personal use of cellular and other personal electronic devices by a teacher during assigned teaching time is expressly forbidden unless in cases of emergency.

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. (BP5130)

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 building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700 [and applicable provisions of current negotiated agreements].

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

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

Staff Complaints

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

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

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement. (Refer to Policy 5240, and 1700)

ELECTRONIC MAIL

Electronic mail ("e-mail") is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material, and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of e-mail/Internet, and because the District desires to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

The District e-mail and Internet systems are intended to be used for educational purposes only. Use for informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, 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, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate, and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

Although the District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or on the Internet. The District owns the computers and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent. (refer to Policy 5450)

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal. Classified staff are not to work before,

beyond, or outside their established working hours and are not to work overtime without prior authorization from the [building principal].

All 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:

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

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

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 and approved by the building principal 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. 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.

All fundraising activities must comply with correct practices, procedures and policies of the Big Sky School District. (District Policy 3530)

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 [building principal] approval.

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

GRIEVANCES

Refer to provisions of current certified and/or classified negotiated agreements and school board policy.

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

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

INSURANCE BENEFITS FOR EMPLOYEES

Reference current bargaining agreements for both classified and certified.

KEYS AND DOOR CODES

Keys and door codes may be issued to staff through the business office. 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-and door code control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned [to students or to individuals not employed by the district]. Under no circumstance should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before 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 building principal to keep their keys as appropriate.
8. If building principal or maintenance supervisor deem issuance of keys compromises the security of the building, keys may be issued through check out procedure only.
9. Door codes are only to be used by those who were assigned the code; under no circumstances should door codes be shared with anyone for any purpose.

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)

INSTRUCTIONAL

STUDENT RECOMMENDATIONS

Teachers may not recommend students for field trips, summer programs, etc. that require parental funding unless they have spoken with the parent(s) prior to the recommendation. If a parent does not agree with the recommendation or program, the teacher is not to submit the nomination.

FIELD TRIPS AND OTHER OFF-PROPERTY ACTIVITIES:

Field trips must be curriculum oriented. The field trip must add to and enhance what is being studied in class and approved by the principal. Field trips which take students more than 300 miles from Big Sky must be approved in advance by the Board. The principal has the authority to approve all other field trips.

Appropriate paperwork should be filled out and scheduling procedure followed. All office personnel should also be kept informed at all times in case of an emergency or questions. As soon as a field trip has been scheduled, the information will be recorded on the **Master Calendar in the Front Office**. (District Policy 2320)

District permission slips must be signed and returned to school. No student may go on a field trip without parental/guardian permission, including skiing. Please include how the students will be transported during the trip.

Follow-up of some kind (e.g. a discussion, written report, project and "thank you" note) should occur after returning from the field trip.

Parent drivers may be used if approved by the Superintendent. However, school bus transportation is almost always preferred. When it is necessary to have parent drivers, the office must have a copy of the parent's vehicle registration, insurance card (minimum \$300,000 liability insurance), and driver's license in the front office along with the Travel Manifest.

GALLATIN/MADISON COUNTIES SPECIAL EDUCATION COOPERATIVE:

BSSD is a member of this Coop and the district's administrator is a member of the Coop's Board of Trustees. The Coop provides services for the district, which we could not economically provide for ourselves when serving the needs of our special education students. The Coop employs a school psychologist, a speech pathologist and a director, who serves as a mentor to our resource teachers.

It is the intent of the District to ensure that students who are disabled within the definitions of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Teachers should consult with the schools' resource teachers on those students who have special needs and programs (BP 2161).

The district is committed to Response to Intervention, assessing and assisting students at an early stage, when academic or emotional difficulties emerge. The resource teachers are integral to serving students directly and indirectly through collaboration with the classroom teacher.

GRADES:

Grades must be maintained in ManageBac for adequate documentation. Letter grades are used in grades 6-12. Report cards should be sent to the parents one week after the end of the quarter unless other arrangements are cleared with the administrator. Report cards will also be posted to the Infinite Campus Parent Portal. Grades for K-5 are also needed to show academic achievement.

Academic grades should be given using more than one criterion; homework, testing, writing, classroom participation, journals, teacher observation and special projects are assessments which should be included. Whenever possible, rubrics should be used to help students understand expectations.

The basis for grades is to show a student's progress towards fulfillment of the standards and benchmarks of the district approved curriculum. An **explanation of the grading system** must be provided to students and parents before the grading period begins and must be applied consistently. Teachers should communicate with parents of students who they are concerned about, following Monday Grade Updates. Consider giving awards for special achievements. When grading, concentrate on the positive and look for ways to have students self-evaluate.

HONOR ROLL:

Students in grades 6-12 are eligible for Honor Roll status at the end of each semester. Students must earn a minimum of 3.5 average for Honors and a minimum of 3.8 for High Honors.

INSTRUCTIONAL PLANNING AND RESOURCES:

Instructional time is to be used for the content scheduled unless authorized by your administrator. Lesson plans are a daily component of a larger instructional plan, and the daily lesson plans are vital to good instruction. Your daily lesson plans can vary in format and detail but must be sufficiently clear and specific enough to be understood and to be followed by the administrator or a Guest Teacher. Unit plans are posted in ManageBac.

Lesson plans must be available upon request.

Teachers are expected to follow the state and local guidelines for curriculum; however, with permission from the administrator other topics may be substituted as long as basic learner goals appropriate to the grade level are followed.

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. Copies of lesson plans may be required to be submitted to the building principal no later than the end of the school day Friday, for the upcoming week. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals, as determined by the building principal.

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

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

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

CURRICULUM

Our teachers are hired to teach and have students learn our curriculum. The Board approves all curriculum. This curriculum is in alignment to all state and national standards as well as aligned with the Vision, Mission and Strategic Plan of the Big Sky School District #72. Deviation from the established curriculum, textbooks and instructional materials are not permitted without prior building principal approval. Teachers with questions must contact the building principal. Though methodologies may vary, classroom instruction is expected to reflect current best practices consistent with research on effective instruction. The district may and will provide distance, online and technology delivered learning programs as provided in Montana law and set forth in district policies and procedures.

In a study or discussion of controversial issues or materials, the Board directs the teaching staff to take into account the following criteria:

1. Material is age appropriate
2. District philosophy of education
3. Community standards, morals, and values (This may require notice and providing study options for students whose parents did not give approval for the study of a given discussion topic of book.)
4. Necessity for a balanced presentation
5. Necessity to seek administrative counsel and guidance in such matters

Use of Visual Media:

Teachers may use visual media to support the curriculum legally through the Copyright Act's "educational exemption," when the visual media is an essential and appropriate part of the core curriculum and is used as an essential part of the core, current curriculum taught; the movie used is a legitimate copy, not taped from a legitimate copy or taped from TV (Big Sky School District #72 Policy 2312.)

PARENT BACK to SCHOOL NIGHT:

Back to School Night for all district schools are scheduled for September of each year. Parent Night is your night to begin a dialogue with your students' parents about your expectation for their child(ren). Parents want their children to succeed. This is the night you can give them suggestions on how they can help. The more information you can give explaining your program the better. **This night sets the tone for the year!!!**

PLAYGROUND USE/RECESS / FIELD USE:

Students may not use the playground unless supervised by an adult. A faculty member or aide must be outside during recess. Proper use of the equipment is expected under all circumstances, and the expectations of conduct should be consistent throughout the school.

PLEDGE OF ALLEGIANCE:

The recitation of the Pledge of Allegiance will follow the law of the state of Montana (20-7-133). Pledge will be recited daily in grades K-6 and to start the week in grades 7-12.

SCHOOL EQUIPMENT:

Teachers are responsible for checking out and checking in all school equipment, i.e. books or sports equipment. All equipment needs to be brought in from outdoors at the end of each recess. A teacher is asked to keep a complete classroom inventory and update it yearly.

The use of equipment for personal reason is allowed with permission from the Administration and/or the Board, but should be done minimally. Staff will be responsible for replacing/repairing any damage to equipment borrowed.

The use of computers is encouraged with the understanding that use will be for professional tasks and appropriate personal activities. All personal items should be stored on a separate disk, not on the hard drive. This includes internet access and email. (BP 5450)

CLASSROOM SECURITY

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

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

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/ technology equipment, and musical instruments are priority items for theft and damage.

Certain district owned equipment (including computers) may be checked out by staff. Such equipment may not be used for personal financial gain.

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

CASH IN DISTRICT BUILDINGS

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

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

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 building principal for prior approval. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district. (District Policy 4321)

PROGRESS REPORTS

Teachers are expected to report their students' progress weekly via the Monday Grade Update to the students and their parents via ManagBac or Infinite Campus.

GENERAL EMPLOYMENT INFORMATION

CREDIT APPROVAL AND LANE CHANGE:

Teachers need to prepare an annual report of the college credits (OPI approved credits unless approved by the Board) they have accrued while employed at Big Sky School District, if the credits result in a lane change. **The report is due by March 1st of each year** and must be attached to a lane change request form. No reminders of this date will be sent out from the business office, so please mark this date in your calendar.

FACULTY ABSENCES:

When a teacher plans to be absent for personal or professional reasons, the teacher will make the guest teacher arrangements. There will be a list of possible (Board approved) guest teachers that all teachers should keep at home. If you have an emergency and cannot call a guest teacher, call our office staff to assist you. Lesson plans and a student seating chart should be easily accessible under these circumstances. Please complete and give a copy to the Principal for approval.

FACULTY SICK/PERSONAL LEAVE (BP 5321P):

Eligible employees will receive a predetermined number of sick/personal days per year and may use sick/personal leave for those instances listed in the current negotiated agreement. Regular attendance at school by a faculty member is essential to classroom continuity. If possible, every effort should be made to address personal matters during vacation time.

Personal leave shall be granted in no less than one half (1/2) day increments and requires-

1. Administrative approval at least 48 hours in advance.
2. Administrative approval if an extension of a school vacation or holiday.

Any unused combined sick leave and personal leave for teachers shall be allowed to accrue to the teacher's sick leave balance at the end of each school year. Sick leave is cumulative to a maximum of seventy days. As an alternative, the teacher may elect to receive a cap payment in lieu of accumulating sick leave.

The Board reserves the right to grant or deny sick/personal leave time under extra-ordinary or emergency circumstances. These decisions will not constitute a precedent binding upon the Board or its administration of the personal leave policy.

An employee on extended sick leave who is unable to return to work, and has exhausted all sick/personal leave, will not receive regular salary compensation but will continue to be eligible for health benefits for the remainder of the year's contract. Further salary compensation must be applied for under the coverage provided by any long and short term disability policy.

Family and Medical Leave Act (FMLA)

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months.

Length/Purpose of Leave

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Service member Family Leave

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve-(12)-month period. The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is July 1 to June 30.

Employees will be required to use appropriate paid leave while on FMLA leave.

Workers' compensation absences will not be designated FMLA leave.

(Refer to policy 5328 & 5328P)

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law. (BP5255)

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.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. (Refer to Policy 2221)

EMERGENCY PROCEDURES AND DISASTER PLANS

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

Copies of the emergency procedures plan will be available in the [office] and other strategic locations throughout the building. (Refer to Policy 8301)

GUEST TEACHERS:

Advance preparation will keep the day running smoothly when a guest teacher must teach your class. Students will continue to learn in your absence, and our guest teachers will want to return. *You must keep a Guest Teacher Notebook in your classroom with the appropriate information:*

1. current lesson plans
2. a daily schedule with all duties included
3. an up-to-date seating chart or name tags on the desks
4. classroom and school rules and procedures
5. fire, earthquake, and lockdown drill procedures
6. reading groups, if applicable
7. student with health problems
8. suggested additional activities

MATERNITY/PATERNITY LEAVE AND/OR ADOPTION:

An eligible employee may take up to twelve weeks of maternity/paternity leave before returning to work. The employee will be paid for the portion of that time which is covered by sick/personal leave, but the position will remain available for the total of three months. An employee who wishes to take more than eight weeks of maternity leave must request this from the principal.

PERSONAL CONDUCT: (BP 5223)

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business. Employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Discretion should be used at all times within the school system's own network of communication. The administrator and other supervisors may set forth specific rules and regulations governing an employee's conduct on the job. Teachers may not bring weapons onto school grounds or discharge guns, facsimiles, pellet or BB guns on school property.

EMPLOYEE USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES (BP 5630)

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

Employees are strongly discouraged from using their personal cell phone during the school days. Personal cell phones may be used only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities.

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

CONTRACTS AND COMPENSATION

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

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of current negotiated agreements. It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the district and current negotiated agreements.

COPYRIGHT

Authorized Reproduction and Use of Copyrighted Material in Print

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted. Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per student, for classroom use if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity:

- a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.
- b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)
- c. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose, or poetic prose.

2. Spontaneity: Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

3. Cumulative Effect: Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term. Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy

the same item from term-to-term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library A library may make a single copy or three digital copies of:

- An unpublished work which is in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print.”

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
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- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting.

The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission

(including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the *[principal, teacher or teacher librarian – choose all that apply or add others]* or the subscription database, e.g. united streaming. 32

USE OF INFORMATION RESOURCES REGULATION

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

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Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the school administrative office; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received. © MTSBA 2012

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

As Employees of the Big Sky School District it is your professional responsibility to be familiar with BP2312 and act within the parameters set forth in the procedures outlined in Board Policy 2312P. Failure to comply with Board policy 2312 and procedures outlined in Board Policy 2312P may result in disciplinary action.

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. [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 national fingerprint-based criminal history record check conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board, at their expense. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

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

- a certified teacher seeking full- or part-time employment within the district;
- an educational support personnel employee seeking full- or part-time employment within the district;
- an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
- volunteers assigned within the district (special situations may have exemption) (see policies 5430 / 5122)
- Substitute teachers

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

PERSONNEL RECORDS

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

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

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

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

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

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order. (Refer to Policy 5231 & 5231P)

PREP PERIODS

Prep periods are for the purpose of preparing for and improving instruction. Teachers/staff are required to check out in the main office before leaving campus during scheduled prep periods.

PROFESSIONAL DEVELOPMENT:

The trustees recognize that quality teacher performance is a critical component of quality education. To enhance the abilities of the teaching staff, the board will provide professional supervision and opportunity for professional growth.

Professional days are built into the Big Sky School District calendar. Those PIR days are contract days, and teachers are paid for them, unless those days are not work days for partial FTE employees.

When the administration designs professional development seminars for those PIR days, the faculty is expected to attend. The administration will excuse a teacher's attendance when the topic is not appropriate.

Attendance at out-of-district conferences and visits to other school sites are permitted. The district will fund such professional development, as appropriate to available funds, and with written approval by the superintendent.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's address and personal phone number will not be released by the district except internally. 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 [building principal].

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

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

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

RESIGNATION OF STAFF

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

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

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. (refer to Policy 5251)

RETIREMENT

To assist the district in its planning efforts, certified staff members considering retirement are asked to notify the as per the current bargaining agreement. Employees intending to retire who are not contractually obligated to complete the school year should notify the superintendent as early as possible and no less than sixty (60) days before their retirement date. The relevant and most current negotiated agreements for all categories of employees shall specify severance stipends and other retirement conditions and benefits (refer to Policy 5253).

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require building principal approval prior to their use in school.

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

STAFF CONDUCT

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business. In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be

taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

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

(Refer to Policy 5223)

STAFF DRESS AND GROOMING

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

Teaching as a 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. Closed-toed shoes are to be worn at all times during school operating hours. Additionally, blue jeans can be worn on Fridays only if accompanied with school spirit attire.

STAFF HEALTH AND SAFETY

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;

9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

STAFF/PARENT RELATIONS

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

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

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

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

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

STAFF/STUDENT RELATIONS

Public school employees are held to a high standard of behavior. The Montana Office of Public Instruction *Professional Educators of Montana Code of Ethics* requires District staff to maintain an appropriate professional relationship with each student, both in and outside the classroom and exemplifies a professional role in the community. The District encourages all staff to read and become familiar with the Code of Ethics.

Definitions

"Staff" refers to all Big Sky School District employees, contracted service personnel, and any volunteers working on school property, on field trips, at extracurricular and co-curricular activities or events and/or other school district sponsored activities.

"Student" refers to all Big Sky School District individuals in grades K-12.

Anti-Fraternization: All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. Staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student, which can live on long after the student has graduated from the Big Sky School District. This imbalance of power places students in a vulnerable position that must be recognized and respected by staff. It is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. Accordingly, staff is prohibited from engaging in any romantic, sexual, or physical relationships with students.

Many personal relationships are entirely appropriate and develop through family or neighborhood interactions with respect and adherence to the appropriate standards of professional conduct. To the degree that such relationships develop or exist, it is the staff's responsibility to ensure that such relationships continue along and within appropriate boundaries. Failure to adhere to these requirements may result in severe consequences, up to and including termination.

Staff shall not conduct social activities on a one-on-one basis outside of school with students or single out students from the general student population for special treatment (e.g., gifts, dinners, and rides) without prior consent of the student's parent and advance notice to the principal.

Electronic Resources and Social Networking: Digital dissemination of information and correspondence presents potential for a vastly increased audience; therefore staff is reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. Disciplinary action for inappropriate social technology media use would be similar to that of inappropriate non-technological behavior.

The District requires the use of district provided professional social network sites rather than personal sites for posting of school related information. District Personnel are forbidden from posting pictures of students taking part in a district activity to their personal social networking sites. The District strongly discourages sharing texts, personal emails, soliciting students as friends on social networking sites and sharing access information to personal websites outside of a professional advisory capacity. (For complete text, see Policy 5460)

Employee Use of Cell Phones: The District recognizes that the use of cell phones may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or while engaged in District-sponsored activities. Use of cellular phones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state and federal laws will result in discipline up to and including termination of employment. (For complete text see Policy 5630)

If cell phone or e-mail communications occurs with students, teachers, staff needs to keep the Activities Director and building principal informed as to the nature of the communications, for example, on field trips or activities.

Any question by staff as to the appropriateness of an activity, relationship, or interactions with a student may be directed to the principal or district administration. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the principal or district administration.

SUPERVISION OF STUDENTS

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

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. (refer to policy 2332).

TOBACCO-FREE ENVIRONMENT

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

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. (reference BP 8225)

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without [written] permission from the [building principal].

PURCHASES:

All purchase orders must be placed through the front office. Please submit a list of items needed to the office and the building principal will approve. Once approved the office administrator will place the order.

INVENTORIES:

Teachers must keep an updated inventory of district property to include textbooks, supplies, and equipment that is in their room. The complete inventory shall be turned in to the administrator at the end of the year.

SEXUAL HARASSMENT:

It is the policy of the Big Sky School District to provide its employees with a working environment free from sexual harassment. Sexual harassment means:

Sexual discrimination with the meaning of Title VII of the Civil Rights Act of 1964, and the Montana Human Rights Act; and unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature when:

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

Reporting Procedure:

An employee who believes he/she has been the victim of sexual harassment is encouraged to report the incident(s) or action(s) as soon as possible after the alleged harassment occurs. Early reporting is encouraged. Matt Bakken is the current Title IX reporting officer.

Employees may bring reports to the attention of any or all of the following:

- a) The harasser and request that the action stop immediately
- b) The Title IX Officer or building administrator

When a report is received of sexual harassment, the Title IX Officer and the building administration will initiate an investigation or recommend another appropriate management representative to initiate the investigation. The investigation will include verification of the report, a course of action, and documentation of implementation of the action.

A report of sexual harassment, its investigation, the outcome of the investigation, and any action(s) taken relating to a specific employee or employees is confidential. Dissemination of confidential information will be limited to persons who need to know in order to conduct an investigation.

The investigation may include interviews with the employee who made the complaint, with the alleged harasser, with other employees, including former employees with knowledge of the actions, and may include gathering other materials related to the complaint.

Any actions taken by management to resolve the complaint shall be based on facts verified during the investigation. The District is not obligated to investigate incidents that occurred more than three years prior to the report. (District Policy 5012 & 5012F)

ADMINISTERING MEDICINES TO STUDENTS

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

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

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

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)

CORPORAL PUNISHMENT

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

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

DISASTER DRILLS

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

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. The warning signal for a fire alarm/drill is a [insert local drill/alarm procedures]. 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 at least 50 feet from the building and take roll. Report any unaccounted students to the [building principal];

5. Upon “all clear” signal, [announced by administration, not on bell/alarm signal], escort students directly back to class.
Check roll.
(Coordinate with Policy 8301)

FEATURE FILMS/VIDEOS

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Use of films should be used to support core curriculum and augment student learning. Only films/videos rated [G, PG] may be authorized for classroom use.

Requests are to be submitted to the building principal at least **five days** prior to the proposed showing.

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 may be authorized by the building principal, when such trips or activities contribute to the achievement of desirable educational goals.

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.

Volunteers and chaperones are subject to the District’s policy mandating background checks (The district office will send out an updated list of volunteers and chaperones who have passed the background check monthly. Check with your school secretary for cleared list. In some special, one-time events such as speakers or judges for competitions, volunteers may be exempt from the background check. (See Policy 5122).

Written parental permission must be obtained for each approved trip off campus. 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.

Field trips which take students out of state or more than 300 miles from Big Sky must be approved in advance by the Board. The principal has the authority to approve all other field trips. (refer to Policy 2320)

HOMEWORK

Teachers at all grade levels are encouraged to use homework to augment student learning. Homework should be age appropriate in complexity and length of time to complete. Scaffolding in the classroom should be done to insure the student’s ability to successfully engage homework.

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. (refer to 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 up missed learning experiences as per the Attendance Policy.

Any student truant from school will not be allowed to make up missed work.

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

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 building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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

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

RESUSCITATION

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

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

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel. (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, such exceptions are in the best educational interest of the students involved.

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

All retention considerations must be reviewed by the district office. (refer to Policy 2421)

STUDENT ACTIVITY FUNDS

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

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

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds.] (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. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

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

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

[Classroom rules and consequences are to be submitted to the building principal for review and approval.]
(refer to 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, in the case of bus students, prior arrangements have been made for the student's transportation home.

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

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

STUDENT/PARENT HANDBOOK

A student/parent handbook is 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 building principal approval.

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.

STUDENT WITHDRAWAL FROM SCHOOL

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

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

VISITORS

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the building principal.

VOLUNTEERS

Volunteers and chaperones are subject to the District's policy mandating background checks. The district office will send out an updated list of volunteers and chaperones who have passed the background check monthly. Check with your school secretary for cleared list. In some special, one-time events such as speakers or judges for competitions, volunteers may be exempt from the background check. (See Policy 5122).

District employees who work with volunteers shall clearly explain duties for supervising students in school, for activities, and on field trips. An appropriate degree of training and/or supervision of each volunteer must be administered commensurate with the responsibility. While serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers, including employees of the district, assigned to chaperone, shall not inappropriately fraternize with students, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use any illicit drug during the duration of their assignment as a chaperone, including the hours before, during, and after the day's activities for students. (For complete text see Policy 5122 & Policy 5430)

WORKMANS COMPENATION BENEFITS

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.

The administrator will notify the immediate supervisor of the report and will include the immediate supervisor as necessary in completing the required report. An employee who is injured in an industrial accident may be eligible for workers' compensation benefits. By law, employee use of sick leave must be coordinated with receipt of workers' compensation benefits, on a case-by-case basis, in consultation with the Workers' Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident but will investigate as it deems appropriate to determine:

- (1) whether continuing hazardous conditions exist which need to be eliminated; and
- (2) whether in fact an accident attributable to the District working environment occurred as reported.

The District may require the employee to authorize the employee's physician to release pertinent medical information to the District or to a physician of the District's choice, should an actual claim be filed against the Workers' Compensation Division, which could result in additional fees being levied against the District. (refer to Policy 5337)

TEACHER SUPERVISION AND EVALUATION

EVALUATION OF STAFF

Teacher evaluations will be conducted according to the current collective bargaining agreement.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated (District Policy 5222)

CHARACTERISTICS OF A GOOD TEACHER

- * Develops positive relationships with students
- * Maintains discipline and control
- * Creates a favorable environment for learning
- * Recognizes and provides for individual differences
- * Demonstrates creative and innovative opportunities for all students
- * Emphasizes teaching of reading and writing skills
- * Engages in professional growth activities
- * Knows subject matter in depth
- * Displays fairness, flexibility, and consistency

Professional Educators of Montana Code of Ethics

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior.

Principle I.

Commitment to Students and Families.

The ethical educator:

- A. Makes the well-being of students the foundation of all decisions and actions.
- B. Promotes a spirit of inquiry, creativity, and high expectations.
- C. Assures just and equitable treatment of every student.
- D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
- E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
- F. Respects the roles, responsibilities and rights, of students, parents and guardians.
- G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

Principle II.

Commitment to the Profession.

The ethical educator:

- A. Fulfills professional obligations with diligence and integrity.
- B. Demonstrates continued professional growth, collaboration and accountability.
- C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- D. Contributes to the development of the profession's body of knowledge.
- E. Manages information, including data, with honesty.
- F. Teaches without distortion, bias, or prejudice.
- G. Represents professional qualifications accurately.

Principle III.

Commitment to the Community.

The ethical educator:

- A. Models the principles of citizenship in a democratic society.
- B. Understands and respects diversity.
- C. Protects the civil and human rights of students and colleagues.
- D. Assumes responsibility for personal actions.
- E. Demonstrates good stewardship of public resources.
- F. Exemplifies a positive, active role in school-community relations.
- G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

Adopted by the Certification Standards and Practices Advisory Council July 13, 2016

**** ALL STAFF ARE ALSO ENCOURAGED TO FAMILIARIZE THEMSELVES WITH THE GOVERNING POLICIES OF THE DISTRICT FOUND ON THE DISTRICT WEBPAGE****

Please follow this link to confirm you have read this handbook.

<https://docs.google.com/a/bssd72.org/forms/d/1EhtaO69N6aMxftBB5Gg0TGiwMpkKJYvH8hXCaLiwP-E/viewform>