

**CERTIFIED STAFF HANDBOOK
BIG SANDY SCHOOL DISTRICT**



2025-2026 School Year

INTRODUCTION

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 Material contained herein, therefore, may be superseded by Board Policy, administrative regulation, negotiated agreement, or changes in state or federal law.

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

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

Superintendent – Dan Schrock

Clerk- Mary Merrill

Title IX- Dan Schrock

504 – Diana Keane

Principal, Heather Wolery

ACCOMMODATING INDIVIDUALS WITH DISABILITIES	7
Job Description for the Big Sandy School Teacher	7
ASSOCIATIONS	7
BOARD MEMBERS	7
COMMUNITY USE OF BUILDING	7
DISTRICT OFFICE HOURS	8
ABSENCES	8
ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES	8
AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)	8
CARE/USE OF DISTRICT PROPERTY	9
CASH IN DISTRICT BUILDINGS	9
CHECKOUT	
Work Day Checkout	9
Year-End Checkout	9
CHAIN OF COMMAND	9
CHILD ABUSE REPORTING	10
CLASS ELECTIONS	10
CLASSROOM MANAGEMENT PLAN	10
CLASSROOM SECURITY	10
COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES	11
COMPLAINTS	11
Student/Parent Complaints	11
Staff Complaints	11
CONFIDENTIAL INFORMATION	12
CONTRACTS AND COMPENSATION	12
COPIER USE	12
COPYRIGHT	12
CONFERENCES	12
CREDIT CARD OR PROCUREMENT CARD USE INFORMATION	13
CRIMINAL RECORDS CHECKS/FINGERPRINTING	13
CURRICULUM	13
DISCIPLINE AND DISCHARGE	14
DRESS CODE	14
DRUG-FREE WORKPLACE	14
DUTY HOURS	14
EMERGENCY CLOSURES	15
EMERGENCY PROCEDURES AND DISASTER PLANS	15

EMPLOYEE ASSISTANCE PROGRAM	15
EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS, AND DISTRICT EQUIPMENT	15
EQUIPMENT INVENTORIES	16
EVALUATION OF STAFF	16
EXTRA-CURRICULAR ACTIVITY FUNDS	16
EXTRA-CURRICULAR SPONSORS	17
FACULTY MEETINGS	17
FAMILY NIGHT – WEDNESDAY EVENING	17
FIELD TRIPS	17
FIREARMS AND WEAPONS	18
FUND RAISING	18
Crowdfunding	18
GUEST SPEAKERS/CONTROVERSIAL SPEAKERS	19
HARASSMENT/BULLYING/INTIMIDATION	19
SEXUAL HARASSMENT	20
HOMELESS STUDENT RIGHTS	20
INTERNET USE	20
JURY DUTY	20
KEYS	21
LESSON PLANS	21
LIBRARY	21
MARKS/GRADES	21
MATERIALS DISTRIBUTION	23
MILEAGE FOR PERSONAL VEHICLE USE	23
PARTICIPATION IN POLITICAL ACTIVITIES	23
PASSING TIME	23
PERSONAL CONDUCT	23
PERSONNEL RECORDS	24
PHONES	24
PIR DAYS	25
PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME	25
PURCHASE/REQUISITION ORDERS	25
REGISTERED SEX OFFENDERS	25
RELEASE OF GENERAL STAFF INFORMATION	25
RESIGNATION OF STAFF	26
RETIREMENT	26
SAFETY COMMITTEE	26

SEMESTER TESTS	27
SERVICE ANIMALS	27
SPECIAL EDUCATION/504	27
SPECIAL INTEREST MATERIALS	27
STAFF COMMUNICATIONS TO THE BOARD	27
STAFF DEVELOPMENT	27
STAFF HEALTH AND SAFETY	28
STAFF/PARENT RELATIONS	29
STAFF ROOM	30
STUDENT ACCIDENTS/ILLNESS	30
STUDENT ATTENDANCE	30
STUDENT DISCIPLINE	30
STUDENT EVALUATION PROCEDURES	31
STUDENT HALL PASSES	31
STUDENT SIGN-OUT	31
SUPERVISION OF STUDENTS	31
TEACHING ABOUT RELIGION	32
TELEPHONES AND OTHER MOBILE DEVICES	32
Employee Use of Mobile Devices	32
Emergency Use	32
Use of Personal Mobile Devices	32
TEXTBOOK RECORDS	32
TRANSCRIPT OF CREDITS and CERTIFICATES	33
TOBACCO-FREE ENVIRONMENT	33
TRAVEL ROSTERS	33
USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS	33
VIDEO SURVEILLANCE	33
ADMINISTERING MEDICINES TO STUDENTS	34
ASSEMBLIES	34
COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS	34
CORPORAL PUNISHMENT	34
DAILY ANNOUNCEMENTS	34
DANCE CHAPERONES	35
DETENTION	35
DISMISSAL OF CLASSES	35
DISASTER DRILLS	35
FEATURE FILMS/VIDEOS	35

GRADING SYSTEMS	36
HOMEWORK	37
MAKE-UP WORK	37
MEDIA ACCESS TO STUDENTS	37
MOVING CLASS/HOLDING CLASSES OUTDOORS	38
RETENTION OF STUDENTS	38
STUDENT/PARENT HANDBOOK	38
STUDENT TRANSPORTATION IN PRIVATE VEHICLES	38
VISITORS	38
EMPLOYEE ACKNOWLEDGEMENT FORM	40

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

Job Description for the Big Sandy School Teacher

The primary function of the Big Sandy school teacher is to lead students towards the fulfillment of their potential for intellectual, physical and social growth and maturation.

Big Sandy School Teacher Objectives

- A. Meet and instruct assigned classes in the locations and at the times designated.
- B. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the District.
- C. Strive to implement by instruction and action the District's philosophy of education and instructional goals and objectives.
- D. Evaluate student progress on a regular basis.
- E. Establish open lines of communication with the students and their parents concerning the broad academic and behavioral progress of all assigned students. Communication may involve written correspondence, email, phone conversations, and/or in person meeting with the student and their parents.

GENERAL INFORMATION

ASSOCIATIONS

The Big Sandy Teachers Association is the bargaining unit for all certified staff.

BOARD MEMBERS

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

COMMUNITY USE OF BUILDING

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence

over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Contact the District office for more information. Also, refer to policy 4330.

DISTRICT OFFICE HOURS

The district office is open between the hours of 7:40-4:20 weekdays during the school year. During summer months and other times during the school year when school is not in session, the office may vary.

STAFF OPERATIONS

ABSENCES

In order to provide quality education to our students and have high expectations it is imperative to have our teachers in attendance. Please do not schedule personal absences for the first two weeks or the last two weeks of school. Personal leave cannot be used to extend holidays and personal leave needs to be requested at least 2 days in advance in accordance with the Collective Bargaining Agreement.

All teachers must have at least two day's detailed emergency lesson plans for all classes on file in the main office. The lesson plan should be clear and concise, so that any substitute can follow it. This will be used in case of an emergency only. This plan should include the above and include lessons and work that will provide class work for two to three days. Please fill out the leave form, which can be obtained from Cinda or Wendy, anytime you are absent or plan to be absent. Email that form to the Superintendent, Principal, Business Clerk and building secretary, depending on your building assignment. It is extremely helpful for a substitute if you have a seating chart for all your classes. Do plan on instruction taking place in your absence. The administration will do their best to find a qualified substitute. Items such as a video/movie should be used only if you would have used the same instructional tool if you were present. Include lesson plans, seating chart, correction keys, fire exit plan, attendance roster with identified responsible students in each class, and the location of needed items for instruction. If you need an emergency sub in the morning, please call Suzanna (elementary) or Wendy (High School) by 6:30 am. Certified employees shall be granted discretionary leave according to the terms of the current collective bargaining agreement.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Staff and their family are admitted to all extra & co-curricular activities for free. Refer to the collective bargaining agreement.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)

The Board of Trustees of the Big Sandy School District recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The District has one or more of these units for use by qualified personnel. The unit(s) is (are) located in the ticket booth of the gym and elementary office. Refer to Policy 8450

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to administration.

Please be constantly on the alert for unnecessary damage to school furniture and equipment. Caution each of your classes regarding their responsibilities for damaged property. Make it a matter of habit to periodically check the furniture, equipment, woodwork, and walls of your room for marks and carvings. Students will be charged for damaging books and all other school property.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$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.

CHECKOUT – WORKDAY & YEAR-END

Work Day Checkout

Departures during preparation periods must be approved by administration. All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of messages and emergency situations that may arise.

Year-End Checkout

Administration will collect all staff keys prior to the issuance of final paychecks, unless assigned duties require continued access.

CHAIN OF COMMAND

It is expected that issues and problems will be resolved with the people involved. If an issue or problem cannot be resolved at that level, it should be appealed to the next person in the chain of command starting from the bottom up. The chain of command in the Big Sandy

District is as follows:

Parent/Student

Employee

Athletic Director (for athletics only) Principal

Superintendent

School Board

The chain of command should be followed in both directions. If the chain of command is not followed because of extenuating circumstances, the superintendent/principal should be the first informed.

CHILD ABUSE REPORTING

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

Failure to report 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.

CLASS ELECTIONS

1. Class elections are held in the spring of the year.
2. Secret ballots should be used in all elections.
3. Parliamentary procedure should be followed in class meetings.

CLASSROOM MANAGEMENT PLAN

All teachers will have a classroom management plan approved by the administration and will have it posted in your classrooms.

CLASSROOM SECURITY

Please close and lock all the windows and close shades in your classroom before leaving the building. Please turn off the lights in your room when they are not needed or when the room is not in use. When you are the last to leave the building, be sure all lights in halls, lavatories, and other rooms are turned off. Any changes to classrooms and equipment that are

permanent in effect must be approved by the administration. Expenses to repair or replace such changes will be the responsibility of the teacher. Keep desks and chairs away from the walls to prevent damage and scratches. Food and Drink in the classroom is up to the discretion of the teacher. Keep your room environment conducive to learning and in the best possible condition to assist our custodial staff.

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides for 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 the Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

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

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. (Refer to Policy 5130)

COMPLAINTS

Student/Parent Complaints

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

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700.

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 administration for informal discussion and resolution.

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

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

All complaints should follow the chain of command.

CONFIDENTIAL INFORMATION

As part of their job teachers often know confidential information about students. It is important to keep such information confidential in accordance with Board Policy 5223- Personal Conduct

CONTRACTS AND COMPENSATION

Contracts for certified staff members will be initiated for all employees when hired.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreement.

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

COPIER USE

The school district provides a copier located in both of the main offices, the High School Teacher's Lounge and the Elementary Art Supply room. Students are not allowed to use the copier for any reason without administrative approval.

COPYRIGHT (B.P. 2312 and 2312P)

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

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

CONFERENCES

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

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.

CREDIT CARD OR PROCUREMENT CARD USE INFORMATION

A purchasing card acknowledgment/agreement form must be completed and signed by any employee prior to checking out a credit card for any transaction that will occur.

All credit cards will be checked out with the district business manager, unless in the event the business manager is not available, cards may be checked out with the superintendent or the principal. Receipts for all expenses will be turned in with the card to the business office as soon as possible after the expense has been incurred.

CRIMINAL RECORDS CHECKS/FINGERPRINTING Refer to Policies 5122 – 5122F

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a fingerprint criminal background investigation:

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

CURRICULUM

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

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

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

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

DISCIPLINE AND DISCHARGE

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

DRESS CODE

Teaching is a professional occupation and teachers should dress professionally and appropriately for their content area. Each day should be treated as a professional learning environment thus there are no “casual Fridays” when students are in school. The last Thursday of each month will be Pioneer Day where teachers are encouraged to wear Pioneer gear that day which can include blue jeans.

DRUG-FREE WORKPLACE (Refer to Policy 5226)

All District workplaces are drug and alcohol free (Board Policy 5226). 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.

DUTY HOURS

Morning arrival time at the building is no later than 7:40 a.m. All teachers are expected to be in their rooms at 7:40 a.m. until 4:20 p.m. Afternoon departure time is 4:20 p.m. All teachers will have breakfast and/or lunch duty assigned throughout the course of the year. Personally contact Ms. Wolery if you need to leave the building during duty hours. Written notes or email will not be accepted for these requests. If Ms. Wolery is unavailable, see Wendy Taylor or Suzanna Johnson. Please sign out of the main office of your building when leaving.

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. Staff will be contacted via text, email, social media, etc.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures and detailed staff responsibilities in the event of such emergencies as disorderly behavior, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, etc. Copies of the emergency procedures plan will be available in the office and other locations throughout the building. (Refer to Policy 8301)

EMPLOYEE ASSISTANCE PROGRAM

The Big Sandy School District has a mentoring program to assist teachers. Contact administration if you have questions regarding this program.

EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS, AND DISTRICT EQUIPMENT (Refer to Policy 5450)

Computers, computer files, the e-mail system and software furnished to employees are Big Sandy Schools property intended for business use. The District e-mail and Internet systems are intended to be used for educational purposes only, and employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other processes. All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

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

Employees should not use a password, access a file or retrieve any stored communication without authorization. Big Sandy Schools strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Big Sandy Schools prohibits the use of computers and the email system in ways that are disruptive, offensive to others or harmful to morale.

For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.

Big Sandy Schools purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Big Sandy Schools does not have the right to reproduce such software for use on more than one computer, Employees may only use the software on local area networks or on multiple machines according to the software license agreement. Big Sandy Schools prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Superintendent or any member of management upon learning of violations of this policy. Violators will be subject to disciplinary action, up to and including termination of employment.

EQUIPMENT INVENTORIES

A list of equipment purchases is kept in the district office. If you have equipment that is broken beyond repair or is obsolete, you need to submit a description and serial number to the superintendent for inclusion on the obsolete equipment list. The office will notify you of final disposal methods.

EVALUATION OF STAFF (Refer to Policy 5222)

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.

EXTRA-CURRICULAR ACTIVITY FUNDS

1. Sponsors and designee (normally the class treasurer) should count any money to be deposited into the student Activities Fund.
2. Arrangements for money for change, etc., must be made through the high school clerk. Please give her adequate notice.
3. Activity checks will be written on Thursday each week. Submit all requisitions and bills to be paid by Thursday at 8:30 a.m., so that they may be processed in a timely manner.
4. Printouts of the accounts will be done on a monthly basis. All sponsors will receive a transaction journal at the end of each month. The monthly printouts should be maintained by the advisor.
5. No money should be kept in your room. You are responsible for money not properly secured.

EXTRA-CURRICULAR SPONSORS

1. The sponsor's personal conduct should be above reproach.
2. The sponsor will approve and attend all activities involving their group. Do not approve an activity that you cannot attend!
3. The sponsor should encourage and help organize activities.
4. The sponsor should be present at all extra-curricular activities for which they are responsible. Student groups must not be left on the grounds without supervision.
5. Sponsors should make every effort to make all projects a success.
6. Sponsors should be on time for all activities.
7. Sponsors must keep current with all financial transactions of the organization for which he/she is responsible. Money must be deposited in the school account. Money does not legally belong to the group. It legally belongs to the District and is held in the district name and used for the benefit of the student activity.
8. When sponsoring a dance, the sponsor is responsible for securing a second adult chaperone.
9. All sponsors or chaperones should be at the activity site 30 minutes before the activity is scheduled to begin.
10. All funds must be secured in the office. Advisors are personally responsible for all monies not properly secured.
11. All requests for cash boxes need to be made to the clerk by Wednesday morning before the funds are needed.
12. If your group travels overnight and is a co-ed group, you should secure at least one chaperone of the opposite sex.

FACULTY MEETINGS

Faculty meetings will be held when needed at the discretion of the superintendent or principal and are tentatively scheduled to be once a month.

FAMILY NIGHT – WEDNESDAY EVENING

No school activities are to be held on Wednesday evenings. No students are allowed in the school or gym (including those students who participate on a town team) after 7:00 p.m. on Wednesdays.

FIELD TRIPS

Field trips by any class are to be encouraged when they are in line with a specific curricular objective(s). They should only be made after study and discussion of a particular project and should be followed by further study and discussion after returning from the trip. Only school-authorized vehicles may be used in transporting students. It is highly encouraged that school sponsored field trips be scheduled on Fridays when school is not in session.

FIREARMS AND WEAPONS (Refer to Policy 3311)

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

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

Possession of Weapons other than Firearms

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

FUND RAISING (Refer to Policies 3530, 4321, 7225)

All organizations, clubs, sports teams and others who wish to sell items for fundraising must receive approval from the superintendent in advance.

All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by administration prior to the activity being initiated. Fundraising must not interfere with or disrupt school.

All money raised must be received 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.

Crowdfunding

All crowd funding requests and receivables are governed and supervised by board policy. Crowd funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. Proposals, products, and resources generated through crowd funding must receive prior approval from the Superintendent or designee. Approvals for proposals or gifted resources may be denied based upon but not limited to: technology, curricular, and/or activities incompatibility; long term sustainability concerns regarding materials, service, and/or staffing; conflicts with district initiatives, state or federal law. As public employees, staff members are subject to Montana public employees' ethics laws. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a crowdsourced effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS (Refer to Policy 4320)

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

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

HARASSMENT/BULLYING/INTIMIDATION (Refer to Policies 5010, 5012, 5015)

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

The District will strive to provide employees a work environment free of unwelcome sexual

advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

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

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

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

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

Any staff member who is subject to, or knows of, such harassment is directed to notify administration 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.

SEXUAL HARASSMENT (Board Policy 5012)

The District will do everything in its power to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

HOMELESS STUDENT RIGHTS

Our school and school district provide equal access and comparable services to all students. A homeless student's residence is determined by the residence of the parent/guardian. A homeless student must meet all MHSA eligibility criteria for participation in any MHSA sanctioned activity. Contact the school district's Homeless Liaison and Activity Director for further assistance.

Daniel Schrock
Homeless Liaison

Big Sandy Public School
PO Box 570
Big Sandy, MT 59520
406-378-3403

INTERNET USE (Board Policy 5450)

Use of the Internet and email is governed by school board policy. Please use the systems for educational purposes only.

JURY DUTY

Big Sandy Public School will release staff members to act as jurors. The staff member will receive regular school wages and can retain money for travel, lodging, and eating expenses. The staff member will give compensation jury duty pay to the school. The school will pay for the substitute.

KEYS

Do not lend your keys to students. At no time should students be admitted into the building for activities unless supervised by a teacher. Please do not unlock classroom doors or admit students to locked, unsupervised classrooms.

LESSON PLANS

Lesson plans should be submitted to Ms. Wolery by 8:00 am every Monday morning. The lesson plans should be detailed enough for a substitute teacher to follow and effectively teach the lesson by looking at the lesson plans. If an absent student has questions regarding the lesson plan they should contact the teacher.

LIBRARY

The library is to be used by those students doing research, computer work or browsing for leisure reading. At the discretion of the librarian, students may work in small groups. The library is an extension of the classroom and will therefore maintain a quiet atmosphere. Students transferring to the library from a classroom must be prepared to work quietly or they will lose their library privileges. Please do not send your classes to the library without checking beforehand with the librarian or aide assigned to that area or send a student for a make-up test without notification of the librarian or aide in charge.

MARKS/GRADES

- A. Be consistent whenever you are marking students.
 - 1. Consider absenteeism when giving marks. Remember, your instruction in the

classroom should be the most important part of the daily lesson. Learning that is lost due to absences can never be adequately replaced. Each day of absenteeism constitutes one-fortieth of each marking period.

2. **Academic Non-Performance:** Academic non-performance results when a student does little or no homework, fails to complete assignments, and receives grades of F's or D's on a regular basis. Non-performers are students 16 years of age or older who choose not to take advantage of their educational opportunities. These students will be assessed to determine their education needs and placement. Non-performers may face expulsion.
3. Grades **MUST** be inputted in the electronic Gradebook and should be at least three grades per week. Grades need to be updated every Monday morning by 8 am. Classes that meet twice a week should have at least one grade per week entered into the gradebook.

B. Mark Description

1. An "A" student is careful, thorough, and prompt in preparation of all required work. He/she is quick and resourceful in using suggestions for extra study. He/she has enough interest to undertake original projects beyond assigned work. He/she uses time well. He/she does not guess. He/she shows leadership in class activities. He/she has excellent self-control and effective study habits.
2. A "B" student prepares assignments carefully. He/she is conscientious and dependable. He/she responds readily when called upon. He/she has good study habits. He/she sometimes does more than routine assignments.
3. A "C" student does good work but requires considerable direction from the teacher. He/she is usually dependable, has good intentions, though interest does not always seem keen. He/she is satisfied to do only minimum requirements though he/she sometimes responds to suggestions. He/she needs prompting by frequent questions.
4. A "D" student barely does passing quality work. He/she lacks effective study habits. He/she fails frequently to complete assigned work. He/she is too easily diverted from any task. He/she lacks a sense of responsibility. He/she requires constant help and suggestions. He/she shows sufficient mastery to warrant the opinion that he/she will grow more through advancement than through repetition of the course.
5. An "F" student fails to accomplish the minimum essentials of the course. He/she needs to spend more time on the subject. He/she may lack the ability to succeed in certain areas. His/her study habits are usually poor and ineffective. Irregular attendance and defective physical conditions may be the cause of the failure. He/she is frequently not interested enough in the subject matter to make up work missed during absences. He/she sometimes loaf along the first part of the course, and then decides too late to get down to business.
6. An "I" (incomplete) means the student has not met all of the requirements for

credit. The “I” may be removed or replaced by a regular grade upon completion of the work within two weeks after the grading period. All incompletes not removed during the two-week period automatically become an “F.”

7. Student grades are final when posted to their transcript and can only be changed through administrative action.
8. Grading System – Grades 2-12

Please follow the recommended grading system in your classrooms

Grade	Percentage	GPA
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	0-59	0
I	Incomplete	0

All teachers should be maintaining computer grades on a consistent basis and it is recommended to give at least three (3) grades a week. Parents will be able to access Infinite Campus to check student progress in grades K-12.

MATERIALS DISTRIBUTION (Refer to Policy 4321)

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

MILEAGE FOR PERSONAL VEHICLE USE

Mileage at the state rate will be provided to employees who must use their personal vehicles for school business. This must be approved by the superintendent in advance. Mileage will not be paid for personal vehicle use if the school district vehicle is available.

PARTICIPATION IN POLITICAL ACTIVITIES (Refer to Policy 5224)

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.

PASSING TIME

All teachers will assist in hall supervision between classes by standing outside their classroom door during class change.

PERSONAL CONDUCT (Board Policy 5223)

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

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

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

PERSONNEL RECORDS (Refer to Policy 5231 & 5231P)

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

The District may release public information regarding the professional qualifications, degrees, and experience of teachers and the qualifications of paraprofessionals to parents upon request. Access to other information is governed by Policy 4340.

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

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

PHONES

Classroom phones are for professional use. They are not personal lines for student use. Do not use the phone during class time. Phone calls you receive during instructional time will be transferred to voicemail unless there is an emergency. Students are not to be granted use of classroom phones. Except for classroom time, students are allowed to use the hallway phones in either building.

Teachers will use cell phones appropriately during working hours. Student cell phone use is outlined under district policy 3630. Management of cell phones in your classroom will follow the guidelines laid out in the student handbook.

PIR DAYS

The scheduled duty hours for Pupil Instruction Related days vary but will be 6 hours of PIR time per session. On the MEA PIR days, all teachers must attend the MEA convention or workshops or file a Flex plan with the Superintendent or Principal by September 1, of each school year.

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Teacher preparation time shall be used for professional reasons. Personal matters should be handled during unassigned lunchtime hours. If a good cause exists for leaving the building during prep time, you **MUST** make prior arrangements with the Superintendent or Principal.

PURCHASE/REQUISITION ORDERS

A requisition form must be obtained from the office prior to placing any order. The superintendent must approve all orders in writing. Purchases made without approval will be the financial responsibility of the employee. When the shipments arrive, they will be checked in by the receiving clerk and delivered to the correct building/classroom. Activities purchase orders must be used when placing orders using Student Activity Funds. These purchase orders require a student officer (when applicable) and the appropriate advisor's signature before delivery to the office for processing. Activity sponsors are

responsible for verifying orders. DO NOT OPEN, OR REMOVE FROM THE RECEIVING AREA, ANY BOXES, MERCHANDISE, SUPPLIES, ETC.

Do not buy items personally and then ask for reimbursement, as you will not be reimbursed. If the proper procedure is not followed, those making the purchase will be held responsible for payment of the bill. NO teachers are to make personal purchases using the name of Big Sandy Public Schools.

Requisitions are due in the office in early spring. Teachers must list all supplies needed for the coming year. A folder will be made available with your name as a title. Use a separate requisition sheet for each vendor. Teachers will rate priority; #1 needed to run the program, #2 being of medium importance (would like to have but can do without), and #3 being the least important (can do without but would enhance the program). Please subtotal each page and show a final total on the 1st page.

REGISTERED SEX OFFENDERS

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

RELEASE OF GENERAL STAFF INFORMATION

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

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

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

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

RESIGNATION OF STAFF

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

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

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

RETIREMENT

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

SAFETY COMMITTEE

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

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

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

SEMESTER TESTS

Semester tests will be required for all students in grades 9-12

SERVICE ANIMALS (Refer to Policy 8425 – 8425P)

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

SPECIAL EDUCATION/504

To implement a pre-referral, contact the K-12 Special Education teacher.

SPECIAL INTEREST MATERIALS

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

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

STAFF COMMUNICATIONS TO THE BOARD (Board Policy 1520)

All official communications to the Board from supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to applicable procedures for complaints and grievances. Discussions of personalities or staff grievances are not appropriate.

STAFF DEVELOPMENT

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

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

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

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

STAFF HEALTH AND SAFETY

In order to ensure 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 the 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.
3. 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.
4. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or does not accomplish its intended function.
5. 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 another accessory).
6. 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.
7. 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.
8. 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.
9. 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.
10. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings.
11. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury.
12. 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.
13. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the Danger.

14. 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.
15. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards.
16. 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.
17. 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.
18. 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 with 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 consult with teachers concerning their student's welfare and education. Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

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

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

STAFF ROOM

A staff room is provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to "pitch in", as needed, to help keep this gathering area clean and orderly. Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

STUDENT ACCIDENTS/ILLNESS

If a student becomes injured, immediately notify the office and fill out an accident report form. This applies to classroom incidents as well as any extracurricular activity. Do not give any medicine or drugs to a student. Accident Reports can be found in either of the main offices.

STUDENT ATTENDANCE

Each teacher must keep a regular and accurate attendance record for each of his/her classes. Within the first 10 minutes of the class period, attendance should be posted on your computer. Students who are **tardy** of the first hour or fifth hour must have a properly signed admit slip from the office.

STUDENT DISCIPLINE (Board Policy 3310 & 3310P)

It is the responsibility of the classroom teacher to maintain a good learning atmosphere at all times in his/her classroom.

- A. A teacher shall be responsible for the discipline of pupils enrolled in his/her classes and should handle his/her own discipline problems whenever possible. The teacher should feel free to consult with the principal about any discipline problems he/she may be having.
- B. A teacher should aid in controlling misbehavior of students observed in non-classroom areas and should make an immediate report to the principal.
- C. To avoid discipline problems, a teacher should always be well prepared for each class and should make sure the students make good and full use of their time. Classroom instructional time should not be used for non-instructional purposes (i.e., computer games, study hall, movies, free time).
- D. Detention slips will be provided to all teachers and should be filled out and turned into the office. Every reasonable attempt will be made to call a parent if you are giving detention. If a student has been given three detentions in the same class from the same teacher then the Principal, Teacher, Student and Parents will have a meeting to discuss the behavior.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

STUDENT EVALUATION PROCEDURES

Be consistent and objective whenever you are evaluating students.

Mid-Term Reports – Parents/Guardians can access midterm grades via the Infinite Campus website and will be encouraged to do so. Mid-terms will be mailed to students in grades 7-12 upon request by parent/guardian.

Quarter and Semester Reports – All student evaluations will be recorded and submitted via the computer network. All grades should be closely checked for accuracy and submitted on or before the deadline at the end of the grading period. Proper setup of your electronic Gradebook will expedite this process.

Eligibility Reports – Updated grades for each student are due every Monday morning by 8. After 8 o'clock each Monday Morning the AD will email out a list of students who are failing. Those students will be ineligible to participate in extracurricular activities from Tuesday to the following Monday.

SUPERVISION OF STUDENTS

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

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

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

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

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

TEACHING ABOUT RELIGION

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

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

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

TELEPHONES AND OTHER MOBILE DEVICES (Refer to Policy 5630)

Telephones are available throughout the building for staff convenience.

Employee Use of Mobile Devices

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

District employees are prohibited from using mobile devices while driving or otherwise

operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes.

Emergency Use

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

Use of Personal Mobile Devices

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

TEXTBOOK RECORDS

All textbooks must be stamped PROPERTY OF BIG SANDY SCHOOL DISTRICT, numbered, and dated. Use the following procedure: example (01/60/02) where the first number is the number of the book, the second number is the total number of books received, and the third number is the year of the purchase. An accurate record of all textbooks issued to students should be on file in your classroom; use the record form from the office. Students will reimburse the school for destruction or loss of schoolbooks assigned to them for the school year. Textbook inventory covering all the volumes in each department must be kept up-to-date and recorded on the teacher's inventory list. Teachers receiving new texts must submit the following information to the office: title, publisher, copyright date, and ISBN at the start of each school year. Teachers should require students to cover textbooks.

TRANSCRIPT OF CREDITS and CERTIFICATES

Your up-to-date teaching certificate must be signed by the County Superintendent and on file with the district superintendent within sixty days of the first day of school. Your complete transcripts, in accordance with the provisions of the collective bargain agreement, must be submitted to the superintendent no later than October 15th of each calendar year.

TOBACCO-FREE ENVIRONMENT

Any use of tobacco products inside any school building or on school grounds is prohibited.

TRAVEL ROSTERS

Teachers removing students from classes will supply the teaching staff with a roster naming the students, the day(s) missed, and the hours the students will miss. The rosters will be

issued to the secretary at least two days prior to the departure of the students. This is to assist staff with lesson planning.

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 permission from administration.

VIDEO SURVEILLANCE (Refer to Policy 3235)

The School District is equipped with video cameras on district property and on district buses. Video cameras are not equipped with audio. The District may choose to make video recordings as part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING MEDICINES TO STUDENTS (Refer to Policy 3416 & 3416F)

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

ASSEMBLIES

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

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS (Refer to Policy 3417)

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.

CORPORAL PUNISHMENT (M.C.A. 20-4-302)

No person who is employed or engaged by the District may inflict or cause corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

DAILY ANNOUNCEMENTS

High School announcements are scheduled to be given during the first period on Monday and Thursday. Please turn in any announcements to Wendy.

DANCE CHAPERONES

Chaperones shall be appropriately attired and present for the duration of the dance. They shall supervise the halls, bathrooms, and activity room, as well as the behavior of the participants. Only Big Sandy High School students are allowed to attend unless named on a guest pass list. Problems should be reported to the administration as necessary. The outside door shall be locked at 10:30 p.m. unless an exception is granted by the administration. No one shall be admitted to the dance following this time. Anyone leaving the dance will not be allowed to return. Chaperones shall check all doors.

DETENTION

Teachers will be expected to assign and administer their own detention in accordance with the building's classroom management plans. The office does not administer teacher assigned detention unless approval is obtained from the principal prior to assigning the student(s) detention.

DISMISSAL OF CLASSES

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

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

DISASTER DRILLS

State law requires 8 disaster drills in a school year. 4 drills will be disaster drills and 4 drills will be fire drills. Please instruct each of your classes on the proper procedure to follow during fire drills. Diagrams illustrating traffic lanes for vacating the building will be posted on each classroom door or bulletin board. At the fire alarm signal, different from the regular bell, teachers should close all windows, and with the class, exit in the recommended direction, closing the door on the way out. Once outside, and well away from the building, the teacher must take attendance to be certain that all students are accounted for. If someone is missing, notify the principal at once. If we evacuate, you must account for all students!!

FEATURE FILMS/VIDEOS

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

GRADING SYSTEMS

An effective grading system is more than an evaluation tool; it is also an instructional tool and a motivational tool.

- A. Features of an Effective Grading System:
 1. Evaluation should be based on clearly defined course objectives.
 2. Class lectures, projects, assignments, and tests must be clearly related to course objectives and evaluation procedures.
 3. A percentage of the final grade should be based on daily participation and effort.
 4. The grading system includes a monitoring system that gives students immediate and continual feedback on their daily performance and effort.
 5. Effective grading systems must include relatively immediate feedback on written assignments and tests.
 6. An effective grading system encourages students to keep track of their own grades.
 7. Grades should be based on points so students understand the relative weight of assignments, test participation, etc.
- B. Designing an Effective Grading System:
 1. Establish a percentage of the grade for classroom performance based on maturity, self-motivation, type of subject and course level.
 2. Design an efficient system for monitoring and recording daily classroom

behavior.

3. Determine the approximate number of total points students may earn for tests, assignments, and class projects during the term.
4. Determine the total number of points students may earn for participation and effort during the term and establish a weekly point total for class performance.
5. Establish criteria and point values for earning class performance points.
6. Assign weekly performance points.
7. Design a procedure for giving students their weekly classroom performance grade.
8. Design a form for students to record their own grades.
9. Teach students how your grading system works.
10. Update electronic Gradebook prior to departure on Thursday or the last academic day of the school week.
11. Design all class activities, assignments, tests, and papers around the curricular objectives adopted by the school and unit objectives.

HOMEWORK (Coordinate with Policy 2430)

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

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

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

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

Homework should require the use of those materials only when the student has had instruction in such use.

MAKE-UP WORK

Students have two days for every day of absence to make up assigned work for days absent. (This does not include school-related absences or pre-arranged absences as that work should be done before leaving). **NOTE:** While students are encouraged to complete any work they missed during classes from which they were truant.

MEDIA ACCESS TO STUDENTS (Refer to Policies 3600P – 3600F1 – 3600F2)

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 administration 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.

MOVING CLASS/HOLDING CLASSES OUTDOORS

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

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 student involved.

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 administration approval and district policy.

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

VISITORS

Students are not permitted to bring visitors to school without prior approval of administration.

Staff members are expected to report any unauthorized person on school property to administration

EMPLOYEE ACKNOWLEDGEMENT FORM

The teacher handbook describes important information about Big Sandy School and I understand that I should consult the Superintendent regarding any questions not answered in the handbook. I have entered into my employment relationship with Big Sandy Schools voluntarily and acknowledge that the specified length of my employment is stated in the signed contract.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the school board of Big Sandy Schools has the ability to adopt and make revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook and understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME: (printed):

EMPLOYEE'S SIGNATURE:

DATE: _____

