

# ANDERSON SCHOOL STAFF HANDBOOK

## Welcome to Anderson School District #41

Every employee at Anderson is a valued member of a dynamic school team. Each person has an opportunity to help students grow physically, emotionally, socially, and academically. As an employee, you may be that special person who touches the life of a student and brings special meaning to school.

This manual will provide answers about employment at Anderson. If you have other ideas or suggestions that will improve the workplace, those will be reviewed and incorporated into this manual. If at any time, you have questions regarding your responsibilities, or any other area of concern, address the issue with your supervisor first.

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

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

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

### **Equal Employment**

Anderson School District is an equal opportunity institution and will not discriminate on the basis of race, color, creed, culture, gender, handicap, or marital status, in its educational programs, activities, or employment policies as required by Title VI, Title IX, Section 504 of the Rehabilitation Act and others. Inquiries regarding compliance with Title IX, VI, or Section 504 may be directed to the Title IX Coordinator (Jeff Blessum) at 10040 Cottonwood Road, Bozeman, MT 59718, telephone (406) 587-1305.

The Anderson School Board is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects school climate and culture. It interferes with student and employee abilities to work and learn. The Board is committed to a policy of non-discrimination within all District programs or activities on the basis of race, religion, gender, culture, age, national origin, or handicapping condition. Implementation of our Non-Discrimination Policy is covered in Board Policy pursuant to the terms of applicable State and Federal laws. It applies equally to all students and personnel.

Persons found in violation of any area included in the Non-Discrimination Policy will be subject to probation, demotion, suspension, or termination or other sanction as determined appropriate by the Superintendent.

### **Educational Philosophy**

The Anderson Board of Trustees is collectively entrusted with the education of each student enrolled in School District No. 41. The Board desires a challenging education in a pleasant environment for each student to achieve to his/her fullest potential. To this end, Anderson's trustees are committed to drawing together community resources under the following statement of mission:

### **Mission Statement**

The Anderson School District will foster and maintain a challenging, nurturing learning environment for every student. We will achieve this through small class sizes, highly trained teaching professionals, innovative use of limited resources, and high levels of community involvement.

### **Goals**

Academic Program - To create an academic program which can be constantly adjusted to fit each student's skill level and enable each student to achieve according to his or her potential as outlined in District adopted curriculum.

Educational Facilities - To provide and maintain educational facilities that will reinforce and promote the goals and aspirations of Anderson students within a safe, orderly environment.

Staff Education - to ensure the participation of the staff in educational programs that will enhance their effectiveness in the identification and reevaluation of student skills and their abilities to adjust classroom programs to assist each student in meeting the objectives of each curriculum.

Information Coordination - to adapt ways to provide opportunities for each student to showcase his/her academic progress and school success with parents' guardians and the greater school community. Each student at Anderson needs to learn to be his/her own best learning ambassador.

Program Development and Evaluation - To foster student, staff, and community participation in the development and evaluation of all programs and policies for the Anderson School.

Student Development/Outcomes - To develop responsible students who have mastered a basic education that should enable them to use their reading, writing, speaking, computing, and thinking to: find joy in learning, communicate ideas, knowledge, thoughts, and feelings, reason critically and creatively, assume social responsibility, further their creative ability, become effective in a changing world, develop personal responsibility and learn who they are becoming.

### **School Policy and Operating Principles**

The Board is responsible for creating and maintaining school policy. Anderson School Board Policy is on file in the administrator's office and in the staff workroom. Employees are subject to Board Policy and the Operating Principles contained in the Staff Handbook. The intent of the Handbook is to provide basic expectations and procedures. If a particular rule or procedure does not contribute to quality education, the rule or procedure should be reviewed, researched, and

revised. Staff input is always welcomed as a means to upgrade the Anderson educational environment. Each staff member is responsible for the contents of this handbook.

**Staff Organization**

***Superintendent***

Mr. Jeff Blessum - 587-1305

***School Secretary***

Mrs. Betty Layton - 587-1305

***Business Manager/District Clerk***

Mrs. Tanya Roberts - 587-1305

***Teachers and Staff***

Kindergarten	Mrs. Heidi Fasting	ext 115
First Grade	Mrs. Lynette Conrad	ext 126
First Grade	Mrs. Martha Schneider	ext 116
Second Grade	Mrs. Kathy Derby	ext 124
Third Grade	Mrs. Leita Zimmerman	ext 122
Fourth Grade	Mrs. Teresa Bills	ext 121
Fifth Grade	Ms. Sandy Wilson	ext 114
Sixth Grade	Ms. Stephani Lourie	ext 113
Seventh &	Mrs. Laurie Kinna	ext 107
Eighth Grades	Mrs. Mary Jo Segaar	ext 111
Resource	Mrs. Paula Schultz	ext 118
Music	Mr. Jeff Vick	ext 110
Health Enhancement	Mr. Dan Ferguson	ext 108
Extended Studies	Ms. Charlotte Dickson	ext 102
Reading/Title I	Mrs. Nancy Becker	ext 119
Library	Mrs. Deb Costle	ext 104
Counseling	Ms. Charlotte Dickson	ext 102
Spanish	Mrs. Lolly Wagner	ext 117
Para-educator	Mrs. Marie Judisch	ext 106
Para-educator		
Para-educator		
Para-educator		
After School Coordinator	Ms. Justyn Di Berto	ext
School Psychologist	Amy Heppler	ext 102
School Nurse		
Food Service Manager	Mrs. Sally Donch	ext 109
Assistant	Mr. Mike Pilon	ext 109
Bus Drivers	Mr. Jim Towner	581-5417
	Ms. Kathrin Olson	587-2572
Custodian	Mr. Jim Towner	
Grounds Keeper	Mr. Don Traubert	587-1081

### **School Board Members**

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

Mr. Joe Long (Chair) - 581-4230  
Mrs. Cynthia Lencioni (Vice Chair) - 587-2615  
Mr. Chris Catlett - 556-7189  
Mr. Gene Miceli - 582-5773  
Mr. Scott Stroh – 585-7853

### **School Board and Meeting Procedures**

The Anderson School Board is composed of five trustees who serve three-year terms. The Board holds monthly open meetings. Unless otherwise specified, all meetings will be held in the 7<sup>th</sup> grade math and science room, at 7 p.m. on the second Thursday of each month, or at other times and places determined by a majority vote.

Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

Items may be added to the agenda by notifying the Board Chair or Business Administrator/District Clerk two weeks prior to the scheduled board meeting. School board members encourage open communications. Staff and parents are invited to contact any trustee if they have concerns or information to share with the Board.

### **Anderson Parent Council**

Anderson Parent Council is composed of any interested member of the school community. The function of the council is to support the school's educational system. Each year new goals are created and funds are raised to support these goals. One of the main fundraisers of the Council is the annual Anderson School Auction. In recent years, money has been raised to purchase computers, software, library books, health enhancement equipment, cross country skis, playground equipment, a digital piano, guitars, and a school-wide membership for the Museum of the Rockies. Many other smaller items have been purchased, and funds have been provided for teachers to purchase items for their classrooms and attend special classes. Meeting times and places are announced in the monthly school calendar or by a hand-carried note home

### **Important School Procedures**

#### ***Week One:***

Complete the following and give to office:

Class schedules (programs)                      Emergency lesson plans

#### ***September:***

All teaching certificates must be filed with the County Superintendent

Professional Goals due the 3<sup>rd</sup> Monday of September

***Weekly or Monthly:***

Copies of classroom newsletters to parents submitted to the Superintendent  
Staff meetings on the first Tuesday of the Month, at 3:30 pm

***Trimester:***

Input grades into Infinite Campus  
Inform office when report cards are ready to be printed

**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. (Policy 4330)

**STAFF OPERATIONS**

***Teacher Day***

Monday – Friday      8:00 a.m. - 4:00 p.m.

***ABSENCES***

***Sick Leave***

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

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Each request will be judged by the District in accordance with Policy 5321 and the governing collective bargaining agreements.

**PROCEDURAL RESPONSIBILITIES**

***Reporting Absences:***

***Teachers***

If a teacher is absent from school, the anticipated absence is reported to the Superintendent (587-1305) as early as possible. When appropriate, call the night before and by 6:30 a.m. the day of the absence. A list of substitute teachers will be provided so the teacher may secure his/her own substitute. In emergency or extreme illness, the teacher may ask the Superintendent to find a substitute. Otherwise, the teacher is responsible for finding the substitute. For second day or longer illness, the teacher is asked to notify the Superintendent by 3:00 p.m. that s/he will be ill the following day so the substitutes can be asked to return.

The day the teacher returns from absence s/he needs to sign the absence report kept by the office.

All staff will complete the **Staff Employee Absence Request/Report** form before they leave for a pre-approved absence.

**Vacation**

The classified and 12-month administrative employees shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

***Classified Employees***

Annual Vacation Leave - Seasonal employees, permanent part-time and permanent full time employees shall earn annual vacation leave credits from the first day of employment. However, employees are not entitled to use any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months.

Part time shall be pro-rated: hours worked/2080 = % of full time.

Vacation Rate for Full-time employees:

1 day – 10 years	= 15 days per year	10 years – 15 years	= 18 days per year
15 years – 20 years	= 21 days per year	20 years and over	= 24 days per year

While each classified employee earns annual vacation leave under section 2-18-611 of the Montana Code Annotated (MCA), use of that leave is governed by section 2-18-615, MCA. It states:

The dates when employees’ annual vacation leave shall be granted shall be determined by agreement between each employee and his employing agency with regard to best interest of the state, any county or city thereof as well as the best interest of each employee.

Vacation must be requested in advance to allow for proper running of the School District operations. A leave of a week or more should be requested a month in advance in writing. A short leave of half a day or a day should be requested 48 hours in advance in writing to the immediate supervisor or the school’s administrator. Since the need to keep operations running is a main reason for being employed, a request does not mean approval.

Each supervisor will consider how many other staff are already gone and the availability of substitutes to meet the needs of the District.

Accumulation of Vacation Leave - Accumulation shall not exceed two (2) times the maximum number of days earned in a year. If excess leave is accumulated by December 31 and not used by March 31, it will be forfeited.

Terminated employees may cash out unused vacation leave at 100 percent.

Seasonal employees shall have all their vacation leave cashed out at the end of each school year.

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

***Holidays***

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

- 1. Independence Day
- 2. Labor Day
- 3. Thanksgiving Day
- 4. Christmas Day
- 5. New Year's Day
- 6. Memorial Day
- 7. State and national election days when the school building is used as a polling place and conduct of school would interfere with the election process

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday.

When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave.

***Sick Leave***

A permanent full-time employee earns sick leave credits from the first day of employment. For calculating sick leave credits, 2080 hours (52 weeks x 40 hours) equals 1 year. Sick leave credits must be credited at the end of each pay period. Sick leave credits are earned at the rate of 12 working days for each year of service without restriction as to the number of working days that may be accumulated. Employees are not entitled to be paid sick leave until they have been continuously employed 90 days.

Terminated employees are entitled to a lump-sum payment equal to one-fourth (1/4) of the pay attributed to the accumulation of sick leave.

Seasonal employees shall have a lump sum-payment equal to one-fourth (1/4) of the pay attributed to the accumulation of sick leave at the end of the school year.

The District realizes that it is the responsibility of its employees to participate in the Judicial System when called. Any employee will be given leave to serve on a jury. If the employee requests Leave-with-pay, s/he must reimburse the District any funds paid by the Court, not including funds to pay for meals and travel. If the employee requests Leave-Without-Pay, s/he may keep all funds paid by the Court. The law allows an employee to appear in court as a witness with no loss in salary under certain provisions. If the employee finds him/herself in either of the above situations, check with administration for specific instructions so that an understanding of what steps to be taken is reached.

***Maternity Leave***

Maternity leave will be treated under the guidelines of a temporary illness. The provisions of the Sick Leave Policy will apply. When Sick Leave has been used, the provisions of the Family and Medical Leave Act will take effect.

***Personal and Emergency Leave***

Teachers may be granted personal and other types of leave according to the terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, classified staff may be granted personal leave. For more information, contact the Superintendent.

**Assigned Duties**

Aides or support staff may be assigned where needed. Morning recess and noon duty are specifically assigned duties. The roster is included in the Appendix. Teachers are to be punctual, bring a whistle, radio and the emergency backpack. If anyone is hurt because a teacher is not on duty, the teacher could be liable and subject to discipline.

**Care/Use of District Property**

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

Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the Superintendent.

Certain District-owned equipment [including computers] may be checked out by staff. Such equipment may not be used for personal financial gain. In the event of loss or damage, a fee will be assessed by the District according to the repair or replacement costs.

**Cash In District Buildings**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office 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.

**Work Day Checkout**

Teachers may leave the building and District grounds during lunch as necessary. Departures during preparation periods must be approved by the building Superintendent. Classified staff are permitted to leave the building and District grounds during their lunch break. All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

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

Written documentation of this report must be completed and submitted to the Superintendent. Forms are available in the office. Failure to report a suspected child abuse is a violation punishable by law and by District disciplinary action up to and including dismissal. (Refer to Policy 5232 & 5232F) A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

**Security**

The **teacher** has the responsibility to see that **the door and windows (if any) to the classrooms are secured** when leaving the building. **General entry doors need to be checked and given a double tug to be certain they are locked.** Each teacher is given a key to the school. **Lost keys that result in re-keying the school are at the expense of the employee.** Employees in the building during non-school hours are directed to lock doors and windows when they leave.

Be conscious of individuals who arouse suspicion. If someone is in the building who does not have a visitor’s pass, invite them to report to the office and/or escort them there or report the situation to the administrator immediately.

**Committees**

Teachers and staff are expected to provide expertise/leadership in committee work. The following chart lists some of the on-going active committees at Anderson School.

Curriculum	Professional Development	Technology
Card/Portfolio	Sunshine	Leadership
Negotiations/Personnel	Response to Intervention	
Safety/School Crisis Response	Positive Behavior Support/Montana Behavior Initiative	

**Community Resources**

Anderson School District is fortunate to have the Bozeman community as a nearby resource bank. School District #7 extends the services of its print shop, central supplies, video/film department, as well as expertise in curricula and instruction. Catalogs are available listing videos, supplies, and other materials for teacher checkout. Our library/media specialist will coordinate and facilitate the pick-up and return of borrowed materials. Utilizing human resources within the greater Bozeman area is encouraged. Keeping the Superintendent informed of outside contracts provides a thread of continuity, input for public relations, and an overall picture of Anderson’s educational program.

**Compensatory Time and Overtime for Classified Employees**

Classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek. **The Superintendent must approve any overtime work of a classified employee.**

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

### **Communicable Disease/Blood Borne Pathogens/Infection Control Procedures**

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

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

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

## **COMPLAINTS**

### ***Student/Parent Complaints***

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

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building Superintendent 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 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 follow-up.

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

### ***Staff Complaints***

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

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

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

### **Contracts and Compensation**

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

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 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 negotiated agreements.

### **Copyright**

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

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

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

### ***"Fair use" guidelines are as follows:***

- I. Printed Materials
  - A. Permissible uses — District employees may:
    1. Make a single copy of the following for use in teaching or in preparation to teach a class:
      - a. A chapter from a book;
      - b. An article from a periodical or newspaper;

- c. A short story, short essay, or short poem, whether or not from a collective work;
      - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
    2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
      - a. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
      - b. A complete article, story, or essay of less than 2,500 words;
      - c. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
      - d. One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
      - e. An excerpt from a children's book, containing up to 10 percent of the words found in the text.
  - B. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.
  - C. Prohibited uses — District employees may not:
    1. Copy more than one work or two excerpts from a single author during one class term;
    2. Copy more than three works from a collective work or periodical volume during one class term;
    3. Copy more than nine sets of multiple copies for distribution to students in one class term;
    4. Copy to create or replace or substitute for anthologies or collective works;
    5. Copy "consumable" works, such as workbooks, exercises, standardized tests, and answer sheets;
    6. Copy the same work from term to term;
    7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
  - D. All sound recordings, including phonograph records, audiotapes, compact discs, and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
- II. Sheet and Recorded Music
- A. Permissible Uses — District employees may:
    1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
    2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
    3. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The

copy may be made solely for the purpose of scholarly research or in preparation to teach a class;

4. Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
5. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
7. Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

B. Prohibited uses — District employees may not:

1. Copy to create or replace or substitute for anthologies, compilations, or collective works;
2. Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;
3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies.
4. Copy to substitute for purchase of music except as noted above (A. 1. 2., and 3.);
5. Copy without inclusion of the copyright notice on the copy.

III. Television-Off-the-Air Taping

A. Permissible uses — District employees may:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the Mrs. Costle, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Video Taping” form to the [library/ media supervisor] for each program videotaped. Mrs. Costle will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;

4. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
5. Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
6. Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

B. Prohibited Uses — District employees may not:

1. Tape off-air programs in anticipation of an educator's requests;
2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
3. Use the recording for instruction after 45 consecutive calendar days;
4. Hold the recording for weeks or indefinitely because:
  - a. Units needing the program concepts are not taught within the 45-day use period;
  - b. An interruption or technical problem delayed its use; or
  - c. Another teacher wishes to use it, or any other supposedly "legitimate educational reason;
5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
7. Exchange program(s) with other schools in the District or other School Districts without the approval of Mrs. Costle;

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.

8. Use the recording for public or commercial viewing.
9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

"Pay" programs received via satellite dish are also subject to these prohibitions.

IV. Rental, Purchase, and Use of Videotapes

A. Permissible uses — District employees may:

1. Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with District policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
2. Use only rented, lawfully-made videotapes;
3. Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction;
4. Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and District policy.

B. Prohibited uses — District employees may not:

1. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

A. Permissible uses — District employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
4. Use a purchased program sent from a manufacturer labeled “archival”, simultaneously with the original copy of the program, provided its use is permitted (not excluded) by the terms of the sales agreement;
5. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user, if not otherwise prohibited by terms of a sales agreement;
7. Adapt a copyrighted program from one language to another for which it is not commercially available, or add features to a program to better meet local needs.

B. Prohibited uses — District employees may not:

1. Load the contents of one disk into multiple computers at the same time, in the absence of a license permitting the user to do so;
2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
3. Make or use illegal copies of copyrighted programs on District equipment;
4. Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin board;

5. Make copies of software provided by a software publisher for preview or approval;
  6. Make multiple copies of copyrighted software (or a locally produced adaptation or modification), even for use within the school or District;
  7. Make replacement copies from an archival or back-up copy;
  8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;
  9. Make multiple copies of the printed documentation that accompanies copyrighted software.
- C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

## VI. Reproduction of Works for Libraries/Media Centers

### A. Permissible uses — District employees may:

1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorated, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.

### B. Prohibited uses — District employees may not:

1. Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;
2. Copy without including a notice of copyright on the reproduced material.

## VII. Performances

### A. Permissible uses — District employees must:

1. Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

## 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.

### **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 name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. 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;
- \* a volunteer assigned within the District who has REGULAR unsupervised access to students.
- \* 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.

### **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 Superintendent approval. Teachers with questions should contact the building Superintendent.

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

### **Daily Schedules/Programs**

By the first week of school, teachers need to hand in a copy of their daily schedule, indicating the number of minutes for each subject. The office will make a copy of the daily schedule for the resource teacher(s). Please include a copy of the daily schedule in the Substitute Teacher folder. Changes in a daily schedule need to be coordinated with the Superintendent and school secretary. Classroom and support teachers need to coordinate teaching efforts with the Resource Program on a weekly basis to ensure compliance with any student having an Individual Education Plan (IEP).

### **Discipline and Discharge**

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

### **Drug-Free Workplace**

No staff member engaged in work in connection with a direct federal grant or contract shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District where work on a federal grant is performed.

Each staff member engaged in work related to a District federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

### **Emergency Closures**

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

The One Call System will be used in the event of delayed openings or school closures.

### **Emergency Procedures Crisis Response Plans**

All staff will be provided with a copy of the District's crisis response plan - detailed staff responsibilities in the event of such emergencies as fire, earthquake, bus, bomb threat, hazardous materials, assault/terrorism, suicide, accidental death of student/staff, nuclear warning, acts of vandalism, plant system failures, assault/violence/intruder on campus, and severe weather.

Copies of the crisis response plan will be available in the office and other strategic locations throughout the building. (Refer to Policy 8301)

### **Employee Electronic Mail and On-Line Services Usage**

The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the electronic mail or Internet systems for any purpose.

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

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

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

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

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

## **Evaluation of Staff**

### **ARTICLE 9: TEACHER EVALUATION PROCESS**

#### **9.1 Purpose**

The purpose of teacher evaluation is to improve classroom instruction, foster professional growth, and maintain open communication between the teacher and Superintendent.

#### **9.2 Definitions**

A. Informal Observation: Any non-scheduled visit or observation by the Superintendent to a classroom or to an instructional or performance activity. This may include a post-observation conference between the Superintendent and the teacher. If the

Superintendent has a concern with any observation, then a post-observation conference shall be scheduled and completed within two (2) weeks.

B. Formal Observation: An observation by the Superintendent that has been pre-scheduled at the request of the Superintendent or the teacher. This includes a pre-observation conference, a scheduled observation, and a post-observation conference between the evaluator and the teacher. The post-observation conference shall occur within fifteen (15) working days of the formal observation.

C. Evaluation: A written summary of teacher performance based on at least one formal observation and one informal observation. The evaluation may include all aspects of employee performance, including what has been directly observed and/or what has been investigated and substantiated (see 8.9 below). This written summary shall be discussed with the teacher and signed by the teacher and the Superintendent, with one copy to the teacher and one copy to the teacher's personnel file. This evaluation discussion may also serve as the post-observation conference for the final observation.

D. Pre-Observation Conference: The conference held so that the Superintendent can be apprised of the teacher's objectives, methods, and materials planned for the time to be observed.

E. Post-Observation Conference: The conference held to provide an opportunity for feedback, identification of strengths, and direction for areas to be developed. This conference is documented by a written summary signed by the teacher and the Superintendent.

### **9.3 Evaluation Instruments**

The Informal Observation, Formal Observation, and Report of Performance Evaluation instruments to be used are included in Appendix E of this Agreement. The Superintendent and the Leadership Committee shall meet as needed to develop and revise the District's evaluation instruments, and shall mutually agree on the instruments to be used by the District. Upon completion of the revisions, the negotiation team shall meet to amend and ratify this Agreement with the revised evaluation instrument. A revised evaluation instrument shall be approved by the staff and Board no later than October, 2011, and shall replace Appendix E. If the revised evaluation tool is not approved by this date, then the existing instrument shall be used until replaced.

### **9.4 Notification of Evaluation**

Teachers will be advised during pre-school meetings/workshops of the District's evaluation procedures. Except for substitutes, teachers joining staff after the commencement of the school year will be advised of the District's evaluation procedures by the Superintendent. 14

**9.5 Evaluation of Non-Tenured Teacher**

At least two (2) written evaluations shall be made for all non-tenured teachers each year. These evaluations will include classroom observations as defined above. All evaluations shall be completed by the Superintendent by May 1.

**9.6 Evaluation of Tenured Teacher**

At least one written evaluation shall be made for all tenured teachers at least every other year of employment. The observations included in each evaluation may be conducted at any time in the two-year period. All evaluations shall be completed by the Superintendent by May 1.

**9.7 Evaluation Content**

If the teacher believes the evaluation or a post-observation summary is incomplete or inaccurate, the teacher may submit any objections in writing. These shall be attached to the personnel-file copy of the evaluation, provided such written objections are submitted to the Superintendent within twenty (20) working days after the teacher's receipt of the evaluation. It is the District's right and responsibility to assess performance and therefore, the content of evaluations performed in accordance with the provisions of this Article are not grievable.

**9.8 Improvement of Professional Performance**

Should deficiencies be observed in a teacher's performance, the evaluator shall provide the teacher with specific, reasonable, written recommendations for improvement and with definite, positive assistance, including time during the school day, material resources, and/or consultant services to implement the recommendations. The plan for the improvement of professional performance shall begin as soon as practical. If the teacher fails to meet the written recommendations for improvement and nonrenewal is imminent, the teacher is entitled to representation. If an improvement plan is put in place for a tenured teacher, observations and evaluations will be in accordance with the improvement plan.

**9.9 Complaints/Concerns**

When the District receives a complaint or concern, it shall present a summary of the allegations to the subject teacher as soon as possible, but not later than thirty (30) working days from receipt, and the teacher shall be afforded the opportunity to respond or rebut. A Review of Services will be handled in accordance with District policy.

**Fair Labor Standards Act**

Regular working hours for all classified staff will be set by the Superintendent. 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 Superintendent. 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.

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 Superintendent prior to the activity being initiated. Fund-raising requests must include an

explanation or justification for the proposal, consistent with building and/or District goals. Fund raising must not interfere with or disrupt school.

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.

### **Gifts and Solicitations**

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

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

### **Guest Speakers/Controversial Speakers**

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

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

### **Harassment/Bullying/Intimidation**

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

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

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

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

4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

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

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

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

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

### **Insurance Benefits for Employees**

Employees of Anderson School District #41 who work in a position of 20 hours or more a week will be offered the District single coverage health insurance. Any staff member/s not taking advantage of this policy within thirty (30) days of the designated enrollment dates will be required to file a medical statement of fitness. If found to be an unacceptable risk, the application may be refused.

Participation in the flexible benefits plan is optional. Any employee may contribute to the medical expense account, insurance account, or dependent-care account.

### **Keys**

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc;
3. Keys may not be loaned [to students or to individuals not employed by the District].
4. Lost or stolen keys must be reported to the Superintendent within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property.
5. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
6. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the Superintendent to keep their keys as appropriate.

### **Lesson Plans**

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

To insure proper planning and continuity of instruction, the Board requires that each teacher keep up-to-date lesson plans and a plan book reflective of the curriculum guide for each subject taught. The format for the lesson plan will be specified by the Superintendent and will be reviewed on a regular basis. The lesson plans must be readily available, when a guest teacher is needed. (Policy 2123)

### **Teacher Preparation for a Guest Teacher**

In order to ensure that the classroom will run smoothly in the absence of the regular teacher, the following guidelines are suggested:

1. Have clear, concise lesson plans. All textbooks used should be referenced with page numbers. Project work should be adequately described so a substitute may proceed.
2. The following should be placed in the front of the lesson plan notebook:
  - Pupil list for each class—specials, rotation, and exploratory classes for each group of students
  - Daily schedule with times and behavior expectations
  - Fire and earthquake drill procedures
  - List of any students who has special needs, i.e. severe physical or emotional problems, medication concerns, or 504 conditions-mark these instructions “Confidential”
  - Supervisory duty responsibilities
  - Seating charts, dated so the guest teacher knows how current the chart is
  - Location of materials, manuals, etc.
  - Name of peer at Anderson who will help
3. In the instructions to the substitute, the regular teacher outlines expectations. All papers that are assigned are to be corrected unless there are extenuating circumstances. The regular classroom teacher is responsible to furnish the correction key and procedures.
4. At the beginning of the school year, the teacher needs to discuss behavior expectations with students during the presence of a substitute teacher.
5. If the regular teacher is dissatisfied with the performance of a particular substitute, s/he is to specify the nature of the concern and report to the Superintendent.

### **Materials Distribution**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the Superintendent. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the District.

### **Meetings**

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

Staff meetings will be on the first Tuesday of the month, at 3:30 pm, in the library.

### **Pay Cycle**

Classified employees are paid once a month. Paychecks will be issued by the 10<sup>th</sup> of each month. Time sheets are due to the secretary on the last working day of each month.

### **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. (Policy 5224)

### **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;
6. 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. (Policy 5231 & 5231P)

### **Progress Reports**

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

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

No grade of "D" or "F" should be issued without a written progress report having been sent home, notifying the student and parents of academic deficiencies.

### **Public Relations**

Each staff member does many things daily that promote a positive public image for Anderson School. Every thank you to a visitor, every good word about our school when you are in public, every contact - all help. In addition, staff is encouraged to write articles for the school newsletter, send weekly classroom newsletters home and/or send pictures/articles to the Bozeman Chronicle or to utilize local radio and television stations.

### **Purchase Orders**

All items to be purchased must be ordered on a Purchase Order form and approved by the Superintendent prior to placing an order. Any school employee who orders an item without an approved Purchase Order form is responsible for payment. When a teacher buys something for which s/he needs reimbursement, the teacher must submit a Payment Voucher to the Superintendent along with the original receipt(s). Each full-time teacher has a petty cash allotment for which reimbursements should be made before the end of May of any school year.

All petty cash reimbursement require payment voucher, original receipts, and the Superintendent's approval. (Policy 7320)

**Release of General Staff Information**

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

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

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

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

**Research/Copyrights and Patents**

Staff members engaged in a research project during the work day or who use District resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the Superintendent.

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

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

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

**Resignation of Staff**

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

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

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

### **Retirement**

All District employees shall participate in retirement programs under the Federal Social Security Act and either the Teachers' Retirement System or the Public Employees' Retirement System in accordance with state retirement regulations.

Certified employees who intend to retire at the end of the current school year should notify the Administrator in writing prior to **April 1** of that year.

Those 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 District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA. (Policy 5253).

### **Safety Committee**

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

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

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

### **School Records**

When reviewing a student records, teachers needs to sign the Record Review sheet which states who, why, when the record was reviewed. Teachers need to be sure all cumulative folders, permanent record cards, report cards, benchmarks, etc. are filled out with specific, measurable data. Anecdotal records are a form of research where teacher is observer. If a teacher has a question in regard to school records, ask the school secretary, counselor or Superintendent. Cumulative folders are to be completed each year. Records are to be kept in the office. School personnel may not take school records overnight or remove them from the building. (See Appendix for a copy of ARM on school records).

### **Special Interest Materials**

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

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

### **Staff Conduct**

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

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which 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. (Policy 5223)

### **Staff Development**

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

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

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

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

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

### **Staff Dress and Grooming**

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

Teaching as a professional demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

### **Staff Health and Safety**

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

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

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

4. Employees must not work underneath or over others, thereby exposing them to a hazard without 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 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. Always return lunch trays to kitchen when finished.

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.

### **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 the custody of parents or other authorized persons.

The playground is supervised from the arrival of students on the playground until school begins, during scheduled recesses, and until the departure of busses after school.

### **Teaching about Religion**

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters. However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

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

### **Telephone Usage**

Student use of the telephone should be for emergencies or teacher approved phone calls. Students should use the telephone in their classroom. Student use of the telephone for long distance must be school related with permission.

All staff members must use a personal calling card when making long distance phone calls for personal use. For necessary school related business that requires long distance service, phones in the teacher's workroom, counselor's office and main office are available.

All staff members are not to use their cell phones for calls or texting during class instruction time.

### **Textbooks**

Textbooks are owned by the District. Throughout the school year, teachers are responsible for all copies of every set in use. The District makes every effort to secure excellent textbooks and secure new textbooks on a rotation plan with curriculum adoptions, allowing all grades equal distribution of new textbooks over a period of years. The increased commitment to technology changes the way textbooks are utilized. With all that has been learned over the last ten years about the teaching-learning process, Anderson teachers have committed to focusing on what is best for the student. The textbook may not be the whole answer and learners at Anderson can expect that learning styles will be addressed through teaching strategies tailored to individual student needs.

Textbooks will be found in the teacher's room at the opening of school. Extra copies need to be kept in the classroom for students who forget, parents/visitors, etc. Additional books may be requested from the Superintendent. Teachers are reminded to adhere to copyright laws and Board Policy.

Teachers should request that students peruse texts when they are checked out to them for "damage control." All pencil marks need to be erased from the books assigned to them. Each student needs to understand that writing in school property is vandalism and could result in replacement of the text at his/her expense. When a student says s/he has lost a textbook, the teacher needs to assess the replacement price immediately and call parents or hold the student responsible to carry home the message that replacement needs to occur.

### **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.

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.

## **Student Operational Procedures**

### ***Reporting Accidents***

Anderson employees must report any injury and accidents/he experiences immediately, and fill out an accident report. To avoid accidents, follow appropriate safety practices (i.e. stand on a ladder to hang student displays, not on the chairs, desks, wobbly stools). Failure to report an accident could result in discipline. Accident report forms are available in the office.

### ***Medication***

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. (Policy 3416 and 3416F)

### ***Classroom Visitors/Speakers***

All classroom visitors/speakers must check in at the office before proceeding to the classroom. Please inform the Superintendent about any special guests you will be inviting as resources to your classroom. When appropriate, they should be included in the newsletter either on the calendar or as an article. A follow-up thank you should be written, preferably by the students. Whenever you have special activities or people involved in your instruction, the office needs to be informed. Any classroom visitor is an on-site field trip and the teacher should complete a Field Trip Request Form for On-site.

### ***Communicable Diseases/Students With Hiv, Hbv, Aids***

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

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. (Policy 3417)

### ***Contests for Students***

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

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

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

***Corporal Punishment***

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

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.

***Discipline Code***

With the adoption of the Montana Behavior Initiative as a guideline, Anderson has developed school-wide behaviors that are taught and reinforced. All staff will use the Anderson School Community Behavior Matrix when redirecting student behaviors.

***Dismissal of Classes***

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged.

***Disaster Drills***

There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class at the beginning of each year. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. Please refer to the Crisis Response Plan for evacuation and lock down procedures.

***Feature Films/Videos***

Superintendent approval is required prior to showing a feature film/video to students in District classrooms. Only films/videos rated G or PG may be authorized for classroom use.

Requests are to be submitted to the Superintendent 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 higher rating must have prior parental consent.

### ***Field Trips and Special Events***

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips, when educational objectives achieved by the trip outweigh any lost in-class learning opportunities.

Field trips that will take students out of state, or include overnight stays, must be approved in advance by the Board. The Administrator will have authority to approve all other field trips.

The Administrator will develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

Staff members may not solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

The presence of a person with a currently valid first aid card is required during school-sponsored activities, including field trips, athletic, and other off-campus events.

### ***Mid-Terms, Grades, and Report Cards***

If a teacher has a question regarding a student's work and needs advice or help, s/he is encouraged to involve the Superintendent. If a student is failing or doing work below his/her abilities, the teacher is wise to communicate that to the student and the parents as early as possible and engage in collaborative efforts to assist the child. If the child isn't doing satisfactory work, parents have a right to know and should be notified. Any student, who is not reported at mid-term as failing, may not receive a quarter final grade of "F" unless discussed with the Superintendent and conference with the student and the parent(s) before the report card is issued. Weekly reports and mid-term grades give the student, his/her parents, and the teacher a chance to work together to create a positive school-home learning atmosphere. Involve the Superintendent, counselor, special educator (when appropriate), and specialist teachers in situations where a student is experiencing repeated failure or poor work.

Grades are entered on report cards first, second and third trimesters. Each trimester, each teacher is to give the Superintendent a grade distribution and middle-school teachers should submit a list of honor roll candidates for publication. Currently, Anderson School recognizes Grades 7 and 8 for honor roll. (Policy 3122P)

### ***Homework***

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

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

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

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use. (Policy 2430)

### ***Make-Up Work***

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

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. Zeros will be given in all subject areas for work missed during **out-of-school suspension**. Too many zeros could result in retention.

### ***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.

As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise approved by the Superintendent.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior Superintendent approval is required for all such activities.

### ***Recess***

Students are to freeze when they hear the first whistle and come into the building using voice level one when they hear the second whistle. Recess periods are scheduled for grades kindergarten through sixth for morning and are supervised by instructional aides and teachers.

Afternoon recess periods are not scheduled for some classes in order to meet accreditation standards requirements. Teachers who wish to have an afternoon recess are responsible for supervising or arranging for the supervision of students on the playground so long as it does not interfere with health enhancement classes.

During these periods, as well as during the noon hours, the student should go in and out of the building in a quiet, orderly manner. The best deterrent for misbehavior is teacher visibility.

### ***Playground Rules***

For safety and well being of all students, playground guidelines have been established. Teachers need to CONSISTENTLY follow these rules when they have playground supervision. Students have a responsibility to adhere to practices ensuring safety and well being of themselves and others.

1. When the whistle sounds, students stop what they are doing to listen.
2. Follow directions.
3. Use appropriate language.
4. Use equipment properly (students will be held financially responsible for damaging or destroying any playground items).
5. Return equipment taken from the equipment box at the end of recess.
6. Keep hands and feet to him/herself.
7. Rough games, such as tackling, are prohibited.
8. Snowballs, rocks, and other materials should not be thrown.
9. Students should remain within established boundaries.
10. Once outside, students should remain outside; they are only permitted to re-enter the building with permission from a playground supervisor. Students should walk around to the front entrance to enter the building during recess.
11. No pets or animals are allowed on the playground.
12. During cold weather, students will remain inside when the temperature is below 10 degrees Fahrenheit.

### ***Release Time for Religious Instruction***

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

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

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

### ***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. (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 Superintendent and the parents of the student.

### ***Student Attendance Policy***

The philosophy of the District is that consistent and punctual attendance is vitally important and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents/guardians, and the school. The goal of the District is to promote the growth of a student from parent-school imposed discipline to student self-discipline by the time s/he completes high school.

Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Life-long patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance. The District is committed to foster these patterns in a positive manner.

When a student must be absent due to illness or other unforeseen emergency, the student's parent or guardian informs the school of the student's absence by 8:30 a.m. each day of absence. A note or call from the parent/guardian is needed stating the reason for the absence when the child returns to school. If the absence is due to a communicable illness, the nature of the illness should be stated in a note to the teacher. In cases where doubt occurs concerning the validity of an excuse, the teacher may ask for verification. If a student is not present and the parent/guardian has not notified the school of the absence, the school will attempt to call the parent by 9:00 a.m.

### ***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 Superintendent and person in charge of the student activities program. (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. (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. (Policy 3312)

### ***Student/Parent Handbook***

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the District at other times of the year.

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

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

### ***Student Transportation in Private Vehicles***

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

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

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

**Work Day**

Work hours are set according to a schedule which best fits the position needs. Employees are expected to be at work on time. Lateness due to an unforeseen reason should be reported to the main office as soon as possible so a substitution can be arranged. Unexcused tardiness may result in disciplinary action possibly leading to dismissal. If for some reason the employee needs to have a number of days off, s/he should follow the procedure described under the Leave section

**Workers' Compensation**

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

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form. (Policy 5337)

**Unemployment Insurance**

As required by law, the District must pay unemployment insurance on each and every employee.

**Workers' Compensation**

As required by law, Workers' Compensation is paid on all employees. Please report any injury immediately to the office and complete the necessary accident/injury reports.

**FORMS IN THE APPENDIX**

Teacher Forms

8/25/2011

Accident Report  
Attendance Reporting Form  
Counseling, Referral Form  
Discipline Notice (to be developed by the Anderson Advisory Council)  
Field Trip Request Form - submitted to the Superintendent  
Field Trip Permission Slip - signed by parent/guardian  
504 Referral  
Grievance Procedure - Title IX  
I.E.P. Meeting Format/Special Ed Referral  
Personal Leave Request  
Preapproval or Acceptance of Credits  
Professional Leave Request  
Room Program  
School Records - Guidelines  
Guest Teacher - Evaluation Form  
Guest Teacher - Report  
Guest Teacher List  
Payment voucher - submitted to the Superintendent with original receipts  
Travel Reimbursement Form  
Student Forms and Information  
Attendance Expectations  
Absence Form - Prearranged