

MIAMI ELEMENTARY, SCHOOL DISTRICT #31

STAFF HANDBOOK

2022-2023

The material covered within this staff handbook is intended as a method of communicating to staff 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.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 OPPORTUNITY

The School District will provide equal employment opportunities to all persons regardless of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

DRUG-FREE WORKPLACE

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

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

Each staff member engaged in work related to a district federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction. *Refer to Policy 5226*

TOBACCO-FREE ENVIRONMENT

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

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

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

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

BOARD MEMBERS

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

Susan Gustafson, Board Chair

gustafsn@3rivers.net

Jason Mandel, Trustee

gtjason@miamik8.com

Don Broesder, Trustee

broesderranch@gmail.com

CLERK

Amber Brown, Clerk

Miami31clerk@gmail.com

PONDERA COUNTY: COUNTY SUPERINTENDENT OF SCHOOLS

Elaine McClain/Shanna Graham, Pondera County Treasurer
(406) 271-4015

Jackie Christians, County Superintendent of Schools

cntysuper@ponderacounty.org

BOARD MEETINGS/COMMUNICATIONS

REGULAR MEETINGS

Unless otherwise specified, all meetings will be held at Miami Elementary at 7:00 p.m. on the second Monday 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. When a meeting date falls on a school holiday, the meeting may take place on the next business day.

Supervising Teacher is required to attend all board meetings.

STAFF DUTIES

DUTY YEAR

Full time teachers and staff shall perform the duties as provided in this Handbook for up to one hundred eighty-seven (187) days as scheduled by the School District on the School District calendar. These days include seven (7) P.I.R. days. The Board approved School Calendar is attached.

SCHOOL DISTRICT CALENDAR

The School District calendar shall be a schedule of duty days established each year by the School District prior to May 1st for the succeeding school year. The school calendar will be completed by the Supervising Teacher with assistance from the Superintendent and Clerk. Once the calendar is completed, the Board will make the final approval of such calendar.

The Board may close school for one (1) school day each school year because of an unforeseen emergency and teachers shall not be required to make up time lost. Subsequent time lost due to emergency closure shall be made up as determined by the Board.

P.I.R. DAYS

The School District calendar shall include seven (7) P.I.R. days. Teachers and Paraprofessionals are **REQUIRED** to work on those days. For days of professional development (Teacher's Convention), certificates of completion of courses taken will be required to be sent to the Superintendent by the end of the fiscal year. If teacher and staff cannot prove they worked on the P.I.R. day, those days pay will be deducted from the last pay checks in May. *Please refer to the School Calendar attached to this Handbook for all P.I.R. dates.*

CLASS SIZE AND TEACHER WORKLOAD

School District administration will determine class size and Teacher workload using "Standards for Accreditation of Montana Schools" as minimum standards. Class sizes vary year to year depending on

the number of children in a certain age group. Children will be divided equally amongst the three teachers with Board's approval.

TEACHER BASIC WORK DAY

The length of a work day for classified staff is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight-(8)-hour-per- day/forty-(40)-hour-per-week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by an individual contract. Teachers are expected to extend their work day for two (2) hours once each school year for the purpose of facilitating parent contact time (e.g. Parent-Teacher Conference) at each school.

Teachers and certified staff are expected to be at the school from 8:00 am-3:30pm daily. Staff is expected to use personal leave if absent during these designated times. There will be a time clock in the office to check in and out daily.

CERTIFIED STAFF (TEACHER) DAILY DUTIES

See attachment "A" for required duties for teaching staff.

SUPERVISING TEACHER DUTIES

See attachment "B" for required duties that need to be fulfilled by the supervising teacher.

CLASSIFIED DUTIES (PARAPROFESSIONAL) DUTIES

See attachment "C" for required duties for paraprofessional staff.

SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school.

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 another staff member 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, students may be released only into the custody of parents or other authorized persons.

LESSON PLANS

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

Teachers are expected to prepare lesson plans on a weekly basis.

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

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

MEETINGS

Staff meetings are scheduled and lead by the supervising teacher for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made. Most staff meetings take place during noon hour.

PURCHASE ORDERS/SUPPLY REQUESTS

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

All classroom supplies as needed or desired by the Teachers or staff shall be put into writing and approved by the Board at the monthly board meeting.

REQUESTS FOR REIMBURSEMENTS

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the Clerk. Requests must be submitted by the last working day of the month or within 10 days of the purchase.

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.

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 Board approval. Teachers with questions should contact the Board.

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

INVENTORY

All staff are responsible for inventorying their own classroom at the beginning and end of each school year. Staff will have to divide and conquer the common areas of the school such as the office, supply room and gym by the end of the fiscal year.

STAFF BENEFITS & PAYROLL DEDUCTIONS

PERSONAL LEAVE

Certified Teaching staff shall be granted 12 days of personal leave per school calendar year. These days may be used for personal business or illness. Certified employees are allowed to rollover any unused personal leave into the next school calendar year until they reach a maximum of 30 personal days. After 30 personal days are accrued, certified staff either have to take days off or risk losing the personal leave.

Paraprofessional employees shall be granted 5 days of personal leave per school calendar year. These days may be used for personal business or illness. Classified employees are not allowed to accrue personal time. Therefore, any remaining personal time that is unused at the end of the fiscal year, will be paid out to said employee at their daily rate. This will be included on the last time sheet.

The Board must approve all requests involving four or more consecutive days.

BENEFITS FOR CERTIFIED AND CLASSIFIED STAFF

HEALTH SAVINGS ACCOUNTS/HEALTH STIPENDS

All certified teaching staff and Clerk shall receive a \$5,000 check to put towards a health spending account (HSA) of their own choosing, all certified staff (paraprofessionals) shall receive a \$3,000 check. These payments will be divided into two equal disbursements: October and March.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees. The Miami School District has less than fifty (50) employees, and therefore employees are not eligible for FMLA benefits. Please refer to Policy 5329 for long-term illness/temporary disability leave.

RETIREMENT CONTRIBUTIONS – TEACHER’S RETIREMENT

The School District, on behalf of each Teacher, shall make contributions to the Teachers’ retirement system of the state of Montana provided for in MCA § 19-20-102.9 *See Retirement of Staff for more detailed information.*

SOCIAL SECURITY CONTRIBUTIONS

The School District, on behalf of each Teacher, shall make contributions to the federal social security system as required by federal law

CIVIC, JUDICIAL, AND QUASI-JUDICIAL DUTY

A Teacher called to appear for legal proceedings before any judicial or quasi-judicial or administrative tribunal, including but not limited to: jury duty, arbitration, mediation or fact-finding proceedings, shall not lose compensation for the performance of such obligation. The Teacher's daily salary rate will be continued while on such duty, however, the stipend paid by any court will be deposited at the School District business office. The Teacher may keep monies remitted by the court for expense or mileage allowance while performing such duty.

PROFESSIONAL LEAVE

Professional staff members may apply for leave to attend professional conferences, workshops, etc. Prior approval must be given by Board. Expenses for travel, lodging, and registration fees may be reimbursed at the discretion of the Board. Leave for participation in appropriate public service activities which will benefit the school and the community. A Teacher approved to attend conferences or meetings shall be granted sufficient leave time without loss of compensation. The cost of the substitute Teacher (if any) shall be deemed an appropriate expense of the district.

HOLIDAYS AND HOLIDAY PAY

Please refer to the school calendar for holidays observed by the District. All holidays that are noted on the calendar will be paid. Since our students all are Hutterites, we also observe their religious holidays as well.

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 Board, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the County Superintendent's office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

TEACHER COMPENSATION

SALARY SCHEDULE

The School District reserves the right to withhold the payment of a Teacher's salary (MCA 20-4-202) until such time the Teacher has met all applicable requirements of the School District and the State of Montana. Each Teacher is individually responsible for continuing her/his professional training by earning approved college credits in keeping with the certification requirements of the Montana Office of Public Instruction and the State Board of Public Education. An additional \$5,000.00 will added to the Supervising Teacher's salary for additional duties they are expected to fulfill.

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.

STAFF CONDUCT and STANDARDS

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.

STAFF DEVELOPMENT

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

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

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

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.

COUNTY SUPERINTENDENT ROLES

NEW EMPLOYEES

Every teacher under contract must bring their current, valid certificate to the County Superintendent's office at the time of initial employment, as well as at the time of each renewal of certification. The Superintendent's office will file a copy all certificates, noting class and endorsement of certificates, and will update permanent records 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 Board, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

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

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

investigation:

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

EVALUATION OF STAFF

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

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline.

All teaching staff and classified staff shall be formally evaluated twice a year. Once teachers are tenured, then they shall only be evaluated on an annual basis.

Copies of the district superintendent's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures and Montana Code Annotated. *Refer to Policy 5222*

RESIGNATION/RETIREMENT OF STAFF

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. Letters of resignation from staff shall be accepted by the Board. Once the resignation is accepted, it may not be withdrawn by the employee.

RETIREMENT

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

RETIREMENT PROGRAMS FOR CLASSIFIED EMPLOYEES

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

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.

TERMINATION PAY

The School District shall, upon retirement of a Teacher who is eligible for retirement with TRS, compensate the retiring Teacher for the balance of her/his accumulated personal leave. Compensation paid shall be paid out at teacher's daily rate in the form of a check on teacher's final pay check.

SEVERANCE PAY

The School District shall, upon termination of employment of a Teacher, who has successfully performed twelve (12) continuous years of service with the School District as a Teacher, issue severance pay to the exiting/retiring Teacher at their daily rate. Severance pay will, at the discretion of the Board, be paid from the current school year budget or June 30th.

MILEAGE ALLOWANCE

The School District shall reimburse staff who are required and authorized in the course of her/his employment to operate her/his personal automobile at mileage rates stipulated by the State of Montana. All staff will receive \$3,000 per year for travel to and from the school. The check for mileage will be included on December's paycheck.

PROFESSIONAL DEVELOPMENT/CURRICULUM PAY

The School District shall pay a Teacher who, at the request of the School District and outside of the regular school day, trains other School District employees, engages in curriculum development, engages in professional development. Prior approval by the Board is required.

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 Board as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board Policy 1700.

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

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

STAFF COMPLAINTS

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

DISCIPLINE AND DISCHARGE

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

GENERAL DISTRICT INFORMATION

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the Board via e-mail.

Certain district-owned equipment (including computers) may be used by staff for the duration of the school year. Such equipment may not be used for personal financial gain. All equipment used by staff and owned by the District MUST be approved by the Board. District owned computers need to be checked out at end of the school year.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

CHILD ABUSE REPORTING

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

Written documentation of this report must be completed and submitted to the Superintendent. Forms are available through his office at the County Courthouse.

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*

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

CLASSROOM SECURITY

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

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

COPYRIGHT

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

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. *Please refer to policies 2312 and 2312P.*

EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS, AND DISTRICT EQUIPMENT

The District e-mail and Internet systems are intended to be used for educational purposes only, and employees have no expectation of privacy. Employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

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*

FIREARMS AND WEAPONS

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

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

POSSESSION OF WEAPONS OTHER THAN FIREARMS

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. *Refer to Policy 3311*

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 Board of the date, time, and nature of the presentation whenever such use is planned. Prior Board approval is required.

HARASSMENT/BULLYING/INTIMIDATION

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

("cyberbullying"). Refer to Policy 5015

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

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

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

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

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

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

KEYS

Keys are issued to staff by the Board. 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. Under no circumstance should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the Board within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. *Refer to Policy 5224*

PERSONNEL RECORDS

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

The District may release public information as governed by Policy 4340.

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

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

REGISTERED SEX OFFENDERS

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

RELEASE OF GENERAL STAFF INFORMATION

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

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

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

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

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 Board.

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.

SERVICE ANIMALS

The Miami School District will permit the use of service animals by an individual with a disability according to state and federal regulations. State law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability. *Refer to Policy 8425*

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.

OFFICE

An office 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.

Students are not permitted in the office unless supervised by staff.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana.

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*

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. Staff is always encouraged to attend local CPR/First Aid courses.

First Aid Kit location: Office

TEACHING ABOUT RELIGION

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

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

Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief. *Refer to Policy 2332*

EMERGENCY CLOSURES

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

KSEN

EMERGENCY PROCEDURES AND DISASTER PLANS

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

Copies of the emergency procedures plan will be available to staff and other strategic locations throughout the building. *Refer to Policy 8301*

DISASTER DRILLS

The board of trustees has identified the following local hazards that exist within the boundaries of its school district: Fire, Earthquake, Intruders, Firearms, etc.

All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day to avoid distinction between drills and actual disasters. There will be at least three (3) disaster drills per school year. These will be facilitated by the supervising teacher.

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

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at restrooms, etc., along the way;
2. Close windows, turn off lights, and [lock door/leave door unlocked];
3. Take roll book;
4. Escort class at least 50 feet from the building and take roll.
5. Upon "all clear" signal, escort students directly back to class. Check roll.

STUDENT OPERATIONAL PROCEDURES

CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from their teacher. Should a certain student become problematic, please address this in private with the Board. *See Student Conduct below.*

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.

FEATURE FILMS/VIDEOS

Board 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.

FIELD TRIPS AND SPECIAL EVENTS

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

GRADING

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential. Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed.

Report card key for grades K-2:

- + = Advanced Proficient: Consistently demonstrates above grade-level
- 1 = Proficient: Consistently demonstrates mastery
- 2 = Nearing Proficient: Shows partial progress toward mastery
- 3 = Below Grade Level Expectations: Not making expected progress toward mastery
- = Not making expected progress toward mastery

Letter grades will be used as follows for grades 3-8:

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

There will be minus (-) or plus (+) signs used in grading on report cards.

Grading will be on a nine-week basis.

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

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

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.

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. *See Policy 3310*

STUDENT/PARENT HANDBOOK

A student/parent handbook will be issued to all students at the beginning of each new school year by the Supervising Teacher. 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 course of the year.

RECEIPT OF HANDBOOK

"I have received a copy of the Staff Handbook for 2022-2023. I understand that the Handbook contains information that I may need during the school year. I understand that I will be held accountable for information outlined in the Handbook and will be subject to the disciplinary consequences outlined in it."

Dated this _____ day of _____, 2022.

Print name of employee: _____

Signature of employee: _____

PLEASE RETURN SIGNATURE PAGE TO CLERK TO PUT IN YOUR EMPLOYEE FILE