

**The Rocket Way
Staff Handbook
2017-2018**

**DO THE RIGHT THING!
RESPECTFUL
OWN IT
CHARACTER
KIND
EFFORT
TEAMWORK
SAFE
**EVERY DAY!
EVERY TIME!****

Administration, Faculty, Staff & Board

Administration and Staff:

Alexander Ator Superintendent
JaLayne Obert District Clerk
Nancy Langager Executive Assistant
Peter Wisniewski and Roxanne Sederberg..... Custodial
JoAnne Stark and Lynette Burgan Food Service
Roly DeVries, Jeff Krook and ?????? Bus Drivers
Mary Decker, Misty Pitts and Erin Koch..... Classroom Aide

Faculty:

JoEllen Brennan..... Mathematics
Norris "Cass" Cole Special Education
Brian Frank..... Business and Computers
William Harvison Agricultural
Courtney Halvorsen..... Mathematics and Counselor
Julie Jones Music
Myrna Lastusky..... Library
Ashley McCoy English Language Arts
Jon Milligan Science
George Nelson English Language Arts and Social Studies
Jené Reinhardt Physical Education
Sheila Roberts..... 1st/2nd Grade
Jackie Ronning Kindergarten
James Sigl Social Studies
Crystal Wright 3rd Grade

Board of Trustees:

Sarah DeVries..... Chair
Joel Bertolino..... Vice-Chair
Tyler Allen Member
James Binando Member
Sanford Langager Member

ABSENCES

Sick Leave

Certified employees shall be granted 9 discretionary days per year. Those days will convert to sick leave at the end of each school year. A maximum of 60 sick leave days will be allowed to accrue. Any day beyond 60 sick leave days will be paid out to the employee at substitute teacher rate at the end of the year. This procedure will be followed unless otherwise agreed upon in staff negotiations and the current contract.

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 the governing contract.

Family and Medical Leave Act (FMLA) Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months, who have worked at least 1,250 hours during the year preceding the start of the leave, may be eligible for FMLA leave.

FMLA Length/Purpose of Leave

Employees eligible for FMLA leave under federal law are entitled to take 12 work weeks of leave within a 12-month period for the:

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a spouse, child, or parent with a serious health condition; or
4. The staff member's own serious health condition.

Contact the Superintendent for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and MFLA leave.

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.

Discretionary, Personal and Emergency Leave

Certified staff will be granted leave in accordance with the terms of their current contract and upon approval of the Superintendent. Classified staff will be granted personal leave in accordance with the terms of their current contract and upon approval of the Superintendent. For more information, contact the Superintendent.

ACCESS TO POLICY

All staff members and the public “shall have ready access to [the] District Policy [Manual].” (Policy 1310)

ACTS OF VIOLENCE

The district maintains a policy of zero tolerance on all acts of violence. Teachers and staff members are required to report all acts of violence to the superintendent immediately. If the superintendent is not present at the time of the act the incident is to be reported to the Executive Assistant or staff member in charge, who will follow the administrative policies in dealing with the incident. It is important for staff to maintain the safety of all students and should take all the necessary steps in protecting everyone involved.

ADMINISTERING MEDICINES TO STUDENTS

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the main office unless a student must carry medication on his/her person during the school day.

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.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

All staff members and their spouses attending school-sponsored extracurricular activities held in the district shall be admitted free of charge. Staff members in attendance are expected to assist in the supervision of students and in general crowd control as needed while attending such events. Staff members designated by the Superintendent with responsibility at extracurricular activities are also admitted free of charge.

ASSEMBLIES

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

All teachers are expected to attend all assemblies and complete all assigned supervision duties during assemblies. Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the main office in accordance with established building discipline procedures.

BREAK TIME

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

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

BOARD MEETING AGENDA

For an item to be added to the School Board Agenda it must be submitted to the superintendent at least seven working days before the Board Meeting. The Item will then be reviewed by the superintendent in consultation with the Board Chair to determine if the item will be added. (Policy 1420)

BOARD MEETING PUBLIC PARTICIPATION

Board meetings are held in public; nevertheless, they are not public meetings. Members of the public shall be recognized and allowed input during Board Meetings at the discretion of the Chairperson. (Policy 1441)

BOARD MEETING SCHEDULE

Unless otherwise specified, all meetings will be held in the Roberts School Library. Regular meetings shall be held at 6:00 p.m. on the second Tuesday of each month, or at other times and places determined by the chairman. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day. (Policy 1400)

BOARD OF TRUSTEES

This handbook has been approved by the Board of Trustees. All procedures listed henceforth are therefore the operating procedures of the Roberts School District. (Policy 1000)

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Technology equipment and musical instruments are priority items for theft and damage so please maintain special attention to these items.

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 laptop computers may be checked out or assigned to staff during the school year. 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 \$100. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

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

CELL PHONE ETIQUETTE

Cell phones are not to be used in front of the students unless prior approval is given to the staff member by administration. This includes recess, instructional time and common areas. Cell phones may be used on prep time, other times that students are not present and in case of emergencies. It is our responsibility to model good etiquette with our cell phones.

CERTIFIED SCHEDULE

All certified staff members are scheduled to be in the building from 7:45 AM to 4:30 PM Monday through Thursday. If a certified staff member requires a late arrival or early departure it needs to be cleared with the Superintendent. Other scheduled work hours will include teacher meetings, parent/teacher conferences, open houses and other pre-arranged early outs.

CHECKOUT DURING THE WORK DAY

Departures during preparation periods must be approved by the Superintendent.

All staff members are required to check out and in to the building with the main office. This will enable office staff to respond appropriately to messages or emergency situations.

CHECKOUT AT YEAR END

The Superintendent will use a checkout sheet at the end of the year for all certified staff members. Final pay checks will not be distributed until the staff member has completed the checkout sheet.

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.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

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

CLASS INTERRUPTIONS

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

CLASSROOM SECURITY

When leaving the classroom, locker room, 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 the end of the day.

All staff members are asked to refrain from keeping personal items of value in or around their desks. 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.

CODE OF CONDUCT

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

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

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

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

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

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.

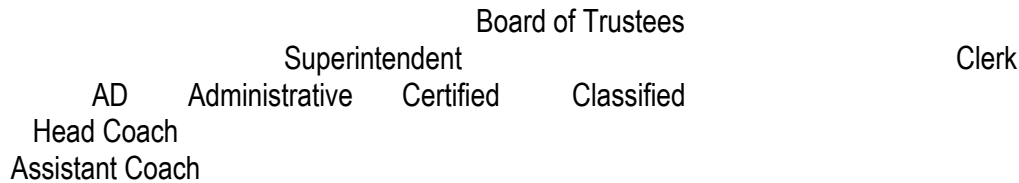
Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs determined by the Board of Trustees. Contact the Superintendent for more information.

COMPLAINT PROCEDURES AND CHAIN OF COMMAND

Roberts's public schools will look towards the common state practice of chain of command to resolve complaints.

1. The problem should be addressed with the individual. In this case it is appropriate to have the employee(s) direct supervisor as a safeguard for both the school employee and the person with the complaint.
2. The complaint should be brought to the employee(s) supervisor attention. In this case the supervisor will meet formally with the school employee(s) and the individual(s) with the complaint.
3. In the case of a complaint against the superintendent, or a complaint that has not been resolved in steps 1 or 2, the person with the complaint may ask to be put on the schools board meeting agenda and with prior notice a discussion with school board, superintendent, district employee(s) and person with complaint can be had in a closed session to protect the private rights of the individual.

At no time is it appropriate to bring concerns about an individual employee of the district to a board meeting in a public session without asking to be on the board's agenda as that individual had privacy rights the rights to defend him/herself.



All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and negotiated agreements regarding the handling of complaints. (For more information see policy 1700)

CONFERENCES

Parent-Teacher Conferences are essential in the district's effort to maintain a close working relationship with parents. Conferences are scheduled once each semester. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for a 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.

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.

CONTRACTS AND COMPENSATION

Contracts for staff members will be initiated for all new 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 the school.

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.

“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) 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.
 - b) Unless authorized by the Superintendent, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.
 - c) 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. The [library/media supervisor] 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.
 - a) 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 the Superintendent;
 - a) 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.
 - a) "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.

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.

CORPORAL PUNISHMENT: Montana School Law (20-4-302) states:

...For the purpose of this section, "corporal punishment" means knowingly and purposely inflicting pain on a pupil as a disciplinary measure...A person who is employed or engaged by a school district may not inflict or cause to be inflicted corporal punishment on a pupil.

Restraint: ...a person who is employed or engaged by a school district may use physical restraint, defined as the placing of hands on a pupil in a manner that is reasonable and necessary to:

1. quell a disturbance.
2. provide self-protection.
3. protect the pupil or others from physical injury.
4. obtain possession of a weapon or other dangerous object on a pupil.
5. maintain the orderly conduct of a pupil including but not limited to waiting in line.
6. protect property from physical harm.

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.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the district 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.

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 Superintendent.

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

DETENTION ASSIGNMENTS

Teachers may detain a student before or 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.

DISASTER DRILLS

There will be at least four (4) 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.

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 lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows, turn off lights, and close the classroom door upon exiting the room;
3. Take roll book;

4. Escort class at least 50 feet from the building and take roll. Report any unaccounted students to the superintendent;
5. Upon "all clear" signal, announced by the administration, escort students directly back to class. Check roll.

DISCIPLINE AND DISCHARGE

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

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student with a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

DRESS AND GROOMING

All staff members 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.

Teachers are expected to set a good example for students in every possible way. As adults and professionals, teachers are expected to maintain their grooming habits by what is most generally acceptable in the business and professional world.

DRUG-FREE WORKPLACE

No staff member engaged in work in connection with a direct federal grant or contract of \$5,000 or more 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.

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

EMERGENCY CLOSURES

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

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures.

Upon emergency closures, each staff member will notify the staff members and parents on their designated phone tree assignments given to each staff member at the beginning of each school year.

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.

Certified probationary staff will be formally evaluated at least twice annually. All other licensed staff will be formally evaluated at least annually.

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

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

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. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Letter grades will be used as follows:

A — Superior

B — Above Average

C — Average
D — Below Average
F — Failing
P — Pass - credit granted, non-graded

NP — No Pass - credit denied, non-graded course
I — Incomplete
W — Withdrawal

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).

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.

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

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

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

FACULTY SPONSORS

Many teachers will be sponsoring a class, a club, or a group. Sponsors are responsible for the organization's actions and finances. Sponsors make decisions concerning the budget book, purchases, and making sure the budget is followed. Please do not assign students these responsibilities.

The following guidelines must be used in dealing with student organizations:

1. All student organizations shall be programmed and their activities permitted only through permission of the class sponsor, the approval of the Student Council and Superintendent.
2. All student activities or organizations shall have a faculty adult sponsor who shall be responsible for the organization of all activities.
3. All student activities shall be governed by the rules and regulations of the Montana High School Association when they apply.
4. Advisors of organizations are to personally direct all activities of their group. A meeting will not be considered legal unless the advisor is present.
5. Advisors are encouraged to become an active part of the group that they advise. Students should be encouraged to do a good job in these endeavors as well as their classroom endeavors.
6. As the advisor of an organization or activity, the teacher is considered the official treasurer of that organization. All monies will be counted, and the accounting and monies turned into the District Clerk.
7. Purchases for your organization must be cleared through the office.
8. Payment from activity funds shall not be made unless accompanied by a properly authorized voucher form signed by the Clerk, fund sponsor, and student representative, if applicable.
9. Class sponsors are not required to attend fund raising events of the class. It is the responsibility of the class to provide proper chaperones at all fund raising events.
10. The class sponsor is not obligated to chaperone a senior trip. It will be up to the sponsor to determine if they want to supervise a senior trip.

FEATURE FILMS/VIDEOS

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

The showing of all feature films/videos with a G rating does not require prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

FIELD TRIPS AND SPECIAL EVENTS

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

Requests should be submitted to the Superintendent well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity.

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

Any out-of-state travel must be approved by the Roberts School Board of Trustees.

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 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's approval. Any solicitation should be reported at once to the Superintendent.

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.

HARASSMENT

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/or sex.

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 individuals and/or 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 or the Roberts Board Chairperson if the issue relates to the Superintendent. 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.

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 another 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 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.

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 at 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.

INVENTORY

Staff members are responsible for an annual inventory of textbooks, instructional supplies, equipment, fixtures, and technology located in their classroom. Inventory sheets on each classroom will be given to all teachers and staff members for their appropriate classroom or work station two weeks prior to the last day of school. Teachers are required to check off equipment, add new items to the classroom, and note removal of obsolete items prior to staff checkout. Once inventory sheets are completed they will be turned in to the office for safe keeping and accounting purposes.

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 members 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 superintendent upon discovery of the loss or theft so that measures may be taken to protect district property. [Three days] will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued [within 72 hours];
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.

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 are to be kept by teachers in a place known to and accessible to the Superintendent. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals, as determined by the Superintendent.

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 Superintendent may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

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

General plans which cover the length of the course of study should also be prepared and readily available for the Superintendent.

MAKE-UP WORK

It is understood that situations arise that require a student to be absent from school. Make-up work is allowed and is important to complete to keep students up-to-date with course work. Students will be required to obtain make-up forms from the office. In order to obtain the form, a student must present a note from a parent for the reason of the absence. A phone call from the parent is acceptable, but written documentation is preferred. Advance make-up forms are for those absences that a student knows is going to happen in the future.

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.

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

GUIDELINES:

1. The student shall contact the teacher the following day after an absence or absences to make arrangements to make up the work missed by having the teacher fill out assignment sheet issued by the office.
2. If a long-term assignment (term paper, book report, etc.) or test is due on the day a student returns from an absence, the assignment is due as scheduled unless the student has made prior arrangements with the teacher.
3. If a scheduled exam falls on the day a student returns from an absence and the material was presented while the student was present, the student will be expected to take the exam as scheduled, unless the student has made prior arrangements with the teacher. The teacher has the right to develop an alternate exam to equal difficulty to give in place of the exam missed.
4. If a student fails to meet the agreed schedule, the work will be graded according.

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 suspended.

MATERIAL 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.

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the Superintendent for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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

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

MEETINGS

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

MOVING CLASS TO A ALTERNATIVE LOCATION/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 assigned by the Superintendent. However, the district understands the importance of outdoor experiences and their instruction value and will allow classes outdoors as long as the office is aware of the class's location.

OFFICE HOURS

The district office is open between the hours 7:45-4:30 on Monday-Thursday and 7:45-12:30 on Fridays during the school year excluding holidays.

During summer months, except holidays, and other times during the school year when school is not in session, the office is open weekdays between the hours of 9:00 a.m. and 3:00 p.m.

The building is accessible to all staff throughout the course of the year.

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.

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

PERSONNEL RECORDS

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

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

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

1. The individual employee. An employee 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 controller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;

6. District administrators and supervisors who currently or prospectively supervise the employee;
7. 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, 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.

PREPARATORY TIME

Certified staff members are expected to spend their preparatory time for educational purposes in the building unless approved by the Superintendent. If a staff member would like to leave the building during their preparatory period they are expected to check in and out of the building and acquire the Superintendent's approval.

PROGRESS REPORTS / REPORT CARDS

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

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

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. If a "D" grade or lower is earned by a student, then a comment on the student's report card will identify the reason for the grade. Students will receive comments for all earned grades at the end of each semester.

PROFRESIONAL 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. Professional Development must be approved by the Superintendent.

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 the Superintendent's approval.

PIR day professional development will be at the expense of the staff member unless the program is organized by the Roberts School District.

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.

PURCHASE ORDERS

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

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

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

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 personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Classified employees are expected to give due written notice that will permit the district to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-(2)-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report. **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).

The District has a defibrillator located at the main office. Each member of the staff will be trained on how to use the machine. The defibrillator is to be kept accessible at all times.

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.

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.

Parental decisions are recognized and acted upon; nevertheless, when the parent's decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file.

The Superintendent will make the final decision on retention/promotion.

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.

SIGN-OFF ON HANDBOOK

Each staff member will be required to sign a memorandum that they have read and understand the policies and guidelines of this handbook. The memorandum will be kept on file in the office until a new addition of the Staff Handbook is produced. It is the responsibility of the employee to familiarize themselves with the contents of this handbook. When you sign the memorandum, you are signifying that you understand the policies and guidelines of Roberts School District.

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.

SUPERVISION OF CLASSROOM

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

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 main office to arrange for a temporary coverage.

No other staff member may leave their assigned group unsupervised except when 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 as designated by parents.

SUPERVISION OF COMMON AREAS & DUTIES

Teachers in grades K-6 are responsible for supervising their class to and from lunch and will eat with their students. Teachers in grades K-6 will share duties of daily recess duty by determining a daily recess assignment.

All teachers will insure that the students leave the tables clean and that no eating utensils are inadvertently thrown into the waste container.

Junior High and High School teachers will be assigned lunch duty on a weekly basis. Teachers will be assigned duty in the gymnasium, the adjacent school grounds, including the parking lot, and the hallway. The "on-duty" teachers are expected to roam from the gymnasium through the hallways. Teachers who eat are expected to help monitor the students in the lunch room.

Lunch recess supervision will be the responsibility of the teachers and teacher aides employed by Roberts School District.

SUPERVISION OF COMPUTER USE

General supervision also includes the use of the Internet. Teachers are to be directly supervising students when the Internet is being used. Under no circumstances are students to use the Internet without supervision. Please refer to the Student Handbook for more information.

SUPERVISION OF 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.

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 Superintendent.

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

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds.

STUDENT HANDBOOK

A student 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 is expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student handbook and in Board policy.

Teachers are expected to review the handbook with students during the first week of school.

STUDENT RESPECT TOWARD STAFF

Teachers are responsible to make sure proper respect is given and received at all times in and out of the classroom. Teachers ARE NOT to tolerate any disrespect from students at any time. Issues of disrespect must be reported to the Superintendent immediately.

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.

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.

TEACHING ABOUT RELIGION

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

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

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

TELEPHONES

Telephones are available throughout the building for staff convenience. Long-distance calls for district business and personal use may be placed through the main office. Staff members are responsible for all costs related to long-distance calls made for personal use.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, tobacco use is prohibited on all district property, in district-owned vehicles and in all public school buildings.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

TUTORING

No tutoring for which a staff member receives a fee is permitted in district schools or on school time, except as follows:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum, may be given for remuneration outside of school time and away from school buildings;
2. Teachers may tutor for remuneration outside of normal school hours students eligible for homebound services according to district procedures;
3. District authorized and/or sponsored programs.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

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

VACANCIES/TRANSFERS

Announced vacancies for certified and classified positions will be advertised in house via the staff email server. Within a reasonable timeline, determined by the superintendent they will advertised locally via newspaper and school web site.

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 main office.

WORKROOM

A staff workroom will be provided for staff members if the space is available and not needed as an educational area for students. The purpose of the staff workroom is to provide an area where staff members can eat lunch, work on educational projects during preparatory periods and interact with their colleagues. All staff members are expected to “pitch in”, as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff workroom. Staff members leaving such items in the staff workroom do so at their own risk.

Students are not permitted in the staff workroom.