

STAFF HANDBOOK

Harlem School District # 12



2016-2017

“We are here to provide a learning environment that encourages excellence.”



Mission Statement:

“We are here to provide a learning environment that encourages excellence.”

*“We” implies many people – All school district employees – school board – parents and community-students
ALL stakeholders working collaboratively toward a goal – “Educate our children” – our implies ALL - ALL – encourage all to achieve*

WHERE is “here”? The student’s environment to include school, home, and other community areas where students learn.

“Provide implies how” – teaching – support – safety – fun – extracurricular – communication (between all) – cultural relevance – parent counseling center – funding – transportation – HQT – HQS – Administrative leadership – Maslow’s hierarchy of needs (food love etc) – effective school – correlates – indicators – findings – facilities – technology – social – supervision – peer coaching, collegiality, collegial conversations, accountability – community voice to be heard (impact aid) – service – clubs and organizations – future planning (career – vocational – technological- work ethics – responsibility) – stability at home that includes self-esteem, ethics, respect, pride in self- pride in community, pride in school, pride in culture), knowledge, individual and group counseling services

What is the definition of learning? Understand and grow – not afraid to fail – garnering knowledge, know the child, relationships with each other and the parents, relationships with teachers, understand culture, differentiating of time and instruction, upgrading teaching skills – curriculum updating – instructional strategies, effective instruction, process build the foundation first – then the structure on the top of the foundation – step-by-step building process, gaining and applying knowledge through skills,

What exactly is the environment? Safe place for kids to learn; and teachers to teach; other s to work, goes beyond school, home, community, recreational areas, cultural activities, belief system - climate of the building – POSITIVE is the key -

What does it mean to encourage? Being positive, motivate both external and internal, feedback (verifying and corrective), discipline to teach not to punish, high expectation, high support, model, go outside the box as a teacher, administrator, authentic praise

What is our definition of excellence? Making AYP – access and opportunity based on effort, giving the best effort, equity in quality, winning, compete – state of becoming – process (not a destination but the journey) – not necessarily academic – clean buildings, safe, good better best based on an individual state – collective state for all – TEAM (looking at the inherent characteristics) – good people are good people -

Belief Statements:

We Believe.....

- In the uniqueness and worth of each student.
- All stakeholders must work collectively to encourage **all** students to achieve and to become lifelong learners.
- In an inviting, safe, healthy learning environment for all.
- In respect for, and appreciation of all cultures with open communication between the school and the community.

That all students and teachers can succeed.



“Vision”

WILDCAT P.R.I.D.E.

“Promote Respect and Independence; Develop Excellence”

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

Any information contained in this staff handbook is subject to unilateral revision or elimination, from time to time, without notice. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Public Notice of Non-Discrimination

Harlem Public School District #12 does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Policy

It is the policy of the Harlem Public School District #12 to provide learning and working environments free from discrimination. To that end, the District requests students, parents and staff to assist the Superintendent and the Board of Trustees in identifying barriers to a discrimination-free learning and working environment in our school(s).

Board of Trustees

Kathleen Adams, Chairman Valerie Black Crow, Vice-Chairman
Michele Brockie, Donald Horn, Kristie Crazy

The Board has regular scheduled meetings on the third Tuesday of each month. Meetings begin at 6:00 PM. All meetings are open to the public and they are held in the Board/Conference Room at the High School.

Business Office Staff

Mrs. Shawn Smith, Superintendent
Teresa Cornell, School Clerk
Michelle Sears, Administrative Assistant
Marty Dirden, District Buildings/Grounds and Technology Director
Darla Johnson, Accounts Payable Monty Werk, Payroll Clerk
George Greetham, Bus Shop Coordinator

Harlem Elementary School

Shawn Smith, District Superintendent
Shiloh Seymour, Harlem Elementary Principal
Doreen Warren, Harlem Elementary Assistant Principal
Melody Sands, Counselor
Lori Owens, Secretary

Teaching Staff:

Amy Benson	Kindergarten	Kathryn Johnson	Fifth Grade
Amanda Hansen	Kindergarten	Laura Pruttis	Fifth Grade
Jenna Kittson	Kindergarten	Cathy Bear	Fifth Grade
Rhawnee Hopkins	First Grade	Kim Cornell	Sixth Grade
Sherri Pronto	First Grade	Jessica Cochran	Sixth Grade
Angie Young	First Grade	Moe Denham	PE
Amanda Frank	Second Grade	Michelene Edwards	Art
Doreen Peterson	Second Grade	Lynda Brown	Music
Rhonda Yellow	Second Grade	Sheena Wortman	Library
		John Stiffarm,	Cultral
June Bullinsight	Third Grade	Kourtney Barber	Special Education 5-6
Suzanne Farmer	Third Grade	Evelyn Bigby	Special Education K-2
Sonia Powell	Third Grade	Lowell Long	Special Education 3-4
Trinity Raymond	Fourth Grade	Hillary Handy	School Nurse
Kerry Johnson	Fourth Grade	Wilma Mellville	School Psych.
Nancy Kinyon	Fourth Grade	Melody Sands	Elementary Counselor
Trinity Raymond	Fourth Grade	Lori Owens	Elem. Secretary

Other Support Staff:

Speech Therapist
Speech Assistant
Alta Care
Alta Care Associate

Classified Staff:

Perry Alcorn Head Custodian	Alicia Murphy Assistant Cook
Jeff Werk Custodian/Bus Driver	Dorothy Harris Head Cook
Stephen Hopkins Custodian/Bus Driver	
Lee Maratita, Grounds/Bus Driver	



Paraprofessionals:

Paula Annis
Janice Gilham
Jacqui Green
Lenora Greetham
Kathy Long

Lynda Young
Denise Devaney
Wanda Wienke
Gloria Black Crow

Harlem Jr/Sr. High School

Shawn Smith, District Superintendent
Doug Komrosky, Principal
Janet Jorgensen, Assistant Principal
Wendy Briere, Secretary
Bryan Flores, Athletic Director/Transportation
Hillary Handy, School Nurse

Julie Lamabull, Title VII Director
Andrea Quintana, Liaison Officer

Brandi Horn Counselor 7-9
James Hodgson, Counselor 10-12

TEACHING STAFF

Junior High

Crystal Doney, Reading/Language Arts

High School

Harry Green, Math



Lyle Faulkinberry, Science

Heidi Harris, Science

Wendy Maratita, Social Studies
Bonnie Nessler, Math
Joe Shupe, English/PE

James Hodgson, Science
Myles Laird, Resource/Drivers' Ed.
Eric Murri, English

Jack Young, Social Studies

Kylie Krops , English
Eleanor Doucette, Math

Both Jr/Sr High Faculty

Dan Owens- Music/Band
Donna Barber-Schneider, Health Enhancement
Craig Todd, Technology
Rod Donahue, AG
Kate Web, Art
Briayan Flores, Math/Spanish

Sharon Reed, FCS/Driver's Ed
John Stiffarm, GrosVentre
Hope SpeakThunder, Business
KuntzTim Carse, English/Library

Classified Staff:

Ira Talks Different, Head Custodian
Steve Stearns, Custodian
George Greetham, Custodian/Bus Driver
Lee Maratita, Grounds/Bus Driver

Sandy Egeland, Head Cook
Angela Horswill, Assistant Cook

Paraprofessionals: Gabe Guerrero

Laura Brookie, Sp Ed
Krista Gerardi, Sp Ed

Other Support Staff:

Alta Care
Alta Care Assistant

GENERAL INFORMATION: School Calendar

2016-2017

August	22, 23	PIR Days
August	24	First day of school- OPEN HOUSE/Picnic
September	5	No School-- Labor Day
September	19 - 23	Native American Week
September	21	POW WOW - Early Release at 12:45 for students
September	23	Midterm 1
October	19	Early Dismissal 2:30
October	20-21	No School-- MEA Conferences
October	28	End 1st Quarter
November	7, 8, 10	Parent Teacher Conferences 4:00-7:00 (PIR)
November	22	Early Dismissal 2:30
November	23-25	No School-- Thanksgiving Vacation
December	2	Midterm 2
December	22	Early Release 12:45
December	23-Jan 3	No School – Christmas Vacation
January	13	End 2nd Quarter- Semester 1
February	2	Early Dismissal 2:30
February	3	No School-- Teacher PIR (Mid-Winter Fair)
February	17	Midterm 3
February	20	No School -- President's Day
March	9	Early Release – 12:45 for students
March	10	No School -Seed Show (PIR)
March	24	End of 3rd Quarter
April	3,4,6	Parent Teacher Conference 4:00-7:00 (PIR)
April	13	Early Dismissal – 2:30 Spring Break
April	14-17	No School-- Spring Break
April	28	Midterm 4
May	17	Senior Checkout
May	21	Senior Graduation
May	25	8 th Grade Promotion (Early Release -12:45)
May	26	Last day of school 10:30 Dismissal for students

*Wednesday and Friday dismissal will be at 2:30,
except for Dec.21st and Jan. 4th.*

GENERAL INFORMATION

ASBESTOS INFORMATION

Harlem Public Schools are concerned about the health and safety of our building occupants and staff. We have recently had our facilities inspected for asbestos containing materials by an accredited asbestos inspection consulting firm. The inspection results were evaluated and an Asbestos Management Plan was developed by an accredited management

planner as per the requirements of the Federal Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA).

Copies of this management plan can be located in our maintenance office as well as the Administrative Offices. We require all our personnel to review the management plan before beginning work in an area that may contain asbestos containing materials (ACM). Their review of the Plan will alert them to any ACM in the area and what work practices should be used. We also require all contractors who work in our facilities to review the Asbestos Management Plan before beginning work and strictly follow safe work practices to avoid disturbing the ACM.

Harlem Public Schools have fully complied with all relevant EPA and OSHA regulations in this area and we are asbestos free in all areas of this school building.

CHAIN OF COMMAND

The District has a Uniform Complaint Form located at the back of this handbook. Teachers should process official school business through the building principals. **Requests to the superintendent or to the Board of Trustees will occur only through your building principal.**

Complaints will only be processed if the proper chain of command is followed. Following is the delineated breakdown of our chain of command.

- **Student**–Advisor-Counselor-Assistant Principal-Principal-Superintendent-Board
- **Teacher**–Principal –Superintendent- Board
- **Paraprofessionals** and other classified employees answer to their immediate supervisor in all complaints.

All individuals should use this procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statues, or Board policy. (Students, Parents, Staff, Teacher complaints.) This process does not supersede the Master Collective Bargaining Agreement. Any perceived violation of the Master Agreement should follow the guidelines as established in the agreement.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies. Use of this grievance (complaint) procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance (complaint) procedure does not extend any filing deadline related to the pursuit of other remedies.

Informal

- All complaints are best resolved with the parties that are involved directly.
- If a solution can be reached at this level there need not be any further action.
- If no acceptable solution is found at this level, it progresses to the next level.

Level 1: Principal/ Assistant Principal

- At this level, the grievant must file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. **It must be signed and dated by the grievant.**
- Notification must be made within ten (10) days of the incident.
- The Principal will conduct an investigation and report in person and writing a resolution to the complaint.
- If the grievant is not satisfied with this solution, the grievance may be advanced to Level 2.
- This request must be made to the Superintendent in writing within five (5) days of the Principal’s decision.

Level 2: Superintendent

- Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the Principal.
- The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision.
- If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal.
- A written appeal must be submitted to the Board within five (5) days of receiving the Superintendent’s decision.

Level 3: Board of Trustees

- Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure of Board Policy, the matter will be placed on the agenda of the Board for consideration not later than the next scheduled meeting.
- A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting.
- The decision of the Board is final, unless appealed within the period provided by law to the next level.



- **Binding arbitration is the next step. See CBA**

COMPLAINTS

(BP #1700)

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

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

All complaints need to be in written form. A reporting form is available at the end of this handbook.

DRUG FREE WORK ENVIRONMENT

(BP #5226, 5227, 5227P)

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (including medical marijuana) or any other controlled or illegal substance. For purposes of this regulation, a controlled substance is one that is not legally obtainable or one that is legally obtainable and not being used as prescribed to the person is possession of said material. Any employee that violates the terms of the drug-free workplace policy may be suspended, non-renewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent of the conviction within five (5) working days.

Drug Testing: (refer to BP # 5227P)

Medical Marijuana: Possession of a “medical marijuana” card does not permit an employee to be under the influence while performing job duties. *Being under the influence, while on school property or while working, may be grounds for immediate termination due to violation of Board Policies and State Law.* (BP #5226, #5227, MCA § 39-2-903)

Tobacco/Nicotine-Free Environment

(BP #8225)

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 and/or nicotine use is prohibited on all District property and in District-owned vehicles by staff or students. Tobacco/nicotine 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/nicotine product.

Because of the cultural relevance to tobacco, please make prior arrangements with administration for ceremonial use or possession in the school setting.

HOURS

Building Hours: The buildings are accessible to staff during the course of the school year. Staff can also access the building, with permission, during working hours over the summer. Building front doors are unlocked at 7:45 A.M. each school day and locked at 4:00 P.M.

Working Hours: The regular workday for all certified staff shall be from 8:00 a.m. to 4:00 p.m., Monday through Thursday. On Friday, certified employees may leave as soon as the buses have departed unless training for staff is scheduled. (See CBA)

The length of a classified work day is governed by the number of hours for which the employee is assigned. A “full-time” employee shall be considered to be an 8-hour per day/40 hours per week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for the by the collective bargaining agreement. All overtime must be preapproved by their immediate supervisor, prior to working the hours whenever possible.

Work Day Checkout:



Certified staff may leave the building and District grounds during lunch, as necessary. **Departures during preparation periods must be approved by the building principal.**

Classified staff is permitted to leave the building and District grounds during their lunch breaks only. **Any other departures during the work day must be approved by their immediate supervisor.**

For safety and emergency purposes, all certified and classified staff members are required to sign in and out at the appropriate office if they leave the building during the work day.

LEAVES

(BP #5321)

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law and CBA.

Please complete leave slips as soon as you know you will be absent. In the case of an emergency, complete the slip as soon as you return to work.

Substitutes: (BP 5314) If it is necessary to be absent from school because of illness or other related causes, notify:

- HES-- Shiloh Seymour 357-3852 /945-2047 or Lori Owens at 353-2258/_____ after 7:30 a.m. or as soon as possible so that a substitute may be engaged.
- JH/HS-- after 6:30 a.m. Doug Komrosky at 262-2195/390-6892 or Wendy Briere at 353-2287 after 7:30 a.m.
- Classified staff-- notify your immediate supervisor.

Under no circumstance are you to employ your own substitute. You may recommend only.

Please report to Lori/Mrs. Seymour or Wendy/Mr. Komrosky by 3:00 p.m. each day as to whether you are returning the next day or not. This is necessary in order to retain the substitute or use the substitute elsewhere.

Sick Leave: "Sick Leave" means leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family.

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

Classified employees shall be granted sick leave benefits in accordance with 2-18-618, MCA.

Family Medical Leave Act (FMLA): (BP #5328): In accordance with the provisions of the Family Medical Leave Act of 1993, a leave of absence of up to 12 weeks during a 12 month period may be granted (through the District office) to an eligible employee for the following reasons: 1) the birth of a child; 2) the placement of a child for adoption or foster care; 3) a serious health condition that make the employee unable to perform the functions of the job; or 4) the care of employee's spouse, child or parent with a 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.**

Personal/Annual: All staff will be granted personal or annual leave according to the terms of their current collective bargaining agreement.

Vacation: (BP 5333, 5334) The classified staff and 12-month administrative employees shall accrue annual vacation leave benefits in accordance with 2-18-611 MCA. Annual vacation leave: Each permanent full-time classified employee shall earn annual vacation leave credits from the first day of employment. Vacation leave credits earned shall be credited at the end of each pay period.

Bereavement /Funerals: Please refer to the individual collective bargaining agreements for bereavement/funeral leave procedures.

Civic Duty Leave: Employees shall be granted leave for service on a jury, where his/her appearance at the civil proceeding is mandated by the civil agency of authority. If compensation is received by the employee, the employee's salary will be adjusted by subtracting the civil compensation from his/her salary. (see CBA)

Military Leave: (BP 5322) Employees shall be granted leave for service in the military in accordance with State and Federal law. The District will comply with all Federal regulations regarding the employee's return to employment following military leave.

MEDICAL

Communicable Diseases: (BP #5130) 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.

Emergency Medical Procedures: A physical assessment will be made (i.e. vital signs, bleeding, fractures, etc.) and immediate temporary aid given.

- Call the school nurse or administrator for assistance.
- Get the student's phone number from Schoolmaster and notify parents or designated adult.
- Call a physician, emergency room, and ambulance if necessary.
- Transport to either physician's office or emergency room, if needed. When transported, the student should be accompanied by the school nurse or administrator. If parents cannot be reached, the student health card should accompany the student, giving permission for medical treatment.
- For each accident, an incident form will be completed by the supervising teacher and given to the building principal.
- Follow up as necessary. The above steps will not always fall in the same order, and several steps may be done simultaneously, depending upon the condition of the injured or ill student.

PURCHASING PROCEDURES

All staff must stay in compliance with their approved budgets. Once budgets are established there is a procedure for purchasing materials.

PROCEDURE:

1. Obtain a requisition, fill out the required information and submit it to the building principal/assistant for approval. Be sure the following information is on the requisition
 - Name and address of the vendor.
 - Item name, and description (color, size, publication date, and enough information so items ordered may be readily identifies at some later date.)
 - Number of units and unit cost
 - Justification of purchase, including State standard or Correlate, as applicable
 - Name of department and person for which the items are requested.
 - All required signatures: Person making request and site administrator.
2. After administrative approval, the requisition will be sent to the Business Manager.
3. For local purchases and at other times, when the business manager approves, the PO will be distributed and the order placed directly by the person submitting the requisition.
4. NO unapproved items are to be ordered personally by any staff member. If a purchase requisition is not processed prior to ordering material, the staff member must pay for the material personally.

SCHOOL BOARD POLICY

A copy of the School Board Policy is available in the office of each school and the District office. It contains the policies of the School District and may provide additional information which may not be in this handbook.

SCHOOL/ COMMUNITY RELATIONS

Awesome teaching means great school/community relations. The best public relations are the solid preparation for, and delivery of, sound instruction to students. In addition, think about the following:

- Be courteous in communicating with students and parents.
- Use consistent and appropriate language in dealing with students.
- Develop student trust and respect.
- Establish a classroom management plan that follows school policy for ALL students.
- "Accentuate the Positive" even when a report on the student may be negative.
- Maintain positive relationships with colleagues.
- Work with administration to solve classroom and /or student management problems.
- **Make at least three (3) contacts** per week to parents of your class/advisory. *(Be sure to document these contacts.)* These contacts can be routine, informative, etc. but need to be as positive as possible in order to



establish a better relationship with each parent as there may be times that negative calls may need to be made. Each parent should be contacted at least once a quarter.

Church Night: Wednesday evening has been designated as “Family/Church Night.” In cooperation with the Ministerial Association and the community, Harlem Public schools have agreed not to schedule extra-curricular activities after 6:30 p.m. on Wednesdays. This includes all practices.

VEHICLE USE FOR DISTRICT BUSINESS

The use of private vehicles for District business, including the transportation of students, is discouraged. No staff member may use a private vehicle for District business without permission from the building principal. District insurance only covers District-owned vehicles.

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.

All transportation requests must be completed and turned in to the building principal. These requests are then forwarded to the transportation director. Michelle Sears will complete the travel arrangements, as directed by the transportation director. Appropriate per diem requisitions must also be completed prior to travel.

Travel and per Diem: All requests or claims for travel and/or per diem must be submitted to the building principal *prior* to the travel and must be part of the teachers’ professional growth plan. This growth plan will be established with administration before the first midterm for the current school year. The Board of Trustees must approve all overnight requests for travel. The requests need to be submitted **at least** the month preceding the event to ensure approval.

YEAR END CHECKOUT

All 9-month staff members must complete a check out process and turn in their building keys prior to receiving their final check at the end of the school year. Keys may be signed out for the summer with permission from the administration.

STAFF: STUDENT SUPERVISION

The overall goal of Harlem Public Schools is to provide a safe and effective school environment. To accomplish this we must work together to establish good and effective procedures within our classrooms and monitor behaviors outside the class room setting. *Additional information regarding discipline consequences, including steps and levels, are contained in the student handbook.*

ABUSED AND NEGLECTED CHILD REPORTING

(BP #5232)

A District employee, who has reasonable cause to suspect that a student under the age of 18 with whom he/she has come into contact has suffered abuse or neglect, shall report such a case to the Montana Department of Family Services. The employee shall notify the Superintendent or Principal that a report has been made by the employee. An employee does not discharge the obligation to personally report by notifying the Superintendent or Principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Family Services, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

The State number for reporting is: 1-866-820-5437. A reporting form is available at the end of this handbook. (see Appendix III)

DISCIPLINE

Classroom Discipline: *The purpose of discipline is to teach students appropriate behavior and to provide an environment conducive to learning.* Classroom discipline is a major key component in teaching discipline to students. Staff will post their rules in their respective teaching areas with a copy handed in to the building principal/assistant principal. At the beginning of the school year, staff will review rules and procedures with student. Rules and procedures should be referred to, and reviewed, periodically throughout the year. *A handout of classroom rules and procedures, including grading procedures, should be reviewed with all students the first week of each semester,* at minimum. Students that are a disruption to the learning environment will be dealt with first by the staff member and repeated offenders will be referred to administration for discipline measures.



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

- ◆ Beyond positive consultation and counseling with students, a variety of disciplinary measures are authorized for the breach of school rules and regulation. The statements and due process procedures related to discipline are designed to protect all members of the educational community in the exercise of their rights and duties.
- ◆ Rules and regulations are necessary to allow a school to operate effectively. Discipline is controlled behavior designed to develop within an individual a responsibility for his / her own actions as well as recognition and consideration of the rights and feelings of others. Understand that discipline deals with disruptive behavior.
- ◆ All employees have the primary responsibility for maintaining discipline and administering appropriate “consequences” for misbehavior. It is the duty of all staff to enforce school rules in a fair and consistent manner.
- All employees should set parameters for discipline in their areas and make sure students are aware of acceptable behavior. If a student becomes a discipline problem to the point that the employee feels she/he cannot control the student and /or situation, said student should be referred to the building principal.

Detention: Classroom detentions will be served at the discretion of the teacher. Students are responsible to serve detentions the day of issue or the next day as assigned. Arrangements will be made by the teacher and advisor to assure the student attends the detention. Actions include behavior issues or completing assignments and participation. After school detentions will be served Monday, Tuesday, and Thursday at the elementary. Tuesday through Thursday at the Jr High/High school.

Referrals: **Sound discipline begins in the HOME.** The ultimate responsibility for the behavior of a student rests with the student. The parents of each student have the right to information concerning the actions of both the school and student. Therefore, the parents of each student who is involved in persistent or serious problems will result in a conference with parents in an effort to find and implement a solution to the problem.

- ◆ In the case of an initial problem involving a student, the goal of the administrative action will be to correct the problem with a minimum of disruption to the life of the student. An exception to this philosophy must be made when the action of the student involves a serious threat to the safety of other students or property.
- ◆ A student who becomes involved in repeated or serious actions which disrupt the educational environment will become subject to an increasing level of administrative discipline. Related problems of student behavior will be treated as repeated incidents.

Rules: According to Montana Law, the school’s authority begins when the student leaves home and ends when the student arrives home at the end of the school day. Students should understand that we will not hesitate to deal with infractions that occur as students are on their way to or from school.

FUND RAISING

(BP # 3530, 7425)

Fund raising will be allowed only for classes or student groups sponsored by school personnel and **must be approved through the principal and scheduled through the Activities Director.** Fund raising for groups other than those stated above must have approval from the Superintendent or Board of Trustees.

The Principal must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and state law. **The money needs to be turned in immediately after the fund raiser to an administrator or to the business office.**

Student Funds: Funds raised by student organizations are received and expended through the business office in the school. Under no circumstance should any student organization maintain a private account. Purchases must utilize the appropriate requisition form and requisition process. You may be held responsible for payment of any item ordered without an approved purchase order. All counting and transfer of funds should be done in pairs and using District approved forms.

REASONABLE SUSPICION

The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by an administrator or their designee who is trained in accordance with the following criteria.



The school shall ensure that all designated persons Receive training on alcohol misuse and receive at least an additional training on controlled substances use. The training will be used by the school to assist in determining whether reasonable suspicion exists to require a student to undergo testing. The training shall include the physical, behavioral, speech and performance indicators of probable misuse of alcohol and other controlled substances.

If you suspect someone under the influence of alcohol and/or controlled substances in the school building or at a school related function, please report it immediately to your supervisor.

SUPERVISION OF STUDENTS

Each staff member is responsible for the supervision of students assigned to him/her for the entire class period. **Never leave students unsupervised at any time.** Students sent from the room during class time need to have a pass (with name, date, destination, and time) from the staff member. Students and staff will be held accountable for this procedure.

Students will also need to sign an In/Out log that will be kept in the classroom by the teacher whenever they leave the classroom.

Hallway Monitoring: Staff should be in the hallways during passing time to ensure the safety of students.

In the Hall or On School Grounds: In accordance with Montana Law, “Any pupil shall be subject to the control and authority of the teachers, principal and District Superintendent while he / she is in school or on school premises.” **You are responsible for discipline not only in your own classes, but also in the gymnasium, corridors, and other parts of the school. Please, even if you are not on duty, observe students’ actions and report, as necessary to ensure safety of all.** Teachers are expected to demonstrate mature judgment in dealing with students in the halls, cafeteria, and on school grounds by doing the following:

- a. Approach students involved in an infraction of rules in as positive a manner as possible. In cases of serious offenses, direct them to the principal/assistant’s office in your company.
- b. Under most circumstances, except possible physical violence or severe destruction of property, you should not lay hands on a student.
- c. The principal/asst.principal’s office **should not** become a dumping ground for all discipline problems. All disciplinary action of referrals will be determined by the principal, who will consider the student’s history and the seriousness of the problem in assigning appropriate disciplinary action.

In addition, when appropriate, school staff are authorized to take action on, or within sight of, school grounds, before, during, or after school hours or at any other time when the school is being used by a school group, off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school, or travel to and from school or a school activity, function, or event. Teachers must provide a written description of the problem to the principal BEFORE any action can be taken. (This can be reported via email to speed the process. However, a completed written form must be turned in as soon as possible as a copy of the report will be sent to the parent/guardian.)

TUTORING

Tutoring is an extension of the classroom and provides more time for students to master instructional material with support services available. Our District has authorized a tutoring program, utilizing both certified and classified staff, which are paid their regular salary for providing this service. This program runs from 3:35 to 5:00 Monday, Tuesday, and Thursday at the High School and Elementary School. The teacher or advisor will arrange to have students attend these programs. Parents will need to be notified also by the teacher.

Tutoring by teachers **will not** be offered during the regular work hours in areas such as private lessons, including but not limited to, music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum. Such tutoring may be given for remuneration outside of school time and away from school buildings.

RESPONSIBILITIES: INSTRUCTIONAL STAFF

FIELD TRIPS and ACTIVITIES

(BP # 2320)

The Board recognizes that field trips used as teaching and learning interventions are integral to the curriculum and are an educationally sound and important ingredient in the instructional program. Such trips should supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also



recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Any field trips which take students out of the state must be approved by the Superintendent and the Board in advance. All field trips must be planned for in advance and written into each class budget. Principals have the authority to approve all local field trips.

Staff who use field trips as part of their classroom instruction must comply with the following rules:

1. The planned field trip must have prior approval of the principal **at least 2 weeks** before the trip.
2. Arrangements which must be made prior to the trip include: Agendas, student list, permission slips from parents or guardians, transportation, and arrangements at the place where you plan to take the students.
3. If the field trip involves taking students from other classes these teachers must be notified in advance.
4. Any chaperones must fill out a chaperone form and must have prior Board approval
5. You must provide the students with a trip itinerary **at least 48 hours** before the proposed trip. A copy will be given to the school secretary.
6. A head count must be made going and coming to insure that all of the students are accounted for. If a student is missing on the return of the field trip, the teacher involved must notify the principal as soon as it is noticed.
7. **A bus roster must be filled out and given to the principal and the bus driver along with a signature page.**
8. Please notify the cafeteria of the number of students missing prior to the trips to avoid food waste. Do this **at least** two weeks in advance of the trip.

(See also **Athletic Handbook**)

HOMWORK

(BP #2430)

Homework should be an extension of guided practice of lessons covered that day. Teachers at all grade levels are encouraged to assign homework, which is expected to increase in complexity with the maturity or grade level of the student. Homework may refer to an assignment prepared during a period of supervised study in class, or outside of class or which requires individual work in the home. All students have a chance to make up their work (Multiple opportunities) in a consistent time frame if they were absent from school. **SEE student handbook.**

Make Up Work: A student who is absent from school is permitted to make up 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 absences. Students will have 1 day for every day missed to make up their work. If the student knew he/she was going to be absent, the work is due upon return to class. **SEE student handbook.**

MENTOR STAFF

Teachers new to the District will be provided with a mentor for the year to provide assistance in acclimation to the teaching profession and the school system. Mentor meetings will be ongoing through the school year. (see CBA)

PARENT CONFERENCES

Planned conferences between staff and parents are essential to the District's efforts to further understanding and close cooperation between the home and the school. Parent-teacher conferences are scheduled each semester and are included in the District calendar. Conferences are a great 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 or parents as necessary. If you are absent during conference times, you will need to make arrangements to meet with parents at another time.

RECORD KEEPING

Attendance: Attendance will be kept by every teacher using the **SCHOOLMASTER** program on the computer as well as keeping a hard copy in your grade book.

- ✓ All High School staff need to take attendance within the first 5 minutes of class, including advisement.
- All Elementary School staff need to take attendance, once in the morning by 8:30 and once right after lunch by 12:30.
- It is your responsibility to make sure that the attendance for the day was accurate.** (Please coordinate with the



secretary) Failure to properly follow this guideline will result in inaccurate information. This is needed to ensure accuracy and to finalize attendance information at the end of each day as mandated by State law.

Grade Books: All grades & attendance will be kept on *Gradebook*.

Grades and attendance are legal documents. Your grade book is an accurate record of student grades and attendance. It is required that teachers use the *Gradebook* program on Schoolmaster to enter grades. Workshops will be offered during the course of the school year as needed or requested/arranged through your building principal.

Gradebook rosters will be updated as needed. Grade books with an attendance record will be turned into the office at the end of the year.

Use the following scale for monitoring grades: (BP # 2420)

A	Superior work	4.0	90%
B	Above average work	3.0	80%
C.....	Average work	2.0	70%
D.....	Below average (passing)	1.0	60 %
F.....	Not passing work	0.0	
P.....	Passing	0.0	Credit granted, non-graded in GPA

P.A.S.S. needs to be updated after posting grades.

Note: Students will be given a participation grade as part of grading. A rubric will be developed and explained to students and parents. ***Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).***

Inventory: Inventory should include a record of all classroom items such as furniture, equipment, books, shelves, etc. The list will be posted on the back of the classroom door for summer cleaning purposes. A copy shall be supplied to the building principal and to the District Office for insurance purposes. Inventories should be updated yearly and is a required item on your yearly check out form.

Fixed Assets: Those items worth \$500 or more, blue folder items with District property tags. If tags are needed, contact Darla Johnson at the Business office.

Lesson Plans/Unit Organizers: (BP # 2123) Lesson plans/Unit organizers must be turned in to the office for the upcoming week by Monday by 9:00 a.m.. Email copies to the principal. **Plans should be complete enough so a substitute teacher could follow them and conduct the class.** The plan should be specific as to 1) standard and benchmark 2) objectives, 3) resources, 4) activities - what teacher / student does, 5) method / type of assessment.

Example: Standard #3 obj. apply geographic knowledge and skills to places, and regions, class discussion and read orally pages 56-65, board questions in class, assign. Read pages 66-72 and write the main ideas and answer questions 2-12 on page 72.

If a video is going to be used in the classroom, please preview it first. If there are some questionable areas, please talk to the administrator for approval. If there are some questionable areas, a note needs to be sent home to the parents letting them know what is in the video the students will be watching. (example: Holocaust, etc.) **NOTE: PG-13 rating is for students over the age of 13 only—with parental and principal notification PRIOR to showing the video.**

REPORT PERIODS

Grades are expected to be entered into Schoolmaster by the due date and time as designated by the administration so that reports can go out in a timely manner. **This includes a weekly update in PASS, every Wednesday morning by 9:00 a.m.**

- ◆ Parents appreciate hearing good news about their child’s schoolwork. You are encouraged to purvey good news when you feel a student’s performance merits praise. Make sure you have positive comments during Parent/Teacher Conferences to set the stage at the beginning of a conference.
- ◆ Parents do not appreciate negative reports, but sometimes they are necessary. Please be sure the principal receives a copy of any report that may receive a negative reaction from parents. Also, be sure to report any serious or negative phone calls or personal contact with parents to the principal.

The following dates are the various deadlines for grading. Grades are downloaded 8:30 A.M. one day after the end date. Teacher verifications will go out at 12:00 NOON and teachers need to turn in corrections at 12:00 NOON the following day. Report cards will be printed the following school day.

2016-2017 REPORT CARD CALENDAR

<u>PERIOD</u>	<u>ENDS</u>		
Midterm 1	Sept. 23	Midterm 2	Dec. 2
Quarter 1	Oct. 28	Semester 1	Jan. 13
Midterm 3	Feb. 17	Midterm 4	April 28



SUBSTITUTES

Substitutes: (See page 10, under Leaves, for general information regarding subs.)

Substitute Teacher Folders: (These need to be kept up to date: classroom rosters change, as do duties.) All teachers must have a substitute teacher folder completed after the first two weeks of school. The folder must contain:

1. Your class schedule
2. Where resources are located
3. A list of your duties
4. Attendance rosters
5. Seating charts for all classes taught
6. General procedures for your classroom and all other information listed inside the folder.

TEACHING CERTIFICATES AND TRANSCRIPTS

Proper certification is the personal responsibility of each teacher. Every teacher must file a proper teaching certificate in the Superintendent's office and with the County Superintendent of Schools. This must be done within 60 calendar days of the first day of employment or no further compensation may be paid the teacher. **All teachers new to the system must file a complete transcript in the Superintendent's office no later than 60 calendar days after the first day of employment.** If additional steps on the salary schedule are to be obtained, credits must have been earned no later than the end of the immediately preceding regular summer session. (See CBA)

TEXTBOOKS

Every effort should be made to impress upon the student the importance and necessity of protecting books. When checking out books to students, record the pupil's name, the number of the book, **and the condition of the book** in your grade book. Use this information for the end of the year check out. The student is recommended to write his/her name on the nameplate of the book cover if one is provided. Fines need to be reported to Michelle Sears for HS and to Mrs. Seymour/Mrs. Owens at the Elementary.

RESPONSIBILITIES: ALL STAFF

ACCIDENT / INCIDENT REPORTS

When an accident occurs in your area of responsibility and there is a chance that someone has incurred an injury, you are to file, within 24 hours, an accident report form. When an incident (a happening that may have consequences such as a verbal confrontation between adult/student, student/student, adult/adult,) occurs in your presence, fill out an incident form as soon as possible and submit it to the principal's office.

ASSEMBLIES

All staff members are expected to attend all assemblies and assigned school activities. Students will have assigned grade areas in which to sit and their teachers/advisors will be required to sit with them to monitor behavior during assemblies.

BUILDING REGULATIONS

As a staff member it is important that you become familiar with the following building regulations and also inform students of them, if appropriate:

1. Building keys should not be given to anyone.
2. **Door/windows locked and lights turned off** when leaving your classroom.
3. Advertising in the school must be approved by the principal.
4. No furniture/equipment is to be moved from its assigned area without clearance from the building principal. Custodians will assist in all moving. (Be sure to adjust room inventories to reflect any changes.)
5. Scotch tape, thumbtacks, etc. are not to be used on any gypsum type wall when hanging materials. Scotch tape is acceptable for use on painted cement block. Use of bulletin boards is preferred.



6. Remodeling requests by any staff member who wishes to have any structural changes made in his/her teaching area should outline such requests to the building principal. Items such as drilling holes to attach permanent fixtures, changes in wiring or plumbing, affixing shelves, etc. are to be considered under this policy.

Care of School Equipment, Facilities, and Materials: All staff are responsible for the proper care and safeguarding of all textbooks, materials, equipment, and facilities that are part of his/her assigned class or area. This responsibility includes proper control of students and their use of these properties. All damages must be reported to the building principal, and fines levied as needed.

Office Machines: The office machines are for office personnel use only. (They are to be used by all staff for emergency situations only.) The machines located in the work room should be used to assist the staff. **Students** should not be sent to use machines, and generally clerks, or secretaries, should not be expected to provide time for machine operation. Your planning should be such that you use the machines before class periods-- you may not leave students unattended to prepare copies. If any of the equipment is inoperable, please make arrangements with the secretary to get the equipment repaired. **Fax copies**, incoming or outgoing, of a personal nature are \$1 for up to five pages.

Staff Work Room: A work room is provided for staff use during breaks, lunch, and preparation periods as may be appropriate. All staff are expected to “pitch in” as needed to help keep this area clean and orderly. Personal items of value should not be left in the work room. **Students are NOT permitted in the work room**, nor are children of staff members. This is an area that is considered “sacred” for staff members... It is important to respect the rights of your peers in and around school, including the staff room. Professional and personal consideration is important... “raising the bar” in conversation (verbal, written, electronic), personal habits, demeanor, and attitude will go a long way to improve school morale, attitudes, and atmosphere.

A refrigerator is provided in the work room for personal use. *Remember: If you did not put it in the fridge, do not put it in your mouth unless you are given permission to do so!*

CAFETERIA GUIDELINES

As much as the kitchen staff would like to fully cooperate with District staff in providing in-class projects involving food, they are bound by rules and regulations from the USDA, Montana Office of Public Instruction, and the Montana State Board of Health. Check with the kitchen staff for more information. Kitchen staff are not allowed to order food supplies through FSA for individuals. All classroom orders must go through proper purchase order processes.

Teachers are responsible for the control, noise level, behavior, and smooth functioning during their assigned lunch period. There is to be **NO pop** allowed in the cafeteria area during the lunch time.

Again, if students are going on a field trip and will be out of the building during a meal time, please notify the cafeteria at least two weeks in advance to allow ordering of supplies for sack lunches if required and to prevent waste.

COMMUNICATION

Staff meetings will be held as scheduled. Items are placed on the agenda for staff information. Grade level teams, leadership teams, and individual staff members can place items on the agenda by contacting the principal in a timely manner. These meetings are also used to help in staff development.

- A weekly bulletin, sent out by the building principal or his/her designee, will contain information needed to keep all staff members informed of meetings and activities. These bulletins will be sent to both school principals and the Superintendent.
- Departmental, Core, Grade Level, Mentor and other meetings will be scheduled on a rotation basis. Meeting dates will be included in the weekly bulletins.
- Meeting minutes will be shared with the appropriate staff, principals, etc. and placed in the SRT evidence folder.

Mail Boxes: Each staff member will be assigned a mail box in the office. Check your mail box when you arrive at school in the morning and again before leaving in the afternoon. Please, empty your mail box daily.

The following items are placed in the mail box area for ease of access.

- ◆ Leave slips
- ◆ Discipline referrals
- ◆ Bus referrals
- ◆ Accident Reports
- ◆ Reporting forms



- ◆ And other related forms

Any outgoing fax should have a cover sheet completed. (There is a charge of \$1 for up to five pages of any personal outgoing or incoming fax.)

News Articles: News releases from the school must have the approval of the building principal. Blaine County Journal articles must be turned into their office prior to Monday noon if they are to be published that week. You are responsible for submitting news articles about activities and programs in which you are involved. Articles about students, programs and achievements help to improve public relations, and develop better communication with the people in this School District.

DRILL PROCEDURES

All drills and procedures are outlined in your **emergency crisis manual**. Please take some time to become familiar with your expected role in all of the emergency situations. Harlem Public Schools will have a minimum of eight (8) drills during the course of the school year. These drills are designed for practice and review so that we are prepared in case of any emergency. The safety committee will verify the effectiveness of each drill and update procedures as needed. We will also have a Drug Canine on site twice during the course of the year to check for contraband.

DUTIES ROTATION

All staff will be subject to a duty rotation. The paraprofessionals will have duties as assigned. All staff having assigned duty are required to report on time **and must find a replacement if they are not able to perform their duty**. This information also needs shared with the principal/secretary.

NURSE

A qualified school nurse is available on site daily. Even with adequate precautions and supervision, accidents can and do happen at school. The school nurse assists students who may be ill or injured while at school. Students who become ill during the day are to tell their teacher who may send them to the nurse's office. Emergency first aid will be performed. If a student requires further assistance, his/her parent/guardian will be notified. If a student is sent to the nurse, and she is not in her office, students are to report to the office secretary.

Administration of medication to students:

(BP #3416)

Any school employee **authorized in writing** by a school administrator:

1. May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions if the pupil's parent or guardian consents in writing. (These consent forms are included in the student handbook and should be on file with the building secretary and the classroom teacher.)
2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.

Permission slips are available through the school office and are included in the student handbook. The parent/guardian should discuss any special needs or special medical procedures for their son or daughter with the school nurse upon the student's entrance into the school. All records are kept confidential.

Individual Health Plans: Will be developed and administered by the School Nurse, as needed.

Confidentially of student health: On an "as needed" basis, confidential student health information will be provided to staff members by the school nurse to ensure student safety. This information must be kept strictly confidential as per HIPPA and FERPA laws.

OBSERVATIONS / FORMAL EVALUATIONS (BP 5222)

All observations/evaluations will be conducted in accordance with specific collective bargaining agreement terms and conditions and/or the **State mandated evaluation process as per Chapter 55 accreditation standards**.

Certified Staff Evaluations: The purpose of observations and evaluations are to provide professional development in areas of expertise as well as deficiencies. Administrators/supervisors shall offer clear, concise, specific, workable prescriptions that would, if combined with staff cooperation, result in improvement in areas of difficulty. These may be attached to the evaluation as a plan of assistance. Non-tenured teachers will be evaluated at least once first and second semesters. All tenured teachers will be evaluated at least once prior to April.

The formal evaluation begins with a pre-observation conference. This will be held the week prior to the formal evaluation. The teacher should request a specific date and period for the formal evaluation. There will be several



informal observations before the formal observation date. A post conference will be held within ten (10) working days following the formal evaluation. Teacher rebuttals may be attached to the formal evaluation. Signing an evaluation does not mean you agree with the evaluation, only that your evaluation was reviewed and you received a copy of the evaluation.

Classified Staff Evaluations: Evaluations and observations will be on-going throughout the school year. All classified staff will be evaluated at least once prior to December and again prior to March.

PAYROLL

Deductions from Warrants:

Dues: the Board of Trustees agrees to deduct from the salaries of all staff of the appropriate union unit such monies for membership in the United Teaching Profession as said persons individually authorize the Board to deduct as provided by law. Dues deductions will be in six equal amounts beginning October 1 and ending March 31. Authorization of such payroll deductions must be submitted to the Business Manager / Clerk's Office prior to October 1.

Other Payroll Deductions: The Board of Trustees has authorized payroll deductions for tax sheltered annuities. Upon appropriate written authorization from the teacher, the Board shall make appropriate deductions and remittances for any appropriate plan or program. Authorization must be submitted to the Business Manager / Clerk's Office prior to May 1.

Pay Day: Regular payroll warrants will be distributed on the 15th and the last working day of each month. If the 15th or last day of the month falls on a Saturday, a Sunday or a holiday, pay will be the preceding Friday. Electronic deposit options are available and are encouraged. See payroll clerk for information.

POLICIES

A copy of the School Board Policy Handbook is available in the library of each building. This is the basic policy document. The Handbook of Administrative Rules, Regulations, and Procedures, the Teacher's Handbook, the Student Handbook, as well as Administrative Directives and/or Procedures throughout the year are extensions of these policies.

PROFESSIONALISM

Action and Appearance: Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business. The staff chose as their core values to model to students: Responsibility, Reliability, Respect, Humor and Integrity. Ours is a day in and day out business. It is important for each of us to always be better: better role models, better educators, better mentors, better advocates for students, better advocates for the parents and our community.

Likewise it is reasonable for each of us to use better language and avoid profanity, off color or sexual comments; to eliminate innuendo, avoid derogatory remarks, put downs, etc. in the professional work place, whether we are working with students or with adults. It is not so much whether something is funny or even interesting.... It is a matter of time... It is a matter of place... It is a matter of courtesy... It is a matter of responsibility.

Additionally, HSD #12 has a strong tradition of professional dress Monday through Thursday with the option for a little less professional dress **only** on Friday. Colored denim material slacks need to be dressy (not faded) or they are not appropriate for regular daily work wear. All staff members, including substitutes, are expected to follow the same guidelines as set forth for the students in regard to covering of their body. (See Student Handbook)

Confidentiality: (BP 5223, 5450, 5510) In certain circumstances, employees may receive confidential information regarding student or other employee medical, discipline and/or court records. Employees are required to keep such information in the strictest confidence and are legally prohibited from passing such confidential information along to any unauthorized parties.

If an employee has questions about access to or procedure regarding confidential information, please contact the building principal for further clarification.

SUPPLIES

Supplies for staff members such as pencils, tape, staples, tacks, etc. are kept in the office. (Students are to supply their own pencils, etc.) To obtain supplies, see Mrs. Owens/Ms. Jorgensen, as these are community supplies, (shared by all) please return unused supplies to the workroom when you are finished with them. Please be careful not to hoard supplies, waste supplies, or allow students to waste supplies.

TELEPHONE USE



Staff should feel free to use the school telephone for any official school business. Avoid using the school phones for personal calls unless absolutely necessary. Staff will be notified of calls by email or a note to your mail box unless it is during non-duty time or an emergency situation. **Please use cell phones only on non-duty breaks.** Cell Phones are to be turned off during school time.

RESPONSIBILITIES: Staff Rules & Regulations

DISCIPLINARY ACTION – STAFF

(BP #5250 5255)

District employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to disciplinary action, up to and including termination. Behavior, conduct or action which may institute disciplinary action or dismissal may include, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District’s operation, or other legitimate business reason.

Discipline shall be reasonably appropriate to the circumstance and shall include, but is not limited to, the supervisor’s right to reprimand and the Superintendent’s right to suspend, with or without pay, or impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate or non-renew an employee. The Superintendent is authorized to suspend a staff member immediately.

RIGHTS AND RESPONSIBILITIES

Courts have stated that teachers and students have the rights of citizenship as delineated in the Constitution and its amendments; and these rights may not be abridged, obstructed, or in any other way altered except in accordance with due process of law. However, no right is absolute. Each has its own limitations. One basic limitation is that the exercise of the rights of one individual or group ceases when it infringes upon the rights of others. It is important to state that nothing in this handbook is intended to deny those individual rights.

SEXUAL HARASSMENT/INTIMIDATION POLICY

(BP #5012)

Harlem Public Schools is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student. The District finds such behavior just cause for disciplinary actions. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

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

- ◆ District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
 2. Submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 3. Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms “intimidating”, “hostile”, or “offensive” include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort.

Sexual harassment will be evaluated in light of all of the circumstances.

- ◆ Furthermore, the District prohibits retaliations against any employee or student because he or she has made a report of alleged sexual harassment or against an employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.



- ◆ Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not district-sponsored, and to any school-sponsored events regardless of location. Infractions of this policy will be treated under the severe clause of the discipline policy.

Reporting Harassment: Employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator(s), the Equal Employment Opportunity Officer, or the first level supervisor who is not involved in the alleged harassment.

Informal: The District is committed to the prompt and equitable resolution of all reports or complaints. An individual may voluntarily choose informal measures, but will be informed of the options and timelines available to them in formal complaints procedures. The following informal steps may be tried if the individual chooses, and if the harassment is not severe:

- Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate. Confrontation is not required, however, and may be accomplished in a letter developed with assistance of a counselor or Coordinator.
- Notify a counselor, the Title IX Coordinator or trusted adult. Early reporting assists in stopping the unwanted behavior.
- Keep notes, journal, or record of dates, times, places, witnesses, and description of each incident. Save all notes and records in a safe place.
- Request a copy of the District’s sexual harassment policy so that reporting processes are clear.

Formal: At any time, an individual may choose to initiate the formal procedure to resolve the problem. (A form for a formal complaint is located in the appendices in the back of this handbook.) At no time shall an individual’s attempts at informal resolution be used to delay or excuse the District’s responsibility to investigate reports of harassment in a prompt and equitable manner, with or without a formal complaint.

- ◆ All individuals are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the reporting and investigation.
- ◆ All employees and students have a responsibility to maintain a positive work and learning environment by reporting all incidents or rumors of harassment or sexual intimidation involving themselves or others.

Students and staff are encouraged to use the reporting procedure set forth in this policy. Once a report or complaint has been filed with the Title IX Coordinator or other designated administrator, a confidential and expeditious investigation shall begin following the procedures outlined in the Policy.

DISTRICT # 12 TITLE IX GRIEVANCE PROCEDURE

Confidentially: A report of sexual harassment or intimidation and the investigation are to be kept in strictest confidence, where practical for the protection of all parties involved.

- ◆ The District’s obligation to investigate and take corrective action may supersede an individual’s right to privacy. Pending the completion of the investigation, however, the Superintendent may take any action necessary to protect the alleged victim, or other employees or students’ consistent with requirements of applicable regulations and statutes, if any.

Remediation: Student and staff targets of harassment and witnesses of harassment will provide counseling and other support services available from staff of the district to help deal with the effects of harassment.

Sanctions: Consistent with the requirements of applicable regulations or statutes, the Superintendent may take such action as deemed necessary and appropriate after the completion of the investigation. All parties in the investigation shall be notified of the decision of the Superintendent (by registered mail).

- ◆ The final disposition of the case may be by action of the Board of Trustees if there is a recommendation for non-renewal or employment termination, or expulsion. The due process rights of all individuals will be protected.

False Accusations: Persons perpetuating false or fabricated accusations will be held responsible for their actions, and may be subject to disciplinary action as listed in ***Sanctions***, above.

Special Education Students: While an individual’s disability may not be used to excuse his or her sexually harassing behavior, problems involving students with disabilities will be handled through the student’s IEP team in accordance with all appropriate and applicable statutes and regulations.



Notification: Notice of this policy, the District’s prevention plan, and grievance procedures shall be posted in prominent location in all District buildings, including information on how to receive copies. Notice shall also be included in student, family, and staff handbooks, and updated annually with the names of contact persons throughout the District.

Contacts: Names, office locations and phone numbers of the District Title IX coordinator(s) and others designed to provide information and assistance include:

Title IX Coordinators: Shiloh Seymour Elementary School 353-2258
Doug Komrosky High School 353-2287

ADA/IDEA Coordinator: Shiloh Seymour

504 Coordinator: Rhonda Baker, Superintendent; Shiloh Seymour, Special Education Coordinator

BASIC PROCEDURAL RIGHTS: applicable to all levels of the grievance process

- (a) The Title IX (or Title IX/Section 504/ADA) Coordinator (or other authorized individual) shall receive complaints, actively and independently investigate the merit of complaints and assist the parties in prompt and equitable resolution of complaints. The Coordinator may be utilized as a resource by any party at any level of this procedure.
- (b) Relevant records shall be available in accordance with the Montana Constitution, Article II, Section 10, Right to Privacy and Guidelines for Student Records, Appendix E, Montana School Accreditation Standards and Procedures Manual, March 1989.
- (c) This procedure does not deny the right of the grievant to file formal complaints with other state and federal agencies (Montana Human Rights Commission or the U.S. Department of Education Office for Civil Rights) or to seek private counsel for complaints alleging discrimination.
- (d) In investigation of sexual harassment of sexual intimidation, it is recommended that the grievant be accompanied by a friend, parent or advisor of one’s own choosing for support during any part of the process.
- (e) Retaliation against any person filing a grievance or any person participating in the investigation or resolution of a grievance is a violation of law and constitutes the basis for filing a separate grievance.
- (f) If a grievance is taken to the Board of Trustees for a formal contested case hearing, parties shall have the right to representation, to present witnesses and evidence, and to question opposing witnesses in a formal hearing, the Board of Trustees has the right to protect student identities.
- (g) It is the policy of this district to process all grievances in a confidential manner, to the extent possible.
- (h) The District Superintendent, building principal or a trustee of the District may request that the Title IX Coordinator or any other authorized individual conduct an investigation of suspected violations of Title IX. The investigator will prepare a report as outlined in Level 2 of the grievance process.

PROCESS – Title IX or Sexual Harassment

Level 1: Principal or Immediate Supervisor (Informal)

Many problems can be solved by an informal meeting with the parties and the principal or Coordinator. An exception is that complaints of sexual harassment should be discussed with the first line supervisor or administrator that is not involved in the alleged harassment. Persons filing complaints of sexual harassment should never be forced to confront the alleged harasser. *Further, handling of complaints through informal measures should not be construed to impede the prompt resolution of the complaint, and the grievant may bypass informal measures at any time to file a formal complaint.*

Level 2: Title IX or Other Authorized Grievance Coordinator

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance; 2) the remedy requested, and 3) be signed and dated by the grievant. The Level 2 written grievance must be filed with the Coordinator (or designated person) within sixty (60) days of the event or incident, or from the date the grievant could reasonably have become aware of such occurrence.

- ◆ The Coordinator (or designated person) has authority to investigate all written grievances. The Coordinator will submit a written report of the investigation to the Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator’s report will include the following:
 - (a) A clear statement of the allegations of the grievance and remedy sought by the grievant.
 - (b) A statement of the facts as contended by each of the parties.



- (c) A statement of the facts as found by the Coordinator and identification of evidence to support each fact.
- (d) A list of all witnesses interviewed and documents reviewed during the investigation.
- (e) A narrative describing attempts to resolve the grievance.
- (f) The Coordinator’s conclusion as to whether the allegations in the grievance are meritorious.
- (g) If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the Superintendent.
- (h) Pending such an investigation, the Superintendent may take any action necessary to protect the alleged victim, other employees or students consistent with requirements of applicable regulation and statutes, if any.

Level 3: The Board of Trustees

If either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receiving the decision of the Superintendent to the Board of Trustees. On receipt of the written appeal the matter shall be placed on the agenda of the Board of Trustees for consideration at their next regularly scheduled meeting, but not later than thirty (30) days from the date of the appeal. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting.

- ◆ After a hearing a decision shall be made. The decision of the Board of Trustees will be final, unless the case falls within the parameters of Ridgeway. (See Level 4 below).

Level 4: County Superintendent

If the case falls within the parameters of Ridgeway (10-6-103), the decision of the Board of trustees may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board pursuant to the Rules of School Controversy (10.6.103 et. seq. ARM; see also Ridgeway).

APPENDIX





APPENDIX	TITLE of Form or Report	PAGE
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III	Abuse or Neglect	28
IV	Pre-Travel Information	29
V	Trip Report	30



**Harlem Public Schools
COMPLAINT FORM**

Original: Building Principal
Copy to: Superintendent

From: _____ Title: _____

Address: _____ Date: _____

The facts: Please describe what happened in factual detail. Please identify any witnesses or others who were present. Describe its impact and the person that is responsible. (Use additional paper if the space is not adequate.)

LEVEL 1 -- What action did you take to remedy this situation prior to bringing it to the building principal's attention?

Additional information that could have an effect on this decision.

Suggested Remedy: Please describe any corrective action you wish to see taken.

Signature of Grievant

Date

Signature of Person Receiving Grievance

Date



Appendix II

**Harlem Public Schools
TITLE IX GRIEVANCE FORM**

Name: _____

Date: _____

Address: _____

Phone: _____

The Facts: Please describe what happened in factual detail. Please identify witnesses or others who were present. Describe the impact this had on you. Please identify any person (s) you believe may be responsible. (Use additional paper if needed.)

If others are affected by the possible violation, please give their names:

Past History: Please describe any past incidents that you believe are related to this grievance:

Suggested Remedy: Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature of Grievant _____ Date _____

Signature of Person Receiving Grievance _____ Date _____



Appendix III

Harlem Public Schools
Abuse or Neglect Reporting Form

CONFIDENTIAL REPORT

A District employee, who has reasonable cause to suspect that a student under the age of 18 with whom he/she has come into contact has suffered abuse or neglect, shall report such a case to the Montana Department of Family Services. It is recommended that such a call be made in the presence of a counselor or administrator as a witness. The employee shall notify the Superintendent and Building Principal that a report has been made by the employee. An employee does not discharge the obligation to personally report by notifying the Superintendent or Building Principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Family Services, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

Name of Employee: _____

Date of report: _____

Incident:

Reported to:



Received by: _____ on _____, _____.

Appendix IV Harlem School District # 12: Pre-travel Information

Name(s) of persons included in the travel request:

Educational Benefit to the District:

Correlates and/or Common Core Standard: (linked to this travel)
Academic Performance: ___ 1. Curriculum ___ 2. Assessment ___ 3. Instruction
Learning Environment: ___ 4. School Culture ___ 5. Support ___ 6. Professional Growth
Efficiency: ___ 7. Leadership ___ 8. Organization ___ 9. Planning
Common Core Standard:

Other pertinent information regarding this request: (attach brochure when possible)

Date: _____ **Place:** _____ **Cost(s):** _____ **Total Amount**

Registration	
Motel	
per diem	
Travel	
Other:	

Approved by:
Principal: _____ Date: _____

Board Approval: out-of-state travel Date: _____

Office use: PO's: registration _____ per diem _____ motel _____
OTHER: _____ Vehicle request: school / personal _____ Leave slip _____
Harlem School District # 12: We are here to provide a learning environment that encourages excellence."



Appendix VI

Harlem Public Schools
End of Year Check Out



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