

**Frenchtown Elementary/Intermediate**  
**Grades K-5**

**Staff Handbook**  
**2021-2022**

**District Mission Statement**

**The core purpose of the Frenchtown Public Schools is to empower and educate students in a nurturing and safe environment so they discover their strengths, develop a love and appreciation for learning, reach their full potential, and prepare for an ever changing world.**

**“Every Child a Winner Every Day”**



**Colts' Creed**

***As a member of Frenchtown Elementary/Intermediate School, it is my job to be honest, respect and care for others, be responsible for myself, show fairness, and be a good citizen.***

**ELEMENTARY OFFICE**

Jodi Hall, Principal  
Mandi Kreis, Secretary  
Stefni Gurr, Secretary

**INTERMEDIATE OFFICE**

Riley Devins, Principal  
Tammy Blanchard, Secretary

**EARLY KINDERGARTEN**

Sharnelle Shirey  
Tara Trump-Instructional  
Paraprofessional

**TRANSITIONAL  
KINDERGARTEN**

Elise Harris

**BEHAVIOR SPECIALIST (K-3)**

Hunter Good

**KINDERGARTEN**

Hannah Juden  
Justine Luebke  
Shareena Musso  
Amy Geaudry  
Jordan Spoharski  
Ashley Grout

**FIRST GRADE**

Nathan Poukish  
Shannon Pavlik  
Rebecca Sammons  
Jolene Long  
Rachel Londeen

**SECOND GRADE**

Kim Duke  
CleAnn Udem  
Shelbie Croy  
Amanda Straw  
Ashley Olson

**THIRD GRADE**

Jodie Burklund  
Christi Hoskinson  
Joe DiFulgentis

Jess Gyapay  
Amber Reed

**FOURTH GRADE**

Whitney Peters  
Skye McMaster  
Jennifer Wipplinger  
Julie Smiley  
Mariah Harvey

**FIFTH GRADE**

Kathy Long  
Kelsi Luhnnow  
Bryon Bertollt  
Conor Dwyer  
Sydney Kurpius

**INTERVENTIONS**

Jamie Junyk (K)  
Marcy Fisher (1)  
James Lucas (2)  
Dawn Johnson (3)  
Laurie Sherwood 4-5  
Paige Vinton (2-5 Math)

**COUNSELOR**

Sadie Forte (3-5)  
Amy Griffin (K-2)

**SPECIAL EDUCATION**

Jennifer Demmons --Coordinator  
Kirsten Gyapay- School Psychologist  
Jenna Nile  
Jessica Beers  
Dana Lozier  
Alane Dobie  
Jennifer Stephens

**Enrichment Program**

Dalene Normand

**LIBRARY**

Ryann Rugg  
Ariel Linton  
Janell Habeck

**MUSIC**

Elaina Blass  
Karolei Lydell

**PE**

Kyle Rausch  
Roberta Chapman

**PARAPROFESSIONALS**

Kim Loverian  
Cyndi Baker  
Montana Holmes  
Susie Ernszt  
Rachel Fagel  
Megan Cassidy  
Sarah Evitts  
Deneice Knight  
John Thaggard  
Ashley VanAllen  
AJ Randhawa  
Kim Wilcox  
Amy Sarani  
Jamie Volikaty  
Bob Wikum

**ALTA-CARE**

**PLAYGROUND**

Paul Taylor  
Jime Benitez  
Denise LeRette  
Diane Gallagher

**NURSE**

Kathy Weishaar  
Marsha Howard

**CUSTODIANS**

Sean Meacham-Director  
Jerry Lambert-Maintenance  
Quincy Gonzalez  
Bob Corn  
Randall Tempel  
Kurtis King  
Logan Heflin

**KITCHEN STAFF**

Mike Spencer  
Kim Gergen  
Jennifer Richardson  
Alicia Scheffer  
Christina Scheffer

**TRANSPORTATION**

John Peterson-Mechanic

## **ACADEMIC ASSESSMENT**

Students are formally assessed through these evaluation tools:

- MT Smarter: Grades 3-8, 11
- MT Science CRT: Grades 3-8, 10
- MAP: Grades K-8
- DIBELS READING: Grades K-6
- NAEP ASSESSMENT: Grade 4 and 8

## **ACCIDENT REPORT**

Accident report forms are kept in the office. If an accident occurs while a child is under your supervision, fill out the report and return it to the office **AS SOON AS POSSIBLE**.

Staff on playground duty are responsible for filling out accident reports if any student is injured on the playground while you are on duty. **DO NOT EXPECT THE OFFICE STAFF TO COMPLETE IT FOR YOU AFTER THE FACT.**

### **ASSESSMENT:**

- Each student will be assessed immediately by the supervisor on location.
- All accidents of a serious nature will be reported to the office. If it appears necessary, the supervisor will accompany the child to the office. If there are any questions, do not move the student; call the office for assistance.

### **REPORTING:**

- Every accident requiring treatment must be reported to the parent.
- Every accident requiring treatment must be recorded on the accident form.

### **ACTION:**

- Each student assessed and sent to the office will be required to rest and be monitored for possible delayed effects.
- The student's teacher will be informed of the accident so s/he can also monitor the child. Delayed effects must be reported to the office immediately.

**Staff accidents are to be reported on a workman's compensation form and submitted to the district clerk.**

## **ATTENDANCE**

Attendance will be recorded in the classroom through Infinite Campus. Teachers will be responsible for logging on to Infinite Campus twice daily to record current attendance. In the morning, attendance will be entered before **9:00 am** with a tardy recorded for students arriving after 8:30. Attendance is entered again in the afternoon by **1:30 pm**.

**Students who are tardy ARE NOT ALLOWED IN THE CLASSROOM unless they have an office admit slip.**

Students are to check in and out of the office if they arrive late or leave early. Do not mark students tardy if they arrive on a late bus. By law, the office is required to contact parents of every absent child. This is time-consuming

and is made more cumbersome when teachers fail to take attendance.

### **BOARD POLICY BOOK**

One Board Policy Book is available in each administrative office, in the library, and on the district web site at [www.ftsd.org](http://www.ftsd.org). The Board of Trustees and its committees are always seeking input concerning the revision of policy. All teachers should take the time to read these guides. Any questions concerning procedure and policy should be addressed by referring to the Teacher Handbook and/or Board Policy. [Frenchtown Public Schools Policy Manual by Montana School Boards Association](#)

### **BOMB THREAT**

Teachers will be notified in the event of a bomb threat. Students and teachers will follow the same exit procedures as specified in fire drill regulations. Students are to refrain from talking or making any unnecessary noise. Stand clear of the building until the school has been declared safe by the authorities or until administration gives alternative instructions.

Follow the procedures as described in the Emergency Handbook.

### **CANCELLATION OF RECESS**

On days that recess is cancelled because of rain or temperatures below zero degrees, the following procedure will be followed.

- **Lunch recess:**

Students will remain in the lunchroom for their full 20 minutes before returning to the classroom. Be sure you do not arrive early or leave late to the lunchroom. Maintain the three-minute interval between classes within the grade levels. This should ensure you get at least 15-20 minutes for a break. Playground supervisors are available to cover room assignments to allow teachers a 30 minute lunch break.

- **Recesses:**

Aides and specialists normally on duty at that time will come to individual classrooms to relieve teachers for a few minutes so you can take a quick break. Please be advised that the K-6 has 30 plus classrooms to cover so time in each classroom will be limited. **DO NOT** take students outside, even for a brief time, when we have cancelled recess because of inclement weather or the temperature is zero or below. FTSD has made a commitment to the parents **NOT** to take them outside.

### **CARE OF YOUR CLASSROOM**

- Each teacher is responsible for the organization and cleanliness of his/her classroom during the day. Bookshelves and coat racks should be in order. **ALL PAPER AND LITTER IS TO BE PICKED UP OFF THE FLOOR.** Projects are to be well organized and cleaned up. The sink areas must be clean and maintained. There should be no writing on desks, walls, or other furniture. It is the custodian's duty to clean and vacuum after school, but it is the teacher's responsibility to keep it orderly during the day. Students are to be taught the importance of an organized and litter free room. Please limit the number of personal appliances in the classroom, as they are not energy efficient. A refrigerator and a microwave are provided for staff use, located in the staff rooms.
- Nothing is to be stored within 24 inches of the ceiling. Do not use wedges to prop doors open. Please use District approved door stops.

- Notify the office or the custodian immediately if there is an accident and the room needs special cleaning during the day.
  1. Do not let glue dry on the desks
  2. Do not hang strings from the lights
  3. Use masking tape, not scotch tape to hang paper on the walls
  4. Have students place chairs on top of the desks at the end of the day, where applicable
  5. Have students pick up around their desks and straighten up the room at the end of the day
  6. No paper display items can be wall mounted within 18 inches of the ceiling.
  7. Do not cover more than 10% of the walls or hallways with paper
  8. Do not tape items to windows, it will damage the sun filtering film

### **CHAIN OF SUPERVISION**

Staff members are responsible for consulting with their immediate supervisor first when there are questions concerning procedure or policy in the day-to-day management of the school. If an understanding is not arrived at and additional clarification is sought, the staff member would then take his or her concern to the next higher level of supervision.

Paraprofessionals first confer with the supervising teacher/s, secondly with the building principal & special education coordinator, thirdly the Superintendent of Schools, and lastly the Board of Trustees. Teachers first confer with the building principal, secondly the Superintendent of Schools, and lastly the Board of Trustees. If the concern involves a grievance issue, the School District policy on grievance is to be followed.

### **CHANGE OF ADDRESS NOTIFICATION**

It is the responsibility of all staff to notify the School District office of any changes in address in a timely manner to keep a current mailing address on file.

### **CHILD ABUSE**

**(Reference Board Policy 5232, 5232P)** it is the responsibility of THE TEACHER, or adult personnel, to report suspected cases of child abuse and neglect. You must call DPHHS @ 1-866-820-5437 and you must inform the administrator.

### **CLASSROOM INSTRUCTION**

School District #40, Frenchtown Public Schools is committed to a positive and productive learning environment promoting effective teaching and facilitating higher student achievement. Instruction is to be in alignment with the approved district curriculum and standards, making sure what you teach and what you assess is congruent. It is essential that all core standards within each subject area are taught during the course of the school year so that information can be accurately assessed. The district-selected math, reading/ELA, science, and social studies programs are to be used primarily within each subject area. The textbook and purchased resources are instructional tools and are not to be considered the curriculum. Instruction is to be differentiated to meet individual student needs. To assist in developing clear learning goals, it is helpful to refer to Bloom's Taxonomy. This hierarchy of thinking accommodates the various developmental levels of children in a typical classroom.

1. **Remembering:** Retrieving, recognizing, and recalling relevant knowledge from long-term memory.
2. **Understanding:** Constructing meaning from oral, written, and graphic messages through interpreting,

exemplifying, classifying, summarizing, inferring, comparing, and explaining.

3. **Applying:** Carrying out or using a procedure for executing, or implementing.
4. **Analyzing:** Breaking material into constituent parts, determining how the parts relate to one another and to an overall structure or purpose through differentiating, organizing, and attributing.
5. **Evaluating:** Making judgments based on criteria and standards through checking and critiquing.
6. **Creating:** Putting elements together to form a coherent or functional whole; reorganizing elements into a new pattern or structure through generating, planning, or producing.

### **CONCERN OR COMPLAINT POLICY FOR EMPLOYEES**

Most differences of opinion and concerns can be handled orally and informally between the people involved. Bring your concerns to the proper individual or address them with the building principal. However, when differences require a formal approach, the following procedure will be used.

All district employees have the right to due process and the right to privacy as detailed in the law. The Board of Trustees invests most management and operations authority in the Superintendent of Schools. The Board of Trustees, consistent with broad policy, will deal with complaints concerning specific schools, personnel, programs and procedures only after the normal channels have been exhausted. Therefore, when the Board of Trustees receives a complaint or concern requesting attention, it will be referred to the Superintendent for consideration and/or action with a report to the Board of Trustees.

All complaints or concerns involving internal matters will be conducted through the following procedures and with the following expectations:

1. All concerns and complaints shall be in writing and signed.
2. Whenever possible the complaint will be handled at the level closest to the source.
3. All complaints will be referred to the appropriate level in the chain of supervision whenever possible.
4. Complaints should be both investigated, and if possible, resolved expeditiously at the appropriate level.
5. Personnel against whom complaints or concerns are registered shall have the opportunity to respond in their defense prior to any determinations.
6. Employee due process rights and rights to privacy shall be followed in all investigations and actions arising from concerns or complaints.
7. Employees will be expected to cooperate in investigations by adhering to all reasonable and legal requests from their supervisors.
8. All conferences and communications will be treated in a confidential manner.
9. All employees will be held accountable for rumor mongering or breaches in confidentiality.
10. All employees will be held accountable for any interference or retaliations involved in an investigation of complaints or concerns.

### **CONFIDENTIALITY CONCERNING STUDENT BEHAVIOR**

Be sure you maintain confidentiality about the behavior of students at school. Information about a student's behavior, the refocus room, verbal, and physical outbursts, should not leave the school and should not be discussed in the teachers' lounge or in the community.

A student's right to privacy, protected by FERPA (Family Educational Rights and Privacy Act), must not be breached. If you have a question or are asked by others about a child's behavior or program or even why "this child" is in our school, please direct those questions to the building principal. She will be happy to sit with anyone and explain our legal and ethical responsibility to educate all children in our community.

### **COPY MACHINE USE**

Copy machines are available in the office areas for teacher use. Please notify the office immediately if there is a breakdown, jam, or the machine is not working.

If you have large copy needs requiring two sided, stapling, or custom needs, fill out a copy request and these will be completed through the office. Place your request and materials in the elementary lobby or with the Intermediate secretary. Plan ahead, giving 1-2 days for completion. **Please try to send the majority of your copy needs through the office. These machines are heavy duty and designed to handle it.**

### **COPYRIGHT**

While the District encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of staff to abide by District copying procedures and obey requirements of law. Under no circumstances will it be necessary for staff to violate copyright requirements in order to properly perform their duties. The District cannot be responsible for any violations of the copyright law by its staff.

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

***(Board Policy 2312, 2313P for Compliance of Copyright procedures)***

### **CUMULATIVE – PERMANENT RECORDS**

These records are kept in the office and are available to teachers on a checkout system. The checkout sheet is attached to a clipboard in the safe. Be sure you sign the clipboard for any record you take from the office safe, recording the date & time taken and the time returned. The files are not to be removed from the school premises and must be returned to the office the same day as checkout.

It is unlawful to alter any permanent records unless done through the main office. Mistakes must be whited out and initialed by the office staff. The Elementary Office will update the permanent records at the end of the school year. The Intermediate classroom teachers will update the permanent records at the end of each school year.

### **Dogs or Cats on Campus**

Dogs or cats of any size are NOT permitted on campus at any time. This includes extra-curricular events.

### **DISCIPLINE**

Teachers are expected to handle their own discipline problems in the classroom, using your classroom procedures/management system and Montana Behavioral Initiative (MBI). However, if you need help, contact the office. **DO NOT send a student to the office without notifying the office first.** If you need assistance in removing a student from the classroom to the office, call on the intercom.

Use the Disciplinary Referral Form for playground and classroom behavior in the event of a major infraction or if a student displays repeated misbehavior in class. Please put into Infinite Campus under behavior management as soon as you can.

Be sure you have your classroom rules and school-wide expectation T-charts posted so students understand the expectations. T-charts must be revisited continuously.

Time out or refocus, by definition, is NOT a punishment. It is an opportunity for the student to cool down, consider his/her behavior, and get him/herself in control and return to the group.

### **DRESS CODE**

Teachers and staff are expected to set a good example in this area at all times. The administration reserves the right to prohibit forms of clothing which it deems inappropriate. When in doubt consult the administrator. Casual dress is allowed at school activities, but again, it should be noted that teachers have a responsibility to maintain a professional appearance and set a good example as they are representatives of the community and school.

### **E-MAIL ETIQUETTE**

The intent of Electronic Mail is to increase the ease of communication within the school district. It is important to remember that confidentiality is difficult to maintain when both students and adults have access to classroom computers. In keeping with that knowledge, it is necessary to outline the following expectations and policy:

1. E-mail messages should respect the privacy rights of individuals.
2. E-mail messages should be addressed only to appropriate personnel. When messages are addressed to groups, the sender should check those groupings prior to sending the message and delete those persons who do not need to receive the message.
3. E-mail is to be checked daily. Any messages sent by the administration will be assumed to be read within a 24-hour period and staff will be responsible for messages sent.
4. E-mail messages should be periodically deleted from the archives to open up memory within the district computer system.
5. E-mail communications titled confidential should be treated as such.
6. The use of school computers for personal profit is prohibited.
7. Think twice before you hit the “send” key.

Be aware that all E-mail is ultimately the property of the Frenchtown School District and messages transmitted and stored should be written with that in mind.

Please refer to School Board Policy 3612 for a more comprehensive understanding of the district guidelines.

**SOCIAL MEDIA WARNING:** Teachers should NOT engage in conversations with students or become part of any social media networking that is so prevalent today. Do not engage in Text messaging, Facebooking, Instagram, Snapchat and so on with any students. Teachers must maintain professional boundaries with all students. The district encourages you to communicate through Remind 101, Google Classroom and school email for educational and classroom purposes only. Keep in mind that anything you do “out there” is PUBLIC and PERMANENT. Always keep it educational and professional!

## **EQUAL OPPORTUNITY AND EMPLOYMENT**

The Frenchtown School District #40 will not discriminate against any student in education or employment including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extracurricular and other school-related activities because of sex, sexual orientation, race, color, creed, religion, national origin, age, physical or mental disability, political belief, marital or parental status, unless based upon reasonable grounds as provided by law.

The Frenchtown School District #40 will not discriminate against any employee because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status, unless based upon reasonable grounds as provided by law

## **EMERGENCY DRILLS**

Inform students of the fire drill procedure on the first day of school. Exit routes must be displayed on the wall by the door. Students should know where to go and how to conduct themselves during a fire drill. Be prepared for a fire drill during the first two weeks of school. Have a secondary route selected in case your assigned route is blocked.

There will be a minimum of eight (8) emergency drills during the school year. These drills will occur at various times of the day.

Teachers should know the routes and observe the following procedures:

1. Have the students file out quietly and rapidly, leaving everything in the classroom.
2. The teacher shall close the windows, take the class list or grade book, turn off the lights and close the door. Check for students out of the room at the time of the drill.
3. Take students to the assigned area away from the school building. Take attendance in the case of an actual fire. Do not allow anyone back in the building until you hear the all-call to return. Students must re-enter the building quietly and orderly.

In the case of an actual fire during cold weather, buses will be called to protect the students from the weather. Accounting for all students is critical in the case of an emergency.

## **EMERGENCY INFORMATION**

Families complete an emergency information sheet when the child is enrolled in school. This information is kept in the elementary/intermediate office. Emergency information sheets are to be taken on all field trips.

## **EMPLOYEE ABSENTEE FORM**

Classified staff or special leave requests for certified staff are required to complete the **Employee Absentee Form** when gone from school or requesting leave.

## **FIELD TRIPS**

Field trips are for **EDUCATIONAL PURPOSES**. Forms, which are kept in the office, must be filled out thoroughly two weeks prior to the field trip including the scheduling of the buses and filed with the principal. A field trip request includes the cover sheet explaining the trip, dates, relevance to the curriculum, the notification sheet for the lunchroom and a bus request form. Field trips are school events and student cell phones are not allowed.

If students do not attend field trips because of discipline, they must be at school working on appropriate materials on the day of the event. DO NOT ask or request a parent to keep a child home on the day of a field trip.

Check with the elementary/intermediate office to pick up medications prior to leaving.

### **FIRST AID**

At the beginning of the year teachers will be given a small first aid kit for minor injuries in the classroom. First aid fanny packs are to be taken to the playground when you have duty.

### **GRADE BOOK**

Be sure your grade book adequately reflects the progress of your students. When you record grades on report cards, the grade book is to reflect those grades. Grades 4-5 are to use the Infinite Campus gradebook. Grade books will be checked periodically during the classroom visits and observations.

### **HARASSMENT REPORTING**

Harassment and bullying will not be tolerated. Encourage students to report any incidents to you so that they may be taken care of as close to the time of the incident as possible. Involve the counselor in any incidents that warrant additional focus. **Be sure to inform the principal of any incidents you have dealt with or those needing further attention.**

The Olweus Bully Prevention program is accepted as part of our curriculum and staff are expected to support it and implement it fully.

### **HOMEWORK**

Homework needs to be relevant to the course of study. **Quality, not quantity, is the focus of meaningful homework.** At the elementary grades it should be considerably less than one hour per subject per day (a good rule of thumb is the grade level times 10 minutes).

All students in grade 3-5 will have an assignment notebook provided to them. Please spend some time at the beginning of the school year to teach students how to use it effectively. Help them to understand its use. Notify parents early in the school year about its use and how they can help.

### **INCIDENT REPORTS**

Staff will complete an incident and restraint report form immediately following an incident that occurs with a student. Complete all sections with specific information. Forms will be dated and signed by the teacher on duty at the time and given to the principal.

### **INTERNET USE**

**Board Policy 3612 of the School Board Policy** provides an overview of acceptable uses of the internet. All use of the District's electronic network must be in support of education and/or research and for legitimate school business purposes only.

All district employees and students are to sign the internet access conduct agreement if they are to use the internet. If a student or staff member chooses not to sign the agreement, they cannot access the internet via a school

computer.

Use of gaming and shopping sites will only be available outside of the school day. Be aware of the burden placed on the school computers due to use of these sites. Spyware programs that automatically install can slow our system and lead to additional service needs.

### **JURY DUTY**

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive their regular salary or take annual leave during jury time. If the employee elects not to take annual leave, however, all juror and witness fees and allowances (except for expenses and mileage) must be remitted to the employer.

### **LEAVING CAMPUS**

If you are planning to leave the campus during the school day, check in with the office before you leave and again when you return.

### **LESSON PLAN BOOK**

**Your lesson plans must be completed on Friday afternoon for the following week.**

Keep your lesson plans on your desk where they can be readily found and reviewed. The principal may ask you to turn plans in for review. Plans will be checked periodically to track learner goals and progress in the curriculum. Be sure your plans adequately reflect the lesson for the day so a substitute can easily teach from those plans.

Non-tenured teachers will hand in lesson plans weekly to the building administrator.

### **LOST LIBRARY MATERIALS**

Staff will be responsible to cover the cost of any and all materials that are checked out in the staff member's name and not returned to the library at the end of the school year.

### **LUNCH PROGRAM**

Lunch money is collected at the elementary/intermediate office counter. Send students who bring lunch money to the office right away each morning.

**LUNCH CHARGE INFORMATION IS GIVEN TO THE STUDENTS TO TAKE HOME.**

**THESE FORMS MUST GO HOME EACH WEEK IN THE TUESDAY ENVELOPE.**

**Adult prices are \$3.55 for lunches and \$1.80 for breakfast.**

**Remember, the lunch card is NOT a charge card for students or teachers. Staff are not allowed to charge any meal. Please don't ask the kitchen/office staff to do this for you.**

Any student who has charges exceeding \$5.00 will be contacted to pay these charges and become current with their account. Please help remind students of their lunch money needs. No students will go without lunch due to inadequate funds.

Consult the lunch schedule for times individual classes and grade levels go to lunch. Observe the three (3) minute spacing to provide adequate time for classes to be served and to cut back on the amount of time classes have to wait in line in the lunchroom or in the hallway.

If your class is having lunches, other than the school lunch program, notify the kitchen at least one week in advance so weekly food orders can be adjusted.

**RETURN STAFF LUNCH TRAYS AND FLATWARE TO LUNCHROOM DAILY.**

**LUNCH DUTY**

Teachers who have inside duty:

- Be on time for your duty to release the previous duty from service.
- Stay the total 20 minutes that are assigned.
- Teachers will be responsible for the discipline of students. Aides on duty will be responsible for cleaning the tables and floor.
- Monitor students as they exit the lunchroom, maintaining order in the hallways. Remember, other classes are still in session and classes are being held in the adjacent music rooms.

If students return to the classroom prior to the scheduled time because of bad weather, be prepared to meet them at the door.

No student should be allowed in the building during lunch recess without a hall pass. If students are found in the halls or classrooms, unsupervised at this time, they are to be directed outside.

Periodically, when playground supervisory aides are not available, teachers may be asked to do noon recess duty. The principal will make these times as equitable as possible by rotating the duties among the teachers. (This is allowable in contract language.)

**MAIL BOXES**

Please check your mailboxes at the beginning of each day, at lunchtime and at the end of the day. You are responsible for all correspondence in your mailbox. Do not let it accumulate over days without emptying the box. It is an important means of communicating with staff and when something is placed in your mailbox, it is then considered received by you.

**MCKINNEY-VENTO STUDENTS**

Students eligible for support are those who lack a fixed, regular, and adequate nighttime residence and includes.

- Those living on the street, in a car, in an abandoned building, etc.
- Those living in shelters and in transitional housing programs
- Those living in campgrounds, motels and hotels
- Those doubled up with family and friends due to the loss of housing or economic hardships
- Those recently placed in a foster home (within the past six months)
- Those who have run away or otherwise are not accompanied by a legal parent or guardian

Students in the above living situation may continue to attend school where they last enrolled (prior to losing their housing) or may immediately enroll in the district where they are temporarily staying (even if they lack enrollment documents such as birth certificates, immunizations, and proof of residency).

Please contact building principals, school counselors, or Aaron Griffin (Middle School Principal/FTSD Homeless Liaison at 626-2650).

## **MEDICATION POLICY**

Be sure, for any student in your classroom receiving medication, the parent has completed the Authorization for Dispensing Medication Form and the medication is being kept and dispensed from the office. Do not allow students to keep medications in the classroom.

Refer to the Student-Parent Handbook for Board Policy and Procedures.

## **MESSAGES & ANNOUNCEMENTS**

The daily bulletin will be distributed, via e-mail, by 7:45 a.m. daily. Announcements must be turned in the day before to be included in the bulletin announcements for the next day. Please give the secretary any messages you would like included on the bulletin.

## **MOVIE VIEWING**

Children have ample opportunity at home to view movies and informational films. Please limit the use of movies and film clips in your instructional day. Be ready to justify the academic relevance of using a movie or short film. Comics/cartoons are not to be viewed at school. All videos viewed should be G rated unless approved by the building administrator.

## **MOVING EQUIPMENT**

**Students are not to move pianos, computers, televisions, and other heavy objects.**

Please have the custodian or maintenance personnel move any of these items. If you need the bleachers pulled out for use, schedule this with the head custodian.

*When putting items in cupboards, hanging items on the walls, or to reach items higher than your reach, use appropriate climbing devices. Each classroom has a MSGIA approved step ladder.*

## **OBSERVATIONS & EVALUATIONS BY ADMINISTRATOR**

Teachers are scheduled for formal evaluations on a three-year cycle if tenured and twice a year if non-tenured. The principal may walk through your classroom or sit and observe at random times throughout the year, making note of instructional practices, learner goals, curricular alignment, and student behaviors. These walk-through observations may result in a collaborative meeting to discuss strengths and concerns. Classified staff members are scheduled for annual evaluations.

## **PARTIES & SNACKS**

Use discretion. Parties in the classroom should be kept to a minimum. Parties should be held during the last hour of school, leaving time for clean up before buses. Comply with the District Wellness Policy, making sure there are healthy choices for snacks: fruits, vegetables, grains, and one small sugar treat. If spills occur, notify the office or custodian immediately. If you have something special planned, please let the office know the time and dates. This helps the office with calls we receive from parents.

## **P-Card:**

A school district requisition form must be filled out and approved by building administration BEFORE any school purchases are made. The P-Card must be signed out from the office. No personal money or credit cards should be used to purchase items for the school or school district. A receipt must be provided to your building administration

after any purchase using the school P-Card.

### **PLAYGROUND SUPERVISION**

Consult the duty list or weekly/ daily schedule for playground duty.

- **Teachers listed first on the daily schedule are to be first down the hill and arrive on the playground ahead of the students. Please stop by the office and take a radio with you.**
- **Teachers listed last are to be last up the hill, following the last group of students.**
- **It is absolutely essential that students are under the direct supervision in ALL areas. Do not allow your class to stand in line at the door without a teacher being present.**
- **In your lesson plans, make sure you indicate duty responsibilities in the event you have a substitute teacher.**
- **Students must line up in an orderly manner outside before entering the building.**

Students should be back in their classrooms, ready to work, within five minutes of recess ending. It is important to maintain this time frame as many classes transition directly to music, P.E., and library. As classes transition to other locations around the campus, they are to be supervised by a teacher.

Teachers assigned to the playground are to circulate through their assigned area to discourage discipline problems. PLEASE do not stay in one place for the entire period. Supervision works best when you are moving through the area, talking with the children under your care. If it begins to rain please radio the office to notify teachers that recess is being interrupted. Do not remain outside if students are getting wet.

Review with your students the playground rules and be consistent in carrying out those rules with all students.

At times, you may be requested to fill in for playground duty. We will try to keep this at a minimum.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be recited on a daily basis in grades K-5 at the beginning of the day (See Montana Code Annotated 20-7-133). Discuss with your students the meaning of the pledge and its significance. If a child says he or she does not want to participate, check first with the parents on their beliefs and whether they would like their child to participate. Do not force a child to participate if the parents have expressed a desire they do not want this. Be sure these children do not feel less valued for their beliefs.

### **POSITIVE RECOGNITION**

**Celebrate student successes whenever possible.** Be an active participant in the school-wide positive behavior program. Use Laser Grams, Positive Referrals, Colt Corral coupons, and phone calls to parents whenever possible. Parents appreciate hearing the good news about their child.

### **PROFESSIONAL DEVELOPMENT**

The district has set aside several afternoons for professional development. All teachers are to participate in the scheduled training. Please avoid scheduling appointments and other commitments on these days. All professional development will focus on the key topics agreed upon in the Strategic Plan.

### **PROFESSIONALISM**

If you have a concern, question or frustration regarding a colleague, communicate in a professional manner with that colleague. Accept others' faults and weaknesses so they will accept yours. Celebrate their strengths and appreciate their skills. Avoid gossip and sharing information of a negative nature about another employee.

### **REPORTING PERIODS**

We have two Parent-Teacher conferences per year. The first conference will be held in October. The second will be held in March . The conferences correspond with the mid-term of the first and third quarters. Report cards will be sent home with the student at the end of each quarter. Teachers should send progress reports home any time it becomes evident it will be of value to both parents and students. This includes both positive and negative reports. If you do not receive acknowledgement from the parent, follow up the written report with a phone call.

### **REQUISITION FORMS**

Requisition forms are accessed through your computer at the district website. Complete all of the information including vendor address with the complete cost, including shipping. Complete the justification statement at the bottom of the requisition and submit it to the principal. Be sure to check around to get the best price. All purchases should be planned for during your spring order. Requisitions during the school year need to be discussed with the building principal first.

### **RETENTION**

No student shall be retained without several meetings prior to that decision. Any student experiencing difficulties should be brought to the Student Intervention Team (SIT) as early as possible, but at the latest by the beginning of the fourth quarter of school. If interventions tried are not successful, a second meeting with SIT should consider the possible evaluation for special education services. Early communication with parents and attempts at intervention are necessary prior to retention consideration.

Cautiously approach retention. Review the long term research on this topic and consider all factors. The final decision for retention lies with the principal.

### **SCHOOL BUS**

**ALL students walking or riding bikes will NOT be dismissed from the classroom until the buses have left the area and an all-call announces their release. This rule pertains to all exits of the school.**

Be sure all students get on the right bus and in a timely fashion. Check with the office if you are not sure of the bus number for a student.

When students are waiting for their parents after school, they should wait in the classroom then be released to the parent pick up/drop off loop with walkers. Do not send them to the office to wait or congregate.

**Be sure all regular bus students are on their bus unless they have a note from the office. Once the lead bus begins to roll, no student will be allowed to board or exit any of the buses.**

Students **CANNOT** ride another student's bus home, except in the event of an emergency, in which case the parent has contacted the office, or for child care purposes. Any exceptions to this policy will be made at the administrative level.

On buses with seat belts, it is required that all students wear their seatbelt at all times. If they choose not to, or take it off mid-route, they will be written up. The district follows bus referral procedures regarding school discipline. When students do not wear seatbelts on a bus that has seat belts it will be handled as a discipline issue and be handled with a write-up. Students' safety is important at Frenchtown School District and the district is taking steps to make transportation as safe as possible.

### **Infinite Campus**

DO NOT leave your computer logged on to Infinite Campus when you are not taking attendance or working on the grade book. BE SURE you also log off your computer at the end of the day. On Tuesdays log out of all programs but leave your computer on for system updates. Infinite Campus Parent Portal is to be updated weekly, preferably on Thursdays.

### **SCHOOL PROPERTY & BOOKS**

Impress upon the students a pride in their school and its books. Record the condition of the books when given to the students. Number the books and assign them to the students. At the end of the year, fees will be levied for lost books and excessive wear on the books. It is the responsibility of the teacher to levy and collect fines.

If teachers have checked books from the library, please make sure they are returned promptly. If you lose a book, please meet with the librarians to address the loss.

### **SECURITY**

All outside doors, except the doors next to the main offices, will be locked during the school day to increase security within the buildings. Teachers will need to carry their keys with them to gain access from the outside. **In the morning and after recess be sure to meet students at the door to provide access for them. DO NOT leave students lined up at the door, unsupervised.**

### **SICK LEAVE AND ABSENTEE PROCEDURES**

If you are sick and will not be able to come to school, you will be responsible for contacting SubFinder/Aesop either online at <https://Frenchtown.subfinderonline.com> or via phone at 1-855-283-5261. **It is your responsibility to complete the Employee Absentee Form.** This form is to be submitted immediately to the building administrator upon your return to school.

If you are ill and at home, be sure to notify the office before 3:00 PM of your status for the next day so we can let the substitute know.

If you know in advance that you will be absent please contact SubFinder/Aesop to secure a substitute for your absence. **An Employee Absentee Form is also required to be completed and submitted to the office for approval.**

The office will continue to schedule substitutes for emergency absences that happen during the day.

### **STRANGERS ON CAMPUS & SHELTER IN PLACE**

The office will notify teachers if there is a dangerous person on campus. We will begin a **Shelter in Place** strategy at this time. You will be notified by an announcement on the intercom used only for this situation. If you receive this call, lock your classroom door, close the blinds, and move students away from the windows and continue

teaching. Notify the office by intercom if you have any students out in the halls or not accounted for. Do not unlock the door unless or until directed by the office staff or administration.

**STUDENT DIRECTORY INFORMATION NOTIFICATION:** A form for student directory information will be sent home at the beginning of each academic year for parent approval. This includes “New Student Registration Packets.” Upon receipt and parent approval FMS will be/not be allowed to share student directory information with third parties (Board Policy 3600F2).

### **STUDENT INTERVENTION TEAM (SIT)**

The SIT process is an important step in addressing learning and behavior difficulties in the classroom. SIT is a process separate from special education. It is designed to provide prompt, accessible support to teachers. If you are having difficulty teaching certain students, request a SIT meeting. Do not wait until your student concern is beyond intervention. The SIT process is not an automatic step toward a special education referral. It is recommended that parents be invited to attend the SIT meeting. Remember, **once a SIT meeting has been scheduled, it is the classroom teacher’s responsibility to inform the parent and invite them to the meeting.**

### **STUDENT SUPERVISION**

Classroom supervision begins at 8:10 AM through afternoon bus departure at approximately 3:30 PM. Be sure you are in the classroom when students are in class. **DO NOT LEAVE ANY GROUPS OF STUDENTS UNSUPERVISED.** Remember, liability is reduced by your presence and good judgment. Supervise students in the hallways, door lines, and monitor the bathroom usage.

### **SUBSTITUTE TEACHER GUIDES**

Be sure you have the substitute notebook readily available with the following information:

- Lesson plan book with daily plans completed
- A current seating chart
- Fire drill plans poster
- Emergency Handbook
- List of supervisory responsibilities
- Instructions for correcting and grading papers
- Classroom guidelines and consequences for behavior
- A schedule for students leaving the room for other classes

Update the substitute notebook periodically.

Please share any concerns about a substitute’s skills with the building principal.

### **TEACHER MEETINGS**

Plan dental appointments, doctor appointments, and other meetings around the Teacher meetings AND the early out meetings. If teachers are committing to assisting with ball games such as scorekeeper, time clock, etc. please plan on attending the meeting until 3:55 and then leave for the gym. Make our meetings a priority. Teachers will not be excused from early-out professional development activities.

### **TEACHER’S WORKDAY**

The teacher workday begins at 7:55, fifteen minutes prior to the first bell, and concludes at approximately 3:35 P.M. Teachers are expected to be in their rooms at 8:05 AM. Classes will begin at 8:15 AM.

School is dismissed at 3:15 PM for buses and at approximately 3:30 for walkers and bike riders.

### **TELEPHONE CALLS**

Teachers will be called out of their classroom for telephone calls ONLY in cases of emergency. A secretary will notify you of any phone calls that are not an emergency and take a message for you. The message will then be posted on your email.

Teachers making calls shall make them during breaks except in the event of an emergency. Please keep your personal calls to a minimum. **Please use personal cell phones outside of the instructional/duty schedule. Please choose a confidential location when using your cell phone; not the hallway.**

All students must have a pass to use the telephone. Question their reason for using the telephone and do not allow use for unnecessary reasons. Please don't send students to the office to phone a parent about missing work. The secretaries are too busy to take care of this. Use your recess break to bring the student to a phone.

### **VISITORS**

All visitors must present an Identification Card at the office. Frenchtown School District uses the Raptor Visitor Management System in the Elementary and Intermediate Schools to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system allows us to do that. The Raptor system will better allow the Frenchtown School District to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit Frenchtown schools simply to drop off an item in the office or pick up paperwork.

The safety of Frenchtown students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

### **Do not allow an adult to take a student from your classroom.**

Direct the adult to the office to check out the student and we will call your room for the student.

### **VOLUNTEERS IN THE CLASSROOM**

Volunteers must complete a Volunteer Approval Form to work in the classroom, accompany a class on a field trip, or chaperone a school activity. Be sure volunteers complete the Approval Form PRIOR to the actual beginning of

volunteering or the field trip, so these forms can be processed before the fact.

Volunteers are to be used at the discretion of the teacher. If you feel the use of a volunteer is interfering with the quality of instruction and learning within your classroom please make other arrangements for assistance with that volunteer. It is important to protect the integrity of the school day.

### **WELLNESS POLICY**

To help combat childhood obesity, Congress passed the Child Nutrition and WIC Reauthorization Act of 2004, PL 105-268 requiring each local educational agency participating in USDA school meals programs to establish a local wellness policy.

Schools must set goals for nutrition education, physical activity and other school-based activities designed to promote student wellness. Schools must also establish nutrition standards for all foods available on each school campus during the school day, with the objective of promoting student health and reducing childhood obesity. Schools are required to measure the implementation of the wellness policy and to involve a broad group of individuals in its development.

The wellness policy developed by Frenchtown School District meets this federal requirement. Teachers are to support the implementation of the policy and abide by the policy recommendations.

### **WINDOWS**

Windows are to be closed when you leave the building at the end of the day. Do not tape items to the windows. It damages the film coating.

### **CONFIDENTIALITY**

**Respect for confidentiality is one of the most critical and important aspects of a certified staff position, paraprofessional's position, any other classified employee position, or school volunteer position.** Students and parents have a legal and ethical right to individual, as well as data privacy. Below are guidelines to consider when working or volunteering within the school system.

1. Consider, as a general rule, putting yourself in the student's and parent's position:
  - What information would you want discussed with others regarding your child?
  - In what settings, and with whom?
2. Never use other students' names or share information regarding their programs with parents during staffings, discussion, or conferences.
3. Information regarding specific students and programs should remain confidential and should not be shared in lunchrooms, staff rooms, or in the community.
4. Certified staff, paraprofessionals, all other classified employees, and/or volunteers should question school policies only through the proper school- designated channels, generally beginning with their direct supervisor or, if necessary, the principal of the building.

5. Certified staff and paraprofessionals (as needed) and at times building secretaries, but not any other classified employees or volunteers, should have access to special education records in order to be most effective in their jobs. Since the information is confidential, paraprofessionals and building secretaries must first discuss with their supervisor (s) the district's procedures for review.
6. Paraprofessionals, all other classified employees and/or volunteers need to support the teacher's techniques, materials and methods, especially in the presence of students, parents and other assistants. Questions should be directed to the specific teacher privately.
7. When having conversations or writing confidential information regarding a student or a family be aware of those around you who may be within hearing/reading distance. Look for a more private place within the school building.
8. Remember, when working within special education, Title I and/or with a child under a 504 Plan, any Individual Education Plan (IEP) is a legal document developed by a team based on a student's need with goals and objectives in areas of service. When necessary and only on a need to know basis, a teacher may review the content of said plans with the paraprofessional, any other classified employees and/or volunteer. Confidentiality is the guideline.

**HALLWAY DECORATIONS AND ADVERTISEMENTS:** Students must get administrative approval prior to hanging anything in the halls or on the bulletin boards.

### **Title IX Grievance Procedures**

The Frenchtown School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. The Frenchtown School District does not discriminate on the basis of sex in its education programs and activities. All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR

Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment.;
- creating an intimidating, hostile, or offensive educational or work environment;
- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of benefits or deprives that employee of employment opportunities; or

- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence or sexual misconduct. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion. Sexual misconduct may also include dating violence or stalking.

### **Title IX Coordinator**

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Beth Terzo  
Title IX Coordinator

626-2670

Inquiries involving staff members should be referred to the building level principals. Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

### **Filing a Complaint**

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally. An individual wishing to make a complaint will be provided with a copy of these procedures.

### **Informal Resolution**

The decision to invoke the informal resolution process is voluntary. The District may determine that the matter is not appropriate for informal resolution. If determined to be appropriate, both the individual alleging sex discrimination by an employee, student or third party and the individual(s) who is(are) the subject of the allegation(s) must agree to informal resolution.

If appropriate and both parties are in agreement, a school representative will be available to assist. Either individual may also request mediation with a designated mediator present to assist them to reach a resolution if appropriate for informal resolution.

Either individual has the right to end the informal resolution process at any time and may request the commencement of the formal complaint process at any time.

### **Formal Complaints**

An individual may make a formal complaint of sex discrimination in accordance with the procedures described above. The complaint should be in writing and should specify the allegations which the individual believes constitute sex discrimination. The individual has the right to contact law enforcement to determine if criminal activity occurred.

### *Investigation*

The District shall conduct an adequate, reliable, and impartial investigation into the allegations. Even if no formal complaint has been filed, the District may still conduct an investigation to determine whether sex discrimination has occurred when it has knowledge of allegations of sex discrimination. Any investigation by the District shall be in addition to any criminal investigation that may occur. Determinations resulting from the investigation shall be made on a preponderance of the evidence standard (i.e., it is more likely than not that sex discrimination occurred). Parties (the individual making the complaint and the individual(s) who is(are) the subject of the complaint) will have an equal opportunity to present relevant witnesses and other evidence. The investigation shall allow for both the complaining and responding individuals to provide information separately. If written statements are provided, each party shall have the opportunity to review such statements, subject to the disclosure of such information under the Family Educational Rights Privacy Act (“FERPA”) and Montana law.

Either party may have a representative or lawyer present during the investigations; however, the representative or lawyer is not allowed to speak or ask questions during any investigatory interviews. The representative or lawyer may request clarification of any questions, but may not answer, advise his or her client how to answer, or ask any substantive questions.

During the pendency of any investigation, the District may take appropriate interim measures that are individualized based upon the circumstances present. Interim measures may include, but are not limited to, counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of certain areas on a school campus, or other similar accommodations.

### *Notice of Outcome*

Both the complaining and responding individuals shall be notified in writing regarding the outcome of the investigation. Subject to FERPA and Montana law, an alleged victim may be notified about sanctions imposed on another individual found to have engaged in sex discrimination when that sanction directly relates to the individual.

### *Time Frames*

The District shall complete its investigation within a timely manner upon receipt of the complaint or knowledge of allegations of sex discrimination.

### *Appeals*

Any party who is not satisfied with the findings from the investigation may appeal to the Superintendent. The appeal should be made within ten (10) days of receipt of the Notice of Outcome. Within three (3) days of receipt of any appeal by either party, the Superintendent shall notify the non-appealing party regarding the appeal. Within five (5) days of receipt of notice of any appeal, the non-appealing party may present an argument opposing the appeal in writing. Within twenty (20) days of receipt of the initial appeal, regardless of whether the non-appealing party has submitted any opposition to the appeal, the Superintendent shall issue a written decision to both parties affirming or rejecting the investigation findings.

### **Remedies**

The District shall take all reasonable and necessary measures to prevent the recurrence of any harassment and to correct its discriminatory effects on the individual and others. Any individual participating in a sex discrimination investigation shall notify the Title IX Coordinator if he or she believes that he or she is being retaliating against for

participating in the investigation. The District prohibits retaliation against individuals making complaints under these procedures and participating in any investigation that may ensue.