

CERTIFIED STAFF HANDBOOK 2023 - 2024



Sheridan School District #5
Sheridan, Montana

PANTHER UNIVERSALS

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

BE SUCCESSFUL

BE A PANTHER!!!

Table of Contents

PANTHER UNIVERSALS	2
EQUAL OPPORTUNITY POLICY (Policy 5010)	6
EDUCATIONAL PHILOSOPHY	6
VISION	6
MISSION	6
SCHOOL BOARD.....	7
SCHOOL DISTRICT GOALS AND OBJECTIVES	7
SUPERINTENDENT	8
SCHOOL PRINCIPAL	8
ABSENCE OF ADMINISTRATOR (Policy 6122)	8
PRINCIPAL’S EXPECTATIONS	8
ASSOCIATIONS	9
BOARD MEMBERS	9
BOARD MEETINGS/COMMUNICATIONS	9
DISTRICT OFFICE HOURS	9
ABSENCES	9
COMPLAINTS	9
CONTRACTS AND COMPENSATION	10
COPYRIGHT (Policies 2312, 2312P)	10
CRIMINAL RECORDS CHECKS / FINGERPRINTING (Policy 5122)	10
DISCIPLINE AND DISCHARGE	11
DRUG-FREE WORKPLACE (Policy 5226)	11
EVALUATION OF STAFF	12
GIFTS AND SOLICITATIONS	12
GRIEVANCES	12
HARASSMENT/BULLYING/INTIMIDATION (Policy 5015)	12
PARTICIPATION IN POLITICAL ACTIVITIES (Policy 5224).....	13
PERSONNEL RECORDS (Policies 5231, 5231P)	14
ABUSE / NEGLECT (Policy 5232)	14
ETHICS.....	15
PAYDAY SCHEDULES	15
TEACHING CERTIFICATES	15
PIR DAYS (Policies 2100 and 5211)	15
LEAVE REQUESTS	15
FIELDTRIPS (Policies 2320-2320P)	15
ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES	16
TEACHER’S WORK DAY	16
COPY MACHINE	16
DISMISSAL OF CLASSES OR LEAVING CLASSROOM	16
TEACHERS’ / STAFF MEETINGS	16
TEACHERS’ ABSENCES (Policy 5321)	16

TEACHERS CLASS ADVISORY DUTIES.....	16
CLASSROOM MANAGEMENT EXPECTATIONS	16
HONOR ROLL	17
FAILING STUDENTS	17
COMPUTER LAB USE	17
GYM USE	17
LEAVING CAMPUS DURING SCHOOL HOURS	17
SUBSTITUTE TEACHERS (Policy 5314)	17
HOME RELATIONS.....	18
MASTER CALENDAR OF EVENTS	18
ANNOUNCEMENTS AND BULLETINS	18
LETTERS TO PARENTS	18
PERMANENT RECORDS	18
KEYS	18
RELEASE OF GENERAL STAFF INFORMATION	19
RESIGNATIONS	19
STAFF CONDUCT (Policy 5223)	19
TEXTBOOKS	20
PURCHASING AUTHORITY	20
NEGLIGENCE	20
ADMINISTERING MEDICINES TO STUDENTS (Policy 3416)	20
ASSEMBLIES AND PEP RALLIES	21
INVENTORIES	21
FOOD AND BEVERAGES	21
GRADE BOOK	21
HOMEWORK POLICY	21
MEDIA/TECH EQUIPMENT	21
EMERGENCY PREPAREDNESS DRILLS (Policy 8301).....	22
SUPERVISION TO / FROM HOME	22
SUPERVISION IN THE CLASSROOM	22
SUPERVISION - EVENING USE OF THE BUILDING	22
PARTIES	22
STUDENT HANDBOOK	23
LIST OF PUPILS' NAMES	23
USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS (Policies 5630, 8121)	23
CONFERENCES & PORTFOLIO PRESENTATIONS	23
FIRST AID (Policy 3431)	23
EXPENSE REIMBURSEMENTS (Policy 7336)	24
TELEPHONE	24
DRESS	24
HALL / NOON DUTY	24
ENROLLMENT OR WITHDRAWAL	24
MAIL BOXES	25
LESSON PLANS (Policy 2123)	25
EQUIPMENT	25
CLASSROOM	25
PUBLIC DISPLAYS OF AFFECTION (PDA)	25
STUDENT DISCIPLINE (Policies 3300, 3310)	25
VISITORS (Policy 4301)	26

VIDEOS / MOVIES	26
CORPORAL PUNISHMENT (Policy 3310).....	26
HOLDING BUS STUDENTS AFTER SCHOOL	26
STUDENT DISMISSAL PRECAUTIONS	26
PUPIL PROGRESS AND REFERRAL	26
PROMOTION AND RETENTION OF STUDENTS (Policy 2421)	27
PREGNANT AND MARRIED STUDENTS	27
EMERGENCY CLOSINGS	27
CASH IN SCHOOL BUILDINGS	28
PATRIOTIC EXERCISES	28
EXTRACURRICULAR GUIDELINES	28
SAFETY AND ACCIDENTS	28
STORAGE	28
SHERIDAN SCHOOLS GRADING SCALE	28
INTERNET USE BY STAFF (Policy 5450)	28
FERPA (Policies 3600, 3600P, 3600F)	28
TOBACCO and vaping device USE (Policy 8225)	29
CERTIFIED HANDBOOK ACKNOWLEDGEMENT FORM	30
CONFIDENTIALITY AGREEMENT	30

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

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

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

EQUAL OPPORTUNITY POLICY (POLICY 5010)

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

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District.

A person with an inquiry regarding discrimination should direct their questions to the Title IX Coordinator. A person with a specific written complaint should follow the Uniform Complaint Procedure.

Retaliation against an employee who has filed a discrimination complaint, testified, or participated in any manner in a discrimination investigation or proceeding is prohibited.

EDUCATIONAL PHILOSOPHY

Believing that the basic purpose of education is to prepare each student for life, and to impart to him that knowledge and those skills and attitudes which will best prepare him to become a happy, useful, and worthwhile member of society, the Board of Trustees has set down the following philosophies, policies, rules, and regulations which they hope will help achieve those ends.

VISION

Sheridan Schools will educate the whole person, empowering them to reach their highest individual potential.

MISSION

In order to achieve our vision, it is the mission of Sheridan Schools to:

- Ensure a safe learning environment;
- Welcome curiosity and instill confidence;
- Promote personal responsibility;
- Broaden opportunities for all interests;
- Model and teach tolerance;
- Encourage service to others;
- Deliver a well-balanced curriculum that includes academic, technological, creative, and physical disciplines;
- And most importantly, provide a place to belong!

SCHOOL BOARD

Individual Board members exercise their authority over school district affairs only as they take action at a legal meeting of the Board. In other instances an individual Board member, including the Chairman, shall have power only when the Board, by vote, has delegated authority to him or her.

SCHOOL DISTRICT GOALS AND OBJECTIVES

The goal of the Sheridan School is to accept responsibility for the development of each child into an adult who can stand confidently, participate fully, learn continually, and contribute meaningfully to our world. Six objectives, which contribute to the achievement of this goal, listed without priority in arrangement, define desirable outcomes to be incorporated into short and long-range plans for the school system.

1. To ensure that each student develops proficiency in basic academic skills.

2. To ensure that each student develops the capacity to recognize and cope with the problems of an unknown future.
3. To ensure the development of meaningful interpersonal relationships among students, staff, and community.
4. To ensure that staff, students, and parents are afforded maximum feasible participation in the development and evaluation of programs and policies that meet the educational needs of each community.
5. To ensure maximum efficiency in the allocation of material resources.
6. To ensure maximum efficiency in the allocation of human resources.

CHALLENGING AND DIVERSE LEARNING ENVIRONMENT

Sheridan Schools will develop a rigorous educational program that is designed to both meet the needs of all students and support the talents of all students.

HIGHLY EFFECTIVE STAFF

Sheridan Schools will develop a recruitment and retention program to ensure that the District hires and retains high quality effective personnel who use best-practice instructional strategies and each have a professional development plan in place.

COMMUNICATION

Sheridan Schools will communicate to its stakeholders using various forms of media, ensuring access to school events, processes, and policies.

COMMUNITY SUPPORT OF SHERIDAN SCHOOLS

Sheridan Schools will elevate the level of public awareness regarding the funding for Sheridan Schools and the associated linkages to achieve high quality educational programs.

FISCAL RESPONSIBILITY

Sheridan Schools will allocate resources, with transparency, to have the greatest positive impact on the performance of students and staff.

FACILITIES AND GROUNDS

Sheridan Schools will provide a welcoming, safe, and well-maintained environment, which keeps the focus on learning for both student and staff.

TECHNOLOGY

Sheridan schools will implement technology in Sheridan Schools to enrich student learning and deliver more efficient administration services.

BEYOND THE WALLS OF SCHOOL

Sheridan Schools will create a high-standard learning environment, outside the walls and hours of school, with accountability for achievement in academics, community service, and citizenship

SUPERINTENDENT

The school superintendent is responsible for providing the professional leadership and skill to translate the wishes of the Sheridan School Board into administrative action.

The superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of the school buildings and all personnel therein. The superintendent is responsible for the management of the schools under the Board's policies and is accountable to the Board.

SCHOOL PRINCIPAL

Acting with the approval of the superintendent, the principal shall be the chief administrator of the school buildings. The principal is charged with the direct supervision and direction of the staff and students assigned to the building, and with the care of the school facility and its equipment. Within the framework of the policies of the Board and the general rules and regulations set by the superintendent, the principal may establish and enforce such regulations, as he deems advisable for the efficient operation of the school.

ABSENCE OF ADMINISTRATOR (POLICY 6122)

When the superintendent is absent, the principal will assume responsibility for the operation of the school. If the superintendent and the principal are both absent, the designated staff member will be in charge of the school. In the case that the administrators cannot be reached, staff is encouraged to call the secretaries.

PRINCIPAL'S EXPECTATIONS

- Teachers are expected to fulfill extra duties as assigned in the appropriate handbook.
- Teachers are expected to post their projects on the school website.
- Teachers are expected to take attendance and lunch count within the first 10 minutes of each class period.
- **Teachers are expected to be in their classrooms available to help students 15 minutes before the school day begins and 15 minutes after school is dismissed. (7:45 am until 4:00 pm)** ▪ Teachers are expected to ensure that their classroom meets all safety standards.
- Teachers are expected to attend all staff meetings. MS/HS: 7:15 am first Tuesday of the month, **Elementary: 3:45 on the second Tuesday of the month.**
- **Teachers are expected to have a syllabus on the webpage for each course taught.** This should include your grading criteria, your class objectives, your class rules, your expectations, and your criteria for student of the month.
- Teachers are expected to have on file in the principal's office a copy of your final exam for each semester.
- Teachers are expected to have a scope and sequence, with dates and standards, posted in the classroom for each class taught.
- When on duty, teachers are expected to **mingle with students**, listening to conversations, and defraying conflicts. This includes anytime students are in the hall, coming in or going out to recess, at lunch recess, or during passing periods for grades 7-12.
- Teachers are expected to be present in the halls during passing periods.
- Each teacher is required to have a written professional development plan, which becomes a portion of the goal setting for our evaluation process. This is in accordance with the school accreditation process.

ASSOCIATIONS

The Sheridan Federation of Teachers is the bargaining unit for all certified staff. Association officers and building representatives are as follows:

President: Sara Decker, Vice President: Lyra Hyndman, Secretary: Paula Elser

BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows: Kendra Horn, Chair, Cory Rowberry, Vice-Chair, Rhonda Boyd, Luke Cordingley, Ridgley Elser, Jason Hardy, and Kaylie Theis.

BOARD MEETINGS/COMMUNICATIONS

REGULAR MEETINGS

Unless otherwise specified, all meetings will be held in the C. B. Murray Media Center. Regular meetings shall be held at 7:00 p.m. on the 2nd Tuesday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a school holiday, the meeting shall be held on the next business day.

DISTRICT OFFICE HOURS

The District office is open between the hours of 8:00 a.m. -4:00 p.m., Monday through Thursday.

STAFF OPERATIONS

ABSENCES

DISCRETIONARY LEAVE

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

FAMILY MEDICAL LEAVE

Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees. The Sheridan School District has less than fifty (50) employees, and therefore employees are not eligible for FMLA benefits.

COMPLAINTS

STUDENT/PARENT COMPLAINTS

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled, 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 1700 and the Collective Bargaining Agreement.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up. All staff members should familiarize themselves with Board policy and the Collective Bargaining Agreement regarding the handling of complaints.

STAFF COMPLAINTS

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations. This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

CONTRACTS AND COMPENSATION

Contracts for certified staff members will be initiated for all employees when hired. Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the district and negotiated agreements.

Teachers will be compensated \$120.00 per day for time worked outside of the contracted calendar.

COPYRIGHT (POLICIES 2312, 2312P)

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

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

CRIMINAL RECORDS CHECKS / FINGERPRINTING (POLICY 5122)

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation:

- A certified teacher seeking full- or part-time employment with the District;
- An educational support personnel employee seeking full- or part-time employment with the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned to work in the District, who has regular unsupervised access to students; and ▪ Substitute teachers.*

**The requirement to fingerprint non-licensed substitutes may be waived in whole or in part by the trustees, if the substitute has previous teaching or substitute teaching experience in an accredited public school in Montana prior to November 28, 2002 and who has continued to substitute yearly thereafter.*

DISCIPLINE AND DISCHARGE

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

DRUG-FREE WORKPLACE (POLICY 5226)

All District workplaces are drug- and alcohol-free. All employees are prohibited from:

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a “medical marijuana” card.
- Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District., For purposes of this policy, a controlled substance is one that is; ○ Not legally obtainable; ○ Being used in a manner other than as prescribed; ○ Legally obtainable but has not been legally obtained; or ○ Referenced in federal or state controlled-substance acts;

As a condition of employment, each employee will:

- Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and
- Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee assistance program.

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees be engaged in the performance of work under a federal contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

EVALUATION OF STAFF

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

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

Evaluation of all staff will be conducted in accordance with established Board policy 5222 and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated.

GIFTS AND SOLICITATIONS

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

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

GRIEVANCES

Any staff member wishing to file a grievance not in relation to the master Agreement must use the procedure outlined in Policy 1700. The grievance procedure found in the Master Agreement is used for a grievant in relation to the Master Agreement.

HARASSMENT/BULLYING/INTIMIDATION (POLICY 5015)

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

DEFINITIONS

- "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

- “District” includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
- “Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
 - Physically harming an employee or damaging an employee’s property;
 - Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or
 - Creating a hostile working environment.
- “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

REPORTING

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

RESPONSIBILITIES

The Superintendent shall be responsible for ensuring that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

CONSEQUENCES

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board. Individuals may also be referred to law enforcement officials.

RETALIATION AND REPRISAL

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

PARTICIPATION IN POLITICAL ACTIVITIES (POLICY 5224)

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

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

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

PERSONNEL RECORDS (POLICIES 5231, 5231P)

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

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

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

- The individual employee. An employee or designee may arrange with the Superintendent's office to inspect the contents of his/her personnel file on any day the Superintendent's office is open for business;
- Others designated in writing by the employee;
- The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
- A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
- The superintendent and members of the central administrative staff;
- District administrators and supervisors who currently or prospectively supervise the employee; ▪ Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

ABUSE / NEGLECT (POLICY 5232)

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Public Health and Human Services and notify the Superintendent or principal that a report has been made. 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 Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

When a District employee makes a report, the DPHHS may share information with that individual or others as stated in MCA 41-3-201(5). Individuals who receive information pursuant to the above named subsection (5) shall maintain the confidentiality of the information as required in MCA 41-3-205.

ETHICS

To maintain prestige as a professional group and to further harmony and cooperation in our school system, it is advisable to keep school problems within the school. Suggestions concerning improvement of procedures are always welcome.

PAYDAY SCHEDULES

All personnel employed regularly, either full- or part-time, shall be paid according to a specific schedule determined annually. Teachers may elect at the signing of a contract to receive extra duty pay for full-year activities as follows: the same equal payment periods as the regular salary, at the completion of the activity, or in two installments. Monthly payroll will be distributed on the Wednesday following the second Tuesday of each month.

TEACHING CERTIFICATES

It is imperative that each teacher keeps an updated teaching certificate (copy) on file in the business manager's office. The original certificate must be registered with the County Superintendent of Schools.

PIR DAYS (POLICIES 2100 AND 5211)

PIR days must be used solely for the enhancement of student education outside the realm of an increase in university credit hours, which can in turn be used for advancement on the pay scale. Since the Sheridan District pays the certified teacher for 7 PIR days during the year, the teacher is required to work on District projects on those days. Although teachers working on class work from University or other coursework projects does significantly enhance student education, the problem arises when the certified teacher uses these credits to move over on the pay scale and in addition receives a District salary for this work. A certified faculty member may not “double dip,” in other words receive pay from the District while working on personal credits which will also move them over on the pay scale. **In order to implement curriculum with integrity, it is paramount that staff members attend the PIR days enabling the team approach to the implementation of any curriculum.**

LEAVE REQUESTS

Please see that leave requests are made as far in advance as is possible on the District **Ready Sub** program. **Leave requests may not be granted during the last two weeks of the school year due to end of the year processes including preparing for exams and portfolio presentations.** Student behaviors may escalate during these last two weeks and having consistent discipline is vital to District success. In addition, leave prior to or immediately following holidays will be granted on a first come, first served, basis depending on the availability of substitutes.

FIELD TRIPS (POLICIES 2320-2320P)

The Board endorses the use of field trips, when educational objectives achieved by the trip outweigh any lost inclass learning opportunities. Policy 2320P outlines the procedures to be followed. Field trips that will take students out of state must be approved in advance by the Board. The Board will consider out-of-state field trip requests at two board meetings per year, in October and April. It is the teacher/advisor's responsibility to request their trips be put on the board agenda. Building principals may approve all other field trips.

ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

Please make every effort to attend extracurricular activities. Students understand that you care about them when you take time to see them in situations other than your classroom.

TEACHER'S WORK DAY

Teachers will be at work by **7:45 a.m.** Please remain in your room until **4:00 pm** to assist students with projects and other work. If professional responsibilities are needed, teachers may be asked to stay later. The principal has authority to permit exceptions. Each teacher will have one preparation and planning period per day. On days preceding holidays or weekend recesses the teacher's day shall end at the close of the student school day. However, teachers are asked to remain on duty until after the buses have departed.

COPY MACHINE

Teachers may use the copy machine during their prep, before and after school, and at lunch. A teacher will not leave their class to make copies. Students are not allowed to use the copy machine. Do not send more than one person to the office for copies.

DISMISSAL OF CLASSES OR LEAVING CLASSROOM

Classes are not to be dismissed before the bell without permission. Do not leave your class at any time unless it is an emergency. Notify the office if you must leave your classroom for an emergency. We will then have someone take care of your class. Do not leave your room unlocked if you are not there. You are liable for any students unattended in your room.

TEACHERS' / STAFF MEETINGS

Staff meetings will be a minimum of one per month. Activities or problems that affect school operations should be brought up at this time.

TEACHERS' ABSENCES (POLICY 5321)

If you are unable to come to work due to illness, please use the **Ready Sub program** as soon as possible so that proper arrangements may be made to secure a substitute. It is also advisable to send an e-mail to your building principal.

TEACHERS CLASS ADVISORY DUTIES

Two staff members will be assigned as advisors to each class for 7th through 12th grade. The advisors are responsible for any fundraising activities necessary to raise money for the Junior Prom, graduation costs (chair rental, breakfast, flowers, speakers) and senior trip. Any money raised will remain in the class's student body account to be used at the class's discretion.

STUDENT MANAGEMENT POLICY

CLASSROOM MANAGEMENT EXPECTATIONS

As a staff member, you are expected to maintain an orderly classroom. In that regard, have clear expectations outlined and posted that are consistent with other staff members at Sheridan School. When students are outside of regular behavioral expectations in your classroom don't hesitate to send them immediately to the office for further discipline. (Remember routine behavior disruptions should be taken care of at the classroom level)

HONOR ROLL

The honor roll is prepared at the end of each grading period based on A = 4, B = 3, C = 2, D = 1. The names of the students earning a grade point average (GPA) of 3.00 or higher will be included along with the GPA earned for that grading period.

FAILING STUDENTS

In order for a student to receive an "F" on their final transcript or report card, it will be necessary to take the following steps: **When the student's work is unsatisfactory, the student's teacher must notify their parent or guardian. The teacher is required to hold a parent-student conference. A student may not receive an "F" if the parent was not given timely notice. Teachers are required to send home weekly progress reports on Wednesday of each week for failing students.**

COMPUTER LAB USE

Students will not be permitted in the computer lab without supervision. Do not send students to the computer lab that has a class in session or to the computer lab that does not have a monitor available. Please clean and lock the computer lab door and close the windows as your class is leaving. **DO NOT LEAVE IT UNLOCKED!**

GYM USE

P.E. Teachers will lock their dressing room doors when leaving to go on the field or in the gymnasium. The following is a suggested procedure for closing the gym:

- Put away all equipment (weights, basketball, etc.).
- Turn showers off.
- Lock coach's office and door to dressing rooms.
- Check to see that all lights are off and the windows shut.
- **Lock all doors leading to the inside of the basketball floor.**

No one should be in the gymnasium when the coach leaves, unless there is another teacher or coach supervising the group of students. Seeing that the gym is adequately locked up with lights turned off, windows closed, etc., requires the cooperation of all concerned. The last faculty member to leave the gym after a major student activity, such as basketball practice or basketball game, is responsible for the condition of the gym. All District buildings should be left in this same condition. Your cooperation is a necessity to eliminate loss of equipment, injuries and other incidents.

LEAVING CAMPUS DURING SCHOOL HOURS

You are not to leave the school campus during the day except in an emergency situation or with the permission of the administrator. **DO NOT ASK OR GIVE STUDENTS PERMISSION TO LEAVE CAMPUS!**

SUBSTITUTE TEACHERS (POLICY 5314)

One important responsibility of every teacher is to prepare properly for a substitute teacher when it becomes necessary to be absent. No one is a better public relations person for the school than a substitute who has had a good experience in the classroom. The opposite is also true. Some suggestions from substitutes who have worked at the school are as follows:

- Be sure to have available a complete list of students, a grade book, a roll book, a seating chart, and various texts and materials.
- **Be sure your lesson plans are complete. Have ample material prepared. A substitute will generally cover material faster than a regular teacher will. Problems multiply when a substitute does not have enough for students to do.**
- Be sure that the substitutes are aware of any special rules and regulations that apply to classrooms.
- Be sure that the substitutes know of any other extra duties they are to assume and what is expected of them in performing these extra duties.
- Ask your substitutes for a written report on class progress and conduct.
- Stress the need for confidentiality in all student matters.

HOME RELATIONS

Courtesy and diplomacy are important in dealing with parents. An effort to understand their difficulties may be instrumental in bringing about cooperation on their part and bring about receptiveness for understanding problems we have at school.

MASTER CALENDAR OF EVENTS

The calendar of events is kept on a master calendar in the HS office. Requests for dates on the school calendar are to be made by faculty members or by student organizations with the approval of their sponsors. To reserve a date, contact the HS Principal who will check the master schedule and approve or disapprove the date. It is important that we follow this procedure to avoid conflicts. Athletic events scheduled by the conference or other activities not under the exclusive control of the school will take precedence over local functions. In this regard, a rule of thumb is that scheduled activities will take precedence over non-scheduled activities. We hope this will minimize the number of choices our students will have to make. It is wise to make requests for calendar dates at least two week in advance. **PALZ uses the elementary cafeteria and gym after school and on Fridays. Please schedule all non-athletic events though the elementary office so PALZ can have input.**

ANNOUNCEMENTS AND BULLETINS

Announcements for the intercom should be left in the office prior to the end of the school day. All but emergency announcements will be made at the beginning of period 1. Announcements can and will be made at any time during the school day. Therefore, it is important to keep your volume up on your telephone.

LETTERS TO PARENTS

The principal must know in advance of any requirements in your classes that deviate from your course outline and plans submitted at the first of the year. This includes letters sent home to parents. **Please have the administrative office in your building proofread and approve any correspondence before sending it home.**

PERMANENT RECORDS

The elementary staff is responsible for keeping the permanent records, which includes the student health record, current for their students. The secondary staff should furnish to the office pertinent data to be entered in the permanent record. Parents have access to these records.

KEYS

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

- The duplication of keys is prohibited;
- Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.
- Keys may not be loaned to students or to individuals not employed by the district. Under no circumstance should staff provide keys to students to “run errands”, “unlock/lock” doors, etc.
- Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed.
- Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued within 72 hours.
- Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
- All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

RELEASE OF GENERAL STAFF INFORMATION

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

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

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

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

RESIGNATIONS

The Board authorizes the Superintendent and/or other school administrator to accept on its behalf resignations from any District employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

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

STAFF CONDUCT (POLICY 5223)

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

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

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

TEXTBOOKS

All new books must be stamped as property of Sheridan Schools, numbered and dated. Example: 5-B-30-89, explanation: 5- number five of this set of books, B - second time this particular book has been ordered, 30 - thirty books were in this order, 89 - the year, 1989, the year this set of books was ordered. The book stamp is available in the office.

Textbooks will be issued by each teacher. Record accurately the name of the student, book number and condition of the book. Check books to see if numbers are original or erased before issuing the book to the student. Keep book numbers issued to the students in your grade book. Fines for misuse will be collected by the teacher and then turned into the office.

PURCHASING AUTHORITY

No purchases are to be made without prior permission of an administrator. Any purchases made on behalf of the district by any employee must be made on an official purchase order that is signed by the building principal or superintendent.

Purchases that are made for student activities must be accompanied by a purchase order. Sponsors need to attach an invoice to each purchase order for payment. Please have the vendor's name and address on the purchase order.

All purchases are to be made by District Employees or club sponsors. (Please do not have parents purchase any items on behalf of the District.)

NEGLIGENCE

The law states that schools take responsibility for children enrolled during the school day. There is a four-pronged test when assessing a school's liability in regard to negligence. A court would try to determine in a case of alleged negligence:

- Did the school have a duty to be careful not to injure a student and/or protect the student from being injured?
- Did the school fail to use due care?

- Did the school's carelessness cause the injury? (or could school reasonably foresee problem?) ▪ Did student sustain provable damages?

It is not expected to anticipate every situation or prevent an unforeseen injury that happens without warning. However, our presence in the classroom, lunchroom, hallways, playground, and the locker room will help fulfill our responsibility to provide due care. Leaving a class or area of supervision unattended is an invitation for problems and is not acceptable.

ADMINISTERING MEDICINES TO STUDENTS (POLICY 3416)

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student must carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

ASSEMBLIES AND PEP RALLIES

Assemblies are held during the year to provide added experience for students. Teachers will attend all assemblies and sit so they can monitor the students to eliminate any unnecessary noise and discourteous acts. Pep rallies are under the direction of the Student Council and Pep Club. These are by nature a noisier type of activity and students are permitted to let off steam within the realm of the property. In general these will be held prior to home games and before end of the season tournaments and playoffs.

INVENTORIES

Teachers are required to update their complete inventory of texts, supplies and equipment at the end of each school year.

FOOD AND BEVERAGES

Food and beverages are not to be brought or consumed in any classroom with the exception of classroom parties or cultural experiences

GRADE BOOK

An electronic version of your grade book **MUST BE TURNED IN** at the end of the school year.

HOMEWORK POLICY

The following is a suggested range of minutes for homework per student, recognizing that some students may require more or less time to complete assignments. Homework is a necessary part of the educative process in that it teaches students to develop personal habits of self-directed work that will be beneficial in later life. Homework should never be assigned as a punitive measure in retaliation for some student offense.

Teachers should make it a practice to be aware of the amount of homework that is assigned by their colleagues so that students are not over-burdened by assignments that are to be completed outside of the classroom. Homework assignments that will require major amounts of a student's time should be assigned well in advance to allow the student to complete the assignment over a longer period of time than normal.

Grade/Core Subjects		Reading to Self/Parent
Kindergarten	5-10 minutes/day or 20-40 minutes/week	10 minutes/day
First Grade	15-20 minutes/day or 60-80 minutes/week	10 minutes/day
Second Grade	20-25 minutes/day or 80-100 minutes/week	10-15 minutes/day
Third/Fourth Grade	25-30 minutes/day or 100-120 minutes/week	15-20 minutes/day
Fifth Grade	35-40 minutes/day or 140-160 minutes/week	20 minutes/day
6-12th Grade	40-60 minutes/day or 160-240 minutes/week	20 minutes/day

Some days students are given time to work in class on these assignments. Therefore, the time fluctuates. Students may also have more homework, if they do not use their time wisely on their in class assignments.

MEDIA/TECH EQUIPMENT

A/V equipment is for use by all teachers. All equipment will be checked out and checked in through the school secretary. Please return equipment promptly so others may use it.

EMERGENCY PREPAREDNESS DRILLS (POLICY 8301)

We will average one drill per month. Read your emergency preparedness manual and become familiar with it.

SUPERVISION TO / FROM HOME

Discipline in the halls, school grounds, lunchroom and any other place within the jurisdiction of the school is the responsibility of all teachers. (The Sheridan School District is responsible for students from the time they leave their home until they return after school.) If a student is misbehaving at a school function, in the restrooms, lunchroom, etc., teachers are expected to take action. If the misbehavior is serious or continues, please bring the student(s) to the high school office and fill out a discipline referral. Teachers will be assigned various supervisory duties. It is imperative that you cover your area when assigned.

SUPERVISION IN THE CLASSROOM

The teacher is responsible for the good conduct of all persons in their room. Keep the students orderly and working from the opening bell to the dismissal bell. Guidance and discipline should extend beyond the homeroom or classroom to include all students. Matters of discipline should be handled in most cases by the instructor. The office principal or another teacher should not be used as threats. **Never send a child out of your class without a destination and a pass.** If possible, call the principal to let them know a student is being sent to the office and the reason for it. Teachers should feel responsible to correct student's actions whenever they are not in accord with school policy. If a disciplinary problem arises that you feel merits the attention of the principal, ask someone to supervise your class while you bring the matter to the attention of the principal.

DO NOT PUT YOURSELF IN A POSITION WHERE YOU FIND THAT YOU MUST USE PHYSICAL FORCE. (Walk away if you need to).

SUPERVISION - EVENING USE OF THE BUILDING

There are several different organizations that use the building during the evening. In order to clarify and establish responsibility, teachers are asked to:

- Have administrative approval.
- Be in the building 15 minutes before the time your group is scheduled to meet.
- Permit only members of your group to enter the building. You are responsible for every student you allow to enter.
- Keep your group in your room or department. Lock the door after they are there and keep it locked.
- When your activity is finished, it is your duty to see that your group leaves the building. Supervise until your group has all gone. The teacher will be the last one to leave.
- Be sure that you lock every door you unlocked.
- Students often leave by other doors, be sure ALL entrance doors are locked.
- Have students out of the building by 9:00 p.m.
- On Wednesday nights, all activities must be completed by 6:30 p.m.

PARTIES

School parties and dances may be scheduled as frequently as the calendar and student interest permits. All functions outside the scope of the normal school day are to be scheduled through the building principal. The faculty member who sponsors the group shall make arrangements to take care of it. All school parties require one faculty chaperon when held after school hours or outside the school campus.

STUDENT HANDBOOK

All teachers will receive a copy of the Student Handbook/Calendar. Please take some time to become familiar with it. The policies in the handbook are ones you will be responsible to enforce directly or indirectly. Please take time on the first day of school to review with your classes.

LIST OF PUPILS' NAMES

Teachers should not distribute lists of their pupils' names to any outside person or agency. Request of such information should be directed to the office.

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS (POLICIES 5630, 8121)

To safeguard the district, employees, and students in matters of liability, particularly as this relates to any employees transporting a student or students, the following policy shall be observed:

- **Employees are not to transport students for school purposes without prior authorization by the superintendent or the principal.**
- For all special trips involving students, a travel form must be turned in two weeks in advance of the trip.
- Employees authorized to use their vehicles to transport students must provide the business manager with a photocopy of a valid driver's license and proof of insurance.
- The district shall assume no responsibility for liability in case of accident unless the employee has the authorization described above.
- No student shall be sent on school errands with his or her own automobile, an employee's automobile, or a district-owned automobile, unless cleared through the principal or superintendent.

CONFERENCES & PORTFOLIO PRESENTATIONS

Each school year we will have parent-teacher conferences scheduled. During conferences please observe the following guidelines:

- Maintain complete privacy.
- Try to keep conferences to a scheduled time frame. Other parents are likely to be waiting to speak to you. If the scheduled time is not enough, schedule a meeting at another time.
- If parents have a complaint, **listen to what they have to say**, ask questions if necessary, and then respond. Remember to follow up. If you become aware of a situation which requires investigation, promise to report back to the parent when you have more information and **then do it!**
- **DO NOT** have televisions or radios on during the conferences so the parent has your undivided attention.

The student should address each of these areas in the presentation to their parents.

- Student's ability to do the required work.
- Samples of his/her work.
- Books and materials used.
- Student's special interests and abilities.
- How the student feels about himself/herself.
- Short and long term goals

FIRST AID (POLICY 3431)

The administration of any type of medication is not the function of employees of the Sheridan Schools.

In the event that any student sustains a minor injury, a staff member will handle it. All accidents will be immediately reported on an "accident report form" to the principal or superintendent.

In the event of a serious injury to a student, an administrator shall notify the family or guardian as soon as possible. The parent or guardian shall decide what physician shall treat their child; and whether to pick up the child at the school or meet the child at the Ruby Valley Medical Center. The school shall provide personnel and transportation to the designated facility. If the parent cannot be reached and if the accident is serious, the students shall be transported to the Ruby Valley Hospital emergency room by **Sheridan School personnel**.

EXPENSE REIMBURSEMENTS (POLICY 7336)

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved expense report and such supporting receipts as required by the administration. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. Expense reports must be submitted to the business manager within one month after the obligation of the expense in order for reimbursement to be made.

Anyone who makes a trip where expenses are to be reimbursed by the district must have the approval of the administration prior to making the trip in order to be reimbursed. The number of miles reimbursed will be determined by the official mileage chart that is maintained in the business office. Deviations from this official mileage chart may only be made when unusual traveling or lodging conditions occurred during the trip, and with the concurrence of the superintendent.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate set by the Sheridan Board of Trustees. This rate will be adjusted annually.

TELEPHONE

There are phones in all of the classrooms. Please do not use the phones during class time unless it is for emergency purposes. Secretaries will be instructed to not transfer any calls during instructional time unless it is an emergency. Check your messages between classes or during your prep period. **Students are not to be dismissed from any class to use the telephone, unless an emergency should arise.**

DRESS

Faculty members are asked to dress in a professional manner.

HALL / NOON DUTY

Each teacher will be expected to be responsible for his/her share of hall/noon duty. Elementary teachers are expected to assist their class through the lunch line and get them settled at the table before eating their own lunch.

Each teacher is expected to supervise the hall in the vicinity of his/her classroom between classes, and before and after school. Keep students moving and orderly. Students are not to loiter in the halls during school time. Teachers are to keep their rooms locked when not occupied.

ENROLLMENT OR WITHDRAWAL

Upon approval of the principal, all K-12 students will enroll and withdraw through the secretary of the corresponding school. THE BUILDING PRINCIPAL WILL APPROVE A WITHDRAWAL FROM INFINITE CAMPUS. Withdrawal shall be done during regular class period. In the case of an emergency, the office will assist the student with checkout. Students must return all books and pay all fines and other charges. If books are returned in good condition and no fines are due, the teacher will indicate this by placing the student's grade on the withdrawal slip. If other conditions exist, do not place his or her grade on the slip and give the reason. The student should report to the Office with his withdrawal slip at the beginning of the seventh period to be officially withdrawn. The student will pick up the "Student Check-Out" form from the school office.

MAIL BOXES

Please check your mailbox for messages and remove all materials from it daily.

LESSON PLANS (POLICY 2123)

All teachers must complete lesson plans. Non-tenured teachers must discuss with their principal the plan for reviewing lesson plans together. Lesson plans must list assignments and activities to enable a substitute teacher to cover the lesson. Lesson plans must be kept in a place where they are easily accessible for substitutes and administrators

EQUIPMENT

The removal of any equipment from the school must be approved through the superintendent's office.

CLASSROOM

Please see that your classroom is left in good order at the end of each day. See that the windows are shut, the lights are off, and the door is locked. **The floors should be clean of all books and debris. No one should let a student into another teachers locked room.**

PUBLIC DISPLAYS OF AFFECTION (PDA)

Teachers are cautioned regarding inappropriate displays of affection with others while on duty. (Touching, holding hands, etc.) Public Displays of affection which are inappropriate may be grounds for disciplinary action.

STUDENT DISCIPLINE (POLICIES 3300, 3310)

Montana Code Annotated 20-5-201 states that pupils shall: “Comply with the policies of the trustees and the rules of the school which he attends; pursue the required course of instruction; submit to the authority of the teachers, principal and district superintendent of the district; and be subject to the control and authority of the teachers, principal and district superintendent while he is in school or on school premises, on his way to and from school, or during his intermission or recess. Any pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, book belonging to the district, or harms or threatens to harm another person or his property shall be liable for punishment, suspension or expulsion under the provisions of this title. When a pupil defaces or damages school property as defined above, his parent or guardian shall be liable for the cost of repair or replacement upon the complaint of the teacher, principal, superintendent, or any trustee and the proof of such damage.”

Classroom discipline is basically the teacher’s responsibility. Please confer with the principal or superintendent on persistent problems. When a teacher brings charges against a student who is chronically defiant, it is necessary that the charges be specific and concise. As a result, it is suggested that teachers keep a written record of offenses. A good investment is to make a phone call home when the problem is small. Teachers, phone home!

There are certain fundamental principles which incorporate the elements of good discipline. The ordinary child usually does not need affection so much as he needs a sympathetic understanding of his problem and wants. Every teacher ought to have this understanding as a basis for personal guidance. One student needs encouragement, another restraint, a third appreciation, a fourth an awakened ambition. A word of caution here, of stimulus there, a warning particularly if in private, may not merely save temporary disciplinary troubles, but produce permanent results in character building. The teacher, who can cultivate such an attitude of trust on the part of his /her pupils that they will want to consult with him/her about their own troubles, has an opportunity for a type of service that is extremely gratifying. In the best controlled class, the problem of discipline is not obvious. Good discipline is a by-product when students are interested and busy.

VISITORS AND VOLUNTEERS (POLICY 4301, POLICY 5430F)

Students may bring visitors to school only with the principal's permission. Parents are always welcome, but are asked to check in through the office before visiting. Volunteers must be approved by the administration, and must pass a criminal background check before volunteering with students.

VIDEOS / MOVIES

Videos must have an educational purpose and relate to the curriculum.

- Make sure the videos have educational value and relate to the subject being taught. Be very selective of the content, character and impact the video may have on students. Videos should be appropriate, relevant and directly related to the instructional program.
- Always preview the video to ensure it is appropriate to show to students.

- With the limited amount of instructional days provided, the use of videos should not be a major tool of instruction. Consider using portions of the video that would best reinforce a subject theme which was taught using traditional methods.
- **All videos not part of the school based media collections must be approved by the superintendent or principal at least three days in advance.**

CORPORAL PUNISHMENT (POLICY 3310)

By statute, corporal punishment is not allowed in schools in the State of Montana.

HOLDING BUS STUDENTS AFTER SCHOOL

In view of the fact that we have a large number of students who ride buses, it is imperative that before you keep a bus student after school, for any reason, you must check their status with respect to transportation through the office. When students are assigned detention, they are to be given one night to make proper arrangements.

STUDENT DISMISSAL PRECAUTIONS

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal. The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian.

As a general rule, students may not leave school to go home due to illness unless it can be established that some relative of the student is at home to care for him/her. Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise. All students must check in our out of school through the school office.

PUPIL PROGRESS AND REFERRAL

Teachers are expected to intervene when a student is struggling in their class. Calling parents and setting up additional tutoring time before and after school are the norm. If a student continues to struggle after these interventions, the teacher should ask the counselor to set up a student assistant team meeting (SAT). The student will be placed on a Response to Intervention cycle using the classroom and Title I teacher to further assist the student. Only after intensive intervention will a student be referred to special education using the referral form found on the special education teacher's website.

PROMOTION AND RETENTION OF STUDENTS (POLICY 2421)

A student's achievement of the skills for the grade to which he is assigned and his readiness for work at the next grade level shall be required before he is assigned to the higher grade. Those students who have mastered the appropriate skills will be promoted and those who have not will be recommended for retention. Such retention may be considered when:

- The child is in grades K-6.
- The child is achieving significantly below ability and grade level.
- Retention would not cause an undue social and emotional adjustment.
- Retention would have a reasonable chance of benefiting the child totally.

Whenever retention is being considered, the teacher shall confer with the principal. This should be done before the end of the third 9-week grading period. The principal shall call a meeting of the parents, the teacher, and the counselor to explain the child's current academic standing in relationship to the group and his or her own individual ability. If significant improvement is not noted in the child's academic performance, the principal and the teacher shall make the final decision on retention of the student. Only in unusual circumstances should a child be retained more than once.

Middle School Promotion Requirements – A student that fails more than one class may be considered for retention. A team of staff, parent, and administration will review all facts and make a recommendation to the superintendent.

PREGNANT AND MARRIED STUDENTS

Marital, maternal, or parental status shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the school. Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school. The school administration is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program designed to meet their special needs.

EMERGENCY CLOSINGS

The superintendent is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized. Schools may not properly be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible.

In making the decision to close schools, the superintendent or his or her designee shall consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children: ■
Weather conditions, both existing and predicted;

- Driving, traffic, and parking conditions affecting the transportation of students;
- Actual occurrence, or imminent possibility of any emergency condition, which would make the operation of schools difficult or dangerous.

The superintendent shall weigh these factors and shall take action to close the schools only after consultation with traffic and weather authorities, the principals, and school officials from neighboring districts. Refer to the emergency preparedness manual.

CASH IN SCHOOL BUILDINGS

Moneys collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All moneys collected shall be receipted, accounted for, and directed immediately to either office for deposit. **In no case shall money be left overnight in school, except in the safe.**

PATRIOTIC EXERCISES

Montana Code Annotated requires that Montana school students recite the Pledge of Allegiance. We believe that the students of the Sheridan Schools should learn the principles of liberty and democracy expressed in the Declaration of Independence and the Bill of Rights. Further, it is felt that the salute to the flag and the daily

Pledge of Allegiance help students learn these principles. In all classrooms in grades K-12, at the beginning of the first regularly scheduled class or activity period, the Pledge of Allegiance to the flag of the United States of America will be given, except when the principal will arrange for other appropriate exercises which will include the Pledge of Allegiance.

EXTRACURRICULAR GUIDELINES

For student extracurricular guidelines please see the respective student handbooks. The necessary travel forms must be filed in the office before planned trip.

SAFETY AND ACCIDENTS

Safety is everyone's responsibility. Staff is responsible for the maintenance of items in the classrooms. If you have a chair that is not safe, it is your duty to let maintenance or let the office know. DO NOT allow students to sit on tabletops or the back of furniture. It violates safety codes. If you see an unsafe condition or situation you should bring it to the attention of a supervisor.

If you have an accident or injury while on the job, notify the principal or the school clerk immediately.

STORAGE

It is the teachers' responsibility to properly store all class and activity materials. A room should never be left in disarray.

SHERIDAN SCHOOLS GRADING SCALE

A	=	94	-	100	C	=	74	-	76
A-	=	90	-	93	C-	=	70	-	73
B+	=	87	-	89	D+	=	67	-	69
B	=	84	-	86	D	=	64	-	66
B-	=	80	-	83	D-	=	60	-	63
C+	=	77	-	79	F	=	59	-	below

INTERNET USE BY STAFF (POLICY 5450)

Personal use of school computers by staff should be limited while on duty and not used during instructional time. Inappropriate or illegal use of the internet may be grounds for disciplinary action.

FERPA (POLICIES 3600, 3600P, 3600F)

All staff must comply with the Federal Equal Rights Protection Act (FERPA), which includes protection of individual children's privacy. Student information cannot be shared outside of the educational setting. Confine all conversations dealing with students to the closed meeting setting. If staff has questions in regards to personal student information or need specific information on a student, staff is directed to the guidance counselor, principal, or superintendent.

TOBACCO AND VAPING DEVICE USE (POLICY 8225)

Sheridan school teachers and staff are expected not to use any tobacco products or vaping devices on campus, in front of students, or while on duty.

CERTIFIED HANDBOOK ACKNOWLEDGEMENT FORM

2023-24

I, _____, have received a copy of the Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District policies and procedures and with my supervisor if I have any questions concerning its contents.

I understand:

1. that this handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of these policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the policies or procedures contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District.
4. I have received the school district policies via the School District Website and have attended an employee orientation on _____ (date) which included discussion of the school district policies. I agree to abide by all of them.

I understand that as an employee of the District, I am required to review and follow the policies and procedures set forth in this Employee Handbook and District policy. I agree to do so.

Signed: _____ Date: _____

CONFIDENTIALITY AGREEMENT 2023-24

As an employee or intern with the Sheridan School District, I may have access to student records. Student records contain confidential information protected by the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 C.F.R. 99). Any confidential information contained in student records is to be used exclusively for professional purposes. I understand that the provisions of the Family Educational Rights and Privacy Act may apply to records that I view in the course of my employment/internship with the school district. By signing this agreement, I agree to keep any and all information that I learn about students confidential and will not disclose confidential information obtained from student records.

The terms of this agreement remain in effect during and after my employment/internship with the school district. Violation of the terms of this confidentiality agreement can result in termination of employment/internship with the school district or other forms of discipline the district deems appropriate under the circumstances.

Signed: _____ Date: _____

Return this signed form to the District Office.