

Harlowton Public Schools

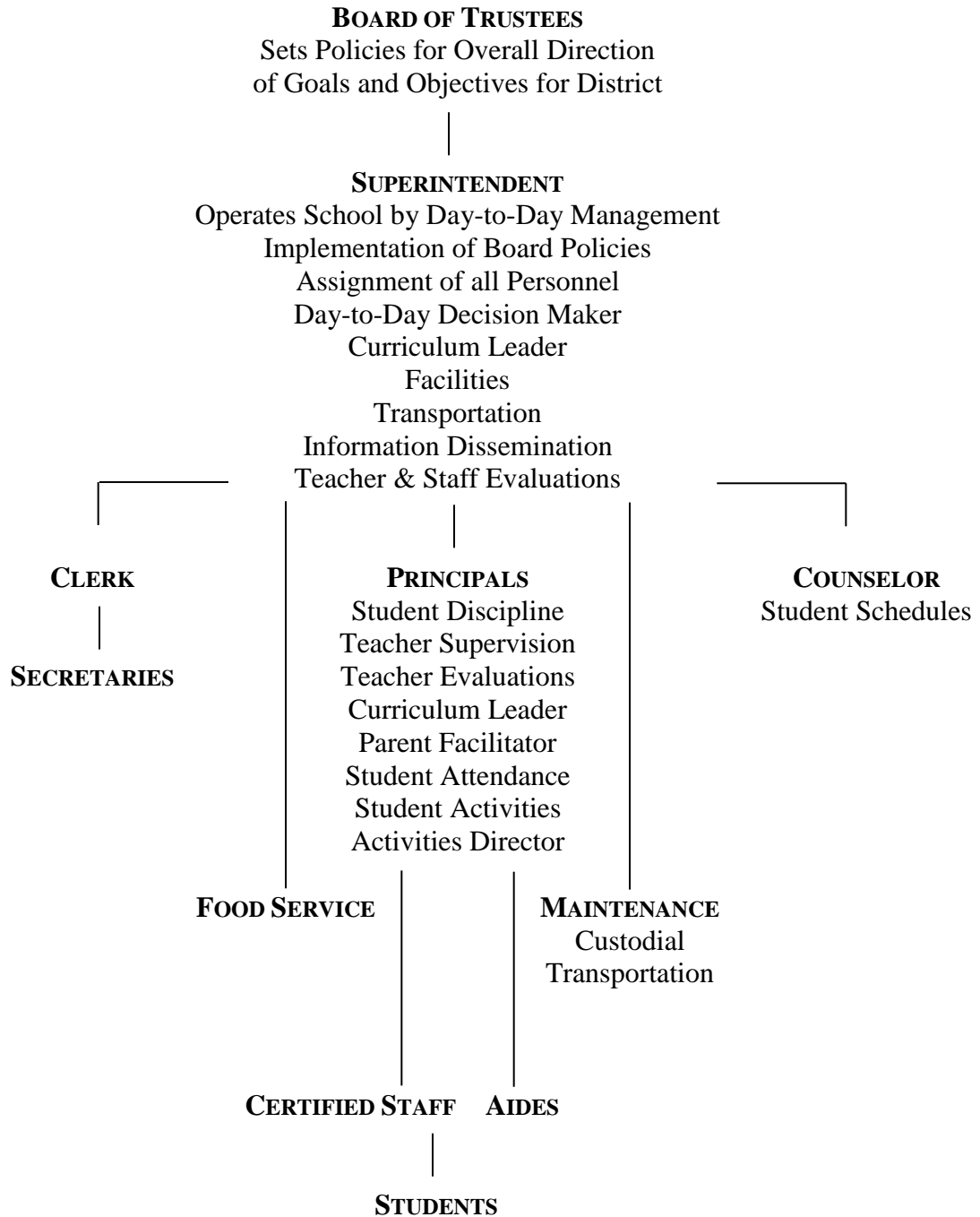
Staff Handbook

2023-2024



www.harlowton.k12.mt.us

Chain of Command



DUTIES AND RESPONSIBILITIES

A. In Relation to the Board of Trustees and Administration

- Be aware of and implement the philosophy, objectives, policies and regulations of the Board of Trustees and the administration.
- Cooperate in the development of school policies and assume one's professional obligations thereby incurred.

B. Hours (for teachers)

- In the building by 8:00 a.m.
- At teaching station 10 minutes prior to start of school in morning and at noon.
- Teachers may leave at 3:45, with the exception of Fridays when they can leave immediately after the conclusion of classes.
- Teachers who need to leave at times not noted in this section must make arrangements with the Administration.
- 10:00 p.m. - All extra-curricular meetings and use of the building shall end, unless previously arranged with the Superintendent or Principal. **Exception:** Scheduled activities.

C. General School Duties and Responsibilities

- Attend all faculty meetings called by the Superintendent or Principal.
- Be responsible for the care of all property in their custody such as furniture, books, courses of study, manuals and equipment.
- Keep their plan books up-to-date and detailed so they may be followed by substitutes.
- Each teacher must keep adequate grade reports on Infinite Campus. Each class should have at least 2 entries per week and grades need to be posted on Infinite Campus by the last day of each week so parents and students can view their progress in the parent portal.
- Conduct professional business through the proper channels.
- Promptly submit accurate and complete records and reports as may be required by the Superintendent.
- Notify the Superintendent or Principal in ample time if unable to report for duty.
- Follow all instructional programs adopted by the Board of Trustees and/or administration.
- Reports - personnel are required to complete and submit all required documents as determined by the administration.
- Keep a book check-out list.
- Monitor hallways between classes.
- Supervise all students that are assigned to your class at all times during class. Do not leave classroom or students unattended.
- Attendance must be submitted to the office within five (5) minutes of the beginning of every class period.

D. In Relation to the Community

- Recognize that the public schools belong to the people of the community; encourage lay participation in shaping the purposes of the school; strive to keep the public informed of the educational program.
- Adhere to any reasonable pattern of behavior accepted by the community or professional persons.

E. In Relation to Parents

- Respect the basic responsibility of parents for their children.
- Seek to establish friendly and cooperative relationships with the home.
- Help to increase the student's confidence in his\her own home and avoid disparaging remarks which might undermine that confidence.
- Provide parents with information that will serve the best interests of their children, and be discreet with information received from parents.
- Keep parents informed about the progress of their children as interpreted in terms of the purposes of the school.
- Immediately report to parents any change in a student's academic or social activities.

F. In Relation to Students

- Keep well informed on developments within the education profession and put this information to use in the classroom.
- Deal justly and impartially with students regardless of their physical, mental, emotional, political, economic, social, racial or religious characteristics.
- Encourage students to formulate and work for high individual goals in the development of their physical, intellectual, creative and spiritual achievements.
- Aid students in developing an understanding and appreciation of the opportunities and benefits of American democracy and of their obligations to it.
- Refrain from issuing confidential information about students without the permission and authorization of parents.
- As per the Federal Constitution and Statutes, refrain from teaching religious sectarian tenets in the classroom.
- Be impersonal, calm and judicious in discipline, duly considering the good of the individual student and of the school.

Harlowton Public Schools Mission

The Harlowton Public Schools accept the students as they are. Thereafter, the school and the teacher provide them opportunity for learning, and personal and social development. The ultimate goal is for students to acquire knowledge and to apply it with wisdom. During their school days, they are helped to develop their capabilities to their highest expression so that progressively, they may become a better informed, increasingly dedicated and useful participant in the responsibilities of American citizenship.

As a team of professionals, we expect everyone to demonstrate honesty and integrity at all times.

INTRODUCTION

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 EMPLOYMENT OPPORTUNITY

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

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Harlowton High School office for additional information and/or compliance issues:

Title IX Coordinator: Mrs. Sandy Woldstad Section 504 Coordinator: Mr. Randy Durr

ABUSED AND NEGLECTED CHILD REPORTING

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 (1-866-820-5437) and notify the Superintendent and 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 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 41-3-205.

ACCIDENT REPORTS

Inform the building principal of every student and staff injury and complete all accident reports within 24 hours. Accident reports must be turned in to the building principal. Report forms are available in the office.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

ASSEMBLIES

All instructional staff and students are required to attend all school assemblies. Students who refuse are to be referred to the office.

Staff members will be assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. Students may be removed from an assembly as deemed necessary by the staff member.

BOARD MEMBERS

The Constitution of the State of Montana authorizes the Board to supervise and control the schools in the District. A list of current trustees is available at the office.

BOARD MEETINGS

Unless otherwise specified, all meetings will take place in the Board Conference Room. Regular meetings shall take place at 7:00 p.m. on the second Monday of each month or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. 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 may take place on the next business day.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

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

***CERTIFIED STAFF LEAVE
REQUEST FOR LEAVE***

All requests for leave must, where possible, be submitted in writing to the building administrator at least one week prior to the date that leave is to be taken. Employees who fail to provide reasonable advance notice of a request for leave may be subject to discipline and denial of the leave request.

LEAVE (GENERAL)

Contingency leave for teachers will be as outlined in the current Collective Bargaining Agreement. Leave for jury duty, witness duty, public office or military purposes for teachers will be as dictated by law. Any requests for leave for public office purposes must be submitted in writing to the Board of Trustees at least thirty (30) days prior to filing for office. Teachers on jury leave duty will receive their salary, less any fees or compensation they may receive for jury service. Employees called as witnesses in litigation involving the school district will receive their salary while absent from duties. Employees called as witnesses in cases not involving the school district will not receive any salary during their absence.

EXTENDED LEAVE

Teachers may be allowed extended leave of absence without salary upon approval by the Board of Trustees for such reasons as family illness, full-time campaigns and/or elections to public office. The length of any such leave will be commensurate with the reasons for the absence. The status of teachers on approved extended leave in regard to placement on the salary schedule and other factors related to length of service will not be reduced. Credit for salary increments for the period of absence is granted in cases of leave for public service. Teachers on approved extended leave are entitled to return to their former positions, if available, or to a substantially equivalent position.

Teachers may also be allowed extended leave without salary upon Board approval for long-term illness, temporary disability or adoption of a child upon the expiration of their sick leave. As with the above, the length of any such leave will be commensurate with the reasons for the absence and medical certification of the long-term illness or temporary disability may be required by the Board. For purposes of this policy, long-term illness or temporary disability includes such things as pregnancy, miscarriage, childbirth and recovery therefrom. Long-term leave for illness, disability or child adoption will not exceed six (6) weeks unless further certification is obtained from an appropriate health care provider. The status of teachers on extended leave under this paragraph with respect to salary placement and other factors will be as set forth in the paragraph above.

LEAVE WITH LOSS OF SALARY

Absence for any reason not otherwise provided for by policy or the Collective Bargaining Agreement will result in loss of salary for the days absent. In such cases, salary will be reduced at the rate of 1/180th of the teacher's annual salary for days absent.

OFFICIALS

Teachers who are selected to officiate MHSA Tournaments will receive their regular salary during such absence, but will be required to reimburse the district for any substitute utilized during their absence.

CHAIN OF COMMAND

Harlowton Public Schools operate on a chain of command. It is pertinent to remember that all staff must observe the administrative structure when making requests or lodging complaints. (see chart on inside of front cover)

CLASSROOM SECURITY

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

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

CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session. Intercom use is restricted to administrative use or administrative approved use only.

COMPLAINTS

STUDENT/PARENT COMPLAINTS

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

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

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.

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 or immediate supervisor 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.

CERTIFICATES—TEACHING

All teachers must have a current certificate registered with the County Superintendent of Schools. A copy must also be on file with the District Clerk.

COMMUNICABLE DISEASE/BLOOD BORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

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

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. If a staff member has a communicable disease, the staff member must notify the school nurse or other responsible person designated by the Board of the communicable disease which could be life threatening to an immune-compromised person. The school nurse or other responsible person designated by the Board must determine, after consultation with and on the advice of public health officials, if the immune-compromised person needs appropriate accommodation to protect their health and safety.

An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting shall be encouraged to report the existence of the illness so that precautions may be taken to protect the health of others. The District reserves the right to require a statement from an employee's primary care provider, before the employee may return to work. If a staff member develops symptoms of any reportable communicable or infectious illness while at school, the responsible school officials shall do the following:

- (a) isolate the staff member immediately from students or staff
- (b) consult with a physician, other qualified medical professional, or the local county health authority

to determine if the case should be reported.

All staff and volunteers present in any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

COMMUNICATIONS

Information going home from the school must be approved by the building administrator. Be professional in all communications with parents. Have all written information being sent home or out to the public carefully proofread by another individual.

CONFERENCES

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. One parent-teacher conference is scheduled each year. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with parents and students as necessary.

STAFF/PARENT RELATIONS

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

COMMUNITY USE OF BUILDING

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Contact the District office for more information.

CREDIT CARD OR PROCUREMENT CARD PROCEDURES

The Board of Trustees permits the use of procurement/credit cards for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District procurement/credit card will be maintained in the business office and reported to the Board each year at its meeting in August.

The District has seven (7) procurement/credit card(s), with a credit limit not to exceed \$45,000.00. Procurement/credit cards may only be used for legitimate District business expenditures. The use of procurement/credit cards is not intended to circumvent the District's policy on purchasing.

Users must take proper care of District procurement/credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of procurement/credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in procurement/credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the procurement/credit card has been used.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a

fingerprint criminal background investigation conducted by the District Clerk prior to consideration of the recommendation for employment or appointment by the Board.

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

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

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

CURRICULUM

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students. The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without Administrator approval. Teachers with questions should contact the Administrator. Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

DISMISSAL OF CLASS

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student’s next class teacher.

DISTRICT OFFICE HOURS

The district office is open between the hours of 7:45am to 4:00pm weekdays during the school year. During summer months and other times during the school year when school is not in session, the office be open with varying hours.

DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the Building Administrator.

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

DRESS AND GROOMING

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teaching as a profession demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

P.E. instructors must wear nice warm-ups if they go into the classroom.

Jeans may be worn on the last day of each school week according to the National Honor Society's fund raising criteria. Torn and/or tattered jeans are not appropriate professional dress and should not be worn by staff. Staff members should still be dressed in a professional casual manner on "jeans days."

EMAIL, INTERNET, NETWORKS, AND DISTRICT EQUIPMENT

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

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.

The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

EMERGENCY CLOSURES

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

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of such emergencies.

Copies of the emergency procedures plan will be dispersed at the beginning of each school year and placed in other strategic locations throughout the building.

FILMS/VIDEOS

Building principal approval is required 3 days prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG, or PG-13 may be authorized for classroom use.

The following information must be provided in writing to the building principal:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary complete opt-out form for Jr./Sr. High and opt-in form for elementary;
6. Audience rating.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have opt-out forms.

FIREARMS AND WEAPONS

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

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

POSSESSION OF WEAPONS OTHER THAN FIREARMS

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

FUND RAISING

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the Administrator prior to the activity being initiated. Fund-raising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

Fund raising requests need to be approved by the Principal. All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

All checks should be made payable to: **Harlowton High School**. Not to any specific person, building, club or activity

CROWDFUNDING

All crowd funding requests and receivables are governed and supervised by board policy. Crowd funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. Proposals, products, and resources generated through crowd funding must receive prior approval from the Superintendent or designee. Approvals for proposals or gifted resources may be denied based upon but not limited to: technology, curricular, and/or activities incompatibility; long term sustainability concerns regarding materials, service, and/or staffing; conflicts with district initiatives, state or federal law.

As public employees, staff members are subject to Montana public employees’ ethics laws. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a crowd source effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes.

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 administration approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without administration approval. Any solicitation should be reported at once to the administration.

GRADING

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

All teachers will adhere to the District grading scale.

At least two grades should be taken in every class each week. Teachers are required to post grades to Infinite Campus by Thursday of each week.

Grading will be on a quarterly basis.

JH/ HS GRADING SYSTEM

Percentage	Grade	GPA Points
100-94%	A	4.0 pt.
93-90%	A-	3.75 pt.
89-87%	B+	3.5 pt.
86-84%	B	3.0 pt.
83-80%	B-	2.75 pt.
79-77%	C+	2.5 pt.
76-74%	C	2.0 pt.
73-70%	C-	1.75 pt.
69-68%	D+	1.5 pt.
67-66%	D	1.0 pt.
65-64%	D-	.75 pt.
63%	F	.00 pt.

WEIGHTED GPA AND ADVANCED COURSES

HPS strives to provide a personalized educational program for each student. To this end, HPS offers a traditional course of study for high school and a more academically rigorous course of study for students who wish to push themselves a little further in their high school career. Students should be encouraged to take academic risks.

The following classes/courses will be scaled on a 4.5 GPA scale for students who complete and pass them.

Courses that Apply to the Weighted GPA Scale

Dual Credit Courses through an approved and accredited college. Dual Credit courses from partnering institutions and are available for high school students to take online and on-site.

AP Courses through MTDA or if offered by local teacher

Any Foreign Language through MTDA or as Dual Credit Course

4th Full Credit of a CTE Pathway in Ag/Shop and Business and FCS

4th Full Credit in Fine Arts (Art or Music)

Additional Information:

1. The weighted GPA applies only to those courses above.
2. Administration has the final say and discretion regarding which courses do or do not apply for the Weighted GPA.
3. No weight will be given if a student fails a course intended to have a weighted GPA. For example, a student receives a 55% in a dual credit class. The F will stand and the .5 additional weight will not be applied. A student must pass the class to receive the weight.
4. HHS Valedictorian and Salutatorian will be determined using the unweighted GPA scale.
5. For on-site Dual Credit courses, the percentage grade will be submitted to the sponsoring higher education institution. The weighted GPA points are only applied to HHS grades and transcripts. The weighted GPA will apply to a student's grade for on-site Dual Credit courses even if the student does not take the course for college credit. Most dual credit courses require passing an Accuplacer test prior to taking the course in order to receive the college credit.
6. All local scholarship transcript requirements will be followed when printing a transcript. If a scholarship only requires a non-weighted GPA transcript and ranking, then HHS will provide that required transcript.
7. Although it is highly recommended for those who take an AP course to take the AP exam, students do not need to take an associated AP exam for an AP course that is completed to receive the weighted GPA.

The weighted GPA marking system in this school would be as follows:

Percentage	Grade	GPA Points
100-94%	A	4.5 pt.
93-90%	A-	4.25 pt.
89-87%	B+	4.0 pt.
86-84%	B	3.75 pt.
83-80%	B-	3.25 pt.
79-77%	C+	2.75 pt.
76-74%	C	2.5 pt.
73-70%	C-	2.0 pt.
69-68%	D+	1.5 pt.
67-66%	D	1.0 pt.
65-64%	D-	.75 pt.
63%	F	.00 pt.

All subjects in K-2 use Satisfactory/Unsatisfactory Grade Scale

Conduct Grades	Gr. K-6	S/U (Satisfactory/Unsatisfactory)
Penmanship	Gr. K-6	S/U
Music	Gr. K-2	S/U
	Gr. 3-6	Letter Grades
Band	Gr. 5-6	Letter Grades
P.E.	Gr. K-2	S/U
	Gr. 3-6	Letter Grades
Art	Gr. K-6	S/U
Library Skills	Gr. K-2	S/U
	Gr. 3-6	Letter Grades
Subjective Areas	Gr. K-6	S/U

MODIFIED CURRICULUM GRADING SCALE

A student on a modified curriculum or on a modified grading scale will have his/her grade marked as follows on the report card and permanent record to reflect the modification.

- * Grades based on modified curriculum
- # Grades based on modified grade scale

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP). These grades will be marked on all student reports.

HOMEWORK

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

PRE-ARRANGES

For any non-school related absence, students must bring a written note or have their parents/guardians call the school prior to the absence being excused. The office will still contact parents/guardians to confirm written notes. Absences must be excused by a parent phone call or Doctor's note within 2 school days of the student returning to school. It is the student's responsibility for checking in with their teachers if they are prearranging to be absent. Prearranged absences are still counted as a part of students' ten days per semester unless there is a doctor's note presented. It is highly encouraged to get doctor's notes while at the appointment or have them fax it directly to 632-4416.

Students in extracurricular activities are expected to go above and beyond in their effort to stay caught up in their classes should they be gone for an activity. Teachers will be diligent in updating and posting classwork to Google Classroom. Students will be responsible for checking Google Classroom and staying in contact with teachers. Any work assigned prior to or the day of a school related activity will be due upon return, just as if they were in class. Coaches, advisors, and Athletic Director will alert the office and the staff of students who will be absent by submitting a completed travel roster a minimum of three school days before the activity.

PROGRESS REPORTS

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

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

DROP/ADD

Students will have 5 class days to drop or add a class at the beginning of the school year and 3 days at the start of the second semester. After the allotted time has expired, a grade of F will be given for the dropped class.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers will inform the building principal in writing at least seven days in advance of the event of the date, time, and nature of the presentation whenever such use is planned.

Prior building principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

HARASSMENT/BULLYING/INTIMIDATION

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”). Refer to Policy 5015

The District encourages staff support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and staff will discuss their questions or concerns about the expectations in this area with Mrs. Sandy Woldstad who serves as the District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All staff are expected to treat each other and students with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify all parties involved in sexual harassment allegations. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment or sexual discrimination by a staff member will result in an investigation in accordance with Policy 3225 and 3225P or Policy 5012 and 5012P. A student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory, decision may appeal in accordance with Policy 3225P or 5012P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F or Policy 5012, 5012P, 5012F.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

KEYS

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

1. The duplication of keys is prohibited.
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstance should staff provide keys to students to “run errands”, “unlock/lock” doors, etc.
4. Lost or stolen keys must be reported to the administration within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property.
5. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
6. 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 administration to keep their keys.

LESSON PLANS—OBJECTIVE BASED

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

Teachers are expected to prepare objective based lesson plans on a weekly basis. Copies of lesson plans for the upcoming week are to be submitted to the building principal no later than the end of the last school day each week. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal.

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

An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be easily accessible for administrators and substitutes.

MATERIALS DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are

required to attend staff meetings unless prior arrangements have been made with the building principal.

High School Meetings: Tuesday, 8:00 a.m., High School Library

Elementary Meetings: Wednesday, 8:00 a.m., Elementary Library

MOVING CLASS/HOLDING CLASS OUTSIDE

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the building principal.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal approval is required for all such activities

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

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

PERSONNEL RECORDS

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given access to their personnel records, in accordance with guidelines developed by the Superintendent.

In addition to the Superintendent or other designees, the Board may grant a committee or a member of the Board access to cumulative personnel files. When specifically authorized by the Board, counsel retained by the Board or by the employee will also have access to a cumulative personnel file.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 5231.

Personnel records must be kept for 10 years after termination.

POLICY BOOKS

Read and become familiar with the School Board Policy Book including the Safety manual and Disaster Manual. Policy Books are available online or in the Superintendent's, Principal's, and Clerk's offices and in the school libraries. A public copy is maintained in the main office.

Read and be familiar with all handbooks.

PURCHASE ORDERS

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

SERVICE ANIMALS

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

STAFF CONDUCT

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.

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

Employees of the District shall not injure or threaten to injure another person; damage another's property or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.

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.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

SUPERVISION & DISCIPLINE OF STUDENTS

School Law 20-5-201 states that classroom discipline is the teacher's responsibility. Teachers will keep administration informed of discipline issues in their classrooms and confer with administration on persistent problems. When a teacher brings charges against a student who is chronically defiant or misbehaving, it is necessary that charges be written, specific and anecdotal, showing a maintenance of proper documentation, including documentation of parent contacts.

When you come to school you are on duty. Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms prior to the arrival of students and at their teaching stations 10 minutes prior to start of school in the morning and at lunch.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

Teachers are required to not only supervise their classrooms, but also to supervise their area of the hallway. Be aware of who and how many students you allow to leave your classroom at any one time. Though absent from your room, they are still your responsibility.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to district property.

TEACHING ABOUT RELIGION

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

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

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

TELEPHONES AND OTHER MOBILE DEVICES

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

EMPLOYEE USE OF MOBILE DEVICES

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

District employees are prohibited from using mobile devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes.

EMERGENCY USE

Staff are encouraged to use any available mobile device in the event of an emergency that threatens the safety of students, staff, or other individuals.

USE OF PERSONAL MOBILE DEVICES

Employees are prohibited from using their personal mobile devices during the instructional period for non-instructional purposes. When necessary, employees may use their personal mobile devices only during non-instructional time. In no event shall an employee's use of a mobile device interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

Refer to Policy 5630

TOBACCO-FREE ENVIRONMENT

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

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

For this purpose, "public school building or public school property" means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and

- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

TRAVEL & TRANSPORTATION

All activity travel must be approved by the building principal and activities director. Travel forms must be completed at least one week in advance. All proper documentation must be turned in for trips. Expenditures without proper paperwork will be the financial responsibility of the sponsor.

All forms are available in the main office.

Forms Required: Request to Travel (Tan)
 Parent letter (white letterhead)
 Emergency procedure for each participant
 Participant Roster (pink)

Steps to a successful event with students:

1. Visit with Superintendent, Activity Director and Building Principal concerning the event (overnight field trips, out of state travel requires Board approval).
 - a) Number of chaperones and who they are
 - b) Length of time to be gone
 - c) Goals
 - d) Board meetings are the second Monday of each month
 - e) Needs or concerns you may have
2. Anytime a class is leaving the building, a travel slip is required. These may be turned in with lesson plans. All trips must be on the lesson plans.
3. Send parent letters home with participants. Make sure the Building Administrator and main office has a copy. Many calls are received from parents who do not get the message.
4. Prior to departure:
 - a) Prepare the students for the activity
 - b) Let students know what is expected including:
 1. goals of the event
 2. appropriate dress and behavior for the occasions that may occur during your trip
 3. what the expectations are upon return from the activity in the classroom - reports, etc. (the Board appreciates a personal report upon return)
 4. monies necessary and for what purpose
5. Overnight:
 - a) List of students per room (assess your student's responsibility level for room assignments)
 - b) Station your chaperones appropriately
 - c) Lights out time

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior administration approval and written parental permission.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

No student is permitted to operate district-owned vehicles or any district-owned equipment including bobcats and lawn mowers.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

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

VIDEO SURVEILLANCE

The School District is equipped with video cameras on district property and on district buses. The District may choose to make video recordings as part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the building principal.

WORKDAY

Teacher work hours are from 8:00 a.m. until 3:50 p.m. Monday through Thursday. All staff may leave on Fridays after student dismissal at 2:35 p.m. (Please wait for busses to depart.)

Teachers may leave the building and district grounds during lunch. Departures during preparation periods must be approved by the building principal.

Classified staff are permitted to leave the building and district grounds during their lunch break or as duties dictate.

All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

YEAR-END CHECKOUT

The administration will collect all staff keys prior to the issuance of final paychecks, unless assigned duties require continued access.

APPENDIX

Hints on Classroom Control

1. Be prepared. Start your lesson on time and know what you are going to say and do. Have your materials in order. The work, or assignment, should be on the board so that the class is ready to start when the tardy bell rings.
2. Keep your lesson and presentation interesting. Bored students get into trouble.
3. Use variety in your presentation. As many as three teaching styles or varied teaching activities can be used during one class lesson with students without overdoing the variety. The flexibility keeps their attention.
4. Be business-like. Students watch to see what kind of person you are. First impressions mean a great deal. If they size you up as a mature, confident person who knows what you are doing, the battle is half won.
5. Know when to overlook. Don't seek trouble. Learn to overlook small things which are unintentional and do not matter.
6. Know when to assert yourself, then DO IT! Every experienced teacher knows that for the common good there is in every democratically run classroom an invisible line beyond which students must not pass.
 - a. Distinguish between intentional and unintentional pupil misbehavior.
 - b. Distinguish between pupil discussion and pupil argumentation.
 - c. Distinguish between pupil humor and pupil insolence.
7. Do not bluff. Students are quick to see through and lose respect for the teacher who continually threatens but who does nothing about student misbehavior. Students respect a teacher with strength of mind and character. Once having decided that a student deserves disciplinary action, stick to your guns.
8. Act decisively. You are fair game for a room full of students. They want an authoritarian figure to keep order in their learning environment.
9. Be consistent. Do not suppress certain student actions one day and tolerate them the next. Let the students know what you will and will not stand for and your disciplinary problems will be few and far between.
10. Be fair. Treat all children alike. There is no place for favoritism in the classroom.
11. It is all right to say, "I don't know." Do not pretend that you know everything. Simply because you are the teacher does not mean that you must always be right. Students will respect you if you say, "I don't know. Let's find out."

12. Get to know your students. Students look forward to classes with mature, confident teachers, whose cheerfulness and humor combine to make the lesson more interesting and worthwhile. Humor at times saved many a classroom situation from becoming embarrassing or difficult for both pupils and teachers. The teacher who combines firmness with a sense of humor to fit the occasion is hard to beat.
13. When addressing fellow staff members in the presence of students, always use Mr., Mrs., or Ms. While this may seem trivial, it is very important in developing respect for staff members. Do not tolerate students addressing you by your last name only. It is rude and disrespectful.

COPYRIGHT

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.

“Fair use” guidelines are as follows:

I. Printed Materials

A. Permissible uses — district employees may:

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
 - A chapter from a book;
 - An article from a periodical or newspaper;
 - A short story, short essay, or short poem, whether or not from a collective work;
 - A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
 - A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - A complete article, story, or essay of less than 2,500 words;
 - Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;

- An excerpt from a children’s book, containing up to 10 percent of the words found in the text.
- B. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.
- C. Prohibited uses — district employees may not:
- Copy more than one work or two excerpts from a single author during one class term;
 - Copy more than three works from a collective work or periodical volume during one class term;
 - Copy more than nine sets of multiple copies for distribution to students in one class term;
 - Copy to create or replace or substitute for anthologies or collective works;
 - Copy “consumable” works, such as workbooks, exercises, standardized tests, and answer sheets;
 - Copy the same work from term to term;
 - Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- D. All sound recordings, including phonograph records, audiotapes, compact discs, and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

II. Sheet and Recorded Music

- A. Permissible Uses — district employees may:
- Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
 - Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
 - Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;

- Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
- Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

B. Prohibited uses — district employees may not:

- Copy to create or replace or substitute for anthologies, compilations, or collective works;
- Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;
- Copy for the purpose of performance, except as noted above (A) in emergencies.
- Copy to substitute for purchase of music except as noted above (A);
- Copy without inclusion of the copyright notice on the copy.

III. Television-Off-the-Air Taping

A. Permissible uses — district employees may:

- Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Video Taping” form to the librarian for each program videotaped. The librarian will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

- Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
- Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;

- Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
- Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

B. Prohibited Uses — district employees may not:

- Tape off-air programs in anticipation of an educator’s requests;
- Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- Use the recording for instruction after 45 consecutive calendar days;
- Hold the recording for weeks or indefinitely because:
 - Units needing the program concepts are not taught within the 45-day use period;
 - An interruption or technical problem delayed its use; or
 - Another teacher wishes to use it, or any other supposedly “legitimate” educational reason;
- Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
- Exchange program(s) with other schools in the district or other school districts without the approval of the librarian;
- Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
- Use the recording for public or commercial viewing.

- Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

“Pay” programs received via satellite dish are also subject to these prohibitions.

IV. Rental, Purchase, and Use of Videotapes

- A. Permissible uses — district employees may:
- Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - Use only rented, lawfully-made videotapes;
 - Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction;
 - Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and district policy.
- B. Prohibited uses — district employees may not:
- Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

- A. Permissible uses — district employees may:
- Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
 - Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
 - Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
 - Use a purchased program sent from a manufacturer labeled “archival,” simultaneously with the original copy of the program, provided its use is permitted (not excluded) by the terms of the sales agreement;
 - Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
 - Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user, if not otherwise prohibited by terms of a sales agreement;

- Adapt a copyrighted program from one language to another for which it is not commercially available, or add features to a program to better meet local needs.

B. Prohibited uses — district employees may not:

- Load the contents of one disk into multiple computers at the same time, in the absence of a license permitting the user to do so;
- Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
- Make or use illegal copies of copyrighted programs on district equipment;
- Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin board;
- Make copies of software provided by a software publisher for preview or approval;
- Make multiple copies of copyrighted software (or a locally produced adaptation or modification), even for use within the school or district;
- Make replacement copies from an archival or back-up copy;
- Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;
- Make multiple copies of the printed documentation that accompanies copyrighted software.

C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

VI. Reproduction of Works for Libraries/Media Centers

A. Permissible uses — district employees may:

- Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
- Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
- Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
- Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;

- Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorated, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.

B. Prohibited uses — district employees may not:

- Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;
- Copy without including a notice of copyright on the reproduced material.

VII. Performances

A. Permissible uses — district employees must:

- Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

CHAPERONE LETTER OF UNDERSTANDING

I understand that as a chaperone for the Harlowton School District I must adhere to the following rules:

1. I shall not use tobacco products in the presence of students;
2. I shall not consume any alcoholic beverages nor use any illicit drugs during the duration of my assignment as a chaperone, including during the hours following the end of the day's activities for students;
3. I will not encourage or allow students to participate in any activity that is in violation of District policy during the school-sponsored activity, including during the hours following the end of the day's activities.

I understand that should I have been found to have violated these rules, I will not be used again as a chaperone for all school-sponsored activities and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for my own transportation back home.

I also understand that, if found to have violated these rules, I may be subject to disciplinary action.

Signature of Chaperone

Date

• **Receipt of Handbook**

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

Print name of employee: _____
Signature of employee: _____
Date: _____