**Winnett Public School**

**Certified Staff Handbook**



**2023-2024**

**Adopted July 17, 2023**

**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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

The Board and Teaching Staff will review the Staff Handbook once a year at a minimum. Any changes will be made at the Review.

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

**WINNETT PHILOSOPHY OF EDUCATION**

The Winnett Public School Board of Trustees recognizes its constitutionally mandated obligation to provide a basic system of free, quality, public elementary and secondary education.  The Board is committed to furnishing this education to students of the community consistent with the legal requirements of the State of Montana.

All policies developed and actions taken by the Board are initiated for the purpose of providing a quality general education for all students of the District.  A general education is provided for the purpose of allowing each student to choose after their secondary education their vocation or further education.

**Winnett Statement of Beliefs:**

*We believe* ***Education*** is a lifelong process that prepares people to be productive, creative, and contributing citizens.  
*We believe* our***School****,* being at the heart of the community, isa safe and challenging environment for learning.  
*We believe* ***Students*** are curious and valuable individuals who when provided with guidance and self-discipline, will be responsibly involved in their education.  
*We believe* ***Teachers***provided with resources, training, and support, will model and expect excellence.  
*We believe* ***Parents*** are essential partners in their children’s education.  
*We believe* the***Community*** *and School* are reflected in each other with mutual support and participation*.*

**Vision Statements:**

*We envision* a basic, stimulating, applicable curriculum, which instills confidence, meets individual needs, and is assessed according to established standards.

*We envision* students as lifelong learners who think critically, solve problems, and who perform with competence and creativity.

*We envision* safe, accessible, versatile, well-maintained facilities.

*We envision* a cohesively linked community of the school, citizens, businesses, and agencies equipped to integrate learning to support our social and economic development.

*We envision* technology that allows students and staff to open doors to the world.

*We envision* enthusiastic, supportive, diverse, dedicated staff who are lifelong learners, demonstrating excellence in their profession.

**PROFESSIONAL EDUCATORS OF MONTANA CODE OF ETHICS**

**Preamble**

Education in Montana is a public endeavor.  Every Montanan has a responsibility for the schooling of our young people, and the state has charged professional educators with the primary responsibility of providing a breadth and depth of educational opportunities.

The professional conduct of every educator affects attitudes toward the profession and toward education.  Aware of the importance of maintaining the confidence of students, parents, colleagues, and the public, Montana educators strive to sustain the highest degree of ethical conduct.  While the freedom to learn and the freedom to teach are essential to education in a democracy, educators in Montana balance these freedoms with their own adherence to this ethical code.

**The Professional Educator in Montana:**

**Makes the well-being of students the foundation of all decisions and actions:**

* Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical, or illegal practice of any person.
* Provides educational services with respect for human dignity and the uniqueness of the student.
* Safeguards the student’s right to privacy by judiciously protecting information of a confidential nature.

**Fulfills professional responsibilities with diligence and integrity.**

* Enhances individual competence by increasing knowledge and skills.
* Exemplifies and fosters a philosophy of education which encourages a lifelong pursuit of learning.
* Contributes to the development and articulation of the profession’s body of knowledge.
* Promotes professionalism by respecting the privacy and dignity of colleagues.
* Demands that conditions of employment are conducive to high-quality education.

**Models the principles of citizenship in a democratic society.**

* Respects the individual roles, rights, and responsibilities of the community, including parents, trustees, and colleagues.
* Assumes responsibility for individual actions.
* Protects the civil and human rights of students and colleagues.

**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 Winnett School office for additional information and/or compliance issues:

Title VI: Supt. Teri Harris

Title VII: Supt. Teri Harris

Title IX: Supt. Teri Harris

**ACCOMMODATING INDIVDIUALS WITH DISABILITIES**

Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on an 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. (Refer to Policy 5002)

**STAFF ORGANIZATION**

**Administration:** Superintendent Teri Harris

**Certified Staff**

**Early Kindergarten: Tara Murnion/Kristina Dutton**

Kindergarten: Shana Grant

1st/2nd Grade: Kate Johnson

3rd/4th Grade: Nicole Tholt

5th/6th Grade: Haley Kiehl

K-12 Art:

K-12 PE: Jarrett Grant

K-12 Special Education: Tara Murnion

7-12 English: Jill Eness

7-12 Social Studies: Jill Eness

7-12 Math: Mitch Thompson

7-12 Science/Library: Kim Jensen

7-12 Career/Technical Education: Adam Tholt

5-12 Music: Karen Hale

EK – 4 Music/HS Choir: Kylie Thompson

**Classified Staff**

Clerk/Business Manager: Melissa Bohn

Head Custodian: Ben Arndt

Head Cook: Megan Nunn

Asst. Cook/Custodian: Lisa Jassak

Asst. Custodian: Alberta Preshinger

Paraprofessional: Kristina Dutton

Regular Bus Drivers: Kim Doman, Jarrett Grant, Alberta Preshinger

**Special Assignments**

Activities Director: Kate Johnson

Bus Maintenance Supervisor: Alec Krug

Activity Bus Driver: TBD

Senior Class Advisor: TBD

Junior Class Advisor: TBD

Sophomore Class Advisor: TBD

National Honor Society: Kim Jensen

SkillsUSA: Adam Tholt

Student Council: Teri Harris

Yearbook: TBD

**GENERAL INFORMATION**

**ASSEMBLIES**

Students are required to attend all assemblies.

Staff members who are assigned to teach classes or otherwise supervise students at a time when an assembly happens will generally sit with and supervise their classes. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

**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:

Charlie Ahlgren: Chairman

JR Lund, Vice Chairman

Cassie Brinkerhoff

RayeAnne Lund

Ashley Obrigewitch

**BOARD MEETINGS/COMMUNICATIONS**

Regular Meetings

Unless otherwise specified, all meetings will be held in the Winnett School board room (superintendent’s office). Regular meetings shall be held at 7 p.m. on the 3rd 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 legal holiday, the meeting shall be held on the next business day.

**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. Also, refer to policy 4330.

**CONFERENCE AFFILIATION**

The district’s high school is a member of the Montana High School Association (MHSA) and participates in recognized activities in Northern C and with schools comprised of comparable enrollments and activity programs.

The high school participates in the following MHSA-recognized activities: football, girls’ volleyball, cross country, boys’ and girls’ basketball, track, student council, and band/choir if an instructor is available.

**COOPERATIVE (SPORTS)**

Winnett School has a cooperative agreement (WGR) with Grass Range School District for cross country, basketball and track. The school has a cooperative agreement with Grass Range School District for volleyball and football (GRW). For the 23-24 school year, the GRW co-op has an agreement with Fergus High School for football and will play under the Golden Eagle mascot.

**DAILY DUTIES**

Full time teachers need to arrive by 7:45 a.m. and finish at 4:15 p.m.  School is in session from 8:05 – 4:15. On staff meeting days, the day may be extended on either end. All teachers and professional staff are expected to be on time for school, assigned duties, and any co-curricular assignments.

Each staff member must take attendance according to the needs of the grade level. Secondary teachers are required to take attendance and submit it to Infinite Campus each period. Elementary homeroom teachers are required to submit morning and afternoon attendance.

The building will be locked after 4:15 p.m.  All students need to be on their way home unless they are participating in a properly chaperoned activity or have special permission to be in the building and are supervised properly.

**DISTRICT OFFICE HOURS**

The district office is open between the hours of 7:30 a.m. – 4:15 p.m. weekdays during the school year.

During summer months and other times during the school year when school is not in session, the office is open between the hours of 8 a.m. – 3 p.m. daily.

**STAFF OPERATIONS**

**ABSENCES**

1. **UNITS FOR LEAVE**
   * 1. All leaves granted under this article will be in fifteen (15) minute increments.

1. **DISCRETIONARY LEAVE**
2. A teaching employee shall be granted twelve (12) days or one hundred two (102) discretionary hours each year. Unused discretionary leave shall be transferred to the employee’s sick bank at the end of each year. Each employee’s sick bank is capped at sixty (60) days (510) hours. Discretionary leave may be used for an illness (either employee’s own or dependent’s medical appointment or illness) or personal business.
3. Notification of intention to take discretionary leave should be submitted as far in advance as is reasonably possible to the superintendent or his/her designee, normally no less than 24 hours before taking such leave, except in the case of an emergency.
4. When a teacher has used all one hundred two (102) hours of discretionary leave in one year, if further discretionary leave is essential, the employee may request to take unpaid leave. Approval will be at the sole discretion of the superintendent.
5. Requests for discretionary leave will be made and approved in advance based on the availability of substitutes. Discretionary leave will be approved at the sole discretion of the superintendent or his/her designee.
6. Hours used for illness shall be first deducted from the annual discretionary hours. Hours used for illness that exceed the annual discretionary leave shall be deducted from the accrued sick leave hours credited to the teacher.
7. The full amount accumulated leave and current year discretionary hours will be available for use from the starting date of the contract.
8. At the conclusion of the school year, each teaching employee with a balance of more than five hundred ten (510) sick leave hours will be compensated for any hours in excess of the five hundred ten (510) hours at half the rate of a certified substitute.
9. Teachers shall have the right to donate accrued sick leave hours to a teacher or other school district employee of their choice on a 1:1 daily basis in hourly increments.
   1. A teacher who intends to utilize any donated hours must notify the superintendent of their intent to do so and must have, by the date of the first utilization of donated hours, exhausted all their own accumulated sick hours and discretionary leave hours.
   2. Donated sick leave hours may be used for any purpose for which an earned sick day can be used.
   3. Teachers donating sick leave hours must retain at least 170 sick leave hours in their own unused sick leave account.
10. **BEREAVEMENT LEAVE**

1. Up to five (5) days per occurrence will be granted at full salary to each teaching employee for death in the immediate family. Immediate family is defined as the employee and spouse and their grandparent, father, mother, sister, brother, daughter, son, and grandchild. Discretionary leave may be reclassified to bereavement leave at the discretion of the superintendent. (Refer to District Policy 5321)

1. **LEAVE FOR CIVIC DUTIES**

Temporary leave at full salary will be provided each teacher for jury duty, court appearances

as a witness, provided any compensation received by the teacher for such duties will be paid

to the district.

**Family and Medical Leave Act (FMLA)**

Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees. The Winnett School District has less than fifty (50) employees, and therefore the district is not required to provide FMLA benefits; however, the district has opted to participate anyway.

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, **and** if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee’s spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Servicemember Family Leave

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

(Refer to policy 5328 & 5328P)

**ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES**

Certified staff members may attend school events free of charge if they are working or supervising an event.

**AUTOMATED EXTERNAL DEFIBRILLATORS (AED’S)**

The Board of Trustees of the Winnett School District recognizes that from time-to-time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The District has two units for use by qualified personnel. One unit is located in the gym/cafeteria lobby in the northeast corner a second unit is located on the wall near the superintendent’s office at the east entrance. (Refer to Policy 8450)

**BENEFITS**

1. **HEALTH INSURANCE**
2. In lieu of health insurance, the District has implemented a “Living Expense Bonus” of $6600 per year for a full time employee or prorated based on the percentage of contract hours.
3. A certified teacher is eligible for school district contribution with the policy, beginning September 1 and ending August 31 of the following year. Any teacher terminating his/her employment during the school year shall lose District contributions to benefits effective upon the date of termination.

A health insurance option may be considered should one become a better solution for the

Board/Staff.

**CARE/USE OF 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 superintendent.

Certain district-owned equipment may be checked out by staff. Such equipment may not be used for personal financial gain. An equipment-use form must be submitted and approved.

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

**CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited with the school secretary or business clerk whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds $50. 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.

In general, receipts or should be issued if more than $20 is exchanged or if the payment is required. Staff members who do not want to handle money and receipts will communicate with the school secretary and business clerk, who will then expect to be handling money on their behalf. Examples for times receipts should be issued include: fundraising (band, etc.), event tickets (Halloween carnival, prom), yearbooks, activity passes, other schools fees or fines, etc. Receipts do not need to be issued for minor sales (suckers, popcorn, etc.) unless the volume of sales is large.

**CHECKOUT**

**Workday Checkout**

There is a checkout sheet in the school office for teachers who need to quickly run errands during their preparation time. Absences longer than 20 minutes need prior approval from the superintendent. Any absence during teaching time which would require another staff member to supervise students must also be approved by the superintendent and a leave sheet filled out.

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

**Year-End Checkout**

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

**CHILD ABUSE REPORTING**

District employees who have reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone, or a victim of sex trafficking, regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the Department of Public Health and Human Services or local law enforcement agency. The superintendent should be informed as a courtesy but does not report on behalf of staff members. Hot Line # 866-820-5437

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

(Refer to Policy 5232 & 5232F)

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

**CLASSROOM SECURITY & EFFICIENCY**

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. Staff members are also asked to turn out common area lights (hallways or restrooms) after hours if they see one on.

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.

**COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

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

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

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. (Refer to Policy 5130)

**COMPENSATION**

1. The basic salaries of teachers covered by this agreement are set forth in the attached schedule incorporated in this agreement. Such salary schedule shall remain in effect during the designated period.
2. All teachers shall be given up to seven (7) years credit (step 7) on the salary schedule set forth for full, certified, contracted years of teaching experience in any school district in the state of Montana or other teaching experience in a school district accredited by a recognized accrediting agency.
3. A new hire with less than 3 years teaching experience will be hired at step two (2) (three years’ experience) and remain at that level until a contract for year four (4), step three (3) is offered.
4. Teachers may elect to use direct deposit of their pay checks at the banking institution of choice by submitting the appropriate form to the school clerk.
5. To advance on the salary schedule to BA+10 (10) university semester credits are required. Notice of intent to advance must be given in writing to the superintendent by April 15, with

options of BA+20 university semester credits, BA+30 university semester credits, MA or

Masters+10. Credits must be on a course of study relevant to teacher education and be approved in writing by the administration.

1. Documentation of additional professional preparation, if sufficient to advance the teacher's preparation status, shall be submitted to the superintendent not later than the 20th of September. This documentation may be in the form of an official transcript, course grade slips, or an advisor's letter. However, the official transcript must be presented by December 1, at which time the increased salary will commence. The increase shall be retroactive and the balance from the beginning of the school year to the current month will be paid by the next regular pay date which follows a board meeting.
2. Teachers must have a valid teaching certificate registered in the county superintendent of School's office within 60 days after the term of service of the teacher begins and must maintain a valid certificate at all times they are employed by the district. Teachers shall be responsible for maintaining current credentials as required by Montana School Law.
3. No teacher will advance more than two steps horizontally and one step vertically on the salary schedule in any one year.
4. Any teacher with National Board Certification in the subject area in which they teach shall receive a $500.00 per year stipend payable for a maximum of 10 years.

**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.

If the complaint is not informally resolved, a meeting will be held with the staff member, complainant, and superintendent. Should a resolution not be achieved, the superintendent should advise the complainant that he/she may submit a formal written complaint. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700.

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 the appropriate procedure.

All staff members should familiarize themselves with Board policy and administrative rules 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 superintendent 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.

**CONTRACTS**

Contracts for certified and classified 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.

Unofficial transcripts will be suitable for initial hiring and employment. However, official transcripts will be required for placement on the salary scale. Whenever a request for a lane change is made, it must be accompanied by an official transcript to show completion of the necessary credits.

**COPYRIGHT**

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

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

Please review policies 2312 and 2312P as attached at the end of this handbook.

**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. Parent-teacher conferences are scheduled each fall and spring.

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.

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

**CREDIT CARD USE**

In some cases, a credit card will be issued to staff members with approval from the superintendent to make necessary purchases. *Any purchases made with a district credit card must be returned with a receipt, or the person who used the card will be responsible for reimbursing the district for any purchases made.*

**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 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.

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 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

Refer to Policies 5122 – 5122F

**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 school has joined Alliance for Curriculum Enhancement.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without superintendent approval. Instructional media should always be previewed in full by the teacher. Teachers with questions should contact the superintendent.

Movies that do not have a direct link to classroom instruction and that will be shown in full or as a significant portion need to be approved by the superintendent.

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

**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**

No staff member engaged in work in connection with a direct federal grant or contract shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member engaged in work related to a district federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction. (Refer to Policy 5226)

**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. Please see the District “Inclement Weather” plan for more information.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the following radio stations regularly report delayed openings and school closures:

Winnett School Facebook page

KXLO, Lewistown

KGHL, Billings

**EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with a copy of the district’s emergency procedures plan which details staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the school office and other strategic locations throughout the building. (Refer to Policy 8301)

**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.

Non-tenured certified staff shall be evaluated twice per year, once by December 1st and again by March 1st. Tenured certified staff members shall be evaluated annually.

Copies of the district’s evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated. (Refer to Policy 5222)

**EXTRA DUTIES/STIPEND POSITIONS**

Classes and other school-related organizations are assigned advisors and sponsors. Some of these are stipend positions because they require time outside of the regular contract day. A class advisor, as well as an advisor of a club or school-related organization, is to be in attendance at all meetings and events.  Advisors/sponsors will give direction and aid the officers of the club.  The advisor of a club or class needs to sign off on all expenditures that go through the student activities account. In the case of athletics expenditures, the athletic director will sign off.

**FIREARMS AND WEAPONS**

It is the policy of the Winnett School to comply with the federal Gun Free Schools Act of 1994 and state law20-5-202 (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, the superintendent 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 may be expelled from school for a period of not less than 1 year. This will be determined by the board of trustees on a case-by-case basis.

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; numchucks (also known as nunchucks); 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. (Refer to Policy 3311)

**FUND RAISING**

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

Fund raising request forms are available in the office. 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.

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. (Refer to Policies 3530, 4321)

**GIFTS AND SOLICITATIONS**

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

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

**GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the superintendent of the date, time, and nature of the presentation whenever such use is planned.

Prior superintendent approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial. (Refer to Policy 4320)

**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 Supt. Teri Harris 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, the decision may be appealed 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.

**INVENTORY**

Certified staff members are required to maintain an accurate inventory of their assigned classrooms or programs areas and submit to the superintendent each spring, or at the end the of their employment if that is before the end of the school year. Inventories should be submitted electronically in the designated area.

**JOB DESCRIPTIONS**

Job descriptions for elementary and secondary teachers are at the end of this handbook. These job description do not and cannot outline every professional responsibility of teacher, but outline most major requirements and expectations.

**KEYS**

Keys and key fobs are issued to staff or relevant parties by the superintendent. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff 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.**

4. Lost or stolen keys must be reported to the superintendent 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.

5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued within 72 hours.

6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.

7. 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 superintendent to keep their keys as appropriate.

**LESSON PLANS**

Teachers should develop lesson plans consistent with district curriculum and appropriate to the individual needs of students. Lesson plans should reflect a variety of instructional strategies and opportunities for student choice. While lesson plans do not need to specify which accommodations and modifications are being made for each student, it is expected that teachers are taking this into account with lesson planning. If there are questions about how to support a particular student in this manner, or regarding a specific task or assignment, please contact the superintendent.

Teachers are expected to prepare lesson plans on a weekly basis. Copies of lesson plans are to be submitted to the superintendent by 8:15 a.m. on Monday for the upcoming week. Each teacher will have a folder in the superintendent’s office.

Lesson plans for substitute teachers should be extremely detailed and ensure that students have meaningful tasks to engage in for the entire period, thus avoiding behavior problems.

Each teacher will prepare an updated set of emergency lesson plans within the district-provided substitute folder. The emergency plans must consist of adequate material that could be used by anyone to cover two days’ worth of lessons. This must also include class rosters, seating charts in applicable, a schedule of your day, and necessary technology notes. (Coordinate with Policy 2123)

**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 superintendent. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district. (Refer to Policy 4321)

**MEETINGS**

Full staff meetings will be on Mondays at 7:35, or on the first instructional day of the week if there is a holiday. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal, and to be on time. Staff members will sign in for each meeting.

**NEW EMPLOYEES**

Every teacher under contract must bring their current, valid certificate that has been registered with the county superintendent to the personnel office at the time of initial employment, as well as at the time of each renewal of certification. The personnel office will file a copy all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee’s personnel file. (Refer to Policy 5120)

**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.

(Refer to Policy 5224)

**PERSONNEL RECORDS**

The District maintains a complete confidential and permanent 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 a copy of their personnel record upon request.

The District may release public information regarding the professional qualifications, degrees, and experience of teachers and the qualifications of paraprofessionals to parents upon request. Access to other information is governed by Policy 4340.

A personnel file may contain but is not limited to transcripts from colleges or universities, information allowed by statute, a record of previous employment (other than college placement papers for periods beyond active candidacy for a position), evaluations, copies of contracts, and copies of letters of recommendation requested by an employee. All material in the personnel file must be related to the employee’s work, position, salary, or employment status in the District. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

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

(Refer to Policy 5231 & 5231P)

**PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME**

Every effort will be made to provide teachers with at least 48 minutes per day, or 240 minutes per week, of preparation time. ordinate with negotiated agreements as applicable.

**PURCHASE ORDERS**

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

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office. (Coordinate with Policy 7320)

**REDUCTION IN FORCE (LAYOFF)**

1. When the Board determines there will be a layoff, the following provisions of the contract shall apply:
2. If a position is to be eliminated the Board shall give notification of layoff to the least senior teacher in that position. A teacher who is notified of layoff will have the right to displace any less senior teacher whose work he/she is certificated at that time to perform within the same school district. Within three (3) workdays after the teacher gives such notification the superintendent will notify the less senior teacher that he/she is to be displaced. When placed on layoff a teacher shall maintain a current address with the school.
3. If a position becomes open, for which the teacher who was laid off is certified for, said teacher will be immediately recalled by registered mail, return receipt requested. The teacher shall have seven (7) calendar days from the date of the receipt of such notice to accept re-employment within twenty (20) calendar days of receipt of recall notice. Failure to do so constitutes forfeiture on the part of the teacher to any further rights of re-employment or re-instatement. Re-employment rights shall automatically cease twelve (12) months from the date of layoff and no further rights to re-instatement shall exist.
4. Seniority shall mean the number of days of continuous service of the regular school year (excluding summer session and extended employment),

commencing with the first day of actual service in the school district including authorized leave of absences allowed by the school district pursuant to this agreement.

**REGISTERED SEX OFFENDERS**

The District hereby declares that no registered sex offender whose victim was a minor may come on, about, or near any District-owned buildings or property except as otherwise provided in policy 4550.

**RELEASE OF GENERAL STAFF INFORMATION**

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

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

1. Disclosure of information is upon the request of the prospective employer; or

2. Disclosure of information is upon the request of the former staff member.

3. The information is related to job performance.

4. The disclosure is presumed to be in good faith.

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

**RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the superintendent.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money, and facilities, as part of the employee’s job responsibilities, remain the property of the district.

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

**RESIGNATION OF STAFF**

Certified and classified personnel will generally be expected to fulfill the terms of their contract unless there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so.

The Board has authorized the Superintendent to accept on its behalf resignations from any school 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. (Coordinate with Policy 5251 and applicable provisions of negotiated agreements)

**RETIREMENT**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place. (Coordinate with Policy 5253.

**SAFETY COMMITTEE**

A building safety committee has been established to help implement the district’s safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.

The building safety committee meets quarterly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

**SCHOOLWIDE TITLE 1 PROCEDURES**

Winnett School District #1 participates in a Schoolwide Title 1 Program, which is a federally funded program that provides extra academic support to students in the areas of reading and/or math. Schools in which “children from low-income families make up at least 40 percent of enrollment (mostly based on free and reduced lunch data) are eligible to use Title I funds to operate schoolwide programs that serve all children in the school in order to raise the achievement of the lowest-achieving students.”

(https://www2.ed.gov/programs/titleiparta/index.html)

The junior high and high school program works in the following manner:

* A staff meeting is held on the first day of each school week. Concerns with student progress and strategies for support will be discussed, with a focus on students who have fallen below a “C” or are “at risk”. Students will be considered at-risk if there is a strong concern based on the student’s classroom performance or attitude or change in one of those areas.
* A completed Title 1 report is submitted to the Superintendent by 8:15 a.m. on Monday.  A copy of the report is given to the student and mailed to the parent.  The original will be kept in the superintendent’s office.
* It is essential that grades are updated weekly in order for this report and process to be accurate.
* The secretary will then send out a list of students who were referred that week to the secondary teachers, the athletic director and the superintendent. The athletic director is responsible for promptly notifying coaches or advisors.
* Study hall teachers in particular should note which students are reported that week.
* **After reporting a student, the teacher and student must meet to determine a course of action designed to improve the student’s grade**. This may include parental involvement depending on the student or situation. Teachers will communicate with the appropriate teachers for arrangements for study hall, etc.
* Teachers, parents, or a student may request Title 1 assistance.
* This program works in conjunction with the Winnett School Eligibility Policy.  Students falling below a “C” in a class are given a one-week probationary period to bring the grade up to a “C” or above.  If a student is below a “C” in a class for two or more weeks, that student will be ineligible for extracurricular activities.
* Ineligible students may be required to attend an after-school study hall rather than participate in extracurricular practices at the teacher’s discretion.
* Teachers are encouraged to communicate directly with parents in addition to this reporting system whenever they feel a strong concern about student performance, work habits, or attitude.

The Winnett School-wide Title 1 Program has been developed to support and encourage student success.  Communication among teachers, students, and parents is vital to its success.

**SERVICE ANIMALS**

The Winnett School 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. (Refer to Policy 8425 – 8425P)

**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. (Refer to Policy 5223)

**STAFF DEVELOPMENT**

The Board recognizes the importance of continued educational experiences and other professional growth activities to improve job performance. Each staff member is allowed $200 per year in professional development funds. Additional funds may be available.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees, and other such activities.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment and current collective bargaining agreements. Requests require prior superintendent approval. Forms are available in the office.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of district funds.

**STAFF 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.

On the last teaching day of the week, staff members may wear jeans by contributing $1 to the Jon Ulen Memorial Scholarship fund. Dress is still professional casual; jeans should be clean and free of holes, rips, or tears. Staff members should exercise their professional judgement regarding appropriate clothing for their teaching area and/or day’s activities. In most cases, jeans would also be appropriate for fields trips.

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.

**STAFF HEALTH AND SAFETY**

To assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible

representative of the district.

1. It is the duty of all employees to make full use of safeguards provided for their protection. It

shall be the employee’s responsibility to abide by and perform the following requirements:

* 1. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative.
  2. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts.
  3. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job.
  4. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function.
  5. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory).
  6. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored.
  7. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.

1. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or

interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker.

4. Employees must not work underneath or over others, thereby exposing them to a hazard

without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken.

5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings.

6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury.

7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer.

8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger.

9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions.

10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards.

11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous.

12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;

13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

**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.

**STAFF WORK AREA**

Staff work areas are provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to “pitch in”, as needed, to help keep this gathering area clean and orderly.

Students are not permitted in the staff areas.

**STUDENT ATTENDANCE**

For junior high and high school classes, attendance must be taken each period. Elementary attendance is taken at the beginning of the morning and afternoon sessions. Each teacher should check their attendance at the end of the day for accuracy.

A student with an excused absence will be given the opportunity to make up work missed with full credit. One day of make-up for each day missed for up to three days is allowed.

Students who are gone for pre-arranged school activities must have their teachers fill out a homework/leave slip in advance. That work is due when they return to class.

**SUBSTITUTE TEACHERS**

Substitute folders should contain the following:

* Daily schedule including supervising duties, and any special student schedule notes (for example: Susie is pulled out from 10:00 – 10:30 on Tuesdays for speech).
* Student lists by class and any seating charts.
* Classroom rules/expectations and consequences.
* Location of any important/necessary items, including emergency kits and plan
* Login information for teacher computers or online programs, plus a list of student login information
* Detailed, step-by-step instructions for any tech (starting a CD on a computer, for example, or how to turn on use a SmartBoard, etc.)
* Names of reliable students in each class that can provide information about the day to day routines of the class.
* Personal contact information in case there are questions.
* **Materials for 2 days worth of emergency sub materials, should they be necessary.**

**SUPERVISION OF STUDENTS**

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.

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.

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

**Teacher Rights and Responsibilities:**

All staff members shall share in the responsibility for supervising the behavior of students and for maintaining the standards of conduct that have been established.

**Staff members have the right to:**

1. Expect students to comply with school rules
2. Be treated courteously by students and parents
3. Develop and review rules relating to school conduct and control at least once each year.  Classroom rules shall be consistent with building and District policies and rules.
4. Exercise freedom in setting an academic program. Academic policies shall be consistent with District curriculum, policies and rules.
5. Receive a complaint or grievance regarding corrective action or punishment of students.  Staff members shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

**Certified staff shall have the responsibility to:**

1. (Superintendent) Distribute to students, parents, and staff a publication defining rights, responsibilities and corrective actions or punishments relating to student behavior.
2. Observe the rights of students.
3. Enforce the rules of student conduct fairly, consistently and without regard to discrimination.  Any infractions shall be documented by a Disciplinary Referral form, regardless of the corrective action taken by the teacher.
4. Maintain good order in the classroom, in the hallways, on the grounds and/or other common areas of the campus, or while riding on buses; i.e., field trips, etc.
5. Set an appropriate example of personal conduct and professional dress
6. Avoid statements that may be demeaning or personally offensive to any student or group of students.
7. Notify parents when students are suspended or expelled.  Teachers will make parental contact for early intervention into both discipline and potential discipline problems or areas of concern regarding academic performance.
8. Meet with parents/guardian within five (5) school days upon a request to hear a complaint regarding the use of classroom materials, teaching strategies employed in the classroom, or in classroom procedures and policies.
9. **Certified staff shall have the authority to:**
10. Use reasonable action as is necessary to protect himself/herself from injury, an injury to another student, or from other physical abuse.
11. Remove a student from a classroom session for sufficient cause.
12. Detain a student after school with due consideration for transportation.

**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 may be placed.

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 used 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 or in connection with Native American cultural activities.

For the purpose of this policy, “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 vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

**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. A staff member must receive prior approval from the superintendent to use a private vehicle for school business, especially if the staff member will be requesting reimbursement for mileage.

**VACANCIES/TRANSFERS**

Announced vacancies for certified positions are posted in the school for at least 5 working days prior to closing the application period.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and negotiated agreements. (Refer to Policy 5210, 5213)

**WORK YEAR**

**A. SCHOOL CALENDAR**

1. A school calendar will be made available by the Administration to all faculty members on

Orientation Day. It will reflect a work year of a minimum of one thousand one hundred twenty-two (1122) hours, of which, one thousand eighty (1080) are pupil-instruction hours and forty-two (42) are pupil-instruction related hours and a maximum one thousand one hundred eighty-two (1182) hours, of which one thousand one hundred forty (1140) are pupil-instruction hours and forty-two (42) are pupil-instruction related hours.

2. Two flex days may be substituted for the MEA PIR days scheduled in October. Flexible

PIR are days that are chosen by each individual teacher and meet the requirements of a PIR day. These days may consist of a visit to a program in another school, college classes taken for credit, workshops, conferences, etc. Teachers may choose to attend MEA days. Guidelines for the flex PIR days are as follows:

1. A flex PIR day will consist of six hours of relevant professional training excluding travel.
2. These days must be approved by the administration.
3. Flex days may be taken anytime during the calendar year, with any flex days taken after December 31 credited to the next year’s MEA days.
4. All flex days must be completed before December 31 or one day's pay will be deducted for each unfulfilled PIR day.
5. Flex days will not be allowed for classes, workshops, or conferences if the school pays for college credits. (Registration, accommodations and mileage not included.)
6. If a flex day is taken on a regular school day, a discretionary day must be taken.

3. The Administration will meet with teachers for their recommendations before finalizing

the school calendar.

1. **TEACHER WORKLOAD**

1. Regular teacher workday begins at 7:45AM and ends at 4:15 PM.

2. In an instructional day, a certified full-time teacher will be granted one student-free prep period. If an additional period of instruction is agreed upon between the administration and the teacher, the teacher’s compensation will be prorated on an hourly basis based on the teacher’s monthly salary.

**STUDENT OPERATIONAL PROCEDURES**

**ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the 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. (Refer to Policy 3416 & 3416F)

**ASSEMBLIES**

Students are required to attend all assemblies.

Staff members who are assigned to teach classes or otherwise supervise students at a time when an assembly happens will generally sit with and supervise their classes. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

**CLASS INTERRUPTIONS**

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

**COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS**

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Montana Code Annotated and rules of the county health department. Services generally will not be provided to students excluded unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure. (Refer to Policy 3417)

**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.

**DISCIPLINARY REFERRALS**

Teachers will be given disciplinary referral forms to use when dealing with student discipline issues.

**DISMISSAL OF CLASSES**

Teachers should not dismiss 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 next class. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

**DISASTER DRILLS**

The board of trustees has identified the following local hazards that exist within the boundaries of its school district: fire, earthquake, avalanche, high winds, tornadoes, intruders, firearms, etc.

Teachers will discuss safety drill procedures and emergency supplies with their class at the beginning of each year as well as throughout the year and have them posted in a conspicuous place next to the exit door.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

Upon the sounding of a fire alarm, teachers are required to:

* + - 1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;

2. Close windows, turn off lights, and [lock door/leave door unlocked];

3. Take class roster and emergency kit;

4. Escort class to the designated area and take roll. Report any unaccounted students to the superintendent;

direct students to be quiet and listen for directions.

5. Upon “all clear” signal, as announced by the superintendent, escort students directly back to class. Check

roll.

**FEATURE FILMS/VIDEOS**

Superintendent approval is required prior to showing a feature film/video to students in district classrooms. This includes curricular materials that will be shown in full or as a significant portion (most of a class period or multiple periods across several days); and, non-curricular materials that are going to be used for a party or reward.

Any media shown in class should be previewed in full by the teacher.

Requests are to be made to the superintendent at least five days prior to the proposed showing.

The following information should be included:

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, grant consent.

6. Audience rating.

At the elementary level, the showing of all feature films/videos with a PG rating requires prior parent notification from the staff member. At the secondary level, feature films/videos with a PG-13 rating must have prior parental notification. Any movies rated R must have a compelling curricular reason to be shown and have prior parental consent in writing. If parents do not give consent, the student must be given a reasonable alternate assignment.

**FIELD TRIPS AND SPECIAL EVENTS**

Field trips are important student learning opportunities by allowing for real life application of classroom experiences and for practicing social emotional learning. Field trips and other student activities involving travel may be authorized by the superintendent when such trips or activities contribute to the achievement of desirable educational goals.

The field trip leader or sponsor should also take into consideration when planning the unique needs of students who may need accommodations and work with the superintendent and parents accordingly. This applies to in-school events as well that may fall outside regular school day activities.

There should be a minimum of two chaperones for every field trip. If there are male and female students attending, there will be at least one male and one female chaperone. There should be a minimum of one chaperone per eight K-6 students, and one chaperone per ten 7 – 12 students.

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

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

Any out-of-state travel must be approved by the Board. (Coordinate with Policy 2320)

**GRADING AND GRADE REPORTING**

Winnett School uses a 4-point grading scale. Grades are to be updated weekly so that students and parents have an accurate picture of the student’s progress, and to align with the Schoolwide Title 1 program.

Winnett School issues reports at midterm and quarter. Semester grades are calculated for students in grade 7 – 12. Grades are kept and posted electronically in Infinite Campus. The window for posting grades will open 2 days prior to the end of the grading period. Grades will generally be due to be posted three days after the end of the grading period to allow for student absences and make up work. If students are issued an Incomplete for any grading period, he or she has two weeks to turn in makeup work. If the work is not turned in, the teacher will calculate the grade without credit for the missing work.

Due-process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student’s absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student’s disability, or an excused absence as determined by district policy. Such notice is to be included in each teacher’s syllabus and distributed to students at the beginning of the grading period.

**HOMEWORK**

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work 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. (Coordinate with Policy 2430)

**MAKE-UP WORK**

A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class, for the work missed due to absence.

Any student truant from school will be permitted to make up missed work, at the discretion of the teacher.

A student suspended from school may be permitted, as provided by Policy 3300, to make up school work upon his/her return from the suspension, if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm, and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

**MEDIA ACCESS TO STUDENTS**

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

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

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

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. (Refer to Policies 3600P – 3600F1 – 3600F2)

**MOVING CLASS/HOLDING CLASSES OUTDOORS**

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

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

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

**RELEASE TIME FOR RELIGIOUS INSTRUCTION**

Students may be excused from school for religious instruction, in accordance with board policy. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day, due to religious beliefs, is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher. (Coordinate with Policy 2334)

**RESUSCITATION**

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff. This does not include staff members who have been summoned to act in their roles as emergency medical technicians.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel. (Coordinate with Policy 3431)

**RETENTION OF STUDENTS**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Exception will always be made after prior notification and explanation to the student’s parents, but the final decision will rest with the superintendent.

**STUDENT ACTIVITY FUNDS**

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the building principal and the person in charge of that student activity.

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

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds. (Coordinate with Policy 7425)

**STUDENT CONDUCT**

All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

Classroom rules and consequences, as well as academic honesty policies are to be submitted to the building principal for review and approval.

(Coordinate with Policy 3310)

**STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student’s transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention.

**STUDENT WELLNESS POLICY (FOOD & DRINK)**

Elementary students:

No food or drink is allowed to be taken from the cafeteria.

Elementary students (K-6) are not permitted to use the pop machine in the library at any time, nor are they permitted to drink soda, coffee, or energy drinks during the school day. They are also not allowed to use the pop machine before going to the bus.

Teachers may occasionally use pop or ice cream as a classroom reward at their discretion. Candy and other items as rewards should be done so sparingly.

Secondary students:

No food or drink is allowed to be taken from the cafeteria. If student meetings are held such as student council, NHS, or others, students may take their lunches to the appropriate meeting place. Reasonable exceptions will be made for other special days/events.

Each teacher will set his or her own policy regarding food and drink in their classroom.

Students may eat or drink in the hallways and at their lockers but must keep the area clean and free from garbage.

**STUDENT/PARENT HANDBOOK**

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student/parent handbook and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the superintendent.

**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 superintendent approval and district policy.

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

**STUDENT WITHDRAWAL FROM SCHOOL**

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date. Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property, including replacement costs, if known. Submit the list to the office.

**VISITORS**

Students are not permitted to bring visitors to school without prior approval of the superintendent. Staff members are expected to report any unauthorized person on school property to the superintendent.

• **Receipt of Handbook**

*“I have received a copy of the Winnett K-12 School Certified Handbook for 2023-2024 school year. 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: \_\_\_\_\_