

EMPLOYEE HANDBOOK
CIRCLE PUBLIC SCHOOLS
2020-2021

The Board looks to the staff to promote a positive school climate in all educational endeavors, so students may work toward their greatest potential, and the community will be proud of its investment. (POLICY 5000)

This handbook has been written to acquaint you with the basic personnel rules and regulations presently in effect within our school system.

Administration of School

Chairman
Vice-Chairman
Board Members

Bryce Hove
Dusty White
Krista Beery
Cary Phillips
Tyrel Massar
Tate Switzer

District Clerk
Payroll Clerk
Superintendent
9-12 Principal
K-8 Principal

Della VanHorn
RaChelle Kirkegard
Preston Wenz
Preston Wenz
Megan Murrell

This handbook has been prepared to give you basic information about procedures to be followed. It is not intended to be all-inclusive or to cover every circumstance. From time to time, conditions and/or circumstances may require the district administration and/or Board to change, amend, or delete some of the policies and benefits contained in this handbook. When such changes are made, you will receive a copy of the new or revised policy to replace the outdated information in your handbook. It then becomes your responsibility to insert such changes and to maintain a current handbook that will be helpful to you as a district employee. If you have a question concerning the regulations or procedures spelled out in this booklet, please contact your supervisor or the superintendent.

Staff shall be subject to assignment, reassignment, and/or transfer of position and duties according to law, and the policies and procedures of the district. Nothing in this policy shall prevent the reassignment in the best interest of the district of a staff member during the school year.

Equal Opportunity Policy

Discrimination because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Inquiries or complaints regarding discrimination should be directed to school counselor, Tara Hubing, Title IX/Section 504 Coordinator.

Confidentiality

You have access to a great deal of confidential information about students, staff, and parents. This information is not to be communicated to anyone without **a specific educational need to know** it. Such information must not leave school under any circumstances.

Definitions

- A. The term classified employee is defined for the purpose of these Board policies as those employees of the School District whose positions of employment do not require professional certification under the provision of Montana School Law.
- B. Classified positions of employment will include secretaries, clerks, bookkeepers, teacher assistants, custodians, maintenance workers, cooks, cafeteria workers, grounds keepers, and any other position that does not require certification under Montana School Law.
- C. Certified positions of employment will include administrators and teachers.
- D. When an employee is retained in a classified position and a certified position during the course of a year, the provisions of the Classified Personnel School Board policies shall apply to the employee's performance of the duties in the classified employee's position.
- E. All employees retained in a classified position (classified employee) shall be defined as "classified personnel" for the purpose of these Board policies.

Classifications

- A. **Full-time** means an employee who normally works 40 hours per week and a total of 2080 hours per year.
- B. **Part-time** means an employee who normally works less than 40 hours a week, but more than 20 hours per week.
- C. **Permanent** means an employee who is assigned to a position designated as permanent on the appropriate list of authorized positions.

D. **Seasonal** means an employee who is assigned to a position for which there is a permanent need but which is interrupted by the seasonal nature of the assignment. Seasonal employees work full time (35-40) hours per week for less than a full year.

E. **Temporary** means an employee is assigned to a position designated as temporary on the appropriate list of authorized positions.

Positions

A. Maintenance/Custodian

B. Office

1. Office Secretaries, Permanent, Full-time
2. District Clerk/Business Manager, Permanent, Full-time

C. Hot Lunch Preparation and Service

1. Head Cook- approximately 156 days per year; 8 hours daily *
2. Preparation Cook-approximately 156 days per year; 8 hours daily*
3. Kitchen Assistant-approximately 156 days per year; 8 hours daily*

D. Assistants

1. Teacher Assistants-161 days per year; 8 hours daily*

It should be understood that classified personnel secure and retain their positions on the basis of a number of personal attributes such as:

A. Personal appearance, cleanliness, and neatness

B. Cheerful disposition

C. Ability to get along with people

D. Willingness to help others

E. Punctuality

*Job assignments subject to the discretion of the Administration

It should be understood that certified personnel secure and retain their positions on the basis of observations done by the appropriate supervising party as authorized by District policy or the applicable collective bargaining agreement.

CERTIFICATION

Certificates must be registered with the County Superintendent and a copy must be on file in the Superintendent's office.

CERTIFIED TEACHER WORKDAY

Teachers are to be on duty at their assigned station fifteen (15) minutes (7:45 a.m.) before regular classes begin in the morning and five (5) minutes before regular classes begin in the afternoon sessions. Teachers working less than full-time, but at least fifteen (15) hours each week shall be required to be on duty fifteen (15) minutes before his/her classes are scheduled to begin. All full or part-time teachers shall remain on duty fifteen (15) minutes (3:56 p.m.) after the last bell. The Superintendent has authorization to modify this ruling in the event of time schedule changes of classes, or other necessary reasons.

Time Clocks and TimeCards

Classified staff

Time clocks are located in each of the School District's main buildings. Timecards should be completed from the first day through the last day of each pay period and will be collected at the end of each week by the Payroll Clerk.

Each employee is expected to follow the general guidelines outline below:

- A. Employees should punch IN when beginning work for the day and punch OUT when their workday is completed
- B. The Contract signed by each employee specifies the maximum hours worked per day allowed. Any time over the contracted amount must be approved by the Superintendent. (Some employees have contracted for less than 8 hours per day.)
- C. All personnel **MUST** obtain prior permission before working overtime. If the overtime was deemed unnecessary, the employee's next work period may be reduced to compensate for the unnecessary overtime worked. The only exception would be an emergency in which time was of essence. Overtime is defined as any time worked in excess of 40 hours per week.
- D. NO overtime is allowed during the summer months unless prior approval is gained from the building administrator.
- E. Neither the Federal or Montana wage and hour laws require that a break be provided. However, a break may be granted to all full-time employees during a shift of 4 or more hours. If the rest period is not taken, it may not be accumulated or used in any other way.

ADDITIONAL ACTIVITIES

Teachers shall also be required to perform additional duties beyond the basic work day such as, but not limited to, consultations with parents, faculty meetings, and open house, supervisory and extra-curricular activities which they sponsor, curriculum meetings, parent conferences and other professional responsibilities not scheduled during the regular duty day.

PREPARATION TIME

The district shall provide at least 240 minutes per week for each primary classroom teacher in Grades K-6 for the purpose of preparing for instruction. High School and Junior High teachers shall have at least one (1) period per day for preparing for instruction. Examples of

preparation time for elementary teachers are: recess (when not on playground duty), Music, Library, Art, P.E., and Life Skills.

ABUSE AND NEGLECTED CHILD REPORTING

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Family Services. The employee shall notify the Superintendent or Principal the report has been made and fill out Form 5232F.

SUBSTITUTE TEACHERS

The Superintendent may employ substitute teachers as necessary. The Principal or a designee (Elementary and/or High School Secretary) shall arrange for the substitute to work for an absent teacher.

REQUEST FOR LEAVE FORM

A completed leave form is required from each staff member every time the staff member is absent or away from his or her normal assignment. These forms are to be filled out prior to the absence OR immediately after returning from emergency leave. Coaches, supervisors, and directors with their assigned group are exempt. These forms can be found at the secretarial offices.

TEMPORARY ABSENCE

If it becomes necessary for you to leave the school building(s) during school hours, please check out with your principal or the secretary.

PARAPROFESSIONALS

Para Educators are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction.

BENEFITS

All employees are entitled to the minimum benefits stated in state law regardless of their status. All benefits will be pro-rated to the time worked. The district shall develop and maintain an effective program of insurance for its staff. Such programs may include, but are not limited to, unemployment compensation, social security, workmen's compensation, industrial accident and/or injury insurance, liability and medical insurance.

Health Insurance: The Circle School District makes contributions of \$1037/month for family; \$805/month for two-party; \$815/month for employee/children; and, \$472/month for single, toward health insurance premium benefits for permanent employees. Any changes in the amount of District Contributions will automatically change for support staff employees. An employee must work at least 20 hours/week to be eligible for insurance coverage.

Retirement Plan: All classified employees that work over 960 hours/year are required to become members of the state Public Employees Retirement System (PERS) and those in a

certified position that work over 210 hours/year are required to become members of Montana State Teacher's Retirement System (TRS).

Holidays

The following will be paid holidays for full-time, permanent employees:

NEW YEARS DAY	January 1
GOOD FRIDAY	Friday before Easter
MEMORIAL DAY	Last Monday in May
INDEPENDENCE DAY	July 4
LABOR DAY	First Monday in September
THANKSGIVING DAY	Fourth Thursday in November
FRIDAY after THANKSGIVING	<i>(Provided it is a non-pupil instruction day)</i>
CHRISTMAS DAY	December 25

Such additional days as the Board of Trustees may designate (MCA 20-1-305)

EASTER MONDAY	<i>(Provided Good Friday is a pupil instruction day)</i>
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If the holiday falls on a Saturday or Sunday, the immediately preceding or immediately preceding NON pupil instruction day will be the designated holiday. (Please check with the office for each year's scheduled holidays.)

ANNUAL LEAVE

Annual vacation leave with pay is a legal entitlement of each full-time and regular part-time classified employee of the District. Annual leave begins to accumulate from the start of employment.

Certified employees earn vacation leave in accordance with the collective bargaining agreement.

Employees may not take annual vacation leave until you have been employed for a period of six (6) months, even though you may have legally accumulated leave credits. (MCA 2-18-611)

Annual leave must be scheduled in advance with your supervisor. The convenience of the district will govern assignment of vacation times.

Annual leave may be accumulated to a total not to exceed two (2) times the maximum number of days earned annually as of the first pay period of the next calendar year (January 1). Excess annual leave is not forfeited if it is taken within 90 calendar days (March 31) from the last day of the calendar year in which the excess was accrued. (MCA 2-18-617). Any excess leave not taken by March 31 shall be forfeited.

Full time permanent employees earn annual leave each year as follows:

A.	1-10 years of service	10 hrs. per month (1 ¼ days)
B.	11-15 years of service	12 hrs. per month (1 ½ days)
C.	16-20 years of service	14 hrs. per month (1 ¾ days)
D.	21 + years	16 hrs. per month (2 days)

Part time permanent employees earn prorated annual leave each year as follows:

A.	1-10 years of service	.058 of total hours per month
B.	11-15 years of service	.069 of total hours per month
C.	16-20 years of service	.081 of total hours per month
D.	21+ years	.092 of total hours per month

SICK LEAVE (MCA 2-18-618)

As outlined in Montana law, classified permanent employees earn sick leave at the rate of one workday per month, accruable without limitation.

Certified employees earn sick leave in accordance with the collective bargaining agreement.

Part time permanent employees earn sick leave at the rate of .046 hours for each hour worked, accruable without limitation. Employees will be paid $\frac{1}{4}$ of the accumulated sick leave upon termination.

Employees are entitled to sick leave with pay after they have been continuously employed for 90 days.

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness of the employee or a member of his/her immediate family. Immediate family is defined as the employee's spouse, child or foster child, parent, sibling, father-in-law, mother-in-law, grandparent, brother-in-law, or sister-in-law.

Maternity Leave

A pregnant employee shall submit a request for leave of absence in writing no later than three (3) months in advance of leave date if practicable, which shall include tentative commencement date and tentative return date.

“Maternity Leave” means any leave of absence granted to or required of an employee because of such employee's pregnancy or disability as a result of pregnancy.

In approving a maternity leave of absence, the school district shall not grant any leave more than six (6) consecutive calendar weeks, unless employee requests and a medical doctor, who has actually examined employee, shall certify that employee is unable to perform her employment duties because of disability as a result of pregnancy.

At the end of her maternity leave, such employee shall, upon return to employment, be reinstated to her original job or to an equivalent position with accumulated seniority, equivalent pay, and other service credits. (MCA 49-2-310-311)

The employee may choose to use her sick leave and/or vacation leave or take leave without pay.

Bereavement Leave

Bereavement leave for certified staff will be set by the collective bargaining agreement. Bereavement leave will be deducted from the employee's sick leave or annual leave.

Jury Duty

Statutes provide that an employee of the school who is properly summoned has the option of taking leave with pay and giving jury fees earned (excluding expenses) to the school, or taking vacation leave or leave without pay and keeping the jury duty pay. (MCA 2-18-619)

Promotion, Vacancies, and Transfers

A list of all vacancies will be available to employees. An employee who wishes to transfer shall notify his/her supervisor and building administrator in writing. The administrator will forward the request to the Superintendent's office.

In selecting the employee for the vacancy, the primary criterion will be the determination of what job assignment for the employee will best serve the district. Qualifications, ability, knowledge of the work, and experience will also be considered.

Evaluation

Evaluation of the work performance of non-teaching personnel will be made at least annually by the worker's supervisor. This evaluation shall be made prior to determination of salaries for the ensuing year and will be used as a basis for salary increases and retention in employment. All evaluations will be presented in writing on a form prescribed by the Superintendent and will be discussed with the employee. All employee evaluations will be filed in the office of the Superintendent.

Medical Examination-Classified Personnel

"Classified employees" may be required to take a medical examination for purposes of determining ability to complete job duties. Such required examinations will be at the school district's expense.

Resignation

When an employee intends to terminate his/her employment with the district, he/she shall give two (2) weeks written notice to the Superintendent and a copy of the letter of resignation to the School Clerk, unless the Superintendent waives such notice. The final paycheck with the severance pay, if any owed, will be issued on the next regular pay day. Pay will be withheld until all of the procedures below have been completed:

- A. Confer with supervisor about the resignation
- B. Submit written notice to the Superintendent.
- C. Turn in all school district owned equipment; including keys, tools, technology equipment, materials, and any other items prior to resignation.
- D. Make proper clearance with your supervisor upon the completion of work.

Termination of Employment

The employment of classified personnel is discretionary with the Board of Trustees. Termination as a result of reduction in force or disciplinary action will occur when it is judged to be in the best interests of the school district.

Disciplinary action including dismissal when mandated by law shall be commenced by the Superintendent against any employees in classified service for the following or other pertinent causes:

1. Immoral Conduct
2. Improper conduct with student(s) or employee(s)
3. Profanity
4. Physical or mental condition making the employee unfit to associate with students
5. Conviction of sex offenses
6. Commission of criminal act including aiding or abetting in the commission of such acts
7. Dishonest and false statement
8. Theft
9. Illegal use of drugs or narcotics, or illegal possession of drugs or narcotics. Drinking alcoholic beverages on duty or being under the influence of alcohol while on duty
10. Violation of or refusal to obey Montana Law, orders of Superintendent or other school administrators, policies of Board of Trustees
11. Competency
12. Unauthorized taking or personal use of school property
13. Unwarranted or unnecessary frequent absences, or without permission
14. Chronic tardiness
15. Insubordination
16. Incompatibility with fellow employees
17. Persistent violation of safety regulations
18. Unsatisfactory performance of duties

When disciplinary action is necessary because of the above or similar causes, the Superintendent shall take appropriate action including immediate termination when condition requires it.

Normally a review of the charges related to any of the above causes will be initiated by the Superintendent or his designee. If the results of the review warrant disciplinary action, the Superintendent will take such action commensurate with the review findings. All disciplinary action may be appealed to the Trustees at their next regular meeting.

A policy of progressive discipline will be followed which would normally include the following steps:

- A. Verbal warning
- B. Written reprimand
- C. Suspension
- D. Dismissal

It is understood that these elements of discipline; verbal warning, written reprimand, suspension or dismissal may be implemented at any level by the Superintendent depending on the seriousness of the offense.

Termination of certified staff will be completed in accordance with Montana law and the collective bargaining agreement.

Reduction in Force

(See POLICY 5256)

The Board has exclusive authority to determine the appropriate number of employees. A reduction in employees may occur as a result of but not be limited to changes in the education program, staff realignment, changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the Board.

The Board will follow the procedure stated in the current collective bargaining agreement, if applicable, when considering a reduction in force. The reduction in employees will generally be accomplished through normal attrition when possible. The Board may terminate employees, if normal attrition does not meet the required reduction in force.

If no collective bargaining agreement covers the affected employee, the Board will consider needs of the students, employee performance evaluations, staff needs, and other reasons it deems relevant, in determining order of dismissal when it reduces classified staff or discontinues some type of educational service.

Grievances-Classified Personnel

Uniform Grievance Procedure

POLICY #1700

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy.

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

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate employee or building administrator, with the objective of resolving the matter promptly and

informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) days of the administrator's receipt of the complaint.

If the complainant has reason to believe the administrator's decision was made in error, the complainant may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. If the complainant is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

If the complainant appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If the complainant has reason to believe the Superintendent's decision was made in error, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon a written appeal of a complaint alleging violation of the individual's rights under state or federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board may consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or

special Board meeting, (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make a written recommendation to the Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

E-MAILS

The District is using internal emails to communicate with the staff and expects each staff member to check their emails daily.

EMPLOYEE ELECTRONIC MAIL AND ON-LINE SERVICES USAGE ***(SEE POLICY 5450)***

Electronic mail (“e-mail”) is defined as a communications tool whereby electronic messages are prepared, sent, and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material, and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of e-mail/Internet, and because the District desires to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

The District e-mail and Internet systems are intended to be used for educational purposes only. Use for informal or personal purposes is permissible within reasonable limits. All email/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, email/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate, and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

Although the District does not intend to regularly review employees’ e-mail/Internet records, employees have no right or expectation of privacy in e-mail or on the Internet. The District owns the computers and software making up the email and Internet system and permits employees to use them in performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

VOLUNTEERS

All volunteers will be cleared through the administration and the board along with being fingerprinted for a background check. The District provides blanket Worker's Compensation coverage for all volunteers. The person responsible for inviting and/or supervising the volunteers must turn in the name of the volunteer, the date and hours worked and the job to be performed. There is a cost to the district—NO cost to the volunteer, and NO coverage for the volunteer unless the appropriate information is turned in and approval received.

MEDICATION, DOCUMENTED HEALTH PROBLEMS

(SEE POLICY 3416)

Administering Medicines to Students

“Medication” means prescribed drugs and devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by a physician or prescribed by the student's health care provider.

A building principal or other administrator may authorize, in writing, any school employee:

- To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student's parent or guardian; and
- To assist in self-administration of prescription drugs to a student in compliance with written instructions of a medical practitioner and with the written consent of a student's parent or guardian.

Except under emergency situations school personnel may not administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. Personnel, pursuant to written authorization of a physician or dentist and that of a parent or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent or guardian is on file;
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication; and
- The medication is transported to the school and maintained under the student's control within these guidelines.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met:

- A written and signed authorization from the parents or guardian for self-administration of medication, acknowledging that the District or its

employees are not liable for injury that results from the student self-administering the medication.

- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication from and EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma or anaphylaxis emergency.

Administration of Glucagons

School employees may voluntarily agree to administer glucagons pursuant to 20-5-412, MCA.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36 degrees to 46 degrees F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five- (45)-school-day supply of medication for a student to be stored at a school; and all medications, prescription and nonprescription will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

The District requires school personnel either to return to a parent or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

STUDENT ACCIDENTS

If an accident occurs that needs attention; an accident report must be filled out and turned in to the office immediately within 24 hours. A copy of the Accident Report form is included in this booklet.

ACTIVITY TRIPS & PRE-ACTIVITY SLIPS

A Trip Slip should be put out by the coach or advisor prior to any out of town activity, and a copy given to the school secretary(s) 3 days in advance of the trip, so that it can be distributed to the classroom teachers. You may use the form included in this booklet OR a suggestion on distributing your trip slip would be to put it out via email to all staff. This will eliminate a lot of paper shuffling.

A Pre-Activity Slip for students is not required for school sponsored activities.

DOCUMENTATION

Documentation of student behavior and academic performance is important. Anytime that you need to make adjustments for a student's academic or social success, please keep a record.

GRADES & REPORTS

Cooperation of the school and home is vital in the growth of education of students. The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student performance. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor, and parents or legal guardian.

EQUAL EDUCATION, NONDISCRIMINATION AND SEX EQUITY
(SEE POLICY 3210)

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status.

No student, on the basis of sex, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as instituting discrimination the basis of disability, in violation of state and federal law. The District Title IX Coordinators are Tara Hubing.

ORDERING PROCEDURES
PURCHASE ORDERS & REQUISITIONS

A requisition form must be approved and initialed by the building principal and the superintendent for any purchase order. This includes magazine subscriptions/renewals, RESALE items, items on PREVIEW. Make note of this on your requisition and notify the business office whether or not you decide to keep preview items. DO NOT fill out 2 or more orders from different companies on one requisition form. Signed requisitions can be turned into Della in the business office. Requisition forms are available through the principal's office.

If at all possible, fill your order out on the company's order blank. It is important to include the completed address, price of the item and the catalog numbers. We cannot place an order without this. You need to get the closest estimate possible for shipping charges also. Call the company if necessary. This eliminates any BIG surprises. If you fill out the order on an order form, which is preferred, attach the approved requisition form and with just the company name and amount filled out, as well as the approval and who is requesting the order (your name).

LOCAL CHARGES

If you charge something at local business, BE SURE TO SIGN THE CHARGE TICKET, or if you have a student charge something for you, PLEASE MAKE SURE THAT THE

STUDENT SIGNS YOUR NAME BY HIS/HERS. It is also very helpful if you write on the slip you sign what it is for: ex. Gas-speech trip or groceries-class party, etc. Whatever the case may be.

CREDIT CARDS

When using the credit card for travel, please **TURN IN THE CARD** and **RECEIPTS** to the business office **IMMEDIATELY** upon return with an explanation and purpose of the expenditures. To be reimbursed for meals, a **RECEIPT MUST BE TURNED IN** at the office.

GRANT FUNDS

If an expenditure is made out of a grant fund it also needs to be filled out on a requisition form and approved by the project director. Mark on the form what grant it is to be expended from. If you are the project director of a grant, please remember that copies of all the paperwork need to be forwarded to the clerk at the business office (applications, approval, etc.). Anything purchased from a grant must be marked and inventoried.

REIMBURSEMENTS

Our auditor has strongly recommended that we eliminate any reimbursements to individuals for supplies unless absolutely necessary.

COACHES/ADVISORS/ SPONSORS

Any extracurricular orders **MUST** go through the preceding ordering procedure. If an order is being placed for resale (sports jerseys, sweats, etc.), please designate the order as such and inform the clerk as to the price each student will be responsible to pay, and a list of students to receive the item and where the items were ordered from. Students are not to receive resale items until it is paid for.

DETENTION

For minor infractions or misconduct, staff may detain students after school hours for not more than one hour on one or more days. The nature of the offense shall be explained and the student shall be given the opportunity to explain. Parents must be notified before detention is started. The principal must be notified of each infraction or misconduct that requires detention.

COLLECTING MONEY FROM STUDENTS

Any staff member who collects money must do so in a proper manner and document the monies collected. All documentation should show the amount collected and the reason and be turned in to the Activity Account Custodian or District Clerk to be receipted and properly recorded. Money should be turned in on a regular basis and not left in the classroom.

COPY MACHINES

Copy machines are made available for staff use. If a machine is not functioning correctly, ask the secretary for assistance. If not corrected, the secretary will call for service. At the high school, student aides may use the machines under the supervision of the teacher and

only after having been properly instructed on the correct use. Students are not allowed to use the copier at Redwater. Personal copies need to be paid for at the district office (10 cents per copy).

SPECIAL DAYS AND EVENTS

All class parties must be scheduled in advance and be approved by the principal. All elementary classes planning on a party should strongly consider using the last hour of the day. Classes such as P.E., music, art, etc. should not be held if there is a conflict with the special event.

LESSON PLANS (POLICY 2123)

To ensure proper planning and continuity of instruction, the Board requires that each teacher prepare lesson plans for daily instruction. To facilitate more effective instruction, lesson plans must be prepared and turned into the principal before school begins each Monday. The format for lesson plans will be specified by the building principal and will be reviewed on a regular basis. Lesson Plans must be readily available, when a substitute teacher is needed.

SUPERVISION OF BUILDING(S), EQUIPMENT & PEOPLE

This is a responsibility of each and every staff member from the time you arrive until you leave. AFTER-SCHOOL ACTIVITIES REQUIRE SUPERVISION. The primary responsibility for these times rests with the coach, director, or supervisor. Practice schedules, special meetings, and/or gatherings must be scheduled and announced so the administration is alerted and the custodians are aware.

Students are NOT to be in the building without supervision. The building must be secure at the end of the activity. If you are coaching or chaperoning a school event, please be sure to remain with the students until all students have been picked up or have left for home.

Care should be taken with the lights, furniture and equipment.

Family Time

Beginning August 19, 2020, Wednesday evenings after 6:30 p.m. and Sundays are to be free of school activities. Practice MUST be done by 6:30 p.m. on Wednesdays. **This is the coach's/sponsor's responsibility.** Special circumstances may be considered but MUST receive approval from the Superintendent no earlier than 48 hours before the Wednesday to be affected.

SCHOOL CAR(S)

A school car may be used for school business. The Superintendent may grant prior approval. A logbook is kept in the Clerk's office.

OPEN HOUSE

Open house for K-12 is set for August 25, 2020 and is for all teachers and classes from 5pm – 7pm.

LOST AND FOUND

Items gathered, which appear to be lost or misplaced, should be turned in at the office.

TELEPHONE/CELL PHONE USAGE

All telephone calls, whether on the landline or cell phone, need to be used only for emergency or school related issues. Personal phone calls need to be limited to prep/break time only.

USE OF SCHOOL PROPERTY

District owned property may be checked out by the staff through the office. Such equipment is not to be used for personal financial gain. In the event of damage or loss, a fee will be assessed according to the repair or replacement cost of the property.

DISCIPLINE

Teachers shall be responsible for the discipline of pupils enrolled in their class. 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 and school sponsored activities. The following offenses could result in an immediate principal referral:

- Fighting; possession of a weapon; possession of tobacco innovations, drugs, or alcohol; willful defiance and/or use of profanity to authority; destroying or defacing school property; stealing; repeated classroom disruption; threatening; harassment

All teachers are expected to review the student's rules of conduct. Teachers may also develop student conduct rules unique to individual classrooms. All such rules are to be consistent with district policy. Classroom rules are to be reviewed with students, posted in the classroom, made available to parents, and on file with the administration.

INVENTORY

Teachers are responsible for keeping a current inventory that will be submitted at the end of the school year.

PROFESSIONAL CONDUCT

All teachers are expected to dress and conduct themselves in a professional manner and to maintain high standards of honesty and integrity. Confidentiality is of the utmost importance, both at school and away from school.

Social Media/Networking

Use of social media to communicate (Facebook, text messaging, twitter, email, etc.) should align to district standards. The best practice of staff (certified and classified), coaches, sponsors, and advisors is to refrain from engaging in social networking with student and/or student athletes. Recommended best practice for dealing with students and social media:

1. Email students through school controlled and monitored accounts

2. If you need to communicate through Facebook, contact administration and set up an account on the District server
3. Do NOT solicit students as friends or contacts on social networking sites
4. Do NOT accept the solicitation of students as friends or contacts on social networking sites
5. Do NOT share with students' access information to personal websites or other media through which staff member would share personal information and occurrences
6. Refrain from accessing social networking websites for individual use during school hours, unless asked to do so by administration
7. Except in an emergency situation, staff should not access social networking sites using district equipment or personal equipment during instructional time

OCTOBER PIR/MEA DAYS

Teachers will be required to attend professional development activities during the October PIR/MEA Days, unless prior arrangements have been made with the administrator. The number of professional development hours needed regarding October PIR/MEA days is a minimum of 10. Teachers will submit their schedule/list of planned activities prior to attending professional development for approval by the administration. Teachers may be asked to submit final documentation of attendance/completion at a professional development event.

CONTROVERSIAL ISSUES & ACADEMIC FREEDOM *(SEE POLICY 2330)*

The District will offer courses of study, which will afford learning experiences appropriate to levels of student understanding. The instructional program respects the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination.

Teachers will guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize various points of view, importance of fact, value of good judgment, and the virtue of respect for conflicting opinions.

The Board encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and to the free exchange of ideas and information.

In a study or discussion of controversial issues or materials, however, the Board directs teaching staff to take into account the following criteria:

1. Relative maturity of students;
2. District philosophy of education;
3. Community standards, morals, and values;
4. Necessity for a balanced presentation; and
5. Necessity to seek administrative counsel and guidance in such matters.

SEXUAL HARASSMENT/INTIMIDATION OF STUDENTS
(SEE POLICY 3225)

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that;

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include but are not limited to unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realized that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.

BULLYING/HARASSMENT/INTIMIDATION/HAZING
(SEE POLICY 3226)

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitor, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district athletic competitions or other school activities.
2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" included but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with and District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
 - c. Creating a hostile educational environment.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations.

A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

The complaint shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

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

Consequences

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

Retaliation and Reprisal

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

CURRICULUM DEVELOPMENT AND ASSESSMENT ***(SEE POLICY 2120)***

The Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations. The District shall ensure their curriculum is aligned to all content standards and the appropriate learning progression for each grade level.

Development and Assessment

A written sequential curriculum will be developed for each subject area. The curricula will address learner goals, content and program area performance standards, and District education goals and will be constructed to include such parts of education as content, skills and thinking. A curriculum review cycle and timelines for curriculum development and evaluations will be developed, as well.

The staff and administration will suggest materials and resources, to include supplies, books, materials, and equipment necessary for development and implementation of the curriculum and assessment, which are consistent with goals of the education program. These materials will be reviewed at least every five (5) years.

In all program areas and at all levels, the District will assess student progress toward achieving learner goals and program area performance standards, including content and data; accomplishment of appropriate skills; development of critical thinking and reasoning; and attitude. The District will use assessment results to improve the education program and will use effective and appropriate tools for assessing such progress. These may include but are not limited to standardized tests; criterion-referenced tests; teacher-made tests; ongoing classroom evaluation; actual communication assessments such as writing, speaking, and listening assessments; samples of student work and/or narrative reports passed from grade to grade; samples of students' creative and/or performance work; and surveys of carryover skills to other program areas and outside of school.

Tobacco Free Policy

No Smoking Policy - It is the responsibility of the Circle Public Schools to provide and ensure a safe and healthful environment for the students, staff, and visiting public. The Circle School Board recognizes the rights and health of all individuals in the buildings and will provide an environment free of contaminants.

It has been determined that cigarette smoking or tobacco use of any kind is dangerous to individual health. It is also true that passive tobacco smoke affects the non-smokers present causing physical irritation, which is a serious health hazard and may result in permanent lung damage to non-smokers.

Therefore, to establish a posture that is consistent with the goals stated above, and to protect the health of our students, staff, and visiting public, the following policy will be implemented:

This is a tobacco free school district. No person shall use tobacco or tobacco innovations on school property.

DRUG-FREE WORKPLACE *(SEE POLICY 5226)*

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

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while in District premises or while performing work for the District.
- Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one that is:

- Not legally obtainable;
- Being used in a manner other than as prescribed;
- Legally obtainable but has not been legally obtained; or
- Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

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

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

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

District Action Upon Violation of Policy

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

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

Communicable Disease Policy

Students are entrusted to the care and safety of the school staff. They provide a disease-free environment which does not endanger the health of students and staff, the Superintendent shall implement procedures assuring that all school buildings are in compliance with rules and regulations regarding the presence of persons on or about any school premises

who have, or who have been, exposed to contagious disease deemed dangerous to the public health.

A. AIDS/HIV These policies and procedures are designed to serve as a basis for making decisions regarding persons infected with HIV, the virus that causes AIDS. Ultimately, each decision will be made on an individual basis.

SCHOOL EMPLOYEES

1. School District employees with AIDS/HIV infection will follow guidelines and procedures as set forth by the Board of Trustees, the Montana Department of Health and Environmental Services, and by statute.
2. A school district employee infected by the AIDS/HIV shall be evaluated by a team consisting of the District Superintendent, the employee's physician, and the appropriate local health officer for the purpose of determining whether the employee's continued presence at work poses a medical threat to students, fellow employees, or the AIDS/HIV infected employee. Based upon its evaluation, but without disclosing the identity of the AIDS/HIV infected employee, the team shall recommend appropriate employment assignments to the Board of Trustees which shall then determine and assign appropriate employment duties for the AIDS/HIV infected employee.
3. Medical documentation of the health status of the AIDS/HIV infected employee shall be provided to the School District by a physician within a reasonable time upon the District's request.
4. The District reserves the right to require an examination by a medical doctor designated by the District.
5. An employee's health condition is personal and confidential. Precautions must be taken to restrict information regarding an employee's health condition to persons who have a direct need to know.
6. All school district personnel will receive appropriate instruction regarding AIDS/HIV and its transmission in order to minimize the risk of transmission to others, to provide the best education for infected individuals and to protect the AIDS/HIV infected person.

DISCIPLINARY ACTION **(SEE POLICY 5255)**

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisor, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to discipline. Behavior, conduct, or action that may call for disciplinary action or dismissal includes but is not limited to reasonable job-related

grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include but not be limited to a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the board may terminate an employee or non-renew employment.

The Superintendent is authorized to immediately suspend a staff member.

RESOLUTION OF STAFF COMPLAINTS/PROBLEM-SOLVING *(SEE POLICY 5240)*

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration.

The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism.

Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. NO employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure. **An employee filing a grievance under a collective bargaining agreement is required to follow the grievance procedure for that particular agreement.**

VIDEO SURVEILLANCE *(SEE POLICY 3235)*

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The District will notify staff and students through staff and student/parent handbooks that video surveillance may occur on District property. A notice will also be posted at the main entrance of all school district buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

It is the decision of the District that video recordings will include audio. The District will notify staff and students through staff and student handbooks or by other means that video surveillance, with audio, may occur on District property. A notice will also be posted at the main entrance of all school district buildings, and on all buses, in which video/audio surveillance may occur.

Copies of the Board Policies can be found on the school's website, www.circleschools.org, or in an administrator's office.

CRISIS SITUATIONS

If a crisis situation should occur and alternate school locations must be accessed, ***Circle Country Market's Banquet Room*** will be the alternate school location. In the event of severe weather or any of the following crisis situations (with the exclusion of fire), keep students in the classroom until contacted by the Administrative Chain of Command.

Administrative Chain of Command: Superintendent Principal Counselor Activities Director(s)

CRISIS RESPONSE TEAM:

<u>Courthouse</u>	<u>Marquee</u>	<u>Hospital Bldg.</u>	<u>Band Bldg.</u>
Elem. Secretary	3rd Teacher	School Clerk	HS Secretary
5th Teacher	RR Aid	HS Eng. Teacher	HS Science Teacher
2nd Teacher	4th Teacher		

EMERGENCY PROCEDURE(S)/FIRE:

1. Refer to Emergency Exit Map located in the classroom for an exit nearest you.
2. Prepare students to relocate quickly and orderly, no stopping to get coats, etc.
3. All teachers/staff must take their ATTENDANCE BOOK, GRADE BOOK, RADIO if assigned, and THIS HANDBOOK, along with them.
4. Shut the doors and turn off the lights (except in the case of a bomb threat)
5. Any students who are not in their classrooms at the time of the relocation will evacuate with the classroom/staff they are with at the time of the evacuation.
6. Escort, supervise and account for the students in your custody.
7. Once you have arrived at your appropriate location, take attendance and report any missing students immediately to your Crisis Response Team Member.
8. Wait for instructions from administration on whether to return to the classroom or to go an alternate location.
9. In the event of an injury notify anyone on the Crisis Response Team immediately.

Tornado: If a tornado watch is declared, be prepared to evacuate your classroom/area quickly and be alert for special instructions. In the event that there is a tornado warning, take the following precautions:

- High School- Health, Math, Library, Science, Counselor, and Secretary move to restrooms in Senior hall ~ Business room, FCS, Art, English, Resource, History, Teacher's lounge, Entrep Room, District office, Gym, Auditorium, Kitchen move to boiler room in basement ~ Weight room, Wrestling area move to Lower Locker Rooms
- Redwater Building -Art, Resource, Music, 4th, Library move to back restrooms ~ 5th, 6th, ASP, English move to front restrooms
- Bo Peep Building - ALL classrooms, Main room move to classroom restrooms

Shop building move to basement

Music building move to music file room

Hazardous Material Spills or Leaks: notify the office/administration immediately

Intruder/Lockdown: When the administration is notified of a possible threat, they will notify all staff members of the situation immediately. Secure your classrooms and refer to the **LOCKDOWN** folder. Please have this folder easily accessible for your substitute teacher.

Bomb Threat: When notified by the office that there is a bomb threat:

- Inspect your classroom for anything unusual. If anything suspicious is found, LEAVE IT UNTOUCHED and report it to the office immediately.
- If an evacuation is necessary, you will be notified by the office as to which alternate site to leave to.
- When leaving, do not shut off the lights, do not shut the doors and do not allow the students to go to their lockers. Go to the alternate sight and wait for instructions from the administration.

Suicide, Serious Injury, and Death: Take all suicide threats, injuries, and death seriously and report anything to the administration immediately. If an incident occurs during school hours take the following steps:

1. Isolate the area & notify the office/administration ASAP
2. The Principal will notify students and parents
3. Escort siblings, friends, and others impacted by the incident to the counselor
4. DO NOT mention "suicide" or details of the injury or death

If an incident occurs after school hours, the phone tree will be utilized to make the staff aware of any emergency staff meetings. Please refer to the phone tree on the next page.

Title IX Coordinator – Tara Hubing

504 Coordinator – Tara Hubing

Employee Handbook Acknowledgement Form

I acknowledge I have received the Employee Handbook for Circle Public Schools and understand it is my responsibility to read it in its entirety.

Employee Name

Date

Employee Signature

**** This form must be returned to the District office by Monday, August 24, 2020.**