

EMPLOYEE HANDBOOK

Date: July 1, 2018



2018-2019

GENERAL PROCEDURES

The Employee Handbook is provided to each staff member at the beginning of each school term.

Central Administration Office Hours

Central Administration office hours are 8:00 a.m.- 4:30 p.m. daily Monday-Friday. Any changes affecting the hours will be posted on the website, bulletin, Community Sign, Patron Newsletter, etc.

Colstrip Public Schools District #19 Board of Trustees

Deb Peters Board Chair	Home: 748-3319
Brent Burton Vice Chair	Home: 740-4400
Bruce Brown	Home: 748-3610
Tanya Bradley	Home: 748-3099
John O'Toole	Home: 749-7419

Handbooks, by Board of Trustee's approval, are District Policy and each staff member is responsible for being familiar with them and to abide by the regulations contained therein.

District #19 Board Policy books containing overall governing policies are located in the Principal's office and the school library or can be found on the school website: <http://colstrip.schoolwires.net/colstrip>. You are obligated to know and abide by these policies.

Policy 1610 Annual Goals and Objective

Each year, the Board will formulate annual objectives for the District and have available a written comprehensive philosophy of education with goals, which reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to the staff and to the public.

At the conclusion of the year, the Superintendent shall submit a report to the Board, which shall reflect the degree to which the annual objectives have been accomplished.

Legal Reference: 10.55.701, ARM Board of Trustees

Strategic Planning

Envisioned Future

The vision of the district:

The Colstrip Public Schools will provide a world-class education while preparing students for life, college, and career readiness.

Core Purpose

The school district reason for being:

The core purpose of the Colstrip Public Schools is to provide a safe, healthy, and secure environment in which to educate and prepare students for the demands of the future by engaging ourselves in lifelong learning.

Core Values

Essential and enduring principles that guide a school district:

- Loyalty, Trust and Respect – We believe that mutual loyalty, trust, and respect amongst key stakeholders (students, staff, board, and community) are vital to the success of our students.
- Responsible Citizenship – We believe that it is important to prepare students to be cognizant of and to be positive contributors to all levels of the democratic process.
- Stable, Positive, Safe and Healthy School Climate – We believe that accepting, appreciating, and embracing diversity and the uniqueness of all people contributes to a positive, safe, and healthy school climate for both students and staff and the long term values of our community.
- Shared, Ethical Leadership – We value shared leadership with our community where there is a common understanding and philosophy that we are all responsible for the success of our students. We believe that community involvement and support are essential to the achievement of our goals and the success of our students.

Strategic Goals

Goal Area 1: Academic Improvement

Statement of Intended Outcome, Five years

Colstrip Public Schools has set a high academic bar with a one-hundred percent graduation rate. We have established an educational program which meets the individual needs of students and allows students to progress according to their individual capabilities.

Strategic Objectives

1. We will increase rigor and expectations in core academic areas that are an important foundation for our students.
2. We will enhance opportunities for students in the areas of leadership, volunteerism and community service.
3. We will enhance our positive behavioral supports to increase student awareness of acceptable social skills.
4. We will enhance opportunities for students to be innovative and take part in project-based learning initiatives.
5. We will improve the alignment of our schools, our curriculum and our programs.
6. We will enhance our recruitment and retention incentives and promote the positive attributes of our school and our community in an effort to attract and retain highly qualified staff for the success of our students.

Goal Area 2: Fiscal Prioritization/Innovation

Statement of Intended Outcome, Five years

Colstrip Public Schools has a fiscal prioritization plan and a plan/model for other methods of providing adequate funding of Colstrip Public Schools and its programs.

Strategic Objectives

1. We will enhance our school facilities to ensure that they meet the contemporary needs of our staff and students and promote student success.
2. We will increase the energy efficiency of our buildings, vehicles and other District property.

3. We will enhance our efforts to more innovative in seeking out and tapping into a variety of both human and financial resources.
4. We will enhance our advocacy for adequate funding at the federal, state and local levels.

Goal Area 3: Community Involvement/Engagement

Statement of Intended Outcome, Five Years

Colstrip Public Schools has created an environment of collaboration with families of students and with other educational stakeholders in the community. As a result, the community is engaged educationally and interactively in the school environment. Partnerships vital to the academic success and well-being of our students have been formed with educational stakeholders to assist the District in the delivery of our educational programs.

Strategic Objectives

1. We will provide enhanced opportunities for the staff to educate the Board and the community about the great things/initiatives that are being carried out in our schools.
2. We will provide enhanced opportunities to increase the community's understanding of school funding and the financial needs of the District.
3. We will enhance our opportunities to recognize and show our appreciation for our staff and others who positively impact students and/or provide enhanced learning opportunities for our students.

Goal Area 4: Safe and Healthy Environment for Students and Staff

Statement of Intended Outcome, Five Years

Colstrip Public Schools has systems in place to ensure that students and staff thrive in a safe and healthy environment. We have established collaborative and cooperative relationships with outside organizations/support groups which assist students in dealing with social issues which are an impediment to student achievement.

Strategic Objectives

1. We will enhance our wellness programs for our students and staff.
2. We will increase the awareness of our students, staff, parents and community on the harmful effects of bullying and harassment and other barriers to student success.
3. We will enhance the security and safety of our buildings.

Goal Area 5: Technology

Statement of Intended Outcome, Five Years

Colstrip Public Schools has incorporated technology into all aspects of its educational offerings in such a manner as to prepare our students for a global environment. We have done this in a systematic manner to ensure that our staff are comfortably utilizing technology through professional development opportunities and that our students are benefiting from the use of technology and other advancements, while at the same time educating students and staff about the ethical and accountability issues associated with the use of technology.

Strategic Objectives

1. We will enhance opportunities for staff to become proficient in technology equipment and applications that enhance student learning.
2. We will provide enhanced opportunities to make technology equipment and applications that directly relate to our students and/or enhanced learning opportunities available to students, parents and community members.
3. We will increase opportunities for students to utilize contemporary technology devices and application to enhance student learning.

Goal Area 6: Recognition of/incorporation of American Indian Culture

Statement of Intended Outcome, Five Years

Colstrip Public Schools has been successful at both recognizing American Indian Culture and incorporating such culture into the curriculum. Students and staff understand and embrace diversity of our citizens and show a genuine appreciation for having the benefit of learning and understanding the importance of American Indian Culture.

Strategic Objectives

1. We will provide enhanced opportunities for American Indian involvement in the decision-making and governance processes of our school district.
2. We will enhance the integration and coordination of the American Indian culture into all aspects of our educational opportunities for students, staff, parents and community members.
3. We will increase student, staff, parent and community awareness of, appreciation for and celebration of our American Indian culture.

Title IX and Non-Discrimination Policy

Policy 5010 Equal Employment and Education Opportunities

As provided in the Constitution of the State of Montana, the Colstrip Public School District is committed to equal opportunity. This district is also committed to equal employment opportunity.

All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, and employment assistance, extracurricular and other school-related activities.

Discrimination in education or employment 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 in the law.

Inquiries or complaints regarding discrimination should be directed to the Title IX Coordinator, Mark Ator.

The employment procedures of School District #19 will be in compliance with all appropriate State and Federal law.

Policy 5012 Sexual Harassment Policy

The District will strive to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

The District prohibits its employees from making sexual advances or requesting sexual favors or engaging in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating," "hostile," or "offensive" include but are not limited to conduct that has the effect of humiliation, embarrassment, or discomfort. The District will evaluate sexual harassment in light of all circumstances.

A violation of this policy may result in disciplinary action, up to and including termination of employment. Any person who knowingly makes false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including termination of employment.

An aggrieved person who feels comfortable doing so should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees who believe they may have been sexually harassed or intimidated should contact the Title IX Coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure.

Bullying, Harassment, Intimidation

Policy 5015 Bullying/Harassment/Intimidation Policy

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

Definitions

1. “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. “District” includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where the employee is engaged in District business.
3. “Harassment, intimidation, or bullying” means any act that substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere such conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming an employee or damaging an employee’s property;
 - b. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or
 - c. Creating a hostile working environment.
4. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of 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. 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 complainant 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 that notice of this policy is provided to staff and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including termination of employment. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the 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 disciplinary action or other appropriate sanctions.

Professional Responsibilities

Duties and Responsibilities: Personnel employed by Colstrip School District #19 shall comply with all the policies, rules and regulations of the District and the following:

1. Endeavor to promote a harmonious efficiency in the classroom and in all other professional contacts, always keeping in mind the ultimate good of every student
2. Maintain a wholesome atmosphere for learning in the classroom at all times
3. Deal justly and impartially with all students considering the welfare of the individual and school
4. Recognize the differences among students and seek to meet their individual needs
5. Encourage students to formulate and work for high individual goals in the development of their physical, intellectual, and creative abilities
6. Aid students to understand and appreciate the opportunities and benefits of American democracy and their obligations to it
7. Respect the right of every student to have confidential information about them withheld except when its release is to authorized agencies or is required by law

8. Observe all school regulations, administrative rules, and school policies
9. Seek professional growth and participate in curriculum study
10. Act in such a manner that the reputation, dignity, ability, and efficiency of teachers and other school employees present a united and purposeful organization to the community
11. Carry out assigned duties during the regular school day or in the evening as outlined in the master contract
12. Use Standard English when communicating with students or in the presence of students
13. Not use vocabulary normally considered inappropriate including but is not limited to: vulgar, cursing, suggestive, or obscene to reference just a few. This standard also applies to professional communication
14. Attend assemblies held during the year to provide added educational experience for students
15. As determined by building administration, staff will attend assemblies and assist in eliminating any unnecessary and discourteous behavior. If the assembly is during a teacher's prep, the specialist will accompany the class at their discretion
16. Keep building administration informed of visitors, special programs, class meeting location changes, etc.
17. Wear clothes that present a professional, distinguished look to the students, parents and guests that visit the school.

Employee's Children

In a community of this size it is inevitable that district employees will also be parents of many of your students. This unique accessibility makes it especially important to communicate in a professional manner. Please remember:

1. Make appointments at a time that is mutually acceptable and will not take the teacher away from their work schedule
2. Discuss their student's difficulties in a private, professional setting. An employee's child should be discussed in the same manner as a teacher would converse on any student
3. Hold the same expectations for the employee's child that you hold for all other students
4. Treat the student as any other student and the parent as any other parent

Emergency Crisis Response

MCA 20-1-401-402-404

Disaster drills to be conducted regularly -- districts to identify disaster risks and adopt school safety plan. (1) As used in this part, "disaster" means the occurrence or imminent threat of damage, injury, or loss of life or property. Disaster drills must be conducted regularly in accordance with this part.

Please see APPENDIX D Emergency Response Protocols and Procedures for planned responses and action guides that include the following:

Emergency Response Protocols-Immediate Response Actions

- Evacuation Procedures
- Reverse Evacuation
- Lockdown
- Shelter-in-Place Procedures
- Drop, Cover and Hold Procedures
- Off-Campus Evacuation
- Mental Health/Crisis Intervention

Family Reunification

Incident Specific Procedures

- Bomb Threat/Suspicious Packages
- Bus Accidents
- Fires
- Intruder/Active Shooter/Hostage Situation
- Nuclear Power Plant Accident
- Severe Weather
- Hazardous Materials Release (indoors and outdoors)
- Earthquakes
- Active Shooter/Armed Intruder
- Utilities Loss or Failure
- Media
- Structural Failure
- Medical Emergency

Abused and Neglected Reporting

Policy 5232 Abused and Neglected Child Reporting

A District employee who has 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 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. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

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

Personnel

Policy 5231 Personnel Records

The District maintains a complete personnel record for every current and former employee. The employee's' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Personnel files may be examined by the staff member only in the presence of the district clerk or his/her designee.

In addition to the Superintendent, the Board may grant a committee or a member of the Board access to cumulative personnel files. When specifically authorized by the Board, counsel retained by the Board or by the employee, will also have access to a cumulative personnel file. Other persons with a legitimate interest in any employee may examine that employee's file. Those with a legitimate interest include the district clerk, the employee's evaluator, and the employee's immediate supervisor.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 4340.

Personnel records must be kept for 10 years after termination.

Chain of Command

Policy 4310 Complaints and Suggestions

An individual with a complaint is encouraged to first discuss it with the staff member, and/or administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

If the complaint is not resolved at the first level, the grievant may file a written Request for Public Concern following procedures outlined in Board Policy.

Public complaints and suggestions shall be submitted by the Uniform Complaint Procedure to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Evaluations

Policy 5222 Evaluation of Non-Administrative Staff

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. Non-tenured certified staff shall be evaluated, at a minimum, on at least an annual basis. Tenured certified staff members may be evaluated according to the terms stated in the current collective bargaining agreement if applicable. The evaluation model shall be aligned with applicable district goals, standards of the Board of Public Education, and the district's mentorship and induction program. It shall identify what skill sets are to be evaluated, include both summative and formative elements, and include an assessment of the

educator's effectiveness in supporting every student in meeting rigorous learning goals through the performance of the educator's duties.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent.

The Superintendent, with the assistance of the administrative staff, shall develop and maintain specific procedures for the evaluation of certified and classified employees.

Professional Development

Teachers should seek professional growth and participate in curriculum study. Teachers shall act in such a manner that the reputation, dignity, ability, and efficiency of teachers, and other employees of the building, shall present a united and purposeful organization to the community. Teachers attending in-services may be asked to present a report and/or share with staff and administration.

A Building Professional Review Committee will initially approve or disallow professional leave travel. Staff should file the proper paperwork for all travel advances TWO WEEKS prior to the trip. If your request is not in two weeks prior, you will be reimbursed upon return per diem. Travel will be reimbursed at the state rate. Meals will be reimbursed at the following rates:
Breakfast- \$ 7.00 Lunch - \$ 11.00 Dinner - \$23.00

Tobacco Free Schools & Workplace

Policy 8225 Tobacco Free Schools

The Board believes it is the right of the nonsmoker to breathe clean air. The Board also believes tobacco smoke in a school building denies occupants access to clean air and introduces a substantial health hazard especially to those who may be suffering from cardiovascular disease, impaired lung function, asthma, hay fever, certain eye disorders, and/or allergies to smoke.

Additionally, because of the health hazards associated with the use of other types of tobacco as well as the debris associated with it, the Board declares the District to be tobacco free. The

Board also establishes a ban on all tobacco advertising on school property, at school functions, or in school publications.

This policy is designed to protect and enhance indoor air quality and contribute to the health and well-being of all students and staff. It is also designated to establish a positive model for the students of the District.

Student Tobacco Use

All use of tobacco in any form by students is banned anywhere on school property, and violation is subject to disciplinary action as determined by the District's discipline policy.

Staff Tobacco use

All school buildings, vehicles, and school property are hereby declared tobacco free. No use of tobacco will be permitted in District facilities, vehicles, or on school property. Limitations or prohibitions of tobacco use are applicable to all hours.

Tobacco use on District Property at Public Functions

No use of tobacco shall be allowed on school premises during any public function except as part of an approved classroom instruction. This applies to students, staff, and visitors.

Definitions

For the purpose of this policy, the following definitions shall apply:

“Tobacco Use” – the burning of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco OR the use of any substance which contains tobacco (such as “chew” or smokeless tobacco).

“Public School Building or Public School Property”

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.
- All vehicles, buildings, and grounds either owned or leased by the District.

“Visitors” – individuals who are neither enrolled in nor employed by the District.

“Student” – an individual enrolled in any public or private school.

Implementation

Students, staff, and the public will be informed annually of the Board’s smoking policy through appropriate student and staff handbooks and the posting of NO TOBACCO USE signs at building entrances, in common areas, and in appropriate conference, reception, and waiting rooms.

Enforcement

Students – as per the District’s discipline policy.

Staff – as per the progressive discipline procedure.

Visitors – Citizens who are observed using tobacco in school buildings, vehicles, or on school property shall be asked to refrain from doing so. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other District supervisory personnel responsible for the area in which or program during which the violation occurred. The supervisor shall make a decision on further action, which may include a directive to leave the school building. If deemed necessary by school administration, the local law enforcement agency may be called upon to assist with enforcement of this policy.

Education

Inasmuch as the Board desires to choose a tobacco-free lifestyle, the Board supports classroom instruction on tobacco education and will provide training for teachers whose instructional duties include tobacco-use prevention content.

Searches & Seizure

Policy 3231 Search and Seizure

The goal of search and seizure with respect to students is meeting the educational needs of children and ensuring their security. The objective of any search and/or seizure is not the eradication of crime in the community. Searches may be carried out to recover stolen property, to detect illegal substances or weapons, or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment. The Board authorizes school

authorities to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, to maintain order and security in the schools.

The search of a student, by authorized school authorities, is reasonable if it is both: (1) justified at its inception, and (2) reasonably related in scope to the circumstances which justified the interference in the first place.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A “pat down” of the exterior of the student’s clothing;
2. A search of the student’s clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

School Property and Equipment and Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the District (such as lockers, desks, and parking lots).

The Superintendent may request the assistance of law enforcement officials, including their use of specially trained dogs, to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material.

Students

School officials may search any individual student, his/her property, or District property under his/her control, when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include but are not limited to lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

Students may not use, transport, carry, or possess illegal drugs or any weapons in their vehicles

on school property. While on school property, vehicles may be inspected at any time by staff, or by contractors employed by the District utilizing trained dogs, for the presence of illegal drugs, drug paraphernalia, or weapons. In the event the school has reason to believe that drugs, drug paraphernalia, or weapons are present, including by alert-trained dogs, the student's vehicle will be searched, and the student expressly consents to such a search.

Also, by parking in the school parking lots, the student consents to having his/her vehicle searched if the school authorities have any other reasonable suspicion to believe that a violation of school rules or policy has occurred.

Seizure of Property

When a search produces evidence that a student has violated or is violating either a law or District policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

Interrogations and Investigations

Policy 4411 Interrogations and Investigations Conducted by School Officials

Interrogation and Investigations Conducted by School Officials

The administration has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The administration shall determine when the necessity exists that law enforcement officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the safety of other people or school property or which interferes with the operation of the schools.

In instances when the administration has reasonable suspicion that a violation of district policy or the student code of conduct has been violated, the administrator will investigate. The administrator will notify the suspected rule violator(s) or potential witness(es) to the infraction. The suspected student shall be advised orally or in writing of the nature of the alleged offense and of the evidence against the student. Circumstances may arise where it would be advisable

to have another adult present during questioning of students. Parent(s)/Guardian(s) of the violator(s) will be contacted by the administration.

Investigations by Law Enforcement

When a student becomes involved with law enforcement officers due to events outside of the school environment and officers must interact with a student at the school, the officer(s) must request to confer with the student when he/she is being investigated for conduct not under the jurisdiction of the school. The following steps shall be taken to cooperate with the authorities.

- a. The officer shall contact the school principal or authorized designee and present proper identification in all occasions upon his/her arrival on school premises.
- b. Parents or guardians shall be notified by the law enforcement officer, school principal or assistant principal as soon as possible. The law enforcement officer, principal or assistant principal shall make every effort to inform parents or guardians of the intent of the law enforcement officers except when that notification may compromise the student's safety.
- c. The student's parent or guardian should be present, if practicable, during any interrogation on school premises.

Cooperation with Law Enforcement

Although cooperation with law enforcement officers will be maintained, it is the preference of the District that it will not normally be necessary for law enforcement officers to initiate, and conduct any investigation and interrogation on the school premises, during school hours, pertaining to criminal activities unrelated to the operation of the school. It is preferred that only in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct

such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior.

No school official, however, should ever place him/herself in the position of interfering with a law enforcement official in the performance of his or her duties as an officer of the law. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building principal shall require proper identification of such officials and the reason(s) for the visit to the school. If the principal is not satisfied, he/she shall attempt to notify the Superintendent and the officer's superior, documenting such action.

In all cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practical. Alleged behavior related to the school environment brought to the principal's attention by law enforcement officers shall be dealt with under the provisions of the two previous sections.

Taking a Student into Custody

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent or guardians and the student agree to the release. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents or guardians immediately. Such effort shall be documented. Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent or guardian, the administrator shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent or guardian of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody. In all situations of interrogations, arrest or service of subpoenas of a student by law enforcement officers on school premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion of privacy of the student and disruption to the school environment.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the Principal or other school administrator has found to be unmanageable by

school personnel and which disturbances have the potential of causing harm to students, other persons, or school property. Staff members may also notify law enforcement officials.

Such potential of possible disturbance includes members of the public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property, and who have been requested to leave by an administrator or staff member, but have failed or refused to do so.

Attendance Procedures/Policy

Policy 3122 Attendance & 3122P Attendance Policy Procedures

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education, which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. With continued emphasis regarding Excellence in Education, all parties involved in attendance can better strive for quality in the classroom. Attendance reflects a student's dependability and is a significant factor on the student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

There is a direct correlation to attendance and academic success, and the general welfare of all students is best served by regular attendance.

The State of Montana has made education compulsory for all children from 7 to 16 years of age. Therefore, absences from school without adequate reason may be in violation of the law.

(MCA 20-5-103-1040-105). Attendance in classes, unless exempt or excused is mandatory and students are responsible for being in class, on time, and prepared to participate.

Student non-attendance adversely affects student learning, impedes adequate yearly progress, and jeopardizes future academic success.

A person in each school will be designated by the principal to monitor absences. Parents are to contact the school in writing or with a phone call if their child will be absent. If previous arrangements have not been made by the parent/guardian, the district will follow procedures as allowed under MCA 20-5-102-108.

High School (grades 9-12):

In order to graduate from Colstrip High School, a student must complete twenty-five (25) credits with mastery of the material and attendance to include not more than ten (10) absences per semester. Regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general academic welfare of all students is best served by regular attendance.

1. Absences in any class may not exceed ten (10) days per semester; absences in excess of ten (10) days per semester will result in loss of credit for that semester in that class if the absences have not been exempted from “attendance-for-credit” calculation.

“Attendance for credit” requires a full period of attendance. A **full period** is defined by the class schedule. All absences for full periods or **any part** of a period must fit the **“exemption”** criteria listed below in order to avoid loss of credit.

2. Those absences that occur due to school sponsored activities, since these are considered an equivalent education experience are exempt. These exemptions will apply to students participating in sport events, cheerleading, music-related events, school sponsored club trips, academic field trips, and others deemed co-curricular.

Exemption may be obtained by parental contact with the school upon return for any absence resulting from:

- a. Medical or dental appointments, or serious illness or hospitalization of the student (must be accompanied by written documentation from a doctor who has treated the student for that illness within three days).
- b. Serious illness or death of an immediate family member.
- c. Requirements to satisfy the law. (must be accompanied by written documentation from the respective legal authority).
- d. Emergency situations approved by school administration.
- e. College visits, conferences or workshops not sponsored by Colstrip Schools, a total of four (4) days will be exempted, per school year, with written documentation during the visit from the college visited or conference attended. Written documentation must be submitted to the high school office no more than three (3) days upon return from college visit.
- f. Those otherwise stated in law.

Exempt absences are those absences that the parent knows about and are included in the above list. Excused absences are those that the parent knows about, but are not included in the above list.

3. All absences not specifically set forth above will be counted in the ten (10) day limit.
4. When the number of days missed has reached five (5) a letter will be sent by the building administration notifying the parent/guardian that the child is in jeopardy of losing credit in that class for that semester.
5. When the eighth (8th) day of absence in any class has occurred without exemption, parents/ guardians will be notified by letter that credit is in danger of being denied if another absence occurs or if sufficient exemptions are not certified before the end of the grading period.
6. When the eleventh (11th) day of absence in any class has occurred without exemption, parents/ guardians will be notified by certified mail, return receipt requested, that credit may be denied, unless written documentation verifying an exempt absence is received by the District within ten (10) business days of the date of the letter.

7. After going over the tenth (10th) absence Administration will review the absence report to determine if the student will have credit withheld, which will occur unless extenuating circumstances surface. Students/parents have the right to appeal the denial of credit with Administration.

8. After hearing a student's/parent's appeal the Administration can deny or grant credit with stipulations.

9. Any decision to withhold credit can be appealed to the Superintendent and/or to the Board of Trustees.

10. If the appeal is denied, the student's status in that class will be determined by the administration. If disciplinary problems occur in that subject after denial of credit, the student maybe suspended from school.

11. If the appeal is granted, the student will return to class with stipulations set forth by the district.

Elementary/Middle School, (grades K-8):

At the elementary/middle school level, absences may not exceed ten (10) days per semester or twenty (20) days per year, or ten (10) days per year for three day a week Kindergarten. After the tenth (10th) absence, the parent will meet with the building Administration, after the 20th absence, the parent will meet with the building Administration again to discuss the educational options of the student.

Reasons for excused absences may include but are not limited to:

- a. Those that occur due to school sponsored activities, since these are considered an equivalent education experience. These exemptions will apply to students participating in sport events, music-related events, school sponsored club trips, academic field trips, and others deemed co-curricular.
- b. Medical or dental appointments, or serious illness or hospitalization of the student (must be accompanied by written documentation from a doctor who has treated the student for that illness within three days).
- c. Serious illness or death of an immediate family member.
- d. Requirements to satisfy the law. (must be accompanied by written documentation from the respective legal authority).

- e. Emergency situations approved by school administration.
- f. Those otherwise stated in law.
- g. Pre-arranged absences requested by the parent and for which student work is made up in advance.
- h. Illness.

Parent/guardians will be notified of their student's absenteeism by a letter. Within five (5) days of the receipt of the letter notifying the parent/guardian that the maximum number of absences allowed has been exceeded, a parent/guardian should contact the principal or his/her designee and a meeting may be scheduled to consider retention. Retention for excessive absences is subject to the appeal process.

If an attendance problem continues to persist, the student shall be declared a habitual truant. The building administrator shall interview the student and his/her family and prescribe corrective action. All disciplinary measures will follow due process procedures. Any decision can be appealed to the Superintendent and/or the Board of Trustees.

In and Out of District students that miss more than an accumulation of twenty (20) days of school in a year may be brought before the Board of Trustees for review of administration recommendation and/or additional action. Out of District students missing more than an accumulation of twenty (20) days per year will be required to reapply for admission to the Colstrip Public Schools for the following school year.

If a student misses ten (10) consecutive days, with no notice given to the school district during the ten day period, the student will be dropped from enrollment at Colstrip Public Schools.

A letter will be sent to the parent/guardian that the student has been dropped from enrollment at Colstrip Public Schools.

The Administration has the authority to assess the student to determine class/grade placement.

Decisions made in regard to loss of credit, grade placement and enrollment are subject to the appeal process. See Board Policy 4310 Public Complaints and Suggestions and Policy 4310F Public Concern Form.

Medication

Policy 3416 Administering Medicines to Students

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s healthcare 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 a prescription drug 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 in an emergency situation, only a qualified healthcare professional may 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. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit, 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 school nurse or 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, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

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 or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

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 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 if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians 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 healthcare 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 healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, 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 shall be valid for the current school year only and must be renewed annually.

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

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, 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, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a 9-1-1 emergency call.

Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), 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, an individual who has executed a caretaker relative educational authorization affidavit, 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° to 46° 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 a 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.

The District may maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine in a school setting or at related activities, the district shall adhere to the requirements stated in 20-5-420, Section 2, MCA.

The District may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. A school that intends to obtain an order for emergency use of an opioid antagonist in a school setting or at related activities shall adhere to the requirements in law.

Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, 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.

Security

Personal Belongings: The Board of Trustees and employees of School District #19 will not be responsible for monies or personal valuables deposited in school lockers, desks, or other areas within the school.

Cash/Valuables in School Buildings: No money or other valuables shall be left unattended in school buildings. It is the responsibility of the person owning or in charge of the money and/or valuables to place money or valuables in the vault or other authorized place for safekeeping.

Fund-Raisers/Contests/Raffles: These must be approved through the office before initiated. All raffles must be approved by the Board of County Commissioners, before they can begin. Applications may be obtained at the office of the Rosebud County Commissioners in the courthouse in Forsyth, Montana.

Telephone Use

Telephones are for school business. School telephones are available for personal use on a limited basis. The expense of all personal long distance calls is the responsibility of the caller. Building administrators reserve the right to limit personal calls at any time to avoid excessive use of the telephones. When telephone calls/messages arrive for staff, the call/message will be placed in individual mailboxes/voicemail. It is the staff's responsibility to check voicemail/mailbox during break, lunch, prep, etc.

When calls from home are received for a student, a message will be given to the student. Class will not be interrupted for a telephone call except in case of extreme emergencies.

Cellular Phones and Other Electronic Devices

Policy 5630

The Board recognizes that the use of cellular telephones and other electronic communication 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. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

District-owned cellular telephones and other devices will be used for authorized District business purposes. Personal use of such equipment may be prohibited except in emergency situations.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including termination of employment.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

Emergency Use

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

Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. In no event shall an employee's use of a cell phone 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.

Email and Electronic Messages

Policy 5450 Employee use of Electronic Mail, and District Equipment

Electronic mail ("e-mail") is an electronic message that is transmitted between two (2) or more computers or electronic terminals, whether or not the message is converted to hard-copy format after receipt, and whether or not the message is viewed upon transmission or stored for later retrieval. E-mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

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, and employees should have no expectation of privacy when using the e-mail or Internet systems for any purpose. Employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. 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.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an e-mail or Internet message does not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward." However, clearly marking the message "Do Not forward" does not guarantee that the receiver will not forward.

In order to keep District e-mail and Internet systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Additionally, District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is

reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee e-mail/Internet messages may not necessarily reflect the views of the District.

Except as provided herein, District employees are prohibited from accessing another employee's e-mail without the expressed consent of the employee. All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

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

Student/Teacher Assistance Team Meeting: (STAT)

Teachers or other involved persons who are concerned about a child shall complete a Student Concern Form, gather the requested information, and submit it to the building administrator. The building administrator or his/her designee may schedule a STAT meeting to discuss the concerns. People involved at the STAT meeting may include:

1. Persons completing form
2. Building administrator
3. Counselor
4. Regular education teacher(s)
5. Special education teacher(s)
6. School psychologist
7. Title I/Tutorial teacher
8. Speech and Language Pathologist
9. Parents, guardians, or adult student
10. Other individuals

At the meeting discussion will include strategies/interventions initiated, strategies/interventions planned, and/or a referral to Title I, or Special Education, 504, Student Assistant Program, At Risk, LEP (Limited English Proficient) for an evaluation.

Work Day

Policy 5221 Work Day

Work Day

Normal office hours in the District will be 8:00 a.m. to 4:00 p.m.

Length of Work Day - Certified Staff

The current collective bargaining agreement sets forth all conditions pertaining to the certified work day, preparation periods, lunches, etc. Arrival time shall generally be as directed by the principal or as stipulated in the agreement.

Length of Work Day - Classified Staff

The length of a work day for classified staff is governed by the number of hours for which the employee is assigned and pursuant to the individual employment contract. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by an individual contract. Supervisors will establish schedules.

Breaks

A rest break may be scheduled at the discretion of the work supervisor. If scheduled, the break will be taken in a non-work area and will not interfere with the work of others.

Compensatory Time and Overtime/Classified Employees

Policy 5336 Overtime for Classified Employees

Non-exempt classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate. No overtime is authorized for any classified employee without the specific approval of the Supervisor except, as the Superintendent shall otherwise prescribe.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

Assignments, Reassignments, Transfers

Policy 5210 Assignments, Reassignments, Transfers

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff. Teachers will be assigned at the levels and in the subjects for which they are licensed and endorsed, or for which they are enrolled in an internship as defined in ARM 10.55.602 and meet the requirements of ARM 10.55.607. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year.

Classified Staff

The District retains the right of assignment, reassignment, and transfer. Written notice of reassignment or involuntary transfer will be given to the employee according to the terms in the current classified collective bargaining agreement.

Teaching

Notice of their teaching assignments relative to grade level, building, and subject area will be given to teachers before the beginning of the school year. All District employees assigned

extracurricular activities as a contract obligation must honor this obligation as a condition of employment unless released from this responsibility by the Board.

Provisions governing vacancies, promotions, and voluntary or involuntary transfers may be found in negotiated agreements or employee handbooks.

Political Activity - Staff Participation

Policy 5224 Political Activity

The Board recognizes its employees' rights of citizenship, including but not limited to engaging in political activities. A District employee may seek an elective office, provided the employee does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available. An employee elected to office is entitled to take a leave of absence without pay, in accordance with the provisions of § 39-2-104, MCA.

No person, in or on District property, may attempt to coerce, command, or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.

No District employee may solicit support for or in opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue, while on the job or in or on District property.

Nothing in this policy is intended to restrict the right of District employees to express their personal political views.

Copyright

Policy 2312 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, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

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

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with District procedures or is permissible under the law should consult the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

Resignations

Policy 5251 Resignations

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

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

Volunteers

Policy 5430 Volunteers

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. By law, a volunteer is an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of “employee” under appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he/she is volunteering.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground, and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

Volunteers who have unsupervised access to children are subject to the District’s policy mandating background checks.

Chaperones

The Superintendent may direct that appropriate screening processes be implemented to assure that adult chaperones are suitable and acceptable for accompanying students on field trips or excursions.

When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers, including employees of the District, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day’s activities for students. The chaperone shall not encourage or allow students to participate in any activity that is in violation of District policy during the field trip or excursion, including during the hours following the end of the day’s activities. Chaperones shall be given a copy of these rules and sign a letter of understanding verifying they are aware of and agree to these District rules before being allowed to accompany students on any field trip or excursion.

Any chaperone found to have violated these rules shall not be used again as a chaperone for
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any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

Promotion/Retention

Policy Promotion and Retention

The Board recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administrators and teaching staff are directed to make every effort to develop curricula and programs that will meet the individual and unique needs of all students and allow them to remain with their age cohorts.

It is the philosophy of the District that students thrive best when placed in or promoted to grade levels with other students of compatible age, physical, social, and emotional status. It is the District's philosophy to promote students who demonstrate effort within those compatibilities. It is equally the District's philosophy and practice to retain students who do not make a reasonable effort to meet grade-level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning.

If a parent insists that a student be retained or promoted, a notice will be placed in the student's file that the retention or promotion was a parent's decision and not recommended by the school.

Communicable Diseases

Policy 3417 Communicable Diseases

Note: For purposes of this policy, the term "communicable disease" refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.

In all proceedings related to this policy, the District will respect a student's right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting.

Students who complain of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to school.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, will determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation will be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

Staff Meetings

Meetings not extending beyond the regular workday may be called by either the superintendent or principal. A meeting may be called extending beyond the duty day by ½ hour twice a month as per the negotiated contract with one workday's notice. Requests for absence from these meetings should be directed to the principal.

Supervision of Students

Safety of students in Colstrip Public Schools takes precedence. Students are under the primary supervision of the instructor to whom they are assigned. All staff maintains a responsibility for all students in the building. It is encouraged by the Board of Trustees that student responsibility be promoted and staff members are expected to create a positive learning environment.

Classroom Supervision

Students should be supervised. If it is necessary for a teacher to leave the room, he/she should request another teacher (in unusual circumstances an aide) to supervise the children or call the office so that supervision may be arranged.

Classroom Safety Procedures

1. Teachers are responsible for the safety of students
2. All teachers who have students in the science labs, P.E., shop labs, home economics or any other type of class in which there is a hazard are to instruct the students in all safety procedures before students use the equipment. This instruction is to include information of first aid facilities within the classroom
3. Unsafe conditions and/or practices shall be reported to the superintendent and/or principal immediately
4. Safe pedestrian practices shall be taught frequently in the elementary schools. This applies particularly to walking on the highway, riding bicycles, and leaving and entering school buses
5. No students are allowed in the gymnasiums or weight room without proper supervision
6. No students are allowed in the school buildings without proper supervision
7. Playgrounds and school facilities will be properly supervised when school is in session

Building, Furniture and Equipment Care

1. No changes in the structure of the building is permitted, this includes holes of any size in the walls or ceilings

2. Use ceiling hangers for displays. Be careful of weight limitations upon the suspended ceilings
3. No adhesives that cause damage should be used on the walls, ceilings or chalkboards
4. Cost of repairs for excessive damages caused or permitted by staff may be assessed to that staff member.
5. The principal will process requests for modifications to the classroom. Only maintenance staff will be allowed to make the approved changes or additions to room structure
6. The rooms are to be kept in an orderly manner. When leaving the room, turn out all lights, close and lock doors. This applies whenever the rooms are not in use during the day, at noon, or after school
7. Fill out a Work Order Form when improvements or repairs need to be completed in your room and give the request to the building secretary.

Equipment and Supplies Management

Guidelines for Use of School Property

In order to maintain accountability of all district owned property, the following check-out procedure will be followed whenever a staff member has need to use school owned equipment outside of the school building. No equipment is to be removed from the premises except under the following conditions:

1. A teacher may remove teaching equipment such as recorders, cameras, etc., without checking out such items providing:
 - The items are needed for an immediate preparation of a teaching presentation to students
 - The items are on teacher's classroom inventory
 - The items are not loaned to other staff members without that staff member using the check-out procedure
2. Any employee having the need to use school equipment such as the furniture cart or general purpose cart is to use the following procedure in doing so:
 - Pick up a check-out form in the main office
 - Complete the information requested on the form
 - Have the person who is accountable for the items approve the use of the item by signing and dating the form
 - Present the form to the building principal or district superintendent for final approval BEFORE removing the item from the premises

Procurement Process

Policy 7320 Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds (\$80,000), except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever any building furnishing, repairing, or other work for the benefit of the District or purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds Eighty Thousand Dollars (\$80,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

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In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Reimbursements

Policy 7335 Personal Reimbursements

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District;
2. The purchase was made with the prior approval of an authorized administrator;
3. The item purchased was not available from District resources; and
4. The claim for personal reimbursement is properly accounted for and documented with an invoice or receipt.

The District business office is responsible for developing procedures and forms to be used in processing claims for personal reimbursements.

Employee Leaves

Policy 5328 Family Medical 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.

Eligibility

An employee is eligible to take FMLA leave, if the employee has been employed for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date leave is requested, and 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.

The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is July 1 to June 30.

Coordination of Paid Leave

Employees will be required to use appropriate paid leave while on FMLA leave. Workers' compensation absences will not be designated FMLA leave.

Medical Certification

The Superintendent has discretion to require medical certification to determine initial or continued eligibility under FMLA as well as fitness for duty.

Arrangements and Guidelines for Substitutes

All teachers are required to prepare a substitute folder to be kept accessible to substitutes in the event you are unexpectedly away. Notification of the sub folder location should be given to office personnel by the end of the second full week of school. This folder should contain the following: class rolls, class schedule, class routine descriptions, seating charts, class rules, a list of students that could help in your absence, etc. It is extremely unfair to expect a substitute to be able to fill in for you without knowledge of your area of instruction and nothing to fall back on.

In the event a District employee knows in advance that he/she will be absent on a given day, the employee, if applicable, will be required to:

1. Submit a Leave Request in advance
2. Provide a detailed outline of the work to be done by the substitute
3. Have materials of a nature and type to keep the students involved and occupied throughout the class period
4. Have all prepared work run off and in a place readily available for the substitute

Community Concerns

The Superintendent of Schools and/or the Principals are primarily responsible for handling the citizen complaints. No parent or citizen shall approach staff in the performance of his/her duty without the expressed permission of the building principal. A parent visitation slip should be filled out before a classroom observation is made.

Patron Concerns about Books

Policy 2314 Learning Materials Review

Citizens objecting to specific materials used in the District are encouraged to submit a complaint in writing using the Uniform Complaint Procedure (Policy 1700) and discuss the complaint with the building principal prior to pursuing a formal complaint.

Learning materials, for the purposes of this policy, are considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.

Student Fees, Fines and Charges

Policy 3520 Student Fees, Fines and Charges

Within the concept of free public education, the District will provide an educational program for students as free of costs as possible.

The Board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or for any course or activity taking place outside normal school functions. The Board may waive fees in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing collection of fees and asks the Superintendent to make annual reports to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The District may withhold a student's grades or diploma until restitution is made. The District may not refuse to transfer files to another district because a student owes fines or fees.

A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

A school district that decides to withhold a pupil's grades, diploma, or transcripts from the pupil and the pupil's parent or guardian pursuant to the above paragraph shall:

- (i) upon receiving notice that the pupil has transferred to another school district in the state, notify the pupil's parent or guardian in writing that the school district to which the pupil has transferred will be requested to withhold the pupil's grades, diploma, or transcripts until any obligation has been satisfied;
- (ii) forward appropriate grades or transcripts to the school to which the pupil has transferred;

(iii) at the same time, notify the school district of any financial obligation of the pupil and request the withholding of the pupil's grades, diploma, or transcripts until any obligations are met;

(iv) when the pupil or the pupil's parent or guardian satisfies the obligation, inform the school district to which the pupil has transferred;

A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

For loss or damages, the student will be assessed not more than:

- a. First (1st) year – full price if new when issued
- b. Second (2nd) year – eighty percent (80%) of full price
- c. Third (3rd) year – sixty percent (60%) of full price
- d. Fourth (4th) year – forty percent (40%) of full price
- e. Fifth (5th) year – twenty percent (20%) of full price
- f. All subsequent years – ten percent (10%) of full price

Field Trips, Excursions, and Outdoor Education

Policy 2320 Field Trips, Excursions, and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips, when educational objectives achieved by the trip outweigh any lost in-class learning opportunities.

The Superintendent may approve out-of-state travel that does not require an out of state, overnight stay. Any individual student or group of students wishing to travel out of state for an activity that will require an out of state overnight stay must get Board approval. Building principals have the authority to approve all other field trips.

Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

The District recognizes the educational opportunities that are associated with international travel. However, clubs and organizations that choose to travel abroad accept that there is an inherent risk that places the District in a litigious predicament. Due to the inherent risks, International travel will not be considered a school sponsored activity.

Staff members may not solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

The presence of a person with a currently valid first aid card is required during school-sponsored activities, including field trips, athletic, and other off-campus events.

FIELD TRIPS - Field Trip planning guide and parameters:

1. Begin planning your field trip a minimum of three (3) weeks in advance
2. Submit request for field trip approval to your building principal a minimum of two (2) weeks in advance of the trip (Form FT1)
3. Secure one chaperone for each 14 students in your group
4. Secure parental permission/authorization to seek medical treatment forms for each student that may participate (Form FT2). Get them all now! It's easy to throw out the ones not needed. Never leave home with a student and no corresponding permission slip!
5. Determine mode of transportation desired. Submit transportation request to transportation office a minimum of five (5) school days prior to the trip
6. Submit requisition for estimated transportation cost through principal's office
7. Determine meal arrangements to be made:
 - School sack lunches - fill out field trip sack lunch request (FORM FT3) and submit one week prior to field trip
 - Restaurant meals - requisition funds for meals through principal and send requisition to A.D.'s office to arrange for necessary purchase order(s). District approved meal allowance limits are:
Breakfast -\$6.00 Lunch-\$7.00 Dinner- \$9.00
Include the bus driver and chaperons in the meal counts and expense.

8. Provide A.D.'s office and building principal with list of students and the student's home phone numbers for emergency use
9. Provide building office staff and fellow staff members with a list of students who will be participating three (3) days in advance of the trip
10. Submit your Leave Request five (5) days in advance of the trip
11. Note: The route to and from your destination will be determined by the transportation supervisor and the driver in accordance with district policy regarding travel conditions and distances. If you have a special need that would affect route assignment, please indicate that need on the transportation request. A decision will be made as to the route prior to the bus leaving the bus garage and will not be altered except in case of emergency as determined by the driver whose decision is final
12. Run a notice of your activity in the Friday Bulletin at least one week in advance, if possible, so that everyone, including the office and custodial staff are made aware of the activity and the time, place and date on which it is to take place.

Movie/Video Use

The objective of all videos/movies used in the classroom will be educational, not entertainment; therefore, videos/movies utilized in the classroom by instructors will align to the following conditions:

- Preview all videos before showing to students
- Match learner outcomes on the course flowchart
- Appear in weekly lesson plans prior to showing in the classroom
- Administrative approval prior to use if not in school library

Publicity

Articles for the local newspaper, daily bulletin, and administrative bulletin should be submitted to the secretary in the principal's office.

Guest Speaker

When guest speakers or visitors come to the classrooms, please notify the office in writing prior to the day they are in the building. Please inform guest speakers to report to the office and check in upon arrival.

Parking Permit

As part of Colstrip Public Schools efforts to maintain safety for the staff and students, Colstrip School District has a vehicle identification system for students who drive and parks a vehicle on

district property. This action is taken in response to incident(s) where vehicles have been parked on school property by persons who have no affiliation with the school. The District recognizes that this would be a possible method for contraband transfer, student runaway or abduction and/or introduction of a variety of unsafe materials into what we believe to presently be a safe environment for all of us.

Colstrip Public Schools requires all vehicles driven by students and parked on school property be registered with the respective school offices and have a sticker placed appropriately on the top left corner of the front windshield. The stickers are supplied at no cost upon receipt of the vehicle identification information requested.

Stickers must be displayed appropriately within 3 days of the beginning of school or the vehicle will be subject to towing at the owner's expense. Unregistered vehicles will be subject to towing at the owner's expense at any time during the year. It is not the responsibility of district personnel to seek identification of an unregistered vehicle prior to the request for towing.

Outside Organizations

Outside organizations sponsoring activities for students will follow these guidelines:

1. All meetings and/or practices will be held outside the regular school day and after regularly scheduled activities.
2. Use of school facilities for meetings and/or practices will be approved by the activities director.
3. School-owned equipment, uniforms, and supplies will not be taken by outside organizations to activities outside the district.

Fundraising activities will not be in competition with school-sponsored fund raising projects.

Curriculum

At Colstrip Public Schools, we believe it is important to:

- Promote high standards of achievement in terms of individual abilities and interest
- Promote intellectual development
- Continue the development of basic skills
- Develop the ability to think reflectively and to make valued judgments by using knowledge of fundamental facts, concepts, principles and values
- Promote aspects of physical and mental health
- Make learning exciting, satisfying, purposeful and successful
- Provide opportunities for exploration, experimentation and socialization
- Individualized instructions to provide for differences among students
- Stimulate an interest in learning and encourage children to be independent learners

- Develop an active interest in continuous learning
- Encourage independence and a sense of responsibility toward fulfillment and wholesome personality with an increased capacity for self-discipline and self-development
- Help students become cooperative, contributing citizens of the school community

Resolution of Staff Complaints/Problem-Solving

Policy 5240 Resolution of Staff Complaints/Problem-solving

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.

Disciplinary Action

Policy 5255 Disciplinary Action

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, 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. The Superintendent or the Board may order an investigation into the employee's conduct when warranted by the circumstances.

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 District's restrictions on students who have brought to, or possess a firearm at, any setting that is under the control and supervision of the school district and a student who has been found to have possessed, used or transferred a weapon on school district property apply to all employees of the District pursuant to Policy 3311.

The Superintendent is authorized to immediately suspend a staff member.

Fingerprints and Criminal Background Investigations

Policy 5122 Fingerprints and Criminal Background Investigations

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

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

The following applicants for employment, as a condition for employment, shall be required as a condition of any offer of employment to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

Any finalist recommended for hire to a full- or part-time position contracted by the district for a position as:

- A. a certified teacher, administrator, or supervisor
- B. an educational support personnel seeking full- or part-time employment with the District

- C. an employee of a person or firm holding a contract with the District if the employee is assigned to the District and has regular, unsupervised access to students
- D. a substitute or volunteer assigned within the District who has regular, unsupervised access to students.
- E. an extra-curricular coach or sponsor.

The District will pay costs associated with fingerprinting, and/or background investigations.

Board Meetings

Policy 1400 Board Meetings

Meetings of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined as the convening of a quorum of the constituent membership of the Board, whether in person or by means of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision, control, jurisdiction, or advisory power.

Regular Meetings

Unless otherwise specified, all meetings will be held in a designated area. Regular meetings shall take place at 6:00 p.m. on the second (2nd) Monday of each month, with the exception of July and December, at which time there will only be one meeting; 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 the unanimous vote of the trustees, in a publicly accessible building located within the District. If regular meetings are scheduled at places other than as 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. The trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the District's boundaries. When a meeting date falls on a school holiday, the meeting may take place the next business day.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Budget Meetings

Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and place trustees will meet for the purpose of considering and adopting a final budget for

the District, stating that the meeting of the trustees may be continued from day to day until final adoption of a District budget and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the Independent Press or other local newspaper of general circulation.

On the date and at the time and place stated in the published notice (on or before August 20), trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt a final budget not later than August 25.

Audience Participation

Policy 1441 Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.

Admission to Extra-Curricular Activities

A comprehensive and balanced activities program is an essential component of the basic program of instruction. Activities play an important part in the life of Colstrip Schools. In an effort to support the many activities, Colstrip Public Schools offers the employees a season pass. The pass allows employees admission to all regular season home contests. Post season

home contests are regulated by the Montana High School Association (MHSA) and thus school passes are not honored.

Prices for admission to MHSA regular season activities are:

Colstrip High School

Student-\$3.00

Adult-\$5.00

Senior Citizens-\$3.00

Adult Season Pass for all Regular Season contests (CHS and FBMS)-\$75.00

Frank Brattin Middle School

Student-\$2.00

Adult-\$4.00

Senior Citizens-\$2.00

*When there are two boys and girls varsity contests held the same evening the price of admission is:

Student \$5.00

Adult-\$7.00