

Wibaux Public School

Receipt of Material

Super Teacher Handbook
Substitute Handbook
Student Handbook
Curriculum Handbook
Activity Handbook
Emergency Response Procedure Handbook
Master Agreement

INTERNET ACCESS CONDUCT AGREEMENT

Valid for the 2020-2021 School Year

I understand and will abide by the above Wibaux School District's Internet Use Agreement. Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privileges may be revoked, school disciplinary action, and/or appropriate legal action may be taken.

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____

By signing this form I verify I have received this handbook and I am responsible for its contents.

Signature

Date



Larry Helvik, Superintendent
Annie Begger, Principal 9-12
Jan Huisman, Principal K-8

Teacher Handbook

TEACH
encourage
instruct
MENTOR
PRAISE
influence
GUIDE
INSPIRE

Wibaux Public School
2020-2021

DISTRICT OFFICE HOURS

The district office hours will follow the school calendar and times. Office hours for summer and holidays will be posted.

CALENDAR

CHURCH NIGHT

Wednesday night has been designated as church night in the Wibaux Community. As a result, teachers are encouraged to adjust homework and testing assignments accordingly. **No** activity will be scheduled after 6:30 p.m. on church night.

FACULTY MEETINGS

Will be on a weekly or bi-weekly basis.

PAYDAY

Payday is the 10th of each month or the previous workday if the 10th is not a workday.

P.I.R. DAYS

Pupil Instruction Related Days are regular work days for all certified staff and will consist of a specific program conducted by the District or will involve convention and other meeting attendance. The October P.I.R. days must be used as prescribed by law or pay will be withheld.

SUBSTITUTION OF OCTOBER CONVENTION DAYS

With advanced approval of the superintendent, a teacher may substitute workshops, which are attended on their own time, for teacher convention days in October. Teacher will pay all cost unless the school arranges workshops that could qualify for substitution days. If the said days are not attended, 2 days salary will be deducted from the final paycheck.

Substituted workshops will fall during the following time period: end of the last teacher's day of the previous school year to the last teacher's day of the current school year. (Example, May 26, 2004 to May 26, 2005)

SAMPLE FORM:

1. I would like to request the building admin. and superintendent's approval to substitute this (these) workshop(s) for the two days of Teacher Convention held in October.
2. State Your Workshop.

SCHOOL DAY

Teachers will be expected to be in the building by 7:45 a.m. daily and must not leave for the day until 4:15 p.m. unless excused by their administrator. Teachers are to be in their

classrooms at least ten minutes prior to the start of classes in the morning. Teachers **may** be dismissed after students are gone on Thursdays and on early dismissal days preceding a Holiday.

Teachers are not to leave their building except for lunch without checking out with the **administrator**. Because a full workday is expected, permission to leave for personal errands will usually not be granted.

COMMUNITY RELATIONS

PARENT CONFERENCES

Regular parent conferences are generally scheduled once per year. In addition, teachers are encouraged to be in frequent and regular contact with parents. Administrator participation in conferences will be available at the request of the teacher or parent.

VISITORS

Visitors are welcome to our school as long as the following regulations are observed:

- A. All visitors should report to the office and state their business.
There is a log sheet that they will be asked to sign when arriving
- B. Classroom visitors should not be allowed to disrupt normal class operation.
- C. Salesman and visitors should meet with teachers during prep time only, if they are selling items to be used by the school. Vendors of personal items, especially insurance, may meet with teachers outside of the regular workday. This includes labor organization *representatives*.

FACILITIES & EQUIPMENT

AUDIO-VISUAL EQUIPMENT

Please acquaint yourself with the available equipment and its location. When you borrow something for one of your classes, return it when you are through. This equipment does not necessarily belong to any one room or department and must be shared. Please follow the checkout procedures required by the librarian for all equipment and materials. If you are not sure how to operate a piece of equipment, don't try to operate it until you do. Report all breakdowns to the librarian so they can be promptly repaired.

CLASSROOM MANAGEMENT

Please keep your room or office neat and uncluttered. Encourage and demand proper care of equipment by students. Check with custodians before using tape on painted surfaces or tacks or nails anywhere except in bulletin boards and do not allow students to do so either.

ENERGY CONSERVATION

Please keep in mind the following points:

- A. Use lighting only as needed, especially at night.

- B. Doors and windows are to be kept closed when the building is being heated.
- C. Close curtains and shut off lights when the room is unoccupied.
- D. Do not change or allow students to change thermostat settings. It will be the individual teacher's responsibility to comply with this rule.
- E. Turn off all computer monitors at night.
- F. Turn off air conditioners at night

INVENTORIES

All staff members will be asked to prepare an inventory each year on forms provided.

KEYS

Each teacher will be issued one or more keys to work stations and the building. Please make sure that all windows are secured, the drapes pulled, the blinds closed, lights turned off, and the doors locked at the end of each day. **Do not loan your key to anyone, and report lost keys immediately.**

LOAN OF PROPERTY

Teachers are not authorized to loan school property to students or others. School property must not be removed from the premises without administrator authorization.

REPAIRS

All repairs or maintenance work are to be requested from the building administrator. When you make a request make sure it is something that could be reasonably expected.

USE OF BUILDING AFTER HOURS

The building may be used after hours for planning and extra-curricular activities only if the teacher is supervising the participating students. If you are with students after school, **stay with them until they have left the building.** Try to use minimal lights after dark and **BE SURE** the building is properly secured after you use it.

USE OF SCHOOL BY OUTSIDE GROUPS

Authorization of use of the school by outside groups must be obtained only from an administrator. Use of the facility by faculty groups is permitted and approval must also be received from an administrator.

LEAVES

PROFESSIONAL TRAVEL LEAVE

Professional leave for travel time will be granted upon approval of building administrator when the travel time is for a district approved professional development opportunity A description of the event including location and times must be attached to request.

POLICIES

COPYRIGHT POLICY (REFER TO BOARD POLICY 2312-2312P)

It is the intent of the Board of Trustees to adhere to the provisions of the current copyright laws and congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials contribute to higher cost for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this School District.

The Board directs that District employees adhere to all provisions of Title I of the United States Code, entitled "Copyrights," and other relative federal legislation and guidelines related to the duplication, retention, and use of copyright materials.

DRUGS AND ALCOHOL(Policy 5226) --EMPLOYEES

Employees of Wibaux Public Schools are prohibited from being under the influence of, possessing, using, or distributing illicit drugs or alcohol on school premises or at any school related activity.

Compliance with the drug and alcohol rules is mandatory. Employees who are found to be under the influence of, possessing, or using these substances on school premises or at school related activities will be subject to five days suspension without pay on the first offense. On the second offense the employee will be terminated.

Any employee found to be distributing alcohol and illegal drugs to students will be immediately terminated and law enforcement authorities will be notified.

Referral and Re-entry

Referral services will be provided to staff members when necessary. Re-entry will be subject to Board Approval. Staff may be required to obtain an evaluation and treatment at their own expense.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

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

Inquiries regarding discrimination should be directed to the Title IX Coordinator. Specific written complaints should follow the Uniform Grievance Procedure.

FIELD TRIPS

Field trips should be well planned and instructional in nature. Please get approval from the building administrator well in advance. The superintendent must also approve each field trip. **Each child will be required to present a permission slip from home if the trip will occur partly or wholly outside school time, and parents should be encouraged to participate.**

PROMOTION AND RETENTION

Promotion and retention should be based on the needs of the student and his or her achievement. If promotion is endangered, parents should be notified as early as possible, and preferably, no later than the end of the fall semester. Student grades and/or attendance should justify this decision. Hopefully, the decision to retain will be a cooperative one, but it should be kept in mind that the final decision rests with the school.

TOBACCO FREE POLICY (Refer to Board Policy 8225)

The District maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds nor will employees be allowed to use tobacco while on duty. New employees of the District will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds. Limitations or prohibitions on tobacco use are applicable to **all** hours.

Legal Reference 20-1-220, MCA Use of tobacco product in public school building or property prohibited
50-40-101, et seq., MCA Montana Clean Indoor Act of 1979

WIBAUX SCHOOL DISTRICT INTERNET ACCEPTABLE USE AGREEMENT REVISED 5/2010

(Please read this document carefully before signing.) The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet access is available to students and staff in the Wibaux School District. Our goal in providing this service to staff and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. Students and teachers have access to:

- Information and news from institutions and people as well as the opportunity to correspond with these institutions and people.

- Public domain software and graphics of all types for school use.
- Discussion groups on a plethora of topics.
- Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
- Graphical access to the World Wide Web.
- Electronic mail (e-mail) communication with people all over the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Wibaux School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Wibaux Public School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. **If a Wibaux School District user violates any of these provisions, the loss of privileges, disciplinary action, and/or appropriate legal action will occur.**

Internet--Terms and Conditions of Use

1) **Acceptable Use** – All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The use of your account must be in support of education and research and consistent with the educational objectives of the Wibaux School District. These procedures do not attempt to state all required or proscribed behaviors by users. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or staff member who receives an account will be part of a discussion with a Wibaux School District staff member pertaining to the proper use of the network.) Wibaux School District staff may request the system administrator to deny, revoke, or suspend specific user accounts. The school administration and the system administrators will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Uses - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- h. Using another user's account or password without consent;
- i. Posting material authored or created by another, without consent;
- j. Posting anonymous messages;
- k. Arranging a face-to-face meeting with someone only known through emails or the Internet.
- l. Using the network for commercial or private advertising;
- m. Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
- n. Using the network while access privileges are suspended or revoked.

Acceptable Uses – In accord with this policy students may

- 1) Design and post web pages and other material from school resources.
- 2) Use direct communications such as social networking, IRC (Internet Relay Chat), online chat, or instant messaging with a staff member's permission.
- 3) Use approved email accounts under supervision by or permission from a staff member.
 - 1. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user.
 - 2. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - 3. Care should be used in drafting messages and in opening attachments.
- 4) Use discussion forums, chat rooms, messaging or other electronic communication forums that have been approved by the school.
- 5) Personal technology devices (cameras, phones) may be used with explicit permission from Wibaux school staff for specific assignments/duties.

3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Illegal activities are strictly forbidden.

- d. Do not reveal your personal address or phone numbers of students or colleagues.
- e. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be private property.

4) **No Warranties** - Wibaux School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wibaux School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) **Security** - Security on any computer system is a high priority. If you can identify a security problem on the Internet, you must notify a system administrator or your building principal. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6) **Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any other network. This includes, but not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

7) **Charges** – The District assumes no responsibility for any unauthorized charges or fees. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

8) **Website** – Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with policies and approval processes.

- a. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without permission.
- b. Students will not disclose publicize personal information.
- c. For each republication of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- d. The absence of copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.

- e. The “fair use” rules governing students’ reports in classrooms are less stringent and permit limited use of graphics and text.
- f. Student work may only be published if there is written permission from both the parent/guardian and the student. See the attached permission form.

9) Internet Safety - -

- a. Internet access is limited to only those “acceptable uses,” as detailed in this document. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this document.
- b. Staff member shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained this document.
- c. Each District computer with Internet access has filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
- d. The system administrator and Superintendent shall monitor student Internet access.

10) Consequences for inappropriate technology use or unacceptable use of the Internet

- a. A *student* user who violates this policy or a School Board policy is subject to disciplinary action in accordance with applicable disciplinary procedures and consequences outlined in the student handbook.
- b. A *staff* member who violates this policy is subject to appropriate disciplinary action up to and including discharge.

Electronic Resources and Social Networking

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

Recommended Best Practice for dealing with students and social media:

- Email students through school controlled and monitored accounts;
- If you need to communicate through Facebook, then contact administration and set up an account on the District server;
- Do NOT solicit students as friends or contacts on social networking sites;
- Do NOT accept the solicitation of students as friends or contacts on social networking sites;
- Do NOT share with students access information to personal websites or other media through which a staff member would share personal information and occurrences;

- Refrain from accessing social networking websites for individual use during school hours, unless asked to do so by administration;
- Except in an emergency situation, staff should not access social networking sites using district equipment or personal equipment, during instructional time;

See Wibaux Board Policy 3612 for additional information

SIGN OFF SHEET, BACK PAGE OF BOOK

ADDITIONAL POLICIES ARE PRINTED IN THE LAST SECTION OF THIS HANDBOOK.

PURCHASING

PURCHASING PROCEDURE

A well-managed purchasing program relies on careful planning. It is the policy of this school district to purchase most equipment and supplies annually with supplements to provide for unforeseen circumstances and other contingencies.

BILL PROCESSING CYCLE

District bills are processed once each month. All bills must be presented by the first of the month or they will be held for the next month.

ACTIVITY PURCHASING PROCEDURE

BILL TO BE PAID BY ACTIVITY FUNDS

1. The class or organization approves the purchase and records same in their minutes.
2. The advisor completes an activity purchase order. (Get it from the office secretary. The advisor and organization secretary must sign it, and obtain approval from the building administrator.
3. The purchase is made and an **invoice** is returned and checked).
4. If advance payment is required, the purchase order is submitted directly to the office secretary.
5. A check is drawn and documentation is attached.
6. The secretary and superintendent authorize the check.

CLAIM VOUCHERS

Claim vouchers are to be used for payment for non-contracted services only. Examples include ticket taking, officiating and bus driving. Claims may be obtained from the office secretary. Travel reimbursements are to be claimed on a travel reimbursement voucher form, which is also available from the secretary.

GRANTS

One of the benefits of GRANTS is that they allow the school to obtain money; generally, from State and Federal sources and we do not have to use general fund or local money for expenditures in a specific area.

There are some precautions that go along with receiving grant money. The grant must be followed as specified and the money spent as written. It takes a great deal of organization, follow-up paper work and precise accounting. If you are involved in a grant, please cooperate with the office personnel in fulfilling the grant's requirements. NOTE: Most grants want the money spent within a short period of time after receiving the money.

The administration and board of trustees must approve all grants prior to their submittal.

INSTRUCTIONAL PURCHASING PROCEDURE BILL TO BE PAID BY TAX DOLLARS

1. Discuss the purchase with your building administrator. He/she will issue a requisition form.
2. Properly complete the requisition. It must be complete, including address, telephone number and fax number. Return it to your building administrator.
3. The requisition will be submitted to the superintendent.
4. A purchase order will be written and executed, if the order is approved.
5. On receipt of goods, teachers will check contents with packing slip and your requisition noting any discrepancies and report them to the secretary for action.
6. On receipt of the invoice, the secretary will verify its accuracy, attach claim form, and purchase order, and forward to the superintendent.
7. The superintendent will code the claim and submit to the clerk for Board approval and payment.

PREVIEWING MATERIALS

Caution is to be used when ordering various educational materials that are wanted to be previewed. The building administrator will be contacted prior to any preview materials to being ordered. If the building administrator for review purposes approves the preview material, the office secretary is to be made aware, of the materials ordered. Any preview materials ordered by the staff and not returned as necessary will be the staff person's financial responsibility.

STUDENT PAYMENTS

All student payments are to be to the office so a receipt may be written. Teachers & advisors are to work with the office secretary on all fundraisers and student payments.

TRAVEL REIMBURSEMENT

The school district has a school vehicle and staff will use it when it is available prior to paying mileage for a private vehicle. Please fill out the log sheet in the vehicle, monitor fluids and report problems as soon as possible.

UNAUTHORIZED PURCHASES

Purchases made without proper authorization become the responsibility of the person making the purchase. Retroactive authorization will be given in rare instances, only. Note that the Board prefers to pay vendors directly - not a third party, so claims for payment should be by vendors only.

Travel reimbursement rates for authorized travel will be paid according to STATE LAW.

All travel must be approved on a travel request form. Reimbursement will be made on a travel reimbursement voucher. A receipt is required for all expenses.

SAFETY

ACCIDENT & ILLNESS

In case of pupil accident or sudden illness, send the child to the office with another child or accompany him/her yourself. Notification of parents will be done there. In case of serious injury, practice proper first aid techniques, if you know them, and contact the appropriate administrator immediately. Form 3431F-Accident Report Form—must be filled out for all pupil accidents.

FIRE DRILLS & OTHER EMERGENCY DRILLS

Learn the emergency drill procedure and teach it to your students as soon as possible.

STUDENTS

ADMINISTERING MEDICINES TO STUDENTS

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

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time. (Refer to Policy 3416 & 3416F & 3416F1)

CHILD ABUSE REPORTING

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The [building principal] is also to be immediately informed. Hot Line # 866-820-5437

Written documentation of this report must be completed and submitted to the [building principal]. Forms are available in the office.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.
(Refer to Policy 5232 & 5232F)

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

CLASS DISRUPTION...FOLLOW DUE PROCESS...DISCIPLINE

Step #1 Talk to the student. Spell out the expectations. Teachers document their discussions: date, time, and what was said and what is expected.

Step #2 Talk to student and parent (phone), also send written follow-up, explain consequences, (the written follow-up should become part of, and attached to disciplinary referral.

Step #3 Refer to office with proper documentation (disciplinary referral).

EARLY DISMISSAL

Students requiring early dismissal will be allowed to leave only by reporting to the office and presenting written permission from home. Teachers do not have the authority to dismiss anyone from school before the regular dismissal time.

GRADES

Achievement, effort, and progress shall be important considerations in grading. All grades shall be earned in conformance with the guidelines in the Student Handbook. Blanket grades or an over abundance of high or low grades should be properly documented. A

digest of each teacher's grading system is to be given to the building administrator the first week of school.

GRADE REPORTING

Grades will be computed and reported each nine weeks. Mid-term reports will be computed and reported at the approximate mid-point of each quarter as well. These two reports do not preclude supplemental reporting to parents. Practice techniques of good grading so they are meaningful to the student and the parents. **Failures are to be reported each week for grades 5-12.** This weekly grade report will be used to determine academic eligibility for extra-curricular activities as well as detecting students with academic problems. Teachers 5-12 are to turn the weekly grade sheets in to the counselor by 3:30 on Monday each week. A list through a shared document will be compiled through teacher input. The list will show students with grades below a C. The secretary will use this list to send out notification to parents on a weekly basis.

HALL PASS POLICY

The pass policy will consist of:

1. that a student must have a pass to his/her destination **prior** to the period that he/she is excused from their scheduled class (except for library).
2. that passes must originate from the teacher in charge of the location that the student plans to visit.

HOME WORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

PUPIL ACCOUNTING - ELEMENTARY

All teachers according to instructions given by the building administrator will keep a register. Teachers will also maintain the cumulative record file for each pupil.

NOTE: An enrolled child is considered absent for any P.I.R. day and these days are counted in the total days absent in the register. P.I.R. days are omitted from the record and not put on the report cards.

PUPIL ACCOUNTING - SECONDARY

Tardies and absentees are to be accounted for each class and reported as specified by the building administrator. Attendance must be taken in every class and a record made of such attendance by each teacher. Please keep your grade books up to date.

RESUSCITATION

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

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

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

SCHOOL PARTIES

School parties may be held with the approval of the building administrator. Classroom parties should be limited to special occasions and ordinarily will not be held above grade 6.

SEMESTER TESTS

In the high school, final exams will be given each semester at teacher discretion

STUDENT FEES

Montana law requires that students be provided a free education. . Students may and should be given project options for which they will pay

STUDENT HANDBOOK

The student's handbook contains rules and regulations governing student behavior. Teachers are required to know and be responsible for administering its contents. Failure to enforce the handbook is considered a serious breach of duty and responsibility.

SUPERVISION OF STUDENTS

Teachers are directly responsible for the supervision of students assigned to them and indirectly for all students in the system K-12. This means in operational terms that no students will be in any school situation on or off the premises without the direct supervision of a teacher.

USE OF ENGLISH

Teachers will attempt to use correct English at all times and insist on correct oral and written usage by all students. We must teach all our students to be proficient communicators, especially by our example.

SCHOOL ORGANIZATION

Wibaux County High School and School District No. 6 are one entity. As a result, one Board of Trustees and one administration govern both schools. This is a K-12 School District.

TRUSTEES

All trustees are responsible to their constituents and are given the delegated authority via the Montana Constitution to govern the schools. By law an individual is a trustee only when sitting in a duly called board meeting.

SUPERINTENDENT

The superintendent is the executive officer of the Board and manages the school for the Board. All employees are under the direction and authority of the superintendent.

PRINCIPALS

The principals are the chief operating officers of their respective buildings and as such are in direct authority over all other employees in their building and directly responsible to the superintendent. Each principal also retains temporary and indirect authority over all subordinate staff when the occasion arises.

CLERK

The clerk is the keeper of fiscal records for the district and keeps minutes and performs other duties for the Board. She has no direct authority over any other employee unless the superintendent assigns them to her. The clerk is not to be contacted directly about any problem. See your building administrator first.

CUSTODIANS

The custodians are responsible for cleaning and maintaining the buildings and grounds. They depend on you to cooperate in policing areas, having students pick up after themselves, etc. If at any time you need custodial work done at your workstation or have a complaint about the quality and amount of such work, please notify the building administrator.

ADMINISTRATIVE ABSENCES

It is rare when both administrators are simultaneously absent from the district. In that event, teachers in charge will be designated in each school for that absence. In an emergency situation, the secretaries and spouses of each administrator know how to contact

the administrator for a decision or action. Unless a staff member has been given specific authority to act, all decisions must be referred to an administrator.

BOARD MEETINGS

The Board usually meets the first Tuesday after the 10th of each month. Staff members who have agenda items or wish to address the Board are asked to contact the superintendent the previous Monday. The public and staff are welcome to attend all board meetings.

TEACHER

ABSENCE

Teachers are permitted leaves as described in the Master Agreement. Discretionary leaves, which are known about in advance, require notice to the building administrator through the Ready Sub Program and preparation of detailed plans for the substitute. Emergency leaves require notice to the principal by 6:30 a.m., or earlier, so that a substitute may be hired. **DO NOT** call your own substitute.

CERTIFIED SICK LEAVE BANK, SCHOOL DISTRICT #6 WIBAUX, MT

SECTION I

The Sick Leave Bank will be available for all certified employees who are under contract with the school district. The Sick Leave Bank is meant to provide temporary assistance during an extended illness or injury. It is not meant as a full means of support.

SECTION 2

The employee recognizes the Superintendent, Clerk, two association members, and two board members as the governing agent for management and disbursement of the Sick Leave Bank. A request form for submitting and requesting days from the Sick leave Bank must be submitted to the Clerk and approved by the governing agent.

SECTION 3

At the end of the contract year, any certified employee may, at his/her discretion, contribute one-half to five (1/2 -5) days of his/her sick leave days to the nonrefundable Sick Leave Bank. A statement must be signed verifying their contribution. In order to utilize the bank, a minimum donation of one- half day must be made.

SECTION 4

The Certified Sick Leave Bank will have a ceiling of one Hundred Ten (110) days with unused days rolling from year to year.. If the Sick Leave Bank is depleted at any time during that year, the Superintendent, Clerk, two association members, and two board members of the governing agent may solicit for additional days not to exceed Five (5) days per fiscal year per employee. Under no circumstance may individual employees solicit donations of sick leave days for the Sick Leave Bank. Any days left in the bank at the end of the year are then carried over to the following year.

A new employee who qualifies to become a member of this Sick Leave Bank may contribute the minimum of ½ day to the bank in order to become eligible to use the Sick Leave Bank. In this case, the bank may exceed its ceiling of 110 days.

SECTION 5

Employees must exhaust all of their emergency leave and personal leave before applying to the Sick Leave Bank. An employee shall not be granted days if he/she is receiving Unemployment Compensation, Workers' Compensation or is eligible for Disability Benefits.

SECTION 6

Leave from the Sick Leave Bank will not be available for elective surgery or procedures which can be delayed or postponed until the end of the school term. The District may require a statement or documentation from a licensed physician or medical doctor to determine whether the surgery or procedure is necessary and/or imminent. Leave for reasons related to immediate family members may only be granted to employees from the Sick Leave Bank when immediate family members are life threatening situations. Immediate family includes an employee's spouse, parent, child or sibling and step-family to the same degree.

SECTION 7

An employee eligible for receipt of sick leave donations may receive no more than a maximum of twenty-two (22) days of sick leave per request. Additional days may be granted for special circumstances if the Superintendent, Clerk, association representatives and two board members grant special permission and there are adequate days left in the Bank,

SECTION 8

The Sick Leave Bank cannot be used for maternity leave unless complications arise from the pregnancy or delivery. A doctor's statement will be requested.

SECTION 9

Each application to the Sick Leave Bank shall require a statement from a licensed medical doctor attesting there is an illness or injury and the period of convalescence. Anyone requesting use of the Sick Leave Bank will be required to submit a written application to the Superintendent, Clerk, two association representatives and two board members. Applications can be obtained from the District Clerk.

SECTION 10

The District Clerk will maintain a record keeping system for the Sick Leave Bank. Such records shall include donor and application forms, days donated and days used.

Adopted: July 16, 2002

Modified: December 14, 2011

CERTIFICATION

Each teacher must hold a valid Montana Teaching Certificate. It should be presented to the office as soon as possible for registration. If a certificate is not registered within 60 days of the start of school, pay must be withheld as prescribed by law.

COMPLAINTS

Student/Parent Complaints

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

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 1700 [and applicable provisions of negotiated agreements].

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy [and applicable provisions of administrative regulations and negotiated agreements] regarding the handling of complaints.

Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the [building principal] [immediate supervisor] for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement. (Refer to Policy 5240)

DRESS

Teachers are expected to set a good example in this area at all times. As a minimum, teachers will conform to standards of dress found in business, professional, and governmental offices in this geographical area. The administration reserves the right to prohibit forms of dress, which it deems inappropriate. When in doubt, consult your building administrator. Casual dress is allowed at school activities, but again, it should be noted that teachers have a responsibility to set a good example and represent the community and school well.

DUTIES

Teachers will perform the following duties in regular rotation:

Playground Duty (noon) Elementary

Recess Duty	Elementary
Hall Duty	Secondary
Lunchroom Duty	Secondary

These duties are required without extra compensation except those staff members on playground, lunchroom, and hall duty will receive lunch at the lunchroom.

In addition to these duties, teachers are required to be in the hall-supervising students during class changes and passing time.

Teachers with dual assignments will be expected to work duties in each building. Non-certified staff will not be assigned in the rotation unless they are scheduled for noon hour employment.

EVALUATION

A description of the evaluation program is in the handbook binder.

INSURANCE

The Board as per the Master Agreement provides health insurance for staff members. The Board carries liability insurance on its employees, but it is suggested supplemental liability insurance be carried. This is available through MEA/MFT, and other professional organizations, and is a rider to regular tenant or homeowner insurance policies at very low cost.

MAIL

Check and empty your mailbox at least once daily. If you have a package, a slip will be placed in your box. All packages should be removed as quickly as possible.

Please do not have personal mail or deliveries sent to the school. The school cannot accept responsibilities for personal items sent to the school.

MASTER AGREEMENT

The Master Agreement between the Wibaux Education Association and the Board distributed with this handbook is incorporated into this handbook by reference. In the event conflicts arise between the two, The Master Agreement shall govern. When a matter is not specifically provided for in the collective bargaining agreement, state law shall govern.

OFFICE

This is a work station; do not remove any item from the office without the supervisor's permission. Requested items will be gotten for you.

PAPER WORK

The paperwork required of staff will be kept to the minimum required. It is important that everyone submit the reports, lesson plans, etc. on time. Failure to comply is considered a serious breach of teacher's basic duties.

PLANNING

All teachers are expected to prepare lesson plans on a weekly basis. Plans will be detailed enough to guide a substitute. Copies of the lesson plans will be submitted to the building administrator by 4:00 p.m. each Thursday and plans for any specific lesson should be available on request immediately prior to that lesson.

PREPARATION PERIODS

Most teachers will have one or more preparation periods per day. Use them for preparation and school related work. Because prep periods are part of the regular workday and not free time, teachers are expected to be available to help students and meet with parents at these times.

PROFESSIONAL ORGANIZATIONS

Teachers are encouraged, but not required, to belong to professional organizations that advance teaching. The laws governing membership requirements and recruiting for labor organizations are quite explicit and should be carefully followed.

PROFESSIONALISM

Please keep the following maxims in mind as you work each day:

1. Children make our jobs possible; let's give them our best.
2. Parent support is needed; let's give them our very best, as well.
3. Each of our co-workers is a highly trained professional. We owe each other cooperation and sharing. Let's enhance each other, and not cut each other down.
4. A positive attitude will reap immeasurable benefits every day.
5. School business should stay at school. We should never criticize our co-workers to an outsider.
6. Be loyal to this entire organization. If it has faults, we can work to correct them.
7. Let's strive to make ourselves indispensable.
8. We are the shapers of the future; let's do our very best - we owe it to our children.

RESIGNATION OF STAFF

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

The Board has authorized the Superintendent to accept on its behalf resignations from any school district employee. The Superintendent shall provide written acceptance of the resignation,

including the date of acceptance, to the employee, setting forth the effective date of the resignation.

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

SCHOOL LUNCH

The school lunch program is available to all staff and students. Faculty families, friends, and guests are expected to eat elsewhere unless administration approval is obtained. It is a goal of the program to promote good nutrition and mealtime habits among the students. Therefore, it will be the duty of each teacher to promote proper behavior by all students and to discourage sloppiness, haste, waste, noise, discourtesy, and poor manners. Normally, this means teachers will eat lunch with their classes.

Teachers will report a lunch count to the office daily and transmit money collected to the elementary secretary for issuance of tickets. High School ticket money may be given to the office secretary to be transferred to the elementary school.

STAFF CONDUCT

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

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

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

(Refer to Policy 5223)

TRANSCRIPTS

All teachers are required to have complete, up-to-date transcripts (not grade sheets) of college work on file in the Superintendent's office.

DISCLAIMER

The Wibaux Board of Trustees retain right to revise (modify, add, or delete) the contents of this handbook as needed, due to unforeseen circumstances or policy changes that occur during the 2020-2021 school year

THE TEACHER

Job Goal

To provide students with appropriate learning activities and experience designed to fulfill their potential for intellectual, emotional, physical and social growth, and to enable students to develop competencies and skills in order to function successfully among society and in a career area.

GENERAL PERFORMANCE RESPONSIBILITIES

This list is not all-inclusive. Any Teacher may be disciplined for misconduct as determined by the Administration and/or Board. A Teacher may be disciplined in accordance with Board Policy.

1. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of students.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
3. Guides the learning process toward the achievement of curriculum goals and -- in harmony with the goals -- establishes clear objectives for all lessons, units, and projects.
4. Employs instructional methods and materials that are most appropriate for meeting stated objectives.
5. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
6. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
7. Counsels with colleagues, students and/or parents on a regular basis.
8. Assists the administration in implementing all policies and/or rules governing students' life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
9. Strives to maintain and improve professional competence and provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.
10. Attends staff meetings and serves on staff committees as required.
11. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

13. Maintains accurate, complete and correct records, as required by law, district policy, and administrative regulations.
14. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Accepts a share of responsibility for co-curricular activities assigned.
17. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
18. Assists or serves as a member of appropriate committees for the study of local educational issues and problems, including textbook adoption, curriculum revision, school evaluation, school-building professional activities, and in-service training.
19. Sponsors of Organizations that use the concessions areas are responsible for having their group clean the area after each use, **or** to clean it themselves.

The foregoing description constitutes the **basic rule** of teacher responsibility. Teachers are expected to know this and abide by its tenets as long as they do not conflict with the master agreement. Specific applications of the basic rule follow in their handbook. It should also be noted that instructional skill comprises only one aspect of these duties.

**SCHOOL EMERGENCY PREPAREDNESS
POLICY AND PROCEDURE**

The Board of Trustees of School District No. 6, have set for the following plan for action in case of local, state, or national emergency.

NOTIFICATION LIST

HIGH SCHOOL

Superintendent Larry Helvik
Principal – Annie Begger
Custodian – Todd Austby/ Tim Smith

SCHOOL PHONES: 796-2474
796-2475
Home Phone – 796-2248
Home Phone – 406-989-1456
Home Phone – 796-2235/509-280-2268

ELEMENTARY SCHOOL

Principal – Janet Huisman
Custodian – Todd Austby/Tim Smith
Superintendent – Larry Helvik

SCHOOL PHONE: 796-2518
Home Phone – 796-2208
Home Phone – 796-2235/509-280-2268
Home Phone – 796-2248

****EMERGENCY NUMBERS****

911

FIRE

Fire Dept. 796-2222

SHERIFF

OFFICE 796-2415

SHERIFF – Shane Harrington

HOME 796-9972

AMBULANCE

911 or 796-2222

SCHOOL NURSE

OFFICE 796-2485

Trish Olson

HOME 795-8242

MONTANA DAKOTA UTILITIES

Glendive 359-3100

Toll Free 1-800-638-3278

CIVIL DEFENSE - Frank Datta

Home 796-2569

Office 796-2218

HIGH SCHOOL HALL DUTY

1. Direct Supervision in the hall is a must.
2. Circulate the hallways from the gym area to shop area hall. (Do not allow people to use gym without staff supervision.)
3. **DO NOT** allow running, horseplay, or excessive loud talk.
4. **DO NOT** allow students into classrooms without staff present.

5. Report any serious misbehavior to the administration.

HIGH SCHOOL LUNCH DUTY

1. Take lunch count list from office and use to check off.
2. Monitor behavior-no horseplay, food fights, and students should behave in an orderly way and display reasonably good mannerisms.
3. Report any serious misbehavior to the administration.

Wibaux School District

PERSONNEL

5012

Sexual Harassment/Sexual Intimidation in the Workplace

The District shall do everything in its power to provide employees an employment 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.

District employees shall not make sexual advances or request sexual favors or engage 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 the basis for employment decisions affecting such 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 working 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 which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all of the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons who feel 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 Grievance Procedure.

Cross Reference: 3215 Uniform Grievance Procedure

Legal Reference: Title VII of the Civil Rights Act, 42 U.S.C. §§ 2000(e), et seq., 29 C.F.R. § 1604.11
Title IX of Education Amendments, 20 U.S.C. §§ 1681, et seq.
Montana Constitution, Art. X, § 1
§ 49-2-101, MCA Human Rights Act
Harris v. Fork Lift Systems, 114 S.Ct. 367 (1993)

Policy History:

Adopted on: September 11, 2001

Revised on:

Wibaux School District

PERSONNEL

5130
page 1 of 2

Staff Health

Medical Examinations

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote the safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits.

Under the circumstances defined below, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

Physical Examinations

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the State. The District may condition an offer of employment on the results of such examination, if all entering employees in the applicable job category are subject to such examination. If approved by personnel services, a thirty-(30)-day grace period beginning from the date of employment may be allowed for the employee to obtain the required medical examination.

All bus drivers, including full-time, regular part-time or temporary part-time drivers, are required by state law to have a satisfactory medical examination prior to employment.

Communicable Diseases

If a staff person has a communicable disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the school nurse or other responsible person designated by the Board that he has a communicable disease which could be life threatening to an immune compromised person. The school nurse or other responsible person designated by the Board must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and safety.

An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting (e.g., airborne transmission of tuberculosis) shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The District reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

Confidentiality

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. Only those individuals with a legitimate need to know (i.e., those persons with a direct responsibility for the care of or for determining work place accommodation for the staff person) will be provided with necessary medical information.

Supervisors and managers may be informed of the necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

Legal Reference: 29 U.S.C. 794, Section 504 of the Rehabilitation Act
29 CFR, Section 1630.14(c)(1)(2)(3)
41 U.S.C. 12101, et seq. Americans with Disabilities Act
Title 49, Chapter 4, MCA Rights of the Handicapped
Title 49, Chapter 2, MCA Illegal Discrimination
§ 20-10-103(4), MCA
24.9.1401, et seq., ARM
16.28.1005, ARM

Policy History:

Adopted on: September 11, 2001

Revised on:

Wibaux School District

PERSONNEL

5223

Personal Conduct

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

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

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

Administrators and supervisors may set forth specific rules and regulations governing an employee's conduct on the job within a particular building.

Legal Reference: § 20-1-201, MCA School officers not to act as agents

Policy History:

Adopted on: September 11, 2001

Revised on:

Wibaux School District

PERSONNEL

5232

Abused and Neglected Child Reporting

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Public Health and Human Services. The employee shall notify the Superintendent or principal that a report has been made by the employee. 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 the 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.

Legal Reference:

	§ 41-3-201, MCA	Reports
	§ 41-3-202, MCA	Action on reporting
	§ 41-3-203, MCA	Immunity from liability
	§ 41-3-205, MCA	Confidentiality - disclosure exceptions
	§ 41-3-207, MCA	Penalty for failure to report

Policy History:

Adopted on: September 11, 2001

Revised on:

**Wibaux School District
5232F
PERSONNEL**

Wibaux School District
Report of Suspected Child Abuse or Neglect

*Original to: Department of Family Services
Copy to: Building Principal*

From: _____ Title: _____

School: _____ Phone: _____

Persons contacted: Principal Teacher School Nurse Other _____

Name of Minor: _____ Date of Birth: _____

Address: _____ Phone: _____

Date of Report: _____ Attendance Pattern: _____

Father: _____ Address: _____ Phone: _____

Mother: _____ Address: _____ Phone: _____

Guardian or
Step-Parent: _____ Address: _____ Phone: _____

Any suspicion of injury/neglect to other family members: _____

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused or neglected: _____

Previous action taken, if any: _____

Follow-up by Department of Family Services (DFS to complete and return copy to the Building Principal):

Date Received: _____ Date of Investigation: _____

Wibaux School District

PERSONNEL

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.**

Policy History:

Adopted on: September 11, 2001

Revised on:

Wibaux School District

THE BOARD OF TRUSTEES

1700P

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Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual’s rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

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

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

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

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

If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the

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administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent, within thirty (30) days of the nondiscrimination coordinator's receipt of the written complaint. A coordinator may hire an outside investigator to conduct the investigation. Within fifteen (15) days of the Superintendent's receipt of the coordinator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

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

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) days of the Board meeting at which the Board considered the appeal or the recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) days of the Board's decision, pursuant to Montana law.

Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
Title II of the Americans with Disabilities Act of 1990
' 504 of the Rehabilitation Act of 1973

Policy History:

Adoption on: October 11, 2005

Revised on:

Wibaux School District

PERSONNEL

5255

Disciplinary Action

District employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or dismissal may include, 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 business reason.

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

The Superintendent is authorized to suspend a staff member immediately.

Legal Reference: § 20-3-324, MCA	Powers and duties
§ 20-4-207, MCA	Dismissal of teacher under contract
§ 20-3-210, MCA	Controversy appeals and hearings
§ 39-2-903, MCA	Definition of good cause

Policy History:

Adopted on: September 11, 2001

Revised on:

Wibaux School District

PERSONNEL

5256

Reduction in Force

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

The Board shall follow the procedure stated in the current collective bargaining agreement when considering a reduction in force. Generally, the reduction in certified employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the Board may terminate certified employees.

The Board shall consider performance evaluations, staff needs and other reasons deemed relevant by the Board in order to determine the order of dismissal if it reduces classified staff or discontinues some type of educational service.

Cross Reference:	5250	Nonrenewal or Termination of Contract
Legal Reference: § 20-4-206, MCA		Notification of Nontenure Teacher Reelection

Policy History:

Adopted on: September 11, 2001

Revised on:

Wibaux School District

PERSONNEL

5450

Page 1 of 2

Employee Electronic Mail and On-Line Services Usage

Electronic mail ("e-mail") is an electronic message that is transmitted between two 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. Electronic 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 owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the electronic mail or Internet systems for any purpose.

Users of district e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the electronic 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 electronic mail or Internet message does not intend for the mail or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep district electronic 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, 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 wrong-doing or misuse of the system, review, store, and disclose all information sent over the district electronic 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. E-mail/Internet messages by employees may not necessarily reflect the views of the District.

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

Electronic 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 electronic mail and Internet communications may be monitored.

Policy History:

Adopted on: August 12, 2008

Reviewed on: July 8, 2008

Revised on: August 12, 2008

Accident Report

This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs. Please Print or Type.

District Name _____ School Name _____
 Principal's Name _____ School Phone _____
 Date of Accident: _____ Time: ____ AM PM Supervising Employee _____

Claimant's Name _____
Last Name *First Name* *Middle Initial*

Claimant's Address _____
Street or P.O. Box *City* *State* *ZIP Code*

Claimant's SS # _____ Home Phone Number (____) _____
 Claimant's Age _____ Date of Birth _____ Sex _____ Grade _____
 Parent's Name (if student) _____ Work Phone Number (____) _____

<i>Nature of Injury</i>	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

<i>Place of Accident</i>	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

<i>Body Part Injured</i>		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

Describe accident and injury in detail: (Attach additional description as necessary.) _____

Were efforts made to contact the parent/guardian about the accident? Yes No

Was first aid administered? Yes No By whom? _____

Was the student Sent home Sent to physician Sent to hospital

Is student covered by Student Accident Insurance? Yes No If yes, please list Company Name, address and phone number _____

If medical/hospital treatment was required, complete the following information. (Attach copy of medical bills if available.)

Name and address of doctor or hospital _____

Witnesses (Name, Address & Phone) _____

Signature/Name of Person Completing the Report

Date

Policy History:
 Adopted on : October 11, 2005

Wibaux Public Schools
 Incident Report Form

Student

Name: _____

Staff/Teacher

Name: _____

Date of Incident: _____ Time/Class

Period: _____

Description of Incident:

Fire Drills

Instructor: Please read this aloud to your class, as fire alarms will be forthcoming.

Fire Drills

From time to time, fire drills will be held to test our ability to evacuate the building. These are serious matters and saving of lives may result if they are efficiently carried out.

Observe the Following

- No talking so directions may be heard.
- No running or pushing.
- Leave books in classroom
- Be as orderly as possible.

Use the Following Exit Plan

Exit to East Door and Cross the Street

- Administrative Office ~ Counselor Office ~ Study Hall ~ Room 1

Exit to West by Custodian Room

- Room 2 ~ Room 3 ~ Library ~ Teacher's Room

Exit East Main Entry

- Lobby ~ Concessions ~ Music Room ~ Handicap Restroom

Exit the Rear Door

- Custodian Room

Exit nearest Outside Door

- Gym ~ Stage ~ Locker Room Area

Exit through Rear Door

- Room 7 ~ Room 8

Exit through North Hall Exit

- West Restrooms ~ Room 16 ~ Room 17 ~ Room 18 ~ Room 19
Alternative Classroom

Exit through Shop Doors

- Room 11 ~ Room 14A ~ Room 14B ~ Shop

All persons in the building will exit to a point at **least 100 feet** from the building when the alarm sounded. Two short blast of the alarm is the signal to return.