

**SAVAGE PUBLIC SCHOOL  
DISTRICT 7, 7J, & 2**



**“Be Savage Not Average”**

Our mission as "Savage Warriors" is to learn in a safe environment through frequently monitor progress ensuring to foster a cooperative relationship between home, school, and community.

provide each individual the opportunity to positive instructional leadership, to high levels of academic achievement, and

**GOAL STATEMENTS**

- ✚ We will provide a safe environment.
- ✚ We will provide an environment where each individual has the opportunity to learn.
- ✚ We will use positive, best-practice instructional methods and strategies to lead instruction.
- ✚ We will use frequent monitoring methods to ensure high levels of academic achievement.
- ✚ We will foster a cooperative relationship between home, school, and community.

**DISTRICT OFFICE**

Superintendent: Martha R. Potter  
Principal/Special Education: Angella Nelson  
District Clerk: Michelle Miller  
Payroll Assistant: Diana Miller  
Administrative Assistant: Wade Hagler

**BOARD OF TRUSTEES**

Board Chair: Shawn Conradsen  
Board Vice Chair: Charles Thiel  
Member: Wayne Quinnell  
Member: Connie Smith  
Member: Chandi Tombre

**OFFICE HOURS AND CONTACT INFORMATION**

Mon.-Thurs.: 7:00 AM – 4:00 PM  
Fri.: 8:00 AM – 12:00 PM  
Telephone: (406) 776-2317 Fax: (406)776-2260  
Website: [www.savagepublicschool.com](http://www.savagepublicschool.com)  
Facebook: Savage Public School

**ADDRESS**

368 Mesa Street  
PO Box 110  
Savage, Montana 59262

This handbook belongs to: \_\_\_\_\_ Received: \_\_\_\_\_

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## Section I: General Employee Information

### Introduction of Handbook Material

- The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement.
- Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.
- Any information contained in this staff handbook is subject to unilateral revision or elimination, from time to time, without notice from administration.
- No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

### Accommodating Individuals with Disabilities

- Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.
- An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required.
- **Refer to Policy 5002**

### Associations

- The Savage Education Association is the bargaining unit for all certified staff.
- Association officers and building representatives are as follows:
  - ✓ President: Myssie Sanders
  - ✓ Vice-President: Cassandra Moos
  - ✓ Secretary: Sarah Preeo

### Employee Personnel Guidelines

- The staff within a school system is, with some exception, generally categorized into three areas, classified, certified, and administrative.
- Classified employees are these employees who are neither certified nor administrative and fulfill the vital role of providing support to the school and its' instructors.
- Certified employees are those who manage the school—most of whom have both instructional and administrative certification.
- ALL Savage School employees are an important part of our educational team.
- Board and community members greatly depend on our employees for the success of students and our school.
- Further, your performance is clearly visible to all individuals, thus placing you in a position which greatly influences the reputation of the school.
- Never underestimate your importance to this school, as it takes all of us to educate and maintain our school.

### Equal Employment Opportunity

- The Savage School District will provide equal employment opportunities to all persons regardless of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital

status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

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

### Title IX and 504 Coordinators

#### **Title IX Coordinator**

District Clerk

Office Address: PO Box 110, 368 Mesa Street, Savage, MT 59262

Email: [savageof@savagepublicschool.com](mailto:savageof@savagepublicschool.com)

Phone number: 406-776-2317 Ex. 217

#### **504 Coordinator**

K-12 Principal, Angella Nelson

Office Address: PO Box 110, 368 Mesa Street, Savage, MT 59262

Email: [anelson@savagepublicschool.com](mailto:anelson@savagepublicschool.com)

Phone number: 406-776-2317 Ex. 202

### Family and Medical Leave Act (FMLA)

- Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees.
- The Savage Public School District has less than fifty (50) employees, and therefore employees are not eligible for FMLA benefits.

### Welcome Statement

Welcome to our Savage Public School team! We are happy to have you aboard and look forward to working together toward the common goal of providing a quality and rewarding educational experience for our Savage students, while working closely with our parents and community.

This handbook is a compilation of information to assist us on our journey this year. Please read this carefully and abide by the information provided. It will be your responsibility to go over the Student/Parent Handbook with your students, so prepare yourself ahead of time with the information in the document.

All staff members get the best from students and colleagues when they give the best of themselves. A “Fresh and Open Mind” is a necessity when building positive, healthy, and professional relationships!

### Professionalism

- Staff members are expected to conduct themselves in a professional manner.
- This begins with expressing support for your programs, your colleagues, and our school.
- Professionals **do not openly criticize their peers.**
- Criticism is divisive to our mission of educating students to behave in a manner that openly denigrates the efforts of another.
- If disagreements arise, as they do in any professional workplace, it is essential to address those concerns to the person directly and privately.
- If solutions cannot be reached, the concern should be aired, in private, to the administration.
- **At no time will the airing of issues or concerns in the presence of students be tolerated.**

- It is normal and expected that employees have questions, comments, concerns, or suggestions about their work and the school's operations.
- An employee should first attempt to resolve concerns on an informal basis with the other employee or with the immediate supervisor.
- If concerns are not successfully addressed on an informal basis, utilize the District's uniform grievance procedure and form, located in the office or the on-line Board Policy.
- The process requires a formal complaint be submitted in writing and then processed through the supervisory chain of command, in accordance to Board Policy.
- **Remember: Be impeccable with your words! (Ruiz)**

### Professional Educators of Montana Code of Ethics

#### Professional Educators of Montana Code of Ethics Model Principles Model Principles

To serve the needs of all students, it is essential that professional educators strive to maintain the highest ethical standards. It is their responsibility to create learning environments to help all students reach their full potential while honoring the trust and confidence placed in them by students, families, colleagues, and the community.

The Professional Educators of Montana Code of Ethics serves as a set of aspirational principles intended to guide educator conduct and protect the rights of all students. These model principles are intended to be used by school districts, educator preparation programs, and other educational entities as they seek to adhere to the highest ethical standards in their service to students and families, the profession, and the community.

##### *Principle I. Commitment to Students and Families. The ethical educator:*

- A. Makes the well-being of students the foundation of all decisions and actions.
- B. Promotes a spirit of inquiry, creativity, and high expectations.
- C. Assures just and equitable treatment of every student.
- D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
- E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
- F. Respects the roles, responsibilities and rights, of students, parents and guardians.
- G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.
- H. Demonstrates an understanding of education inclusion, respects human diversity, and provides opportunities and resources for all students to reach their full potential.

##### *Principle II. Commitment to the Profession. The ethical educator:*

- A. Fulfills professional obligations with diligence and integrity.
- B. Demonstrates continued professional growth, collaboration and accountability.
- C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- D. Contributes to the development of the profession's body of knowledge.
- E. Manages information, including data, with honesty.
- F. Teaches without distortion, bias, or prejudice.
- G. Represents professional qualifications accurately.

##### *Principle III. Commitment to the Community. The ethical educator:*


- A. Models the principles of citizenship in a democratic society.
- B. Protects the civil and human rights of students and colleagues.
- C. Assumes responsibility for personal actions.
- D. Demonstrates good stewardship of public resources.
- E. Exemplifies a positive, active role in school-community relations.
- F. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.
- G. Uses social media and digital communications responsibly and professionally.

*Adopted by the Certification Standards and Practices Advisory Council October 2022*

*Accepted by the Board of Public Education November 2022*



Section II: Calendars and Schedules

Instructional School Year 2023-2024 Board Approved 3/20/2023																												
August '2023'							KEY DATES							JANUARY '2024'														
SU	M	TU	W	TH	F	SA	August 12+2 PIR Days							January 18 Days							SU	M	TU	W	TH	F	SA	
		1	2	3	4	5	1-2 No School * 5 School Gr. 4-12								1	2	3	4	5	6								
6	7	8	9	10	11	12	8 New Staff * 9-10 PIR							11 Q2 Ends=40.75 Days							7	8	9	10	11	12	13	
13	14	15	16	17	18	19	14 1st Day of School							15 Q3 Begins * 16 TGD							14	15	16	17	18	19	20	
20	21	22	23	24	25	26															21	22	23	24	25	26	27	
27	28	29	30	31																	28	29	30	31				
						12																						18/91.75
SEPTEMBER '2023'							September 16 Days							February 15.5/16.5 Days							FEBRUARY '2024'							
SU	M	TU	W	TH	F	SA															SU	M	TU	W	TH	F	SA	
					1	2																			1	2	3	
3	4	5	6	7	8	9	4 Labor Day * 8 Gr. 4-12 School														4	5	6	7	8	9	10	
10	11	12	13	14	15	16								Feb. 13-15 District Basketball Tourney See bottom right orange box.							11	12	13	14	15	16	17	
17	18	19	20	21	22	23								Feb. 27-29 Divisional Basketball Tourney See bottom right orange box.							18	19	20	21	22	23	24	
24	25	26	27	28	29	30	16/28														25	26	27	28	29			
																												16.5/108.25
OCTOBER '2023'							October 17 +3.5 PIR Days							March 17 +.5 PIR Days							MARCH '2024'							
SU	M	TU	W	TH	F	SA															SU	M	TU	W	TH	F	SA	
1	2	3	4	5	6	7																					1	2
8	9	10	11	12	13	14	13 PIR														3	4	5	6	7	8	9	
15	16	17	18	19	20	21	19-20 MEA/PIR NO SCHOOL														10	11	12	13	14	15	16	
22	23	24	25	26	27	28	23 Q1 Ends *24 Q2 * 25 TGD							21*Q3 E=39.5 Days							17	18	19	20	21	22	23	
29	30	31					30 PTC 4-7 PM .5 PIR							25 Q4 * 26 TGD*28 PTC 4-7 PM .5 PIR							24	25	26	27	28	29	30	
						17/45	Q1=40 Days														31							16/124.25
NOVEMBER '2023'							November 17 Days							April 18 Days							APRIL '2024'							
SU	M	TU	W	TH	F	SA															SU	M	TU	W	TH	F	SA	
			1	2	3	4								1 NO SCHOOL * 5 Gr. 4-12 School								1	2	3	4	5	6	
5	6	7	8	9	10	11															7	8	9	10	11	12	13	
12	13	14	15	16	17	18	17 Gr. 4-12 School														14	15	16	17	18	19	20	
19	20	21	22	23	24	25	22-23 Thanksgiving break														21	22	23	24	25	26	27	
26	27	28	29	30																	28	29	30					
						17/62																						18/142.25
DECEMBER '2023'							December 11.75 Days							May 16.75/15.75+1 PIR Day							MAY							
SU	M	TU	W	TH	F	SA															SU	M	TU	W	TH	F	SA	
					1	2								3 Gr. 4-12 School										1	2	3	4	
3	4	5	6	7	8	9															5	6	7	8	9	10	11	
10	11	12	13	14	15	16								ER 12:00 PM and 18 Grad. 1:00 PM							12	13	14	15	16	17	18	
17	18	19	20	21	22	23	21 ER 2:00 PM							23 Q4 E ER 12:00 PM * 24 PIR/TGD							19	20	21	22	23	24	25	
24	25	26	27	28	29	30	22-31 Christmas Break							27 Memorial Day							26	27	28	29	30	31		
31						11.75/73.75								Q4=36.5 Days														14.5/156.75
<b>No School</b>							<b>PIR</b>							<p>OPI Requires: 8100 Unit Min.of Instruct./1 Cr. Cl.: 64,800=1080 HRS Savage: Min. of Instruct.: 65208=1086.8 HRS/156.75 Days</p> <p><u>All emergency days due to unforeseen circumstances will be made up on the first open Friday after the day missed.</u></p>							<p><b>Basketball Tournaments:</b></p> <p>We will have four hours total of Early Release time during these two tournaments. Communication of Early Release will be announced once the game schedules are known.</p>							
1st Day of School																												
Quarters Begin																												
Gr. 4-12 School Friday																												
End of Quarter																												
TGD Teachers' Grades Due																												
PTC Parent Teacher Conferences																												
ER Early Release 2:00 PM																												
Date BB Tourney Dates																												
SR Sr. Last Day ER 12:00 & Grad @ 1:00																												
ER Last Day Early Release 12:00 PM																												
														 <p><b>Be Savage Not Average!</b></p>														

### Dates of School Closings and Events

August 8	New Staff Training
August 9-10	PIR Day Teachers and Paras
August 10	Family Meet the Teacher Night @ 6:00-7:00 PM Fall Sports Meeting @ 6:30 PM
August 11	High School Football and Volleyball Begin
August 14	1 <sup>st</sup> Day of School and Quarter 1 Begins Junior High Football and Volleyball Begin
September 4	Labor Day – No School
September 8	Grades 4-12 School
September 11-16	Homecoming Week
October 13	PIR Day
October 13-14	Elementary Musical Performances
October 16	Junior High Basketball Practice Begins
October 19-20	No School for Students MEA/PIR Days for Teachers
October 23	Quarter 1 Ends
October 24	Veteran’s Day Salute Program
October 26-28	District Volleyball Tourney (Glendive)
October 25	Teacher’s Grades Due to Office
October 30	Parent Teacher Conferences @ 4:00-7:00 PM (.5 PIR Day for Teachers)
November 2-4	Divisional Volleyball Tourney (Sidney)
November 6	Junior High and High School Fall Music Concert
November 9-11	State Volleyball Tourney (Bozeman)
November 16	High School Boys and Girls Basketball Begins
November 17	Grades 4-12 School
November 20-21	High School Honor Band and Choir
November 22-23	Thanksgiving Break
December 1-2	High School Basketball Tip Off Tournament
December 12	Grades 7-12 Music Concert @ 7:00 PM
December 14 & 16	Junior High Basketball Tourney
December 18	Grades K-6 Music Concert @ 6:30 PM
December 21	Early Release @ 2:00 PM
December 22-26	No Basketball Practice
December 22-31	Holiday Break
January 1-2	No School
January 3	School Resumes
January 5	Grades 4-12 School
January 8	Elementary Basketball Begins
January 11	Quarter 2 Ends
January 15	Quarter 3 Begins and Montana High School Association (MHSA) Annual Meeting
January 16	Teacher Grades Due to Office

February 6	MathCounts Competitions (Savage) Junior High Festival Concert
February 9	Junior High Musical Festival
February 13-17**	High School Girls and Boys District Basketball Tourney @ Sidney
February 27-March 2**	High School Girls and Boys Divisional Basketball Tourney @ Glasgow













**\*\*We will have four hours total Early Release time during these two tournaments. Communication of Early Release will be announced once game schedules are known.**

March 6-9	High School Girls and Boys State Basketball Tourney @ Great Falls
March 11	High School Girls and Boys Track and Golf Begin
March 12	MCTM Math Contest (Sidney)
March 14-15	Junior High Honor Band (Circle)
March 20	High School Academic Olympics (Glasgow)
March 21	Quarter 3 Ends
March 25	Quarter 4 Begins
March 26	Teachers Grades Due to Office
March 28	Parent Teacher Conferences @ 4:00-7:00 PM (.5 PIR Day for Teachers)
April 1	No School
April 5	Grade 4-12 School
April 10	Junior High Academic Olympics
April 16	High School Festival Concert @ 7:00 PM
April 19-20	District Music Festival
May 3	Grades 4-12 School
May 3-4	State Music Festival (Billings)
May 6	High School Divisional Golf (Sidney)
May 7	High School District Track (Lambert)
May 9	Spring Extravaganza
May 10	Junior High District Track (Fairview)
May 13-15	State Golf @ Hamilton
May 14	Seniors Last Day (ER for Seniors at 12:00 PM)
May 16	High School Divisional Track Meet
May 18	High School Graduation @ 1:00 PM
May 23	Last Day of School for K-11 Students Quarter 4 Ends Early Release @ 12:00 PM
May 24	PIR Day for Teachers (Records Day) Teachers Grades Due to Office
May 23-25	High School State Track Meet @ Great Falls

**These dates are subject to change, should we have schedules or adverse needs that are beyond our control.**

Bell Schedule

## BELL SCHEDULE 2023-2024

-  **DOORS OPEN – 7:35**
-  **BREAKFAST – 7:40 – 7:55**
-  **PERIOD 1 – 8:00 – 8:52**
-  **PERIOD 2 – 8:55 – 9:47**
-  **PERIOD 3 – 9:50 – 10:42**
-  **PERIOD 4 – 10:45 – 11:37**
-  **LUNCH – 11:40 – 12:05**
-  **PERIOD 5 – 12:08 – 1:00**
-  **PERIOD 6 – 1:03 – 1:55**
-  **PERIOD 7 – 1:58 – 2:50**
-  **PERIOD 8 – 2:53 – 3:45**
-  **TEACHERS LEAVE – 4:00**

Class Schedule: "Schedule A"- Grades 5-12 and Special Schedule for K-4

# Daily Schedule: \*2023-2024\*

M-TH (and) Scheduled Fridays	1	2	3	4	Lunch	5	6	7	8	
Time	8:00-8:52	8:55-9:47	9:50-10:42	10:45-11:37	11:40-12:05	12:08-1:00	1:03-1:55	1:58-2:50	2:53-3:45	
Math Mrs. Sanders ext. 221	(9) Algebra Pre ALG	(10-12) Algebra II	(7) Math	(6) Math	<b>School Year 2023-2024</b>	(8) Math	(10) Geometry	(11-12) Pre Calc.	Prep/AD	
Mrs. Baxter English ext. 223	(12) English 4	(8) English	(11) English 3	(10) English 2		PREP	(6) English	(9) English 1	(7) English	
Science Mrs. Cox ext. 205	(10) Biology	PREP	(9) Earth Science	(12) EOY Zoology Human Anat. Physiology		(9-12) EOY Physics Chemistry and Organic Chem.	(8) Science	(7) Science	(6) Science	
Mrs. Slack History ext. 222	(6) Social Studies	(9) World History	(12) Government	(11) US History		PREP	(7) History	(8) History	(9-12) Weights	
Art Ms. Moos ext. 204	(7) Art 1st Sem. (8) Art 2nd Sem.	Annual	M: (6) Art TU: (4) Art W: Website TH: (5) Art	PREP		(K/1/2/3) Art	(11-12) Studio	(11-12) Advanced Studio Art	(9-12) Studio	
Music Mr. Louisignau ext 224	PREP	(6) Band	(5) M-W: Band TH: FS	(7/8) Band		(9-12) HS Band	Elem Music	Elem Music	(9-12) Choir	
Pysical Ed. Mr. Mead PHONE 406-480-2661	PREP	(7) PE	(10) HS PE	(9) HS PE		(5/6) PE	Elem PE	Elem PE	(8) PE	
Industrial Arts Mr. R. Hagler ext. 215	(11) Drafting Gen. Teams: (21102)	(10-12) Woodworking Section II Teams: (17006)	(8) Industrial Arts	PREP/TECH		(7) Industrial Arts	(9) Energy/Power Teams: (20101)	(10-12) Intro To Autos TEAMS: (20103)	(9-12) Woodworking Section I Teams: (17006)	
Fifth/Sixth Ms. Osterman ext. 220	(5) Social Studies	(5) LA	M: STEAM T (6) Writing T-TH	(5) Math		11:50-12:08 SOAR	(5/6) PE PREP	(5) Writing	(5/6) STEAM	(5) Science
Ms. Nelson ext. 202	(8) WC 1st Sem. (7) WC 2nd Sem.	Resource/504/SPED/Principal				Lunch	Resource/504/SPED/Principal			

Early Release Class Schedule: "Schedule B"- Grades 5-12/Specials for K-4

# 2:00 PM Early Release: School Year \*2023-2024\*

M-TH (and) Scheduled Fridays	1	2	3	4	5	Lunch	6	7	8	
Time	8:00-8:39	8:42-9:21	9:24-10:03	10:06-10:45	11:48-11:27	11:30-11:54	11:57-12:36	12:39-1:18	1:21-2:00	
Math Mrs. Sanders ext. 221	(9) Algebra Pre ALG	(10-12) Algebra II	(7) Math	(6) Math	(8) Math	<b>School Year 2023-2024</b>	(10) Geometry	(11-12) Pre Calc.	Prep/AD	
Mrs. Baxter English ext. 223	(12) English 4	(8) English	(11) English 3	(10) English 2	PREP		(6) English	(9) English 1	(7) English	
Science Mrs. Cox ext. 205	(10) Biology	PREP	(9) Earth Science	(12) EOY Zoology Human Anat. Physiology	(9-12) EOY Physics Chemistry and Organic Chem.		(8) Science	(7) Science	(6) Science	
Mrs. Slack History ext. 222	(6) Social Studies	(9) World History	(12) Government	(11) US History	PREP		(7) History	(8) History	(9-12) Weights	
Art Ms. Moos ext. 204	(7) Art 1st Sem. (8) Art 2nd Sem.	Annual	M: (6) Art TU: (4) Art W: Website TH: (5) Art	PREP	(K/1/2/3) Art		(11-12) Studio	(11-12) Advanced Studio Art	(9-12) Studio	
Music Mr. Louisignau ext 224	PREP	(6) Band	(5) M-W: Band TH: FS	(7/8) Band	(9-12) HS Band		Elem Music	Elem Music	(9-12) Choir	
Pysical Ed. Mr. Mead PHONE 406-480-2661	PREP	(7) PE	(10) HS PE	(9) HS PE	(5/6) PE		Elem PE	Elem PE	(8) PE	
Industrial Arts Mr. R. Hagler ext. 215	(11) Drafting Gen. Teams: (21102)	(10-12) Woodworking Section II Teams: (17006)	(8) Industrial Arts	PREP/TECH	(7) Industrial Arts		(9) Energy/Power Teams: (20101)	(10-12) Intro To Autos TEAMS: (20103)	(9-12) Woodworking Section I Teams: (17006)	
Fifth/Sixth Ms. Osterman ext. 220	(5) Social Studies	(5) LA	M: STEAM T (6) Writing T-TH	(5) Math	(5/6) PE PREP		Lunch/SOAR	(5) Writing	(5/6) STEAM	(5) Science
Ms. Nelson ext. 202	(8) WC 1st Sem. (7) WC 2nd Sem.	Resource/504/SPED/Principal					Lunch	Resource/504/SPED/Principal		

Assembly Day Schedule: "Schedule C"-Specials and Times are for all Grades

# Assembly Schedule: School Year \*2023-2024\*

M-TH (and) Scheduled Fridays	1	2	3	4	Lunch	5	6	7	8	
Time	8:00-8:48	8:51-9:39	9:42-10:30	10:33-11:21	11:24-11:48	11:51-12:39	12:42-1:30	1:33-2:21	2:24-3:12	
Math Mrs. Sanders ext. 221	(9) Algebra Pre ALG	(10-12) Algebra II	(7) Math	(6) Math	<b>School Year 2023-2024</b>	(8) Math	(10) Geometry	(11-12) Pre Calc.	Prep/AD	
Mrs. Baxter English ext. 223	(12) English 4	(8) English	(11) English 3	(10) English 2		PREP	(6) English	(9) English 1	(7) English	
Science Mrs. Cox ext. 205	(10) Biology	PREP	(9) Earth Science	(12) EOY Zoology Human Anat. Physiology		(9-12) EOY Physics Chemistry and Organic Chem.	(8) Science	(7) Science	(6) Science	
Mrs. Slack History ext. 222	(6) Social Studies	(9) World History	(12) Government	(11) US History		PREP	(7) History	(8) History	(9-12) Weights	
Art Ms. Moos ext. 204	(7) Art 1st Sem. (8) Art 2nd Sem.	Annual	M: (6) Art TU: (4) Art W: Website TH: (5) Art	PREP		(K/1/2/3) Art	(11-12) Studio	(11-12) Advanced Studio Art	(9-12) Studio	
Music Mr. Louisignau ext 224	PREP	(6) Band	(5) M-W: Band TH: FS	(7/8) Band		(9-12) HS Band	Elem Music	Elem Music	(9-12) Choir	
Physical Ed. Mr. Mead PHONE 406-480-2661	PREP	(7) PE	(10) HS PE	(9) HS PE		(5/6) PE	Elem PE	Elem PE	(8) PE	
Industrial Arts Mr. R. Hagler ext. 215	(11) Drafting Gen. Teams: (21102)	(10-12) Woodworking Section II Teams: (17006)	(8) Industrial Arts	PREP/TECH		(7) Industrial Arts	(9) Energy/Power Teams: (20101)	(10-12) Intro To Autos TEAMS: (20103)	(9-12) Woodworking Section I Teams: (17006)	
Fifth/Sixth Ms. Osterman ext. 220	(5) Social Studies	(5) LA	M: STEAM T (6) Writing T-TH	(5) Math		11:50-12:08 SOAR	(5/6) PE PREP	(5) Writing	(5/6) STEAM	(5) Science
Ms. Nelson ext. 202	(8) WC 1st Sem. (7) WC 2nd Sem.	Resource/504/SPED/Principal				Lunch	Resource/504/SPED/Principal			

### School Cancellation, Delays, Emergency Closures, or Early Release

- In the event of hazardous or emergency conditions, all district schools, selected schools, or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.
- Alert Solutions will be used for delayed openings or school closures. Our Alert Solution system calls and texts your cell phone or leaves a message on your landline. Additionally, our website [www.savagepublicschool.com](http://www.savagepublicschool.com), and Facebook page will report delayed openings or school closure.
- A phone tree will be distributed to all staff for use in the event of delayed openings or school closures.

## Section II: Staff

### Savage Public School Staff

#### STAFF MEMBERS FOR THE 2023-2024 SCHOOL YEAR

Nicki Reuter: Kinder Ready

Brylee Brost: First Grade

Kiena Murray: Third Grade

Montana Osterman: Fifth Grade

Lexi Joslin: Para Educator

Jeff Mead: Physical Education

Jessica Erickson: Library

Cortnee Cox: Science

Staci Slack: History

Riley Hagler: Industrial Arts

Bobbi Goff: Head Cook

Open: Assistant Custodian

Wade Hagler: Administrative Assistant

Diana Miller: Payroll Assistant

Jill Verhasselt: Kindergarten

Kayleen Peters: Second Grade

Sarah Preeo: Fourth Grade

Montana Osterman: Sixth Grade

Missy Sharbono: Para Educator

Nate Louisignau: Music

Cassandra Moos: Art

Myssie Sanders: Math

Jolene Baxter: English

Kathy Reynolds: Dishwasher

Jody Reed: Head Cook

Justin Bean: Maintenance/Custodian

Michelle Miller: Clerk

Angella Nelson: Supervising Teacher/Principal/Resource

Martha Potter: Superintendent

#### 2023-2024 Extracurricular and Cocurricular

Nate Louisignau: Music

Jeff Mead: Drivers Education

Nicki Reuter: Varsity VB

Open: JH Girls VB

Michael Bender: Varsity FB

Joe Slack: JH FB

Jill Verhasselt: Cheer Coach

April McPherson: Varsity Girls BB

Todd Verhasselt: Varsity Boys BB

Staci Slack: JH Boys BB

Open: Elem. Boys BB

Nicki Reuter: Varsity Track

Brady Reuter: Vol. Varsity Track

Montana Osterman: Elem./JH Track

Todd Dooley: Varsity Golf

Myssie Sanders: Activities Director

Open: Concessions

Keri Jorgensen: Assistant Varsity VB

Open: Assist. JH Girls VB

Riley Hagler: Assist. Varsity FB

Montana Osterman: Assistant JH FB

Montana Osterman: Cheer Coach

Myssie Sanders: Assist. Girls BB

Paul Vojacek: Assist. Boys BB

Open: JH Girls BB Assist.

Open: Elem. Girls BB

Jerren Erickson: Assist. Track

Open: Elem./JH Track

Open: Assist. Varsity Golf



## Section III: Liability, Procedures and Protocols, and Professional Responsibilities

### Absences of Staff

- All staff members who know they will be absent for discretionary, professional, bereavement (certified and administration), or jury duty leave, must contact the Office Administrative Assistant as soon as possible, so a substitute or coverage may be arranged and the leave can be cleared through the Administration.
- Complete the proper paperwork, as well as verbally discussing this with the Office Administrative Assistant. The administrative assistant will then work at making the necessary arrangements and will notify you your absence has been accepted/denied, and, a substitute has been secured.
- **Paperwork is due at least one week in advance of your absence** in order to best assure your leave may be granted. Please follow the date guidelines of your signed employee contract when planning personal leave.
- When you need a substitute on short notice contact the Office Administrative Assistant at **406-480-2369** or **406-776-2317** as soon as possible.
- If you are unable to reach the administrative assistant call Principal, Angie Nelson at **406-489-1286** and/or Superintendent, Martha R. Potter at **307-272-4595**.
- ✚ Teachers and para educators who are absent with their class – field trip, et al – should arrange for coverage of assigned duties – recess, et al – with another teacher.
- ✚ Trade duties as needed.
- ✚ Specialists who will be absent and miss scheduled elementary time must arrange for a substitute or find coverage for the time they plan to be absent, as well.
- **Classified: All leave must be recorded on your time sheet and Leave Sheets.**
- **Certified: All leave must be recorded on Leave Sheets.**

### Absences and Tardiness of Students

- **Refer to Student Handbook.**

### Academic Expectations for Students at Risk of Failing

#### What happens at school if my child is at risk of failing?

1. Teachers of Kinder-3rd grade students are expected to keep weekly accurate records and report to the principal any student who is failing in their classroom.
  2. Teachers of 4th-12th grade students are expected to keep weekly accurate records in PowerSchool.
    - a) Eligibility for students at risk of failing is based on a weekly evaluation of student's academic progress.
    - b) Every Tuesday by the end of 8th period students' grades will be gathered to determine any K-12 student failing a class.
    - c) Students in K-3 will be notified by their teacher.
    - d) Students in 4-12 will be notified by activities director, principal, or classroom teacher.
    - e) The student will meet with teachers in failing classes and call their parents to explain they are at risk of failing.
    - f) **SEE STUDENT HANDBOOK FOR FURTHER INFORMATION PERTAINING TO EXTRACURRICULAR ELGIBILITY PARTICIPATION DUE TO FAILING GRADES.**
- ✓ The administrative assistant will report to the principal, teacher of record, and Activities Director no later than 2:30 PM on Tuesday any student with a grade of 'F' to facilitate an Academic Eligibility Report.

- ✓ The administrative assistant will distribute that information to the teacher Coach/Advisor, the affected student and their parents by 3:30 on that Thursday afternoon, should grades not have improved by that time.

### Adult Education

- Staff members are encouraged to offer adult education classes to the community.
- Stop by the office for more information about how to proceed if you're interested in offering a class.

### Advisor/Chaperone Code of Conduct

- The function of an advisor/chaperone is to properly educate students through participation in interscholastic programs. (ex. National Honor Society, Student Council, etc.)
- The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success.

The following guidelines for advisors/chaperones are in place:

- 1) The advisor shall promote the entire program of the school and direct his or her program in harmony with the total school program.
  - 2) The advisor/chaperone must strive to provide challenging, safe, enjoyable, and successful experiences for the students by maintaining an environment that is physically and emotionally safe. They must also be informed about basic First Aid principals and the physical capacities and limitations of the students.
  - 3) The advisor/chaperone must be aware that he or she has a tremendous influence, either good or bad, in the education of the student and shall place the value of instilling the highest desirable ideals of character in the work he/she does.
  - 4) The advisor/chaperone must constantly uphold the honor and dignity of the profession. In all personal contact with the student, officials, school administrators, the media, the public, and the advisor shall set an example of the highest ethical and moral conduct.
  - 5) The advisor/chaperone must put safety and health considerations first.
    - ✓ The advisor/chaperone shall take an active role in encouraging a healthy and safe environment.
    - ✓ As a school function is an extension of the classroom, students involved shall adhere to our current Student Guidelines in place in the Student Handbook and advisors/chaperones shall be thoroughly acquainted with the rules and are responsible for guiding their students in the proper direction.
    - ✓ The spirit and letter of rules shall be regarded as absolute values.
    - ✓ The advisor shall not try to seek an advantage by circumventing the spirit of the letter of the rules.
    - ✓ Also, the advisors/chaperones themselves must be in compliance with the Savage School Policies.
  - 6) An advisor/chaperone shall not exert pressure on faculty members to give special consideration for any purpose.
  - 7) The advisor/chaperone must be aware of ethical social networking and communication tools/techniques and enforce these rules as outlined in the Student Handbook.
- Please also be aware, there are guidelines in place for chaperoning over-night trips, as well as dances. Please consult the principal for the guidelines.

### Announcements, Roll, and Lunch Count

- If you have something you want announced, drop it off at the office prior to 7:45 am.
- Each school day will begin directly after the tardy bell rings at 8:00 AM, then announcements will occur. Announcements will be posted in the staff room.
- Staff and students will be briefed on the happenings for the day, birthdays, etc., and the *Pledge of Allegiance* will be recited.

- Roll and lunch count is to be taken and sent to the office on Power School.

### Assemblies

- Students are required to attend all assemblies.
- **All certified staff and paraprofessionals are expected to supervise students during all assemblies.**
- See the assembly schedule at the front of this document.

### Athletic Conference

- Savage High School is a member of the Montana High School Association (MHSAA).
- Our extra-curricular students participate in recognized activities in the Eastern C Division for Volleyball, Football, Basketball, Golf, and Track.
- Our co-curricular Band and Choir students participate in (MHSAA) recognized music activities.

### Attendance of Students: Roll Taking PreK-12

- Teachers are responsible to account for student absences and tardiness accurately.
- Grades 7-12 teachers must be taking roll at the beginning of each period.
- Elementary teachers must take roll at the beginning of the day and after lunch.

### Board of Trustees Members and Meetings

#### State Law

- The State of Montana legislature delegates to the Board of Trustees the responsibility for the conduct and governance of schools.
- Board members are elected by the residents of these districts.
- The members names are on the front page of this handbook.

#### Regular Board Meetings unless otherwise specified and noticed:

- Location Board Room (Clerk's Office)
- Held on the third Monday of each month at 7:00 PM., or at other times and places determined by a majority vote.
- If regular meetings are to be held at places other than the places 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.

#### Special Board Meetings

- A special board meeting may be called, should it be necessitated.
- A special meeting will be noticed, with location, time, and an agenda.

#### Locations of postings of notices for all board meetings:

- Front entry of the school
- Website [www.savagepublicschool.com](http://www.savagepublicschool.com)
- Post Office bulletin board
- School hall bulletin between the high school boys' and girls' bathroom

### Cash Boxes, Crowdfunding, and Fund Raisers for Student Activity Funds

1. Fundraiser and cash box request form must be filled out one week in advance and given to the district clerk.

2. All cash boxes must be received and accounted for from the clerk, superintendent, or principal at a reasonable time before the fund-raiser.
3. All money must be receipted in and accounted for by the clerk, superintendent, or principal and locked in the vault in the locked cash box.
4. Cash boxes will need to be counted by class advisors when they are picked up in the office and a ticket signed that the amount is correct.
5. Money will also be counted by class advisors in front of an administrator at the end of the event and signed by the advisor.
6. All money raised or collected by student groups are to be receipted and deposited into the Student Activity Fund by the District Clerk.
7. All crowd funding requests and receivables are governed and supervised by board policy.
8. Crowd funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans.
9. Proposals, products, and resources generated through crowdfunding must receive prior approval from the Superintendent or designee.
10. Approvals for proposals or gifted resources may be denied based upon but not limited to: technology, curricular, and/or activities incompatibility; long term sustainability concerns regarding materials, service, and/or staffing; conflicts with district initiatives, state or federal law.
11. As public employees, staff members are subject to Montana public employees' ethics laws.
12. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a crowd source effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes.
13. **Refer to Policies: 3530, 4321, 7225.**
  - ✓ **Class Advisors are to emphasize to students the importance of promptly depositing money collected with the school clerk.**
  - ✓ **It is the responsibility of the faculty advisor to ensure that the account balance stays in the black (positive).**

#### Cell Phones, Electronic Devices, and Telephones

- While student use of electronic devices is banned, responsible adult use is allowed during non-instructional time when necessary.
- Responsible adult use means that **making/accepting phone calls or texts during class time is unacceptable**, unless in case of emergency.
- Staff are encouraged to use any available mobile device in the event of an emergency that threatens the safety of students, staff, or other individuals. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities.
- If such is determined to have interfered with an employee's obligations and responsibilities, the certified employee may be disciplined in accordance with the terms of the collective bargaining agreement and District Policy. Classified employees may be disciplined in accordance to District Policy.
- The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.
- District employees are prohibited from using mobile devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes.

- Paraeducators or teachers who have to monitor students' health, 504, or IEP requirements are allowed to contact administration when needed.
- School phones are for school business and are available throughout the building.
- Teachers will not be called from class to answer the phone unless it is an emergency.
- Be sure to check your mailboxes frequently and messages of phone calls.

### Chain of Command

If you have a concern that needs addressing:

- First, take it to the source and try to work through the situation.
- Second, bring it to the principal to discuss concern should you not had resolution at step one.
- Last step, bring it to the superintendent in order to follow district policy should you not had resolution at step one or two.

### Child Abuse Reporting

- Any staff member who has reasonable cause or reasonable suspicion to believe that any child under eighteen (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 and local law enforcement agency.
- The Superintendent and Principal are to be informed immediately.
- Written documentation of these notifications must be completed and submitted to the Superintendent and Principal.
- Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

### Classroom and Building Security of District Property

- All school owned equipment is district property and is not for personal use.
- All staff members are encouraged to exercise continuous and vigilant care of all district-owned property.
- Any and all damage to district property shall be reported to the building administrator
- In the event of loss or damage of district owned property, a fee will be assessed by the district according to the repair or replacement cost of the property.
- Incidents of theft or willful destruction of district owned property through vandalism or malicious mischief are to be reported immediately to the Superintendent.
- District owned property, including laptops, shall be checked out by the staff through the office for the purpose of completing schoolwork at home to fill contractual obligations. (This may be done at the beginning of the year.)
- District owned property is not to be used for personal financial gain.
- School district owned equipment is not to be lent to community members without permission from the building administrator.
- All district owned equipment shall be placed on the classroom inventory when received.
- All communication done on school equipment is subject to public record.
- When leaving the classroom, locker room, or other work areas between classes, teachers are expected to turn off the lights and lock all doors.
- At the end of the day, staff are to close and lock windows, lock all doors, turn off all equipment, and turn off lights when departing the building.
- If you are in the building after school hours or on weekends you are responsible for securing the

building if the custodial/maintenance staff have left.

- The custodial/maintenance staff are to make sure the building is secured before leaving from their duty for the day.
- All doors and windows are to be shut and locked.
- When school practices are taking place, the coaches are responsible for securing the practice facilities.
- All staff are asked to refrain from keeping personal items of value in or about their desks.
- Personal belongings should never be left unsecured.
- Students shall also be instructed to leave valuables at home.
- The district will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident or vandalism.

### Classroom Care, Displays, Fixtures and Furnishings

- Classrooms are to be welcoming and safe, promote pride in the class and our school, and above all, be conducive to learning.
- Each classroom space is required to have emergency/fire exit information, the Title I Parent Policy, school norms, additional classroom rules, and other expectations.
- Displays may be attached to any bulletin board.
- When attaching displays to the walls secure with painter's tape, white sticky tack, or Command 3M products that guarantee "no damage" to a wall or cupboard upon removal.
- All shelving must have a wooden, metal, or plastic back.
- All shelving that is more than five feet high or used as wall mounted shelf must have the administration's approval before it can be put into the classroom.
- All entryways must be free and clear for all students or adults to be able to enter and exit safely.
- Wheelchairs need a 44-inch clearance in the doorways.
- Train students to be responsible for general cleanup and putting their desks back in order at the end of the day.
- At the end of the day nothing should be left on top of desks, except the student's chair
- All floor spaces need to be free of trash, pencils, books, etc. during class and at the end of the day.
- Be certain all lights and equipment are off and the doors are locked when you leave the facility.
- Janitors will not clean the boards if anything is left on the boards.
- Report any damage or need for repairs to the office by using the school maintenance form.

### Classroom Discipline and Management

- Teachers and staff are expected to responsibly interact with students who may be violating the discipline policy as stated in the Student Handbook.
- Consistency and relationship building are keys to student management.
- Staff are expected to hold students accountable for the school rules both in the classroom and throughout the school.
- All staff in the building shall follow the Student Handbook in disciplining misconduct in the same way.
- Teachers and staff are expected to utilize non-confrontational approaches with students, whenever possible.
- De-escalating the situation is essential for the dignity of the student and the adult.
- At no time, should an adult ever need to raise their voice in anger at a student; if done, you have lost the interaction.
- The vast majority of discipline situations can and should be handled by the classroom teacher within the classroom and, when needed, with consultation with parents.

- In situations where a student's discipline problems persist or go beyond what a classroom teacher can handle, utilize the principal for support while staying in touch with the parent.
- When the discipline falls into the category of more than a verbal reprimand, document in writing the action of the student, discipline given, who was involved, and give a copy of documentation to the principal.
- If a student's behavior is so disruptive that the teacher needs the assistance of the principal, the teacher/staff member needs to call the office for assistance.
- Should the student's disruptive behavior be in need for other students to move to another teacher's classroom, move the students to the other classroom, and stay with the disruptive student until help arrives.
- When the incident is over, document in writing the action of student, discipline given, who was involved, and give copy of documentation to the principal.
- It is the responsibility of the administration to designate final consequences for offenses as stated in the Administrative Plan, but everyone must play a role in bringing these infractions to the attention of the administration through the documented referral process.
- **Refer to Discipline—Students from Student Handbook**

### Classroom Interruptions

- Class interruptions are to be kept at a minimum.
- Students should be sent to another classroom during the last ten (10) minutes of the period (sending teacher needs to call ahead to make arrangements first before sending the student) unless they have a signed pass directing otherwise from the classroom teacher whose class will be interrupted.
- The PA system will be used by administration when needed.

### Communicable Diseases, Blood-borne Pathogens, and Infectious Control Procedures

- In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from the school, the district will inform the appropriate staff member(s) to protect against the risk of exposure.
- The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties.
- All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the Richland County Health Department.
- Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

### Communication with Colleagues

- Our professional environment will provide opportunities for expressing viewpoint and opinions in appropriate places and appropriate times.
- As a team we will listen to and respect the rights of our staff to express such views.
- In spite of our different grade levels philosophies, instructional methods, job roles, and personalities, we will work together as a team.

### Communication with Parents

- Teachers are expected to be in contact with all parents, particularly those with struggling students.
- Progress reports and report cards are not sufficient for a student who is behind or performing poorly.
- Messages and emails from parents must be returned within a 48-hour window.
- Each teacher will be assigned a month to provide information about happenings and learning in your



classroom for the district newsletter.

- Teachers may send classroom newsletter as well.

### **Computer Lab, Computers, Chrome Books, iPads and Other Technology-Staff Use, Student Use**

#### Staff Use:

- All faculty members will have access to a computer and other technology devices.
- District owned laptops are allowed to be used at home to fulfill your contractual work obligations.
- If district owned electronic equipment is returned in need of repair beyond the capabilities of the technology coordinator, the staff member will be charged for repairs and/or replacement.
- Wireless inter-net and a server are accessible in all areas of our school for staff and student.
- Our tech person will assist with all technology needs; therefore, you will need to complete a technology request for needs or repair.

#### Student Use of Electronic Devices and Lab

- Students will be assigned a chrome book from the technology department.
- Students will be responsible for any damage to their device.
- Students may print material necessary for class use.
- Personal printing that is meets school regulations will be charged a fee.
- The administrative assistant is in charge of scheduling the computer lab usage.
- The librarian is in charge of scheduling using library computers.
- Teachers cannot send students to the computer lab or library without adult supervision.

### **Conferences-Parent/Teacher/Student**

- Planned conferences between parents and teachers are essential to the district's efforts to further understanding and close cooperation between the home and school.
- Parent-Teacher conferences are scheduled each fall and spring.
- The student is welcome to attend and be a participant in these conferences.
- Conferences will be scheduled for all staff, and staff members must be in attendance.
- Extra conferences may be scheduled and arranged at any time as needed and at the convenience of the teacher, parent, student, and/or administrator, if necessary.
- Teachers are to use meaningful student data and reports of academic and social progress.

### **Confidentiality of Students, Records, and School Matters**

- As employees we are legally required to maintain student confidentiality.
- As employees, we are morally obligated and district policy mandated to maintain appropriate confidentiality regarding school matters.
- Confidential information and records for student and personnel must be placed in a secure, locked place.
- Materials with students or personnel names must be out of sight and reach of the public, students, and personnel who do not need to know.
- If instructors have any questions, especially in the area of special education, you are expected to visit with the administration and/or special education coordinator/instructors.

### **Contests for Students**

- The district cooperates with individual, community organizations, and agencies desiring to sponsor contests for students when such activities can be integrated into the school program without



disruption or loss of instructional time and without imposing an unreasonable added work load on staff.

- Teachers opting to participate in such activities are responsible for the preparation and circulation of all information materials and for other administrative work required in the grading, judging, or evaluation of the participant's work.

### Contracts and Compensation

- Contracts for certified and classified staff members will be initiated for all employees when hired.
- Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements.
- It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the district and negotiated agreements.

### Copyright

- A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff.
- Infringement on copyrighted material is a serious offense against federal law, a violation of board policy, and contrary to ethical standards required of staff and students.
- All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law.
- Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

### Corporal Punishment

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

### Credit Cards and PCards

- All staff must have permission to use the school Credit Card and PCards from administration or school clerk.
- All credit cards and PCards must be checked out from the office and returned with all receipts to the district clerk.
- Remember if we do not receive a receipt there will be no payment from the school district.

### Criminal Records Checks/Fingerprinting

- Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.
- Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

- The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a fingerprint criminal background investigation:
  - ✓ a certified teacher seeking full- or part-time employment within the district;
  - ✓ an educational support personnel employee seeking full- or part-time employment within the district;
  - ✓ an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
  - ✓ a volunteer assigned within the district who has REGULAR unsupervised access to students.
  - ✓ substitute teachers
- **Refer to Policies 5122 and 5122F**

### Custodial/Maintenance Request

If you have a need for custodial services (set-up/take down of an activity, something that needs to be fixed or replaced, etc.), please contact the administrative assistant for a form to custodial/maintenance request.

- Process:
  - 1) Fill out a custodial/Maintenance service request from the office.
  - 2) The administrative assistant will give the request to the superintendent for review and signature.
  - 3) The request will be given to the custodian/maintenance staff by the superintendent.
  - 4) Upon completion of the project, the custodian/maintenance staff will sign and give the service request to the administrative assistant to inform you the job is completed and file the request.

### Curriculum

- Teachers are required to follow the district’s curriculum and State Standards of Montana.
- Curriculum guides are available on the server for all courses taught in the district.
- These guides reflect a consistent and coherent structure for the education of district students.
- The curriculum established for the courses and grade levels of this district provide the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.
- Deviations from established curriculum, textbooks, and instructional materials are not permitted without the approval of the principal.
- Questions are to be directed to the principal.
- Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.
- Curriculum, instruction, and assessment will be monitored for all students.
- Assessments will include classroom- “of and for learning”, MAPS, Fast Bridge, SBAC, Science, and ACT.
- Data driven decision making will be used by Savage Public School to move any child to another academic or grade level, or to consider retention under the guidance of administration and the school psychologist if applicable.

### Detentions

- Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student’s transportation home.
- Teachers are to supervise their own after-school detentions with students who may require it.
- Oftentimes, the best resolution to student misbehavior is to establish and nurture relationships with students during an afterschool session.

- If a student cuts a teacher-assigned detention, a formal write-up to the principal should occur.
- Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.
- Students who are detained after school are not to be left unsupervised during their detention at any time.

### Digital Recordings from Your Classroom

- While the student handbook will indicate recording devices may not be used in classrooms, without authorization by the teacher; the courts have ruled that teacher should expect public dissemination of classroom communications and activities, such as instruction on Google.
- In other words, if inappropriate behavior on the part of a teacher is captured, regardless of whether the act of recording violated a school rule, the material is still usable against the teacher in a disciplinary action!
- Reminder: Parental/Guardian permission must be on obtained and on file to record or photograph student(s).

### Direct Deposit

- Employee paychecks will be directly deposited in one banking account, designated by the employee.
- Any other deductions will be only those that are required by law.

### Disciplinary Action/Dismissal of Employees

- The Savage School Board possesses the ability to hire or terminate employees.
- Termination as a result of reduction in force or disciplinary action will occur according to district policy.
- When disciplinary action is necessary in accordance to district policy the Superintendent shall take appropriate action, which may include immediate suspension or recommendation for termination.
- Disciplinary action will commence against any employee for the following or other pertinent causes:
  1. Immoral conduct
  2. Improper conduct with student or other employees
  3. Profanity
  4. Physical or mental condition rendering the employee unfit to associate with students
  5. Sex offenses
  6. Dishonesty and/or false statements
  7. Theft
  8. Unauthorized taking or personal use of school property
  9. Violations or refusal to obey Montana Law, Administrative Regulation of Montana, and School Board Policy.
  10. Incompetence
  11. Unwarranted or unnecessarily frequent absences
  12. Chronic tardiness
- **Reference Policy 5255**

### Discipline of Students

- The vast majority of discipline situations can and should be handled by the classroom teacher within the classroom and, when needed, with consultation with parents.

- In situations where a student's discipline problems persist or go beyond what a classroom teacher can handle, utilize the principal for support, all the while communicating and informing the parent.
- When the discipline falls into the category of more than a verbal reprimand, document in writing the action of student, discipline given, who was involved, and give a copy of documentation to the principal.
- Staff are expected to hold students accountable for the school rules both in the classroom and throughout the school.
- If a student's behavior is so disruptive that the teacher needs the assistance of the principal, the teacher/staff member needs to call the office for assistance.
- Should the student's disruptive behavior be in need for other students to move to another classroom, move the students to the other classroom with an adult supervisor, and stay with the disruptive student until help arrives.
- When the incident is over, document in writing the action of student, discipline given, who was involved, and give copy of documentation to the principal.
- **Refer to Student Handbook for the Full Discipline Process**

### Dismissal of Classes and Students Leaving Classes Early

- Teachers and paraprofessionals will not dismiss students from class prior to the bell sounding.
- This practice creates a major liability for the school *and the teacher* and constitutes leaving students in an unsupervised area.
- Students who leave without teacher permission will be written up by teacher and teacher informs the principal.
- Teachers and paraprofessionals are to dismiss classes on time.
- Detaining the entire class after dismissal time is discouraged.
- Whenever individual students are detained after class, the teacher or paraprofessional will provide the student with a pass for their next class.

### Dress and Grooming

- All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.
- Teaching as a professional, demands setting a good example for students in every possible way.
- As adults and professionals, staff members are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.
- Staff is expected to dress in a professional manner, as we model appropriateness for our students.
- We would urge the minimum of "business casual" as a guide and follow the students' dress code.
- Thursdays or the last day of the week staff is welcome to wear jeans at your personal discretion.

### Drug-Free Workplace

- No staff member engaged in work in connection with a direct federal grant or contract shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.
- "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant or contract.
- That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school

property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

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

#### **Duties: Professional Responsibilities Including Lunch and Recess Supervision**

- Teachers, paraeducators, classified staff and students should understand that the teachers' and paraeducators' authority and responsibility is not confined to the classroom, but is to be exercised whenever and wherever it is needed.
- Teachers, paraeducators, and classified staff are responsible for carrying out the duties required of the district, Montana Licensure Board, and the contractual language of the master contract, classified contract, or duties assigned by administration. All staff deserve the same respect as a regular classroom teacher.
- All paraeducators must be highly qualified and carry out the duties, tasks, and trainings required by the district.
- The primary responsibility of a paraeducator is to be the conduit of the classroom teacher and assist with student accommodations IEP's, 504's, behavioral plans, and additional duties assigned by administration.
- Paraeducator tasks consist of assisting and supporting teachers with front loading (preventative skill building) or reinforcing academic and social skills.
- Paraeducators assist the special education teacher with assigned tasks from the special education department.
- K-6 teachers and assigned staff will be responsible for the supervision and coverage of the lunch, recess time, and end of day dismissal.
- 7-12 teachers and assigned staff will be responsible for the supervision and coverage of lunch, hall, recess time, and end of day dismissal as defined on the duty schedule.
- All teachers and assigned staff will keep charge of their students or classes until released to the teacher or staff member of record.
- All teachers and staff will see to it that their students follow rules and regulations in the lunchroom, hallways, and recess.
- Food cannot be taken out of the lunchroom without administrative permission.
- During all recess and lunch times teachers and assigned staff will provide supervision through being in separate strategic locations among the students.
- Duty monitors should be able to see from a distance another monitor to signal for help when necessary.

#### **Elementary Holiday Program**

- Elementary teachers, including specialists are required to supervise their students during practices and performances.
- The music teacher will work in conjunction with the elementary teachers to ensure that solid practices have occurred, so students are prepared for their performances.

#### **Email and Mailbox Procedures**

- Send email messages to only people who need to receive them.

- Email should not replace face-to-face communication when that method is more appropriate.
- Criticisms and complaints should be handled face-to-face, whenever possible, and should NOT be sent out to all staff, inappropriate groups, and those who do not need to know.
- Remember that you should only put into print what you are comfortable with in the event that your emails are made public, like through a court order or subpoena.
- Emails about students can be considered part of their cumulative file, so be careful what you write, as parents can request them as part of a FERPA request.
- All staff members must check their email and mailboxes upon arrival, before lunch, after lunch, and at the end of the day.
- Morning duty personnel check email immediately when duty is over.
- All personal email on school computers and email that refers to school matters inclusive of confidentiality are school property.
- Personal email may be checked on your breaks and/or before or after school.

### Emergencies: Safety Drills and Simulations

- All staff need to be aware of protocols developed for evacuation exercises and safety procedures.
- A red card with safety protocols will be given to each staff member to be worn at all times.
- A flip chart safety book should be in your classroom
- Upon the sounding of the fire alarm or intercom teachers are required to:
  - Direct all students to orderly exit the building or follow the given intercom directions using the posted evacuation route or commands
  - Close windows and doors.
  - Take grade, attendance book, laptop, and emergency backpacks.
  - Escort class to the football field according to the emergency exit guidelines, or other locations as commanded, take roll. Report missing students to the office on the Google Doc Form.
  - Upon the all-clear signal or command escort students directly back to class.
- Training will be a part of substitute and new teacher training day and reviewed as part of our first PIR day schedules, as will routine drills.

### Evaluations

- Work performance will be evaluation for all classified staff at least once a year by the school administration.
- Certified staff evaluations will take place by the Administration and follow the Collective Bargaining Agreement.
- Teachers must be given at least a 24-hour notice of when the formal evaluation will take place.
- Teachers will be responsible for attending any appointment to go over formal observations with the administrator as time set with the administration.
- Administration reserves on-going periodic visits to classrooms or work areas to fulfill administrative duties.
- Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated.
- **Refer to Policy 5222.**

**Facilities Use**

- To use school facilities, complete the necessary district policy form available from the administrative assistant or school clerk.
- When using the building for extracurricular or cocurricular events arrange with the activities’ director. Who reports to the principal and the principal reports to the superintendent.
- The school may not be used to promote private or commercial interest, nor may the school be used for the direct sales promotion of individual competitive goods or services for personal financial gains.
- If as a staff member, you encounter difficulties due to usage of facilities, please alert the administration prior to initiating contact with the group.

**Field Trips**

We encourage the use of field trips, as leaving the classroom can have a huge impact on student learning; therefore, the excursion shall be developed on the basis of educational enrichment aligned to district curriculum.

- Avoid having all educationally aligned field trips at the end of the year.
- One end of the year celebration field trip is allowed.
- Field trips and other student excursions involving travel, must be authorized by the Administration before arrangements, reservations, etc. are made or student’s parents are informed.
- Once, administration has authorized the trip, then fill out the Travel Request Form two weeks before the event to allow proper planning for bus drivers, documentation, etc.
- The form has the following components that are needed for approval:
  - Obtain written parental permission for student participation, which must be turned into the office before final approval is given for the field trip or travel.
  - An itinerary for the activity is necessary.
  - Have in possession signed copies of the parental release form found in the student handbook.
- ✚ ONLY, administration, reserves the right to disallow students on a field trip.

**Grading Policies**

**Grades 4-12 teachers will use the following Grading System:**

A=4 Points		B=3 Points		C=2 Points		D=1 Point		F=0 Points	I= Incomplete.
Superior	100-97% A+	Above Average	89-87% B+	Average	79-77% C+	Below Average	69-67% D+	Failing	Course needs to be completed before a grade will be assigned.
Excellent	96-93% A	Above Average	86-83% B	Average	76-93% C	Below Average	66-63% D		
Excellent	92-90% A-	Above Average	82-80% B-	Average	72-70% C-	Below Average	62-60% D-		

**Grades PreK-3 teachers will use the following Grading System:**

PreK	Kinder	First	Second	Third
4= I can do this by myself almost all of the time.	4= Consistent	4= Consistent	4= Consistent	4= Consistent
3= I can do this most of the time with little help.	3= Most of the time.	3= Most of the time.	3= Most of the time.	3= Most of the time.
2= I can do this some of the time with help.	2= Sometimes	2= Sometimes	2= Sometimes	2= Sometimes
4= I do not understand this yet.	4= Rarely	4= Rarely	4= Rarely	4= Rarely

- Grades Grade 4-12 teachers are expected to use our PowerSchool system and keep a hard copy (printout) of all grades.
- PreK-3 teachers use a grade book or PowerSchool with the above grading chart.
- All teachers are required to keep **accurate up-to-date** grade books for all classes to include—attendance, tardiness, assignments, tests and make up work.
- Weekly failing grades for K-12<sup>th</sup> grade students follow the following reference: *(See Table of Contents Section- Academic Expectations for Students at Risk of Failing)*.
- PreK-3 teachers are required to turn in all grades/report cards to the administrative assistant by the date indicated on the school calendar.
- Grade 4-12 teachers inform the administrative assistant as to when grades are final by the date indicated on the school calendar.
- The highest possible level of student achievement is a common goal of students, parents, and the district.
- As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communication with parents is essential.
- Teachers should use a variety of communication devices to keep parents well informed of student progress.
- Teachers are to make it clear to students and the parents their grading process of how grades are accumulated to reach the scale as shown in the chart above.
- Grading policies may not change during the course of the year without prior approval of the administration.
- Should teachers need help with PowerSchool or the grading process see the administration immediately.
- Grades are calculated quarterly and each semester.
- Keep all grade books and grades confidential and secured.
- Grade books or a copy of PowerSchool grades are to be turned in at the end of the school year at teacher checkout.



### Grades – Incompletes & Changes

- A grade of incomplete should only be given to students with extreme medical, family or personal trauma.
- If you are unsure of whether the student may meet the criteria, ask administration.
- All incompletes will be considered complete after a period of two weeks, unless cleared in advance by an administrator.
- Any grade change after grades have been stored must be signed off by the principal.

### Hallway Supervision

- It is our collective responsibility to monitor the halls to ensure appropriate behavior.
- Instructional staff members PreK-12 are expected to be monitoring the hallways during every transition and to greet incoming students at the classroom door.
- It is expected that all staff will address issues of appropriate behavior in the hallways. If you ignore it – you condone it.
- A duty sheet with lunch recess and hall assignments will be given to 7-12<sup>th</sup> grade teachers at the beginning of the school year.
- Hall and lunch duty assignments for 7-12 grade teachers must be adhered to.
- **Since teachers cannot supervise their classrooms and spaces outside their walls, students will not be permitted to work in the hallways, unless there is another adult available to directly supervise them.**

### Handbooks, Master Contracts, and District Policies

- It is the responsibility of each staff member to familiarize and follow the contents of the Staff Handbook, Student Handbook, and all School Board Policies.
- Handbooks have been given to the employees and are available online. Board Policies are the website.
- It is the responsibility of all staff to know and enforce the Student Handbook.
- When board policies are adopted or updated they will be noticed on the board agendas, then updated online.
- Teachers are responsible to familiarize themselves with the Master Contract.
- The Master Agreement is available from the respective association.

### Harassment/Bullying/Intimidation

- The Board will strive to provide a positive and productive working environment.
- Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated.
- This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”). **Refer to Policy 5015.**
- The District encourages staff support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools.
- Students and staff will discuss their questions or concerns about the expectations in this area with the District Clerk, who serves as the District Title IX coordinator.
- For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:
  1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person to the District's education program or

activity or; "District" includes District facilities, District premises equal access, 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. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 2291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).
- All staff are expected to treat each other and students with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.
  - A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense.
  - Supportive measures are available to parties involved in Title IX investigations.
  - The District will notify all parties involved in sexual harassment allegations.
  - To the greatest extent possible, complaints will be treated as confidential.
  - Limited disclosure may be necessary to complete a thorough investigation.
  - A complaint alleging sexual harassment or sexual discrimination by a staff member will result in an investigation in accordance with Policy 3225 and 3225P or Policy 5012 and 5012P.
  - A student will not be required to present a complaint to a person who is the subject of the complaint.
  - If the resolution of the complaint is not satisfactory, decision may appeal in accordance with Policy 3225P or 5012P.
  - There will be no retaliation by the district against any person who, in good faith, reports harassment.
  - **For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F or Policy 5012, 5012P, 5012F.**

## Homework

- **Teachers may give homework to students to aid in the student's educational development.**
- 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 the students in a timely manner.
- Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes or punishment.
- Homework assignments should be clear and specific so that the student can complete the assignment independently.
- Homework should not require the use of research or reference materials not readily available in most home or school libraries; and special plans are to be made by the teachers for availability of school materials.
- Consideration is to be given to health factors, the needs of individuals, and the time demands of other worthwhile activities.
- Homework should involve the use of educational processes with which the child is familiar.
- Assignments should not require extensive copy work unless handwriting is the goal.
- There should be sufficient preparation for each assignment so that its requirements are clearly understood by all pupils.

- Long-range assignments may be appropriate for mature, older students, with definite and deliberate checks made at stated intervals of the assignment.
- Every assignment given to the students is to be checked and discussed by the teacher with the individual or group.

### IEP, 504, and Title I Implementation

- Teachers, paraeducators, and classified staff who have been given an identified directive pertaining to student services, have a legal requirement to implement the accommodations from these identified plans, as developed by the team.
- Failure to do so makes the school out of compliance with federal law, and will result in disciplinary action.
- If you cannot, for some reason, implement stated accommodations (or if you need help doing so), please contact the applicable special education teacher or superintendent.

### Inventory of Textbooks and Materials

- Teachers and paraprofessionals are to prepare and maintain an accurate computerized inventory of items in their classroom for insurance purposes.
- The inventory process begins when supplies are being handed out at the beginning of the school year.
- Inventory continues when new items are received or removed from the inventory list.
- The final inventory information in the form of a printout is due at the end of the school year upon checkout.
- All books and materials are to properly stamped and inventoried.
- All other classified staff are to prepare and maintain an inventory of supplies and tools for insurance purposes.
- Parents are to be notified immediately if student materials or books are not returned or are damaged so the parent can arrange reimbursement to the district.
- Make periodic checks of condition of books and materials, during the year.
- A purchase order/or list of all materials and textbooks that are needed to instruct a classroom for the next school year must be submitted to the Main Office no later than the first Monday of May, of each school year.
- Use on-line catalogs or hard copy catalogs, which are stored in the Faculty Room (please return).
- Purchasing is done through the school clerk.
- The purchase orders or directions of ordering are available from the school clerk.
- All information such as company, address, model number, price, etc. should be obtained on the list or order form.
- When the information is not completed sufficiently, the purchase order will be returned for correction. All orders must have administrative approval.

### Keys and FOBS

- All staff members will be able to check out keys and FOBS to the buildings and classrooms as needed.
- The keys and FOBS are available through the District Clerk and must be checked out appropriately.
- Our district has keyless entries on our exterior doors.
- The FOBS are to be treated like a key.
- You must not release your FOB to any other person including: staff, family, friends, and or students.
- All staff members are expected to follow these key-control procedures:
  - Duplication of keys/FOBS are prohibited.

- Keys/FOBS are not to be left unattended.
- Keys/FOBS are not to be loaned to students or individuals not employed by the district.
- Lost keys/FOBS are to be reported to the Superintendent within twenty-four (24) hours of discovery of the loss so measures may be taken to protect district property.
- Three days will be allowed for finding the keys/FOBS before any charges are assessed.
- Charges for lost keys/FOBS will be assessed to the staff member to whom the keys were issued.
- Keys may be retained during the summer as needed and must be signed for by the district clerk.

### Leaving the Building During the Day

- Staff must sign out at the office when leaving the building for professional or personal reasons during the school day and fill out appropriate paper work.
- Leaving during the day should be done minimally, as prep time allotted to staff is for professional preparation and is not “free” time.

### Lesson Plans

- Lesson plans for each subject taught may be turned in early, but must be turned in to the principal; by the end of school day the Friday before the following week of classes.
- Lesson plans do not need to be terribly lengthy, unless you need that for yourself, yet they shall be understandable enough that a substitute could come in to your classroom and pick up your plans and teach for you in case of emergency.
- A lesson plan book or electronic format may be used for planning. Prepare weekly lesson plans based on planned units and time constraints.
- Lesson plans shall reflect alignment to our curriculum of the Montana Common Core Standards.
- Lesson plans shall contain at least one overall objective or critical concept for each lesson.
- Lesson plans shall also demonstrate the process that will be used to teach and evaluate mastery of that objective.
- Lesson plans should be easily accessible in the classroom at all times during the teaching day.
- Lesson plans will be evaluated weekly, unless other directions are given by the principal.

### Library/Media Center

- Use of the library and its’ computer by classes is encouraged.
- Individual students may use the facilities at the discretion of the librarian/media specialist on a space available basis.
- Students you wish to leave classrooms to use the library must procure a pass from their teacher in advance.
- The teacher must check that the librarian is available to help and supervise the student or make arrangements with another adult to supervise.
- No student may be left unsupervised.

### Local News Media

- Any and all articles involving the school district are to be cleared and approved by the building administrator before they are given to the media.
- Teachers are asked to actively promote their programs and school through the media.

### Locked Classrooms

- Classrooms must be locked when not in use.
- Do not allow students to enter an adjacent room (or unlock the room directly) unless you are taking

responsibility for supervision of that room.

- If a teacher hasn't reported to the assigned room and students are congregating in the hallway outside, please contact the office immediately, supervise the students until someone from the office arrives to provide supervision.

### Main Office and Teacher's Workroom/Lounge

#### **Main Office**

- The main office is not a place for socializing, spending prep time, or eating your lunch, while visiting with office personnel.
- The main office is not a drop place or storage for teachers' materials.
- The main office is off limits except for educational communication during appropriate times.
- Office staff will have a 24 *school-hour* turn around for any administrative assistant requests.
- The workspaces, storage cupboards, and office copier of the office is off limits unless given permission by office staff.
- General supplies, tech and maintenance requests must go through the administrative assistant and then the district clerk, who will inform the superintendent.

#### **Teachers' Workroom/Lounge**

- All teachers are responsible for keeping the work and eating area, refrigerator, microwave, and work supplies clean and in an orderly fashion on a daily and weekly basis.
- These duties will be shared among all staff members and posted in a monthly schedule that all staff will sign up for at the beginning of the school year.
- The schedule will be posted.
- All items will be removed from the refrigerator on the last day of each week and the assigned team will wipe out microwave, refrigerator, and wipe off all tables and counter tops.
- Work areas are to be organized and made ready for the next week by the assigned team.
- The teachers' lounge is off-limits to all students, except student aides.
- Be careful in regard to use of language.
- Remember student confidentiality is a part of FERPA regulations.
- Be careful who is privileged to conversations, as all school time is considered under public record and is subject to legal requirements of confidentiality.

### Make-Up Work

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

### Medications: Administrating, Sick or Injured Students

- Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must present a written request to the administer medication, signed by the parent and/or doctor.
- All medications are to be kept in locked storage in the office unless the student must carry medication as indicated by a doctor's order during the school day.
- Teachers and paraprofessionals are expected to assist students in remembering when medications are to be administered.
- If the student refuses to take the medication, teachers are expected to notify the parents.
- Attempts to contact parents must be documented as to date and time.
- If staff encounters a sick or injured student, that student needs to be accompanied to the office or the teacher calls the office for assistance before sending the student.
- In the event of an emergency, call 911 first, then the parent.
- **Refer to Policy 3416.**

### Meetings

- Staff meetings are a professional obligation and are scheduled for the purpose of organization, 504, IEP, Title I purposes, and communication of business that typically cannot be handled through staff bulletins, email, or departmental or committee structure.
- All staff are expected to attend staff meetings on time and stay until the meeting is completed, unless prior permission to leave has been granted by administration.
- Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the superintendent.
- Attendance of staff members at recognized collective bargaining unit meetings is left to the discretion of the employee.

### New Employees

- Every teacher under contract must bring their current, valid certificate to the district clerk's office at the time of initial employment, as well as at the time of each renewal of certification.
- The district clerk's office will file a copy all certificates, noting class and endorsement of certificates, and will update permanent records as necessary.
- The district clerk's office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.
- The district clerk's office also will retain a copy of all contracts for all employees.
- **Refer to Policy 5120.**

### Notification of Rights under FERPA for Elementary and Secondary Schools

- The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.
- These rights are:
  - (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- Parents or eligible students should submit to the School Superintendent a written request that identifies the record(s) they wish to inspect.

- The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

- Parents or eligible students may ask the school to amend a record that they believe is inaccurate.
- They should write the School Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate.
- If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
- A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

#### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

- PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.
- These include the right to:
  - *Consent* before students is required to submit to a survey that concerns one or more of the following protected areas (protected information survey”) if the survey is funded in whole or in part by a program of the U.S.
- Department of Education (ED)—
  1. Political affiliations or beliefs of student’s parent;



2. Mental or Psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social. Self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileges relationships, such as with lawyers, doctors, or ministers;
  7. Religious practice, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - These rights transfer to from the parents to a student who is 18 years old or emancipation minor under State law.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920

### Open House and Professional Responsibilities

- It is a professional obligation to attend school open house.
- Teachers should be prepared to discuss the scope and sequence of their content, classroom rules, and grading policies.
- No individual student conferences should take place at that time.
- Set up another time to meet with parents.

### Parking

- Staff are encouraged to park in the staff lot behind the commons, diagonal parking spaces in front of the industrial arts building, or perpendicular to the sidewalk at the side of the bus barn.
- Parking that is marked for guests, visitors, handicap accessibility, or for persons doing a business transaction is perpendicular in front of the office entrance and not passed past the office door.

### Participation in Political Activities

- Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.
- Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others.
- The above discussion and persuasion, however, **may not be carried on during the performance of district duties.**



- On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.
- **Refer to Policy 5224.**

### Personnel Records

- The District maintains a complete confidential and permanent personnel record for every current and former employee.
- The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision.
- Employees will be given a copy of their personnel record upon request.
- An official personnel file is established for each person employed by the district. Records containing medical information will be kept in a separate file from personnel records.
- The District may release public information regarding the professional qualifications, degrees, and experience of teachers and the qualifications of paraprofessionals to parents upon request.
- Access to other information is governed by Policy 4340.
- A personnel file may contain but is not limited to transcripts from colleges or universities, information allowed by statute, a record of previous employment (other than college placement papers for periods beyond active candidacy for a position), evaluations, copies of contracts, and copies of letters of recommendation requested by an employee.
- All material in the personnel file must be related to the employee's work, position, salary, or employment status in the District.
- All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.
- **Refer to Policy 5231 & 5231P.**

### Physical Restraint of a Student

- Legally, only MANDT trained staff may physically restrain a student, unless there are exigent circumstances.

### Privacy and FERPA Pertaining to Students

- Following Federal legislation pertaining to student records, it is essential for all identifying information be kept strictly private between school staff.
- There are different levels of information, there are different "clearance" levels: teachers will have all information necessary for the delivery of instruction to students, including, but not limited to, accommodations and specific disabilities.
- If you feel that there is information that you need to know, please discuss this with the special education, 504, Title I teacher, (not the paraeducator, unless directed by the special education teacher).
- The superintendent is available for assistance.
- It is essential that student information, including assignment grades and relative progress (or lack thereof) be shared outside of school with only the student or their parents.
- Discussing individual students in public places (i.e. the gas station) is absolutely not appropriate and could have legal ramifications.

- Discussing individual students with others that do not have a right to know is unacceptable and could have legal ramifications.

### Public Relations

- Treat all parents and community members with respect, regardless of personal differences.
- If you have any questions or problems, communicate them to administration.
- How you treat the public has a direct impact on the public's support of this school.
- However, that does not mean that you have to stand for disrespectful treatment from the public.
- If such a case develops, calmly end the discussion and refer it to administration for a third-party intervention.
- Report such incidents to administration.
- It is essential that we provide the community with information about the great things our students and staff are doing, through local press, newsletters, social media that is approved by the school, etc.
- Pre-written press releases must be cleared by school administration.

### Purchase Orders/Reimbursement

- All purchases made must have preapproval from the superintendent, with a completed purchase order.
- Purchases will be authorized as covered only with an approved purchase order signed by the superintendent or principal.
- Purchase orders are available from the school clerk and superintendent.
- All purchases for reimbursement or payment must have a receipt and turned into the business office within 7 days.

### Recess and Lunch Duty and Supervision

- Prior to the first official recess or lunch supervision for the year, staff members will meet to formulate general recess and lunch supervision rules, which will include the rules from the Student Handbook pertaining to these supervision duties.
- The elementary teachers will arrange a recess duty schedule and grades 7-12 staff members will arrange a lunch and recess supervision schedule.
- The rules and schedules will be given to the principal for approval.
- Recess duty will be shared among the elementary staff.
- Grades 7-12 staff members will share lunch and recess supervision.

### Registered Sex Offenders

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

### Release of General Staff Information

- A staff member's address and personal phone number will not be released by the district.
- Such information may be disclosed if a staff member authorizes the district to do so.
- The district may disclose information about a former employee's job performance to a prospective employer, under the following conditions:
  1. Disclosure of information is upon the request of the prospective employer; or
  2. Disclosure of information is upon the request of the former staff member;
  3. The information is related to job performance;
  4. The disclosure is presumed to be in good faith.

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

### Research/Copyrights and Patents

- Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the administration.
- Privacy rights of students or other individuals involved in such research projects must be maintained.
- Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money, and facilities, as part of the employee's job responsibilities, remain the property of the district.
- In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership.
- The employee may petition the district for assignment of copyright or patent rights.
- Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

### Resignation of Staff

- Resignations must be in writing and transmitted to the Superintendent.
- Requests for resignations shall be presented to the board at the regular or a special board meeting.
- Certified staff that are planning to retire refer to the Collective Bargaining Agreement.

### Retention Procedure of Students

- Teachers must follow the following steps for student retention:
- 1<sup>st</sup> Monday of March: Teacher holds meeting with the principal to carefully consider any student(s) who might benefit from retention with the necessary data to validate the concern, including all communication documentation that had been communicated to the parents.
- 3<sup>rd</sup> Monday of March or at the Spring Parent/Teacher Conference.: Teacher notifies parent and explains retention procedure and why child is being considered.
- 1<sup>st</sup> Monday of April: Teacher, Parent, Support Personnel, Guidance Counselor and Principal make team decision using all pertinent data of progress.
- 1<sup>st</sup> Monday of May: Another team meeting is held before determining final school recommendation.
- June: Parents who disagree with retention can appeal to the Superintendent.
- A letter will be sent to any parent who refuses to come to conference or to talk with staff informing them of their rights to appeal.
- Should the appeal not occur within the time frame of Due Process, the retention will move forward for the next school year.
- Teachers will need to complete a follow-up evaluation form with the principal before the regular scheduled Parent Teacher Conferences of any student in their classroom that has been retained.

### Safety Committee

- A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.
- The building safety committee meets monthly and conducts workplace safety inspections.
- A yearly safety walk through with the Board of Trustees Building Committee members will be done to locate and identify safety and health hazards, and makes recommendations for corrections as needed.

- All significant safety-related incidents are investigated to help prevent similar events from reoccurring.
- All potential hazards are to be reported immediately to a safety committee member or to the office.

### Service Animals

- The Savage Public School District will permit the use of service animals by an individual with a disability according to state and federal regulations.
- State law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability.
- Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability.
- **Refer to Policy 8425 and 8425P.**

### Social Networking

- With many states passing legislation banning teachers from “friending” students on sites such as Facebook, it is strongly recommended that you do not partake in this practice.
- One alternative is to create a second, professional page where students will not have access to your friends and family members, like they would on your private page.

### Speakers and Other Guests

- All guests must sign in and out of the front office.
- Any speaker or guest must not be alone with students unless they have completed the fingerprinting process.
- **During a declared state of emergency, or an emergency situation no speakers are other guests are allowed unless authorized by administration and the speakers and guests follow all school health guidelines.**

### Special Interest Materials

- Supplementary materials from non-school sources require administration approval prior to their use in school.
- This includes educational films and all video rentals secured from or through commercial sources.

### Staff Conduct

- Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business.
- All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications.
- Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.
- In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee’s district duties.
- A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict.
- Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

- Employees of the District shall not injure or threaten to injure another person; damage another's property or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.
- Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy.
- Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner.
- Discretion should be employed even within the school system's own network of communication.
- Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.
- **Refer to Policy 5223.**

### Staff Development

- The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.
- Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees, and other such activities.
- All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment and current collective bargaining agreements.
- Requests require prior administrator approval.
- Leave Forms are available in the office.
- Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of district funds.
- The Collective Bargaining Agreement will be referenced.

### Staff/Parent/Guardian Relations

- The district encourages parents to be involved in their student's school experience.
- Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights.
- It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.
- A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.
- Non-custodial parents will not be granted visitation or telephone access to their student during the school day.
- Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.
- In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.
- Such information will be maintained on file in the office and provided to staff as appropriate.
- Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

### Staff and Student Relations

- Teachers are to be professional and maintain a professional rapport with students at all times.
- Treat students with respect and demand they treat you with respect.
- Be careful with sarcasm and humor with students, as interpretation is by the receiver.
- Remember that kids have lots of friends and the teacher is the professional adult with professional appropriate boundaries at all times.
- Kids need caring, ethical, sound teachers that model professionalism at all times.
- Be consistent in enforcing the rules, squelch all claims of favoritism and treat all students the same.
- Be aware of the taboos and the problems facing education today.

### Students at Risk

- At any time during the span of the year when a student begins failing, it is incumbent upon the teacher to seek out appropriate channels for assistance.
- The first and second steps are always speaking privately with the student, and establishing contact with the family.
- After those have been accomplished, the resource teacher will help the classroom teacher strategize at least two interventions for the teacher to implement.
- The intervention must stay in place for at least four to six weeks.
- These interventions can be simultaneously.
- It is appropriate for the teacher(s) to continue to seek input from the resource, 504, and special education teacher.
- Should the concern still remain it may be time for next steps under the direction of our principal/special education teacher.

### Student Conduct

- All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.
- In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established and identified in the Student Handbook.
- These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities.
- Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.
- All teachers and paraeducators are expected to review the student conduct rules contained in the Student Handbook with their students during the first week of the school year.
- Student conduct rules unique to individual classrooms may also be developed by teachers.
- All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline.
- Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

### Students Leaving Classes Early

- Teachers will not dismiss students from class prior to the bell sounding.
- This practice creates a major liability for the school and the teacher and constitutes leaving students in an unsupervised area.

- Students who leave without teacher permission will be written up and the student will be disciplined by the principal.

### Student Records

- Records are stored in the file room of the Main Office. Duties pertaining to records are listed below:
- Access is available for certified personnel whom are authorized for viewing files of students assigned to their classroom or program.
- Certified staff may view files in the designated office area when permission has been given from the building administrator or designee.
- Signatures of personnel viewing the file, dates, and purpose of file review are required.
- All certified staff is required to view files for all accommodations and information pertaining to their students within the first week of any new school year and when a new student is placed in the classroom or program or check with Mrs. Nelson, our resource teacher.
- All certified specialists ie. music, art, physical education, guidance, library media, and assigned personnel will be given verbal direction concerning students' accommodations, behavior plans, and recommendations from the 504, Title I and special education teacher.
- It is the certified staff member's responsibility to inform the Para-educator and substitute of any accommodation necessary for students on a need-to-know basis.

### Student Transportation in Private Vehicles

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

### Substitute Plans

- Each instructor is required to have an updated folder ready and accessible for a substitute teacher, which includes the following.
  - ✓ Up-to-date class and group lists plus names of one or two helpers for each class.
  - ✓ Lesson plans for each class for the week. If abbreviations are used, indicate code.
  - ✓ Special duties for the week.
  - ✓ Daily program with time allotments
  - ✓ Be sure all materials, resources, and manipulatives necessary for understanding the plans are accessible.
  - ✓ Names of pupils who have special duties, music lessons, special skills, activities, etc.
  - ✓ Name of a teacher to whom to turn for help.
  - ✓ Student emergency health conditions and medical needs - diabetes, severe allergies, etc.
  - ✓ Indicate if papers are to be corrected and if so, how?
  - ✓ Information for attendance, lunch count, class schedules, and other necessary classroom functions.
  - ✓ Seating chart
  - ✓ Discipline policy/procedure, instructions on how to take attendance, and instructions for emergency situations.
- In the event of a planned absence, sub plans must be made available.
- These plans must be educationally sound.
- To cover emergency and unplanned absences, emergency sub plans must be on file in the office.



### Supervision of Students

- While schools cannot guarantee the physical and emotional safety of students for every second of the day, it is imperative that we provide a certain level of “duty of care.” **This means, in part, that students under your charge must be supervised at all times.**
- At no time are you permitted to leave students unsupervised, even just for a few seconds.
- If a situation arises that forces you to leave your classroom, you must arrange for the teacher next door to help supervise.
- Having the door open between the two rooms is only the most basic step, and that the covering teacher will position his/herself in a manner to supervise all the students in both rooms.
- This, of course, will greatly reduce the ability of that teacher to continue teaching their room, and as a result, departures from classrooms should be only under extreme circumstances.
- If a neighboring teacher is unavailable, or does not exist, contact the office for coverage.
- Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

### Suspicion of Students Under the Influence

- If you suspect, at any time, that a student is under the influence of a drug or alcohol, you must contact the administration immediately.

### Teaching About Religion

- Religious education is the responsibility of the home and religious institutions.
- Public schools are obligated to maintain neutrality in all such matters.
- However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment.
- In such instances, teachers may provide information and opportunity for students to study the forms of various religions.
- Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.
- **Refer to Policy 2332.**

### Teamwork

- We operate as a team.
- No one is more or less important than anyone else.
- Teachers, support staff, administrators—we all share the same bottom-line objective, which is to provide the best educational environment and opportunities possible to our students within the limitations placed upon us by the community and our resources.

### Tobacco-Free Environment

- The District maintains tobacco and vape free buildings and grounds.
- Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, vapes, smokeless tobacco, nicotine and any other tobacco innovation.
- Use of tobacco or vape products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco or vape products or in connection with Native American cultural activities.
- For the purpose of this policy, “public school building or public school property” means:



- ✓ Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- ✓ Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.
- Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

### Transportation—School Vehicle Use

- Bus transportation and school vehicles are available through the Savage School for any school-related activities.
- The school has for school-activity use, two activity busses, a van, and a car.
- Fill out the travel request from the coach's handbook for all travel arrangements for extracurricular and cocurricular travel and give it to the activities' director; who is responsible for informing the office.
- A travel request form for all other transportation will need to be completed and submitted to the administration two weeks in advance of the trip.
- When using a school vehicle, a copy of your Driver's License will need to be on file in the school office prior to you being allowed to use a school vehicle.
- For emergency purposes, remember that for any activity where students are traveling to and/or from a school-sponsored event, the staff member/advisor/coach in charge must have in their possession a parental release for each student.
- It is your responsibility to plan ahead and secure copies of those forms, which are available in the school office.
- Carry the forms with you throughout course of the event.

### Use of Private Vehicles for District Business

- The use of private vehicles for district business is generally discouraged.
- Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.
- No staff members may use a private vehicle for district business without written permission from the administration. When a private vehicle is used for district business and the district car is available mileage will not be paid, yet fuel will be paid upon fuel receipts. Weather pending determines attendance for the district business.
- Students may not be transported in private vehicles unless the "Alternative Transportation Form" is used and is utilized as last resort with superintendent approval.

### Vacancies

- Announced vacancies for certified and classified positions are posted.
- During summer break, such notices will be made known to the Savage Education Association president.
- Voluntary or involuntary transfer of staff members may be authorized by the Superintendent.

### Video or Films

- Include videos or films in lesson plans.
- Only G or PG ratings will be shown.
- No PG 13 ratings are allowed, unless parent permission and administrative assistant is sought.
- All other videos will be of an educational programming. For example: From Prime Star, National Geographic, Discovery, etc.

- These should correspond with the curriculum subjects.

### Visitors

- Students are permitted to bring visitors to school provided they have prior approval of the classroom teacher and school administration.
- All visitors must check in at the school office to receive a visitor's badge before entering the rest of the building.
- Staff members are expected to report any unauthorized person on school property to the office immediately.
- **During a declared state of emergency, or an emergency situation no visitors are allowed.**

### Volunteers

- Volunteers must complete the Volunteer Letter of Understanding. (See pages at the end of Employee Handbook.)
- Volunteers must meet complete the Volunteer Agreement Form, Coach/Helper/Aide/Chaperone, which is policy 5721F.

### Work Day and Records

- Certified Staff begin their professional work day at 7:45 AM and end at 4:00 PM, unless otherwise stated in the Collective Bargaining Agreement.
- Classified Staff begin and end their work day as determined by need within the position held, using the time clock.
- Teachers and Classified Staff may leave the building and school grounds during the scheduled lunch period as necessary and when they are not on duty, as long as they check out at the office.
- Prep time is the required time for certified staff to stay on the school grounds unless permission has been granted by the administration.
- Permission to leave the grounds prior to contracted time is required.
- All staff are required to check out/in with the office to enable office staff to respond appropriately in the event of a message or emergency situation which may arise.
- All staff are expected to remain in the building until the conclusion of their professional and contractual obligations.
- No classified employee will be expected to work more than 40 hours per calendar week without being paid overtime.
- No overtime is to be worked or paid without prior written approval from the Superintendent.

Volunteer Form Letter of Understanding

**Volunteers**  
**VOLUNTEER LETTER OF UNDERSTANDING**

Volunteers are greatly appreciated, but volunteers like staff must comply with district policies and procedures to be able to continue volunteering in the district.

I understand that as a volunteer for the \_\_\_\_\_ School District, I must adhere to the following rules:

1. Volunteers should receive their instructions from District Employees. The classroom teacher is primarily responsible for ensuring compliance with applicable district policies. Building administration/designee are ultimately the site leaders;
2. Volunteers must follow Federal, State, and District Laws, Policies, Procedures, Rules, and Regulations;
3. Volunteers must follow confidentiality laws and procedures;
4. Volunteers must always be under the "direct" supervision of a teacher, coach, sponsor, advisor when volunteering with students. Any volunteer that has regular, unsupervised contact with students, as determined by the superintendent and with board approval must have a fingerprint background check before they are allowed to work with students.
5. Volunteers must never grade students' work or students' test. This may cause unnecessary bad public relations problems with other parents, upset the students, and borders on breaching the confidentiality laws;
6. School volunteers are covered by liability insurance in case injury to a child occurs while they are present;
7. Every coach (head, assistant and volunteer including cheer coaches) are required by law and, prior to contact with student-athletes, to complete the NFHS online coaching program:
  - a. NFHS Fundamentals of Coaching – Certification is good for a five-years
  - b. Concussion in Sports – Certification is good for a one-year. The district should restrict any coach from coaching until the course is completed or the school district is in violation of Montana State Law.

I understand that should I have been found to have violated these rules, I will not be used again as a volunteer for the \_\_\_\_\_ School District. Further, I understand that if I have violated Federal, State, and District Laws, Policies, Procedures, Rules, and Regulations, I may be subject to disciplinary action.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

Cross Reference: 5122

Fingerprints and Criminal Background Investigations

Legal Ref:

Public Law 105-19; the Volunteer Protection Act of 1997

**Volunteer Agreement Form Policy 5721F**

VOLUNTEER AGREEMENT FORM  
COACH/HELPER/AIDE/CHAPERONE

5721F

I, \_\_\_\_\_ (the Volunteer) hereby agree to serve PublicSchools (the District) on a volunteer basis as a \_\_\_\_\_.

Please initial next to each statement:

\_\_\_\_\_ The Volunteer understands any volunteer services will not be compensated now or in the future.

\_\_\_\_\_ The Volunteer has been informed and understands that volunteer services rendered do not create an employee-employer relationship between the Volunteer and the District for the position stated above.

\_\_\_\_\_ The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.

\_\_\_\_\_ The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and may be adjusted at any time.

\_\_\_\_\_ The Volunteer understands that services as a volunteer may be terminated at any time.

\_\_\_\_\_ The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.

\_\_\_\_\_ The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.

\_\_\_\_\_ The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.

\_\_\_\_\_ The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer.

\_\_\_\_\_ The Volunteer understands that they are not to use alcohol, tobacco or other drugs around students at any time whether on school property or not.

\_\_\_\_\_ The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy they are to report the behavior to the supervising district employee immediately.

\_\_\_\_\_ The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.

\_\_\_\_\_ The Volunteer is 18 years of age or older.

\_\_\_\_\_ The Volunteer understands that his authorization only applies to the \_\_\_\_\_ / \_\_\_\_\_ school year.

\_\_\_\_\_ The Volunteer understands that if the position stated above involves regular unsupervised access to students in

schools they shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

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DISTRICT REPRESENTATIVE

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DATE

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VOLUNTEER SIGNATURE

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DATE