

**BELGRADE SCHOOL DISTRICT
CERTIFIED EMPLOYEE
POLICY & PROCEDURE HANDBOOK**



2018-2019

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Introduction

This handbook is meant to be a reference to general procedures and policies for the educators of the district. It is not all-inclusive and cannot provide guidelines for every situation encountered in the workplace. It is also not intended to be a duplication of nor supplant the BEA Master Agreement, which can be found on our website at www.bsd44.org. Each employee should read and be familiar with the contents of the BEA Master Agreement.

Applicability of Handbook

The District guidelines and procedures found in this Educator Handbook take precedence over all past practices. The Board Policies, found on the website, are the overarching principles under which we act. The handbook does not replace or supersede applicable agency rules, regulations, or applicable law. If this Teacher Handbook conflicts with the federal law, state law, or an agency rule, the law or agency rule applies. When a specific situation or event is covered by the BEA collective bargaining agreement, the terms and conditions found in the collective bargaining agreement supersede this handbook. In addition to district guidelines and procedures found herein, your assigned school may have additional policies and procedures. If there is a conflict between school building policy and this handbook, the educator handbook language shall prevail.

If you have questions about the contents of this Educator Handbook, contact Principal, the Director of Human Resources or the Superintendent.

District Core Purpose

The Core Purpose of the Belgrade Public School District is to educate students to become responsible members of society.

We value

1. Students as our priority
2. Community and families as our partners
3. High expectations and a commitment to excellence
4. Our community's acceptance of diversity
5. Optimizing the highest levels of respect, responsibility and integrity for all
6. Learning and working in a safe environment

Our Goal

Belgrade Public Schools is THE model of excellence in providing a progressive, innovative and effective education for each student.

Professional Educators of Montana Code of Ethics

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior.

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.

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. Understands and respects diversity.
- C. Protects the civil and human rights of students and colleagues.
- D. Assumes responsibility for personal actions.
- E. Demonstrates good stewardship of public resources.
- F. Exemplifies a positive, active role in school-community relations.
- G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

Adopted by the Certification Standards and Practices Advisory Council July 13, 2016. For more information, reference <http://opi.mt.gov/>

Teacher Certificates

Educators must have a valid teaching certificate registered with the Gallatin County Superintendent of Schools prior to the first payroll period. Failure to do this within 60 days requires the school district to withhold salary payment.

Teacher Dress Code

All staff are expected to be neat, clean, and dressed in professional work attire that is in good taste and suitable for the job. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

Variance Request

The Principal may approve variance from regular building hours as stated in Section 7.3 of the CBA.

Lesson Plans

Daily lesson plans and objective/standards should be available upon request.

Preparation Periods – Absence from Building

Every employee has designated time periods to be used for preparation of instruction as well as collaboration with members of the professional learning community. Interrupting other employees' instructional or preparation time is not acceptable. Teachers are expected to remain on campus during their prep time; however, if there is a need to leave the campus for any purpose, excluding lunch, employees are required to secure Principal approval and follow the building procedure.

Purchasing

Purchases must be made in accordance with current district procedure. This means securing written approval by your Principal prior to any purchase.

Supervision Duties

Employees will be assigned supervision duties. Please report to your assigned area on time and be visible in the hall and common areas before school between classes and after school. Under no circumstances are students to be left unattended. Educators who need to leave the classroom or their assigned duties must arrange for temporary supervision of students.

Emergency Drills

Teachers should follow the building's drill procedures and assist students in following drill protocol. Educators are required to take their school keys and emergency pack with them to the designated meeting location where they will account for each student.

Parent Communication

Regular communication with parents is a high priority and employees should all use a variety of communication approaches and tools. Our intent is to create a team approach with school personnel and families by using candid, positive and professional communication. Students should not be referred to a Student Assistance Team or for serious discipline issues without prior parent contact.

Copyright Laws

School personnel should honor all copyright laws. When copying printed material, it is important to consider:

- Spontaneity – Is there time to request copyright permission?
- Brevity – How much is to be copied? For instance, only 10% of a picture book can be legally copied.
- Cumulative Effect – Are you making copies to avoid purchasing books? This is not allowed.

An employee may make a single copy of a copyrighted print material for his/her files. An employee may make multiple copies if:

- One copy per student is made
- The material is not used every year
- Copies are used for a specific lesson

- The copyright appears on all copies

Video Materials

Videos should relate directly to the unit goals and objectives. For entertainment-based videos used for non-educational purposes (e.g. reward) parent permission must be received as determined by the Building Principal. Rating and subject matter of the media should be considered when selecting videos. An employee must thoroughly preview all videos and be present in the classroom when the video is being shown. The use of videos, DVDs must conform to copyright law. Only certain videos are permissible to use for public performance.

Teacher Evaluation

The typical evaluation process includes:

1. Teacher goal setting and action planning
2. Teacher and administrator goal review
3. Scheduled and impromptu observations
4. Post-observation review and reflect conversation(s)
5. Follow up

Non-tenured employees will be evaluated annually. Tenured employees will receive a summative evaluation at least every third year. Administrators reserve the right to conduct summative evaluations more often than the minimum established in the CBA.

Notification of Tenured and Non Tenured Teacher Reelection

The trustees shall provide written notice by June 1 to all teachers who have been reelected. Any employee who does not receive notice of reelection or termination is automatically reelected for the ensuing school fiscal year. Any employee who receives notification of reelection for the ensuing school fiscal year shall provide the trustees with written acceptance of the conditions of the reelection within 20 days after the receipt of the notice of reelection, and failure to notify the trustees within 20 days constitutes conclusive evidence of the employee's non-acceptance of the tendered position. *For more information, reference **MCA 20-4-205**.*

Resignations

Certified staff will be expected to fulfill the terms of their contract unless there are compelling, mitigating circumstances that prevent the employee from doing so. All resignations should be in writing and delivered to the Principal or immediate supervisor. Letters of resignations cannot be rescinded once it is provided to the Principal and acknowledged receipt.

Substitute System - AESOP

All leave must be entered into AESOP, the District's Leave Balance system, even if the employee does not need a substitute for the position. When a certified staff requires a substitute due to an illness or emergency, he/she must log on to AESOP at <https://www.aesoponline.com/login2.asp> Note: The process isn't complete until you have received a confirmation number/notice. Please arrange for a guest teacher as early as possible and notify the Principal as soon as possible if you are taking consecutive days off. For more information related to balances and the system, contact payroll in the Administration Office and for questions related to Substitute Teaching, contact Human Resources.

Substitute Teacher Preparation

Every employee is responsible for maintaining an up-to-date substitute folder containing all information necessary for the substitute teacher. Please store the substitute folder where it can be easily found in your desk such as the top drawer of your desk. This folder should include the following minimum information:

- a) A printed roster for attendance purposes.
- b) Your daily class schedule showing your specific teaching assignments and rooms.
- c) Specific lesson plans for each separate class or subject area. The lesson plan must contain the instructional activities to be carried out by the teacher.
- d) Extra activity ideas or worksheets in case the suggested lessons do not fill the time.
- e) A list of your classroom rules for your students.
- f) The location of the grade book, teacher manuals, and any emergency information.
- g) A description of your duties such as noon duty, bus duty, etc.
- h) Please list the name of your neighboring teacher(s) who may help with questions or concerns.
- i) A description of students who require special attention (discipline plan, altered expectations, health problems, special schedule, 504, IEP accommodations, etc.).
- j) If you have nothing for the substitute to do during prep period, please have them check into the main office to see if help is needed elsewhere.

Student Teachers

We are fortunate to be able to assist in the training of future educators, but we must remember that our first priority lies with Belgrade students. Tenured employees are allowed to have a Teacher Candidate every third semester. Teacher Candidates should be given teaching responsibilities according to the outline that the College or University prescribes. Educators have an obligation to discuss serious concerns with the University Supervisor.

Itinerant Educators

Educators who have regular assignments in more than one building may apply for compensation for travel expenses. The rate for travel between in-town buildings is \$.25 per one-way trip and the rate to or from Ridge View is \$1.60. Please download the form off the district website and turn it in monthly to the Principal or supervisor for reimbursement. Employees working in extracurricular positions, are not eligible for this reimbursement.

Part-Time Educators

The table below shows the prorated building site time required of a part-time teacher. It is your responsibility to arrange with the Principal a starting and ending time for your workday that will fulfill the length of the workday at the school site.

Class Periods Taught (Grades 5 – 12)	Length of Work Day (Excludes Lunch Time)
6	7 Hours & 30 Minutes
5	6 Hours & 15 Minutes
4	5 Hours
3 *	3 Hours & 45 Minutes
2	2 Hours & 30 Minutes
1	1 Hour & 15 Minutes

Note: Three class periods is equivalent to teaching half-time.

Tutoring/Student Activities

Staff members are not eligible to receive a tutoring fee from non-school entities during the employee’s regular duty day. After hours use of school facilities must have the approval of the Principal and is subject to the terms of the district’s facility-use policy.

Conflict of Interest

As a District employee, you are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District Business. 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 that creates a conflict of interest with faithful and impartial discharge of the employee’s District duties.

A disclosure will be required that identifies the nature of the private interest that creates a conflict with his/her official school duties. Care should be taken to avoid using, or avoid the appearance of using, official position and confidential information for personal advantage or gain.

Solicitation

No organization may solicit funds from certified staffs within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without prior approval from the Superintendent.

Student Assistance & Referral Process / MTSS

Belgrade Public Schools support the goals and procedures of the Multi-Tiered Systems of Support (MTSS). Students should be provided with assistance at the lowest level possible to assist them to achieve success in academics and behavior.

The Student Assistance Team (SAT) is a group of educators who can be called upon to problem solve interventions to address concerns regarding a student. In addition, the SAT intervention process results in the documentation of educational concerns and interventions relating to the referred student. The membership of the team will vary based on the types of concerns (i.e. the school nurse may attend if there are health concerns).

Student Discipline – Philosophy

In order to provide a safe and orderly environment where educators can teach, students can learn, and parents are confident that their children are learning in a positive and productive manner, Belgrade Public Schools promote discipline practices and procedures which:

- Seek to be primarily preventive
- Foster positive relationships among students and adults
- Employ incentives and logical consequences
- Focus on developing desired behaviors
- Clearly teach students the requisite expectations and social skills
- Hold individuals accountable for their actions
- Preserve the dignity of all involved in the process
- Involve the parents of the student

Specific procedures and practices in district schools should support the goals outlined above and should be supported by rigorous research evidence. *For more information, reference **School Board Policy 3310**.*

Assigning Student Discipline

Minor student discipline problems should be managed by the educator or staff members. Major student discipline problems shall be managed by the Principal. See the Principal for the types of discipline that are staff managed or office managed.

Student Accident or Illness

If the student's health condition is serious, either call for assistance or accompany the student to the office. If the condition is the result of an injury sustained at school, it is the responsibility of the staff member to complete an accident report. Forms are available in the office. The School Nurse and parents should be notified.

Concussion Protocol for Students

Students who experience *one or more* of the signs or symptoms of concussion after a bump, blow, or jolt to the head should be referred to a health care professional with experience in evaluating for concussion. For those instances when a parent is coming to take the student to a health care professional, observe the student for any new or worsening symptoms right before the student leaves and complete the concussion checklist and return to the front office. Always contact the School Nurse for assistance. The checklist can be accessed: <https://www.bsd44.org/employees/district-forms/>

Medication

Teachers will not dispense medication or allow students to self-administer medication. School District policy states:

- A signed form from the parent and medical care provider, must be on file with the main office.
- Medication must be in the original container with full label intact.
- Medication will remain in a locked cabinet in the main office.
- A trained designee must administer medication and it must be recorded in the medication log.
- These rules apply to prescription and over the counter medications.

*For more information, reference **School Board Policy 3416**.*

Student Make-Up Assignments

Students should be allowed adequate time to make up assignments from absences, including those created by participation in school activities. District procedure: For days absent, the student is allowed the number of days absent, plus one (1) day to make up assigned work.

Fundraising

All requests by school/student organizations for approval of fund raising activities must be approved in advance by the Superintendent.

- Fundraising activities will be conducted only by school organizations upon Principal approval.
- All student funds must be deposited in a school account. To submit a request, please contact the Superintendent.
- Purchases require pre approval from the School Principal.
- If a fundraising event is approved during class time (i.e. hat day) the sponsor of the fundraiser is required to send a brief description of the event to be distributed in the school or district wide.

For more information, reference School Board Policy 3530.

Collecting Money from Students

Monies collected from students must be receipted through the main office. Exceptions will be made for meal money and other events the Principal determines do not require receipts on a case by case basis.

Student Field Trips / Student Activity Trips

Field trips and other student activities involving travel may be authorized by the Principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the Principal at least one month prior to the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

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

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

Any out-of-state or out-of-the-country travel or field trips that extend overnight must be approved by the School Board.

Pupil Instruction Related Days (PIR) & Parent-Teacher Conferences

During the school year, PIR days are scheduled on the Belgrade School Calendar. All educators are to be in attendance during PIR days (including Parent-Teacher Conferences). If school-related obligations prevent an employee from conducting conferences at the designated time, then arrangements should be made in advance with the Principal.

In addition, the Office of Public Instruction has ruled that a teacher cannot use contract leave during the fall MEA/MFT convention. Therefore, failure to attend the MEA/MFT Professional Days and not substituting equivalent continuing education hours for the missed contract days shall result in a 2/187th reduction of salary. Continuing education hours used to substitute for non-attendance at the MEA/AFT convention must be earned after the last day of school of the previous year and prior to May 1 of the year where the substitution is applied.

Guidelines for MEA/MFT Fall Conference Substitution

1. Completion of continuing education activities must be by an authorized provider.
2. Instruction must be held outside of contracted time.
3. For training that is not district-provided or directed, registration and fees are the employee's responsibility.
4. Work in the classroom does not qualify for PIR day substitution.
5. Each activity must be a minimum of 6 hours to qualify for one PIR day substitution.
6. Each instructional activity must support the overall goals of the district's Professional Development Plan and/or Continuous School Improvement Plan (see 10.55.714 3.g).
7. Each activity must be completed after the last student day of the previous year and prior to May 1 of the year when the substitution is made. If not completed in that time window, the employee's salary will be reduced by 1/187 for each day missed.
8. Repeated workshops (e.g. MBI) may be traded if approved.
9. The Curriculum Director will be responsible for approving PIR activities.
10. Only the two PIR days for the MEA/AFT convention may be substituted.
11. College courses may apply for trade out only if they are not eligible for use as a lane change.
12. Pre-approval of non-district offered learning activities is recommended.

Application of Credits

	Trade Out	Salary Lane Change	Recertification (employee's responsibility)
District-approved CEU's from an OPI provider	Yes, if <u>not</u> used for Lane Change	Yes, if <u>not</u> used for Trade Out	Yes
Graduate College Credits	Yes, if approved in advance and <u>not</u> eligible for use as a Lane Change	Yes, if <u>not</u> used for Trade Out	Yes
Unapproved CEU's (includes CEU's earned during contract time)	No	No (e.g. MEA Convention, RTI Training during school day)	Yes

Continuing Education Units (CEU)

These units are issued by OPI (Office of Public Instruction) for approved educational activities from a variety of presenters. One unit reflects an equivalent of one hour of instruction. CEU's may be used to:

- Renew your teaching license with OPI.
- Opt out of attending in-service during the October annual instructional and professional development meetings of educators' organizations.
- With approval, CEU's may be used to advance on the salary schedule if the work for the continuing activity occurred outside of regular school day (18.75 CEUs = 1 graduate semester credit).

Lane Advancement Guidelines

- CEU's offered by the district and earned outside of a contract day may be used for Lane Advancement (to encourage training in district priorities).
- CEU's or credits earned during a Personal Day may apply to a lane change if the documentation of the personal day is submitted with the lane change materials.
- For workshops where the district endorses the program and pays registration (e.g. MBI) and the employee pays for the college credits, the credits may be used for lane change.

Repeated Courses to Apply to Lane Advancement

All credits earned after September 1, 2016, must comply with these guidelines:

1. Credits that will be allowed **one time**. These are typical educational courses and training and comprise the majority of lane advancement credits.
Examples:
 - Hosting a student teacher (this involves time outside of the contracted day)
 - College classes or professional workshops
2. Credits that will be allowed **two times**. These are courses where the syllabus changes slightly or it may be helpful to have a refresher.
Examples:
 - Earth Science and Me
 - Denny McLaughlin's High Trust or equivalent
3. Credits that will be allowed **multiple times**. These are courses where the content consists of multiple workshop-style offerings.
Examples:
 - Montana Behavior Initiative
 - SWMMS Summer Symposium

Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal cell phone during the work day. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities or deemed as excessive by the Administration, the employee may be disciplined in accordance with the Board policies. *For more information, reference **School Board Policy 5630**.*

Use of District Computers and Networking Systems

The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet systems for any purpose.

Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

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

In order to keep District e-mail and Internet systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees upon Superintendent approval. *For more information, reference **School Board Policy 5450**.*

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Exempted from the definition of education records are those records which are kept in the sole possession of the maker of the records and are not accessible or revealed to any other person except a temporary substitute for the maker of the records. Once the contents or information recorded in sole possession records is disclosed to any party other than a temporary substitute for the maker of the records, those records become education records subject to FERPA. Generally sole possession records are of the nature to serve as a "memory jogger" for the creator of the record. For example, if a school official has taken notes regarding telephone or face to face conversations, such notes could be sole possession records depending on the nature and content of the notes.

If you have questions about FERPA and School District procedures, contact the Superintendent in the Administration Building. *For more information, reference <http://familypolicy.ed.gov/>*

Staff / Parent Rights

The district encourages parents to be involved in their student's school experience. Under the Family Education Rights and Privacy Act (FERPA) either parent, including a non-custodial parent, has the right to inspect and review their student's education record unless the school district has been provided with evidence that there is a court order or legally binding document relating to such matters as divorce, separation or custody' that specifically revokes these rights.

It is the responsibility of the parent with sole custody to provide the district any court order that curtails the right of the non-custodial parent to access school records. 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 their Principal or immediate supervisor.

Reporting Of Abused/Neglected Children

Any employee or school official who knows or has reasonable cause to suspect that a child is abused or neglected, shall report the matter promptly to the Department of Public Health and Human Services. Reporting the concern to school personnel does NOT satisfy the reporting requirement. Any employee or school official who has knowledge of suspected child abuse or neglect and fails to report is liable for the damages proximately caused by such failure and is guilty of a misdemeanor. Teachers have a duty to share with school counseling staff, any information regarding suicide threats, depression and other factors affecting the well-being of individual students.

The State of Montana has created a toll-free child abuse hotline for facilitating the reporting of suspected child abuse or neglect. The number to call is **1-866-820-5437 or 1-866-820-KIDS**. Once you have reported, please inform your supervisor to make them aware of the situation. *For more information, reference dphhs.mt.gov*

Families and Youth in Housing Transition - McKinney/Vento Homeless Act

If a family or youth is experiencing an unsettled housing environment they may be entitled to services under Title X of Elementary/Secondary Education Act (ESEA).

Some examples of homeless are:

- Lack of a fixed, adequate, or regular nighttime residence
- Staying in a public or private temporary shelter (domestic violence, transitional housing, family shelter, youth shelter, etc.)
- Living with another family because you cannot afford your own housing
- Living in a hotel/motel because you cannot afford your own housing
- Camping out in a tent or RV
- Children awaiting permanent foster care placement, or a family reunification

- Living in a car, park, public place, abandoned building, bus station, or a similar location
- Living in substandard housing (no electricity or running water)
- Unaccompanied youth (a youth not in the physical custody of a parent or guardian)
 - Runaways
 - Children/youth denied housing by their families
 - School aged unwed mothers living in housing for unwed mothers.

Determination of homelessness will be made on a case-by-case basis. Please contact the Districts Homeless Coordinator in the Administration office for assistance. *For more information, reference **School Board Policy 3125.***

Political Activity

No District employee may solicit support for or in opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue, while on the job or in or on District property. An employee elected to office is entitled to take a leave of absence without pay, in accordance with the provisions in **School Board Policy 5224.**

Protection from Civil Liability (MCA 2-9-305)

The District, through its insurance carrier, provides for the defense and indemnification of District employees who are civilly sued for their actions taken within the course and scope of their employment. Such defense and indemnification is limited to that required by Montana law – e.g., the District would not defend or indemnify an employee that commits a wrongful act during their hours of employment with the District. *For more information, reference **§§ 2-9-305 Montana Code Annotated.***

Abuse of Educators

Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

The enforcement of this law requires the teacher to notify your Principal and file a complaint with law enforcement. *For more information, reference **MCA 20-4-303.***

Confidentiality

School employees possess knowledge of the District’s operation that far exceeds the public’s knowledge. It is the employee’s responsibility to refrain from divulging any information that is protected by the Constitution of Montana. The constitution states as follows:

Constitution of Montana, Article II, Section 10, Right of Privacy: The right of individual privacy is essential to the well-being of a free society and shall not be infringed without the showing of a compelling state interest.

All employees shall respect the confidentiality of persons, including students, served in the course of the employee’s duties and use any information gained in the course of their employment consistent with the employee’s or student’s right to privacy.

The District's own network of communication shall not violate this right of privacy. The sharing of information within the school system should only occur between school employees that have a compelling need to know. If there is doubt whether information you possess is confidential or open for public disclosure, consult an Administrator.

a) Employee Privacy: Employee information collected for personnel records, payroll records, medical records, and other records protected by an individual's right to privacy shall not be made available to another employee or the public unless the employee waives their right to privacy.

b) Student Privacy: Student information collected, including but not limited to the following, shall be considered confidential information:

- a) Formal and informal tests results including course/subject grades;
- b) Records of behavior in classrooms and other education settings;
- c) Performance and ability level assessments;
- d) Family relationships and status; and
- e) Family income or economic status.

An Administrator may authorize an exception to the above guideline based on court rulings or state agency rulings that specify the requested information must be shared with the requesting agency or citizen.

Any employee who violates an employee's or student's right of privacy may forfeit legal assistance by the district if they are civilly sued for unauthorized disclosure of information and also may be subject to appropriate disciplinary action up to and including termination of employment.

Personnel Files

The District maintains a complete 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 access to their personnel records, in accordance with guidelines developed by the Superintendent. Unless required by law, employee personnel records are considered confidential records and shall not be released to the public. For information about employee record keeping or to access information in your files, contact your immediate supervisor or the district office. *For more information, reference **School Board Policy 5231**.*

Equal Employment Opportunity and Non Discrimination

The District believes in Equal Employment Opportunity and providing a work and educational environment free from discrimination and harassment.

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

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District. *For more information, reference **School Board Policy 5010**.*

Compliance Coordinators

The following have been designated to coordinate compliance with the following legal requirements:

Title VI	Curriculum Director
Title VII, Title IX and Civil Rights or Discrimination Issues	Human Resources Director
Americans with Disabilities Act (Employee/Applicant)	Human Resources Director
Section 504 of the Rehabilitation Act of 1973 (Student)	Principal

504 Plans

Educators need to be aware of students who have 504 plans. A routing form will be distributed by the office at the beginning of the school year. Please read each pertinent 504 plan and make a copy for personal and guest teacher use. An employee sign-off is required to ensure that the principal/immediate supervisor knows each involved employee has read the plan.

For employees and applicants requesting accommodations, contact Human Resources, hrbsd@belgradeschools.com and for student accommodations, contact the Director of Special Education in the Administration Building.

Americans with Disabilities Act Amendment Act

The Americans with Disabilities Act Amendment Act (ADAAA) gives federal civil rights protections to individuals with disabilities. The ADAAA prohibits employment discrimination against qualified individuals with disabilities. A "qualified individual with a disability" is a person who meets legitimate skill, experience, education, or other requirements of an employment position he or she holds or seeks, and who can perform the "essential functions" of the position with or without reasonable accommodation. *For more information, reference, <https://www.ada.gov/>*

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. The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. *For more information, reference **School Board Policy 5002**.*

Harassment and Intimidation

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

Harassment, intimidation, or bullying means any act that substantially interferes with an employee’s employment benefits, opportunities, or performance, that takes place on or immediately adjacent to school and building/office grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an employment function, and that has the effect of:

1. Physically harming an employee or employee’s property;
2. Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; and/or
3. Creating a hostile employment environment.

“Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, social media or the internet. *For more information, reference **School Board Policy 3226**.*

Sexual Harassment

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communications of a sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms “intimidating,” “hostile,” or “offensive” include but are not limited to conduct that has the effect of humiliation, embarrassment, or discomfort. *For more information reference **School Board Policy 5012**.*

Sex Based Discrimination & Title IX

No student, on the basis of sex, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities. Inquiries regarding student discrimination on the basis of sex should be directed to the District Title IX Coordinator, located in the District Administration Office, 312 N. Weaver, 924-2025, title9@belgradeschools.com

Hostile Work Environment

A hostile work environment based on their race, color, religion, creed, national origin, sex, pregnancy, age, ancestry, marital status, military status, citizenship status, physical or mental disability exists when harassment:

- Is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the District's programs, services, opportunities, or activities ; or
- When such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

A hostile environment can be created by anyone involved in a District program or activity (e.g., administrators, certified staff, classified staff, students, parents and school guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

Reporting Harassment or Discrimination

All complaints about behavior that may violate Belgrade School's harassment and discrimination policies shall be promptly investigated by the Human Resources Director. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the Human Resources Director. Complaints against a Principal, Director or District Administrator shall be filed with the Superintendent or Human Resources Director. Complaints against the Superintendent shall be filed with the Board of Trustees. *For more information, reference **School Board Policy 5015**.*

Retaliation

Retaliation is prohibited against any person who reports, or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. *For more information, reference **School Board Policy 5015**.*

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) entitles an employee who has worked for the District for at least 12 months to be eligible for 12 work weeks of FMLA leave during a 12 month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. Employees will be required to use appropriate leave while on FMLA. All types of leave (sick, vacation, comp time earned) will need to be exhausted prior to requesting sick leave donations. Workers compensation absences will be designated as FMLA leave. *For more information reference **School Board Policy 5329/5329P**.*

Maternity Leave

For purposes of this policy, pregnancy or childbirth related health conditions shall be treated as any other temporary disability. *For more information reference **School Board Policy 5329/5329P for clarification on Maternity Leave and FMLA.***

Paternity Leave

Employees who are either a birth father or adoptive parent of a child may take a leave of absence not to exceed 15 working days immediately following the birth or adoptive placement of a child. Employees are eligible for parental leave if they are eligible for sick leave. *For more information, reference **School Board Policy 5329.***

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. *For more information, reference **School Board Policy 5322.***

Professional Leave

Professional Leave may be granted by the district for training that supports the district's professional development or strategic plan goals. Professional leave requests must be submitted to the Principal prior to making any arrangements. The current Travel-Leave procedure* must be followed for all professional leave.

1. In advance, receive permission from your administrator to attend training.
2. Each person complete a Travel Leave Request with accompanying documentation.
3. Attend the training, using district transportation (if available).
4. Following the training, send verification to the Accounts Payable Clerk.

*Procedures are subject to change by the Fiscal Services office.

Possession of Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination.

Workplace Violence

The District is committed to providing our staff and students a friendly, courteous and safe work environment. The District acknowledges that human relationships are subject to conflict and that some employees may be exposed to violence by the nature of their jobs. The District is committed to maintaining a safe, healthful and efficient work environment in which acts of violence by employees or citizens will not be tolerated. The District will promptly investigate any complaint about workplace violence. The District will take appropriate and prompt action against any individual who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

Domestic Violence: If an employee fears that domestic violence situations may carry over from home to the work place, employees should immediately notify their Principal, Immediate Supervisor, the Superintendent and/or their designee so appropriate security measures can be arranged.

Blood borne Pathogens

Universal Precautions are the best approach to infection control. All human blood and body fluids must be treated as infectious. All employees shall receive training on Blood borne Pathogens and the required precautions.

Measles and Mumps

Adults born before 1957 are generally considered immune to measles and mumps. All adults born in 1957 or later should have documentation of one (1) or more doses of MMR vaccine unless they have a medical contraindication to the vaccine or laboratory evidence of immunity to each of the three diseases. Documentation of provider-diagnosed disease is not considered acceptable evidence of immunity for measles, mumps, or rubella. Measles is especially contagious, and in the event of an outbreak, any staff not immunized or considered immune will be required to stay at home for an unspecified length of time depending on the cases.

Drug-Free Workplace

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

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a “medical marijuana” card.
- Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

*For more information, reference **School Board Policy 5226.***

Tobacco Free Schools

An individual may not use a tobacco product in a public school building or on public school property. Tobacco may be on the school campus for educational purposes. "Tobacco product" means a substance intended for human consumption that contains tobacco, including cigarettes, e-cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco. For more information, reference **§§ 20-1-220 Montana Code Annotated and School Board Policy 8225.**

Worker Compensation

Workers' compensation benefits are dependent, by state law, on timely reporting. Additionally, best outcomes for an injured employee are achieved when a worker compensation claim is initiated without delay. All employees shall promptly report any injury that occurs at work as early as possible and, if possible, submit the workers compensation accident form within the assigned shift but no later than 30 days after the injury. Occupational illnesses that develop over time should be reported at the time the worker suspects their symptoms may be work-related. The Workers Compensation accident form can be obtained from your Principal, Immediate Supervisor or the Payroll/Business Office or located on the

District Human Resources Website, <https://www.bsd44.org/hr/> Failure to report promptly negatively affects the District's rate and workers compensation benefits may be denied.

Handbook Committee:

Lori Degenhart, Principal, Heck/Quaw Elementary

Mark Halgren, Curriculum Director

Paul Lamb, Principal, High School

John Blackman, Director of Human Resources

Julie Mickolio, Principal, Middle School

Joe Rossman, BEA Union President

Reviewed by the School Board of Trustees April 11, 2017 – First Reading

Reviewed by the School Board of Trustees June 12, 2017 – Second Reading

Approved by the School Board of Trustees June 12, 2017

Acknowledgement Page

It is expressly understood the policy and procedure handbook for the District does not constitute a guarantee of employment or promise of any kind. The District in its sole discretion, may direct, hire, promote, transfer, assign and retain employees; supervise, discipline, and relieve employees from their duties; determine and change hours of work, shifts, and methods of operation; establish change or abolish its policies, procedures, practices, rules and regulations.

It is understood the policy and procedure handbook is issued to inform employees regarding the operating policies of the District. The policy and procedure handbook may be changed from time to time at the sole discretion of the District and Board of Trustees and is to be used as a guide to District employees in the performance of their duties. Violations of the policies, procedures, rules and regulations set forth in this handbook may result in disciplinary action up to, and including, termination of employment.

Specifically, I acknowledge I understand the following policies of the District:

1. The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet systems for any purpose. Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.
2. Confidentiality is expected in all aspects of employment. Employees will respect the confidentiality of people serviced in the course of the employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including termination, any employee who disclosed confidential and/or private information learned during the course of the employee's duties.

By signing this statement, the employee acknowledges the Belgrade School District Certified Employee Policy and Procedure Handbook has been received and that the employee understands the policies and procedures contained herein.

Signed _____

Date _____

Print Name _____

Position _____

Effective Date of Employment _____